




# 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**  

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**

