1. Confirm if the Enter Surgical case icon is in your Tool Bar
2. If the Enter Surgical Case icon is NOT in your Tool Bar, click Preferences (If it is there, skip to step 7)
3. And then select Toolbar
4. Select Enter Surgical Case from the Available Buttons list
5. Click the Plus Icon to add the tool to the Selected Layout list
6. Then click OK
7. Now that the Enter Surgical Case tool is added, find your patient by clicking the Find Patient tool
8. Once you have found your patient, click the **Enter Surgical Case** tool
9. Enter the booking time in the **start time** field
10. Type **OR** in the **Room** field and select the room
11. Then click the **Add** button to add the Procedure and Preference Card

12. Enter the required procedure information then Click **OK**

13. To finish creating the case, click **Create Case for**