




Checking Un-Outcomeed Appointments via HCP Diary

If an appointment (Clinic or Diary) is booked for a specific HCP in RiO it is possible to view, amend, cancel or outcome the appointment from the HCP Diary screen.

If a past appointment (one for yesterday or before) has not been outcomeed then it will display in pink in the HCP Diary.

There is a quick way to check for unoutcomeed appointments

- Click the **Quick Menu** icon 
- Select **Diary**

Your HCP Diary screen will open for 'Today'

- Click the **Monthly** tab (top of main Diary area)

This will display 4 weeks worth of appointments (two weeks either side of 'Today')

Future appointments will display in yellow/gold, as will past Outcomeed appointments

Past Un-Outcomeed appointments will display in dark pink

- Click on any **block of dark pink**

You will see the Name of the Client, Times of the appointment, the Location and the Outcome of 'To Outcome'

- Click the **To Outcome** link
- The **Attendance Indicator** screen will open allowing you to outcome the appointment
- When the appointment has been outcomeed, it will display in the HCP Diary in gold
- Click the Daily tab (top of main Diary area) to return to the Daily Diary view