

# Full List

23/10/2024 10:13 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 Main toolbar or from the 'Daylists' menu.



Full List [ User - jupiter : Site - Esher : Profile - Back Reception1 ]

Arrived

Memo

Delete

Accounts

Payments

Make Appt.

Surgeon

Add Weight

Refresh

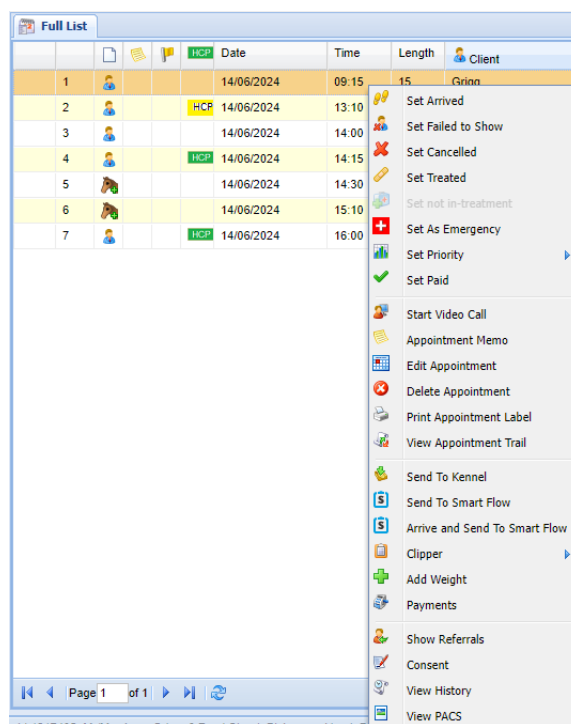
From 02/10/2024 To 05/10/2024 Surgeon All Site Esher Category All

Full List

		Date ▼	Time	Length	Client	Patient	Breed	Surgeon	Reason	Site	Location	Appointment Note	Arrived	Waiting Time
1		03/10/2024	09:00	15	Thomas	Bruno	Bull Mastiff	Swift User2	Re see	Esher	45 Haileys Ri...			
2		02/10/2024	14:30	15	Woods	Ruby	Chihuahua (long coat)	Vet Consults Room 2	Consultation	Esher	5 HAMPSHI...			
3		02/10/2024	12:00	30	Arnold	Smudge	DSH	Swift User2	Home visit	Esher	20 Karagolia ...	D+	11:18	11d 23h 38m
4		02/10/2024	11:00	15	Smith	Morris	Cross Breed Terrier	Vet Consults Room 2	First Vaccination	Esher	1 Cloud Stre...	Re-start vaccs		
5	M	02/10/2024	10:45	15	Lowe	Foxy	Kokonli	Vet Consults Room 2	Consultation	Esher	19 Ring Far...	Limping LH	06:35	0m
6		02/10/2024	10:30	10	Thomas	Bruno	Bull Mastiff	Swift User2	Home visit	Esher	45 Haileys Ri...	Booster, KC, clip nails		

## 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 <b>RED</b> 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 <b>BLOCK GREY</b> .
Set Cancelled	Cancels the appointment and the appointment will change to <b>NEUTRAL BROWN</b> .
Set Treated	The appointment will change to <b>BLUE</b> 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 <b>GREEN</b> 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 <a href="#">Kennel</a> .
Send to Smart Flow	Send the patient to Smart flow if the integration is in use.
Arrive and Send To Smart Flow	Arrive the patient and send to Smartflow if the integration is in use.
Clipper	Add the patient and client details to the <a href="#">Clipper</a> , 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.