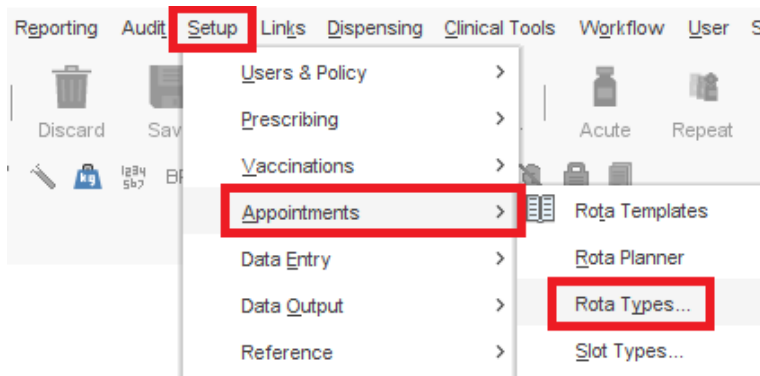


Partners in improving local health

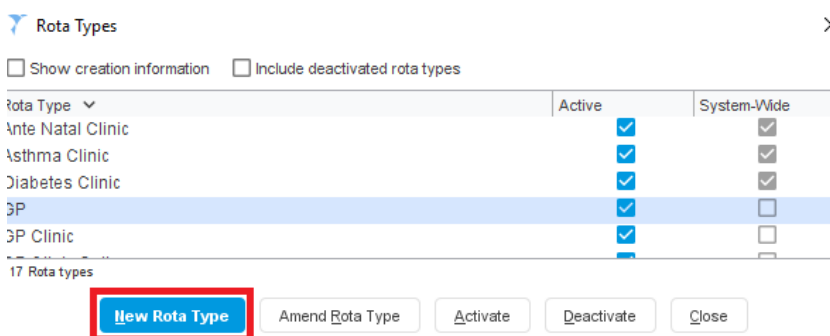
NECS Clinical Systems Specialist Team SystemOne Creating Rota Types

Creating Rota Types

1. Select **Setup**
2. Hover the mouse over **Appointments**
3. Select **Rota Types**



4. Click **New Rota Type**



5. **Name** the rota
6. Set **Minimum** and **Maximum** age ranges for use if required
7. Tick or Untick **Allow consultations to be started from rotas of this type** as required

Create Rota Type ×

Name

Patient Age Range

Minimum

Maximum years months

Allow consultations to be started from rotas of this type

8. Click **Ok**