

# Installing FrontDesk Appointments with R2 of FlexaTrace

## Preliminaries

Install the label printer to be used with the FrontDesk Appointment system. If this is to be used with card media, download the font: Arial, bold, 12 point, 90Deg as font "a" with the Standard character set. Remember that the font does not start to download until you click the OK on the window which claims the font has been downloaded! Some experimentation with font size may be required as printers have been known to respond differently to the same font download!

## Install FlexaTrace Central

On the practice server, install FT Central, selecting the "frontdesk\_appointment" option to be installed and selecting the appropriate drive as the destination for the FlexaTrace data folder.

Install the licence either by copying the "flexatrace.lic" file to the ftdata folder on the server or by pasting in the ASCII version after installing the client.

Edit the template file(s) to have the practice data in the header etc.

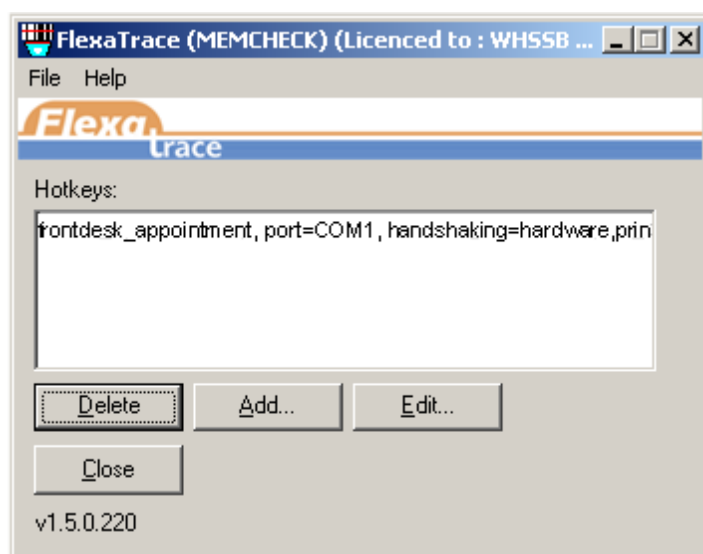
## Install FlexaTrace Client

Now install the FlexaTrace client, accepting defaults and choosing to run it at the end of the installation process.

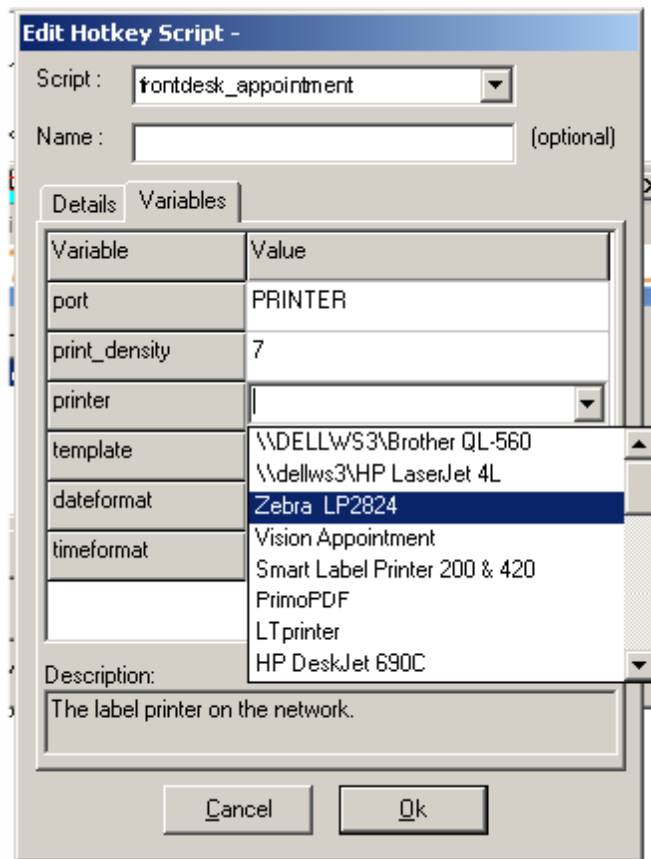
### FlexaTrace in the System Tray



Open the FlexaTrace Client by right clicking on the FlexaTrace icon in the system tray then selecting Open.



Configure the frontdesk\_appointment hotkey script as required.



CAUTION – be sure NOT to select the dummy printer “frontdesk\_appointment” here!

#### Templates Available

appointment1 – EPL, label with one header line, no patient name and 2 message lines

appointment2 – EPL, label with one header line, no patient name and 2 message lines, including premises name.

appointment3(card) – EPL, card with 3 header lines, no patient name, and 2 message lines.

appointment4(card) – EPL, card with 3 header lines, no patient name, 2 message lines, including premises name

appointment5 – EPL, label with one header line, patient name and 2 message lines

appointment6(card) – EPL, card with 3 header lines, patient name, and 2 message lines.

appointment7 – EPL, label with one header line, patient name and 2 message lines, including premises name.

appointment8(card) – EPL, card with 3 header lines, patient name, 1 message line, including premises name

Meta EPL label.txt – Metaprinter label with one header line, patient name and 2 message lines,

All the following are cards with three header lines, patient name plus ...

Meta EPL (card) – 1 appt , 2 message lines

Meta EPL (card) - as above with logo

Meta EPL (card) 3 appt inc message - up to 3 appts, 2 message lines

Meta EPL (card) with logo 3 appt inc message - as above with logo

Meta EPL (card) 3 appt inc site and message- up to 3 appts with premises name, 2 message lines

Meta EPL (card) with logo 3 appt inc site and message – as above with logo

Meta EPL (card) 4 appt- up to 4 appts

Meta EPL (card) with logo 4 appt - as above with logo

Meta EPL (card) 4 appt inc site- up to 4 appts with premises name

Meta EPL (card) with logo 4 appt inc site - as above with logo  
Meta EPL (card) 6 appt- up to 6 appts  
Meta EPL (card) with logo 6 appt - as above with logo

Brotherappt1 – Brother, label with one header line, no patient name and 2 message lines  
Brotherappt2 – Brother, label with one header line, no patient name, including premises name.  
Brotherappt3(Card) – Brother, card with 3 header lines, no patient name, and 2 message lines.  
Brotherappt4(Card) – Brother, card with 3 header lines, no patient name, 2 message lines, including premises name  
Brotherappt5 – Brother, label with one header line, patient name and 2 message lines  
Brotherappt6(Card) – Brother, card with 3 header lines, patient name, and 2 message lines.  
Brotherappt7 – Brother, label with one header line, patient name, including premises name.  
Brotherappt8(Card) – Brother, card with 3 header lines, patient name, 1 message lines, including premises name  
Brotherappt9(Card) – Brother, card with 3 header lines, patient name, 1 message lines, including premises name where header lines 2 and 3 use premises fields automatically from the Premises Options, as described below.

frontdesk\_appointment - the EPL default, a reminder to select the required template.

Call our office to enquire regarding alternative or custom templates which may include e.g. NHS Number.

In FrontDesk itself, go to Users (there are multiple routes to this option including File/Users from the Main Menu.)

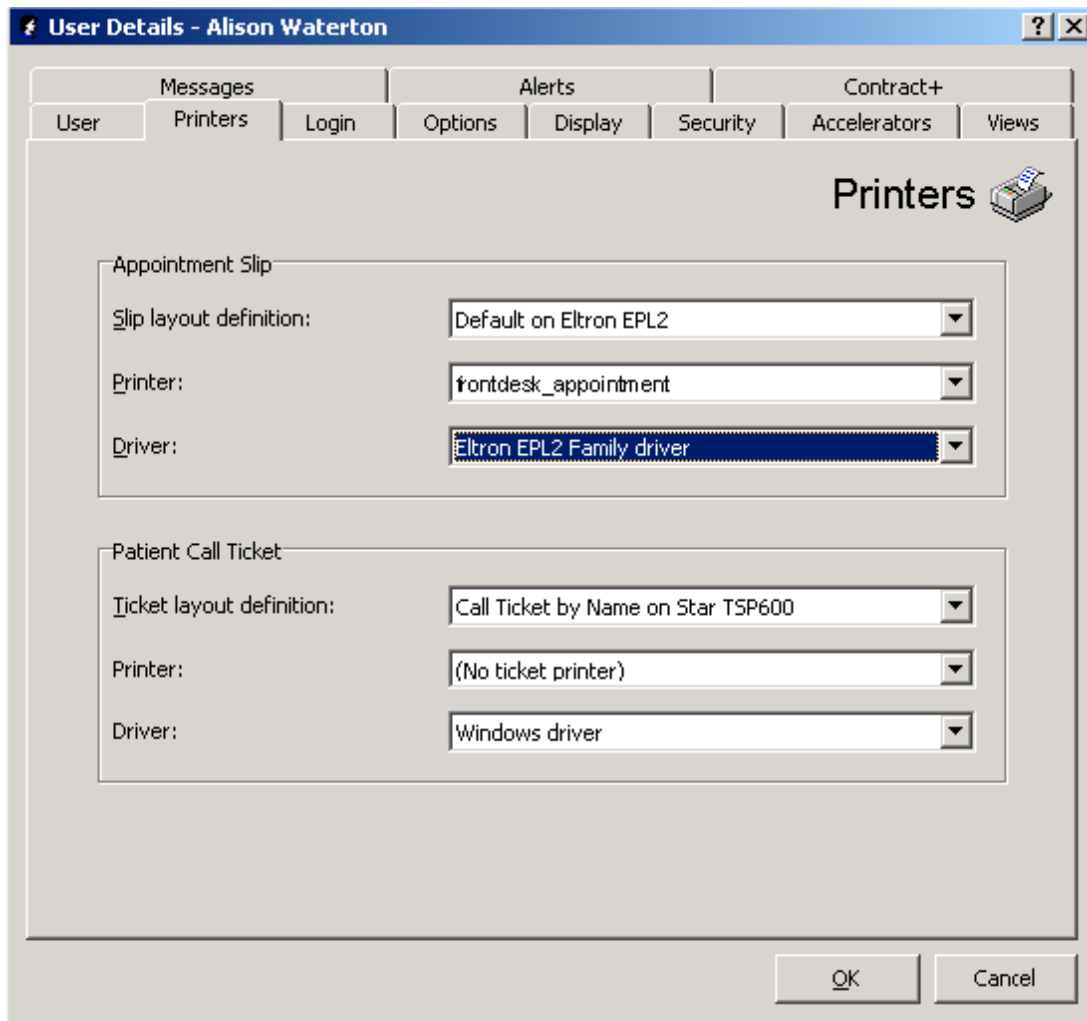
Select the “Printers” Tab and from the drop downs in the “Appointment Slip” section select:-

Slip Layout Definition: Default on Eltron EPL2

Printer: frontdesk\_appointment

Driver: Eltron EPL2 Family Driver

NB this needs to be configured for all relevant FrontDesk users on each relevant workstation.



Finally, test printing by highlighting an appointment slot in FrontDesk and clicking the “print Appointment Slip” icon as per the following screenshot.

