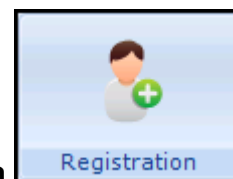


Setting Up Appointment Sessions for Branch Surgeries

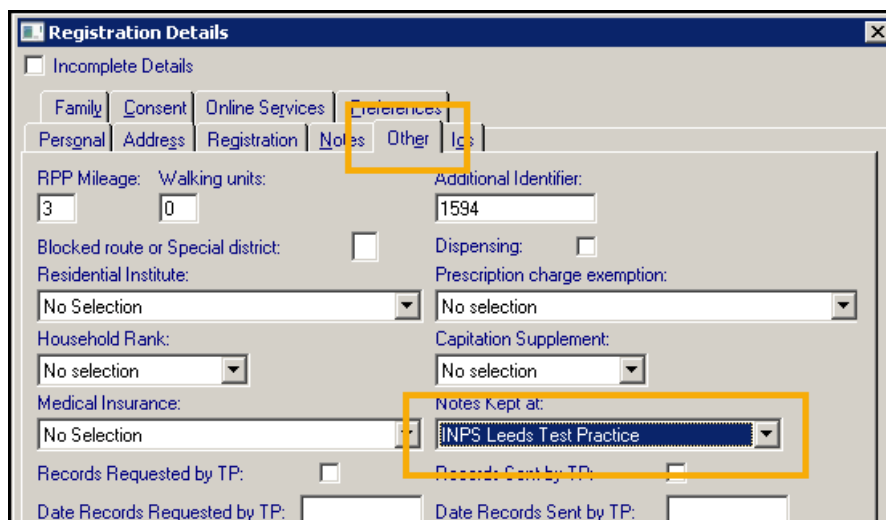
If you have multiple sites, you may want to offer your patients online slots that are available at their site only. In order to provide site specific appointments, you must complete the following steps:

Step 1 - Patient Registration


For all patients you must:




1. From the **Vision 3** front screen, select **Registration** and select the patient's registration record in the usual way, see [Selecting a Patient](#) in the **Registration Help Centre** for details if required.
2. The **Registration Details** screen displays, select the **Other** tab:



3. Under **Notes Kept at**, select the appropriate site.

 **Note** - This site must have been set up in **Control Panel - File Maintenance - Practice**, see Branch Surgery in the **Management Tools Help Centre** for details.

4. Select **OK** to save.

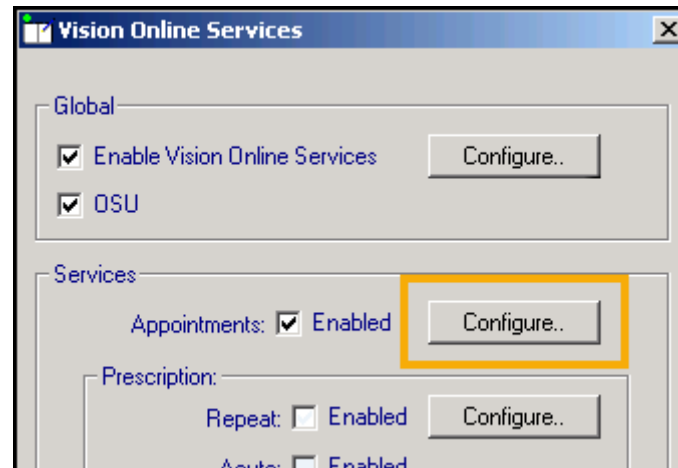
 **Training Tip** - This should form part of your patient registration process if you have a branch surgery.

Step 2 - Setting Session Location

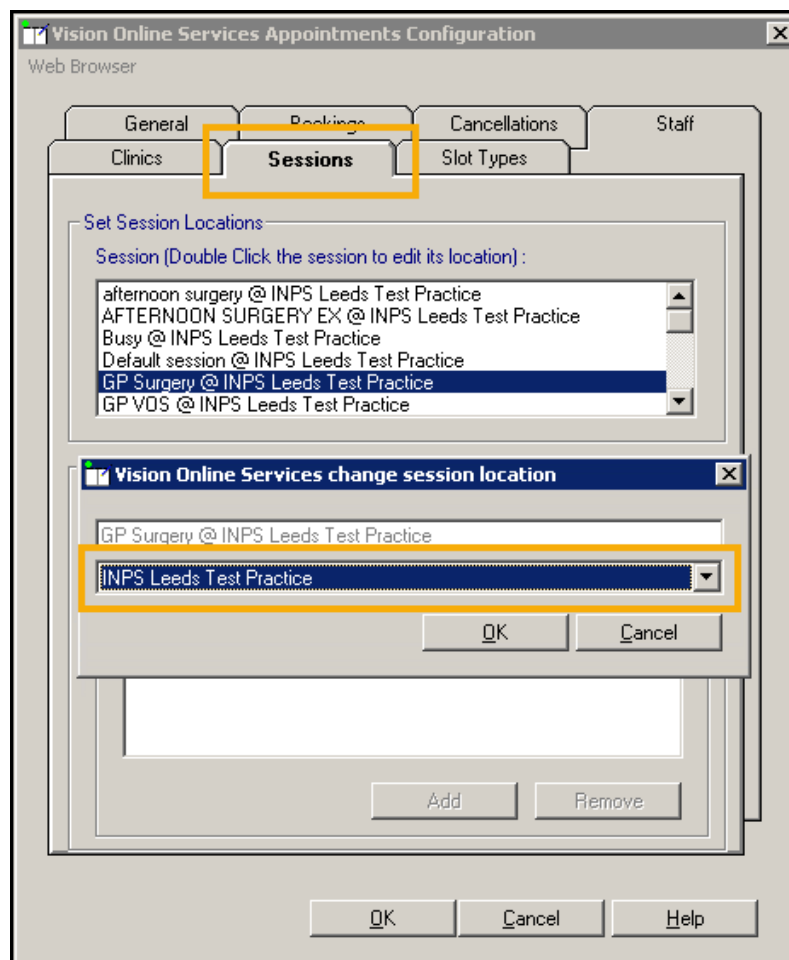
1. From the **Vision 3** front screen, select **Management Tool - Control Panel**



2. From **Services - Appointments**, select **Configure**:



3. Select the **Sessions** tab and one by one, double click on each session and select the appropriate location (site) for that session:

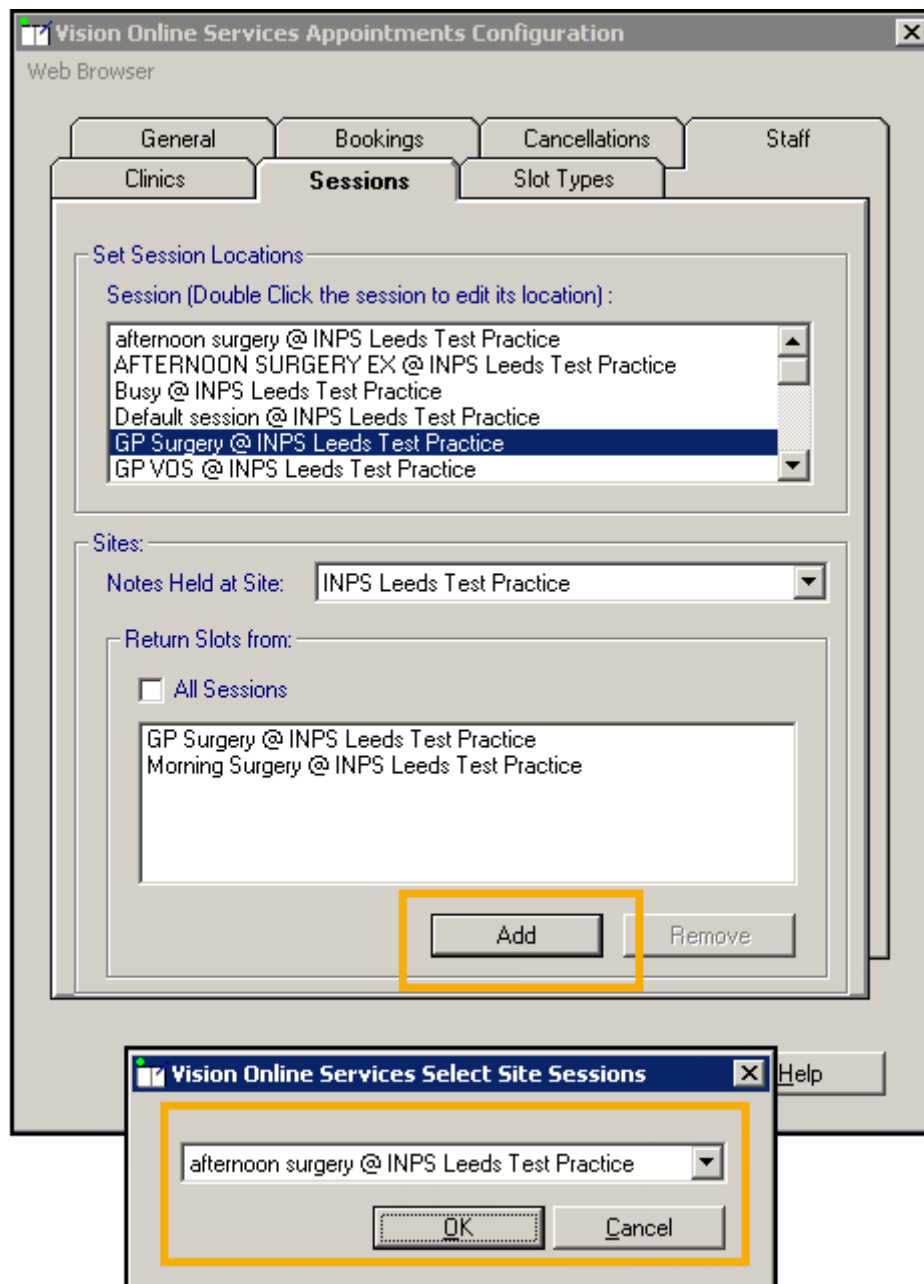


4. Select **OK** to save.
5. From **Sites - Notes Held at Site**, select the site you are setting up and remove the tick in **All Sessions**.



Training Tip - The removal of the tick in **All Sessions** is what limits your patients choice, leave it ticked to display all available sessions at all sites.

6. Select **Add** and select the session for your specific site, select **OK** and repeat until all the session for this site display in the **Return Slots from** list:



7. Select **Cancel**.
8. Select **OK** to save.