

Hospital Appointment Screen Custom Views - All View

FYDO gives users the ability to customise the Appointments Screen to allow them to view the information that is important to their role. This assists in workflow & efficiency & allows users to view different information depending on the task that they are undertaking.

All custom views that are created for each facility are available to all users. Each user is then able to select their favourite view to open as their default. These instructions will provide ideas for different views & the set up required to accomplish them. For further details on how to create custom views please see the page on [Creating Custom Views](#)

Included below are examples of **All View** ideas. Please see our other pages on **Individual & Weekly View** ideas for those view types.

Administration View

The screenshot displays the 'Administration View' configuration for the appointment screen. At the top, there are three columns representing 'THEATRE 1', 'THEATRE 2', and 'THEATRE 3'. Each column has a table with columns for 'Time', 'Name', 'Sts', and 'Excess'. The appointments are color-coded by theatre: Theatre 1 (orange), Theatre 2 (purple), and Theatre 3 (pink).

Below the appointment grid is the 'Edit View' configuration panel. It includes the following settings:

- Location: All Locations
- Department: All Departments
- Doctors/Theatres: 3 items checked
- View Name: Administration
- Layout: All (selected), Individual, Weekly, List
- Number of Columns: 3
- Scroll type: Individual Scroll (selected), Unified Scroll
- Clinic State Type: Appointment (selected), Status
- Hospital State Type: Appointment (selected), Status, Booking Code 1, Booking Code 2

At the bottom, there is a section for 'Order of Theatres' with a list of theatre names and their corresponding hospital names (Shaes Private Hospital).

Doctors Name View

Appointments 13 Patients | 490 of 1860 minutes Search for patient... Friday, 29 Aug 2025

THEATRE 1				THEATRE 2				THEATRE 3			
Time	Name	Surgeon	Sts	Time	Name	Surgeon	Sts	Time	Name	Surgeon	Sts
06:00		SAYS, Simon	...	06:00		TOE, Foot	...	06:00		EYES, Bright	...
06:30		SAYS, Simon	...	06:15		TOE, Foot	...	06:30		EYES, Bright	...
07:00		SAYS, Simon	...	06:30		TOE, Foot	...	07:00	AURELIUS, Marcus	EYES, Bright	D
07:30		SAYS, Simon	...	06:45		TOE, Foot	...	07:30	DSILVA, Lightning	EYES, Bright	D
08:00	PORGY, Georgy	SAYS, Simon	D	07:00	DREAM, Dav	TOE, Foot	A	08:00		EYES, Bright	...
08:30	FLINSTONE, Frederick	SAYS, Simon	B	08:00	SWAGGER, Bob Lee	TOE, Foot	A	08:30	PEEP, Bo	EYES, Bright	D
09:00	DUMPTY, Humpty	SAYS, Simon	A	09:00	STEWART, Alfred	TOE, Foot	D	09:00	SHEEP, Bo	EYES, Bright	D
09:30		SAYS, Simon	...	10:00		TOE, Foot	...	09:30	KNIGHT, Kathy	EYES, Bright	D
10:00		SAYS, Simon	...	10:15		TOE, Foot	...	10:10		EYES, Bright	...
10:30		SAYS, Simon	...	10:30		TOE, Foot	...	10:30		EYES, Bright	...
11:00		SAYS, Simon	...	10:45		TOE, Foot	...	11:00	SWAGGER, Bob Lee	EYES, Bright	D
11:30		SAYS, Simon	...	11:00		TOE, Foot	...	11:30		EYES, Bright	...
12:00		SAYS, Simon	...	11:15		TOE, Foot	...	12:00		EYES, Bright	...
12:30		SAYS, Simon	...	11:30		TOE, Foot	...	12:30		EYES, Bright	...
13:00	POPPY, Princess	SAYS, Simon	B	11:45		TOE, Foot	...	13:00		EYES, Bright	...
13:30		SAYS, Simon	...	12:00		TOE, Foot	...	13:30		EYES, Bright	...
14:00		SAYS, Simon	...	12:15		TOE, Foot	...	14:00		EYES, Bright	...
14:30		SAYS, Simon	...	12:30		TOE, Foot	...	14:30		EYES, Bright	...
15:00		SAYS, Simon	...	12:45		TOE, Foot	...	15:00		EYES, Bright	...
15:30		SAYS, Simon	...	13:00		TOE, Foot	...	15:30		EYES, Bright	...

APPOINTMENT > BOOKING VIEW

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 items checked

View Name: Doctors Name
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unified Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Fields	Select Field	Percentage of column width
	Time	20
	Patient Name	40
	Surgeon Name	30
	Patient Status	10
		100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

Status Colours View

Appointments 13 Patients | 490 of 1860 minutes Search for patient... Friday, 29 Aug 2025

THEATRE 1					THEATRE 2					THEATRE 3							
Time	Name	*	🔔	Dr	Excess	Time	Name	*	🔔	Dr	Excess	Time	Name	*	🔔	Dr	Excess
06:00				SS	...	06:00				FT	...	06:00				BE	...
06:30				SS	...	06:15				FT	...	06:30				BE	...
07:00				SS	...	06:30				FT	...	07:00	AURELIUS, Marcus			BE	...
07:30				SS	...	06:45				FT	...	07:30	DSILVA, Lightning			BE	...
08:00	PORGY, Georgy	*		SS	500.00	07:00	DREAM, Dav	*	🔔	FT	...	08:00				BE	...
08:30	FLINSTONE, Frederick	*	🔔	SS	500.00	08:00	SWAGGER, Bob Lee	*	🔔	FT	...	08:30	PEEP, Bo	*	🔔	BE	200.00
09:00	DUMPTY, Humpty	*		SS	...	09:00	STEWART, Alfred	*	🔔	FT	750.00	09:00	SHEEP, Bo	*		BE	200.00
09:30				SS	...	10:00				FT	...	09:30	KNIGHT, Kathy		🔔	BE	...
10:00				SS	...	10:15				FT	...	10:10				BE	...
10:30				SS	...	10:30				FT	...	10:30				BE	...
11:00				SS	...	10:45				FT	...	11:00	SWAGGER, Bob Lee	*	🔔	BE	...
11:30				SS	...	11:00				FT	...	11:30				BE	...
12:00				SS	...	11:15				FT	...	12:00				BE	...
12:30				SS	...	11:30				FT	...	12:30				BE	...
13:00	POPPY, Princess	*		SS	250.00	11:45				FT	...	13:00				BE	...
13:30				SS	...	12:00				FT	...	13:30				BE	...
14:00				SS	...	12:15				FT	...	14:00				BE	...
14:30				SS	...	12:30				FT	...	14:30				BE	...
15:00				SS	...	12:45				FT	...	15:00				BE	...
15:30				SS	...	13:00				FT	...	15:30				BE	...

APPOINTMENT > BOOKING VIEW

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 items checked

View Name: Status
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unified Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Fields	Select Field	Percentage of column width
	Time	10
	Patient Name	40
	Allergy (icon)	10
	Alert (icon)	10
	Surgeon Initial	10
	Excess	20
		100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

IFC Complete View

Appointments 13 Patients | 490 of 1860 minutes Search for patient... Friday, 29 Aug 2025

THEATRE 1			THEATRE 2			THEATRE 3		
Time	Name	IFC Created	Time	Name	IFC Created	Time	Name	IFC Created
06:00		...	06:00		...	06:00		...
06:30		...	06:15		...	06:30		...
07:00		...	06:30		...	07:00	AURELIUS, Marcus	✓
07:30		...	06:45		...	07:30	DSILVA, Lightning	✓
08:00	POBRY, Georgy	✓	07:00	DREAM, Dav	✓	08:00		...
08:30	FLINSTONE, Frederick	✓	08:00	SWAGGER, Bob Lee	✓	08:30	PEEP, Bo	✓
09:00	DUMPTY, Humety	✓	09:00	STEWART, Alfred	✓	09:00	SHEEP, Bo	...
09:30		...	10:00		...	09:30	KNIGHT, Kathy	...
10:00		...	10:15		...	10:10		...
10:30		...	10:30		...	10:30		...
11:00		...	10:45		...	11:00	SWAGGER, Bob Lee	✓
11:30		...	11:00		...	11:30		...
12:00		...	11:15		...	12:00		...
12:30		...	11:30		...	12:30		...
13:00	POPPY, Princess	...	11:45		...	13:00		...
13:30		...	12:00		...	13:30		...
14:00		...	12:15		...	14:00		...
14:30		...	12:30		...	14:30		...
15:00		...	12:45		...	15:00		...
15:30		...	13:00		...	15:30		...

APPOINTMENT > BOOKING VIEW

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 Items checked

View Name: IFC Complete
 Layout: All (selected) | Individual | Weekly | List
 Number of Columns: 3
 Scroll type: Individual Scroll | Unified Scroll
 Clinic State Type: Appointment | Status
 Hospital State Type: Appointment | Status | Booking Code 1 | Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	25
Patient Name	65
IFC Created	10
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

Procedure View

Appointments 13 Patients | 490 of 1860 minutes Search for patient... Friday, 29 Aug 2025

THEATRE 1				THEATRE 2				THEATRE 3			
Time	Name	Procedure	Sts	Time	Name	Procedure	Sts	Time	Name	Procedure	Sts
06:00			...	06:00			...	06:00			...
06:30			...	06:15			...	06:30			...
07:00			...	06:30			...	07:00	AURELIUS, Marcus	Left Cat & IOL	D
07:30			...	06:45			...	07:30	DSILVA, Lightning	Right Cat & IOL	D
08:00	POBRY, Georgy	Right Knee Arthroscopy	D	07:00	DREAM, Dav	Left Knee Arthroscopy	A	08:00			...
08:30	FLINSTONE, Frederick	Right Knee Arthroscopy	B	08:00	SWAGGER, Bob Lee	Left Knee Arthroscopy	A	08:30	PEEP, Bo	Left Cat & IOL	D
09:00	DUMPTY, Humety	Left Knee Arthroscopy	A	09:00	STEWART, Alfred	Right Knee Arthroscopy	D	09:00	SHEEP, Bo	Left Cat & IOL	D
09:30			...	10:00			...	09:30	KNIGHT, Kathy	Colonoscopy & Gastroscopy	D
10:00			...	10:15			...	10:10			...
10:30			...	10:30			...	10:30			...
11:00			...	10:45			...	11:00			...
11:30			...	11:00			...	11:30			...
12:00			...	11:15			...	12:00			...
12:30			...	11:30			...	12:30			...
13:00	POPPY, Princess	Left Knee Arthroscopy	B	11:45			...	13:00			...
13:30			...	12:00			...	13:30			...
14:00			...	12:15			...	14:00			...
14:30			...	12:30			...	14:30			...
15:00			...	12:45			...	15:00			...
15:30			...	13:00			...	15:30			...

APPOINTMENT > BOOKING VIEW

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 Items checked

View Name: Procedure View
 Layout: All (selected) | Individual | Weekly | List
 Number of Columns: 3
 Scroll type: Individual Scroll | Unified Scroll
 Clinic State Type: Appointment | Status
 Hospital State Type: Appointment | Status | Booking Code 1 | Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	10
Patient Name	35
Proc Notes	47
Patient Status	8
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

APPOINTMENT > BOOKING VIEW Edit

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 Items checked

View Name: Administration Pre-Operative Process
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unfiled Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	5
Patient Name	16
Proc Notes	19
Notes	19
HealthFund	5
OEC Received	3
OEC Checked	3
Excess	6
Co-play	6
IFC Created	3
SMS	6
Chart Ready	3
Admission Form Received	3
Consent Received	3
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

Edit

Pre-Operative Phone Calls View

Appointments 3 Patients | 180 of 600 minutes Search for patient... Friday, 29 Aug 2025 Individual Action

THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	Procedure	Notes	Phone	MobileNo	Excess	C	Surgeon
06:00								TOE, Foot
06:15								TOE, Foot
06:30								TOE, Foot
06:45								TOE, Foot
07:00	DREAM_Day	Left Knee Arthroscopy	Carer to go through		0400494029		Sent SMS	TOE, Foot
08:00	SWAGGER_Bob Lee	Left Knee Arthroscopy			0477777777			TOE, Foot
09:00	STEWART_Alfred	Right Knee Arthroscopy	Patient uses walking stick	0770707070	0400000000	750.00		TOE, Foot
10:00								TOE, Foot
10:15								TOE, Foot
10:30								TOE, Foot
10:45								TOE, Foot
11:00								TOE, Foot
11:15								TOE, Foot
11:30								TOE, Foot
11:45								TOE, Foot
12:00								TOE, Foot
12:15								TOE, Foot
12:30								TOE, Foot
12:45								TOE, Foot
13:00								TOE, Foot

APPOINTMENT > BOOKING VIEW Edit

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 Items checked

View Name: Pre-Operative Phone Calls
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unfiled Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	5
Patient Name	13
Proc Notes	18
Notes	18
Phone	10
MobileNo	10
Excess	5
SMS	5
Confirmed	5
Surgeon Name	11
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

Edit

Theatre View

Appointments 3 Patients | 180 of 600 minutes Search for patient... Friday, 29 Aug 2025 Individual

THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	Alert	PTIT	Procedure	Notes	Surgeon	Anaesthetist	Anaesthetic (1)	
06:00						TOE, Foot	Starr, Ringo		
06:15						TOE, Foot	Starr, Ringo		
06:30						TOE, Foot	Starr, Ringo		
06:45						TOE, Foot	Starr, Ringo		
07:00	DREAM, Day	🔔	✖	07:30	Left Knee Arthroscopy	Carer to go through	TOE, Foot	Starr, Ringo	General
08:00	SWAGGER, Bob Lee	🔔	✖	08:30	Left Knee Arthroscopy		TOE, Foot	Starr, Ringo	Peribulbar
09:00	STEWART, Alfred	🔔	✖	09:30	Right Knee Arthroscopy	Patient uses walking stick	TOE, Foot	Starr, Ringo	General
10:00						TOE, Foot	Starr, Ringo		
10:15						TOE, Foot	Starr, Ringo		
10:30						TOE, Foot	Starr, Ringo		
10:45						TOE, Foot	Starr, Ringo		
11:00						TOE, Foot	Starr, Ringo		
11:15						TOE, Foot	Starr, Ringo		
11:30						TOE, Foot	Starr, Ringo		
11:45						TOE, Foot	Starr, Ringo		
12:00						TOE, Foot	Starr, Ringo		
12:15						TOE, Foot	Starr, Ringo		
12:30						TOE, Foot	Starr, Ringo		
12:45						TOE, Foot	Starr, Ringo		
13:00						TOE, Foot	Starr, Ringo		

APPOINTMENT BOOKING VIEW

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 items checked

View Name: Theatre View
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unified Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	8
Patient Name	10
Alert (icon)	3 ✖
Allergy (icon)	3 ✖
Planned Time in Theatre	8 ✖
Proc Notes	22 ✖
Notes	16 ✖
Surgeon Name	10 ✖
Anaesthetist	10 ✖
Anaesthetic (1)	10 ✖
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital ✖
Theatre 2	Shaes Private Hospital ✖
Theatre 3	Shaes Private Hospital ✖

Recovery View

Appointments 3 Patients | 180 of 600 minutes Search for patient... Friday, 29 Aug 2025 Individual

THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	Alert (Text)	Allergy (Text)	Procedure	Notes	Dr	Anaesthetic (1)	Food
06:00						FT		
06:15						FT		
06:30						FT		
06:45						FT		
07:00	DREAM, Day	IDDM	Bees	Left Knee Arthroscopy	Carer to go through	FT	General	
08:00	SWAGGER, Bob Lee	Infection Risk	Panadol	Left Knee Arthroscopy		FT	Peribulbar	Patient requested vegetarian sandwich
09:00	STEWART, Alfred	NIDDM	Morphine & Codeine	Right Knee Arthroscopy	Patient uses walking stick	FT	General	No caffeine
10:00						FT		
10:15						FT		
10:30						FT		
10:45						FT		
11:00						FT		
11:15						FT		
11:30						FT		
11:45						FT		
12:00						FT		
12:15						FT		
12:30						FT		
12:45						FT		
13:00						FT		

APPOINTMENT > BOOKING VIEW Edit

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 items checked

View Name: Recovery View
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unified Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	5
Patient Name	14
Alert (Text)	11 X
Allergy (Text)	11 X
Proc Notes	15 X
Notes	15 X
Surgeon Initial	5 X
Anaesthetic (1)	14 X
Food	10 X
	100

Order of Theatres

Name
Theatre 1
Theatre 2
Theatre 3

Edit

Patient Contact Information View

Appointments 3 Patients | 180 of 600 minutes Friday, 29 Aug 2025 Individual Action

THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	DOB	Phone	MobileNo	Address	Email
06:00						
06:15						
06:30						
06:45						
07:00	DREAM_Dav	15/04/1926 (99)		0411111111	123 Dreamy Drive DAYDREAM ISLAND	daydream@dreammail.com
08:00	SWAGGER_BobLee	08/12/1975 (49)		0477777777	12 Rifle Range Road RIFLE RANGE	
09:00	STEWART_Alfred	01/01/1944 (81)	0770707070	0400000000	1 Caravan Park Road SUMMERFIELD	alf@summerbaycaravanpark.com.au
10:00						
10:15						
10:30						
10:45						
11:00						
11:15						
11:30						
11:45						
12:00						
12:15						
12:30						
12:45						
13:00						

APPOINTMENT > BOOKING VIEW Edit

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 items checked

View Name: Contact info
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unified Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	5
Patient Name	15
DOB	10 X
Phone	8 X
MobileNo	15 X
Address	28 X
Email	19 X
	100

Order of Theatres

Name
Theatre 1
Theatre 2
Theatre 3

Edit

Status View

Appointments 3 Patients | 180 of 600 minutes Friday, 29 Aug 2025

THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	Surgeon	Procedure	Notes	HF	Excess
06:00		TOE, Foot				
06:15		TOE, Foot				
06:30		TOE, Foot				
06:45		TOE, Foot				
07:00	DREAM, Dav	TOE, Foot	Left Knee Arthroscopy	Carer to go through	AHM	
08:00	SWAGGER, Bob, Lee	TOE, Foot	Left Knee Arthroscopy		BUP	
09:00	STEWART, Alfred	TOE, Foot	Right Knee Arthroscopy	Patient uses walking stick	HCF	750.00
10:00		TOE, Foot				
10:15		TOE, Foot				
10:30		TOE, Foot				
10:45		TOE, Foot				
11:00		TOE, Foot				
11:15		TOE, Foot				
11:30		TOE, Foot				
11:45		TOE, Foot				
12:00		TOE, Foot				
12:15		TOE, Foot				
12:30		TOE, Foot				
12:45		TOE, Foot				
13:00		TOE, Foot				

APPOINTMENT > BOOKING VIEW

Edit View

Location: All Locations
 Department: All Departments
 Doctors/Theatres: 3 items checked

View Name: Status Colours
 Layout: All Individual Weekly List
 Number of Columns: 3
 Scroll type: Individual Scroll Unifed Scroll
 Clinic State Type: Appointment Status
 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list












Field Name	Percentage of column width
Time	10
Patient Name	20
Surgeon Name	10
Proc Notes	20
Notes	20
HealthFund	10
Excess	10
	100

Order of Theatres

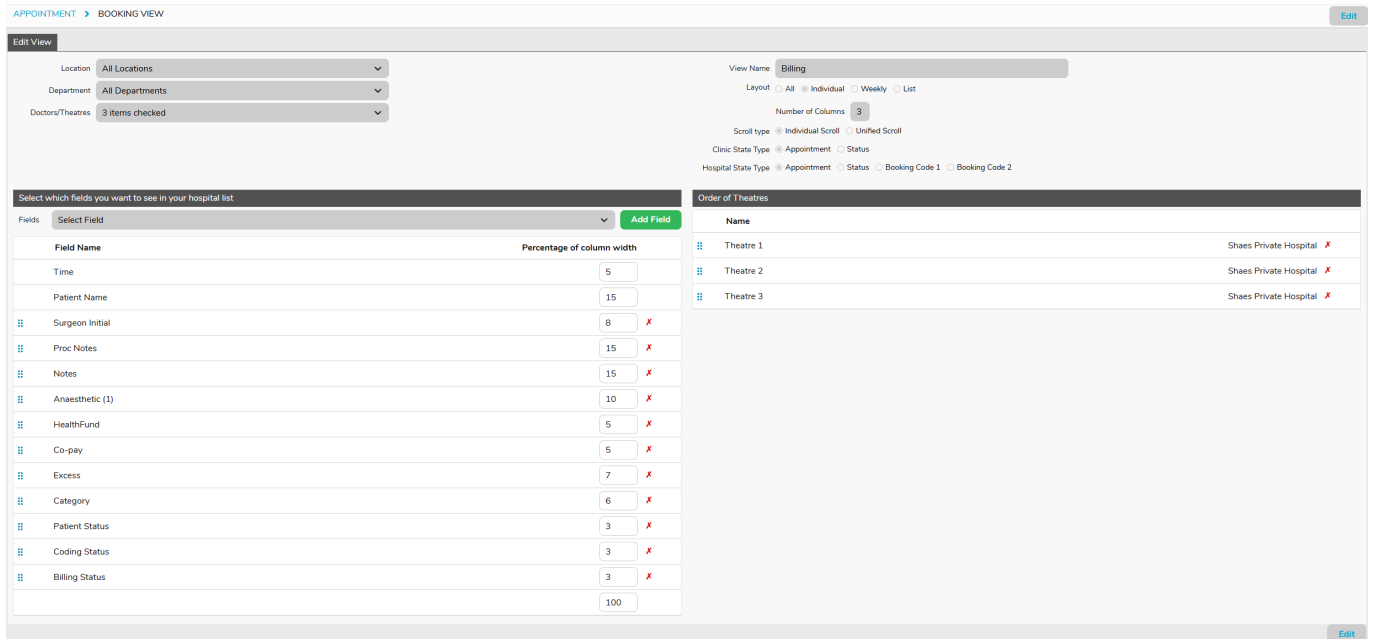
Name	
Theatre 1	Shaes Private Hospital
Theatre 2	Shaes Private Hospital
Theatre 3	Shaes Private Hospital

In addition to creating the Status Custom View the user will need to ensure the desired colours are set up in **Settings > System Configuration > Hospital**.

Hospital

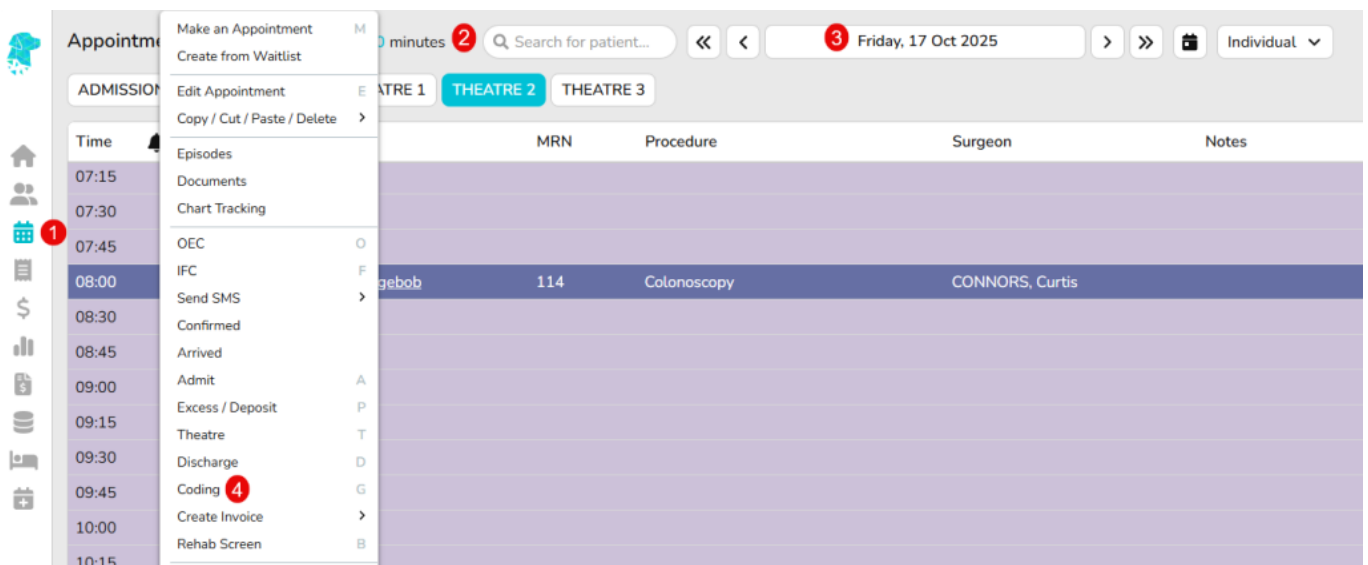
Booking		Recovery 1	
Arrived		Recovery 2	
Admitted		Recovery 3	
Pre-op		Ready for Discharge/Ward	
Anaesthetic Bay		Discharged	
In Theatre			

Coding View



Hospital Coding

Once the episode is complete it is required to be Coded. The episode needs to be Admitted for the Coding Screen to be made available. FYDO integrates with TurboGrouper & utilising this program, along with FYDO will result in a seamless coding & grouping process.



1. The Coding Screen can be located by navigating to the **Appointments Screen**
2. Use the **Search** feature to find a specific patient *or*
3. Use the **Calendar** to view a specific date
4. Once the episode has been located, use the **Right-Click Menu** to select **Coding** (*Or use the*

Fast Key 'g')

APPOINTMENTS > CODING SCREEN Total: \$835.45 Save & Continue Save Cancel

MRN 114 - SQUAREPANTS, Spongebob DOB 13/07/2020 (5) Sex Male FileNo Fund MPL Location Shaes Private Hospital (QLD)
 Admission No. 1100 EpiNo. 58 Admission Date/Time 17/10/2025 07:45 Discharge Date/Time 17/10/2025 09:30 Dr/Surgeon CONNORS,Curtis Speciality Gynaecology Anaesthetist
 Procedure Notes Colonoscopy Other Notes

7 Documents

Diagnosis

Coder C (Altura) 5 Copy Previous Coding Episode - 56 6 Coding on Hold Show Proc Notes

#	Type	Code	Description	Indicator	Action
1	P - Principal Diagnosis	H40.3	Glaucoma secondary to eye trauma	Y - Condition present on admission	X
2					X

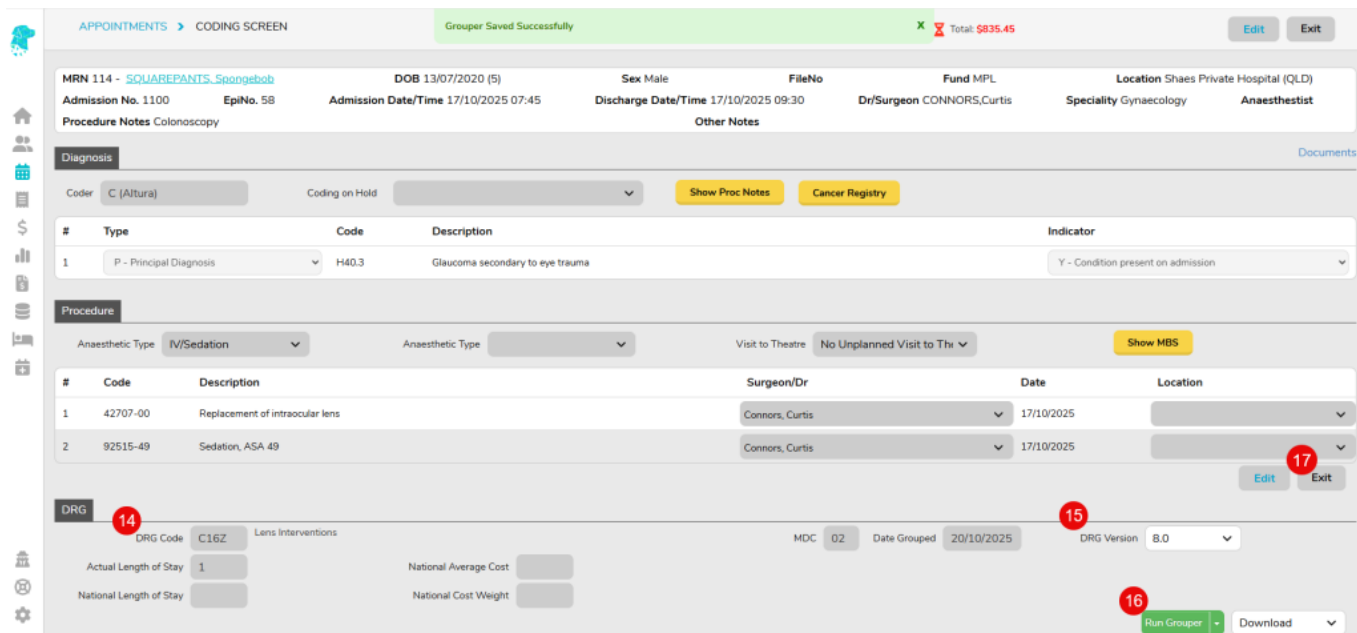
Procedure

Anaesthetic Type IV/Sedation 9 Anaesthetic Type Visit to Theatre No Unplanned Visit to Th 10 Show MBS 11 Coding Assist

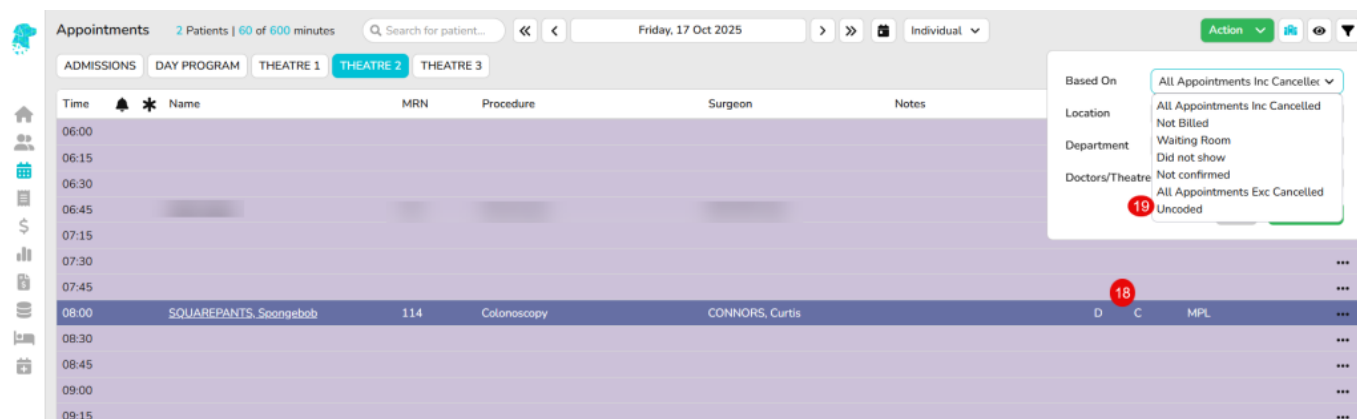
#	Code	Description	Surgeon/Dr	Date	Location	Action
1	42707-00	Replacement of intraocular lens	Connors, Curtis	17/10/2025		X
2	92515-49	Sedation, ASA 49	Connors, Curtis	17/10/2025		X
3						X

Save & Continue Save 13 Cancel

5. The **Coder** field will automatically populate with the current user's name
6. **Copy Previous Coding** will populate all fields according to a previous admission (*This feature is especially handy when a patient has reoccurring admissions for the same procedure*)
7. **Documents** will open a new tab, allowing the user to view scanned documents while coding. **EMR** will also be displayed here if the facility has one linked.
8. When a **Diagnosis Codes** is added, a new line will display below to enter the next code (*This field searches Codes or Descriptions*) The **Type & Indicator** can be selected for each individual line
9. **Anaesthetic Types** are populated from the **Edit Appointment Screen** and can be edited if necessary (*Any changes made here will be reflected in the Edit Appointment Screen*)
10. **Visit to Theatre** is populated from the **Discharge Screen** and can be edited if necessary (*Any changes made here will be reflected in the Discharge Screen*)
11. **Show MBS** allows the user to hover over the button to display the MBS items that have been entered into the **Theatre Screen** (*If these items need to be amended the user will need to navigate to the Theatre Screen*)
12. When a **Procedure Code** is added, a new line will display below to enter the next code (*This field searches Codes or Descriptions*)
13. Once all required data has been entered click **Save**. Or utilise the **Save & Continue** button thorough the coding process to save the progress as you go along.



14. Once the coding has been saved the user will be able to obtain the **DRG** by running the **Grouper** (if TurboGrouper is installed)
15. Ensure the correct **DRG Version** is selected (A default DRG Version can be set up for each fund in **Settings > Health Funds** which will then populate in this field)
16. Click **Run Grouper**. This will complete the DRG Code field, the MDC field & the Date Grouped field
17. Once complete click **Exit** to return to the appointments screen



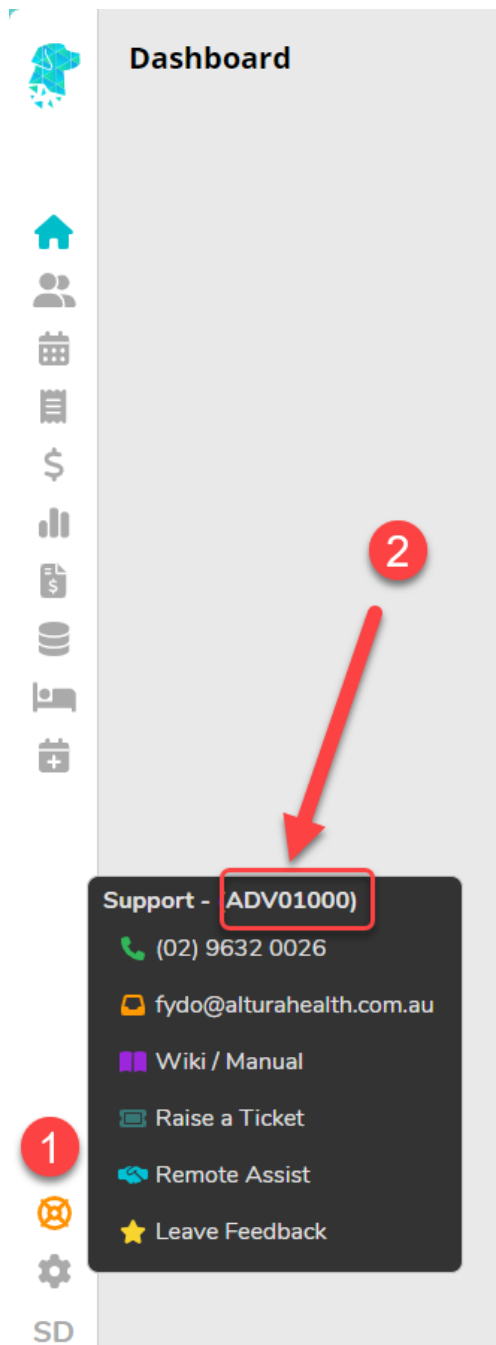
18. The episode will now display a **"C"** to identify that it has been coded
19. Users are also able to use the **Filter** dropdown to view **Uncoded** episodes only

[How to Find Your Minor ID](#)

The minor ID, also referred to as the Location ID, will sometimes be required by Medicare. It is the

same as your ADV client number. Here's how to find it in FYDO:

1. Hover over the **Support** icon
2. Your **Minor ID** will be displayed in the heading



[Hospital Appointment Screen Custom Views - Weekly View](#)

FYDO gives users the ability to customise the Appointments Screen to allow them to view the information that is important to their role. This assists in workflow & efficiency & allows users to view different information depending on the task that they are undertaking.

All custom views that are created for each facility are available to all users. Each user is then able to select their favourite view to open as their default. These instructions will provide ideas for different views & the set up required to accomplish them. For further details on how to create custom views please see the page on [Creating Custom Views](#)

Included below are examples of **Weekly View** ideas. Please see our other pages on **Individual & All View** ideas for those view types.

Administration View

The screenshot displays the 'Administration View' in the FYDO system. At the top, it shows 'Appointments' for 5 Patients | 135 of 3000 minutes, with a search bar and navigation controls for the week of 25 Aug - 31 Aug, 2025. The main area shows a weekly view for Theatre 3, with columns for each day from Monday (25) to Friday (29). Each day's column lists appointments with their start times, patient names (e.g., KNIGHT, Kelvin; AURELIUS, Marcus; DSILVA, Lightning; PEEP, Bo; SHEEP, Bo), and excess charges (e.g., 200.00). Below the grid is an 'Edit View' panel with the following settings:

- Location: All Locations
- Department: All Departments
- Doctors/Theatres: 3 items checked
- View Name: Administration Weekly
- Layout: All (selected), Individual, Weekly, List
- Number of Columns: 5
- Scroll type: Individual Scroll (selected), Unified Scroll
- Clinic State Type: Appointment (selected), Status
- Hospital State Type: Appointment (selected), Status, Booking Code 1, Booking Code 2

At the bottom, there are two sections: 'Select which fields you want to see in your hospital list' and 'Order of Theatres'. The first section has a table with columns for Field Name and Percentage of column width:

Field Name	Percentage of column width
Time	25
Patient Name	55
Excess	20
	100

The 'Order of Theatres' section lists Theatre 1, Theatre 2, and Theatre 3, each associated with 'Shaes Private Hospital' and a red 'X' icon.

Confirmed View

Appointments 5 Patients | 135 of 3000 minutes Search for patient... 25 Aug - 31 Aug, 2025 Week

THEATRE 1 THEATRE 2 THEATRE 3

Mon 25			Tue 26			Wed 27			Thu 28			Fri 29		
Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C
06:00			06:00			06:00			06:00			06:00		
06:30	KNIGHT, Kelvin	✓	06:30			06:30			06:30			06:30		
06:45			06:45			06:45			06:45			06:45		
07:00			07:00			07:00			07:00			07:00	AURELIUS, Marcus	Sent SMS
07:30			07:30			07:30			07:30			07:30	DSILVA, Lightning	✓
08:00			08:00			08:00			08:00			08:00		
08:30			08:30			08:30			08:30			08:30	PEEP, Bo	Left Msg
09:00			09:00			09:00			09:00			09:00	SHEEP, Bo	✓
09:30			09:30			09:30			09:30			09:30		
10:00			10:00			10:00			10:00			10:00		
10:30			10:30			10:30			10:30			10:30		
11:00			11:00			11:00			11:00			11:00		
11:30			11:30			11:30			11:30			11:30		
12:00			12:00			12:00			12:00			12:00		
12:30			12:30			12:30			12:30			12:30		
13:00			13:00			13:00			13:00			13:00		
13:30			13:30			13:30			13:30			13:30		
14:00			14:00			14:00			14:00			14:00		
14:30			14:30			14:30			14:30			14:30		
15:00			15:00			15:00			15:00			15:00		
15:30			15:30			15:30			15:30			15:30		

APPOINTMENT > BOOKING VIEW

Edit

Edit View

Location: All Locations Department: All Departments Doctors/Theatres: 3 items checked

View Name: Confirmed Weekly Layout: All Individual Weekly List Number of Columns: 5 Scroll type: Individual Scroll Unified Scroll Clinic State Type: Appointment Status Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	25
Patient Name	55
Confirmed	20 ✗
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital ✗
Theatre 2	Shaes Private Hospital ✗
Theatre 3	Shaes Private Hospital ✗

Edit

Coding View

Appointments 5 Patients | 135 of 3000 minutes Search for patient... 25 Aug - 31 Aug, 2025 Week

THEATRE 1 THEATRE 2 THEATRE 3

Mon 25			Tue 26			Wed 27			Thu 28			Fri 29		
Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C	Time	Name	C
06:00			06:00			06:00			06:00			06:00		
06:30	KNIGHT, Kelvin	C	06:30			06:30			06:30			06:30		
06:45			06:45			06:45			06:45			06:45		
07:00			07:00			07:00			07:00			07:00	AURELIUS, Marcus	C
07:30			07:30			07:30			07:30			07:30	DSILVA, Lightning	
08:00			08:00			08:00			08:00			08:00		
08:30			08:30			08:30			08:30			08:30	PEEP, Bo	
09:00			09:00			09:00			09:00			09:00	SHEEP, Bo	
09:30			09:30			09:30			09:30			09:30		
10:00			10:00			10:00			10:00			10:00		
10:30			10:30			10:30			10:30			10:30		
11:00			11:00			11:00			11:00			11:00		
11:30			11:30			11:30			11:30			11:30		
12:00			12:00			12:00			12:00			12:00		
12:30			12:30			12:30			12:30			12:30		
13:00			13:00			13:00			13:00			13:00		
13:30			13:30			13:30			13:30			13:30		
14:00			14:00			14:00			14:00			14:00		
14:30			14:30			14:30			14:30			14:30		
15:00			15:00			15:00			15:00			15:00		
15:30			15:30			15:30			15:30			15:30		

APPOINTMENT > BOOKING VIEW

Edit

Edit View

Location: All Locations Department: All Departments Doctors/Theatres: 3 items checked

View Name: Coding View Layout: All Individual Weekly List Number of Columns: 5 Scroll type: Individual Scroll Unified Scroll Clinic State Type: Appointment Status Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	25
Patient Name	55
Coding Status	20 ✗
	100

Order of Theatres

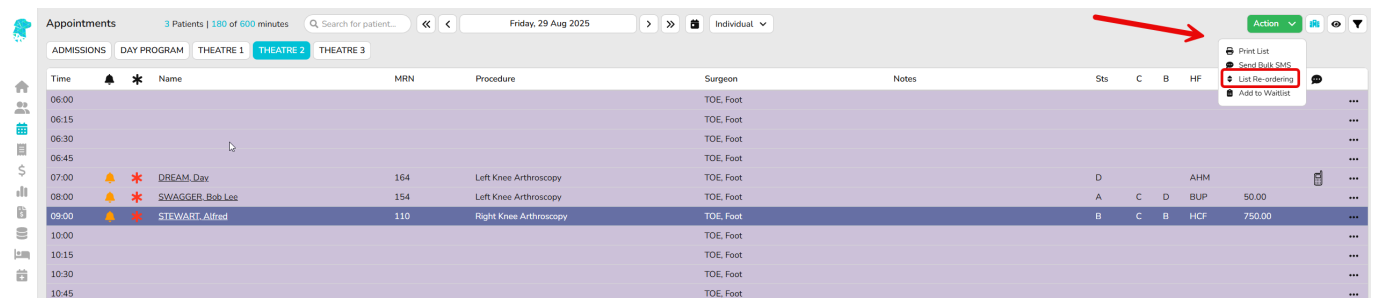
Name	
Theatre 1	Shaes Private Hospital ✗
Theatre 2	Shaes Private Hospital ✗
Theatre 3	Shaes Private Hospital ✗

Edit

List Re-Ordering Feature (Session Priority)

FYDO allows users the ability to re-order lists with a fabulous feature that resembles the SimDay function **Session Priority**. This feature allows users to easily re-order patients', move all patients' appointments up at once (*in the case of a cancellation*) and set appointment times according to each appointment length.

This feature will work from the admission time of the **FIRST** patient on the list. It will then slot all other patients' into their corresponding admission times, according to the appointment lengths. The difference with using the List Re-Ordering feature is that it allows users to easily move a patients' appointment up or down the list & **will shuffle the other patients' admission times to accommodate**. Whereas other methods of moving appointments do not impact the admission times of any other patients.



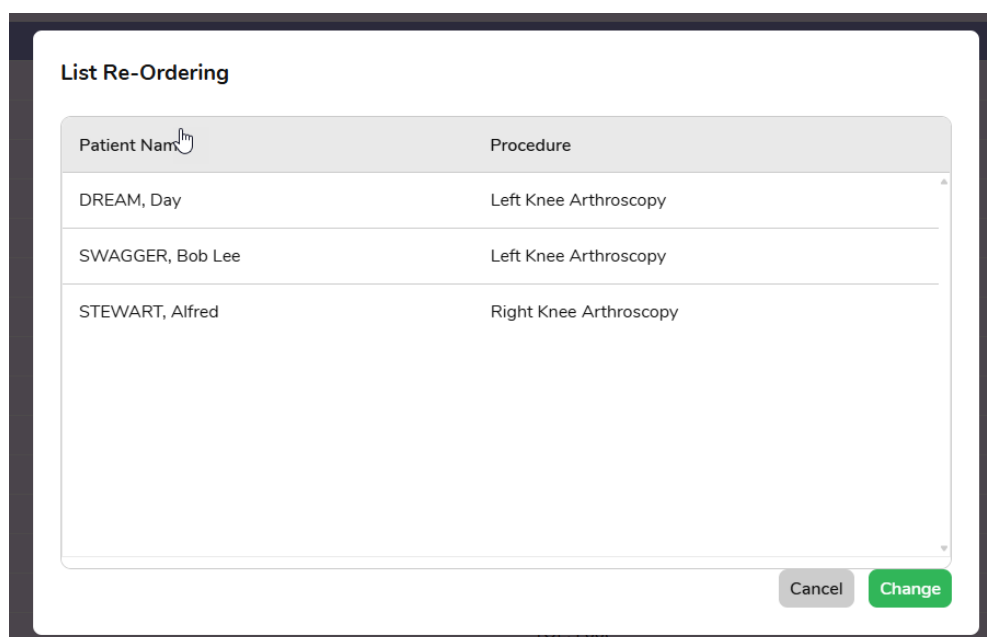
The screenshot shows the 'Appointments' screen for Friday, 29 Aug 2025. The table lists appointments with columns for Time, Name, MRN, Procedure, Surgeon, Notes, and Sts. An 'Action' dropdown menu is open, showing options: Print List, Send Bulk SMS, List Re-ordering (highlighted with a red box), and Add to Waitlist. A red arrow points to the 'Action' dropdown.

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF
06:00				TOE, Foot					
06:15				TOE, Foot					
06:30				TOE, Foot					
06:45				TOE, Foot					
07:00	DREAM, Day	164	Left Knee Arthroscopy	TOE, Foot		D			AHM
08:00	SWAGGER, Bob Lee	154	Left Knee Arthroscopy	TOE, Foot		A	C	D	BUP 50.00
09:00	STEWART, Alfred	110	Right Knee Arthroscopy	TOE, Foot		B	C	B	HCF 750.00
10:00				TOE, Foot					
10:15				TOE, Foot					
10:30				TOE, Foot					
10:45				TOE, Foot					

To utilise this function, navigate to the **Appointments Screen** and locate the list that you wish to change.

Select an appointment in the required session & use the **Select the Action** dropdown & click on **List Re-Ordering**.

This will display a pop-up box that allows you to drag patients up or down the list.



The 'List Re-Ordering' pop-up box displays a list of patients and their procedures. The list is as follows:

Patient Name	Procedure
DREAM, Day	Left Knee Arthroscopy
SWAGGER, Bob Lee	Left Knee Arthroscopy
STEWART, Alfred	Right Knee Arthroscopy

At the bottom of the pop-up, there are 'Cancel' and 'Change' buttons.

If you do not wish to change the order of the list, and only wish to move all patients up after a

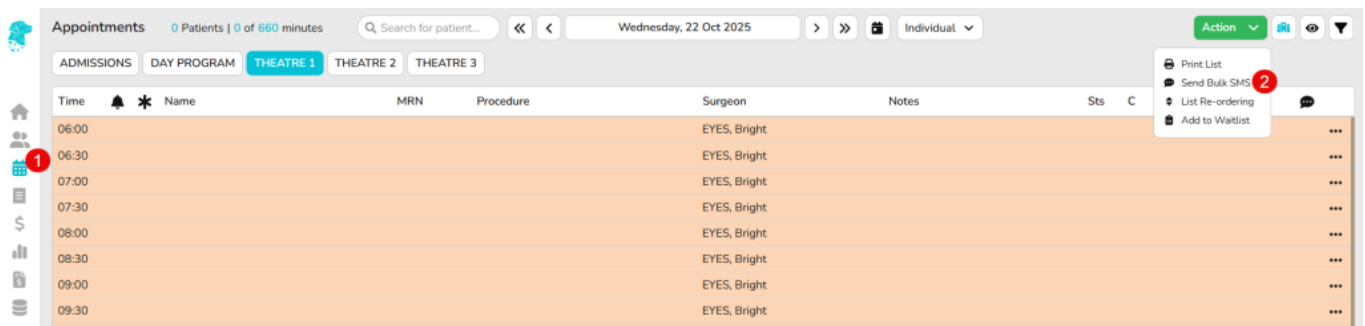
cancellation, then simply open the pop-up box & click Change. This will move all patient's appointment times up the list.

You will notice in the below video that we used the Procedure to sort the patients & once we clicked Change, FYDO also filled in the gaps that were left from cancelled appointments.

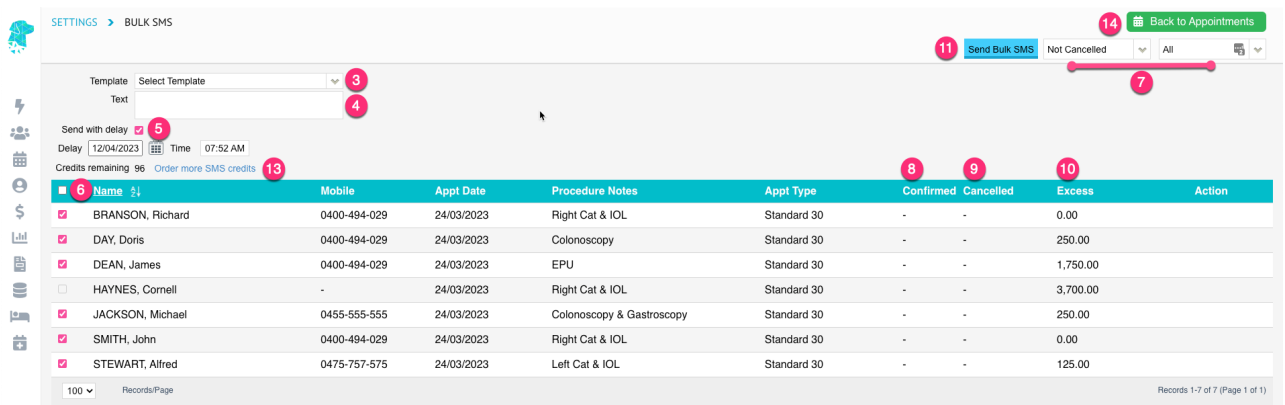
[Sending Bulk SMSs](#)

FYDO allows you to contact patients via SMS to assist in efficient workflow. These can be sent one at a time or to a whole list of patients. The system gives the ability to pre-populate the SMS with information regarding the admission/episode e.g., date of admission, time of admission, health fund excess amount etc

Use these instructions if you would like to send a Bulk SMS to a **number of patients at once:**






1. Open the Appointments Screen & navigate to the required date & theatre
2. Use the **Actions** dropdown on the right of the screen to select **Send Bulk SMS**




3. Use the **Template** dropdown box to select from the preloaded SMS templates in your system (For help with customising these contact Altura Health or visit <https://wiki.fydo.cloud/sms-templates/>)
4. Or free type in the **Text** box to customise the text message
5. The **Send with delay** tick box allows the text to be scheduled for a later date & time. If this feature is being utilised enter the **Date & Time** that the text will be scheduled to send. However, there is no need to use this feature if the text is intended to be sent in real time

6. All patients with a valid mobile phone number will be selected by default. Use the **tick box** at the top of the column to easily select or de-select all patients' at once. Or use the tick box for each patient to individually select or de-select
7. Use the **drop-down boxes** in the top right to assist in filtering to the desired patient demographics
8. **Confirmed** gives information regarding previous SMSs sent. To assist in determining if they still require an SMS
9. **Cancelled** gives information regarding the patients' cancelled status. However, the screen opens to show **Not Cancelled** patients' only. This column is only relevant if the filter has been set to include the cancelled patients', using the drop-down boxes in #13
10. The **Excess** column displays the amount that has been entered into the Excess field of the patients episode
11. Once all relevant information has been completed, & all desired patients' have been selected, click **Send Bulk SMS**
12. You will be asked to confirm that you wish to send the SMS, click **Yes**
13. The **Credits Remaining** on the account are displayed on the screen & once the credits get low use the **Order more SMS credits** option on this screen to be re-directed to the **Order SMS Credits** screen where you can follow the prompts
14. **Back to Appointments** button returns the user to the appointments screen

Once the patient has been sent an SMS there will be a visual cue on the Appointments screen. The icon will change depending on the status of the SMS sent. The icons represent the following:

-  This icon will display once the SMS has been **sent** but not yet delivered to the recipient
-  This icon will display once the SMS has been **delivered**
-  This icon will display once the recipient has **replied**

Hover over each of these icons, in the appointments screen, to display the information that the SMS contained. Once a reply has been received it will also be displayed below the message.

B	D	U/I	1,150.00	
B		SPE	0.00	

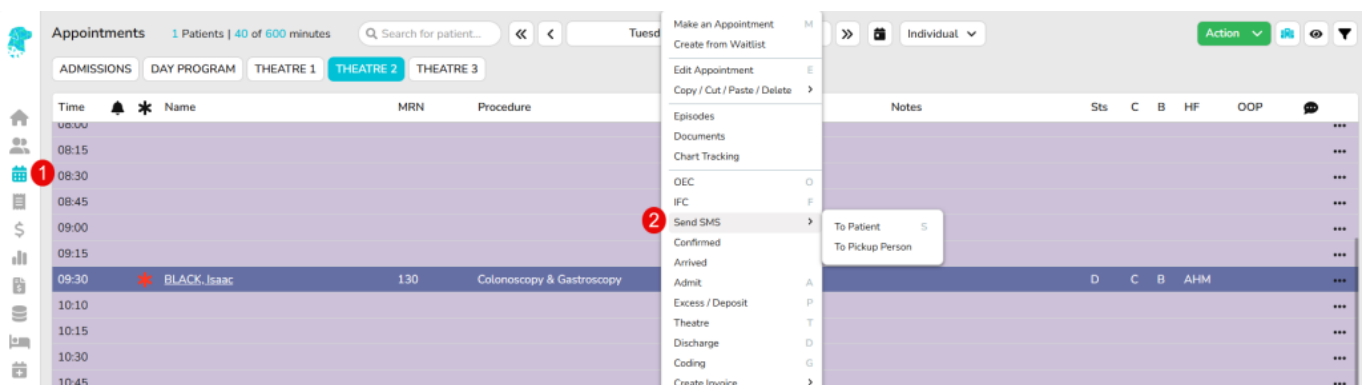
Sent : [REDACTED] Payment Reminder - When you arrive for your appointment with Dr [REDACTED] on 17/08/2022 your out of pocket excess/co-payment amount of \$1,150.00 is payable. Please reply "Y" to this SMS to confirm you are aware of your hospital fee. The preferred payment method is card/EFTPOS, please contact us on [REDACTED] if you require alternate payment methods or if you have any questions.

Replied : Y

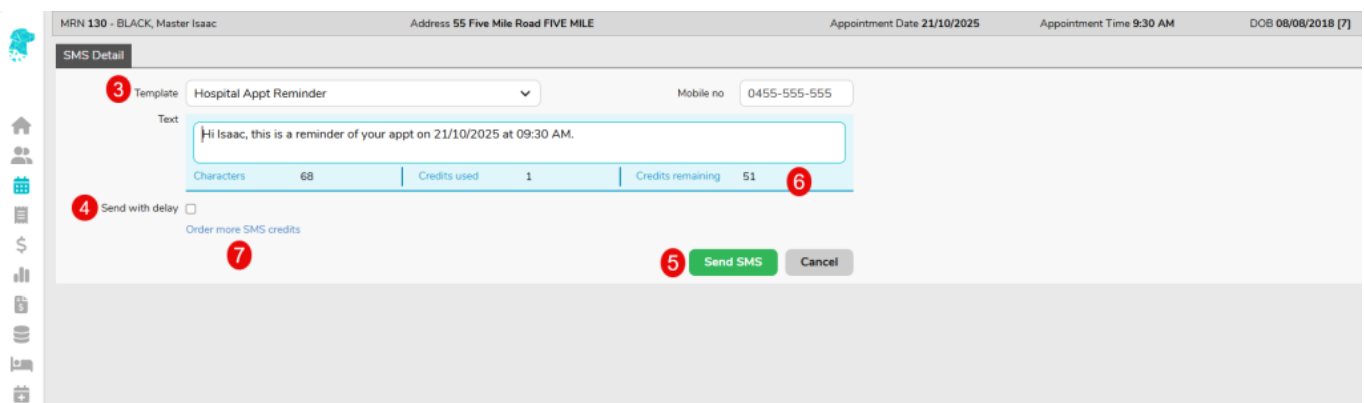
[Sending Individual SMSs \(Hospital\)](#)

FYDO allows you to contact patients, and their pick up person, via SMS to assist in efficient workflow. These can be sent one at a time or to a whole list of patients. The system gives the ability to pre-populate the SMS with information regarding the admission/episode e.g., date of admission, time of admission, health fund excess amount etc

Use these instructions if you would like to send an SMS to an **Individual Patient** or to the patients **Pick Up Person**:



1. Navigate to the **Appointments Screen** & locate the required episode
2. Right-Click on the required episode & hover over **Send SMS** to show the 2 options to either **Send SMS to the Patient** or **Send SMS to the pickup Person** (Or use the shortcut key "S" after you have selected the required patient to send SMS to the patient)






3. Select the required **Template** or free type desired message in the **Text** box
4. Use the **Send with delay** tick box if the message is required to be sent at a specified time, as opposed to at the current time. If you are wanting to use this option, select the **Date & Time** that the message is to be sent
5. Once all details have been checked click **Send SMS**
6. The information included in Blue explains:
 - a. **Characters** - The current length of the text message. Each individual text message is allowed to be 160 characters long. Once the length exceeds this amount, it will require more credits to be sent

b. Credits - This shows the number of credits that will be used to send the message, depending on the length of the text

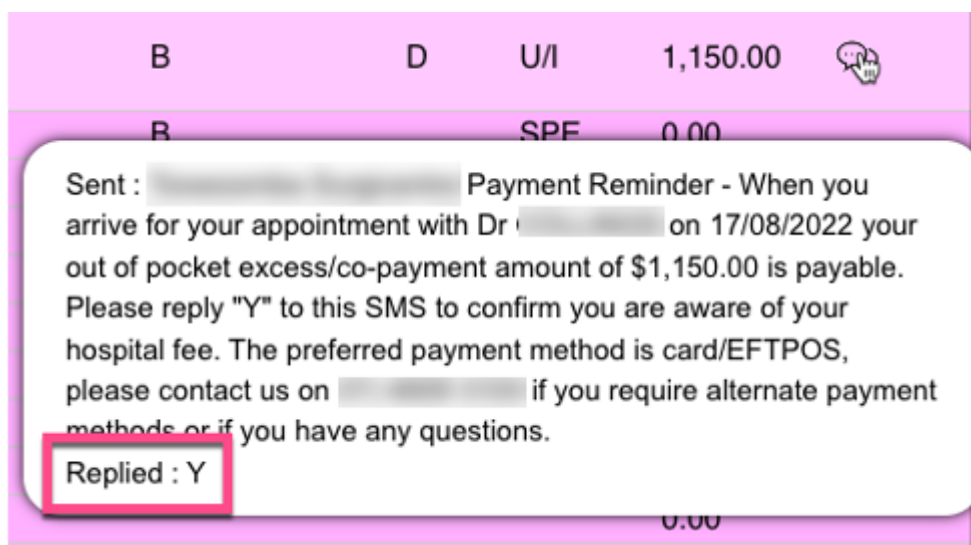
c. Credits remaining - Shows how many credits are remaining on your FYDO account

7. Once the credits get low use the **Order more SMS credits** option on this screen to be re-directed to the **Order SMS Credits** screen where you can follow the prompts to purchase more credits

Once the patient has been sent an SMS there will be a visual cue on the Appointments screen. The icon will change depending on the status of the SMS sent. The icons represent the following:

-  SMS has been **sent** but not yet delivered to the recipient
-  SMS has been **delivered** to the recipient
-  Recipient has **replied** to the SMS

Hover over each of these icons, in the appointments screen, to display the information that the SMS contained. Once a reply has been received it will also be displayed below the message.



[Emailing Documents from FYDO](#)

FYDO facilitates emailing of documents, that are stored in the Documents tab, to the patients, doctors & referring doctors.

1. Navigate to the required patient, in the Patients tab and once the details are open select the **Documents** tab

2. Alternatively, locate the required episode and use the **Right Click** menu to select **Documents**

Appointments 5 Patients | 160 of 660 minutes Search for patient... << < > >>

ADMISSIONS DAY PROGRAM **THEATRE 1** THEATRE 2 THEATRE 3

Time	🔔 *	Name	MRN
06:00			
06:30			
07:00			
07:30			
08:00	🔔 *	PORGY, Georgy	128
08:30	🔔	FLINSTONE, Frederick	167
09:00	🔔 *	DUMPTY, Humpty	156
09:30	🔔	KNIGHT, Kathy	122
10:10			
10:30			
11:00			
11:30			
12:00			
12:30			
13:00	🔔 *	POPPY, Princess	209
13:30			
14:00			
14:30			
15:00			
15:30			
16:00			
16:30			

Make an Appointment M

Create from Waitlist

Edit Appointment E

Copy / Cut / Paste / Delete >

Episodes

Documents

Chart Tracking

OEC O

IFC F

Send SMS >

Confirmed

Arrived

Admit A

Excess / Deposit P

Theatre T

Discharge D

Coding G

Create Invoice >

Rehab Screen B

Check List >

Inpatient

Certificate

Clinical Indicators N

Print Chart Label >

Print Wristband >

Quick Form

HC21 >

Create Letter

3. Select the document that you wish to email & use the three black dots, on the right of the document, to display the menu options

4. Select **Email Document**

Back to Appointments 209 - POPPY, Princess (01/01/1999 - 26) * Total -500.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

All Document Type Show deleted documents Search Admission Select Admission Date Import Scan New Letter

Document Name	Type	Adm Date	MHR	Created t
IFC 2025-10-22	IFC	29/08/2025		22/10/2025
Admission Form_001	Admission Form	01/10/2025		14/10/2025

Edit Details
 Print
 Email Document
 Open Document
 Export Letter
 Upload to MHR
 Remove from MHR
 Delete Document

Shires Private Hospital
 1 Sunolme Place
 50th VALLEY QLD-4580
 P: (07)5446-4444
 F: (07)5446-5555
 E: shiresprivatehospital@gmail.com

INFORMED FINANCIAL CONSENT

Patient:	POPPY, Princess	DOB:	01/01/1999
Fund:	Medibank Private Limited	Membership #:	123456
Excess:	\$500.00	Copayment:	\$0.00
Admission:	29/08/2025	Printed:	22/10/2025 at 10:46
Doctor:	SAYS, Simon	IFC completed by:	Alina Gordon(Ahura)

List of Items Estimate Based on

ITEM	DESCRIPTION	CHARGE	REBATE
ACCOM	SameDay Accommodation Fee Band : 3	\$500.00	\$500.00
49536	Knee, repair or reconstruction of, for chronic ins	\$500.00	\$500.00
	Summary of Facility Charges	\$1,000.00	\$1,000.00
	TOTAL	\$1,000.00	\$1,000.00

Total Payable on Admission: \$250.00

5. The **Email Document** pop up box will be displayed & allow the user to choose who they want to email

Email Document

Patient Email

Referring Doctor Email

Doctor Email

Discard
Send Email

- **Patient Email** allows emails to be sent to the patient. The email address is automatically populated, from the Patient Screen, if it is entered
- **Referring Doctor Email** allows emails to be sent to the referring doctor. The email address will automatically populate if the document is linked to a particular admission, that admission has a referring doctor listed & the referring doctor has an email address added in FYDO. *(Referring Doctors emails can be added in **Settings > Referring Doctors**)*
- **Doctor Email** allows emails to be sent to the admitting doctor. The email address will automatically populate if the document is linked to a particular admission & the doctor has an email address added in FYDO. *(Doctors emails can be added in **Settings > Doctors**)*

If no email address is on file, for any of the above options, the user can add the email manually into the relevant field

Email Document [X]

Patient Email

princess@gmail.com [7] [Lock]

Referring Doctor Email

Doctor Email

Subject

Letter For Poppy Princess [8]

Body

Please find enclosed 0000000445.pdf [9]

[Cancel] [Send Email] [10]

6. Select who will be receiving the document via email by ticking the box to the left of their description
7. Check the email address listed is correct, or manually type the email address
8. Subject line will automatically populate however users are able to make changes if required
9. Body of the email will automatically populate however users are able to make changes if required
10. Once all fields have been complete, select **Send Email**
11. A log of all emails sent can be found in the **Communication** tab, along with all SMS history

Back to Appointments | 209 - POPPY, Princess (01/01/1999 - 26) [Total: 500.00]

Patient Details | Appointments | Recalls | Accounts | Episodes | **Communication** | Chart Tracking | Documents | Clinical

All [Expand Message Sent] [Show Inactive] [Search] [Add Note]

Comm	Type	Date	To	Message Sent	Status	ID	User
SMS	Appointment	22/10/2025		Dear Princess, In preparation for your procedure on 29/08/2025 at 01:00 PM please ensu...	Queued	664	(Altura)
Email	Patient	22/10/2025	-	Document 0000000445.pdf sent to	Email Sent	18	(Altura)

100 Records/Page | Records 1-2 of 2 (Page 1 of 1)

[Creating Custom Hospital Views in the](#)

Appointments Screen

The Appointments Screen in FYDO is completely customisable. Creating different views will assist in workflow & efficiency & allow different staff members to view information that is relevant to them.

The views that are created are available to all users on the database & each user can choose their own favourite default view by selecting the heart next to their chosen view.

Users are able to have a favourite custom view for each view type, eg. a favourite "Individual" view, a favourite "All" view & a favourite "Weekly" view.

1. Custom views are created in the **Appointments Screen**
2. Hover over the eye icon & select **Add New View**

Time	Name	Procedure	Notes	HF	OEC ↓	OEC	Excess	Co-pay	IFC Cre	CR	AF	PCR	Pre-Contact
06:00													
06:30													
07:00	AURELIUS, Marcus	Left Cat & IOL		BUP	✓	✓			✓			✓	
07:30	DSILVA, Lightning	Right Cat & IOL		BUP					✓				
08:00													
08:30	PEEP, Bo	Left Cat & IOL		MPL			200.00		✓				
09:00	SHEEP, Bo	Left Cat & IOL		AJHM			200.00					✓	
09:30	KNIGHT, Kathy	Colonoscopy & Gastroscopy		MPL									
10:10													
10:30													
11:00	SWAGGER, Bob Lee	Carpal Tunnel		BUP					✓				
11:30													
12:00													

3. Select the **Location, Department & Doctors/Theatres** that you want the view to be available for. Or leave with **All** selected for the view to be available all the time
4. Add the **View Name** to identify the view that you are creating. E.g., Theatre, Recovery etc
5. Choose the **Layout** in which you would like the view to open. E.g., Individual theatres, all theatres or weekly view
6. Select the **Scroll type** based on how you would like to view the screen when you scroll.
Individual Scroll- You will be required to hover over the theatre in which you would like to scroll up or down.
Unified Scroll- This allows you to scroll anywhere on the page and all the theatres will scroll together
7. Select the **Hospital State Type**. You have the option to set the appointments to display by:
 - **Appointment Type**- This will colour code the bookings as per the Appointment Type in the booking
 - **Status**- Will colour code the bookings according to where they are in the facility
 - **Booking Code 1**- will colour code the appointments according to the booking code 1 that has been entered
 - **Booking Code 2**- will colour code the appointments according to the booking code 2 that has been entered

APPOINTMENT > BOOKING VIEW Save Cancel

Create View

3 Location: All Locations
 Department: All Departments
 Doctors/Theatres: All Doctors/Theatres

4 View Name:

Layout: All Individual Weekly List

5 Number of Columns: 3

6 Scroll type: Individual Scroll Unified Scroll

7 Hospital State Type: Appointment Status Booking Code 1 Booking Code 2

Select which fields you want to see in your hospital list

Field Name	Percentage of column width
Time	25
Patient Name	75
	100

Order of Theatres

Name	
Theatre 1	Shaes Private Hospital ✗
Theatre 2	Shaes Private Hospital ✗
Theatre 3	Shaes Private Hospital ✗

Save Cancel

8. Use the **Fields** dropdown to select the type of information that will be added to the custom view
9. Click **Add Field** to add the selected field to the table below
10. Use the on the left of each line to sort fields into the required order
11. Use the **Percentage of column width** fields to determine the width of each column
N.B. the total of these columns always has to add up to 100.
12. Click **Save** and the appointment screen, with the new custom view that was created, will be displayed

Select which fields you want to see in your hospital list

Fields: Add Field

8 Field Name	Percentage of column width	9
Time	10	
Patient Name	22	
Alert (Icon)	5	✗
Allergy (Icon)	5	✗
Proc Notes	25	✗
Excess	8	✗
IFC Created	5	✗
Anaesthetist	10	✗
10 Surgeon Name	10	✗
	100	11

Some examples of helpful views are:

Administration View

