

Create an activity type

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Create an Activity Type for a schedule. This Activity Type will determine the types of appointments that can be booked in that schedule's time. For example, a "Consultation" Activity Type could be created for a schedule that can only be used for Short Consultation and Long Consultation Appointment Types.

Overview

A practitioner's **Schedule** in the Appointment Book is allocated an **Activity Type** with a colour, for example, blue for Consultation time and purple for Theatre time. This tells staff what **Appointment Types** they should book in the doctor's schedule. Appointment types have a colour that replaces the colour of the Activity Type in the **Appointment Book**.

Example: A practice has a green Activity Type - Theatre used for the Appointment Type > Surgery and a blue Activity Type - Consultation used for the Appointment Types: Long Consultation-30min, Std Consultation-15min and New Patient-30min. Reception wants to book a Std Consultation and sees 2 doctors with a blue schedule and 1 doctor with a green schedule, and make the appointment in a blue block of time.

Mon	Davis, Phillip	Fuller, Igor	Jackson, Gaye
8 AM	0	0	0
	15	15	
	30	30	
	45	45	
9 AM	0	0	0
	15	15	30
	30	30	45
	45	45	
10 AM	0	0	0
	15	15	30
	30	30	45
	45	45	

Note: The table above is a simplified representation of the Appointment Book. The original image shows a grid with appointment details and callouts. The callout 'Activity Type' points to the 15:00-30:00 block for Fuller, Igor. The callout 'Appointment Type' points to the 15:00-30:00 block for Jackson, Gaye.

To create an Activity Type:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Appointments > Activity Types**.

The **Appointment Activity Types** screen will open.

3. Select **New**.

The **New Appointment Activity** screen will open.

4. In the **Description** field, enter a description for the activity type.
5. Select **Set Text Colour**.
6. Select a colour from the palette and **OK** to save it.
7. Select **Set Background Colour**.
8. Select a colour from the palette and **OK** to save it.

This colour will be applied to blocks of time scheduled using this activity type in the Appointment Book.

9. Select **Close** to save and exit.
10. Log out and back into Zedmed to start using the new Activity Type.

