FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES						
When there is an exception to a Clin certain days of the week, certain we these are made within the Clinic M e	nic Waiting Room's Location, meaning the location is different on eeks of the month or indeed just for a certain date range, then oves area of the Administration tab.					
If you need to make Permanent cha use the Permanent Clinic Location	anges (i.e. the usual Waiting Room Location of the Clinic, please Changes reference guide.					
Click on the Administration tab at the top of the screen	The Administration menus display:					
Intouch Flow Manager Dashboard Activity Manager Clinician Administration Location Specialty Main Outpatients Click to change Specialty	Image: Dashboard Activity Manager Clinician Administration Admin Menu Admin - Royal Sussex County Hospital					
	User Access Locations Clinic Groups Manage Clinics Clinic Moves Kiosk Areas					
Click the Clinic Moves menu	The Clinic Moves page displays: intouch Flow Manager Dashboard Activity Manager Clinic Administration Admin Menu User Access Locations Clinic Croups Manage Clinics Clinic Moves Kiosk Areas Activitive					
Click Add New Clinic Move, unless there is already an existing Clinic Move record for that clinic that needs amending – In which case, click the edit icon of the row you need to change	The Clinic Move window opens: Image: Clinic Move Image: Clinic Move					

FLOW MANAGER: CLIN	NIC LOCATION EXCEPTION CHANGES continued
Select the appropriate Site	The radio button is selected to the required Hospital site.
Select the CareFlow Session Template Short Name from the Clinic Code field	ClinicMove × ClinicMove Site Royal Sussex County Hospital Clinic Code RSCHLUES Location Area Room Room V 0 Area ClinicMove Room V 0 ClinicMove ClinicMove ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove RSCHLUES ClinicMove ClinicMove ClinicMove ClinicMove RSCHLUES ClinicMove
Select the Location , Area and Room for the exception waiting room location – Remember this is not for the appointment room, so Area and Room should always match	ClinicMove Site Royal Sussex County Hospital Clinic Code RSCHLUES Location Main Outpatients Area South Downs Waiting Area Room South Downs Waiting Area Comments Is Active If it is useful to add Comments on why this is being changed, do so.
At this point you now have the abil Weekly day , a specific Monthly da	ity to set the frequency of the clinic in one of 3 ways: a specific y OR a specified Date Range .

Weekly Day Settings

Click the Weekly tickbox	The Week Day and Start/End Time fields become active			
	🖉 Weekly			
	Week Day Start Time	0		
	End Time	0		
Select the correct day of the week for this exception to occur	✓ Weekly			
times of that day	Week Day Wednesday Start Time 07:30]		
	End Time 13:00			
Click the Add button to save this exception				

FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES continued

Monthly Day Settings

Click the Monthly tickbox	The Monthly Interval, Day and Start/End Time fields become active				
	✓ Monthly Interval ▼ Day ▼ Start Time © End Time				
Select the correct interval of the month for this exception to occur on	The Interval options appear for each week of the month (Last counts as either Fourth or Fifth, dependent on the month)				
	Monthly Interval Last V Day V Start Time (G)				
	First End Time ()				
	Betw Third Start Tin Fourth Last				
Select the specified day's start and end times for the selected	The options are now set:				
Interval	Interval Fourth Thursday Start Time 08:00				
	End Time 18:00 ()				
Click the Add button to save this exception					

Specific Date Range Settings

Click the Between tickbox	The Date and Time Range fields become active Between Start Time End Time Image: Comparison of the start Time
Select the correct start and end dates and times, using the calendar and clock icons	The options are now set: Between Start Time 20/03/2023 08:00 Image: Contract of the set of the

FLOW MANAGER: CLINIC LOCATION EXCEPTION CHANGES

Click the **Add** button to save this exception

Once you h Flow Mana on whethe	nave added a Weekl ger, each one will d r this is an ongoing o	y day , a specific Mo isplay onscreen and exception or a temp	nthly day OF can be edite orary one.	R a specified D d or deleted i	Date Ran in the fut	ge exception to ture depending
Admin - Royal Suss	sex County Hospital					Clinic Moves
Clinic	Original Location	New Location	Start Time	End Time	Interval	Day Is Active
RSCHLUES	Royal Sussex County Hospital Main Outpatients Town Waiting Area Town Waiting Area	Royal Sussex County Hospital Main Outpatients South Downs Waiting Area South Downs Waiting Area	20 Mar 2023 08:00	31 Mar 2023 18:00		2 🗎
Repeat any required. It is possib Ranges for required.	v of the exception ty le to add different it the same CareFlow	pes using the instru erations for differer Session Template S	ctions above It Weekly Da nort Name, it	until you hav ys, Monthly E f there are a s	e entere Days or sj equence	d all that are pecified Date of exceptions
Click on the top of the	e Dashboard tab at screen	the You are now b	ack to your a	appointments	listing:	
			h Flow	Manage	r	
intou	ch Flow Man	age Dashboard Activity	Manager Clinician	Administration		
Dashboard Acti	vity Manager Clinician Administra	Loc	ation	Specia	lty	Status
Admin Menu	Admin - Royal Sussex	Coun Main Outpatients	•	Click to change Sp	ecialties 🔻	Expected Arrived
User Access		Clin	ician	Clinic	с	🚽 🗆 NA 🗆 Completed 🗹
		Click to change Clin	cian 🔻	Click to change Cli	nics 🔻	● All ○ Morning ○
						Patient Nar
		2	ക ക		2	