

# Using the Daylist

24/10/2024 12:22 pm BST

## Summary

The Repeat Prescription List can be used to record a list of Clients that have ordered a repeat prescription for one of their animals. To utilise this daylist, a [diary column](#) needs to be created.

## Details

The Repeat Prescriptions List can be accessed from the main menu using the 'Prescriptions' button, or it can be selected from the 'Daylists' menu.



## Adding a Patient to the Repeat Prescriptions List

### From The Diary Screen

1. Navigate to the **diary screen** and locate the '**Repeat Prescriptions column**'. Double click as if to add an appointment.
2. Specify a '**prescription**' for the booking (any repeat prescription items dispensed in the last 12 months will display) and '**save**' the 'appointment'.
3. The entry will display in the Diary screen and on the 'Repeat Prescriptions' daylist.

*Note: Any prescription requests made via [MWI Pet](#) will display a globe icon to indicate this.*

The diary column refreshes every new day, so at the start of the next day the column will be blank. The entry from the previous day will remain on that diary date. All created prescriptions will be viewable within the Daylist view.

Repeat Prescriptions [User - Jupiter : Site - Esher : Profile - Consult 1]

Arrived

Memo

Delete

Accounts

Payments

Make Appt.

Surgeon

Add Weight

Refresh

To

01/08/2024

Surgeon

All

Site

Esher

Category

All

Status

Incomplete

Repeat Prescriptions List

	<div><div></div><div></div><div></div><div></div></div>	Date	Length	Client	Patient	Breed	Surgeon	Reason	Site	Arrived	Appointment Note
1	<div><div></div><div></div><div></div><div></div></div>	18/06/2024	0	Adams	Jasper	Rhodesian Ridgeback	Repeat Prescriptions	Metacam 100ml	Esher		Written px please
2	<div><div></div><div></div><div></div><div></div></div>	18/06/2024	0	Jones	Islay	Labrador Retriever	Repeat Prescriptions	Onsior	Esher		Needs today
3	<div><div></div><div></div><div></div><div></div></div>	19/06/2024	0	Soni	Snow	Labrador	Repeat Prescriptions	Give me the same medication as I...	Esher		
4	<div><div></div><div></div><div></div><div></div></div>	19/06/2024	0	Soni	Snow	Labrador	Repeat Prescriptions	Test A	Esher		
5	<div><div></div><div></div><div></div><div></div></div>	20/06/2024	0	Jones	Islay	Labrador Retriever	Repeat Prescriptions	Metacam 100ml	Esher		
6	<div><div></div><div></div><div></div><div></div></div>	20/06/2024	0	Chara	Bertie	Jack Russell Terrier X	Repeat Prescriptions	Onsior	Esher		Written px
7	<div><div></div><div></div><div></div><div></div></div>	05/07/2024	0	Woods	Morris	Cross Breed Terrier	Repeat Prescriptions	Apocquel 16MG X 100 TABS DOG	Esher		need asap as 1 dose left at home
8	<div><div></div><div></div><div></div><div></div></div>	24/07/2024	0	Matoorian	Jasper	German Shepherd Dog (Al...	Repeat Prescriptions	Metacam 10ml	Esher		Running out
9	<div><div></div><div></div><div></div><div></div></div>	01/08/2024	0	Lightowler	Milo	Cocker Poodle	Repeat Prescriptions	Droncit Tabs 20	Esher		

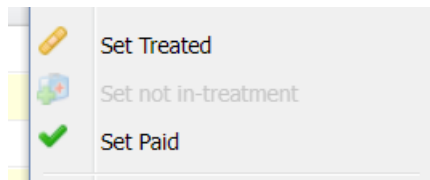
When in the daylist view, all prescriptions will remain until the treatment has been saved against the patient. At this point, they will disappear from the list when it is filtered as 'Incomplete'. And complete prescriptions will be viewable by changing the status drop down.

The recommended use of the workflow is the mark new requests as 'arrived' and this will change the writing to red, indicating the prescription needs to be actioned.

Once the treatment has been added to the patients account and saved, this will change the writing to blue and flag it as treated. It is at this point it will move onto the 'complete' list within the daylist.

Once the client has paid for the item, the writing will turn green to indicate this.

Setting as treated and as paid can be done manually by right clicking the item and selecting 'set treated' or 'set paid' in necessary.



View [Repeat Prescriptions Workflow](#) that details how to create the prescription after it's been requested by the customer.

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