Full List

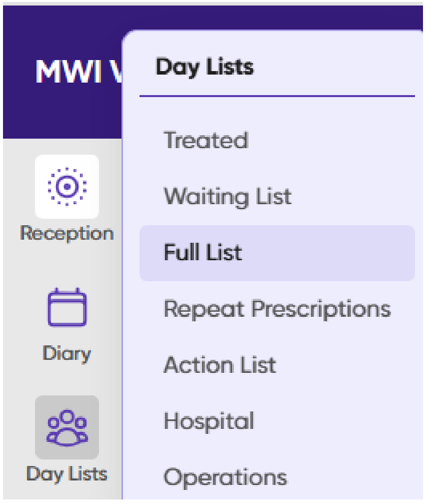
21/07/2025 11:45 am BST

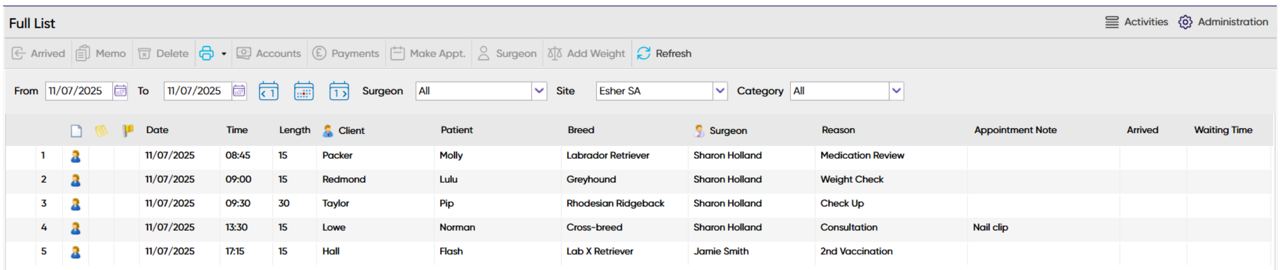
Summary

The Full List shows all appointments within the dates specified regardless of treatment status.

Details

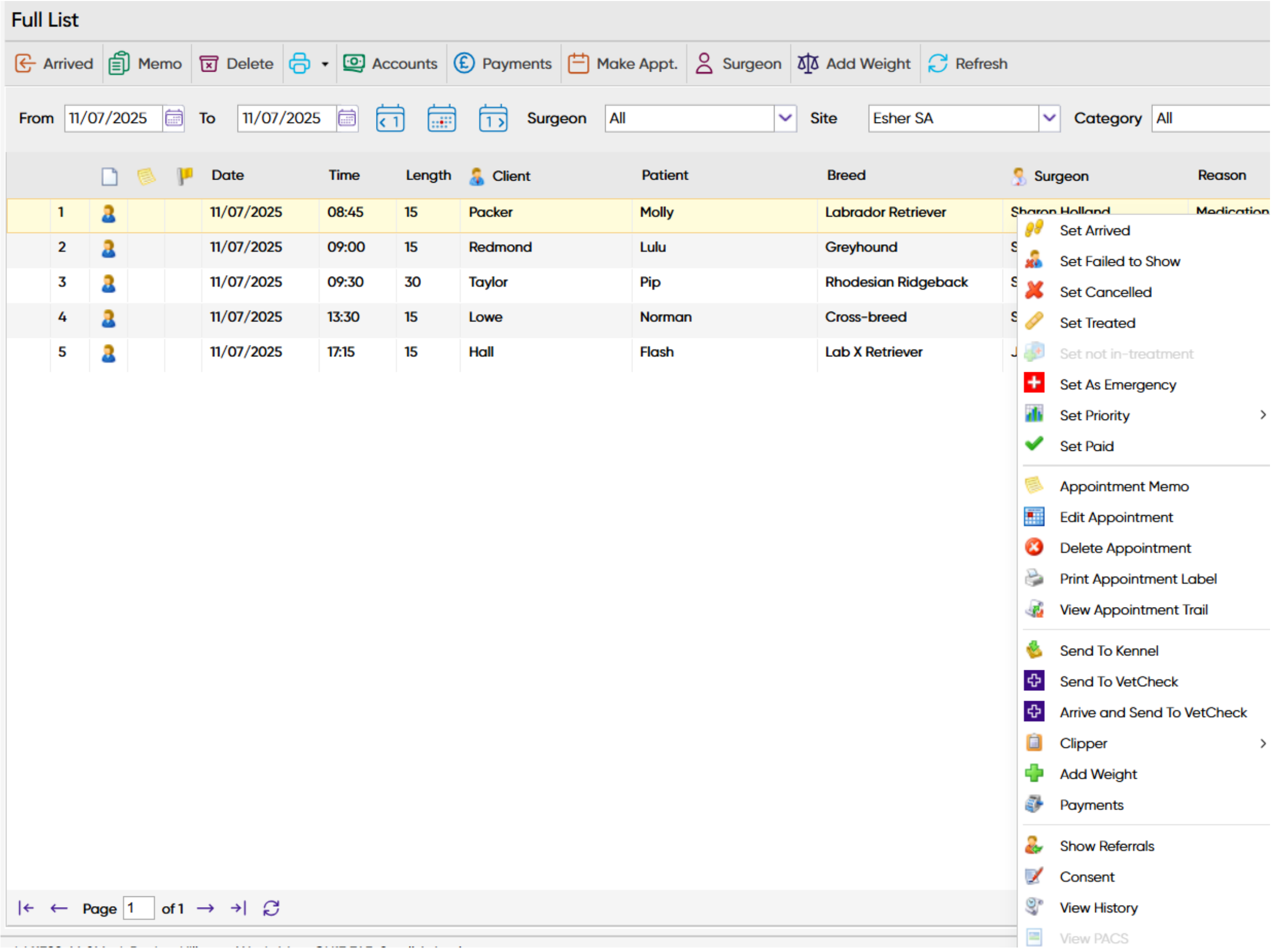
The Full List can be accessed via the Primary Navigation on the left-hand side.





Using the Full List

Select a patient from the list and right click to display the below options:



Function	Description / Function
Set Arrived	The appointment will change to RED within the Diary screen, Waiting List and Full List.
Set Unarrived	The appointment will be change back to its previous status.
Set Failed to Show	Appointment will change to BLOCK GREY.
Set Cancelled	Cancels the appointment and the appointment will change to NEUTRAL BROWN.
Set Treated	The appointment will change to BLUE to indicate the client has been treated.
Set Untreated	The appointment will be change back to its previous status.
Set as Emergency	White cross with red banner will show in the third column, indicating this is an emergency appointment.
Set Priority	Priority levels 1-10. If set, this block of colour will show in the first column in the Full List.
Set Paid	The appointment will change to GREEN to indicate the client has paid.
Set Unpaid	The appointment will be change back to its previous status.

Appointment Memo	An 'M' will appear in the fourth column, indicating there is an additional note against this appointment.
Edit Appointment	Allows the user to edit the Appointment Reason and Note.
Delete Appointment	Allows the user to remove the appointment. This will remove from the Full List and Diary screen.
Print Appointment Label	Prints an Appointment Label to the practice's label printer. This details the appointment date, time, reason and surgeon.
View Appointment Trail	Displays an audit trail for the selected appointment.
Send to Kennel	Sends the Patient to a Kennel.
Send to VetCheck	Send the patient to VetCheck if the integration is in use.
Arrive and Send To VetCheck	Arrive the patient and send to VetCheck if the integration is in use.
Clipper	Add the patient and client details to the Clipper, with or without a note.
Add Weight	Opens the Add Weight window.
Payments	Opens the Payments window.
Show Referrals	Shows the patient's registered referral details.
Consent	Opens the Consent form window.
View History	Displays the Patient's Treatment history in a pop-up window
View PACS	If the practice makes use of a cloud-based PACS system, selecting this option will show any uploaded images in a new tab.