



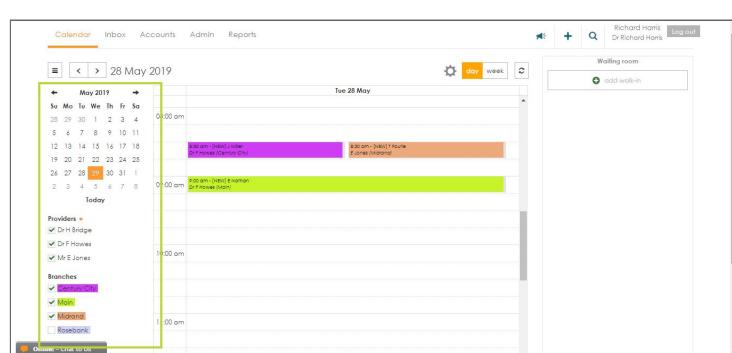
myMPS

How to guide

Filtering and formatting the Calendar

To filter the **Calendar** display, click on the  button on the top left of the screen. This will open the filter pane on the left of the screen.

From here you are able to select a date to go to, or, click on '**Today**', and it will take you to the current day on the calendar.



The  buttons allow you to change between '**day**' or '**week**' view.

The  buttons will change the displayed calendar back or forward one day/week, depending on what view you have chosen.

To add or remove a provider from the **Calendar** display, click on the checkbox next to the provider.

Providers	★
<input checked="" type="checkbox"/> Dr H Bridge	
<input checked="" type="checkbox"/> Dr F Howes	
<input checked="" type="checkbox"/> Mr E Jones	

myMPS will only show a maximum of 5 providers at one time. Should you want to display another provider, you will first need to deselect one to select another.

For multi-branch practices, you are able to change the calendar display to include/exclude any of your branches.

Branches
<input checked="" type="checkbox"/> Century City
<input checked="" type="checkbox"/> Main
<input checked="" type="checkbox"/> Midrand
<input type="checkbox"/> Rosebank

If you make a selection and the changes are not displayed immediately, click the  button.

Should your practice make use of **Recomed** for online bookings, you will now see the number of appointments you are still to confirm next to the provider name.

