Diary Settings

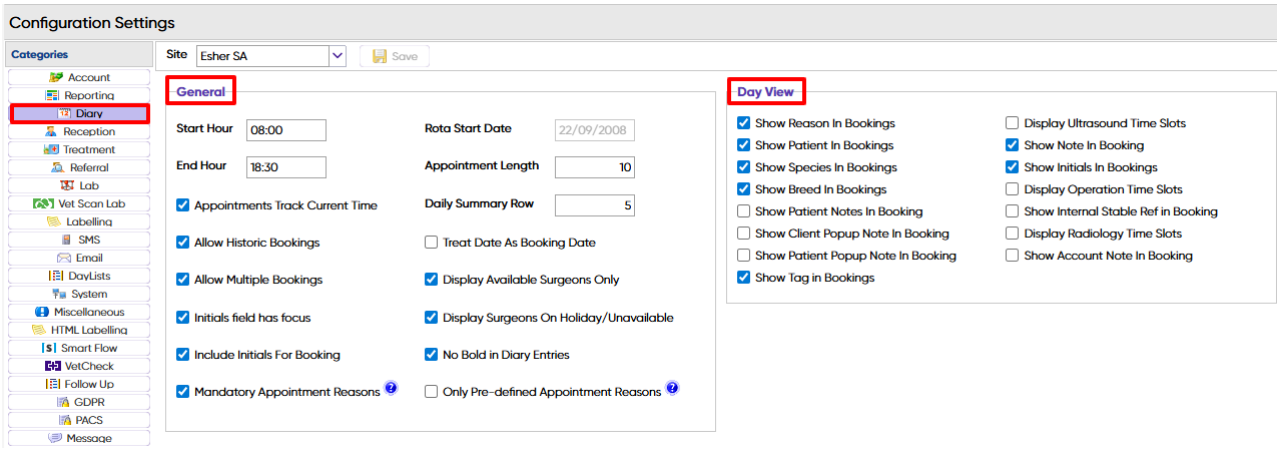
30/07/2025 4:10 pm BST

Summary

Diary Settings can be accessed via: Administration > Settings and selecting the 'Diary' category.

This page documents each setting.

Details



General:

Start Hour

The default start time for the availability screen when adding new availability.

We recommend setting this to your practice's opening time.

End Hour

The default end time for the availability screen when adding new availability.

We recommend setting this to your practice's closing time.

Appointments Track Current Time

Enabled = Diary scrolls to the current time when refreshing rather than having to scroll down to the current time.

Disabled = Diary scrolls to the top of the day when refreshing.

Allow Historic Bookings

Enabled = Allows the user to enter bookings onto previous dates.

Disabled = Restricts user from entering bookings onto previous dates.

Allow Multiple Bookings

Enabled = This default allows more than one booking to be made in the same time slot on the diary. To add multiple bookings right click on the existing booking and select 'New Appointment' and continue as usual.

Disabled = Restricts users from adding multiple appointments to the same time slot.

Initial field has focus

Enabled = Cursor focus is in the Initials field when booking an appointment.

Disabled = Cursor focus is in the Reasons field when making an appointment.

Include Initials For Bookings

Enabled = Mandatory for initials to be entered at the time of booking an appointment.

Enabled = Optional for initials to be entered at the time of booking an appointment.

Rota Start Date

This default is set by the MWI installation team.

Appointment Length

The default appointment length is used within the Availability screen for adding new availability. We recommend setting this to your consulting period (i.e. 15 if you perform 15 minute consults).

Daily Summary Row

Specifies the number of rows to display in the Diary daily summary view.

Treat Date as Booking date

Enabled = Item date set as the appointment/hospital/operation booking date instead of the current date.

Disabled = Item date set as the current date instead of the appointment/hospital/operation booking date.

Display Available Surgeon only

Enabled = Only displays surgeons with availability in the diary.

Disabled = Displays all surgeons in the diary regardless of Surgeon availability.

Display Surgeons on holiday/unavailable

Enabled = Shows surgeons set as on holiday/unavailable in the diary screen.

Disabled = Hides any surgeons set as on holiday/unavailable.

No Bold in Diary Entries

Enabled = Removes any bold formatting for appointments.

Disabled = Enabled bold formatting for appointments.

Day View:

Show Reason in Bookings

Enabled = Displays the appointment reason on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Patient in Bookings

Enabled = Displays the patient's name on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Species in Bookings

Enabled = Displays the patient's species on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Breed in Bookings

Enabled = Displays the patient's breed on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Patient Notes in Bookings

Enabled = Displays the patient's notes on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Client Popup Note in Bookings

Enabled = Displays the Client's pop-up note on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Patient Popup Note in Bookings

Enabled = Displays the Patient's pop-up note on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Tag in Bookings

Enabled = Displays the Tag on the diary's day view in the appointment slot.

Disabled = Does not display.

Display Ultrasound Time Slots

Enabled = Displays time slots for the Ultrasound diary column.

Disabled = Does not display.

Show Note in Booking

Enabled = Displays appointment note in the diary day view.

Disabled = Does not display.

Show Initials in Booking

Enabled = Displays initials in the diary day view.

Disabled = Does not display.

Display Operation Timeslots

Enabled = Displays time slots for the Operations diary column.

Disabled = Does not display.

Show Internal Stable Ref in Booking

Enabled = Displays Int. Stable in diary day view.

Disabled = Does not display.

Display Radiology Time Slots

Enabled = will display time slots for the Radiology diary column.

Disabled = Does not display.

Show Account Note in Bookings

Enabled = Displays the Client's Account note during booking on the diary's day view in the appointment slot.

Disabled = Does not display.