

NECS Clinical Systems Specialist Team

SystemOne – Appointments Setting up Remote Booking

1. Click **Setup – Appointments – Rota Templates**
2. Click **New Template**
3. Complete the **Rota Design** as required (see the Appointment Config Guide for instructions)

Create Rota Template

Rota Design | Remote Booking | Resources | Auto-Apply

Staff: All Staff
 Rota site: NECS GP
 Room: [Dropdown]
 Caseload: [Dropdown]
 Type: Session
 Name: Remote Booking
 Location type: Clinic
 Start time: 08:00 to 10:30
 Repeat: M T W Th F S Su
 Every Week
 Format: R15.0*10
 Default slot duration: 10 minutes Can be auto-extended

Type	Duration	Start	Finish
Remote booking	15	08:00	08:15
Remote booking	15	08:15	08:30
Remote booking	15	08:30	08:45
Remote booking	15	08:45	09:00
Remote booking	15	09:00	09:15
Remote booking	15	09:15	09:30
Remote booking	15	09:30	09:45
Remote booking	15	09:45	10:00
Remote booking	15	10:00	10:15
Remote booking	15	10:15	10:30

10 Slots in this rota

Ok Cancel

4. Click the **Remote Booking** tab and select **New Share**

Create Rota Template

Rota Design | **Remote Booking** | Resources | Auto-Apply

Apply Remote Booking Template | **New Share** | Copy Share | Amend Share | Delete Share

Show creation details

Shared To: [Dropdown]

Share Rota

Share rota to individual organisation: [Search]
 Share rota to federated working group: [Dropdown]
 Limit appointments
 Booking window start: 0 days before start of rota
 Booking window end: 0 days before start of rota

Ok Cancel

5. In the **Share Rota** dialogue, search and select the required practice to **Share rota to individual organisation** and set a **Booking window start** for how many days before start of rota to open booking ability
6. Click **Ok**

The practice will now show in the **Shared To** list

Create Rota Template

Rota Design | **Remote Booking** | Resources | Auto-Apply

Apply Remote Booking Template | **New Share** | Copy Share | Amend Share | Delete Share

Show creation details

Shared To	Maximum Appointments	Booking Window Start	Booking Window End
TEST Crutes Urgent Care Centre (Tees) (Middlesbrough Pct)		2 days	0 days

7. Click **Ok**
8. **Apply** the rota (see the Appointment Config Guide for instructions)