

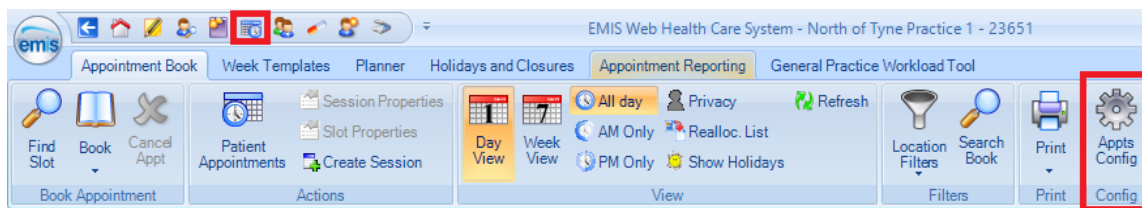
Partners in improving local health

NECS Clinical Systems Specialist Team

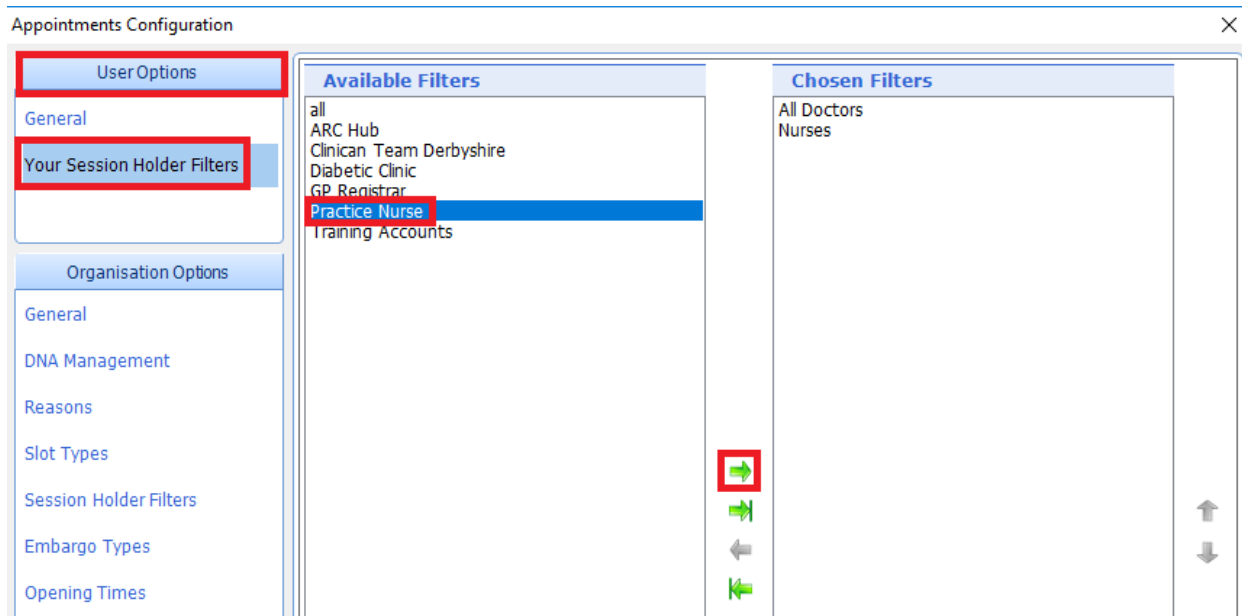
EMIS Web Appointment – Adding Session Holder Filters

Adding Appointment Session Holder Filters

1. Click **Appointment Book – Appts Config**



2. Select **Your Session Holder Filters** from the User Options on the left.
3. Select the filter required from the Available Filters list.
4. Click the green arrow to move the selected Available Filter to the chosen Filters list.



Note: For guidance on how to create session holder filters please separate quick card.

5. Click **OK**.

Note: Your chosen Session Holder Filters are displayed under the calendar in the Appointment Book.

6. Select the required **Session Holder Filter** to view the rotas/appointments.

The screenshot displays the Appointment Book interface. On the left, a calendar shows 'Wednesday 15-Apr-2020'. Below it, 'Session Holder Filters' are listed: BURN, Chris (Mrs), PURDY, Dawn (Miss) (checked), ROBINSON, Sue (Miss), GP, NECS (Dr), Home Visits, RIDLEY, Karen (Ms) (checked), and RIDLEY, Ruth (Mrs). A 'Quick Pick...' button is also visible. The main area shows two columns of appointment slots for 'PURDY, Dawn (Miss)' and 'RIDLEY, Karen (Ms)'. The time slots range from 14:00 to 16:25. The 14:50 slot for RIDLEY, Joan (Mrs) is booked. Slots from 16:10 to 16:25 are marked as 'Urgent URGENT BLOCKED' in red.

Time	Description / Patient Name	Time	Description / Patient Name
14:00		14:00	
14:10		14:10	
14:20		14:20	
14:30		14:30	
14:40		14:40	
14:50	RIDLEY, Joan (Mrs)	14:50	
15:00		15:00	
15:10		15:10	
15:20		15:20	
15:30		15:30	
15:40		15:40	
15:50		15:50	
16:00		16:00	
!! 16:10	Urgent URGENT BLOCKED	!! 16:10	Urgent URGENT BLOCKED
!! 16:15	Urgent URGENT BLOCKED	!! 16:15	Urgent URGENT BLOCKED
!! 16:20	Urgent URGENT BLOCKED	!! 16:20	Urgent URGENT BLOCKED
!! 16:25	Urgent URGENT BLOCKED	!! 16:25	Urgent URGENT BLOCKED

Note: Also in your Session Holder Filters is the Quick Pick. This allows you to choose rotas to view if they are not visible in a session holder filter and is not saved to you configuration.