User Manual for the Canvas App

Prerequisites: A Microsoft Power Platform Account

Make an Appointment

1. Enter the name of the appointment you want to create
2. Enter the phone number of the patient preceded with their calling code. This should be the mobile number which is stored by the NHS for the patient
3. Enter the associated email address for the patient.

As seen in the figure, the name is "TestNHSAppointment", the number is 85252252448, and the email is zcabhui@ucl.ac.uk
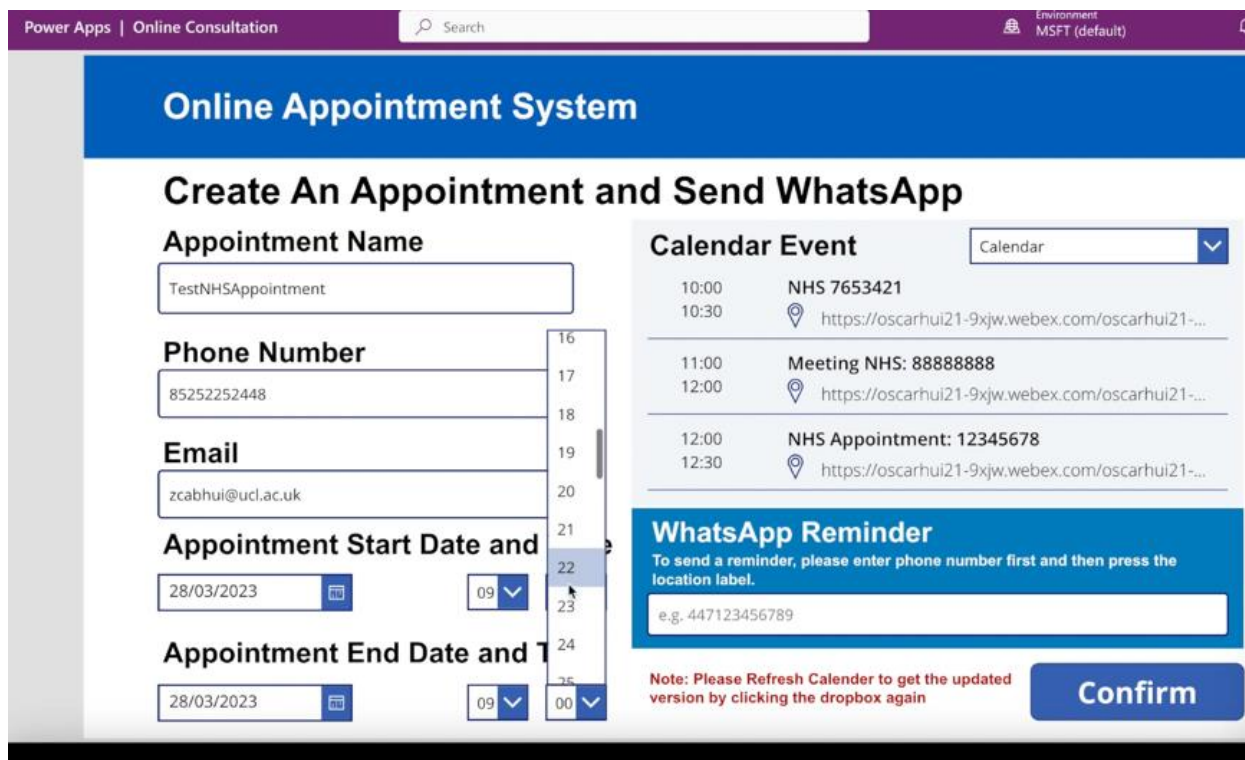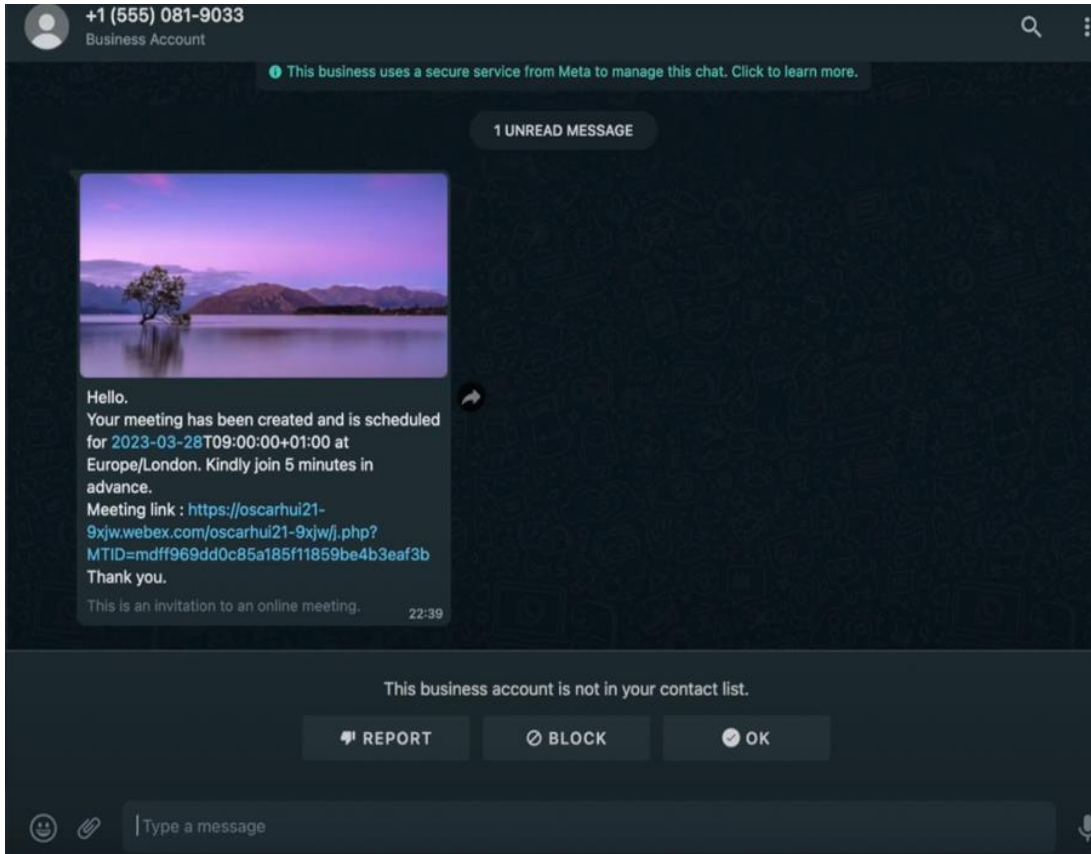
4. Select the appointment date from the calendar, checking that it doesn't collide with any events already scheduled in the calendar to the right.

Online Appointment System

Create An Appointment and Send WhatsApp
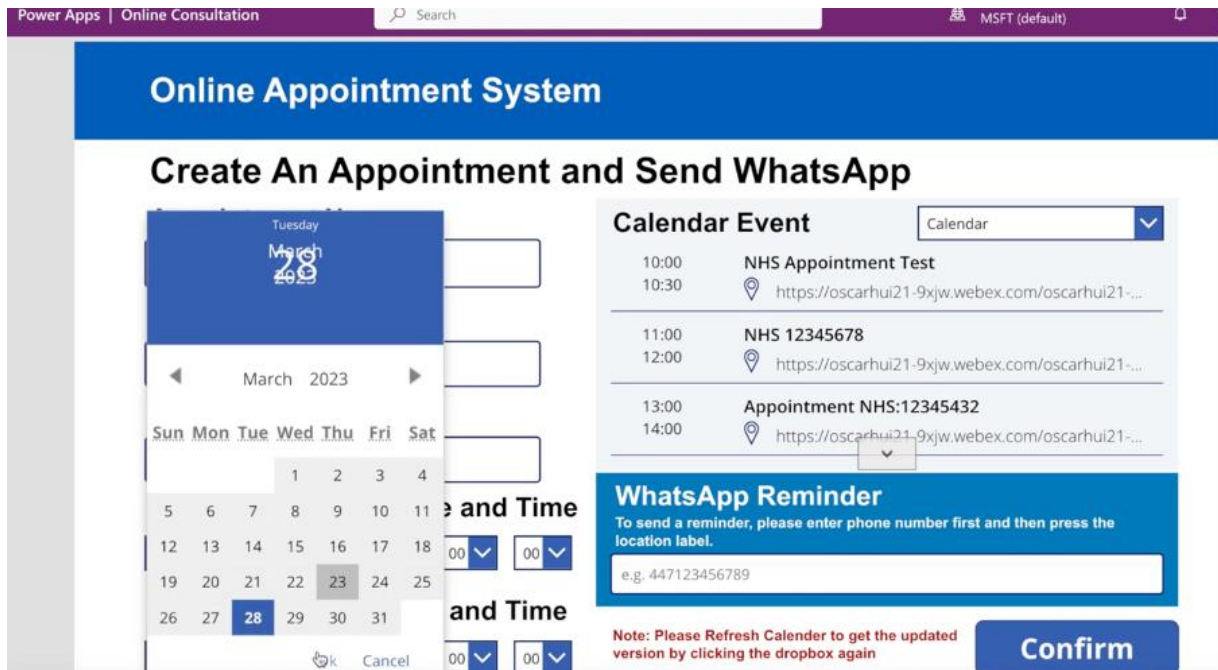
5. Select an available time for the selected date from the dropdown menu
6. Select the end date for the appointment from the available dates on the calendar
7. Select the available times for that selected date from the dropdown menu

Online Appointment System

Create An Appointment and Send WhatsApp

Appointment Name

TestNHSAppointment

Phone Number

85252252448

Email

zcabhui@ucl.ac.uk

Appointment Start Date and

28/03/2023   09

Appointment End Date and T

28/03/2023   09   00

Calendar Event   Calendar

10:00   NHS 7653421
10:30   ⓥ https://oscarhui21-9xjw.webex.com/oscarhui21-...

11:00   Meeting NHS: 88888888
12:00   ⓥ https://oscarhui21-9xjw.webex.com/oscarhui21-...

12:00   NHS Appointment: 12345678
12:30   ⓥ https://oscarhui21-9xjw.webex.com/oscarhui21-...

WhatsApp Reminder
To send a reminder, please enter phone number first and then press the location label.

e.g. 447123456789

Note: Please Refresh Calender to get the updated version by clicking the dropbox again

Confirm

9. Click the confirm button and the patient should see the following

10. Reselect the calendar from the dropdown menu to refresh the appointments list
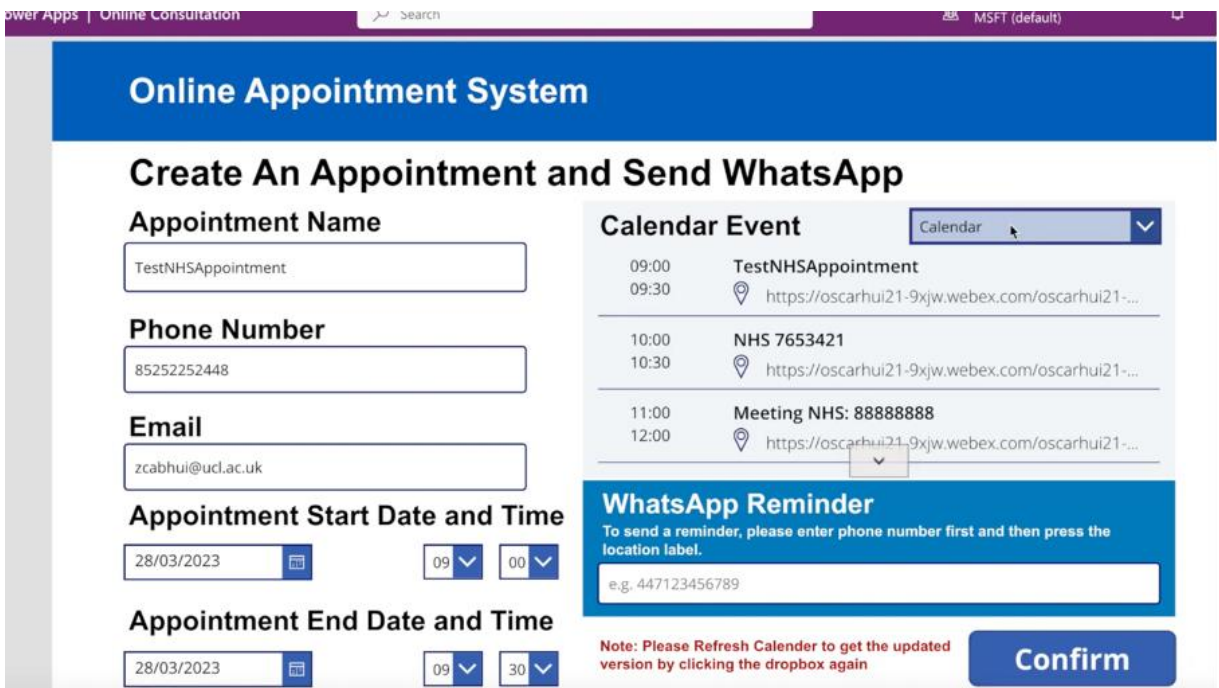
Once completed, a notification should be sent to the patient's phone number with the meeting link for the appointment and the appointment should be added to the outlook calendar as well.

Send Appointment Reminder

1. Enter the number preceded with the calling code (without the '+') in the WhatsApp reminder section input box.
2. To send the appointment reminder and press the pin for the appointment to send the reminder to that number.

To join the meeting

1. The patient can click on the link they received on their WhatsApp as shown above or email as shown below
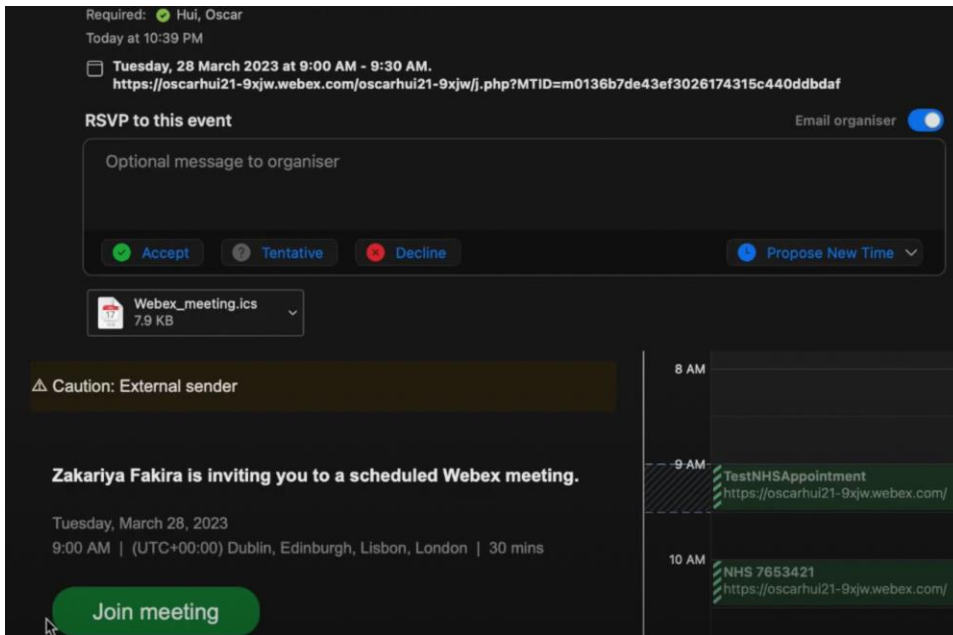
2. The doctor can click on the physical link for the appointment on the calendar event section