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Altering the appearance of the Appointment Book

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When fully populated, the Appointment Book holds a lot of information, but you won't need to look at all this information all the time. To make your everyday use of the Appointment Book easier, you can use this guide to help you change the appearance of the Appointment Book to suit your own viewing needs and preferences.

View morning or afternoon sessions only

This view quickly halves the information displayed. To switch between morning only view and afternoon only view:

1. Access Appointment Book.

   Click , point to **Appointments**, and then select **Appointment Book**.

   The Appointment Book is displayed.

2. On the ribbon, select **AM Only** or **PM Only**.
   The morning or afternoon sessions are displayed.

   At the start of the afternoon sessions, all morning sessions are automatically minimised. If your lunchtime break is different to the 12 noon default, you can adjust the afternoon start time

using Appointments Configuration > User Options, General > Your Session View Settings to prevent sessions minimising too early.

Use day or week view

You can view appointment sessions for one particular day or for the whole week. Both views include all appointment sessions for the session holder filter you select. To switch between day view and week view:

1. Access Appointment Book.

   Click 🔵, point to **Appointments**, and then select **Appointment Book**.

   The Appointment Book is displayed.

2. On the ribbon, click **Day View** or **Week View**.

   If a session holder has no sessions on the day or week you select in the calendar, no sessions are displayed.

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Apply a location filter

Location filters are very useful for organisations that have more than one location, because they enable you to view the appointment sessions at each individual location or view all appointment sessions at all locations.

   To make location filters available for use, you first need to set them up in Appointments Configuration > Organisation Options > Session Location Filters.

To apply a location filter:

1. Access Appointment Book.

   Click 🔵, point to **Appointments**, and then select **Appointment Book**.

   The Appointment Book is displayed.

2. On the ribbon, click **Location Filters** and select the required location filter.

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Apply the privacy setting

If you select this setting, patients' EMIS numbers are displayed instead of their details. This is useful when you need to make sure that no identifiable information is on display, for example, when sharing your screen with a patient to show them what appointments are available. To apply the privacy setting:

1. Access Appointment Book.

Click [ems], point to **Appointments**, and then select **Appointment Book**.

The Appointment Book is displayed.

2. On the ribbon, click **Privacy**.
All names in the Appointment Book are replaced with EMIS numbers. To show patient details again, click **Privacy** again.

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Expand and contract appointment session columns

When you are viewing more than one appointment session in the Appointment Book, you can maximise and minimise each individual session to free up room for viewing the other appointment sessions. To maximise a session, click ⊗ in the top right-hand corner of each session.

You can also adjust the width of the columns in your Appointment Book. EMIS Web remembers your preferences.

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