Daylist Administration

06/08/2026 3:44 pm BST

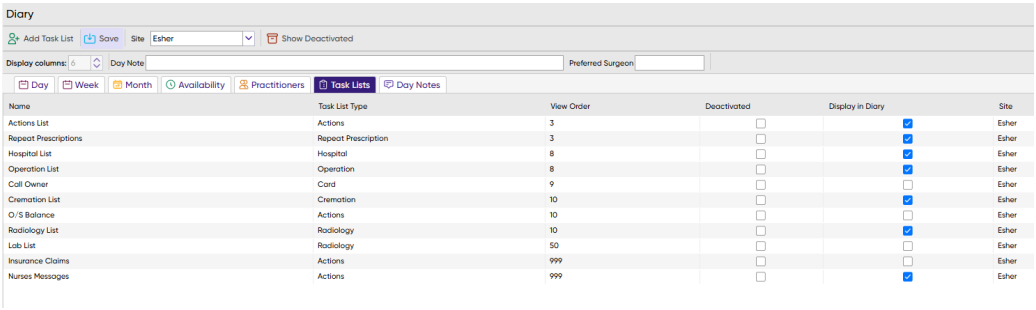
Summary

Daylists can be used to facilitate various workflows within practice. In order to utilise certain daylists, administrative configuration is required.

Details

Daylist Configuration

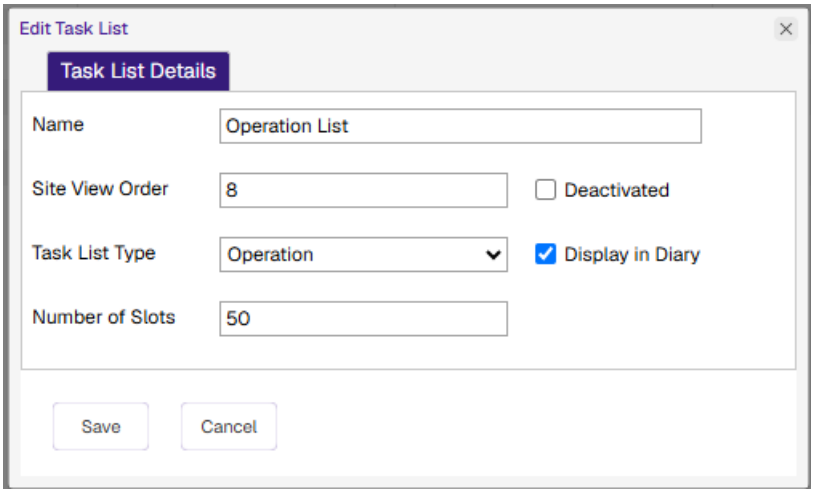
In order for Daylists to function with the Diary screen, they will need to be setup within the Diary > Task Lists tab.



Name	Task List Type	View Order	Deactivated	Display in Diary	Site
Actions List	Actions	3	☐	☑	Esher
Repeat Prescriptions	Repeat Prescription	3	☐	☑	Esher
Hospital List	Hospital	8	☐	☑	Esher
Operation List	Operation	8	☐	☑	Esher
Call Owner	Card	9	☐	☐	Esher
Cremation List	Cremation	10	☐	☑	Esher
O/S Balance	Actions	10	☐	☐	Esher
Radiology List	Radiology	10	☐	☑	Esher
Lab List	Radiology	50	☐	☐	Esher
Insurance Claims	Actions	999	☐	☐	Esher
Nurses Messages	Actions	999	☐	☑	Esher

Adding a Task List

1. Navigate to Diary > Task tab.
2. Select 'Add Task List'
3. Name the column 'Operation List' (or as required) and set the Task List Type to 'Operations'.
4. Input the number of slots to display for the specific task list. The default is 50 but users can reduce this to help control the number of available operation slots that can be booked if necessary.

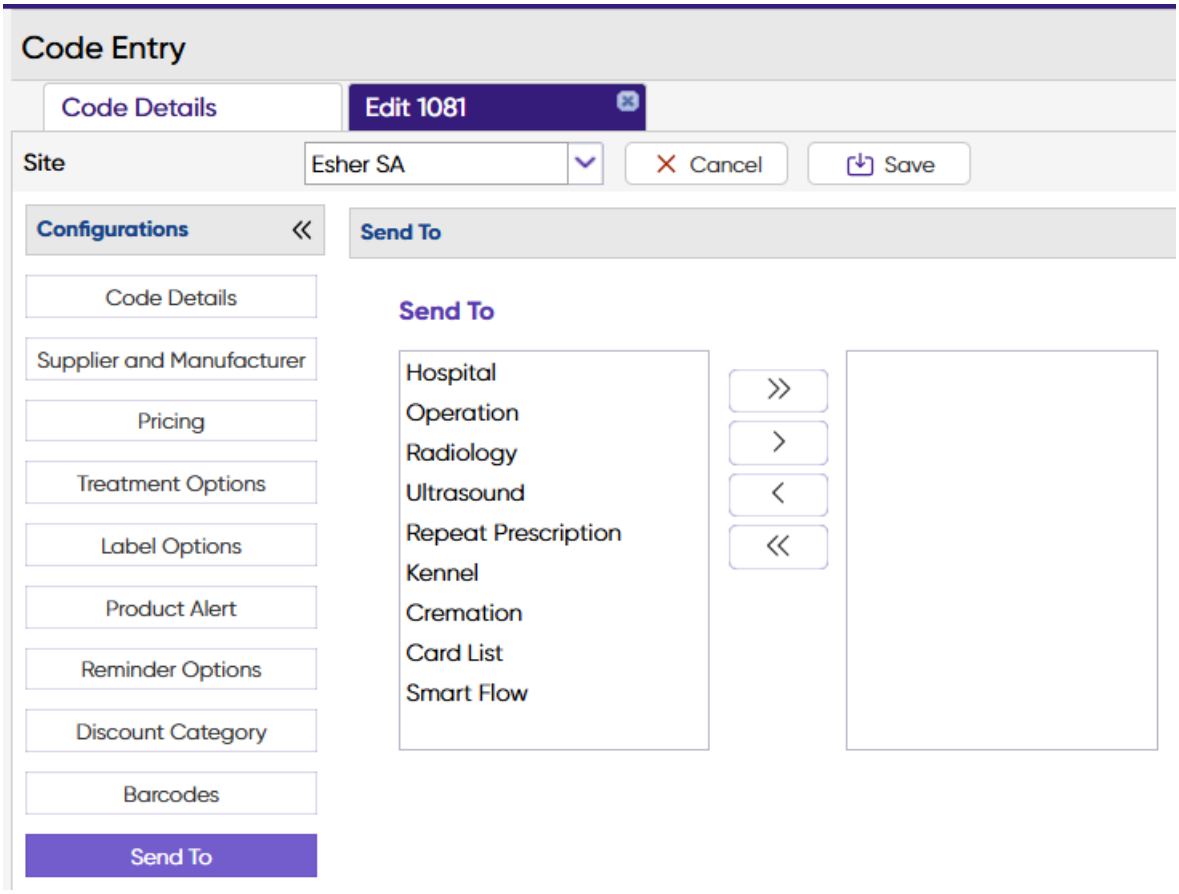


5. Select 'Save' and the column will display in the Diary screen.

Code Entry - Send to Daylist

Codes in Code Entry can be configured to prompt the user to send items to a Daylist when the item is dispensed through the Treatment screen.

This can be set-up in (Administration > Code Entry > Code Maintenance > Edit Code > Send To).



Settings

For documentation on Daylist settings see the Daylist Settings page.