

How to create an appointment (from within the consultation page).

An appointment can be created from the Patients page, or from within the Consultation page.

Instructions :

1. Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.
2. Click the More toolbar button. This moves the toolbar one level down to expose a different set of toolbar buttons.
3. Open the Appointment page by clicking the Appointment toolbar button.
4. Enter the patient's name in the first input field.
5. Select a doctor from the second input field, the doctor selector.
6. Set the appointment's start time using the date and time input, which is the last input field in the Appointment page.
7. Click the Save toolbar button to save the appointment.
8. To view the list of scheduled appointments, go to the homepage and do one of the following :
 - Click the Calendar button on the toolbar.
 - Or, use the compact table at the bottom of the homepage to scroll through upcoming appointments. The appointments are listed in chronological order, with the one starting next at the top.

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