

# Daylist Administration

16/06/2026 10:28 am 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.

The screenshot shows the 'Diary' application interface. At the top, there are buttons for 'Add Task List', 'Save', and a dropdown for 'Site' set to 'Esher'. Below this is a 'Display columns:' section with a dropdown set to 'Day Note' and a 'Preferred Surgeon' field. A navigation bar includes 'Day', 'Week', 'Month', 'Availability', 'Practitioners', 'Task Lists' (selected), and 'Day Notes'. The main table lists various task lists with columns for Name, Task List Type, View Order, Deactivated, Display in Diary, and Site.

Name	Task List Type	View Order	Deactivated	Display in Diary	Site
Actions List	Actions	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher
Repeat Prescriptions	Repeat Prescription	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher
Hospital List	Hospital	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher
Operation List	Operation	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher
Call Owner	Card	9	<input type="checkbox"/>	<input type="checkbox"/>	Esher
Cremation List	Cremation	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher
O/S Balance	Actions	10	<input type="checkbox"/>	<input type="checkbox"/>	Esher
Radiology List	Radiology	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher
Lab List	Radiology	50	<input type="checkbox"/>	<input type="checkbox"/>	Esher
Insurance Claims	Actions	999	<input type="checkbox"/>	<input type="checkbox"/>	Esher
Nurses Messages	Actions	999	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Esher

## Adding an Operations List

1. Navigate to Diary > Task tab.
2. Select 'Add Task List'
3. Name the column 'Operation List' (or as required) and set the Surgeon Type to 'Operations'.

The screenshot shows the 'Edit Task List' dialog box with the following fields:

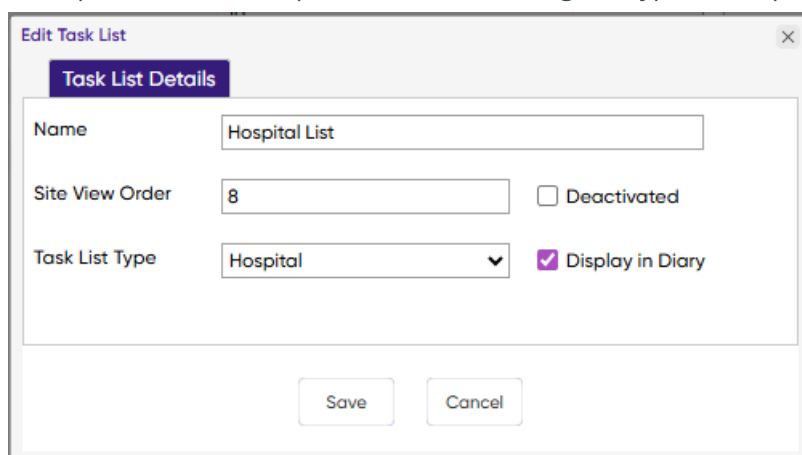
- Name:** Operation List
- Site View Order:** 8
- Deactivated:**
- Task List Type:** Operation (dropdown menu)
- Display in Diary:**

Buttons for 'Save' and 'Cancel' are located at the bottom of the dialog.

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

## Adding a Hospital List

1. Navigate to Diary > Task List tab.
2. Select 'Add Task list'
3. Name the column 'Hospital List' (or as required) and set the Surgeon Type to 'Hospital'

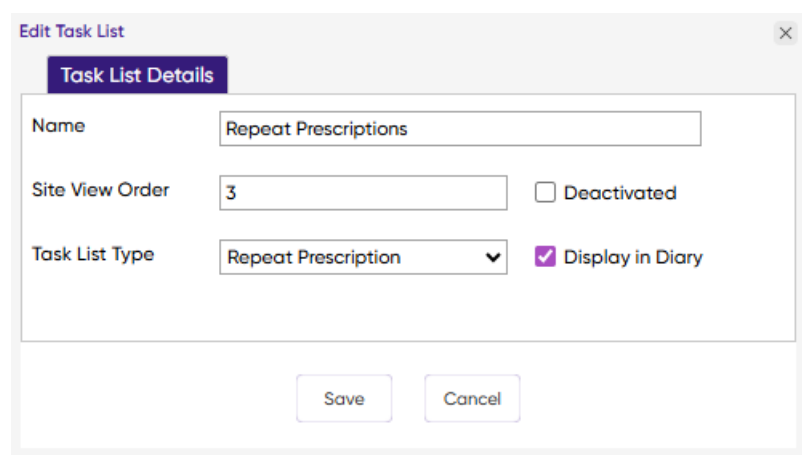


The screenshot shows a dialog box titled 'Edit Task List' with a close button (X) in the top right corner. Below the title bar is a tab labeled 'Task List Details'. The form contains three main sections: 'Name' with a text input field containing 'Hospital List'; 'Site View Order' with a text input field containing '8' and a checkbox labeled 'Deactivated' which is unchecked; and 'Task List Type' with a dropdown menu showing 'Hospital' and a checkbox labeled 'Display in Diary' which is checked. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

4. Select 'Save' and the column will display in the diary screen.

## Adding a Repeat Prescriptions List

1. Navigate to Diary > Task list tab.
2. Select 'Add task list'
3. Name the column 'Repeat Prescriptions' (or as required) and set the Surgeon Type to 'Repeat Prescription'.



The screenshot shows a dialog box titled 'Edit Task List' with a close button (X) in the top right corner. Below the title bar is a tab labeled 'Task List Details'. The form contains three main sections: 'Name' with a text input field containing 'Repeat Prescriptions'; 'Site View Order' with a text input field containing '3' and a checkbox labeled 'Deactivated' which is unchecked; and 'Task List Type' with a dropdown menu showing 'Repeat Prescription' and a checkbox labeled 'Display in Diary' which is checked. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

4. Select 'Save' and the column will display in the diary screen.

## Adding a Card List

1. Navigate to Diary > Task list tab.
2. Select 'Add task list'
3. Name the column 'SympathyCard List' (or as required) and set the Surgeon Type to 'Card'.

**Add Task List**

**Task List Details**

Name: Card List

Site View Order: 9  Deactivated

Task List Type: Card  Display in Diary

Save Cancel

4. Select 'Save' and the column will display in the diary screen.

## Adding a Cremations List

1. Navigate to Diary > Task list tab.
2. Select 'Add task list'
3. Name the column 'Cremation List' (or as required) and set the Surgeon Type to 'Cremation'.

**Edit Task List**

**Task List Details**

Name: Cremation List

Site View Order: 10  Deactivated

Task List Type: Cremation  Display in Diary

Save Cancel

4. Select 'Save' and the column will display in the diary screen.

## Adding an Actions List

1. Navigate to Diary > Task list tab.
2. Select 'Add task list'
3. Name the column 'Actions List' (or as required) and set the Surgeon Type to 'Actions'.

**Edit Task List**

**Task List Details**

Name:

Site View Order:   Deactivated

Task List Type:   Display in Diary

4. Select 'Save' and the column will display in the diary screen.

Two other Daylists can be added: Radiology and Ultrasound. They are set up in the same way as detailed above, but ensure you select the appropriate Surgeon Type of Radiology and Ultrasound.

## 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](#)).

**Code Entry**

**Code Details** **Edit 1081**

Site:

**Configurations** << **Send To**

Code Details

Supplier and Manufacturer

Pricing

Treatment Options

Label Options

Product Alert

Reminder Options

Discount Category

Barcodes

**Send To**

**Send To**

Hospital

Operation

Radiology

Ultrasound

Repeat Prescription

Kennel

Cremation

Card List

Smart Flow

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## Settings

For documentation on Daylist settings see the [Daylist Settings page](#).

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