

# Daylist Administration

14/10/2024 10:50 am BST

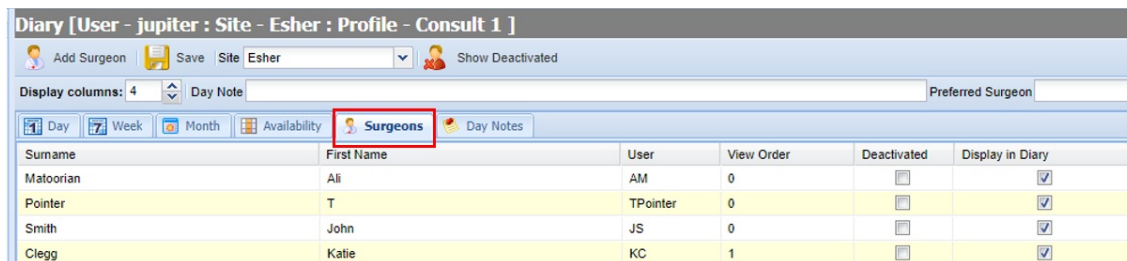
## Summary

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

## Details

## Daylist Configuration

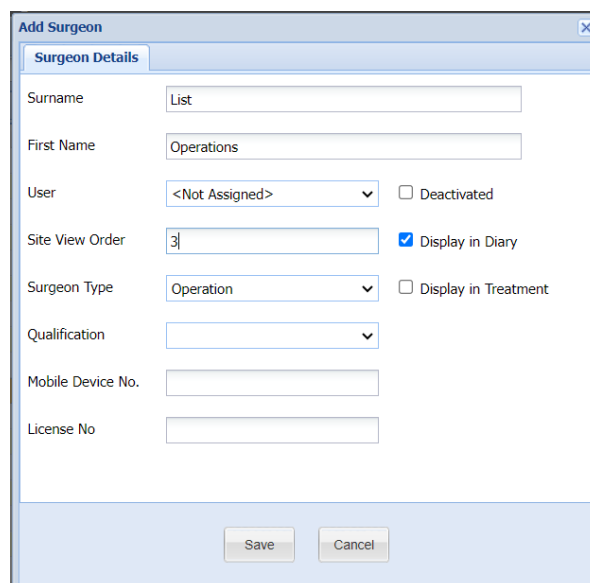
In order for Daylists to function with the Diary screen, they will need to be setup within the Diary > Surgeons tab.



Surname	First Name	User	View Order	Deactivated	Display in Diary
Matoorian	Ali	AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pointer	T	TPointer	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith	John	JS	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clegg	Katie	KC	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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

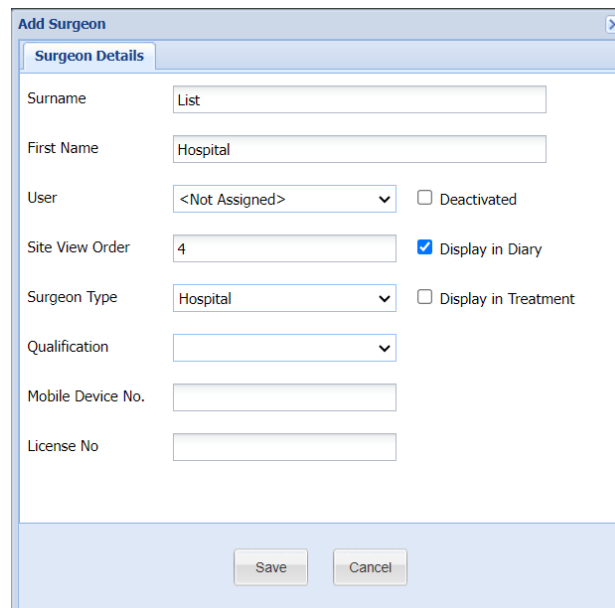
Cancel

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**'



The screenshot shows a window titled "Add Surgeon" with a close button (X) in the top right corner. Inside, there is a tab labeled "Surgeon Details". The form contains the following fields and options:

- Surname: Text input field containing "List".
- First Name: Text input field containing "Hospital".
- User: Dropdown menu showing "<Not Assigned>".
- Site View Order: Text input field containing "4".
- Surgeon Type: Dropdown menu showing "Hospital".
- Qualification: Dropdown menu (empty).
- Mobile Device No.: Text input field (empty).
- License No.: Text input field (empty).
- Deactivated: Checkbox (unchecked).
- Display in Diary: Checkbox (checked).
- Display in Treatment: Checkbox (unchecked).
- Buttons: "Save" and "Cancel" at the bottom.

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:

First Name:

User:  ☐ Deactivated

Site View Order:  ☒ Display in Diary

Surgeon Type:  ☐ Display in Treatment

Qualification:

Mobile Device No.:

License No.:

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:

First Name:

User:  ☐ Deactivated

Site View Order:  ☒ Display in Diary

Surgeon Type:  ☐ Display in Treatment

Qualification:

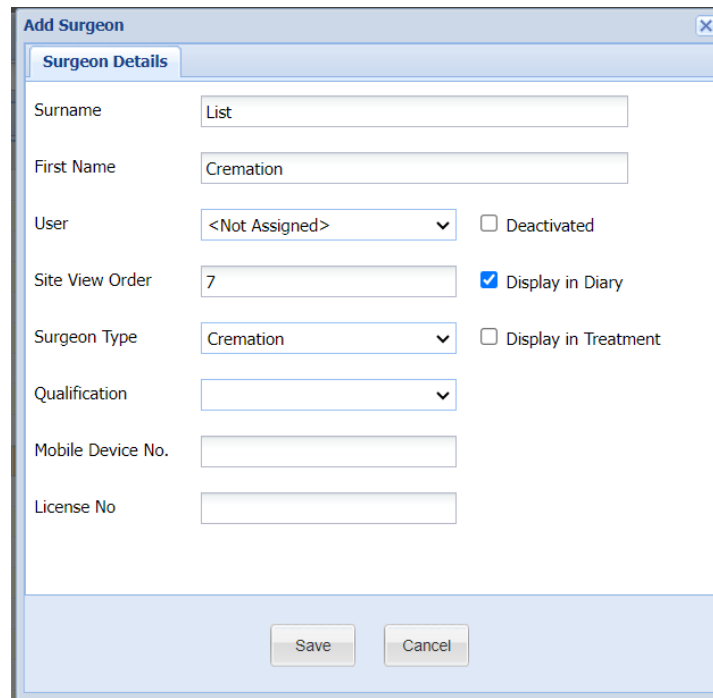
Mobile Device No.:

License No.:

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**'.



The screenshot shows a window titled "Add Surgeon" with a close button (X) in the top right corner. Inside the window is a tabbed interface with the "Surgeon Details" tab selected. The form contains the following fields and controls:

- Surname:** Text input field containing "List".
- First Name:** Text input field containing "Cremation".
- User:** Dropdown menu showing "<Not Assigned>" and a checkbox labeled "Deactivated".
- Site View Order:** Text input field containing "7" and a checkbox labeled "Display in Diary" which is checked.
- Surgeon Type:** Dropdown menu showing "Cremation" and a checkbox labeled "Display in Treatment".
- Qualification:** Dropdown menu.
- Mobile Device No.:** Text input field.
- License No.:** Text input field.

At the bottom of the window are two buttons: "Save" and "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](#)).

Configurations<<

Code Details

Supplier and Manufacture

Pricing

Treatment Options

Label Options

Product Alert

Reminder Options

Discount Category

Barcodes

Send To

Send To

Sent 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](#).

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