

# Diary Settings

20/03/2026 2:47 pm GMT

## Summary

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

This page documents each setting.

## Details

The screenshot shows the 'Configuration Settings' page for the 'Diary' category. The page is titled 'Configuration Settings [ User - Jupiter : Site - Esher : Profile - Back Reception ]'. The 'Categories' list on the left includes: Account, Reporting, Diary (selected), Reception, Treatment, Referral, Lab, Vet Scan Lab, Labelling, SMS, Email, DayLists, System, Miscellaneous, HTML Labelling, VetCheck, Follow Up, GDPR, PACS, and Message. The 'Site' is set to 'Esher'. The 'General' section includes: Start Hour (08:00), End Hour (18:30), Rota Start Date (06/01/2020), Appointment Length (15), Daily Summary Row (5), and checkboxes for 'Appointments Track Current Time', 'Allow Historic Bookings', 'Allow Multiple Bookings', 'Initials field has focus', 'Include Initials For Booking', and 'Mandatory Appointment Reasons'. The 'Day View' section includes checkboxes for 'Show Reason In Bookings', 'Show Patient In Bookings', 'Show Species In Bookings', 'Show Breed In Bookings', 'Show Patient Notes In Booking', 'Show Client Popup Note In Booking', 'Show Patient Popup Note In Booking', 'Show Tag in Bookings', 'Display Ultrasound Time Slots', 'Show Note In Booking', 'Show Initials In Bookings', 'Display Operation Time Slots', 'Show Internal Stable Ref in Booking', 'Display Radiology Time Slots', and 'Show Account Note In Booking'.

## 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.

### **Only Pre-defined Appointment Reasons**

Enabled = Requires the user to select from a pre-created library list of appointment reasons with no ability to free type in standard surgeon columns. Special surgeon columns still allow for free typing.

Disabled = Allows users to free type any appointment reason.

Note - 'Only Pre-defined Appointment Reasons' is only relevant when 'Mandatory Appointment Reasons' is enabled.

## **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.

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