

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.

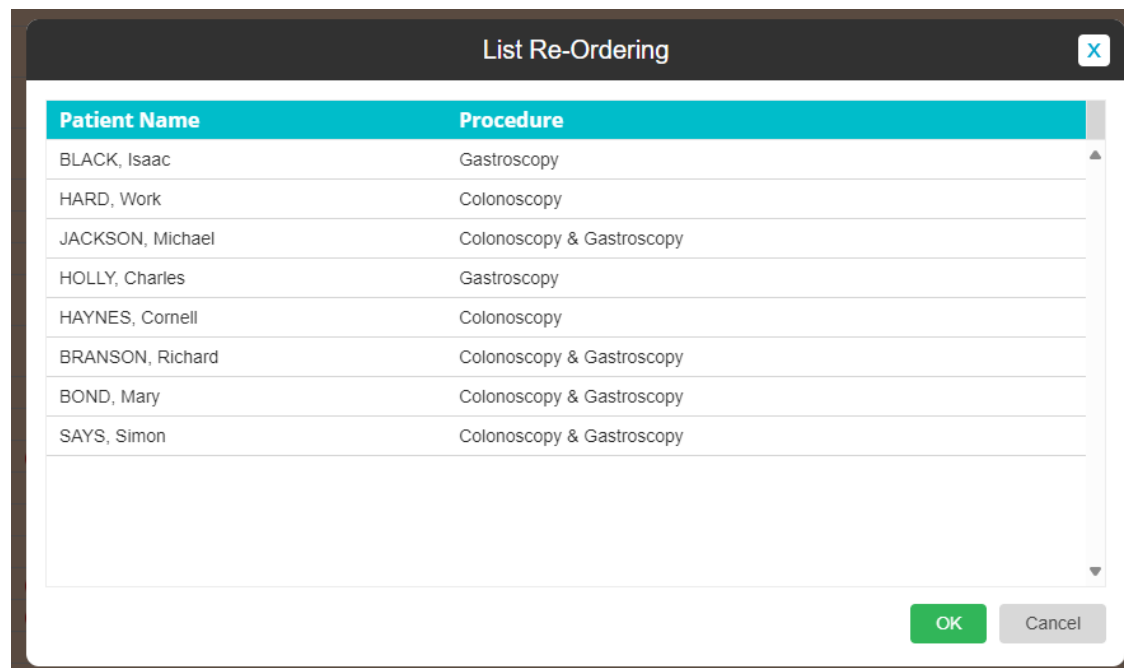
The screenshot displays the FYDO software interface. On the left, a sidebar contains various icons for navigation. The main area is divided into two sections. The top section features a calendar for July 2024, with the 23rd highlighted. Below the calendar are filters for Locations, Departments, Doctors/Theatres, and a Filter dropdown set to 'All Appointments Inc Cancelled'. The bottom section is an 'Action' menu with options: 'Walk Patient In', 'Find Available Appointment', 'Select an action', 'Send Bulk SMS', 'Print List', and 'List Re-ordering' (highlighted with a red box and a red arrow). The right section shows a list of appointments with columns for 'Time' and 'Name'. The list includes appointments for 08:00, 08:30, 09:00, 09:30, 10:00, 10:30, 11:00, 11:15, 11:30, 11:45, 12:00, 12:15, 12:30, 12:45, 13:00, 13:15, 13:30, 13:45, 14:25, 14:30, and 15:00. The names listed are: JOE, Blow; SPRATT, Jack; MUNRO, Marilyn; DEAN, James; BLACK, Isaac; STEWART, Alfred; HARD, Work; JACKSON, Michael; HOLLY, Charles; HAYNES, Cornell; BRANSON, Richard; BOND, Mary; DUMPTY, Humpty; and SAYS, Simon. A red arrow points from the 'List Re-ordering' option in the 'Action' menu to the appointment list.

Time	Name
08:00	
08:30	
09:00	
09:30	JOE, Blow
09:30	SPRATT, Jack
09:30	MUNRO, Marilyn
10:00	
10:30	
11:00	DEAN, James
11:15	BLACK, Isaac
11:30	STEWART, Alfred
11:45	HARD, Work
12:00	JACKSON, Michael
12:15	HOLLY, Charles
12:30	HAYNES, Cornell
12:45	BRANSON, Richard
13:00	BOND, Mary
13:15	
13:30	DUMPTY, Humpty
13:45	SAYS, Simon
14:25	
14:30	
15:00	

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 an 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.

A screenshot of a 'List Re-Ordering' pop-up window. The window has a dark header with the title 'List Re-Ordering' and a close button (X). Below the header is a table with two columns: 'Patient Name' and 'Procedure'. The table contains eight rows of patient data. At the bottom right of the window are two buttons: 'OK' (green) and 'Cancel' (grey).

Patient Name	Procedure
BLACK, Isaac	Gastroscopy
HARD, Work	Colonoscopy
JACKSON, Michael	Colonoscopy & Gastroscopy
HOLLY, Charles	Gastroscopy
HAYNES, Cornell	Colonoscopy
BRANSON, Richard	Colonoscopy & Gastroscopy
BOND, Mary	Colonoscopy & Gastroscopy
SAYS, Simon	Colonoscopy & Gastroscopy

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 OK. 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 ok FYDO also filled in the gaps that were left from cancelled appointments.

https://wiki.fydo.cloud/wp-content/uploads/2023/05/2023-05-01_15-09-26.mp4