

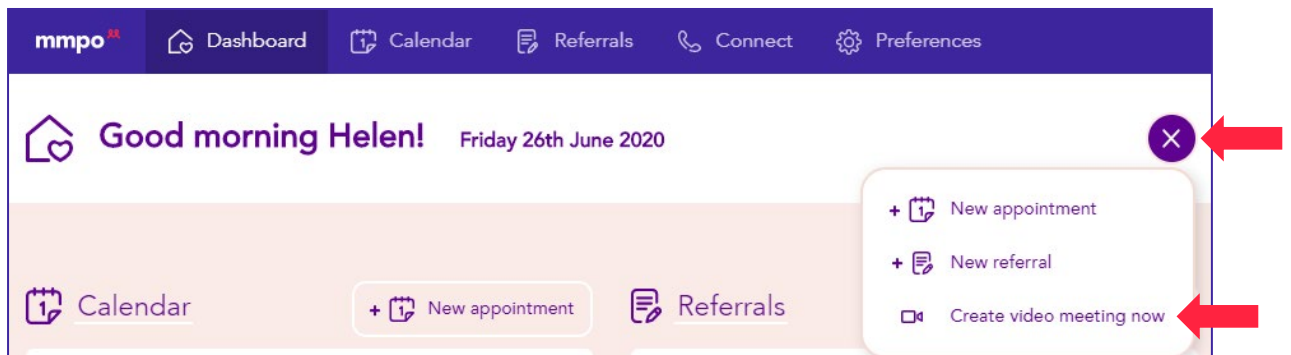
Tiaki – Creating a video appointment

Purpose

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

Start a video appointment now

You can start an instant video appointment by clicking the three dots on the Dashboard, top right-hand corner of your screen. This will open a video meeting in another internet browser called 'Whereby', from here you can copy the link and email or text to invite another party.



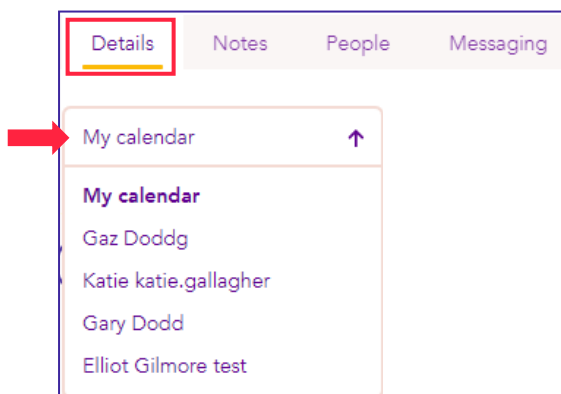
Create an appointment

You can also create a video appointment by clicking on the purple circle, bottom right hand corner of your screen as pictured.



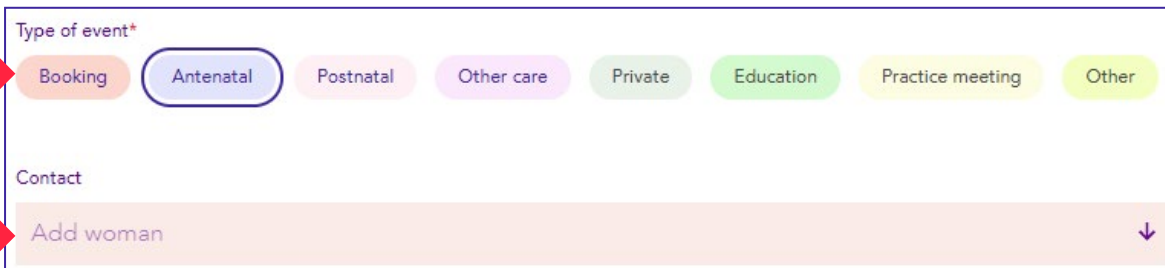
Who's appointment

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

You now need to select a care related appointment 'type', these include Booking, Antenatal, Postnatal, Other care. You now need to select a woman to allow for the video appointment option to come up.

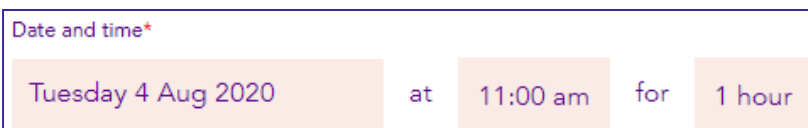


The screenshot shows a form with two sections. The first section, titled "Type of event*", contains a row of eight buttons: "Booking" (orange), "Antenatal" (blue, selected), "Postnatal" (pink), "Other care" (purple), "Private" (green), "Education" (light green), "Practice meeting" (yellow), and "Other" (light yellow). A red arrow points to the "Booking" button. The second section, titled "Contact", contains a single button labeled "Add woman" with a downward arrow on the right. A red arrow points to this button.

You can also select a Practice meeting to create a video appointment.

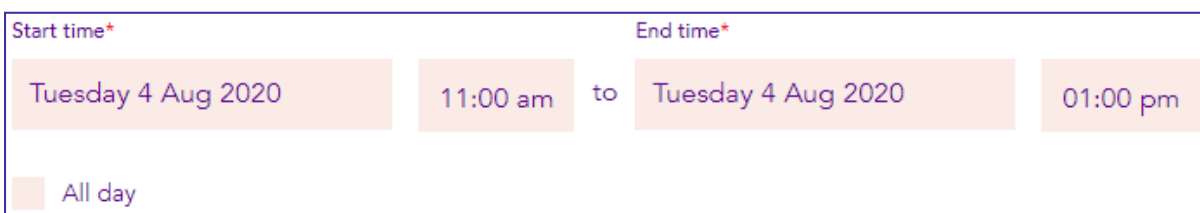
Date and time

You now need to select your appointment date and time.



The screenshot shows a form titled "Date and time*" with four input fields: "Tuesday 4 Aug 2020", "at", "11:00 am", and "for 1 hour".

For appointment types such as Private, Education, Practice meeting and Other you need to select a start and end time as these could go across multiple days.

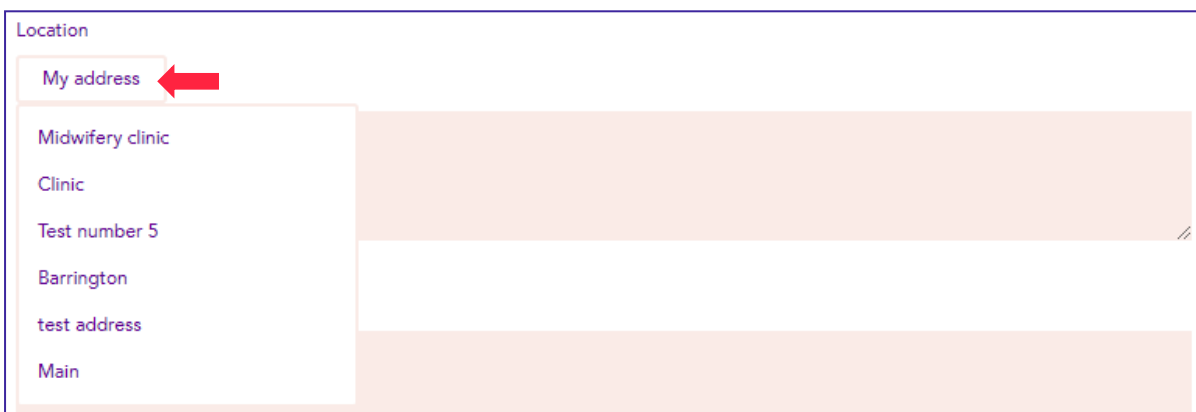


The screenshot shows a form titled "Start time*" and "End time*" with four input fields: "Tuesday 4 Aug 2020", "11:00 am", "to", "Tuesday 4 Aug 2020", and "01:00 pm". Below the input fields is a checkbox labeled "All day".

Location and select video appointment

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.



The screenshot shows a form titled "Location" with a dropdown menu. The dropdown menu is open, showing a list of addresses: "My address" (highlighted with a red arrow), "Midwifery clinic", "Clinic", "Test number 5", "Barrington", "test address", and "Main".

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

You can now select to 'Make this a video appointment' by clicking on the pink square as shown in the red box below.

Invite other people'. At the bottom are 'Save' and 'Cancel' buttons."/>

Location

My address Woman's address

Add location

Make this a video appointment

The video link will be emailed to the woman. [Invite other people](#)

Save Cancel

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.

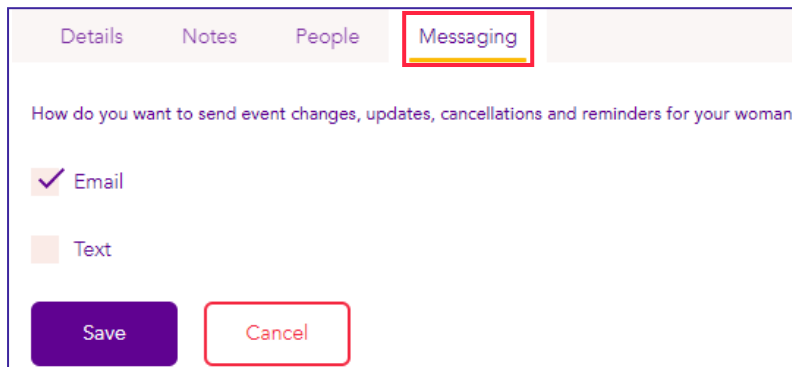
Save Cancel

Important: You must include a comma in between each email address

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 at 5pm the day before the appointment.



The screenshot shows a mobile application interface with a top navigation bar containing four tabs: 'Details', 'Notes', 'People', and 'Messaging'. The 'Messaging' tab is highlighted with a red border. Below the navigation bar, the text reads: 'How do you want to send event changes, updates, cancellations and reminders for your woman:'. There are two radio button options: 'Email' (which is selected, indicated by a checkmark) and 'Text'. At the bottom of the form, there are two buttons: a purple 'Save' button and a white 'Cancel' button with a red border.