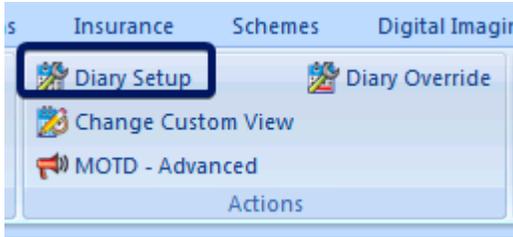


How to Create an Appointment/Operation Diary

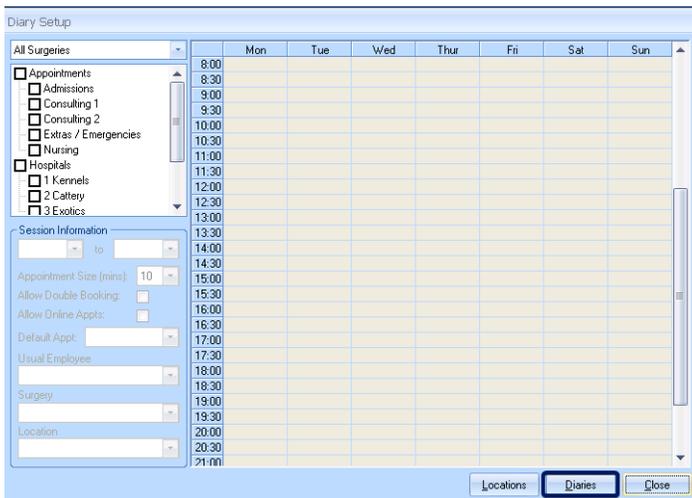
RoboVet 5



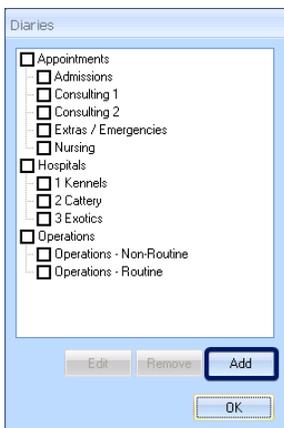
- When you first log into RoboVet, you will be on the client tab and on diary view.



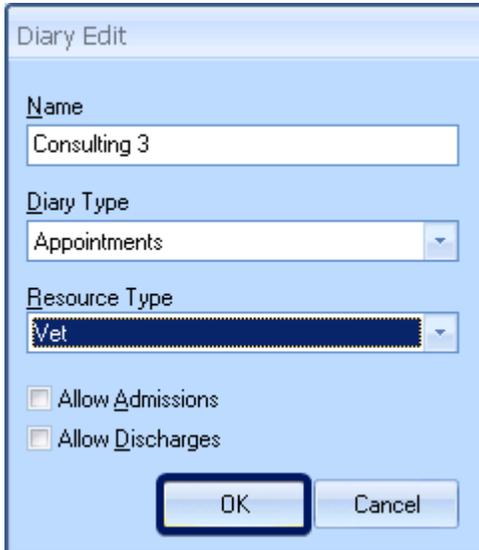
- Click **Diary Setup** on the **Actions** toolbar.
- This is a permissions-based area, if you do not have the Diary Setup button, you do not have access to perform this function.



- The **Diary Setup** popup will appear.
- Any existing diaries will be listed.
- Click **Diaries**.



- The **Diaries** popup will appear.
- Click **Add**.



Diary Edit

Name
Consulting 3

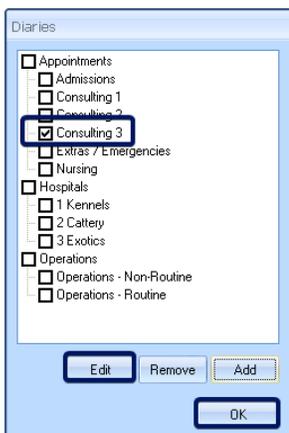
Diary Type
Appointments

Resource Type
Vet

Allow Admissions
 Allow Discharges

OK Cancel

- The **Diary Edit** pop up box will appear.
- **Name**, is the name you want to give the new diary.
- **Diary Type** will be Appointments or Operations depending which one you are setting up. In this example we have chosen Appointments.
- **Resource Type** is used to categorise the diary use.
- **Allow Admissions** is a tick box to enable admission appointments to be booked into this diary. This option is not present if you are choosing to set up an Operations diary.
- **Allow Discharges** is a tick box to enable discharge appointments to be booked in this diary. This option is not present if you are choosing to set up an Operations diary.
- Click **OK**.



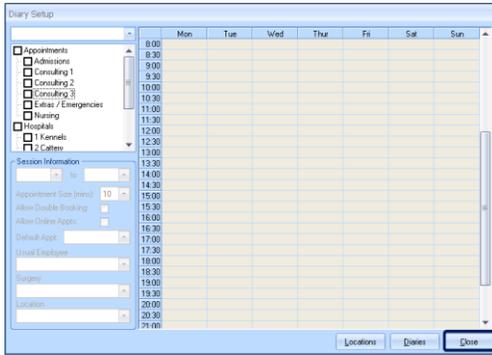
Diaries

- Appointments
 - Admissions
 - Consulting 1
 - Consulting 2
 - Consulting 3
 - Extras / Emergencies
 - Nursing
- Hospitals
 - 1 Kennels
 - 2 Cattery
 - 3 Exotics
- Operations
 - Operations - Non-Routine
 - Operations - Routine

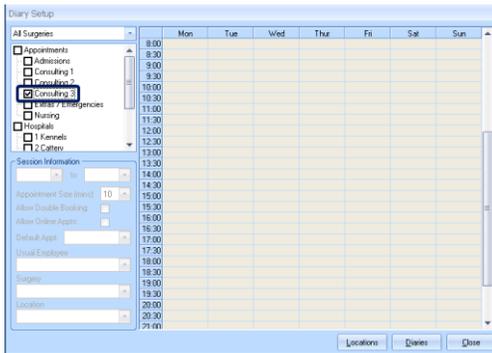
Edit Remove Add

OK

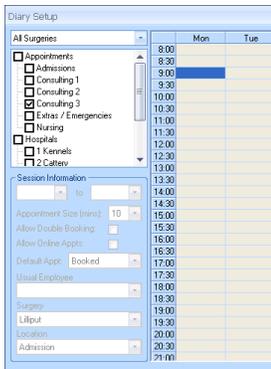
- This will bring you back to the **Diaries** pop up and the new **Appointment or Operations Diary** will show in the list.
- If you need to make any changes, tick the new diary then click **Edit** and repeat the previous steps.
- Click **OK**.



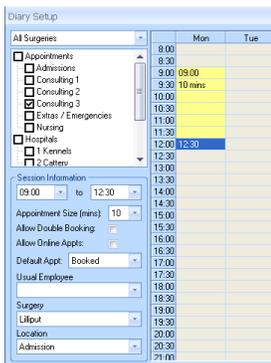
- This will bring you back to the **Diary Setup** window.
- Click **Close** then click **Diary Setup** on the actions toolbar.



- This will make your new **Appointment** or **Operations Diary** appear in the list.
- Select the new diary.



- Add surgery start and end times for the new diary.
- Click onto a day of the week and choose the surgery start time.



- With the start time highlighted, drag the mouse down to the surgery end time.
- This will create a session which is shown in yellow.

Session Information

09:00 to 12:30

Appointment Size (mins): 10

Allow Double Booking:

Allow Online Appts:

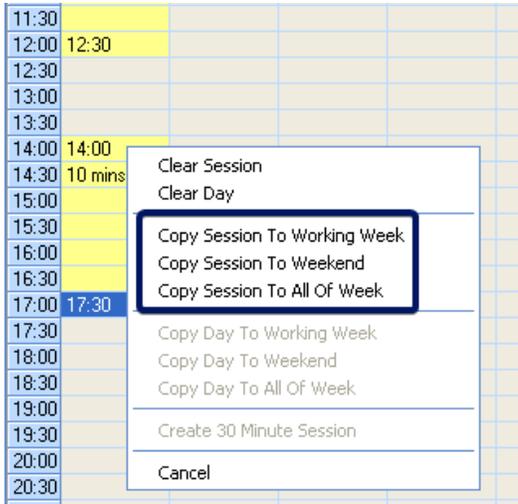
Default Appt: Booked

Usual Employee: Joanna M

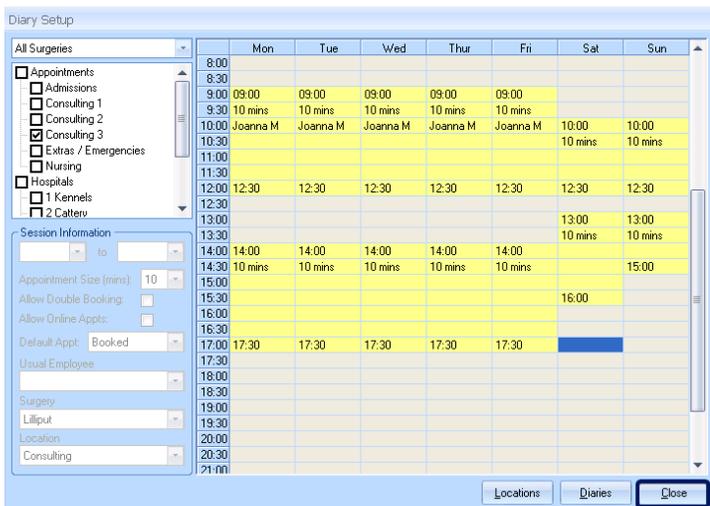
Surgery: Lilliput

Location: Consulting

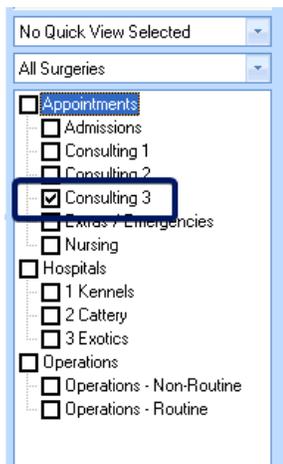
- Set the session information.
- Within each of these options, your practice will have a list of drop downs to select from.
- **Appointment Size (mins)** is where you set the length of appointments.
- Select a time from the drop-down box to set the appointment times.
- **Allow Double Booking** enables multiple appointments or operations (depending on the diary type you are setting up) to be booked into the same time slot.
- **Allow Online Appts** is used only if using Rapport. This option is only available when you are setting up an appointment diary type.
- **Default App** is Booked, you will not need to change this.
- **Usual Employee** enables you to set which employee is assigned to this session. Then by default, appointments or operations are booked for that employee. Otherwise, leave as **Any Vet**.
- **Surgery** is the branch the diary is used by and where appointments or operations will be.
- **Location** is the type of diary. For example, **Consulting, Nurse, Emergencies, Operations**.



- Continue to add appointment sessions into the rest of the week, adding morning, afternoon and evening surgery times as appropriate.
- Remember for an operations diary you are adding sessions for times when vets will be operating.
- You can add individual days as required or, if all your days are the same, you can right click one session and choose **copy session to working week**, **copy session to weekend** or **copy session to all of week**.



- When you have the new diary appointment or operation slots and session information entered for the week, click **Close**.



- The new diary is now ready to use.