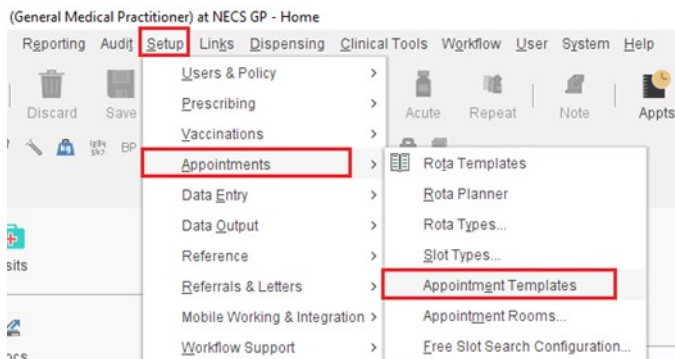


NECS Clinical Systems Specialist Team SystemOne - Appointment Template Configuration

Creating Appointment Template

1. Click **Set-up – Appointments – Appointment Templates**



2. Click **New Template**

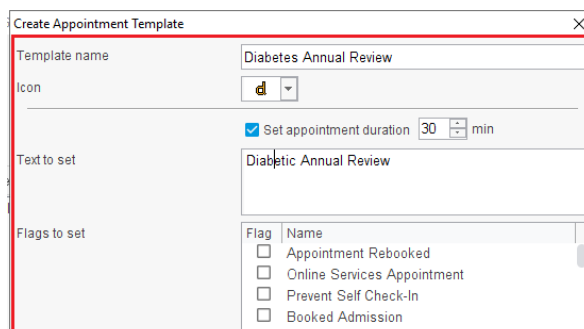
3. **Name the template**

4. Select an appropriate **icon**

5. Set the **default appointment duration** for the appointment

6. Type any text that will display for the appointment details

7. If applicable select an appropriate flag



8. Type any **staff reminders** that will show when booking the appointment

9. If applicable select a **URL** (copy and paste from a website) to prompt for any leaflets to print for the patient

10. If applicable select a **document to prompt** that has been saved to the SystemOne library
11. If applicable select to only use this template for rota's where staff have a specific role

Staff reminder

Book an appointment with HCA 2 weeks prior to review. Remind patient to bring sample of urine.

Select Leaflet URL Test

Document Library Image + X

This template can only be used to create an appointment within a rota where that rota's staff member has one of the selected staff roles. If no staff roles are selected, this template can be used to create an appointment within any rota.

Available	Selected
Staff Role	Staff Role
Waiting List Manager	
Ward Clerk	
Ward Clerk	
Ward Manager	
Warden	
510 Rows	Nothing selected

12. Click **OK** when complete