

# PAS Manager Functions - Adding a Session Message

## Adding a Session Message

Type **H O C E** for Clinic Enquiry.

Enter the diary code and date for the clinic you wish to add a session message.

Select the relevant clinic and then the Follow up/New view.

Enter **C** for Change. The Change Session screen will be displayed.

Enter **O** for Other.

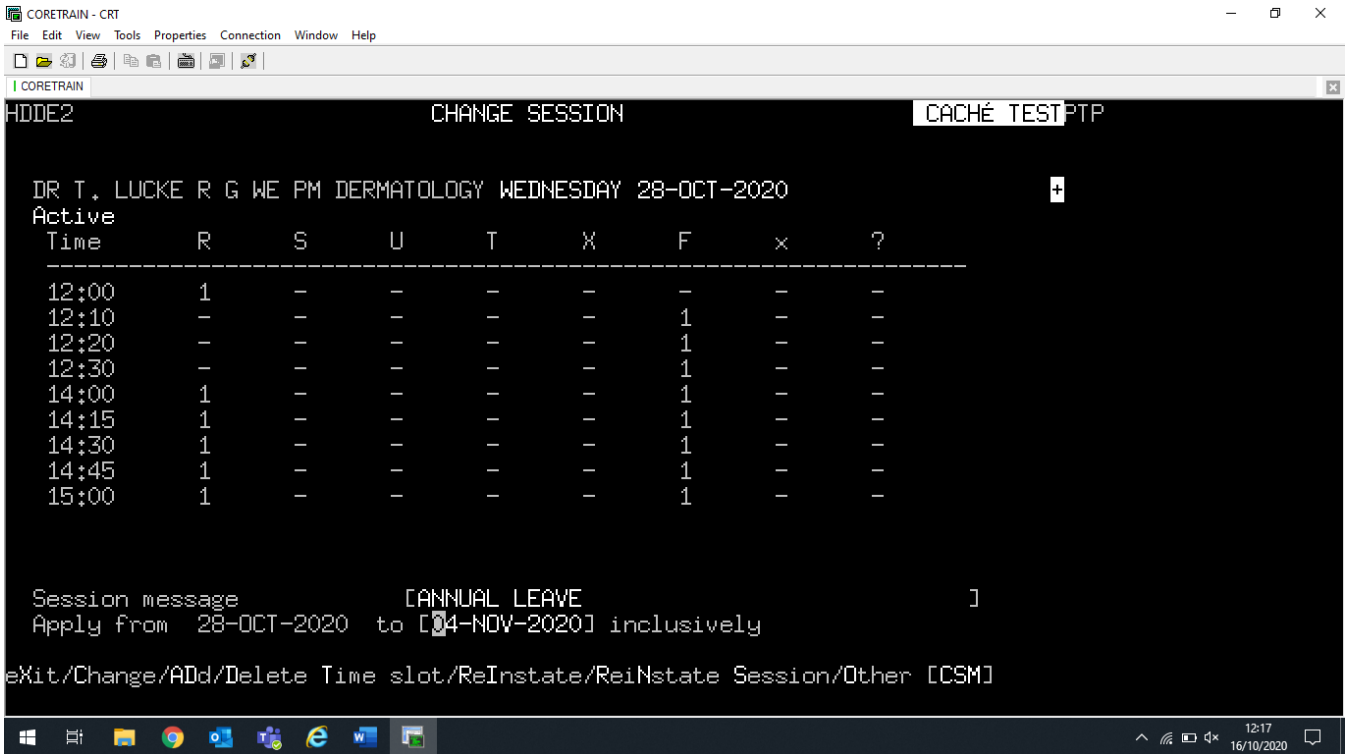
Enter **C S M** for Change Session Message.

Enter the appropriate session message.

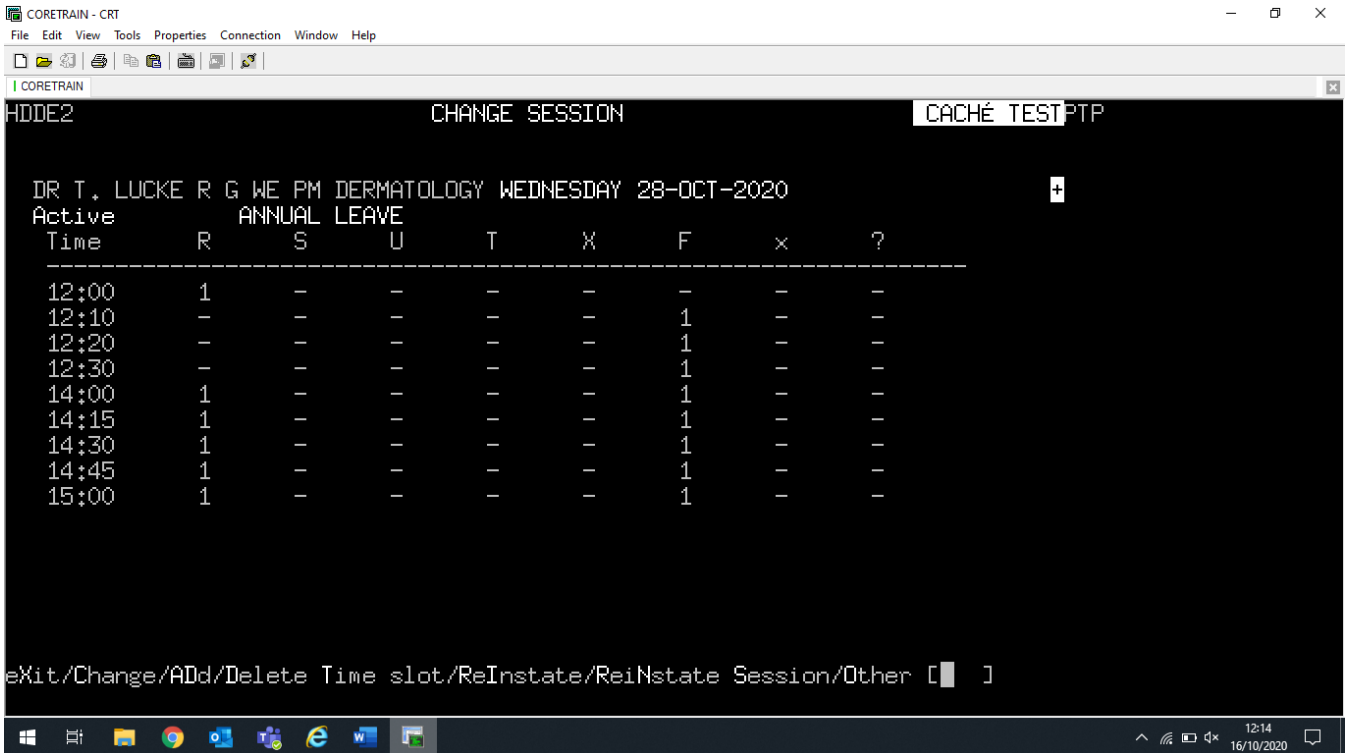
If the message is only valid for the date selected return through this field.

The **Apply From** date will default to the date of the clinic you selected.

Enter a **'to'** date if the message is to be displayed on subsequent clinics.



The message will now show at the top of the screen



## To delete a session message

Type **H O C E** for Clinic Enquiry.

Enter the diary code and date for the clinic you wish to delete the session message.

Select the relevant clinic and then the Follow up/New view.

Enter **C** for **C**hange. The **C**hange **S**ession screen will be displayed.

Enter **O** for **O**ther.

Enter **C S M** for **C**hange **S**ession **M**essage.

Delete the **S**ession message.

The '**to**' date field can be left blank if the message was only applied to this particular clinic. Alternatively, a future date can be entered if the message has been applied to subsequent clinic dates and needs to be removed.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=142>