

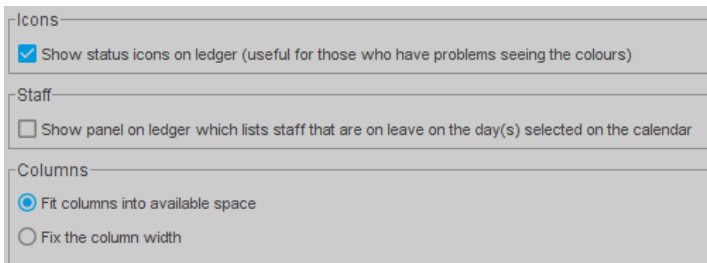
NECS Clinical Systems Specialist Team

SystemOne - User Appointment Settings

It is possible to change certain features of Appointment Ledger and Appointments Overview which will only affect yourself. These are User Settings and can be accessed in various ways:

Access either via **User – User Preferences - Appointments** or via **Appointment Ledger or Appointments Overview** and click the **Settings** button. Whichever way you use the settings are as follows:

Ledger Settings



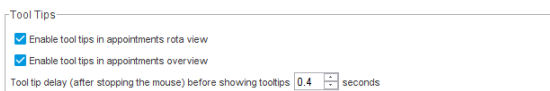
The screenshot shows three sections of settings:

- Icons**: Show status icons on ledger (useful for those who have problems seeing the colours)
- Staff**: Show panel on ledger which lists staff that are on leave on the day(s) selected on the calendar
- Columns**: Fit columns into available space, Fix the column width

1. **Icons - Show status icons on ledger** – Selected by default - This option allows you to see icons showing status of an appointment e.g. Booked, Arrived, In Progress and Finished
2. **Staff - Show staff leave panel** – Not normally selected. This option will display a panel showing staff on leave for the specified date
3. **Columns** – Select whether to view all rotas on one screen or fix column width and use the scroll bar

General Settings

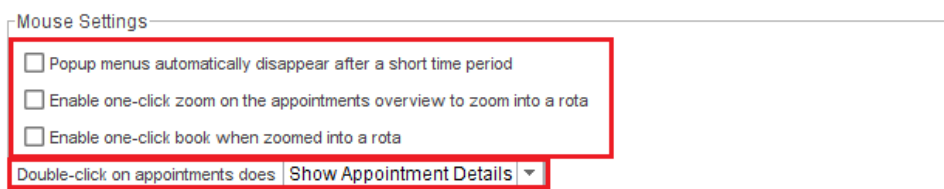
1. **Tool Tips** – whether or not tool tips are displayed on the Appointments Rota view and/or Appointments Overview



The screenshot shows the Tool Tips settings:

- Enable tool tips in appointments rota view
- Enable tool tips in appointments overview
- Tool tip delay (after stopping the mouse) before showing tooltips: seconds

2. **Mouse Settings**



The screenshot shows the Mouse Settings section with three checkboxes and a dropdown menu:

- Popup menus automatically disappear after a short time period
- Enable one-click zoom on the appointments overview to zoom into a rota
- Enable one-click book when zoomed into a rota
- Double-click on appointments does: **Show Appointment Details** (dropdown menu)

- Popup menus to disappear within a short period
- Enable one click to zoom into a rota
- Enable one click to book in zoomed in rota

You can choose what happens when you double-click on a booked appointment

3. Bookmarks

- Appointment bookmarks change the selected date(s) - When you click a bookmark, the staff, site and date display that were selected when the bookmark was set up
- Show User Groups in Bookmarks list – This will display any User Groups that have been set up

4. **Search Settings** – whether you want to go to the Appointments Overview or the Appointment Ledger when you click **Appointment** on the Quick Patient Search dialog or the Patient Locator.

5. **Visual Settings** – Allows you to see the colour of the underlying slots when viewing booked appointments. Whether you want the slot type name to be displayed on empty appointment slots on the Rota View/Appointment Ledger

Dr Waters	
Fri 20 Dec	
GP Rota am Session	
08:00 2m	Mr Adrian Ridley 12 Feb 1967
08:02 2m	Mr Paul Ridley 19 Oct 1945
08:04 2m	Miss Dawn Ridley 17 Aug 1986
08:06 2m	Telephone Appointment Slot
08:08 2m	Telephone Appointment Slot

Staff Ordering

This allows you to specify the order in which staffs' rotas will appear

1. To set your required order, click to highlight the name that you wish to move and use the arrow buttons on the right of the dialog box to move to your required order

<input type="checkbox"/> Use the organisation preference instead of this user preference for staff ordering		
Staff Member	Role	Unit
Mr David Blanchard	Trainer	
Mr Robin Blythe	Systems Support Access Role	
Ms Lesley Bruce	Admin/Clinical Support Access	
Mr Adrian Plank	Administrator	
Miss Chris Burn	Manager	

2. Click **Ok**

3. Your choice of staff ordering will now be visible

<input type="checkbox"/> Ade
<input type="checkbox"/> DB
<input type="checkbox"/> R Blythe
<input type="checkbox"/> L Bruce
<input checked="" type="checkbox"/> C Burn