

CS R4+

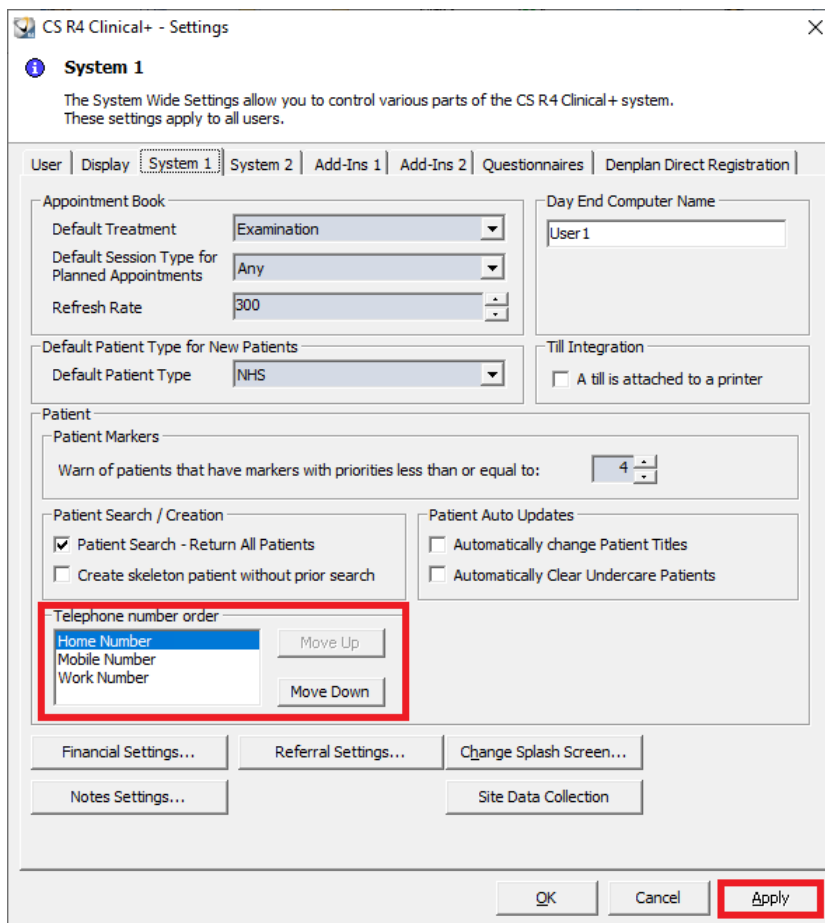
Defining the Display Order of Contact Numbers in the Planner

How to define the order that contact numbers are displayed in the Planner patient banner

When viewing the patient banner in the Planner, the patient's contact telephone number is displayed. The default number that will be displayed is the patient's Home Number. If they do not have a Home Number stored, then their Mobile Number will be displayed. If they do not have a Mobile Number stored, then their Work Number will be displayed.

If you want to change the order that the numbers are displayed, then you can change it under Settings.

- 1 From the Main Menu click and select Settings. The Settings window is displayed.
- 2 Click the System 1 tab.



- 3 Select the required telephone number and click Move Up or Move Down to change the display order.
- 4 Repeat the above step until all of the numbers are in the required order.
- 5 Click Apply to save the changes.



Note: The changes to the display order will apply to all users and all patients in CS R4+