

Diary Settings

16/06/2026 10:32 am BST

Summary

Diary Settings can be accessed via: Administration > Settings and selecting the 'Diary' category.

This page documents each setting.

Details

Configuration Settings

Site: Esher SA [Save]

Categories: Account, Reporting, **Diary**, Reception, Treatment, Referral, Lab, Vet Scan Lab, Labelling, SMS, Email, DayLists, System, Miscellaneous, HTML Labelling, VetCheck, Follow Up, GDPR, PACS, Message

General

Start Hour: 07:30

End Hour: 18:30

Rota Start Date: 22/09/2020

Appointment Length: 15

Daily Summary Row: 5

Appointments Track Current Time

Allow Historic Bookings

Allow Multiple Bookings

Initials field has focus

Include Initials For Booking

Mandatory Appointment Reasons

Rota Start Date: 22/09/2020

Appointment Length: 15

Daily Summary Row: 5

Treat Date As Booking Date

Display Available Surgeons Only

Display Surgeons On Holiday/Unavailable

No Bold in Diary Entries

Only Pre-defined Appointment Reasons

Enable Unavailability Reason Type

Day View

Show Reason In Bookings

Show Patient In Bookings

Show Species In Bookings

Show Breed In Bookings

Show Patient Notes In Booking

Show Client Popup Note In Booking

Show Patient Popup Note In Booking

Show Tag in Bookings

Display Ultrasound Time Slots

Show Note In Booking

Show Initials In Bookings

Display Operation Time Slots

Show Internal Stable Ref in Booking

Display Radiology Time Slots

Show Account Note In Booking

General:

Start Hour

The default start time for the availability screen when adding new availability.

We recommend setting this to your practice's opening time.

End Hour

The default end time for the availability screen when adding new availability.

We recommend setting this to your practice's closing time.

Appointments Track Current Time

Enabled = Diary scrolls to the current time when refreshing rather than having to scroll down to the current time.

Disabled = Diary scrolls to the top of the day when refreshing.

Allow Historic Bookings

Enabled = Allows the user to enter bookings onto previous dates.

Disabled = Restricts user from entering bookings onto previous dates.

Allow Multiple Bookings

Enabled = This default allows more than one booking to be made in the same time slot on the diary. To add multiple bookings right click on the existing booking and select 'New Appointment' and continue as usual.

Disabled = Restricts users from adding multiple appointments to the same time slot.

Initial field has focus

Enabled = Cursor focus is in the Initials field when booking an appointment.

Disabled = Cursor focus is in the Reasons field when making an appointment.

Include Initials For Bookings

Enabled = Mandatory for initials to be entered at the time of booking an appointment.

Enabled = Optional for initials to be entered at the time of booking an appointment.

Rota Start Date

This default is set by the MWI installation team.

Appointment Length

The default appointment length is used within the Availability screen for adding new availability. We recommend setting this to your consulting period (i.e. 15 if you perform 15 minute consults).

Daily Summary Row

Specifies the number of rows to display in the Diary daily summary view.

Treat Date as Booking date

Enabled = Item date set as the appointment/hospital/operation booking date instead of the current date.

Disabled = Item date set as the current date instead of the appointment/hospital/operation booking date.

Display Available Surgeon only

Enabled = Only displays surgeons with availability in the diary.

Disabled = Displays all surgeons in the diary regardless of Surgeon availability.

Display Surgeons on holiday/unavailable

Enabled = Shows surgeons set as on holiday/unavailable in the diary screen.

Disabled = Hides any surgeons set as on holiday/unavailable.

No Bold in Diary Entries

Enabled = Removes any bold formatting for appointments.

Disabled = Enabled bold formatting for appointments.

Only Pre-defined Appointment Reasons

Enabled = Requires the user to select from a pre-created library list of appointment reasons with no ability to free type in standard surgeon columns. Task list columns still allow for free typing.

Disabled = Allows users to free type any appointment reason.

Note - 'Only Pre-defined Appointment Reasons' is only relevant when 'Mandatory Appointment Reasons' is enabled.

Enable Unavailability Reason Type

Enabled = Requires the user to select from a pre-created library list of unavailability reasons.

Disabled = Allows users to free type any unavailability reason.

Note -The Unavailability Reasons (Administration> Appointments> Unavailability Reasons) can only be seen in libraries if this setting is enabled.

Day View:

Show Reason in Bookings

Enabled = Displays the appointment reason on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Patient in Bookings

Enabled = Displays the patient's name on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Species in Bookings

Enabled = Displays the patient's species on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Breed in Bookings

Enabled = Displays the patient's breed on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Patient Notes in Bookings

Enabled = Displays the patient's notes on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Client Popup Note in Bookings

Enabled = Displays the Client's pop-up note on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Patient Popup Note in Bookings

Enabled = Displays the Patient's pop-up note on the diary's day view in the appointment slot.

Disabled = Does not display.

Show Tag in Bookings

Enabled = Displays the Tag on the diary's day view in the appointment slot.

Disabled = Does not display.

Display Ultrasound Time Slots

Enabled = Displays time slots for the Ultrasound diary column.

Disabled = Does not display.

Show Note in Booking

Enabled = Displays appointment note in the diary day view.

Disabled = Does not display.

Show Initials in Booking

Enabled = Displays initials in the diary day view.

Disabled = Does not display.

Display Operation Timeslots

Enabled = Displays time slots for the Operations diary column.

Disabled = Does not display.

Show Internal Stable Ref in Booking

Enabled = Displays Int. Stable in diary day view.

Disabled = Does not display.

Display Radiology Time Slots

Enabled = will display time slots for the Radiology diary column.

Disabled = Does not display.

Show Account Note in Bookings

Enabled = Displays the Client's Account note during booking on the diary's day view in the appointment slot.

Disabled = Does not display.

The screenshot shows the 'Configuration Settings' interface for the 'Diary' category. The 'General' tab is active, and the 'Day View' sub-tab is selected. The 'Diary' category is highlighted in the left-hand menu. The 'General' tab contains settings for start/end hours, appointment length, and various booking options. The 'Day View' sub-tab contains checkboxes for displaying various information in bookings, including 'Display Radiology Time Slots' and 'Show Account Note In Booking'.

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Site: Esher SA [Save]

General

Start Hour: 07:30 Rota Start Date: 22/09/2008

End Hour: 18:30 Appointment Length: 15

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Appointments Track Current Time

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Allow Multiple Bookings

Initials field has focus

Include Initials For Booking

Mandatory Appointment Reasons ?

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