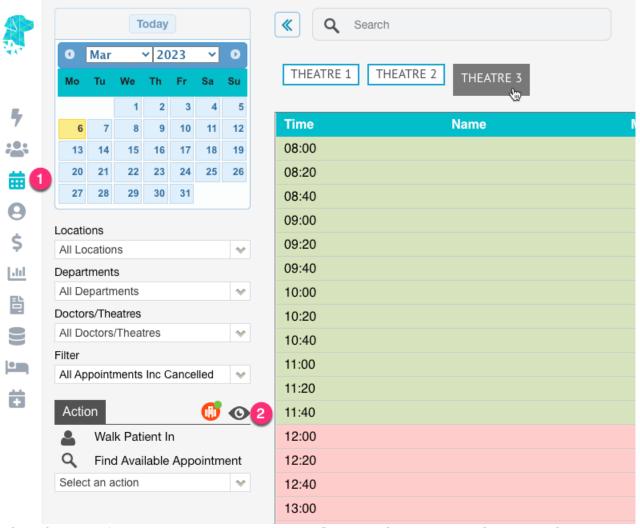
## <u>Creating Custom Hospital Views in the Appointments Screen</u>

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.

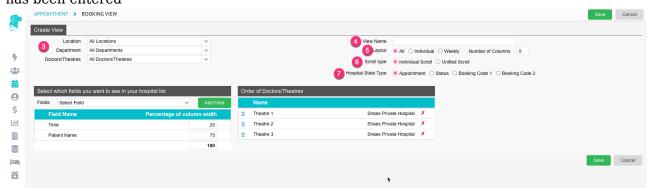
Users are able to have a favourite custom view for each view type, eg. a favourite "Individual" view, a favourite "All" view & a favourite "Weekly" view.

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

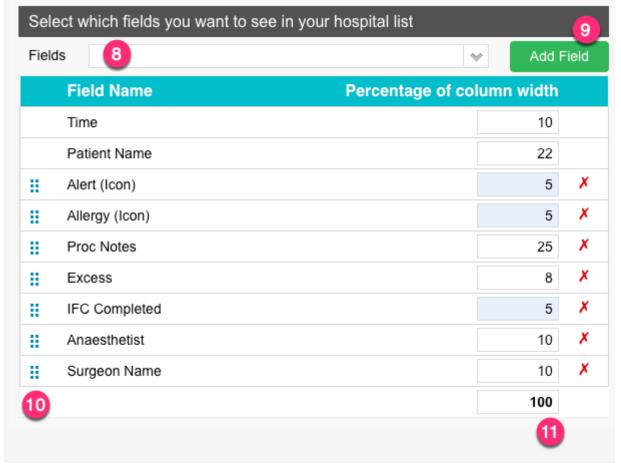


- 3. Select the **Location, Department & Doctors/Theatres** that you want the view to be available for. Or leave with **All** selected for the view to be available all the time
- 4. Add the **View Name** to identify the view that you are creating. E.g., Theatre, Recovery etc
- 5. Choose the **Layout** 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



- 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.



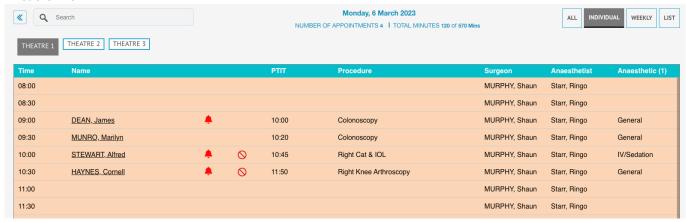
12. Click **Save** and the appointment screen, with the new custom view that was created, will be displayed.

## Some examples of helpful views are:

## **Administration View**



## **Theatre View**



**Recovery View** 

