

Using the Daylist

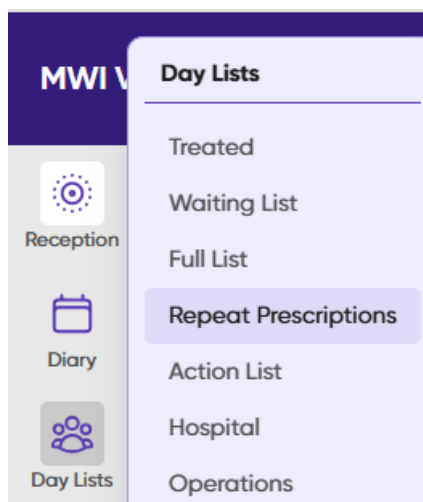
25/07/2025 9:33 am BST

Summary

The Repeat Prescription List can be used to record a list of clients that have ordered a repeat prescription for one of their animals. To utilise this Day List, a diary column needs to be created.

Details

The Repeat Prescriptions List can be accessed from the Primary Navigation on the left-hand side under 'Day Lists'



Adding a Patient to the Repeat Prescriptions List

From The Diary Screen

1. Navigate to the diary screen and locate the 'Repeat Prescriptions' column. Double click as if to add an appointment.
2. Specify a 'prescription' for the booking (any repeat prescription items dispensed in the last 12 months will display) and 'Save' the 'appointment'.
3. The entry will display in the Diary screen and on the 'Repeat Prescriptions' Day List.

Note: Any prescription requests made via MWI Pet will display a globe icon to indicate this.

New Appointment

Delete

New Search

Select Current

Previous

Save

Save & Book Next

Close

Client

Patient

Appointment

Appointment Time

Date: 25/07/2025

Reason: * Advocate Sml Dog 40 3 Pip

Acclaim House Spray

ACP TABS 10MG 500

Advocate Sml Dog 40 3 Pip

Location: 15 Test Avenue West Yorkshire LS20 8WW

Note:

Initials: *

Surname Lightowler

Int. Stable

Patient Name Milo

Daylist Practitioner Repeat Prescription

Referral Practice

First Opinion Vet

Repeat Prescription

Appointment

The diary column refreshes every new day, so at the start of the next day the column will be blank. The entry from the previous day will remain on that diary date. All created prescriptions will be viewable within the Day List view.

<div> <div> <div>Arrived</div> <div>Memo</div> <div>Delete</div> <div>Accounts</div> <div>Payments</div> <div>Make Appt.</div> <div>Surgeon</div> <div>Add Weight</div> <div>Refresh</div> </div> <div>Activities Administration</div> </div>									
<div> <div>From 23/07/2025 To 25/07/2025</div> <div>Surgeon All Site Esher SA Category All Status Incomplete</div> </div>									
		Date	Length	Client	Patient	Surgeon	Reason	Arrived	Appointment Note
1		25/07/2025	0	Lightowler	Milo	Repeat Prescription	Advocate Sml Dog 40 3 Pip		
2		24/07/2025	0	Lowe	Morris	Repeat Prescription	Metacam Oral Susp 10ml Dog		
3		23/07/2025	0	Adams	Ruby	Repeat Prescription	NEXGARD SPECTRA C/TAB 5/DOG 3.5-7...		
4		23/07/2025	0	Taylor	Pip	Repeat Prescription	Acp Tabs 10mg		

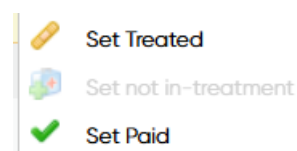
When in the Day List view, all prescriptions will remain until the treatment has been saved against the patient. At this point, they will disappear from the list when it is filtered as 'Incomplete'. And complete prescriptions will be viewable by changing the status drop down.

The recommended use of the workflow is the mark new requests as 'Arrived' and this will change the writing to red, indicating the prescription needs to be actioned.

Once the treatment has been added to the patients account and saved, this will change the writing to blue and flag it as treated. It is at this point it will move onto the 'Complete' list within the Day List.

Once the client has paid for the item, the writing will turn green to indicate this.

Setting as treated and as paid can be done manually by right clicking the item and selecting 'set treated' or 'set paid' in necessary.



View [Repeat Prescriptions Workflow](#) that details how to create the prescription after it's been requested by the customer.
