

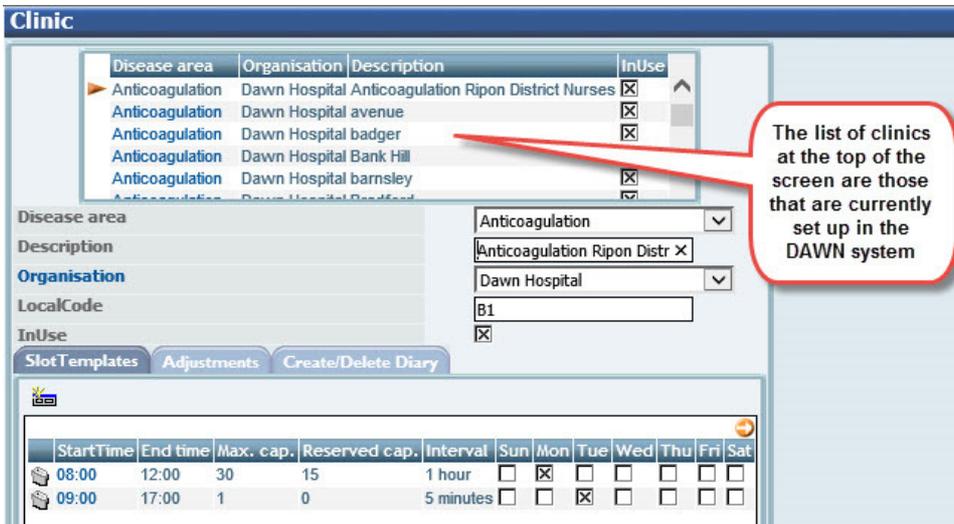
## DAWN Customer Support Notice

### How to set up a new clinic in DAWN

1. Press F5 to bring up the system menu and select 'Clinic' under the 'Normal' tables option.



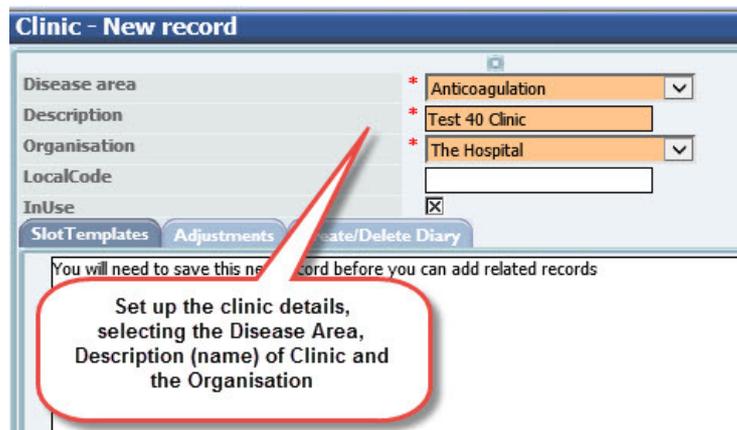
2. This will bring up the Clinic screen in DAWN.



3. Click on the NEW button at the bottom of the screen



4. Add the clinic details at the top of the 'Clinic—New record' screen.

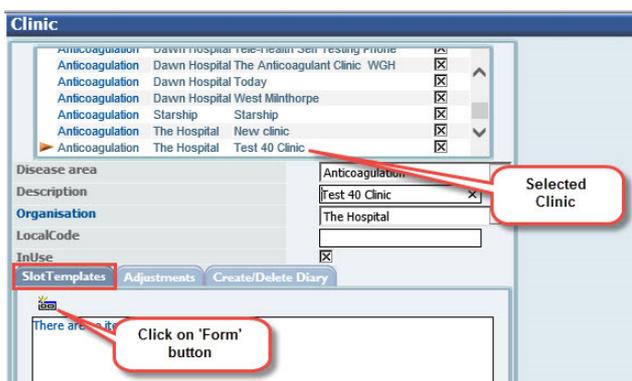


5. Click on the Save button at the bottom of the screen



The clinic is now saved and is added to the list of clinics on the DAWN system.

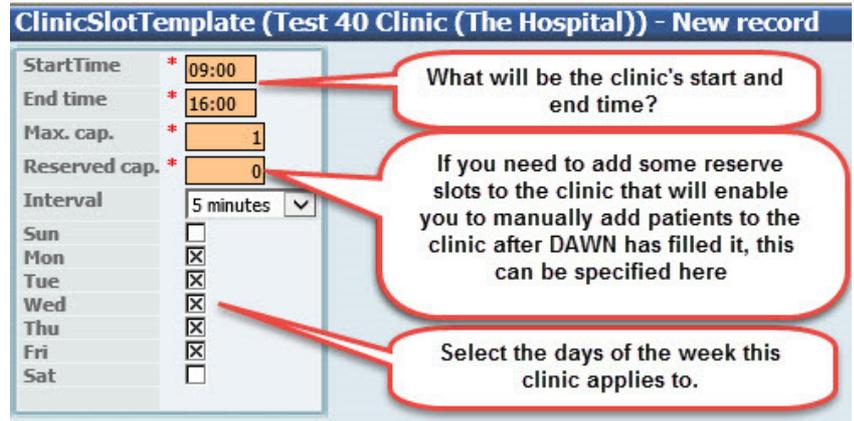
6. Ensure that the new clinic is selected on the list and then click on the 'Form' button under 'Slot Templates'



7. Complete the details within the Clinic Slot Template screen. This will depend on the type of clinic that you are setting up.

A timed appointment clinic where each appointment is timed is shown on the right where appointment times 'Interval' have been set to 5 minutes and the 'max. cap' indicates the number of patients seen during this time. So one patient is seen every 5 minutes.

The start and end time for your clinic **MUST** be entered using the 24hr clock and using a colon e.g. 09:00 or 16:00.

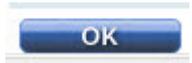


If it is an open clinic where patients can turn up at any time, the 'Interval' needs to be set to '24hrs' and the 'Max. cap.' at 30 if you wish to see 30 patients during that clinic.

So, the clinic example above is for a timed clinic that runs from 9.00am to 4.00pm Mon-Fri and has one patient booked in every 5 minutes.

If a different clinic is required for different days of the week then a new Clinic Slot Template (as above) needs to be set up for each—see image below.

Once the slot template is completed, click on the OK button at the bottom of the screen.



8. The Clinic screen then shows the templates that have been set up for that clinic - see image on right.

9. The diary then needs to be created manually (in one easy step). This is only done once when the clinic is set up, in the future DAWN will automatically extend the diary. Click on the Create/Delete Diary tab.



10. The clinic is now ready to use and DAWN will automatically book patients into it.