

## Vision Appointments Setup Release v2.2

Vision Appointments Setup release v2.2 contains the following updates:

### Vision Appointments

- **Open Vision Appointments** - You can now open the **Vision Appointments** app from within **Vision Appointments Setup**, right click on any session and select **View in Vision Appointments**.

### Vision Appointments Setup

- **Import/Export Session Templates** - To enable you to share **Session Templates** across different practices, you can now import and export them from Vision Appointments Setup.

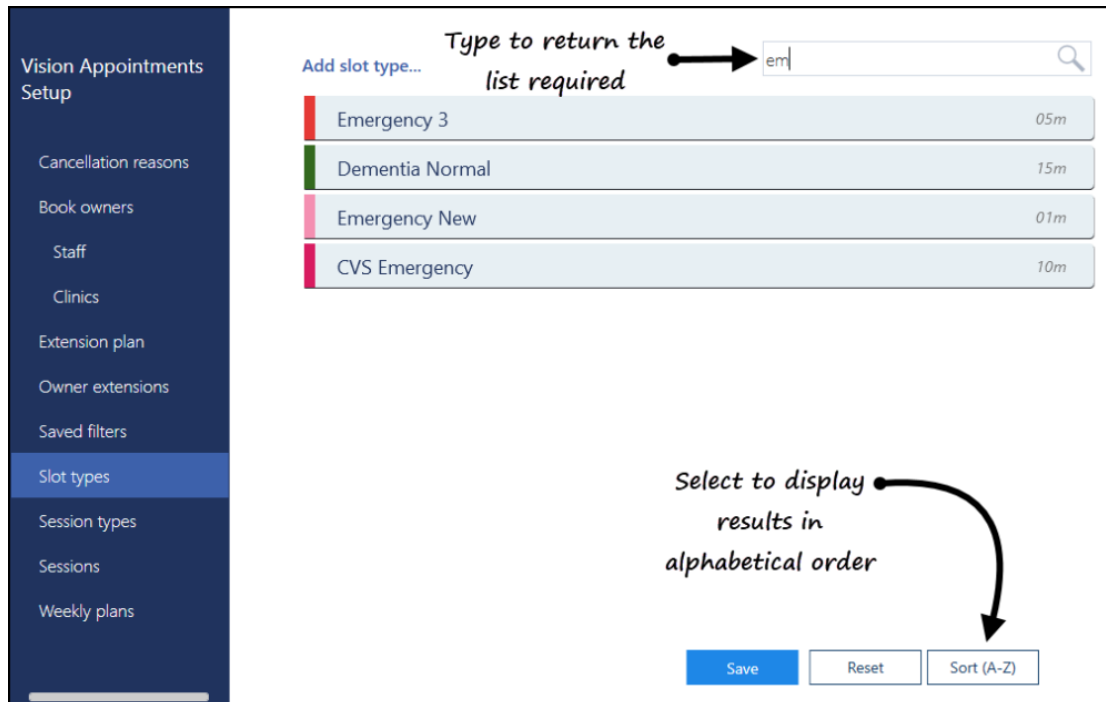
See [Exporting and Importing Session Templates](#) on page 2 for details

- **Smarter Searches:**

- You can now type to search on the **Sessions** and **Slot Types** lists. A smart search returns the items as you type.

- The following lists now have a **Sort (A-Z)**  option to display the data in alphabetical order:

- **Cancellation reasons**
- **Slot Types**
- **Session Types**
- **Sessions**



The screenshot shows the 'Vision Appointments Setup' sidebar on the left with 'Slot types' selected. The main area displays a list of slot types with a search bar at the top. The search bar contains the text 'em' and has a magnifying glass icon. Below the search bar, the following slot types are listed:



Slot Type	Duration
Emergency 3	05m
Dementia Normal	15m
Emergency New	01m
CVS Emergency	10m

At the bottom of the list, there are three buttons: 'Save', 'Reset', and 'Sort (A-Z)'. An arrow points from the 'Sort (A-Z)' button to the text 'Select to display results in alphabetical order'.



## General

- **Services** - Appointments relies on a connection to your **Vision 3** services, you can now see the status of your services at a glance in the top right corner of your screen:



-  The green light indicates you are connected.
-  The red light indicates a problem with your connection.

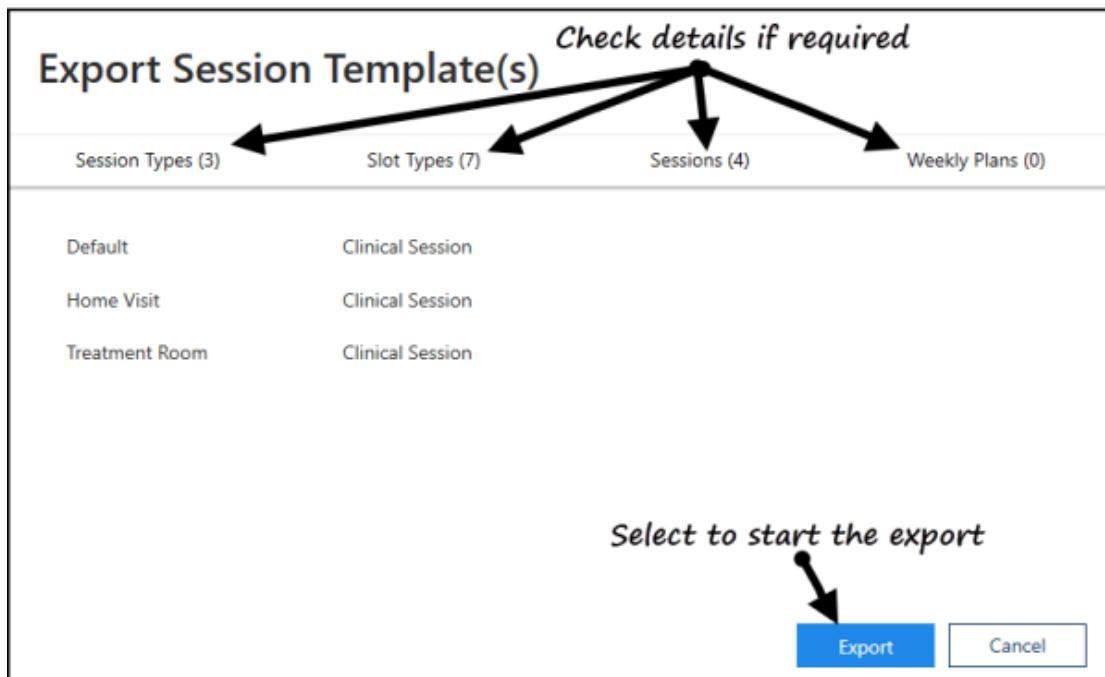
## Exporting and Importing Session Templates


To enable you to share session templates across different practices, you can export and import them.

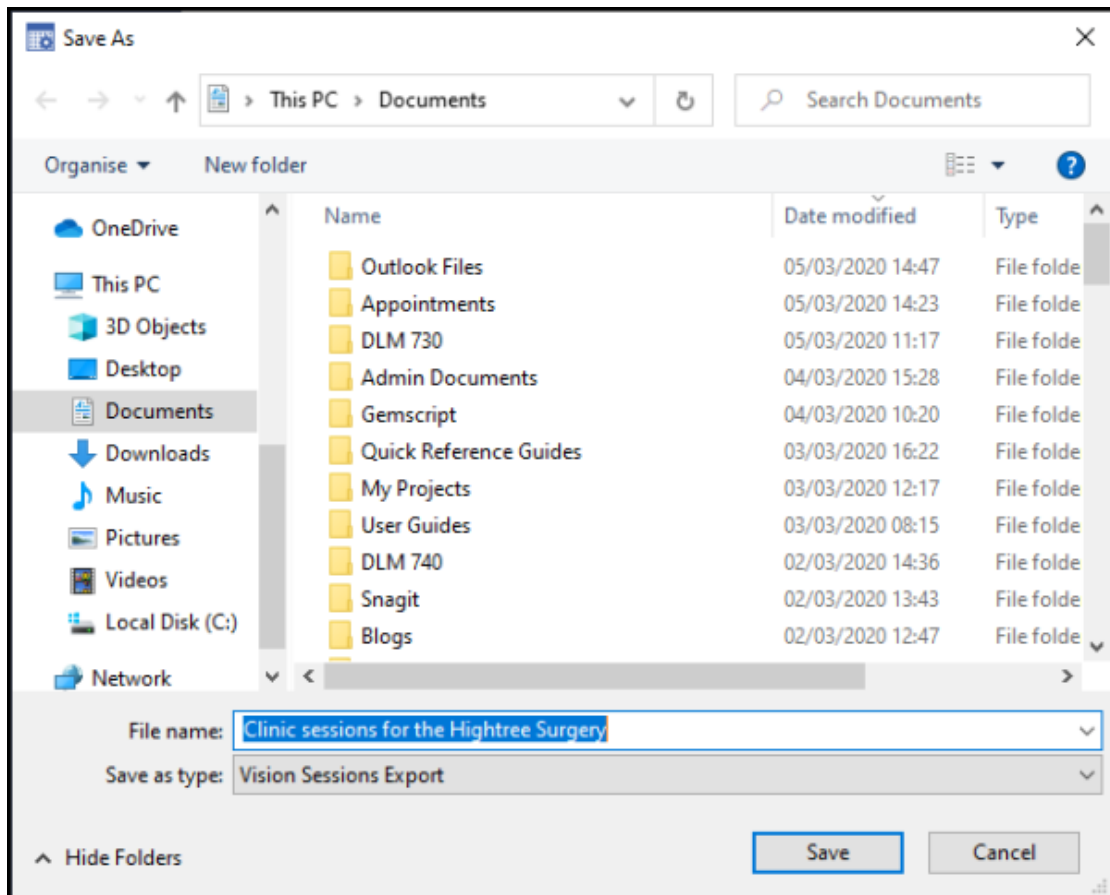
### Exporting a Session Template

To export a session template for a different practice to use:

1. From Vision Appointments Setup, select the **Main Menu** .
2. Select **Sessions** and the list of available sessions displays.
3. Tick the session template(s) you wish to export and select **Export** .
4. The **Export Session Template(s)** screen displays, the sessions you have selected display:



5. Check the details of the selected sessions and then select **Export** .
6. The **Save As** screen displays, navigate to where you want to save the **Vision Sessions Export** file, give the file an appropriate name and then select **Save**:



7. Your Sessions are now ready to be sent via email.

## Importing a Session Template

To import a session template from a different practice:

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**Note** - Before you start this process, you must have received the **Vision Sessions Export** file and saved it to an accessible location within your network.

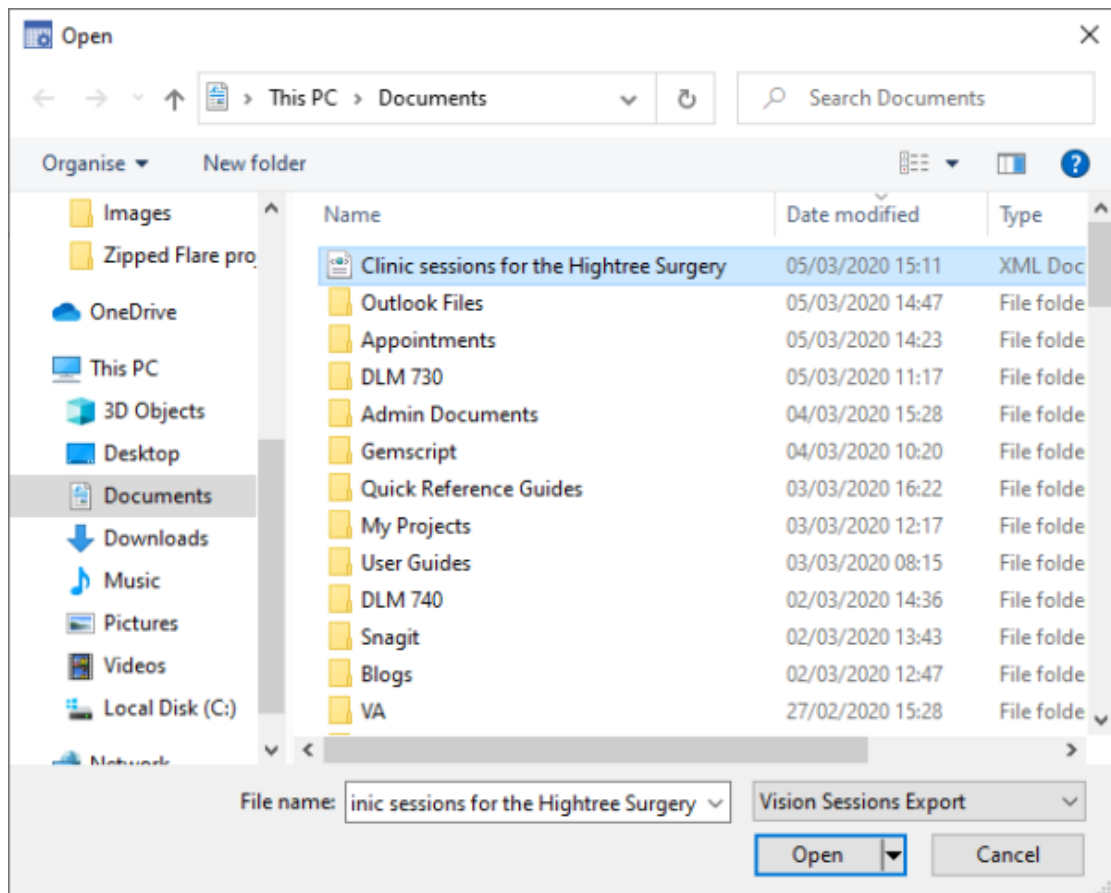
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1. From **Vision Appointments Setup, Extension plan** screen, select **Import**

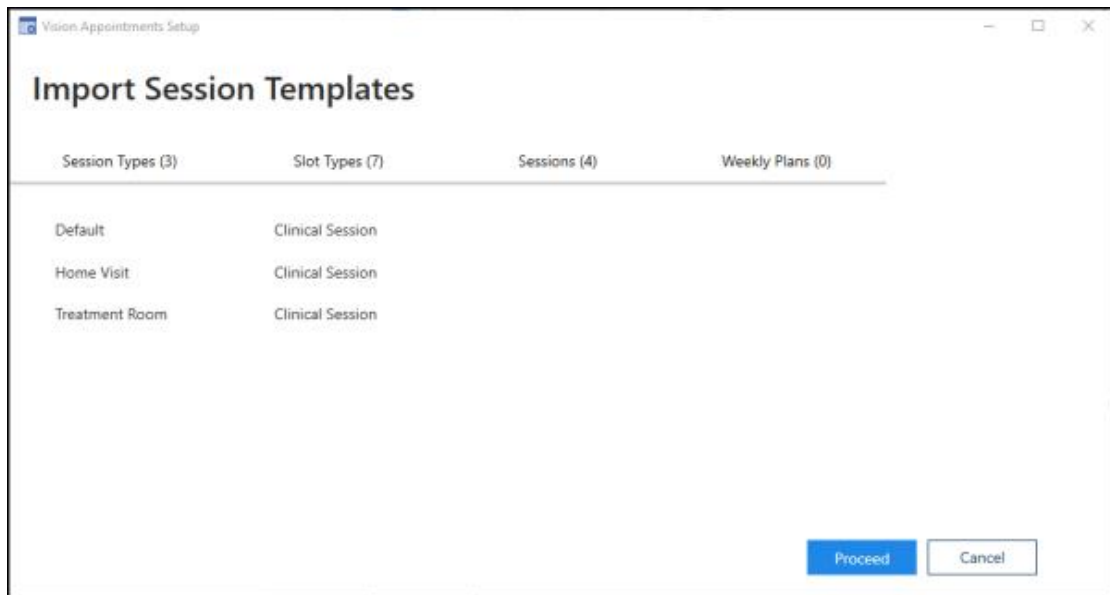
**Setup Data**





2. The **Open** screen displays, navigate to where you saved the incoming Vision Sessions Export file:



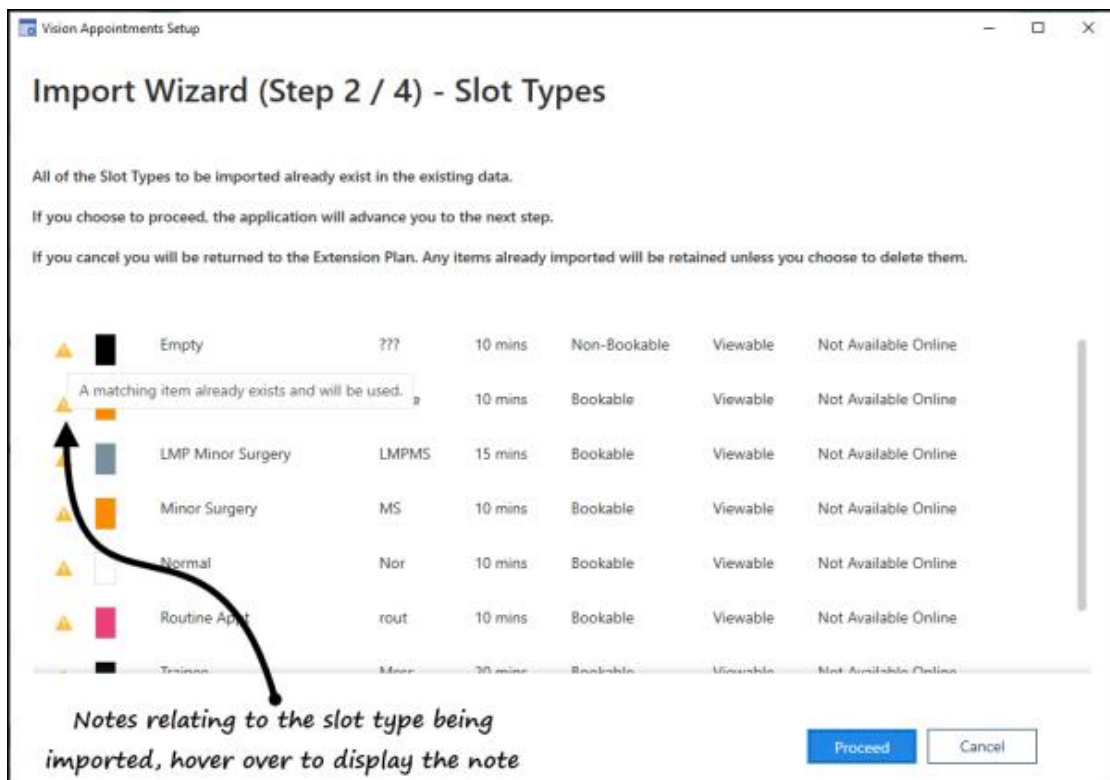
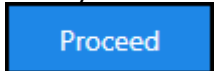
3. Select **Open** and the **Import Session Templates** screen displays:




4. Check the details you are importing and then, select **Proceed** .
5. The **Import Wizard - Session Types** screen displays, any warnings relating to the sessions you are importing display, for example duplicated session names.

Providing you are sure, select **Proceed** .

6. The **Session Types list has been updated** message displays, select **OK**.
7. The **Import Wizard - Slot Types** screen displays, any warnings relating to the slots you are importing display. Providing you are sure, select **Proceed**



8. The **Slot Types list has been updated** message displays, select **OK**.
9. The **Import Wizard - Session** screen displays, select **Proceed** .
10. The **Sessions list has been updated** message displays, select **OK**.
11. **Vision Appointments Setup** restarts and the imported sessions are now ready to be updated if required and used in your plans.