

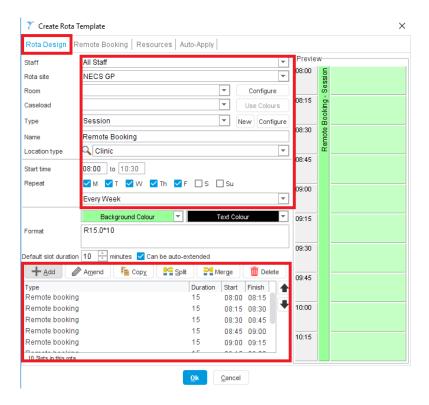


Partners in improving local health

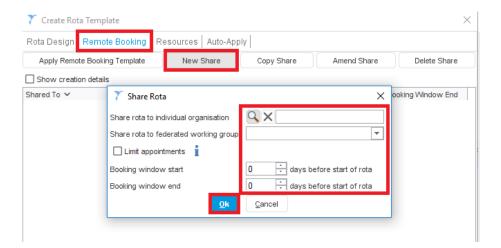
NECS Clinical Systems Specialist Team

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



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- 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)

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