

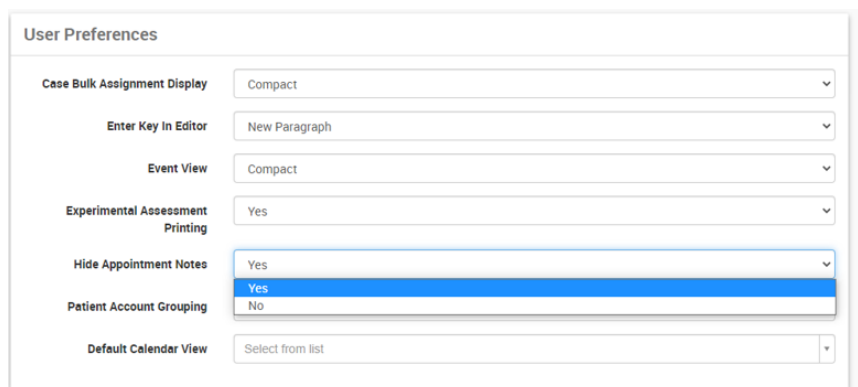
Hide or Display Appointment Notes for List View

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

This functionality enables users, who are non providers to display or hide the appointment notes from Appointment > List.

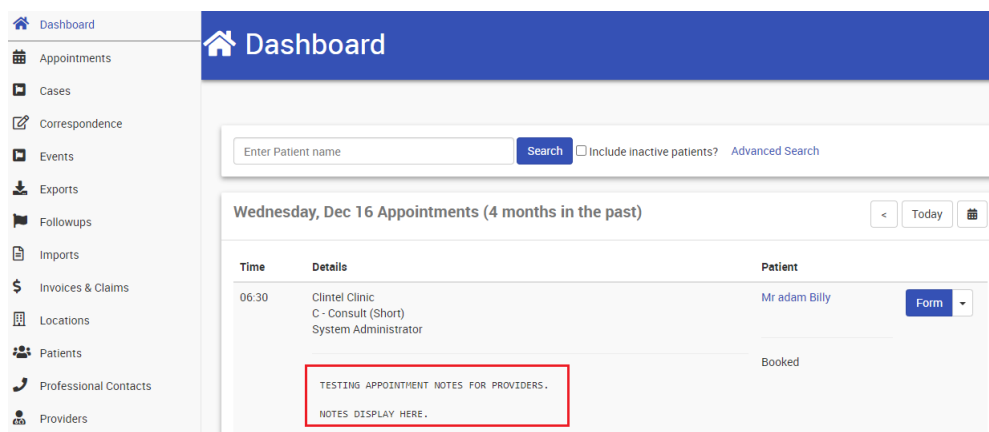
1. Click **Administration**.
2. Select **Users & Groups** from menu.
3. Select **Users**.
4. Find the user whom you wish to hide/display the appointment notes, select **Edit** button.
5. Under the section **User Preferences**:
 - Set Hide Appointment Notes: Yes - Notes will not appear in the Provider's Dashboard
 - Set Hide Appointment Notes: No - Note will appear in the Provider's Dashboard, see example below.
6. Select **Update User** button.



The screenshot shows the 'User Preferences' form. The 'Hide Appointment Notes' dropdown menu is open, showing 'Yes' and 'No' options. The 'No' option is highlighted in blue.

Preference	Value
Case Bulk Assignment Display	Compact
Enter Key In Editor	New Paragraph
Event View	Compact
Experimental Assessment Printing	Yes
Hide Appointment Notes	No
Patient Account Grouping	No
Default Calendar View	Select from list

Example: Option No - Notes will appear in the Appointments > List



The screenshot shows the Dashboard with a sidebar menu on the left. The main content area displays a list of appointments for Wednesday, Dec 16. The appointment details are as follows:

Time	Details	Patient
06:30	Clintel Clinic C - Consult (Short) System Administrator	Mr adam Billy

Below the appointment details, there is a red box containing the text: "TESTING APPOINTMENT NOTES FOR PROVIDERS. NOTES DISPLAY HERE."