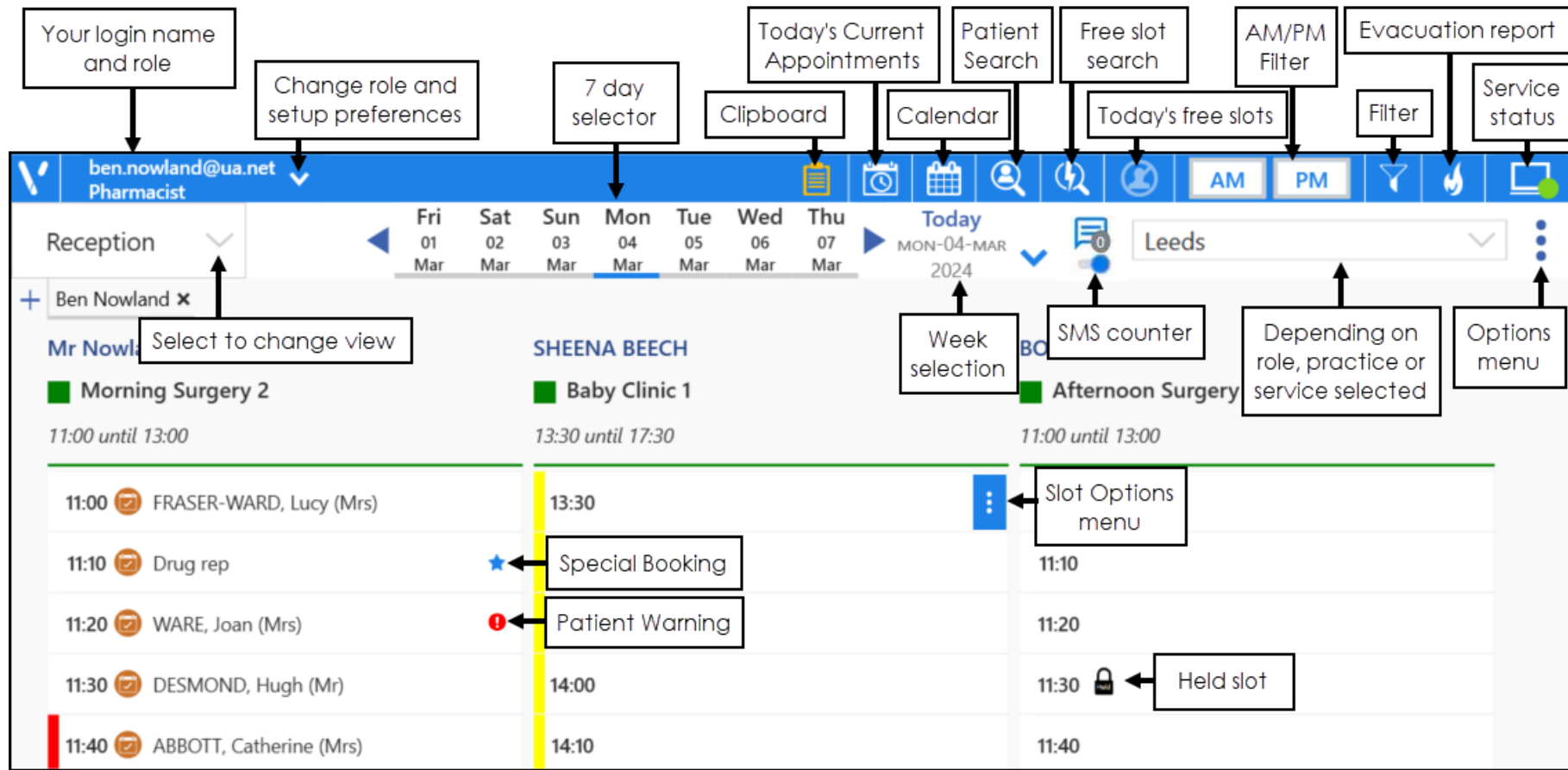



Appointments Desk Aid - Scotland





The screenshot shows the Appointments software interface. At the top, a blue header bar contains the user's login name and role, 'ben.nowland@ua.net Pharmacist'. Below this is a navigation bar with various icons and buttons. The main area displays a calendar view for 'Today' (MON-04-MAR 2024) with a list of appointments. Callouts point to various features: 'Your login name and role', 'Change role and setup preferences', '7 day selector', 'Clipboard', 'Calendar', 'Today's Current Appointments', 'Patient Search', 'Free slot search', 'AM/PM Filter', 'Evacuation report', 'Service status', 'Reception', 'Select to change view', 'Week selection', 'SMS counter', 'Depending on role, practice or service selected', 'Options menu', 'Slot Options menu', 'Special Booking', 'Patient Warning', and 'Held slot'.


The following are commonly used options from the **Appointments** toolbar:


 **Clipboard** - Move appointments without losing all the details. Displays orange when it contains copied, moved or imported appointments.


 **Today's Current Appointments** - Displays booked appointments within the next hour and DNAs from the last hour.

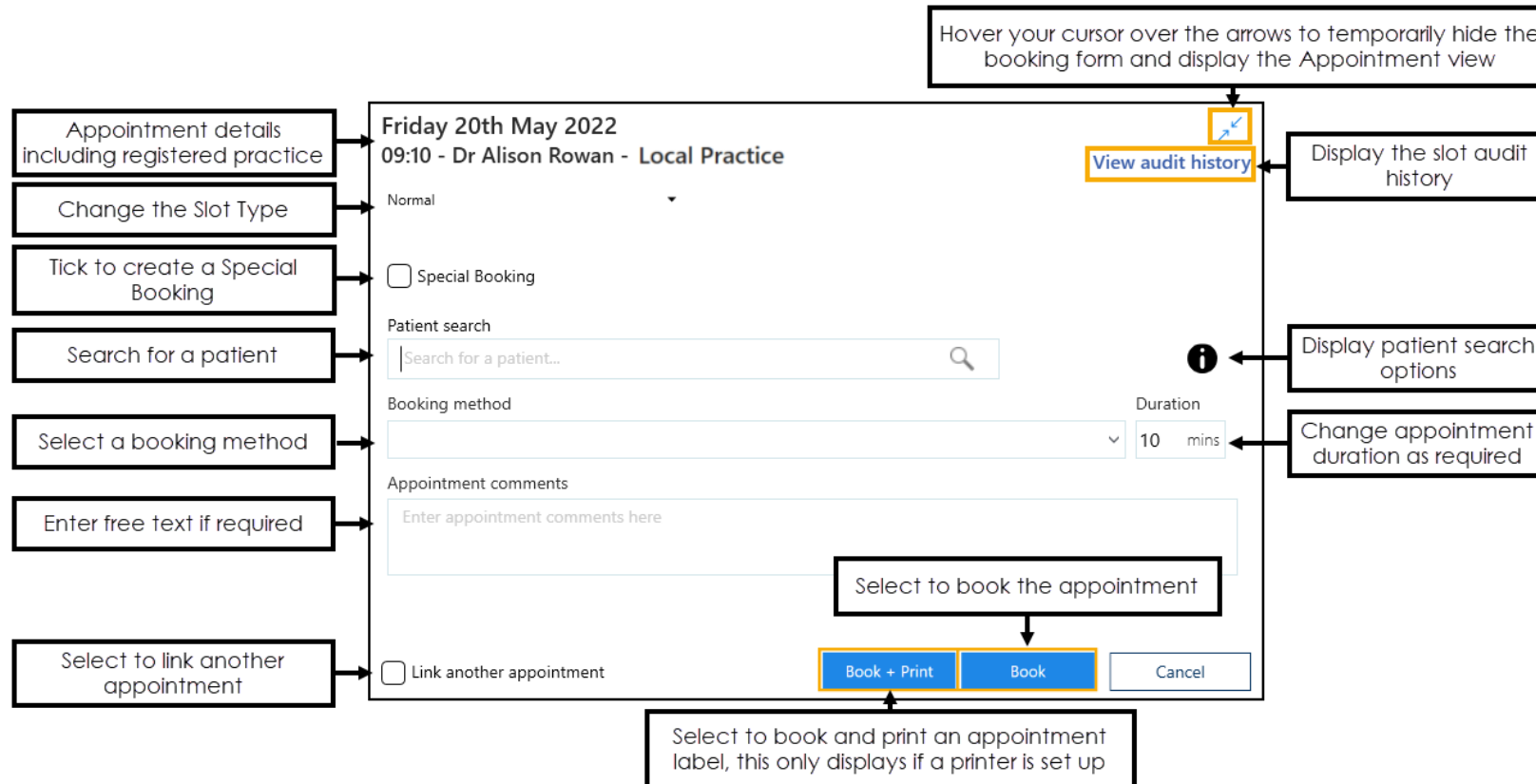
 **Patient Search** - Search for a patient.



 **Free Slot Search** - Find and book free slots on a selected day.

 **Today's Free Slots** - Only show free slots for today on the **Reception View**. Displays orange when selected.

 **Filter** - Select to apply filters to define what displays on your screen. Displays orange when a filter is active.

 **Options** - Select to view more available options.



<p>Booking Form</p> <p>The following are commonly used options on the Booking Form:</p> <ul style="list-style-type: none"> • Change the Slot Type - Select a different Slot Type from the available list. • Special Booking - Select when booking appointments for patients not registered at your practice or for administration slots. 	<ul style="list-style-type: none"> • Patient search - Enter the patient's surname and/or date of birth and select Search . • Booking method - Optional, select a booking method to aid auditing on how appointments are booked. • Appointment comments - Enter any additional comments in the free text section 	<ul style="list-style-type: none"> • Link another appointment - Select to link multiple appointments as part of a group. • Hide the Booking Form - Hover your mouse over Hide  to temporarily display the main Appointment view behind. • View audit history - Displays the audit trail of the booking. 	<ul style="list-style-type: none"> • Duration - Change the expected duration of the appointment. • Book - Book an appointment. • Book + Print - Book an appointment and print a label with the appointment details. • Cancel - Closes the Booking Form screen without booking an appointment.
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