Manage - Enlighten Diary

The Internal Diary of Enlighten can be used as a standalone system or to enhance any Appointments data from 3rd parties. Click on the link to open the 1st level page. The following details the features available. Click the **_Save_** button at the bottom of any the page to save any changes. Click the "back to" link to go to a previous section where available or click the round _Enlighten_ button at the top to move away from any page.

o _Service Name_ - select a Service from the dropdown list.

o **XX Name** – select the person or activity you are making an Appointment with from this list. Any current Appointments for today will show in the list below.

o _Appointment Date_ – select a date from the calendar by clicking on the "Choose Date" button to the right of the current date. If the Appointment is for today, just click on the link.

o _Add New Appointment_ - appointments for the selected name will be displayed for Enlighten Diary and External Diary users. You will then have a number of options.

Enlighten E4   Friday 18 October 2013   E4 ⓘ

Logout

Add Appointment

Service Name:	Training Database

| Consultor Name: | dr. William Jones ▾ | Appointment Date: | 18/10/2013 🗓 |

◉ Enter New Client   ○ Pick from existing

| Client First Name: | [   ] | Last Name: | [   ] |

Title: --Please select one-- ▾

Date Of Birth: [   ] (dd/MM/yyyy format, example, July 21 1981 is: 21/07/1981)

Gender: --Please select one-- ▾

Appointment Time: 15 :28 ⇕

Hide Additional Info

Unique No.:	[ ]	Preferred Name	[ ]
Address:	[ ]	Post Code:	[ ]
Telephone:	[ ]	Mobile:	[ ]
Email:	[ ]	Ethnicity:	[ ]
GP Address:	[ ]	Work Tel.:	[ ]
Preferred Language:	[ ]		

Next Of Kin Info

Name	[ ]	Relationship:	--Please select one-- ▾
Address:	[ ]	Post Code:	[ ]
Telephone:	[ ]	Mobile:	[ ]
Date Of Birth:	[ ]	(dd/MM/yyyy format, example, July 21 1981 is: 21/07/1981)	

💾 **Save**   ☐ Save Client information only   ⬅ Back to Manage Diary

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- o **XX** Name – select a name from the list of who the Appointment is with, if different from the current view.

- o Appointment Date - select a date from calendar if different from the current view.

- o Enter New /Pick from existing – choose between an existing database entry **or** a new entry.

- o XX Name – if selecting an existing name enter the search criteria and click *Search* – then select from the results list. If entering new, complete the *Name, Title*, *Date of Birth* (DD/MM/YYYY format, example, July 21 1981 is: 21/07/1981) and *Gender* fields. Click Show Additional Info to enter values to be captured.   N.B. post-codes must be entered in upper case.

- o Appointment Time – select the *hour* and *minute* fields and use the Spin-up/down buttons to set the Appointment time.

Note: If you need to edit the details after being saved or wish only to update a database entry then tick the checkbox "Save XX Information only".

Click the **_Save_** button at the bottom of any the page to save any changes.