

1

SET YOUR SCHEDULE FOR APPOINTMENTS

Scheduled Appointments

View Booking Form Availability Calendar 1

Next 14 days Week Month Wait List 3 All Appt. Types

MAY 17 Friday 2 appointments. Add Appointment...

Time	Topic	Patient	Age	PPSN
16:00	COVID-19 Booster & FLU Vaccination	Patient Byrne	101	2121212P

2

- Set Up Instructions
- Appointment Types
- Export Appointments as CSV...
- Resources
- Consultation Room 2
- Onsite Schools Vaccinations
- OTC Consultations (EHC/VC/Test)
- Video Room

1. Click the sub-menu icon.
2. Select Resource to be changed. Depending on workflow, there may be several resources for different appointment types.
3. Select a Day to modify Regular Hours for that specific day.

Availability for Consultation Room

Regular Hours

MON	TUE	WED	THU	FRI	SAT	SUN
Closed 3	Closed	Closed	09:00 - 18:00	09:00 - 18:00	09:30 - 12:00, 14:00 - 17:00	10:00 - 12:00

4. Once the day has been selected a new window opens. Set as Closed means no bookings slots will be available.
5. Specify Hours to modify the hours when slots are available. Use the format: 9:00-12:00, 13:30-18:00
6. Press Save Changes
7. To adjust the schedule for specific dates i.e. holidays, staffing etc, select a date on Date-specific Hours

Specify Hours Set as Closed 4

Monday

9:00 - 18:00 5

Example: 9:00-12:00, 13:30-18:00

Cancel Save Changes 6

Date-specific Hours June 2024 July 2024 August 2024 September 2024

Jul 1	Jul 2	Jul 3	Jul 4	Jul 5	Jul 6	Jul 7
Closed 7	Closed	Closed	09:00 - 18:00	09:00 - 18:00	09:30 - 12:00, 14:00 - 17:00	10:00 - 12:00

8. Once a date has been selected, a new window opens with options to select:
 - a. Use Regular Hours (as set above)
 - b. Override Regular Hours using the format: 9:00-12:00, 13:30-18:00
 - c. Set as Closed.
9. Press Save Changes

Use Regular Hours Override Regular Hours Set as Closed 8

Wednesday, 3 July

Closed

Cancel Save Changes 9

2 ENABLE, DISABLE & WAIT LIST APPOINTMENT TYPES

Scheduled Appointments

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Next 14 days Week ▾ Month ▾ Wait List 3 All Appt. Types ▾

MAY 17 Friday
2 appointments. [Add Appointment...](#)

<input type="checkbox"/>	Time	Topic	Patient	Age	PPSN
<input type="checkbox"/>	16:00	COVID-19 Booster & FLU Vaccination	Patient Byrne	101	2121212P

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1. Click the sub-menu icon.
2. Select Appointment Types
3. View the number of slots available and bookings made over the coming 14 days.
4. To change how the Appointment Type operates (on your website & app) select one of
 - a. Allow Booking – patients can complete the booking process and select a time.
 - b. Wait List - patients can complete the booking process and get added to a Wait List.
 - c. Unavailable – the appointment type is not visible on your website or mobile app
5. Press [Save Changes](#)

Appointment Types 3

Next 14 Days Booking Form

COVID-19 Booster & FLU Vaccination
Over 18s only who completed COVID-19 primary doses. Check your eligibility when answer questions in this booking form. Both the flu and COVID-19 vaccines will be administered at the same time.

0 booked
204 available

Unavailable Wait List Allow Booking

Flu Vaccination for People aged over 18 years only
Free HSE flu vaccine in 2023/24 for persons in clinical risk groups, healthcare workers, people in close contact with poultry & pigs and carers of at-risk persons. Payment required if not eligible.

0 booked
204 available

Unavailable Wait List Allow Booking

Shingles Shingrix Vaccine
SHINGRIX is a specially designed vaccine for adults over 50 or over 18, if at risk of Shingles. Shingrix helps the body build its protection against shingles. This is a 2 dose vaccine..

0 booked
118 available

Unavailable Wait List Allow Booking

Morning After Pill
Please select an approximate time to come to the pharmacy.

0 booked
124 available

Unavailable Wait List Allow Booking 4

Video Consultation
Out of hours virtual consultation

0 booked
52 available

Unavailable Wait List Allow Booking

Cancel Save Changes 5

