

## 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.

Power Apps | Online Consultation Search MSFT (default)

### Online Appointment System

#### Create An Appointment and Send WhatsApp

**Appointment Name**  
TestNHSAppointment

**Phone Number**  
85252252448

**Email**  
zcabhui@ucl.ac.uk

**Appointment Start Date and Time**  
23/03/2023 00:00

**Appointment End Date and Time**  
23/03/2023 00:00

**Calendar Event** Calendar

10:00	<b>NHS Appointment Test</b>
10:30	https://oscarhui21-9xjw.webex.com/oscarhui21-...
11:00	<b>NHS 12345678</b>
12:00	https://oscarhui21-9xjw.webex.com/oscarhui21-...
13:00	<b>Appointment NHS:12345432</b>
14:00	https://oscarhui21-9xjw.webex.com/oscarhui21-...

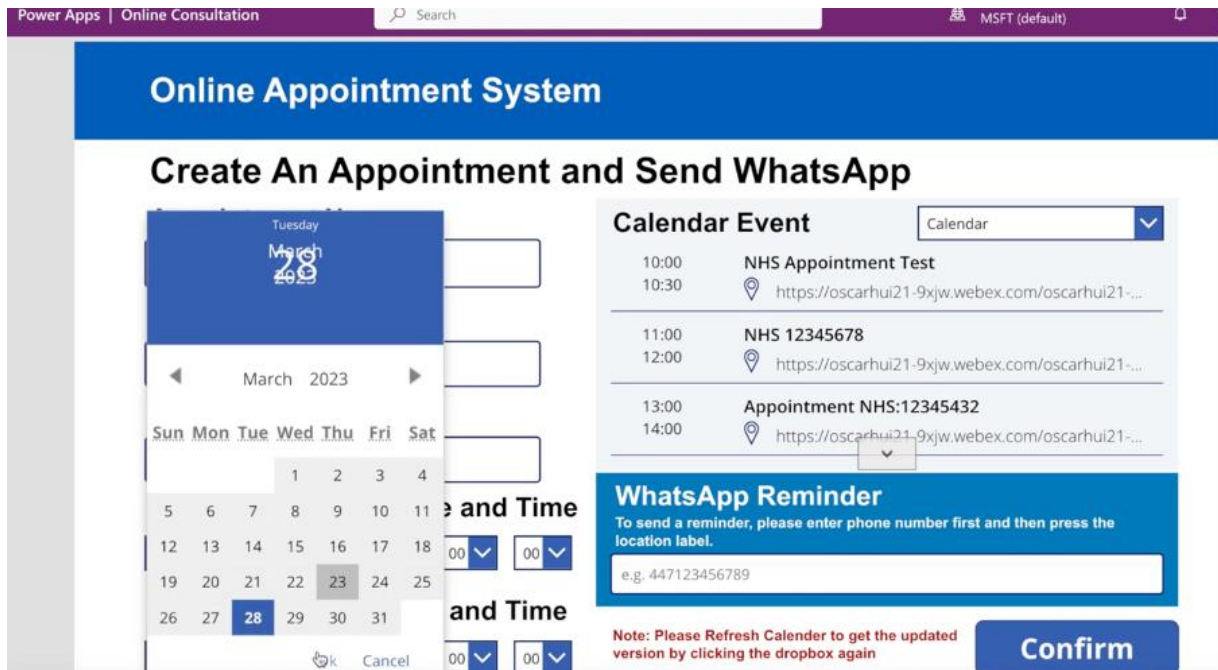
**WhatsApp Reminder**  
To send a reminder, please enter phone number first and then press the location label.  
e.g. 447123456789

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

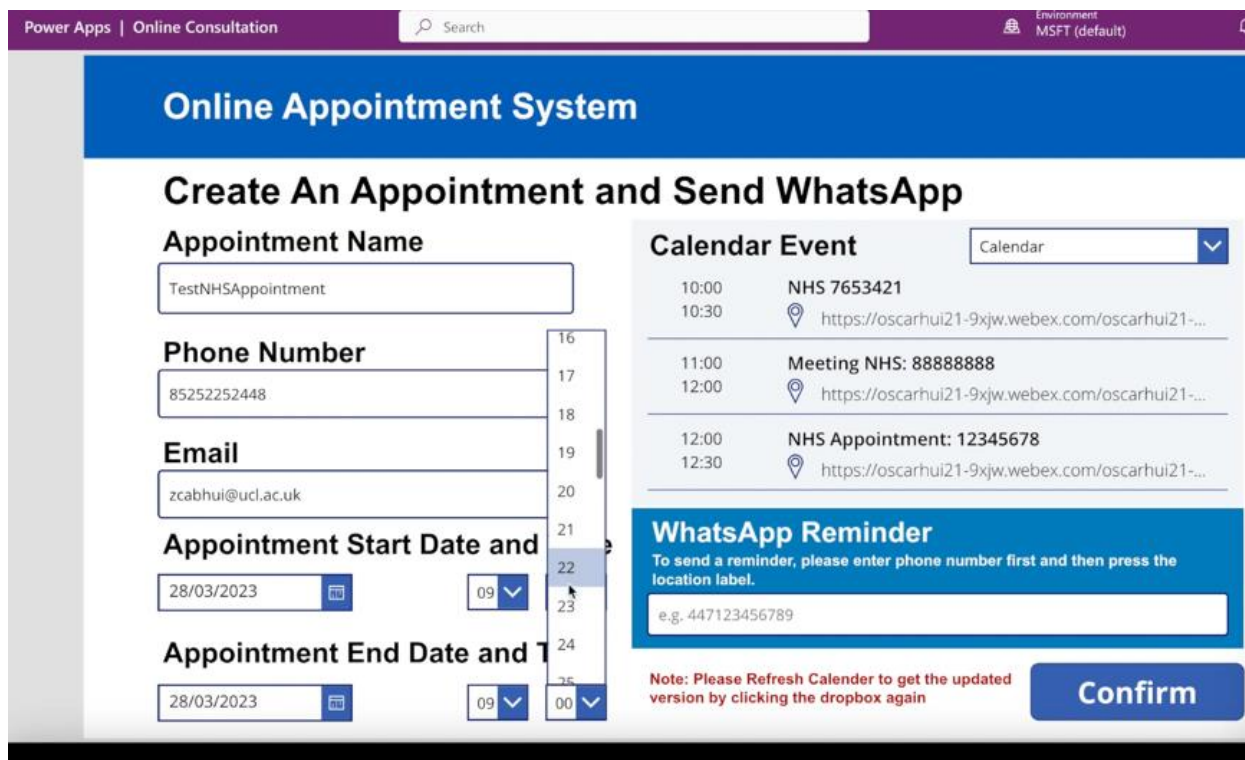
**Confirm**

As seen in the figure, the name is "TestNHSAppointment", the number is 85252252448, and the email is [zcabhui@ucl.ac.uk](mailto:zcabhui@ucl.ac.uk)

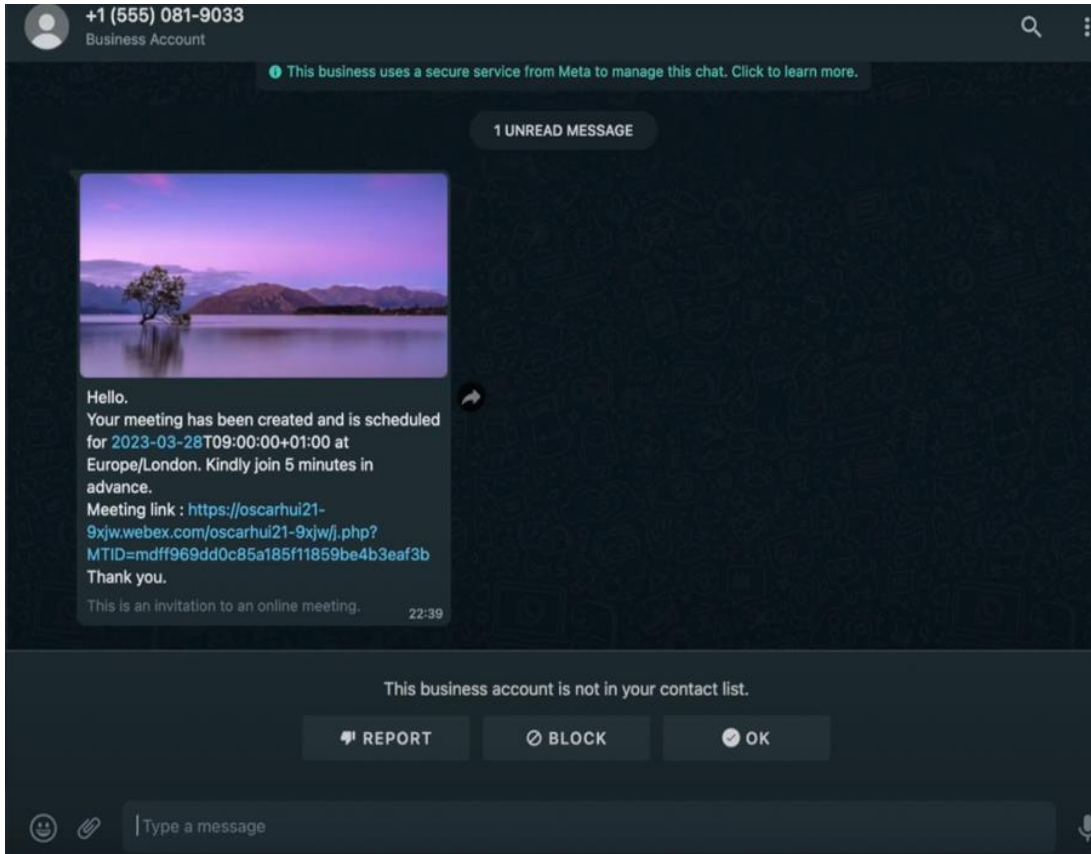
4. Select the appointment date from the calendar, checking that it doesn't collide with any events already scheduled in the calendar to the right.



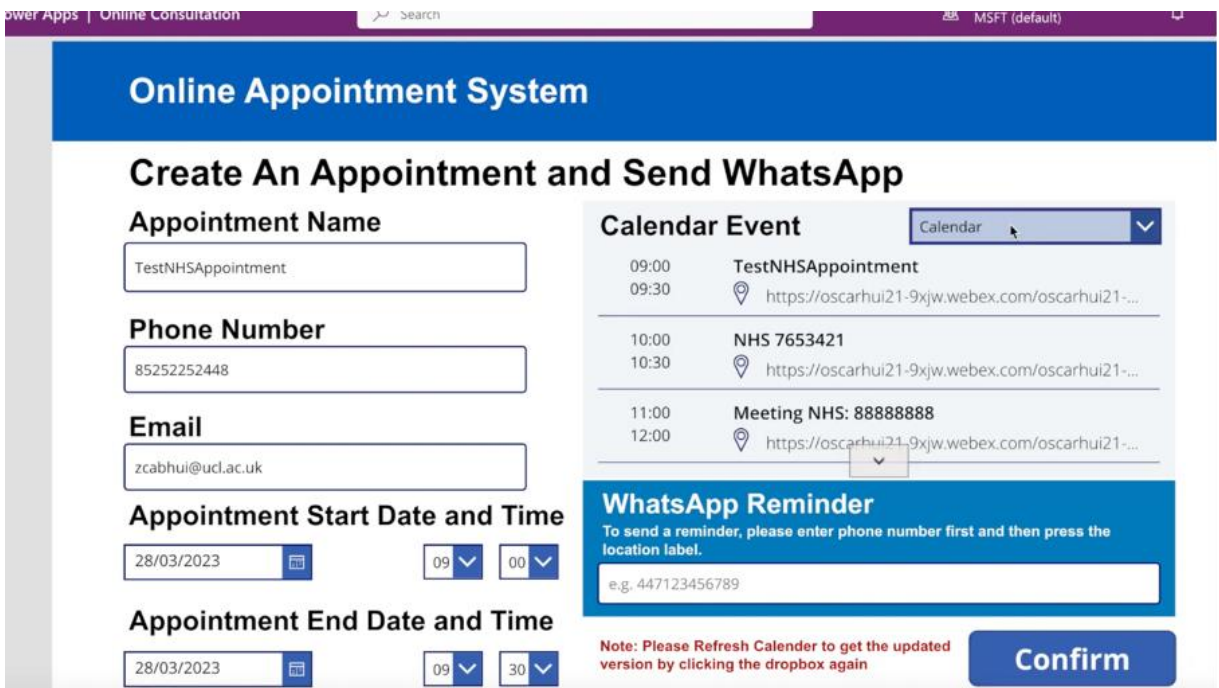
5. Select an available time for the selected date from the dropdown menu
6. Select the end date for the appointment from the available dates on the calendar
7. Select the available times for that selected date from the dropdown menu



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.

## Calendar Event

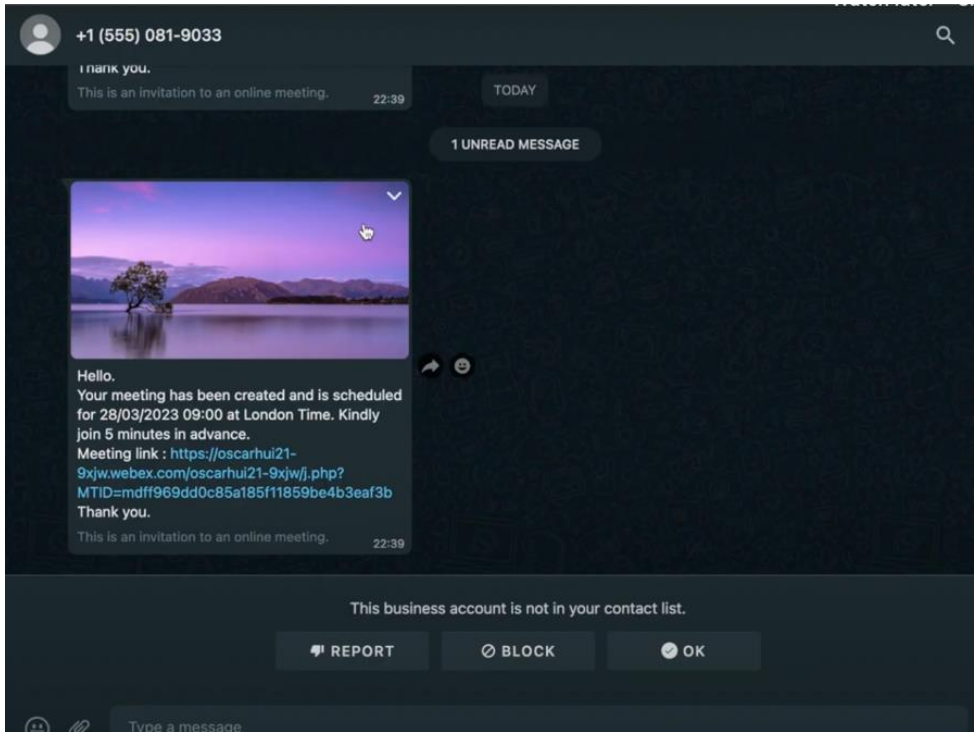
Calendar 

09:00	<b>TestNHSAppointment</b>
09:30	 <a href="https://oscarhui21-9xjw.webex.com/oscarhui21-...">https://oscarhui21-9xjw.webex.com/oscarhui21-...</a>
10:00	<b>NHS 7653421</b>
10:30	 <a href="https://oscarhui21-9xjw.webex.com/oscarhui21-...">https://oscarhui21-9xjw.webex.com/oscarhui21-...</a>
11:00	<b>Meeting NHS: 88888888</b>
12:00	 <a href="https://oscarhui21-9xjw.webex.com/oscarhui21-...">https://oscarhui21-9xjw.webex.com/oscarhui21-...</a>



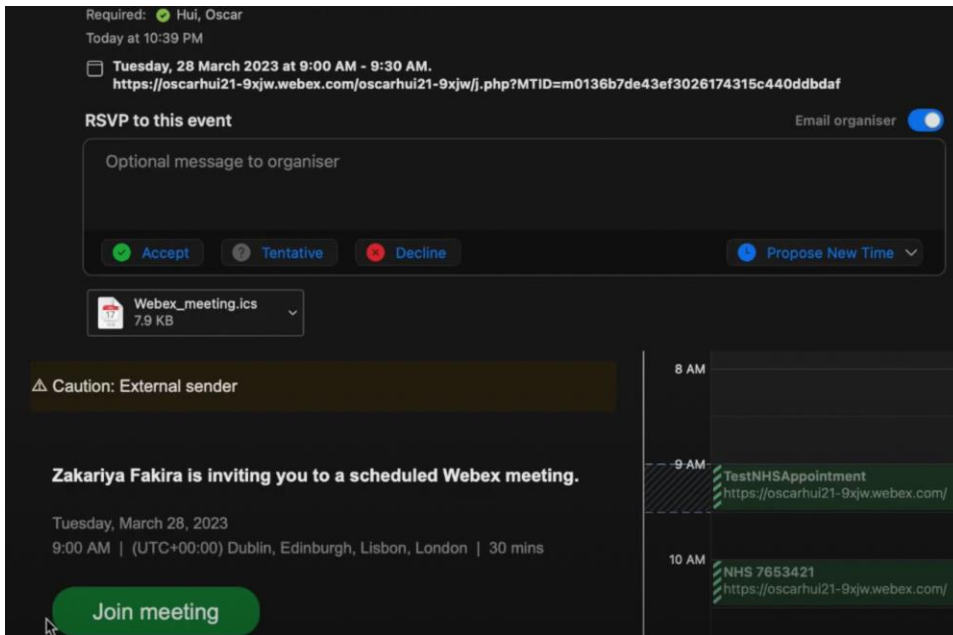
## WhatsApp Reminder

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



### 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  
**and Send WhatsApp**

The screenshot displays a 'Calendar Event' section with a dropdown menu set to 'Calendar'. It lists three appointments:

- 09:00 - 09:30**: TestNHSAppointment. Link: <https://oscarhui21-9xjw.webex.com/oscarhui21-...>
- 10:00 - 10:30**: NHS 7653421. Link: <https://oscarhui21-9xjw.webex.com/oscarhui21-...>. A tooltip shows the full URL: <https://oscarhui21-9xjw.webex.com/oscarhui21-9xjw/j.php?MTID=mdff969dd0c85a185f11859be4b3eaf3b>
- 11:00 - 12:00**: Meeting NHS: 88888888. Link: <https://oscarhui21-9xjw.webex.com/oscarhui21-...>

A blue bar at the bottom of the interface is labeled 'WhatsApp Reminder'.