

Daylist Administration

21/07/2025 11:45 am BST

Summary

Daylists can be used to facilitate various workflows within practice. In order to utilise certain daylists, administrative configuration is required.

Details

Daylist Configuration

In order for Daylists to function with the Diary screen, they will need to be setup within the Diary > Surgeons tab.

Diary

Add Surgeon
 Save
 Site:
 Show Deactivated

Display columns:
 Day Note:
 Pref:

☒ Day
☒ Week
☒ Month
☒ Availability
☒ **Surgeons**
☒ Day Notes

Surname	First Name	User	View Order	Deactivat...	Display in Diary	Qualification
Holland	Sharon		0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MRCVS
Rooml	Consult		0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Smith	Jamie		0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MRCVS

Adding an Operations List

1. Navigate to Diary > Surgeons tab.
2. Select 'Add Surgeon'
3. Name the column 'Operation List' (or as required) and set the Surgeon Type to 'Operations'.

Add Surgeon

Surgeon Details

Surname: List

First Name: Operations

User: <Not Assigned> ☐ Deactivated

Site View Order: 3 ☒ Display in Diary

Surgeon Type: Operation ☐ Display in Treatment

Qualification:

Mobile Device No.:

License No.:

Save Cancel

4. Select 'Save' and the column will display in the Diary screen.

Adding a **Hospital List**

Navigate to Diary > Surgeons tab.

1. Select 'Add Surgeon'
2. Name the column 'Hospital List' (or as required) and set the Surgeon Type to 'Hospital'

Add Surgeon
×

Surgeon Details

Surname
List

First Name
Hospital

User
<Not Assigned>
Deactivated

Site View Order
4
Display in Diary

Surgeon Type
Hospital
Display in Treatment

Qualification

Mobile Device No.

License No

Save
Cancel

3. Select 'Save' and the column will display in the diary screen.

Adding a Repeat Prescriptions List

1. Navigate to Diary > Surgeons tab.
2. Select 'Add Surgeon'
3. Name the column 'Repeat Prescriptions' (or as required) and set the Surgeon Type to 'Repeat Prescription'.

Add Surgeon×

Surgeon Details

Surname

Prescriptions

First Name

Repeat

User

<Not Assigned> ▼

☐ Deactivated

Site View Order

5

☒ Display in Diary

Surgeon Type

Repeat Prescription ▼

☐ Display in Treatment

Qualification

▼

Mobile Device No.

License No

Save

Cancel

4. Select 'Save' and the column will display in the diary screen.

Adding a Card List

1. Navigate to Diary > Surgeons tab.
2. Select 'Add Surgeon'
3. Name the column 'Sympathy Card List' (or as required) and set the Surgeon Type to 'Card'.

Add Surgeon

Surgeon Details

Surname

List

First Name

Sympathy Card

User

<Not Assigned>

▼

☐ Deactivated

Site View Order

6

☒ Display in Diary

Surgeon Type

Card

▼

☐ Display in Treatment

Qualification

▼

Mobile Device No.

License No

Save

Cancel

4. Select 'Save' and the column will display in the diary screen.

Adding a Cremations List

1. Navigate to Diary > Surgeons tab.
2. Select 'Add Surgeon'
3. Name the column 'Cremation List' (or as required) and set the Surgeon Type to 'Cremation'.

Add Surgeon

×

Surgeon Details

Surname

List

First Name

Cremation

User

<Not Assigned>

▼

☐ Deactivated

Site View Order

7

☒ Display in Diary

Surgeon Type

Cremation

▼

☐ Display in Treatment

Qualification

▼

Mobile Device No.

License No

Save

Cancel

4. Select 'Save' and the column will display in the diary screen.

Adding an Actions List

1. Navigate to Diary > Surgeons tab.
2. Select 'Add Surgeon'
3. Name the column 'Actions List' (or as required) and set the Surgeon Type to 'Actions'.

Add Surgeon
✕

Surgeon Details

Surname
List

First Name
Actions

User
<Not Assigned>
Deactivated

Site View Order
8
Display in Diary

Surgeon Type
Actions
Display in Treatment

Qualification

Mobile Device No.

License No

Save
Cancel

4. Select 'Save' and the column will display in the diary screen.

Two other Daylists can be added: Radiology and Ultrasound. They are set up in the same way as detailed above, but ensure you select the appropriate Surgeon Type of Radiology and Ultrasound.

Code Entry - Send to Daylist

Codes in Code Entry can be configured to prompt the user to send items to a Daylist when the item is dispensed through the Treatment screen.

This can be set-up in ([Administration > Code Entry > Code Maintenance > Edit Code > Send To](#)).

Code Entry

Code Details

Edit 1081

Site

Esher SA

Cancel

Save

Configurations

Send To

Code Details

Supplier and Manufacturer

Pricing

Treatment Options

Label Options

Product Alert

Reminder Options

Discount Category

Barcodes

Send To

Send To

Hospital

Operation

Radiology

Ultrasound

Repeat Prescription

Kennel

Cremation

Card List

Smart Flow

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Settings

For documentation on Daylist settings see the [Daylist Settings page](#).