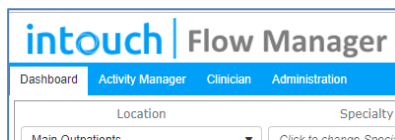


FLOW MANAGER: PERMANENT CLINIC LOCATION CHANGES

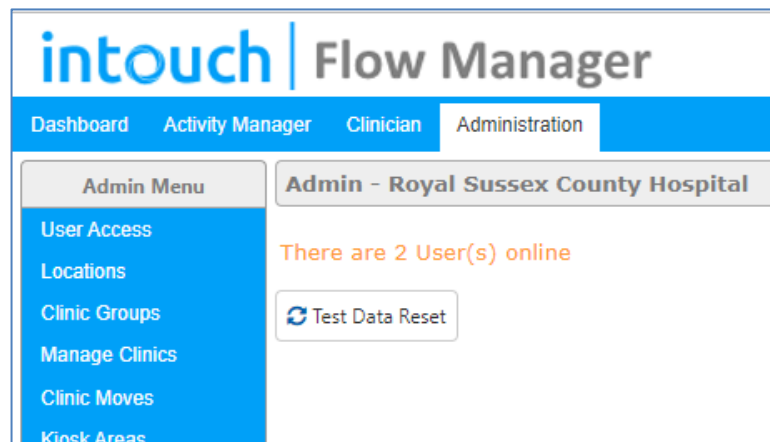
Permanent Clinic Waiting Room Location changes are made within the **Manage Clinics** area of the **Administration** tab.

If you need to make temporary changes or exceptions to the general rule, please use the **Clinic Location Exception Changes** reference guide.

Click on the **Administration** tab at the top of the screen

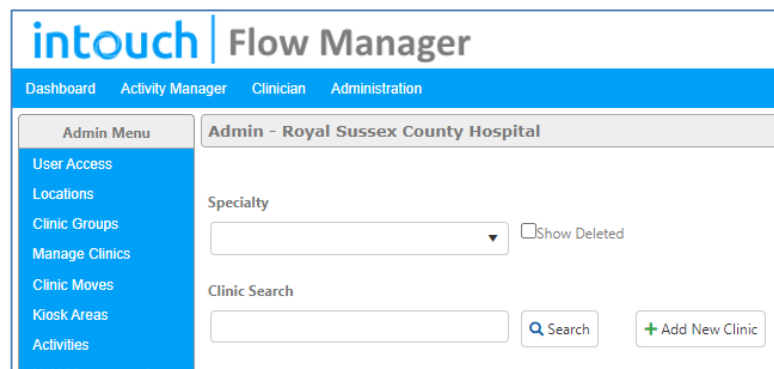


The Administration menus display:



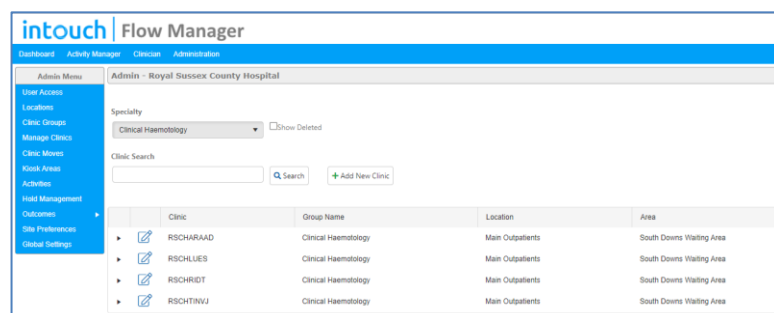
Click the **Manage Clinics** menu

The Manage Clinics filters display:



Select the required **Specialty**, type the CareFlow Session Template Short Name into the **Clinic Search** field or a combination of both then click **Search**

The relevant Clinics display:



FLOW MANAGER: PERMANENT CLINIC LOCATION CHANGES continued

Click on the Edit icon for the Clinic you need to PERMANENTLY change the location for



The Clinic Admin window opens:

The **Area** and **Room** fields allow you to set the default location for where the patient will need to wait and from where they will be called from.

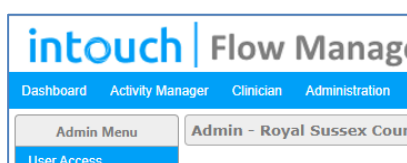
This additionally sets where the Kiosk will advise the patient to go to after self check-in.

Select the required Area and Room – in this example they are one and the same location – then click the **Update** button

The location has now been permanently changed:

Area
South Downs Waiting Area
Town Waiting Area
South Downs Waiting Area
South Downs Waiting Area

Click on the **Dashboard** tab at the top of the screen



You are now back to your appointments listing:

--	--