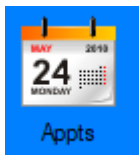


To be able to book an appointment, a clinic must be set up for the day that your looking to book the patient in.

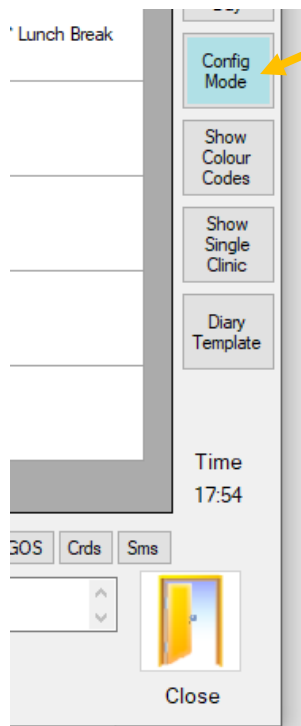
i-Clarity will not allow you to book a clinic for a user who already has a clinic booked that day but it will allow you to book an AM and a PM clinic separately at the same or different branches.

Creating a Single Clinic

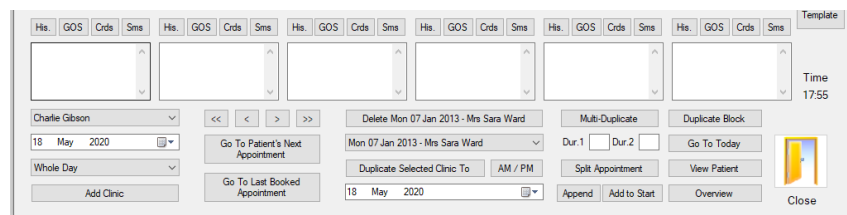
Click on the Appts icon to open the appointment diary.



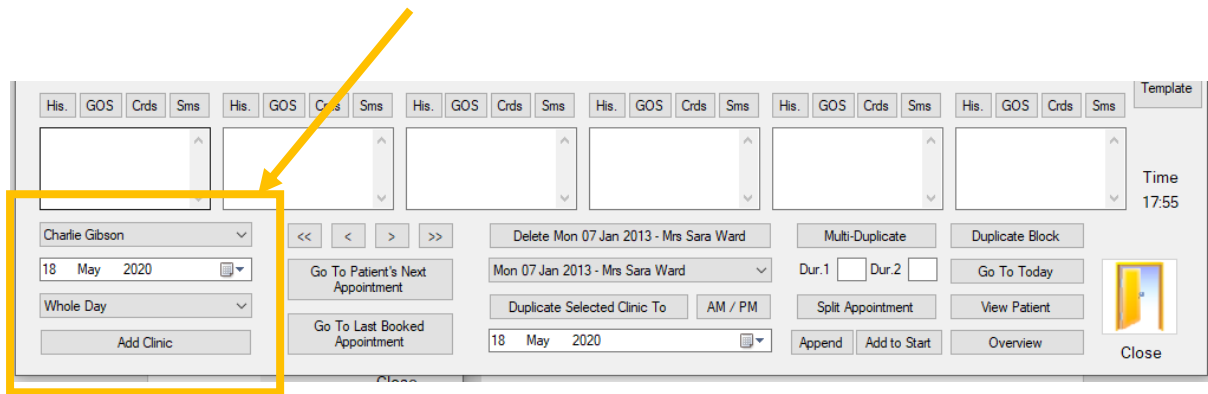
In the appointment diary click on the 'config mode' button on the right-hand side to switch the diary view into configuration mode.



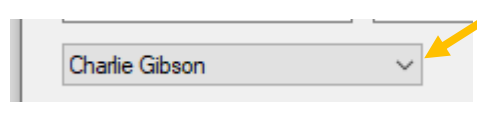
The configuration view of the diary will shorten the clinic lengths and display clinic configuration buttons at the bottom of the page.



Adding a single clinic is done using the buttons and drop-down options located in the first right hand section of the configuration section.

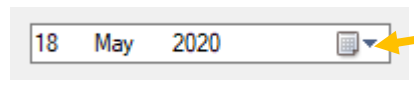


Firstly, select the member of staff who this clinic belongs to.



When opening the config mode, the date of the clinic to be added will default to today. Click on the calendar icon to select a different date.

Select the date of the clinic

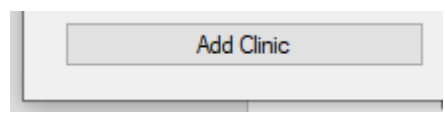


Select if the clinic is a whole day or an AM or PM clinic.



The end of an AM clinic will align with the start of the users lunchtime as set up in maintenance, and the start of a PM clinic will align with the end of the user's lunchtime as set up in maintenance.

Click 'Add Clinic' to add the clinic to the diary and make it available for appointment booking.



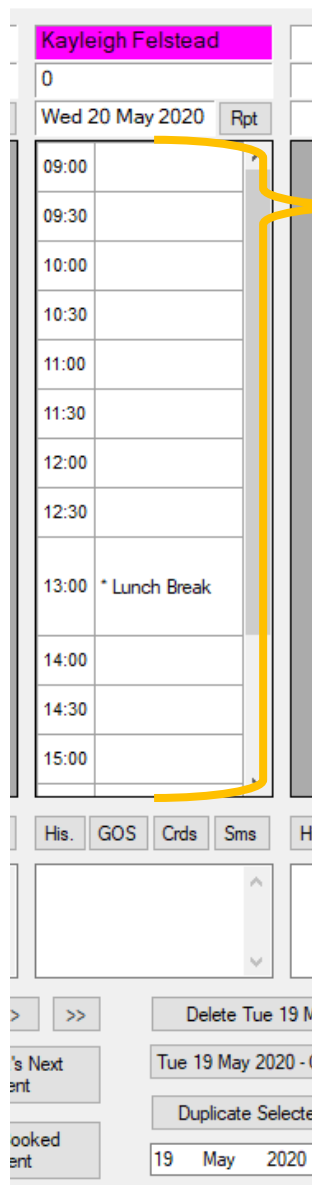
The start time, end time, lunchtime and length of the clinic added are dictated by the set-up of that user in the maintenance of the system.

AM clinics will finish at the start of the user's lunch whereas PM clinics will start at the end of the user's lunchtime. If the user has no lunchtime entered against their profile AM clinics will finish at 12pm and PM clinics will start at 12pm.

Duplicating a Clinic

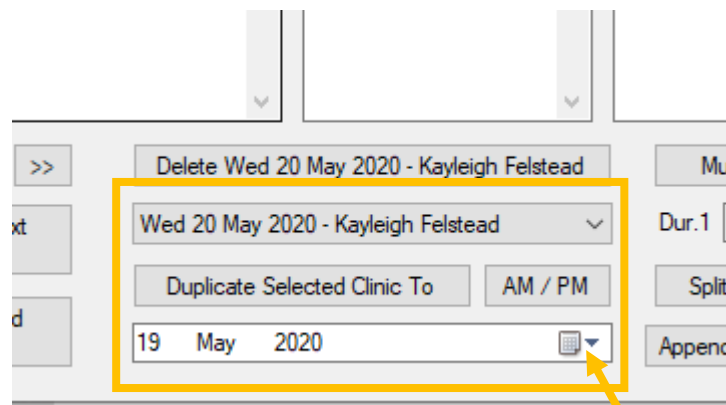
Another way of creating a clinic is to copy an existing clinic to a new date to create a new one. Any appointments booked into the original clinic will not be duplicated but any reserved appointment slots will be duplicated.

Single click anywhere in the clinic you would like to duplicate.



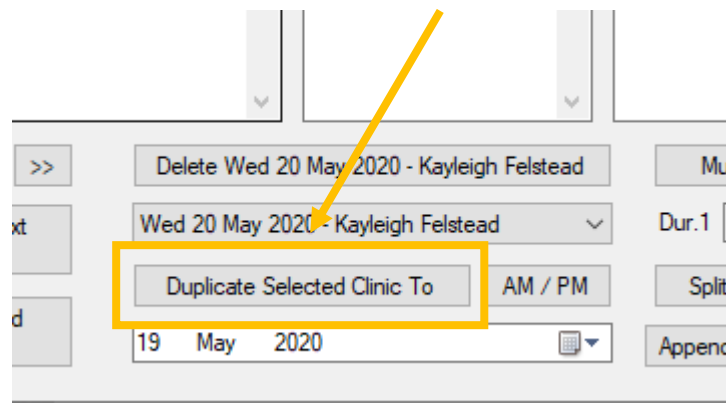
Single click anywhere in the clinic you would like to copy.

A single click will select the clinic and show the clinic details in the drop-down selection of the configuration area.



Then select the date you would like the clinic to copy to.

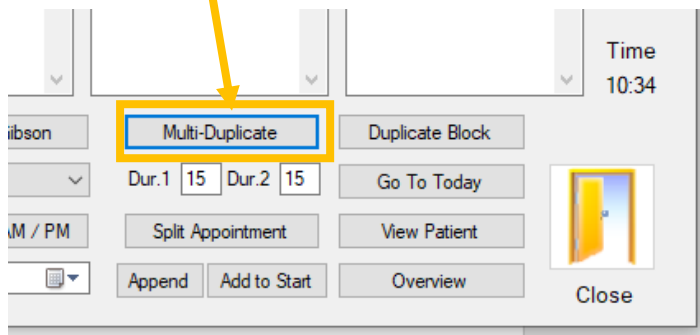
Then click the button 'Duplicate Selected Clinic To'



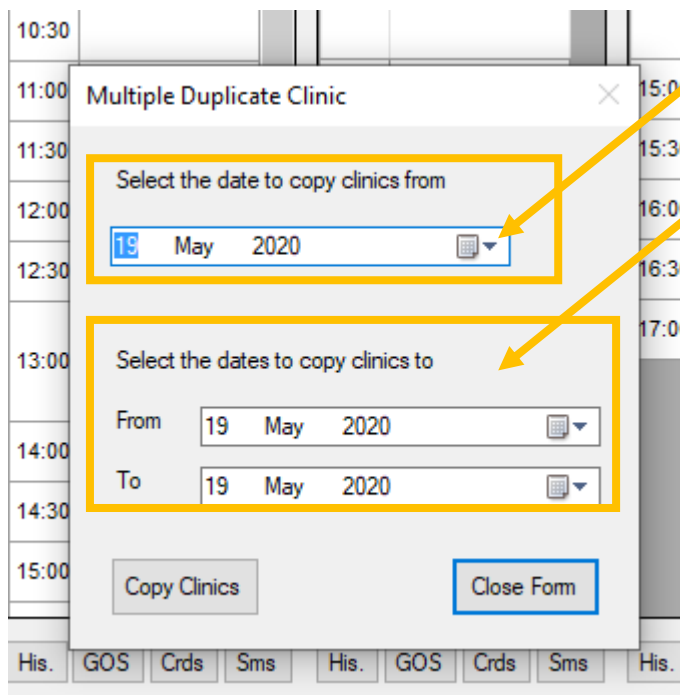
Multi-Duplicate

This feature allows you to copy all clinics on a single day and duplicate them to several days in a row.

Click on the 'Multi-Duplicate' button



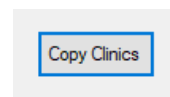
This will open a new window.



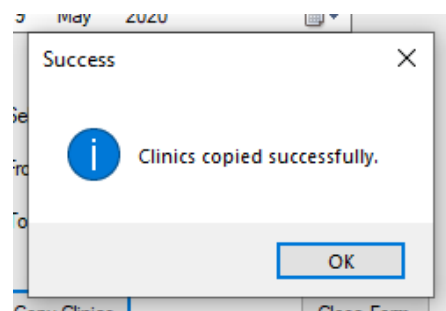
Firstly, select the date of the clinics you would like to copy.

Then select the from and to dates you would like to duplicate the clinics too.

Click the 'Copy Clinics' button.

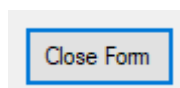


Once the clinics have been copied a success message will be displayed.



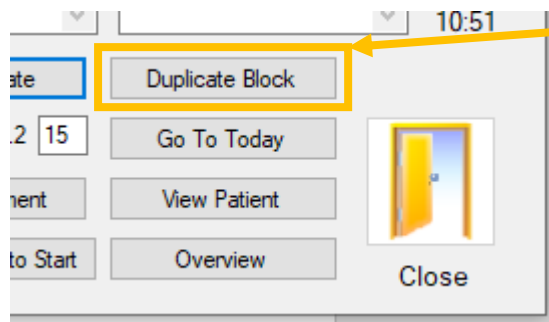
Click 'Ok' to close the message.

If applicable you can now repeat the process for another set of clinics or if you have finished click the 'Close Form' button.



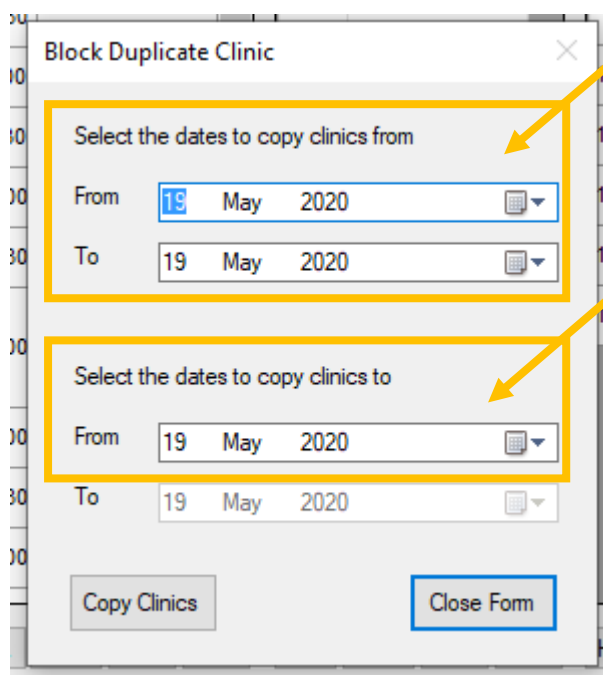
Duplicate Block

The duplicate block feature allows you to copy a block of clinics (e.g. a week of clinics) and copy them to another block.



Click on the 'Duplicate Block' button.

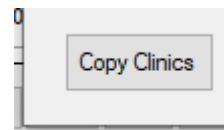
This will open a new window called 'Block Duplicate Clinic'.



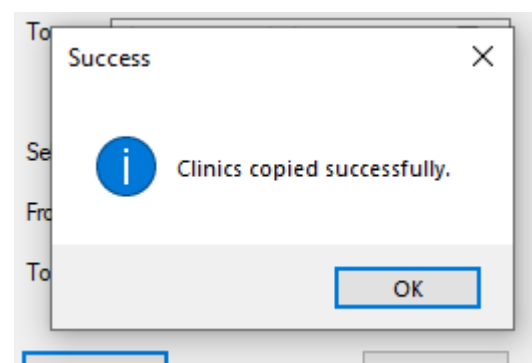
Select the from and to dates of the block of clinics you would like to copy.

Then select the start date of when you would like the clinics to be copied to.

Click the 'Copy Clinics' button.



Once copied a success message will be displayed.



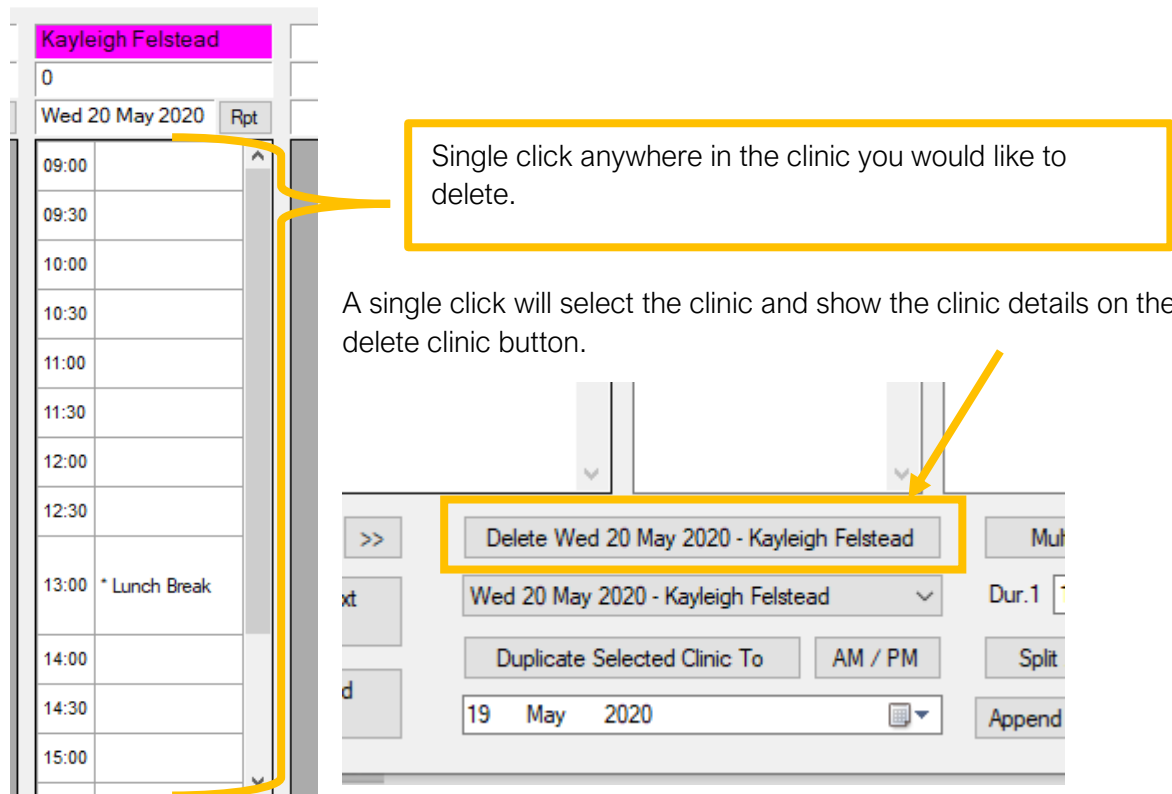
Click 'OK' to close the message.

You can now repeat the process if necessary, by selecting another date for the block of clinics to be copied to or if completed you can click the 'Close Form' button.

Deleting a clinic

This feature allows you to remove a clinic from the diary.

Single click anywhere in the clinic you would like to delete.

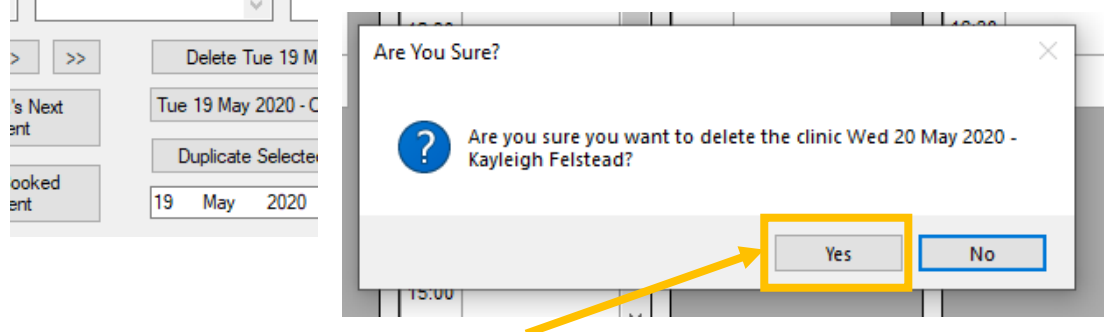


The screenshot shows a software interface for managing a clinic diary. At the top, the name 'Kayleigh Felstead' is displayed in a pink box. Below it, the date 'Wed 20 May 2020' and a 'Rpt' button are visible. A vertical timeline on the left shows time slots from 09:00 to 15:00. A yellow box highlights a section of the timeline, with a callout box stating: 'Single click anywhere in the clinic you would like to delete.' Below the timeline, a control panel contains a 'Delete Wed 20 May 2020 - Kayleigh Felstead' button, which is also highlighted with a yellow box. Other buttons include '>>', 'Duplicate Selected Clinic To', 'AM / PM', 'Split', and 'Append'. A dropdown menu shows 'Wed 20 May 2020 - Kayleigh Felstead' and a date field shows '19 May 2020'.

A single click will select the clinic and show the clinic details on the delete clinic button.

Click the Delete button.

A new window will open asking if you are sure you want to delete the clinic.



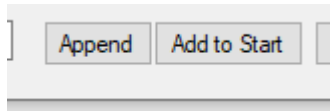
The screenshot shows a confirmation dialog box titled 'Are You Sure?'. The text inside the dialog asks: 'Are you sure you want to delete the clinic Wed 20 May 2020 - Kayleigh Felstead?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. A yellow box highlights the 'Yes' button, with a yellow arrow pointing to it from the text below.

Click the 'Yes' button to continue with the deletion of the clinic.

The system will not allow you to delete a clinic that contains appointments.

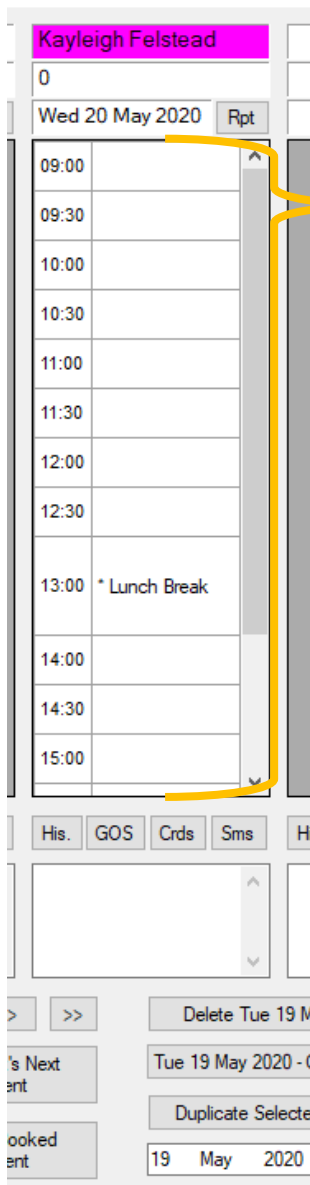
Adding an extra appointment to the start or end of a clinic

If you need to add in an extra appointment to the start or end of a clinic you can use the 'Append' and 'Add to Start' buttons.



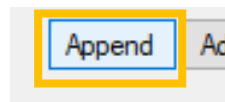
To add an appointment to the end of the clinic.

Single click in the clinic you would like to add an appointment to the end of.

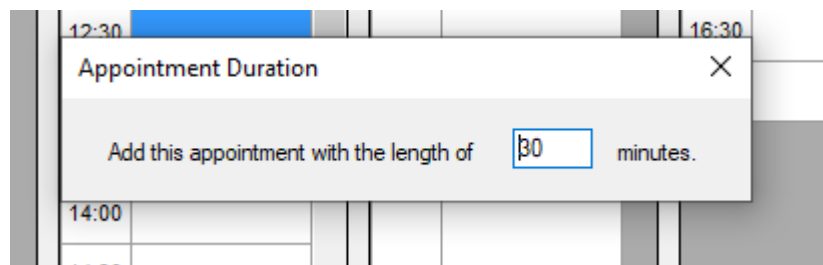


Single click anywhere in the clinic you would like to add an appointment to.

Click the 'Append' button.



This will open an appointment duration window. (The default appointment length of the clinic will be displayed)



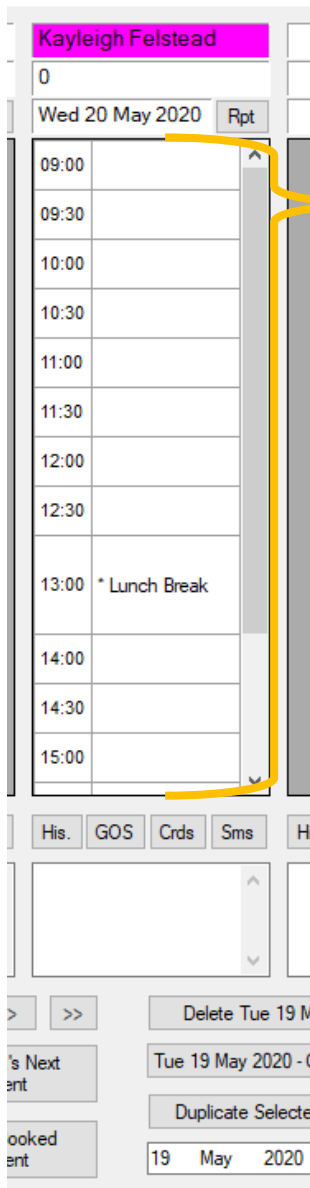
If the appointment duration shown is the length of the appointment you would like to add then click the enter button on your keyboard.

If it is not, change the duration of the appointment first and then click the enter button on your keyboard.

This will enter an appointment to the end of the clinic.

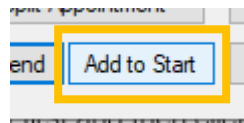
To add an appointment to the start of the clinic.

Single click in the clinic you would like to add an appointment to the start of.

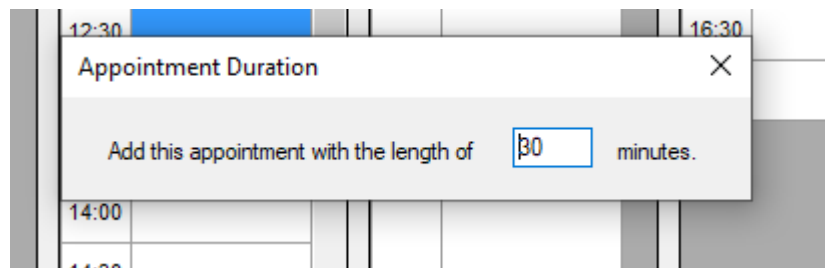


Single click anywhere in the clinic you would like to add an appointment to.

Click the 'Add to Start' button.



This will open an appointment duration window. (The default appointment length of the clinic will be displayed)



If the appointment duration shown is the length of the appointment you would like to add then click the enter button on your keyboard.

If it is not, change the duration of the appointment first and then click the enter button on your keyboard.

This will enter an appointment to the start of the clinic.