

# 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**

The screenshot displays the FYDO Appointments Screen. On the left is a sidebar with various icons, including a calendar icon with a red circle and the number '1'. The main area is divided into several sections:

- Calendar:** A calendar for March 2023, showing dates from 1 to 31. The date 6 is highlighted in yellow.
- Filters:** A series of dropdown menus for 'Locations' (All Locations), 'Departments' (All Departments), 'Doctors/Theatres' (All Doctors/Theatres), and 'Filter' (All Appointments Inc Cancelled).
- Action:** A section with an 'Action' button, a heart icon, and a list of actions: 'Walk Patient In', 'Find Available Appointment', and a 'Select an action' dropdown.
- Search and Theatre Selection:** A search bar and three buttons for 'THEATRE 1', 'THEATRE 2', and 'THEATRE 3'. A hand cursor is hovering over 'THEATRE 3'.
- Appointment List:** A table with two columns: 'Time' and 'Name'. The times listed are 08:00, 08:20, 08:40, 09:00, 09:20, 09:40, 10:00, 10:20, 10:40, 11:00, 11:20, 11:40, 12:00, 12:20, 12:40, and 13:00. The rows for 12:00, 12:20, 12:40, and 13:00 are highlighted in pink.

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

**Create View**

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

View Name:   
 Layout: ☒ All ☐ Individual ☐ Weekly Number of Columns: 5  
 Scroll type: ☒ Individual Scroll ☐ Unified Scroll  
 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 Doctors/Theatres**

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

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.

**Select which fields you want to see in your hospital list**

Fields:   
 Add Field

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

<<

Search

Monday, 6 March 2023

ALL

INDIVIDUAL

WEEKLY

LIST

THEATRE 1THEATRE 2THEATRE 3

Time	Name	HF	OEC	OEC	Excess	Co-pay	IFC	PCR
08:00					0.00	0.00		
08:30					0.00	0.00		
09:00	DEAN, James	BUP	✓	✓	250.00	50.00	✓	✓
09:30	MUNRO, Marilyn	MPL	✓		500.00	0.00		
10:00	STEWART, Alfred	AUH			0.00	0.00		
10:30	HAYNES, Cornell	U/I	✓	✓	1,540.00	0.00		✓
11:00					0.00	0.00		
11:30					0.00	0.00		

Theatre View

<<

Search

Monday, 6 March 2023

ALL

INDIVIDUAL

WEEKLY

LIST

THEATRE 1THEATRE 2THEATRE 3

Time	Name	PTIT	Procedure	Surgeon	Anaesthetist	Anaesthetic (1)
08:00				MURPHY, Shaun	Starr, Ringo	
08:30				MURPHY, Shaun	Starr, Ringo	
09:00	DEAN, James	🔔	10:00 Colonoscopy	MURPHY, Shaun	Starr, Ringo	General
09:30	MUNRO, Marilyn		10:20 Colonoscopy	MURPHY, Shaun	Starr, Ringo	General
10:00	STEWART, Alfred	🔔	10:45 Right Cat & IOL	MURPHY, Shaun	Starr, Ringo	IV/Sedation
10:30	HAYNES, Cornell	🔔	11:50 Right Knee Arthroscopy	MURPHY, Shaun	Starr, Ringo	General
11:00				MURPHY, Shaun	Starr, Ringo	
11:30				MURPHY, Shaun	Starr, Ringo	

Recovery View

Search

Monday, 6 March 2023

ALL

INDIVIDUAL

WEEKLY

LIST

THEATRE 1

THEATRE 2

THEATRE 3

NUMBER OF APPOINTMENTS 4 | TOTAL MINUTES 120 of 570 Mins

Time	Name	Alert (Text)	Allergy (Text)	Procedure	Dr	Anaesthetic (1)	Food
08:00					MS		
08:30					MS		
09:00	DEAN, James	Diabetic		Colonoscopy	MS	General	Gluten Free
09:30	MUNRO, Marilyn			Colonoscopy	MS	General	
10:00	STEWART, Alfred	NIDDM	Morphine & Codeine	Right Cat & IOL	MS	IV/Sedation	Nut Allergy
10:30	HAYNES, Cornell	Walking stick	Penicillin	Right Knee Arthroscopy	MS	General	
11:00					MS		
11:30					MS		
12:00					MS		
12:30					MS		