

Edit an Existing Clinic	
Click on <b>Manage clinics</b>	<a href="#">Manage clinics</a>
Select <b>Edit existing clinic</b>	<a href="#">Edit existing clinics</a>
<p>Select the clinic that you want to edit:</p> <p>a. Select <b>Service</b> from the Filter will reduce the clinic list</p> <p style="margin-left: 20px;">Filter clinics by service type:</p> <div style="margin-left: 20px;"> <input type="text" value="Radiology"/> </div> <p>b. Select the <b>clinic</b> to edit</p> <p style="margin-left: 20px;">Select a clinic to edit:</p> <div style="margin-left: 20px;"> <input type="text" value="Worthing X-ray Clinic"/> </div> <p>c. Click on <b>Next</b></p> <div style="margin-left: 20px;"> <a href="#">Next</a> </div>	
<p>Update any fields on the form:</p> <ul style="list-style-type: none"> <li>› <b>Clinic name</b></li> <li>› <b>Location</b> of the ward or clinic</li> <li>› <b>Service</b>, e.g. Pathology or Ward visits</li> <li>› <b>Clinic Type</b></li> <li>› <b>Clinic start date</b> and if required the <b>Clinic end date</b></li> <li>› <b>Calendar type</b></li> <li>› <b>Appointment acceptance</b></li> <li>› <b>Tick to show custom questions on Public Website</b></li> </ul>	
Click on <b>Next</b>	<a href="#">Next</a>
<p>If you have selected to show custom questions you can choose to update any of the options and click on <b>Next</b></p>	<p><input type="checkbox"/> Tick to show transport options</p> <p><input type="checkbox"/> Tick to show additional info question.</p> <p><input type="checkbox"/> Tick to show who visiting.</p> <div style="text-align: right; margin-top: 20px;"><a href="#">Next</a></div>

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<p>Update the time the clinic will <b>Start</b> and <b>Finish</b> as well as the <b>Segment length</b> and <b>Maximum number of Appointments</b> that will be available in each segment. Click on <b>Next</b></p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Start time of first segment:</p> <p>Hour Minute</p> <p>09 30</p> </div> <div style="width: 45%;"> <p>Start time of last segment:</p> <p>Hour Minute</p> <p>15 30</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Segment length (minutes):</p> <p>5</p> </div> <div style="width: 45%;"> <p>Max appointments per segment:</p> <p>1</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p><a href="#">Next</a></p> </div>
<p>The final screen gives 3 options to update:</p> <ul style="list-style-type: none"> <li>› <b>Override specific dates.</b> Select <b>date</b>, <b>Reason</b> and <b>Time Segments</b> if this is chosen. Click on <b>Save</b> and <b>Exit</b></li> <li>› <b>Override bank holidays</b> allows you to override bank holidays as these date are closed by default, tick each bank holiday you wish to override within this screen. Click on <b>Save</b> and <b>Exit</b></li> <li>› <b>Custom email</b> this allow you to write information that will be contained within the confirmation email to the public user, tick the <b>Active</b> box enter the <b>Email subject</b> and <b>Additional text</b> as appropriate. Click on <b>Save</b> and <b>OK</b>. Click on <b>Back</b></li> </ul>	
<p>Click on <b>Exit</b></p>	<p><b>Please note</b> any changes that effect dates or times will displace users already booked in, you will be presented with the following message that needs to be actioned appropriately:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="color: #4a7ebb; font-weight: bold;">Confirm cancel appointments</p> <hr/> <p><b>Date:</b> 7/4/2021 0:0:0</p> <p>The selected day currently has appointments</p> <p>Click 'Yes' to confirm that you want to cancel all the appointments for this day.</p> <p>If the patients have an email address they will receive notification of the cancellation.</p> <p>Patients with no email address will be added to the 'Patients to contact' list</p> <hr/> <p style="text-align: right;">Exit   Save</p> </div>