## 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.

Create An Appointme	nt and Send WhatsApp
Appointment Name	Calendar Event Calendar
TestNHSAppointment	10:00     NHS Appointment Test       10:30          https://oscarhui21-9xjw.webex.com/oscarhui21
Phone Number	11:00 NHS 12345678
85252252448	12:00 Nttps://oscarhui21-9xjw.webex.com/oscarhui21
Email	13:00 Appointment NHS:12345432 14:00  https://oscarbui21_9xjw.webex.com/oscarbui21
Appointment Start Date and	Time WhatsApp Reminder To send a reminder, please enter phone number first and then press the location label.

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								
Cre	at	te	An		pp	oir	nent and Send	d WhatsApp
		3	Tuesda	y			Calenda	ar Event Calendar
		l	28	h			10:00 10:30	NHS Appointment Test https://oscarhui21-9xjw.webex.com/oscarhui2
4		Mar	ch 3	2023		•	11:00 12:00	NHS 12345678  % https://oscarhui21-9xjw.webex.com/oscarhui2
Sun M	lon	Tue	Wed	Thu	Eri	Sat	13:00 14:00	Appointment NHS:12345432
			1	2	3	4	WhateA	App Reminder
5	6	7	8	9	10	11	nd Time To send a rem	ninder, please enter phone number first and then press the
12	13	14	15	16	17	18	00 V	
10	20	21	22	23	24	25	e.g. 44712345	156789

- 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

Power Apps   Online Consultation	₽ Search	Environment MSFT (default)
Online Appoi	intment Syster	n
Create An A	ppointment a	nd Send WhatsApp
Appointment Na	ime	Calendar Event
TestNHSAppointment		10:00         NHS 7653421           10:30              \[
Phone Number	16	11:00 Meeting NHS: 88888888
85252252448	17	12:00 🕅 https://oscarhui21-9xjw.webex.com/oscarhui21
Email	19	12:00         NHS Appointment: 12345678           12:30
Appointment Sta	art Date and	WhatsApp Reminder To send a reminder, please enter phone number first and then press the location label.
Appointment En	d Date and 1 24	e.g, 447123456789
28/03/2023 🖬	09 ~ 00 ~ 00	Note: Please Refresh Calender to get the updated version by clicking the dropbox again

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

+1 (555) 081-9033 Business Account	Q	:
<ul> <li>In this business uses a secure service from Meta to manage this chat. Click to learn more.</li> <li>I UNREAD MESSAGE</li> <li>I UNREAD</li></ul>		
This business account is not in your contact list.		
🕈 REPORT 🖉 BLOCK 🥥 OK		
Type a message		Ļ

10. Reselect the calendar from the dropdown menu to refresh the appointments list

Appointment Name	Calendar Event
TestNHSAppointment	09:00 TestNHSAppointment 09:30 V https://oscarhui21-9xjw.webex.com/oscarhui
Phone Number	10:00 NHS 7653421
35252252448	10:30 V https://oscarhui21-9xjw.webex.com/oscarhui2
Email	11:00 Meeting NHS: 88888888 12:00 https://oscashui21_9viw.webey.com/oscashui2
zcabhui@ucl.ac.uk	
ppointment Start Date and Tim	WhatsApp Reminder
	To send a reminder, please enter phone number first and then press the
Appointment Start Date and Tim	WhatsApp Reminder To send a reminder, please enter phone number first and the

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.

Calenda	r Event	Calendar 🗸
09:00 09:30	<b>TestNHSAppointmer</b> https://oscarhui21	nt -9xjw.webex.com/oscarhui21
10:00 10:30	NHS 7653421	-9xjw.webex.com/oscarhui21
11:00 12:00	Meeting NHS: 88888 https://oscarhui21	888 9xjw.webex.com/oscarhui21
WhatsA To send a remi location label.	pp Reminder nder, please enter phone nu	mber first and then press the
85252252448		

	+1 (555) 081-9033				۹
	I nank you.     This is an invitation to an online meeting.     22:39				
			1 UNREAD MESSAGE		
	Hello.         Your meeting has been created and is scheduled for 28/03/2023 09:00 at London Time. Kindly join 5 minutes in advane.         Meeting link : https://oscarthui21-9xiwlj.php?         Meting link : https://oscarthui21-9xiwlj.php?         Mywebex.com/oscarthui21-9xiwlj.php?         MTDiamdff969dddoc85a185f11859be4b3eaf3b Thank you.         This is an invitation to an online meeting.	1	e		
	This bus	iness	s account is not in your	contact list.	
	I REPORT		Ø BLOCK	🥏 ок	
~					

#### 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

09:00 09:30	PestNHSAppointm	ent 21-9xiw webex.com/oscarbui21-
	•	https://oscarhui21-9xjw.webex.com/
10:00	NHS 7653421	oscarhui21-9xjw/j.php?
10:30	https://oscarhui2	21-9xjw.webex.com/oscarhui21
11:00	Meeting NHS: 8888	38888
12:00	https://oscarbuid	21-9xiw webey com/oscarbui21-
2:00	https://osc <del>arhui2</del>	9xjw.webex.com/oscarhui21-