

# PAS Manager Functions - Adding a Session Message

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## 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.

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CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDDE2 CHANGE SESSION CACHÉ TESTPTP

DR T. LUCKE R G WE PM DERMATOLOGY WEDNESDAY 28-OCT-2020
Active
Time R S U T X F x ?
-----
12:00 1 - - - - - - -
12:10 - - - - - 1 - -
12:20 - - - - - 1 - -
12:30 - - - - - 1 - -
14:00 1 - - - - 1 - -
14:15 1 - - - - 1 - -
14:30 1 - - - - 1 - -
14:45 1 - - - - 1 - -
15:00 1 - - - - 1 - -

Session message [ANNUAL LEAVE ]
Apply from 28-OCT-2020 to [04-NOV-2020] inclusively

eXit/Change/Add/Delete Time slot/ReInstate/ReiNstate Session/Other [CSM]

```

The message will now show at the top of the screen

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CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDDE2 CHANGE SESSION CACHÉ TESTPTP

DR T. LUCKE R G WE PM DERMATOLOGY WEDNESDAY 28-OCT-2020
Active ANNUAL LEAVE
Time R S U T X F x ?
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12:00 1 - - - - - - -
12:10 - - - - - 1 - -
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12:30 - - - - - 1 - -
14:00 1 - - - - 1 - -
14:15 1 - - - - 1 - -
14:30 1 - - - - 1 - -
14:45 1 - - - - 1 - -
15:00 1 - - - - 1 - -

eXit/Change/Add/Delete Time slot/ReInstate/ReiNstate Session/Other [ ]

```

## 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 **Change**. The **Change Session** screen will be displayed.

Enter **O** for **Other**.

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

Delete the Session 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>