

How to Create an Appointment/Operation Diary

RoboVet 5







s	Insurance	Schemes	Digital Imagir							
	🐕 Diary Setup 🕺 Diary Override									
	🐉 Change Custom View									
📢 MOTD - Advanced										
	Actions									

All Surgeries	-		Mon	Tue	Wed	Thur	Fri	Sat	Sun	-
		8:00								
	Ē.	8:30								
- Consulting 1		9:00								
Consulting 2	_	9:30								
Extras / Emergencies		10:00								
		10:30								
		11:00								
		11:30								
2 Cattery		12:00								- []
3 Exotics	-	12:30								- 1
Session Information		13:00								-
Session		13:30								-11
to	<u> </u>	14:00								-
Appointment Size (mine): 10	-	14.30								-11
		15,00								
		10.00								
		16.00								-11
	-	17:00								
		17:20								-11
Usual Employee		18:00								
	-	18:30								
		19:00								-11
	-	19:30								
		20:00								
	-	20:30								
		21.00								•

• 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 <u>D</u> ischarges
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.
- 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.

to 12:30 ooking Allow Online Appl

Default Appt: Booked Usual Emp Surger, Lilipul



16:30 17:00 17:30 18:30 19:30 19:30 20:00 20:30











-Session Inform	ation -									
09:00 💌	to	12:3	30	-						
Anne sincher auch Ciner (seiner) 10										
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.

11:30		
12:00	12:30	
12:30		
13:00		
13:30		
14:00	14:00	
14:30	10 mins	Clear Session
15:00		Clear Day
15:30		Copy Session To Working Week
16:00		Copy Session To Weekend
16:30		Copy Session To All Of Week
17:00	17:30	Copy Session To Hill OT WEEK
17:30		Copy Day To Working Week
18:00		Copy Day To Weekend
18:30		Copy Day To All Of Week
18:30 19:00		Copy Day To All Of Week
18:30 19:00 19:30		Copy Day To All Of Week Create 30 Minute Session
18:30 19:00 19:30 20:00		Copy Day To All Of Week Create 30 Minute Session Capcel

All Surgeries	-		Mon	Tue	Wed	Thur	Fri	Sat	Sun	-
		8:00								
	- 🏛	8:30								
Consulting 1		9:00	09:00	09:00	09:00	09:00	09:00			
Consulting 2	-	9:30	10 mins							
Consulting 2	=	10:00	Joanna M	10:00	10:00					
Eutros / Emergencies		10:30						10 mins	10 mins	
		11:00								
Hospitals		11:30								
_ Titospicais □ Tit Kennels		12:00	12:30	12:30	12:30	12:30	12:30	12:30	12:30	- 0
2 Catteru	-	12:30								
		13:00						13:00	13:00	
Session Information		13:30						10 mins	10 mins	
× to		14:00	14:00	14:00	14:00	14:00	14:00			
Annual Street (street)		14:30	10 mins		15:00					
		15:00								
		15:30						16:00		_
		16:00								_
Default Appl: Rooked	-	15:30	47.00	17.00	17.00	17.00	17.00	_	_	_
Deraur Appr. Dooked		17:00	17:30	17:30	17:30	17:30	17:30		_	-11
Usual Employee		17:30								-11
		18:00								-11
		18:30								
Lilliput		19:00								
Location		20:00								
Casadian		20.00								
Consularly		21.00								-

