

Access Appointment List view

Last Modified on 22/06/2021 2:05 pm ACST

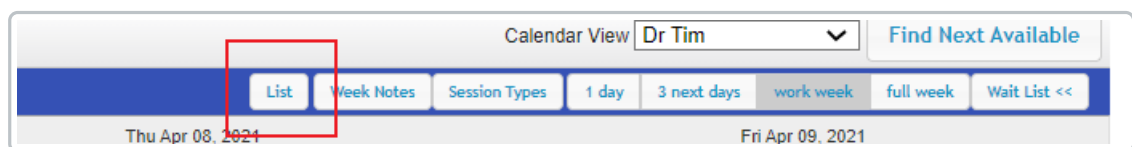
Overview

From the Appointment List view, you can [send bulk SMS messages](#) to patients with appointments. You can also print any appointments shown in the list for further implementation.

Access appointment list view

From CareRight Dashboard:

1. Select **Appointments** from the menu.
1. The Appointments screen will display.
2. Select the **List** button at the top right-hand side of the screen.



1. This loads the list screen.
- 2.

Field	Description
Date	Use the mini-calendar to select a date;
Days	Select either 1 day , 3 Next Days , Work Week (default) or Full Week , as needed;
Status	Select an appointment status to filter accordingly;
SMS content	Select Yes, No, or Any, as appropriate (i.e., whether the patient agrees to be contacted via SMS)
View	Select the calendar view to show appointments.

3. Click **Apply**. Appointments are listed as a table showing the following:
- 4.

Field	Description
Time	Show when the appointment has been booked
Details	Any information that is related to this appointment
Patient	This will show the patient name in the appointment
Status	Select from drop-down list

The appointments are grouped by date (from earliest to latest) and order within those groups by time from the earliest time to the latest time.

Date:16/12/2019Days:Work WeekStatus:Active AppoiSMS Consent:AnyView:Sys Admin BApply

Tuesday, 17/12/2019

<input type="checkbox"/>	Time	Details	Patient	
<input type="checkbox"/>	11:00	East St Kilda Clinic DESC P - Consulting with Mr Mike System Administrator	Mr Caleb James Gray thid is a phone number	Form
			Completed	
<input type="checkbox"/>	12:30	East St Kilda Clinic DESC P - Other Procedure System Administrator	Harriett Webbaly 0406626694	Form
			Arrived	
This is a multiple line comment users can put lots of stuff in comments				
<input type="checkbox"/>	14:00	East St Kilda Clinic DESC P - Biopsy System Administrator	Mrs Maggie Peggy Carlson 0426286951	Form
			Arrived	

List Interface