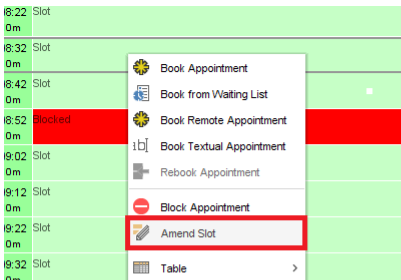


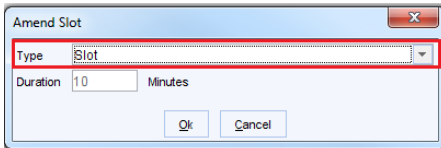
## NECS Clinical Systems Specialist Team SystemOne - Change Slot Type

### Change Slot Type

1. Access either **Appointment Ledger** or **Appointments Overview**
2. Right click on the slot to be amended and select **Amend Slot**



3. Select an appropriate **Type** from the drop down list.  
Note: It is not possible to change the Duration of a slot in this way

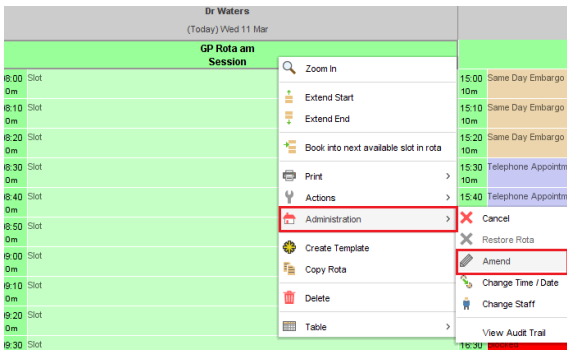


4. Click **Ok** when complete.
5. The slot selected will now display in the Rota.

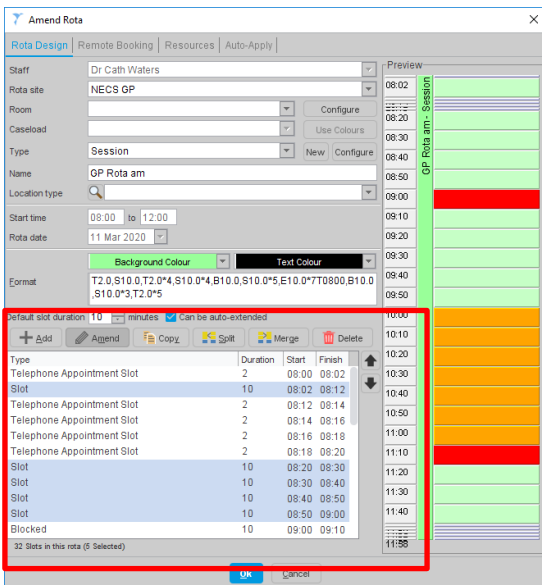
## Change Slot Types on an applied Rota

To change all, or a number of, one slot type to another slot type e.g. Slot to Telephone Appointment Slot and include change to Duration do the following:

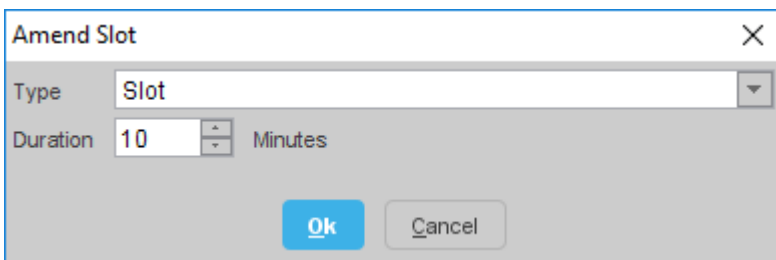
1. Right click on the Rota Heading



2. Select **Administration – Amend** and the **Amend Rota** dialogue box will appear



3. To change several slots at once, select the slots (use **Ctrl** to select non adjacent slots), click **Amend** on the toolbar



Select correct **Type** and **Duration** and click **Ok**. This will alter all selected slot types on the Rota