North of England Commissioning Support

Partners in improving local health

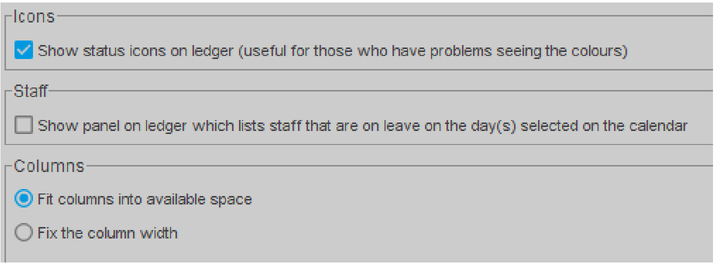
NECS Clinical Systems Specialist Team

SystmOne - 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



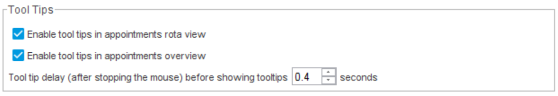
1. **Icons - Show status icons on ledger** – Selected by default - This option allows you to see icons showing status of an appointment e.g. Booked, Arrived, In Progress and Finished

2. **Staff - Show staff leave panel –** Not normally selected. This option will display a panel showing staff on leave for the specified date

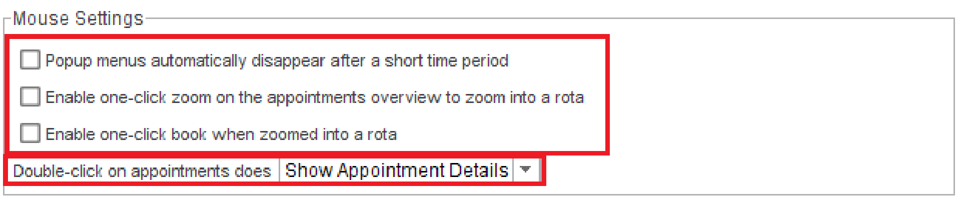
3. **Columns** – Select whether to view all rotas on one screen or fix column width and use the scroll bar

General Settings

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



2. **Mouse Settings**



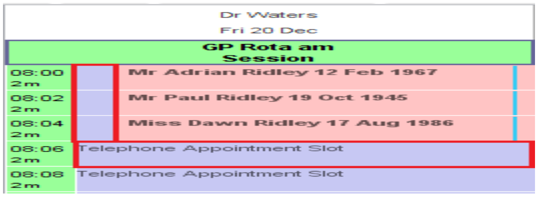
- Popup menus to disappear within a short period
- Enable one click to zoom into a rota
- Enable one click to book in zoomed in rota

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.

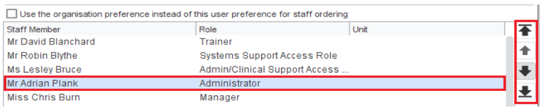
5. **Visual Settings** – Allows you to see the colour of the underlying slots when viewing booked appointments. Whether you want the slot type name to be displayed on empty appointment slots on the Rota View/Appointment Ledger



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



2. Click **Ok**

3. Your choice of staff ordering will now be visible