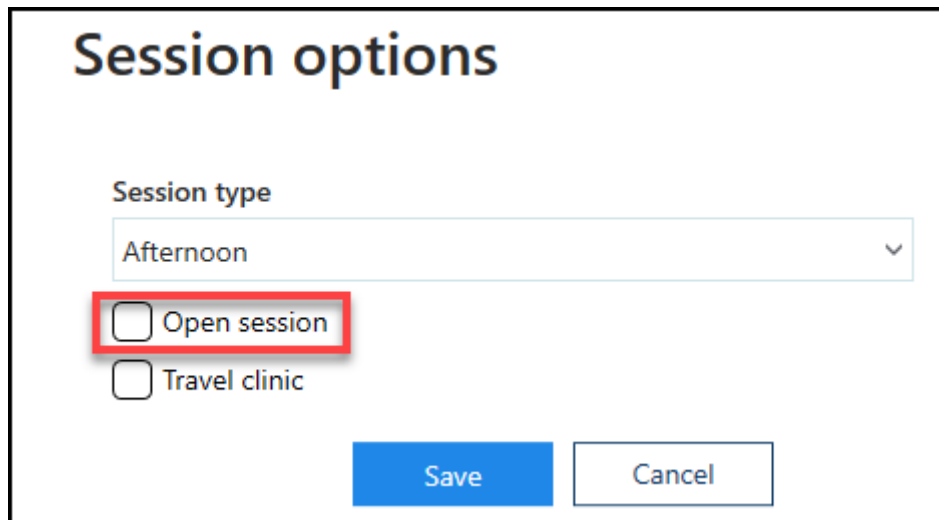


## FAQs

### ? Sessions

#### Can I have an open surgery?

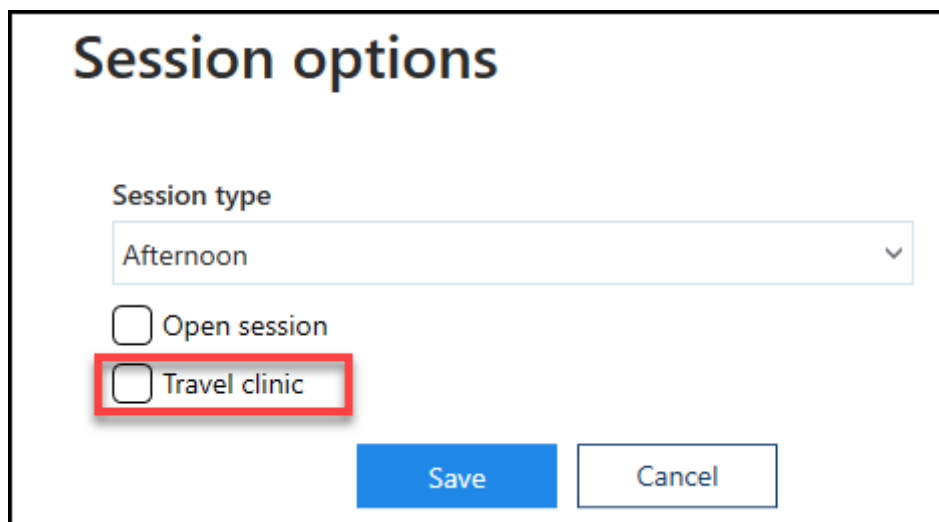
Yes - when creating a session and selecting the session type, simply tick **Open Session**.



The screenshot shows a form titled "Session options". It contains a "Session type" dropdown menu with "Afternoon" selected. Below the dropdown are two checkboxes: "Open session" and "Travel clinic". The "Open session" checkbox is checked and highlighted with a red box. At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (white).

#### Can I set up a travel clinic?

Yes - when creating a session and selecting the session type, simply tick **Travel Clinic**.



The screenshot shows a form titled "Session options". It contains a "Session type" dropdown menu with "Afternoon" selected. Below the dropdown are two checkboxes: "Open session" and "Travel clinic". The "Travel clinic" checkbox is checked and highlighted with a red box. At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (white).

#### Do all slots in a session need to be the same length?

No - you can have a mixture of different slots and different lengths in one session.

## Why does the session duration say 10 minutes?



This is just length of the first slot, as you move the drag handle the session duration changes.

Alternatively, change the duration time and the slots will automatically populate.

## ? Weekly Plans

### How do I change the start time of one of the morning surgeries?



Simply click on the plan name, select **Edit** and then drag the session you want to change to the time required and select **Save**.

### Can I quickly delete all the sessions and start the plan again?



Yes - select **Options**, at the top right of the plan and then select **Delete all**.

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**Note** - This does not delete the sessions, it just removes them from the plan.

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### Can I copy sessions to different days?

Yes - either:

- from the **Ad-Hoc Book Management** screen, hold the Control key (Ctrl), and drag and drop the session you want to copy to the new day, time and owner, or
- right click on the session you want to copy and select **Copy**, then right click where you want to copy to, right click and select **Paste**

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**Remember** - You can drag and drop the new session to wherever you want it.

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### Can I block time out in the plan for other reasons?

Yes - the **Mark as Busy** option, lets you include regular non clinical items in the plan such as a half day.

## ? Extension Plan

### Can I make changes to active weeks?

The undo book function lets you remove an active week from the plan.

You can then insert a new or modified plan and extend the book.

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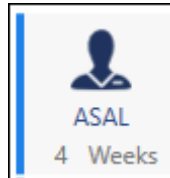
**Note** - Any booked appointments moves to the clipboard.


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### Can I extend a book for one clinic / clinician?

Yes - right click on the name or the first planned week, and select **Extend now**.

### How do I know if the books are fully extended?



If a book is fully extended a blue line  displays to the left of the book owner.

### What happens if I use a blank plan?

The week becomes active for the book owner, sessions can be manually added as required.

## ? Vision 3 Appointments

### What do I use Vision 3 for?

The following functionality still needs to be carried out in Vision 3, and will be included in a later versions of Vision Appointments Setup:

- **Reports**
- **Events**
- **Maintenance - System Constants**, including setting up **Appointments Back up**