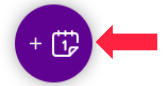# Tiaki – Creating an appointment

Purpose

The purpose of this document is to explain how to create a new calendar appointment in Tiaki.

Create new

On each view of the calendar there is a create new calendar appointment button on the bottom right hand corner of your screen.
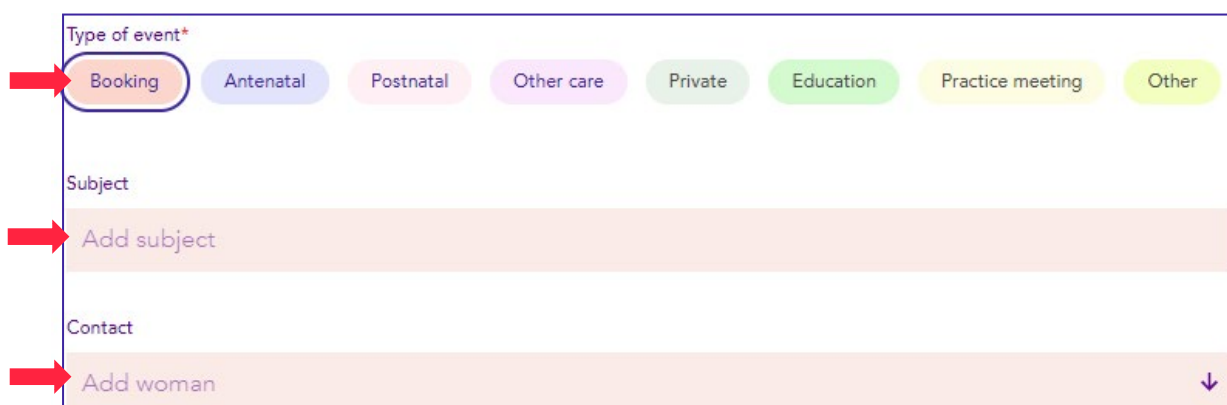
Who's appointment

At the top of the page under the 'Details' tab you will need to first select if the appointment is for you or another midwife. The appointment will always default to 'My calendar'; however, you are able to create an appointment for anyone within your practice.
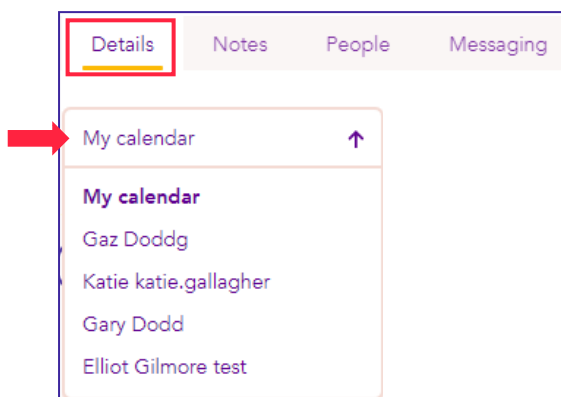
Type of appointment, contact and subject

Depending on what you select in type of appointment/event will determine what becomes available to you in the drop down boxes below. Under Booking you can type a subject or select the woman the appointment relates to. If you select Antenatal, Postnatal or Other care you will be able to select the woman. Private, Education, Practice meeting and Other will give you a subject line to type in.

Date and time

The date and time selection will change depending on the appointment type. This is because Booking, Antenatal, Postnatal and Other care appointment won't typically go across multiple days, so you will only have one date option, allowing for quicker entry.

You will also see an option to make this a video appointment, this is a safe and secure way to have a video consultation. Please see the document Creating a video appointment for more information.

Whereas other events such as Private, Education, Practice meeting and Other could go across multiple days. These also have the option for All day events.

Location

You can select an address that you have set up in your Calendar settings or the women's address. The women's address will only appear once you have selected a woman.

These can be edited and your able to type any address.

You can also make the appointment a video appointment by clicking here

You can save the appointment at this point, however using the tabs along to top will give you access to the additional functionality

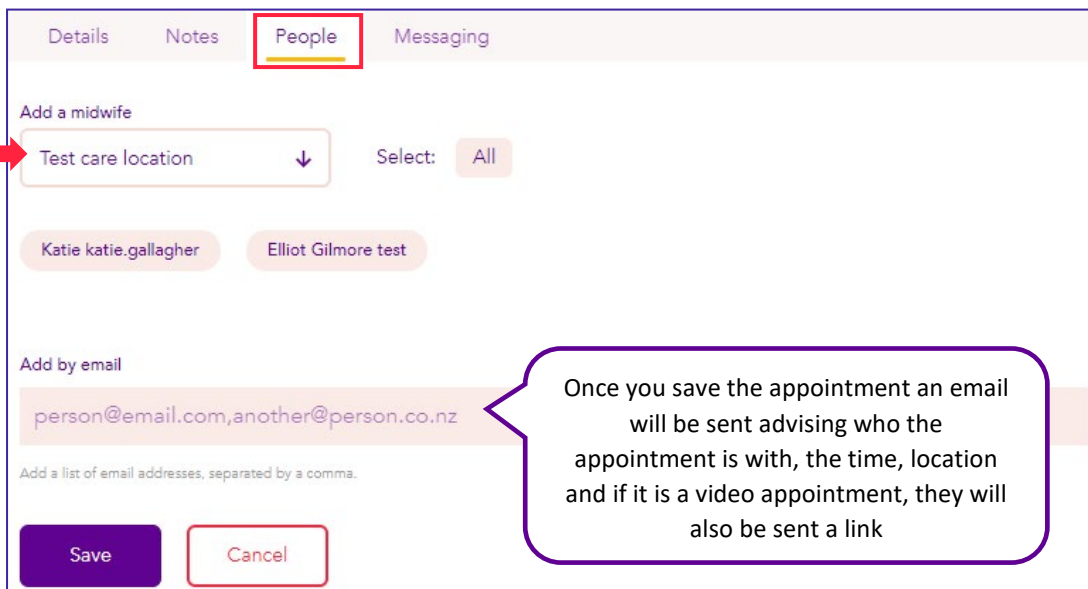You can manage your address's under Calendar settings, please see Calendar overview for more details.

Notes

Now going back up to the top of the page you can add notes to any appointment type by clicking on the 'Notes' tab.

Details	**Notes**	People	Messaging

Notes

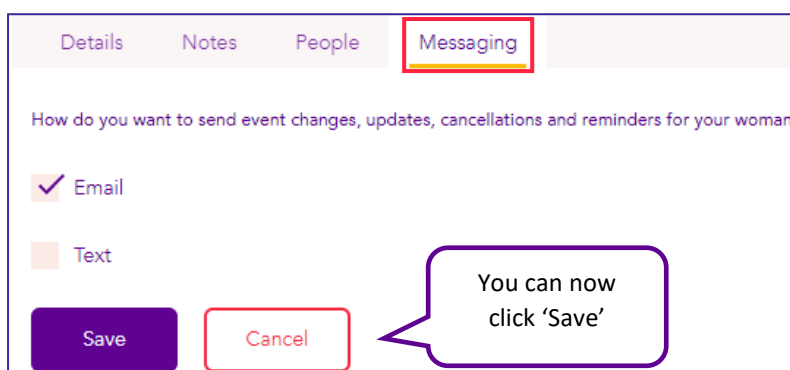Add notes

[Save] [Cancel]

People

Moving along the top, if you click on the 'People' tab you can invite third parties to the appointment. You can invite another midwife from your care location/s or you can invite someone by email.

Details	Notes	**People**	Messaging

Add a midwife

Test care location ↓   Select: All

Katie katie.gallagher   Elliot Gilmore test

Add by email

person@email.com,another@person.co.nz

Add a list of email addresses, separated by a comma.

[Save] [Cancel]

> Once you save the appointment an email will be sent advising who the appointment is with, the time, location and if it is a video appointment, they will also be sent a link

Messaging

The final tab to complete your appointment is the 'Messaging' tab. Here is where you can set a reminder for your woman, you can select email, text or both. This will send a notification when the appointment is saved and also at 5pm the day before the appointment.

Details	Notes	People	**Messaging**

How do you want to send event changes, updates, cancellations and reminders for your woman:

✓ Email

☐ Text

[Save] [Cancel]

> You can now click 'Save'

Updating an appointment

If you need to edit, reschedule, or duplicate an appointment, select the appointment block you are after, a box will appear, click on the three dots and select from the appropriate option

Once you have selected an option a new box will appear
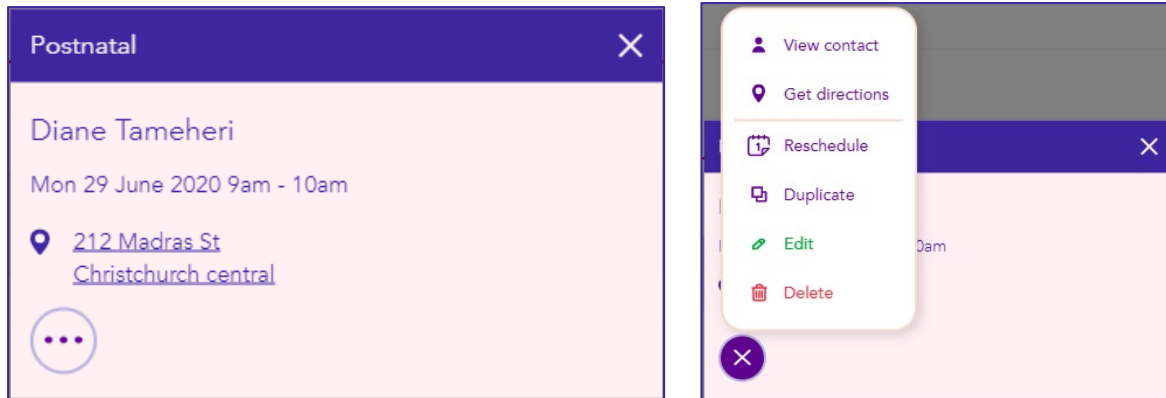
Reschedule will remove appointment from the original date and time to the new date and time.

Duplicate will keep the original appointment as well as creating a new appointment at the date and time selected and will keep the same details.