SystmOne – 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)

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

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

7. Click **Ok**

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