

View Calendar & Manage Appointments																												
Click on <b>Proceed</b> in the <b>View Calendar</b> section	<a href="#">Proceed</a>																											
<p>Select the clinic that you want to view:</p> <p>a. Select <b>Service</b> from the Filter will reduce the clinic list</p> <p>Filter clinics by service type:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Radiology ▼</div> <p>b. Select the <b>clinic</b> to edit</p> <p>Select a clinic to edit:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Worthing X-ray Clinic ▼</div>																												
Click on <b>Today's appointments</b>	<a href="#">Today's appointments</a>																											
<p>This gives you an overview of today's list with the option to view the details of each appointment and arrive or DNA the user along with contact details, once arrived or DNA'd this will show in the slot. The current appointment slot is highlighted in salmon pink.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Start first segment</th> <th style="width: 60%;">Name(s)</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr><td>10:40</td><td></td><td></td></tr> <tr><td>10:50</td><td></td><td></td></tr> <tr><td>11:00</td><td></td><td></td></tr> <tr><td>11:10</td><td></td><td></td></tr> <tr><td>11:20</td><td></td><td></td></tr> <tr style="background-color: #f08080;"><td>11:30</td><td></td><td></td></tr> <tr> <td>11:40</td> <td> <ul style="list-style-type: none"> <li>Emma Smith</li> <li>Paul Burnett</li> </ul> </td> <td style="text-align: right;"><a href="#">View detail</a></td> </tr> <tr> <td>11:50</td> <td> <ul style="list-style-type: none"> <li>Anne-Marie Fly</li> <li>Peter Burls</li> <li>Harol Patel</li> </ul> </td> <td style="text-align: right;"><a href="#">View detail</a></td> </tr> </tbody> </table>		Start first segment	Name(s)		10:40			10:50			11:00			11:10			11:20			11:30			11:40	<ul style="list-style-type: none"> <li>Emma Smith</li> <li>Paul Burnett</li> </ul>	<a href="#">View detail</a>	11:50	<ul style="list-style-type: none"> <li>Anne-Marie Fly</li> <li>Peter Burls</li> <li>Harol Patel</li> </ul>	<a href="#">View detail</a>
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<p>The details recorded in that appointment slot will display with the details of the first patient. To select other patients in that slot, click on <b>view</b> to the right of the patient name</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Appointments for this time segment</p> <hr/> <p>Appointment details of the selected time</p> <p>Emma Smith <a href="#">view</a></p> <p>Paul Burnett <a href="#">view</a></p> <hr/> <p><b>Time:</b> 11:40  <b>Name:</b> Paul Burnett  <b>Reference:</b> 10013398  <b>Telephone:</b> 01243895989  <b>Email:</b>  <b>Postcode:</b> PO20 8WS</p> <p><b>Attendance:</b></p> <p>Arrived <input type="radio"/></p> <p>Did not arrive <input type="radio"/></p> <p style="text-align: right;"><a href="#">Close</a></p> </div>				
<p>Select the appropriate option for the patient to mark as <b>Arrived</b>, (<b>Seen</b> once Arrived has been selected) or <b>Did not arrive</b> and click on <b>Close</b></p>	<p><b>Attendance:</b></p> <p>Arrived <input type="radio"/></p> <p>Seen? <input checked="" type="checkbox"/></p> <p>Did not arrive <input type="radio"/></p>				
<p>You are returned to the calendar and the selections made will be displayed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%; padding: 5px;">11:40</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Emma Smith( <span style="color: blue;">Seen</span> )</li> <li>• Paul Burnett( <span style="color: blue;">Seen</span> )</li> </ul> <div style="text-align: right;"><a href="#">view</a></div> </td> </tr> <tr> <td style="padding: 5px;">11:50</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Anne-Marie Fly( <span style="color: blue;">Arrived</span> )</li> <li>• Peter Burls</li> <li>• Harol Patel</li> </ul> <div style="text-align: right;"><a href="#">view</a></div> </td> </tr> </tbody> </table>		11:40	<ul style="list-style-type: none"> <li>• Emma Smith( <span style="color: blue;">Seen</span> )</li> <li>• Paul Burnett( <span style="color: blue;">Seen</span> )</li> </ul> <div style="text-align: right;"><a href="#">view</a></div>	11:50	<ul style="list-style-type: none"> <li>• Anne-Marie Fly( <span style="color: blue;">Arrived</span> )</li> <li>• Peter Burls</li> <li>• Harol Patel</li> </ul> <div style="text-align: right;"><a href="#">view</a></div>
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<p>After selecting the Service and Clinic you can click on <b>View Calendar</b></p>	<div style="text-align: center; border: 1px solid #007bff; background-color: #007bff; color: white; padding: 10px; display: inline-block;">View Calendar</div>				

View Calendar & Manage Appointments	
<p>This is the recommended view for admin staff as more detail is available on this screen. <b>Red</b> slots are unavailable for bookings as these are dates and times in the past. <b>Yellow</b> slots denote the segment is fully booked. <b>Green</b> slots are available slot that can be booked either by the public or internally from this screen.</p>	
	
<p>Click on to a time slot to view details about the appointments booked in to the slot. If there are appointment times left in this slot you will be able to <b>Add a new appointment</b>. You are also able to <b>Cancel all in this time segment</b></p>	<h3>Appointments for this time segment</h3> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>12:20 19 Apr 2021</p> <p>1 of 3 bookings available</p> <p>Eve Fischer <a href="#">view</a></p> <p>Martin Cooke <a href="#">view</a></p> <p><a href="#">Add a new appointment</a> <a href="#">Cancel all in this time segment</a></p> </div>
<p>Click on <b>view</b> against the name of a patient to record <b>Arrived</b>, <b>Seen</b> and <b>Did not arrive</b>, <b>Cancel appointment</b> or add an <b>Optional note</b> (click on <b>Save note</b> if you have added a note before closing)</p>	<p>Attendance:</p> <p>Arrived <input type="radio"/></p> <p>Did not arrive <input type="radio"/></p> <p><a href="#">Cancel appointment</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Optional note:</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <p style="text-align: right;"><a href="#">Save note</a></p> </div>
<p>Click on <b>Close</b></p>	<p><b>Close</b></p>