

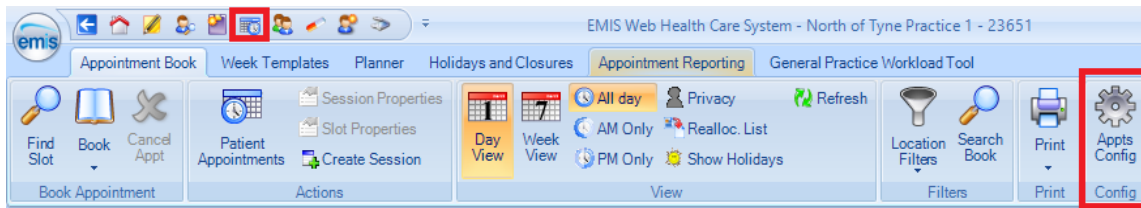
Partners in improving local health

NECS Clinical Systems Specialist Team

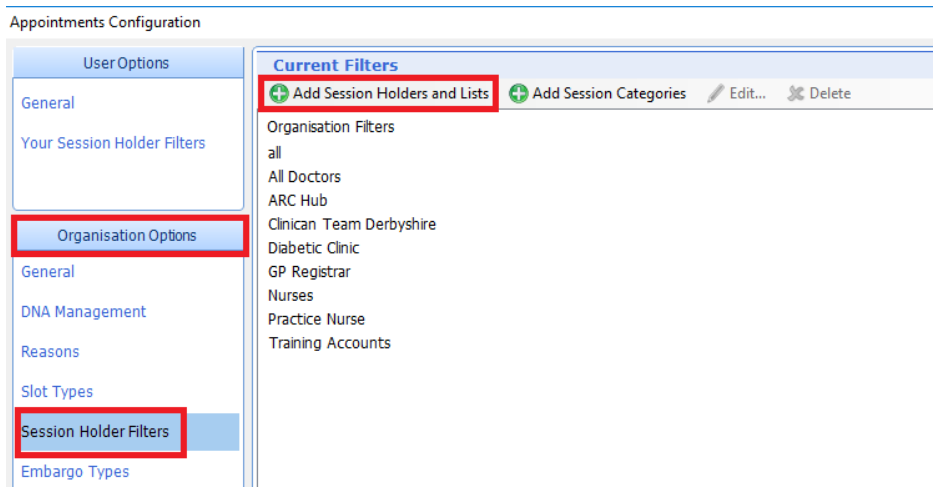
EMIS Web – Organisation Session Holder Filters

Setting up Organisation Session Holder Filters

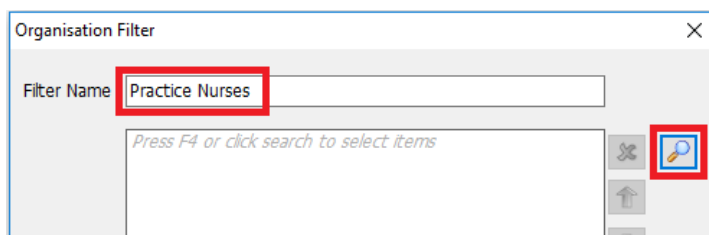
1. Click **Appointment Book – Appts Config**



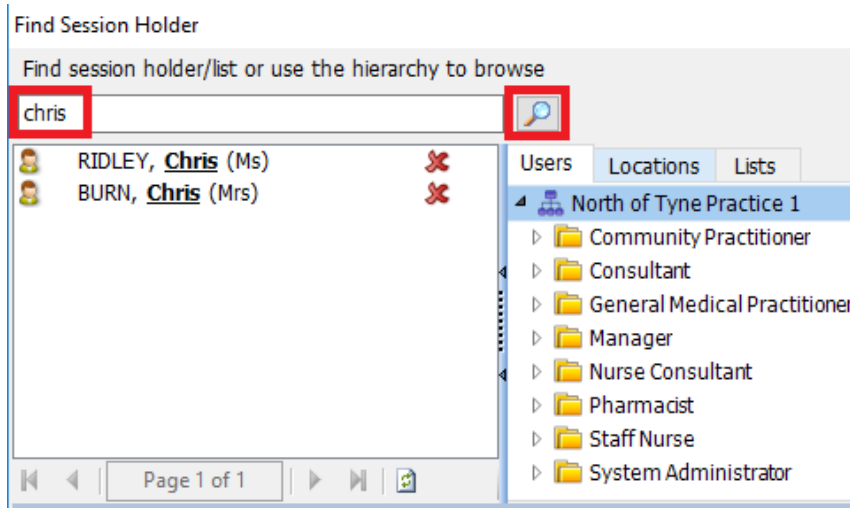
2. Select **Session Holder Filters** from the **Organisation Options** on the left
3. Click **Add Session Holders and Lists**



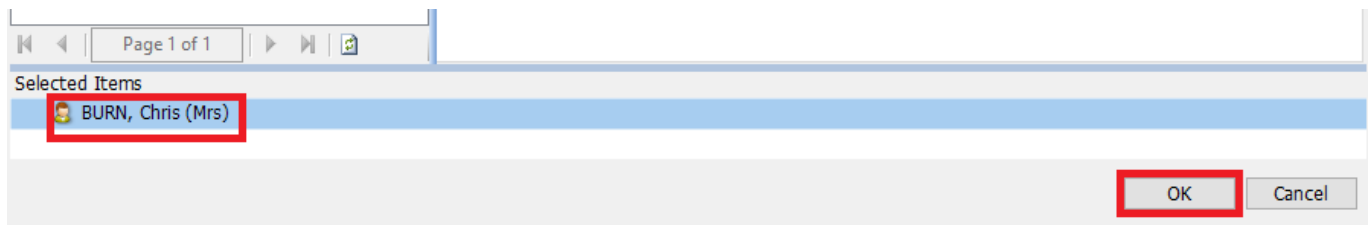
4. Type in the **Filter Name** and click **Search**



5. Type in the staff name and click **Search**



6. Double click the required name to move it into the **Selected Items** section



7. Repeat steps 4 and 5 until all required names have been selected. Click **OK**

Adding Session Holder Filters to new user setup

1. When adding or editing a user, select **Session holder filters** and tick to select session holder filters required for the user – Click **OK**

