

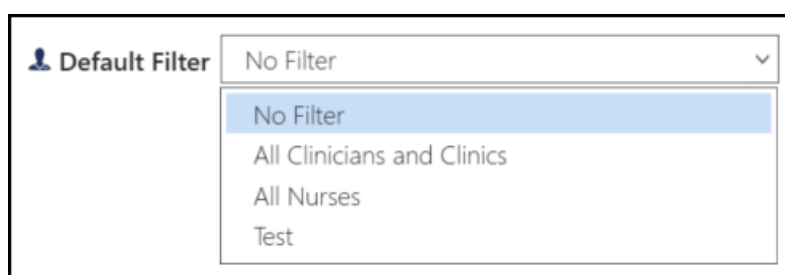
# Appointments Setup Release 3.6

## Summary of Changes

**Appointments Setup** release **3.6** contains the following new features and improvements:

### All Users

- **Preferences - Default Filter** - You can now set up a default filter for your **Extension plan** view using the new **Default Filter** option:



The screenshot shows a dropdown menu for 'Default Filter'. The menu is open, displaying four options: 'No Filter' (highlighted), 'All Clinicians and Clinics', 'All Nurses', and 'Test'. The dropdown is triggered by a user icon next to the 'Default Filter' label.

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 See [Appointments Setup Preferences](#) on page **4** for details.

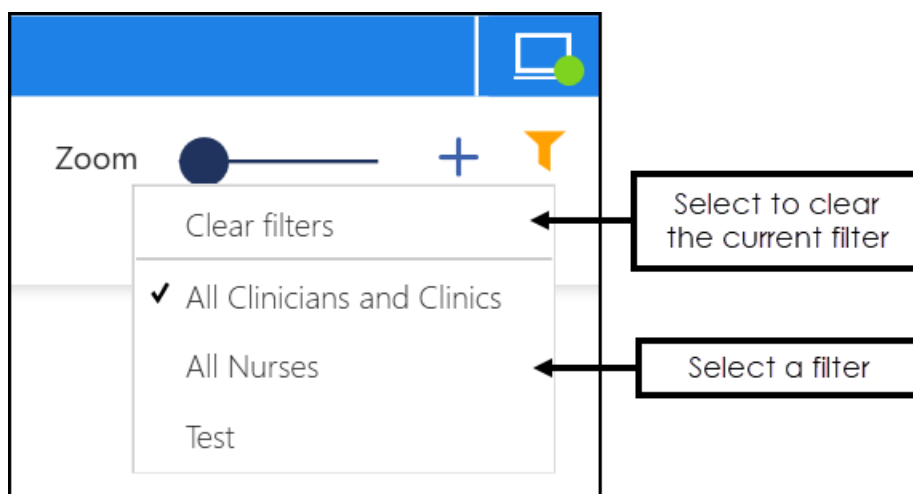
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- **Extension Plan** – When you navigate away from the current week, there is now a **This week** option on the **Extension Plan** screen, simply select **This week** to return to the current week:

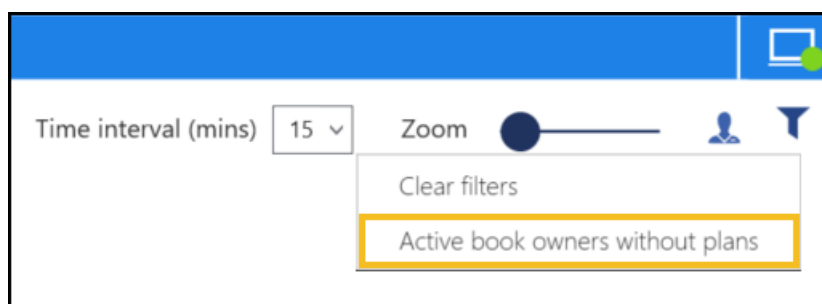


The screenshot shows a navigation bar for the 'Extension Plan' screen. It includes a left arrow, the text 'w/c 04-Dec-2023', a highlighted 'This week' button, and a right arrow. Below this bar, three dates are displayed: '18-Dec-2023', '25-Dec-2023', and '01-Jan-2024'.

- **Ad-Hoc Book Management** - The following changes have been made:
  - **Filters** - You can now apply filters to display a selection of book owner's appointments sessions or clinics on a specific date when editing live appointment books in **Ad-Hoc Book Management**:



- **Filter Active Book Owners Without Plans** - You can now apply a filter to display all active book owners without plans:



- **Ad-Hoc Book Management & Weekly Plans** - Column widths now display to fully fit all session names in the **Ad-Hoc Book Management** and **Weekly Plans** screens. Where multiple columns display, for example when a book owner filter is applied to the **Ad-Hoc Book Management** screen, the longest column width is adopted by all columns:

	Dr Ben Nowland Mon 02-Oct-2023 <a href="#">Remove</a>	Dr Carol Saturn Mon 02-Oct-2023 <a href="#">Remove</a>	Mrs Mel Earth Mon 02-Oct-2023 <a href="#">Remove</a>	Dr Ben Nowland Tue 03-Oct-2023 <a href="#">Remove</a>
08:00	Session Maximum length name 30 08:00 - 09:00	Normal Session 08:00 - 10:00 Booked: 0 Free: 12 Active: 0	Open Session 08:00 - 09:00	Session Maximum length name 30 08:00 - 09:00
09:00				
10:00				
11:00	Normal Session 10:30 - 12:30 Booked: 0 Free: 12 Active: 0	Normal Session 10:30 - 12:30 Booked: 0 Free: 12 Active: 0		Normal Session 10:30 - 12:30 Booked: 0 Free: 12 Active: 0
12:00				





- **Session Types** - A **Select All** option now displays on the **Session Types** screen. Tick **Select All** to select all the session types in the list:

Select all session types

☒

Add session type...

 Duplicate

 Delete

☒

Afternoon

☒

Morning

☒

Non-Clinical Session

☒

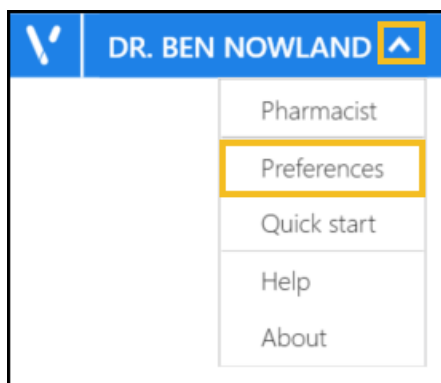
Standard



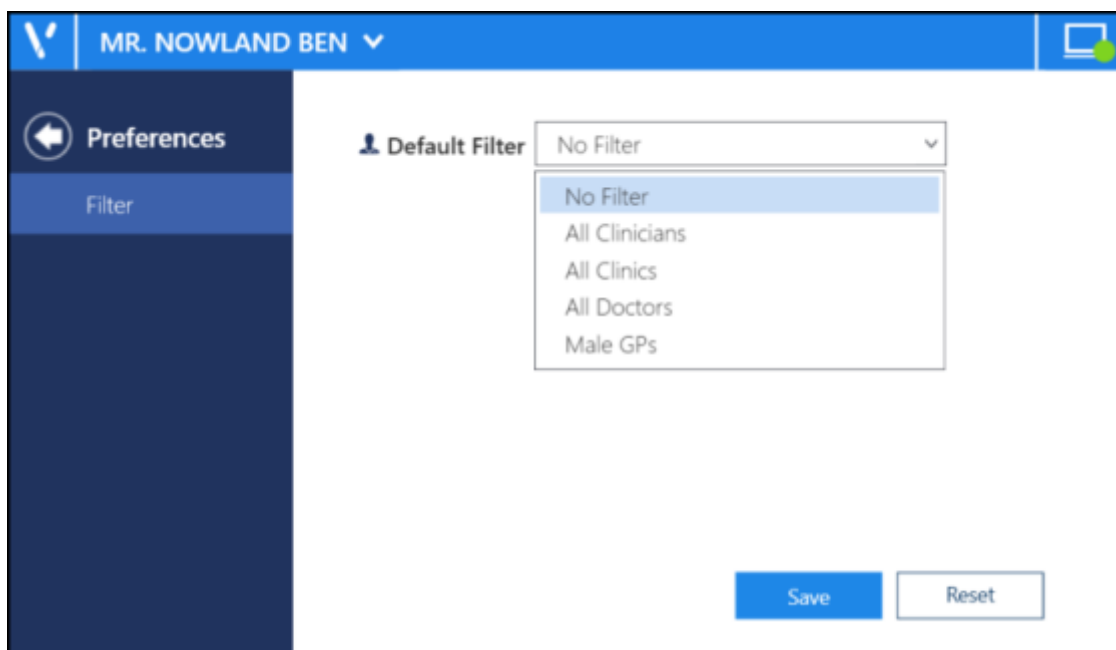
## Appointments Setup Preferences

You can set a default filter for your **Extension plan** view:

1. From **Appointments Setup**, select the arrow next to your name and select **Preferences**:



2. The **Preferences - Filter** screen displays. Select the filter you require from the available list:



**Training Tip** - To clear a default filter, select **No Filter** from the available list.

3. Select **Save** to save your changes or **Reset** to cancel any changes:





4. The filter now applies as your default **Extension plan** view.



**Note** - This is a user preference only and does not affect **Extension plan** views of other users.

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**Important** - If you change the default filter, you must restart **Appointments Setup** to apply the change.

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