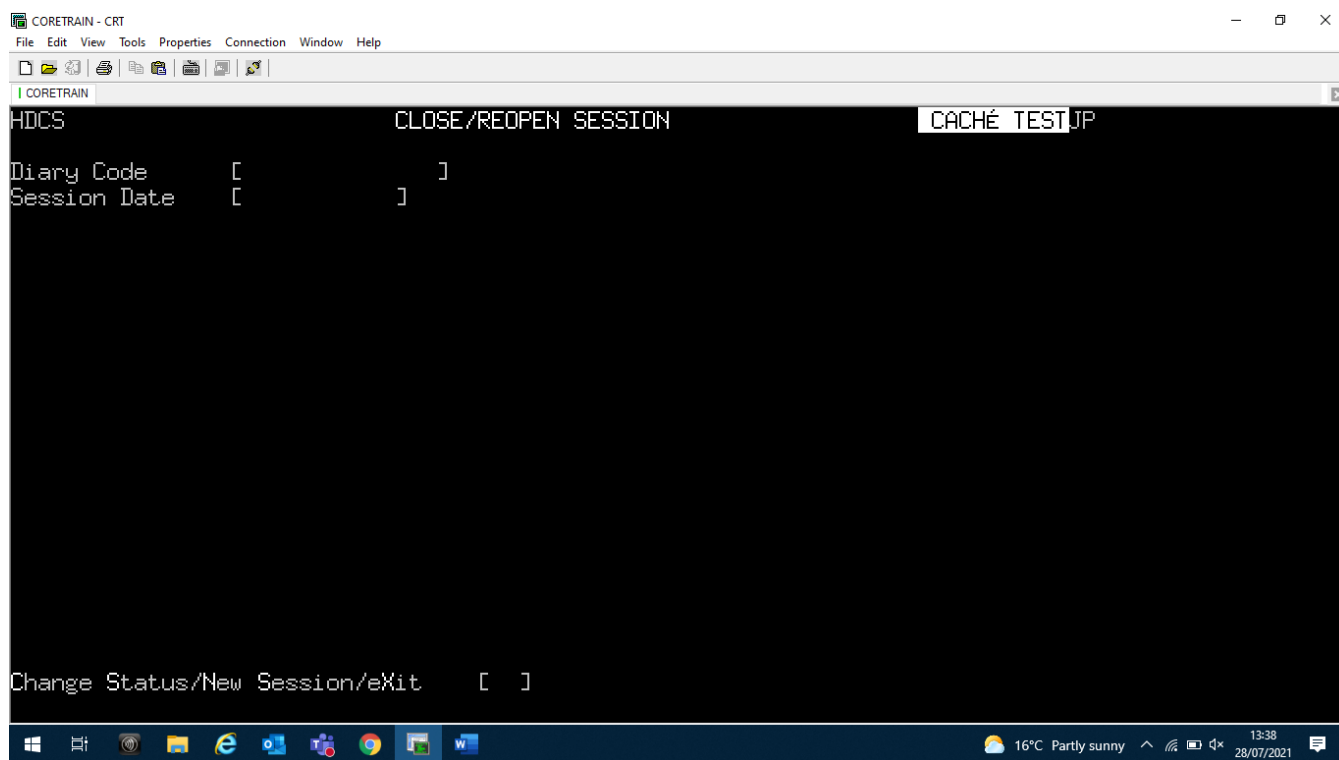# PAS Manager Functions - Outpatient Close Diary Sessions

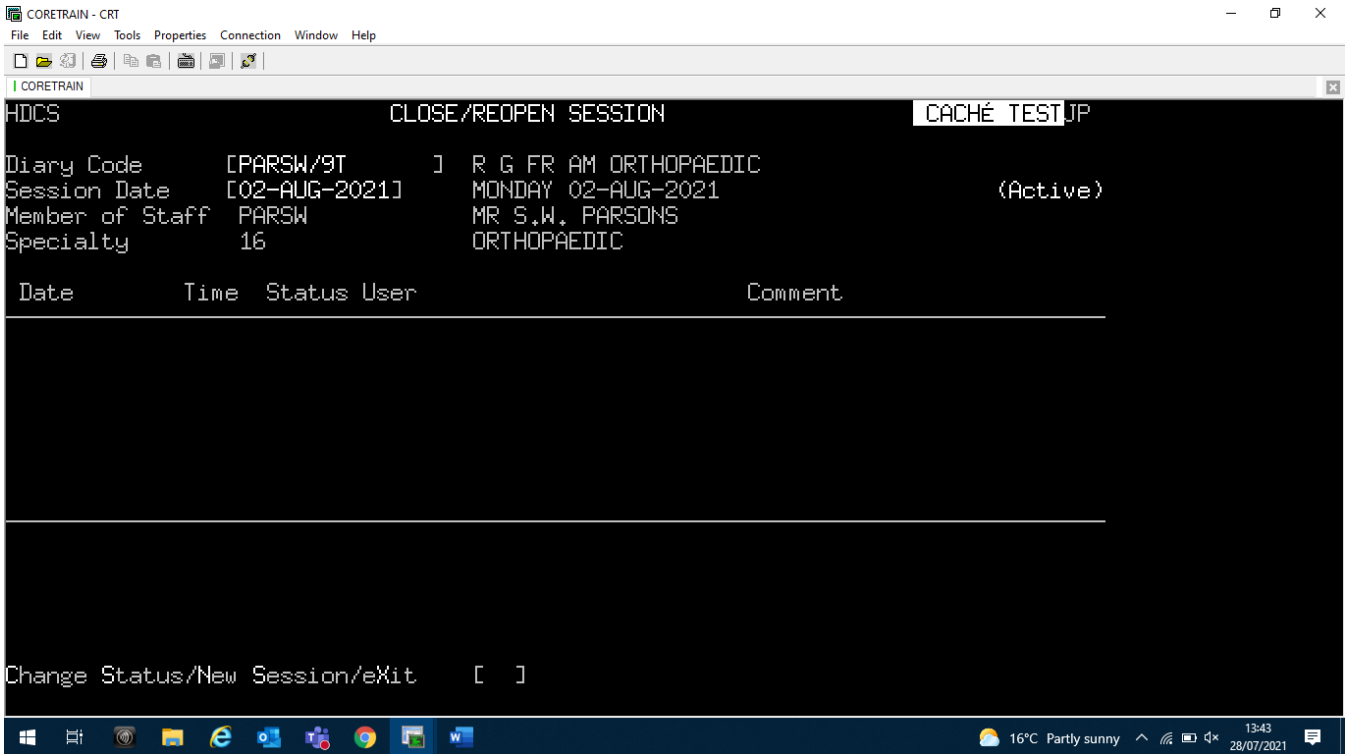## Outpatient Close Diary Sessions

This option allows you to close a session to prevent further appointments being booked and to open a closed session.

From PAS Outpatient Managers Function menu select or type **H O D C S** Outpatients Close Diary Sessions.
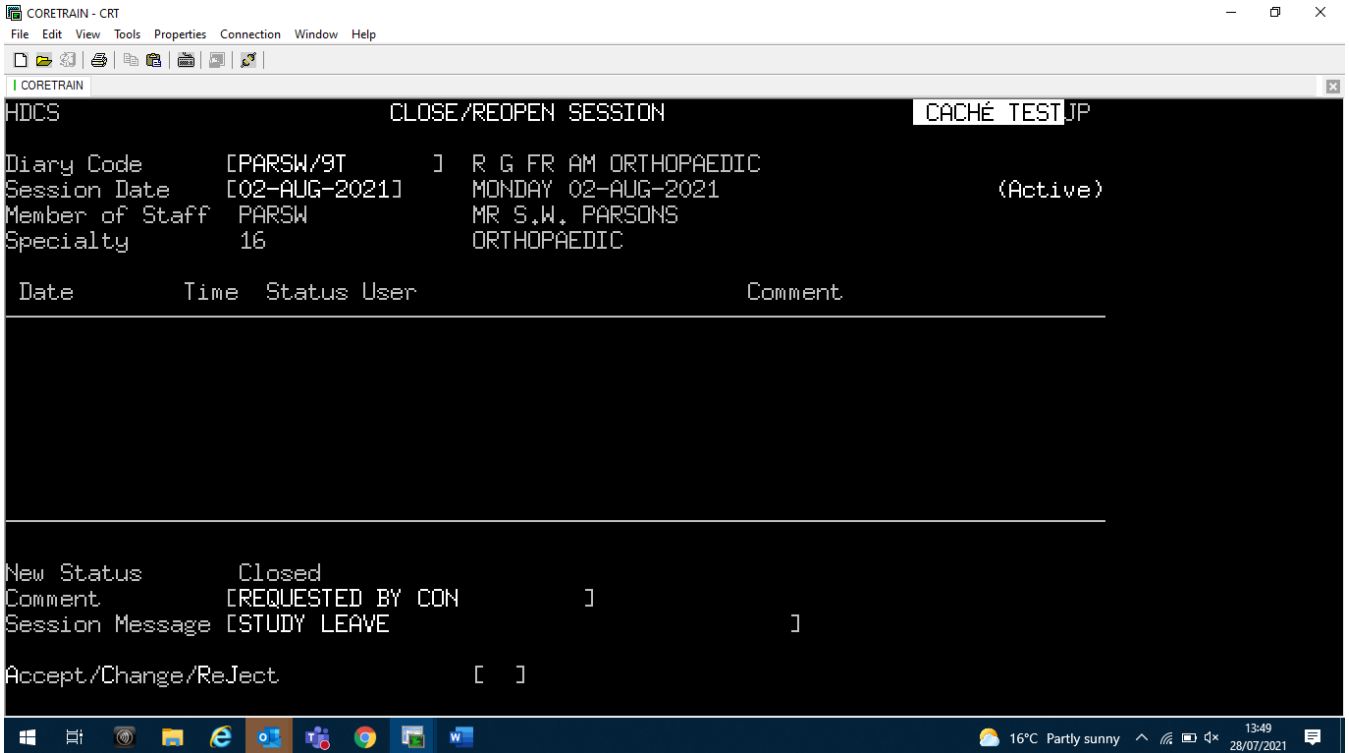

Enter the clinic code of the clinic to be closed.

Enter the date of the clinic to be closed.
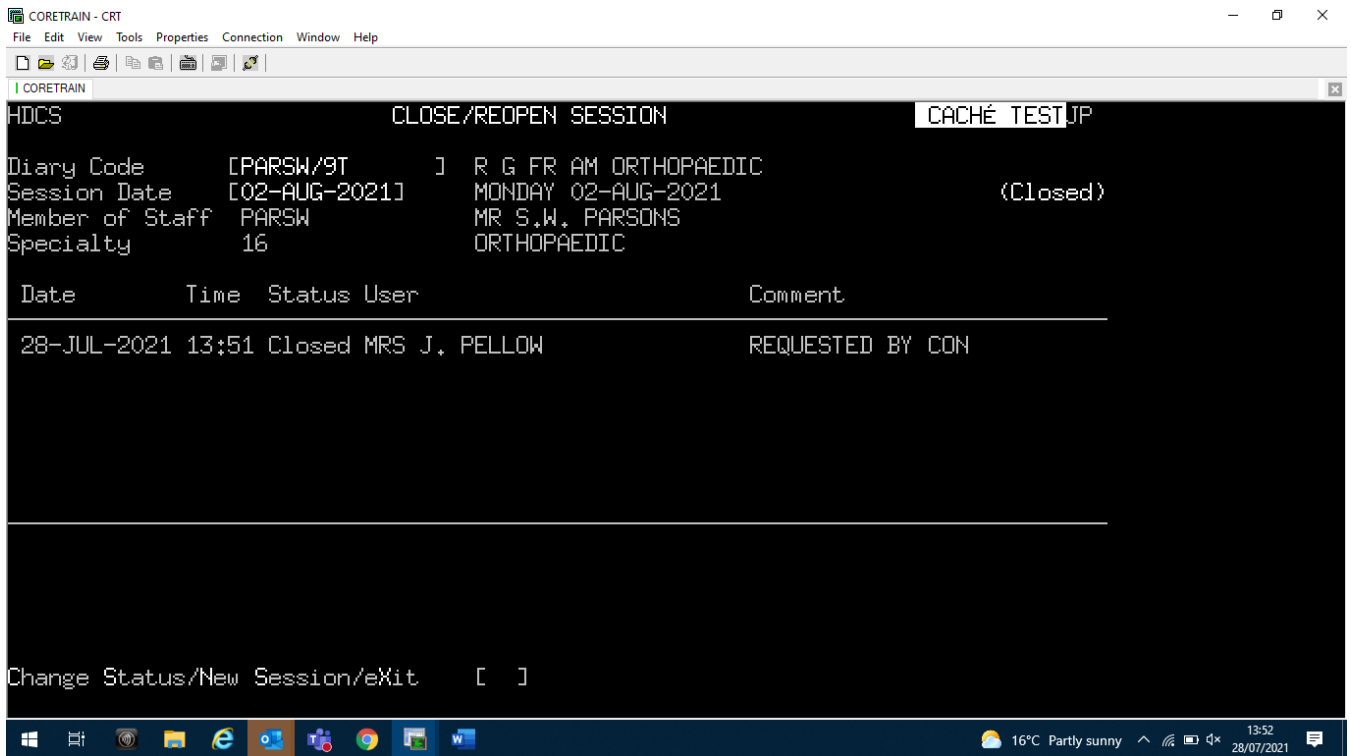
Type **C S** to Change Status.

New status will change to Closed.

Enter a Comment as to why the clinic is closed.

Enter a Session Message. This will appear on the clinic display screen and all prints of that clinic.

Type **Ay** and press return to Accept.

Details of the user who closed the clinic will be shown.

Repeat the above process to open a clinic.