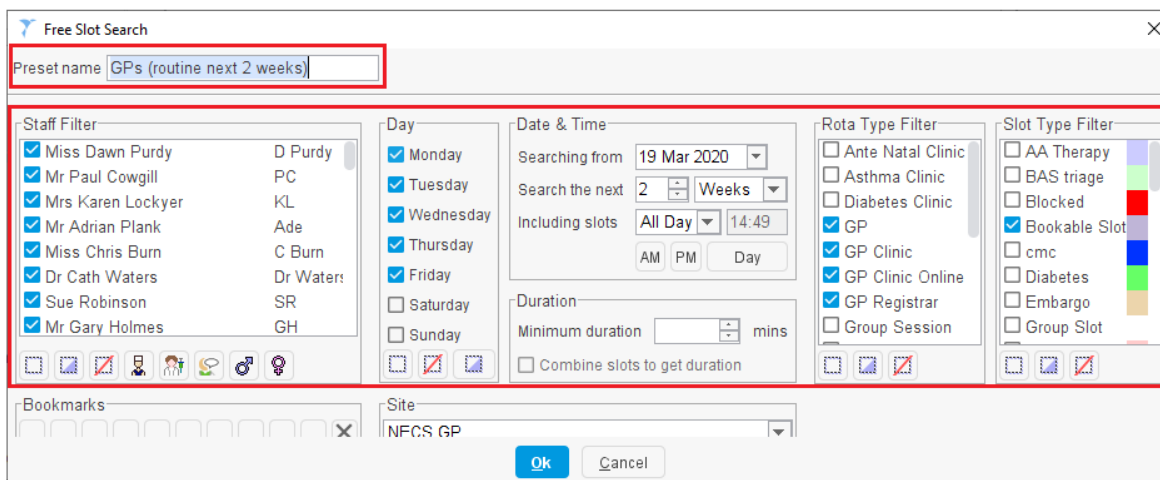


NECS Clinical Systems Specialist Team SystemOne – Free Slot Search Configuration

Creating Free Slot Search Configuration

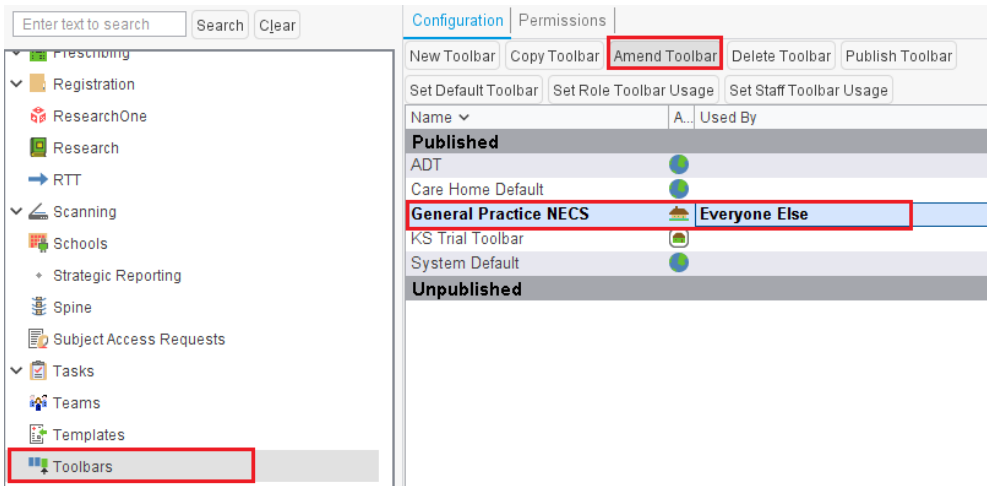
1. Click **Set-up – Appointments – Free Slot Search Configuration**
2. Click **New**
3. Select a **Preset Name**
4. Select the **relevant staff, days of the week, how many days in the future to search** and if appropriate filter on **specific rota's** and **slot types**
5. If applicable set the appropriate site



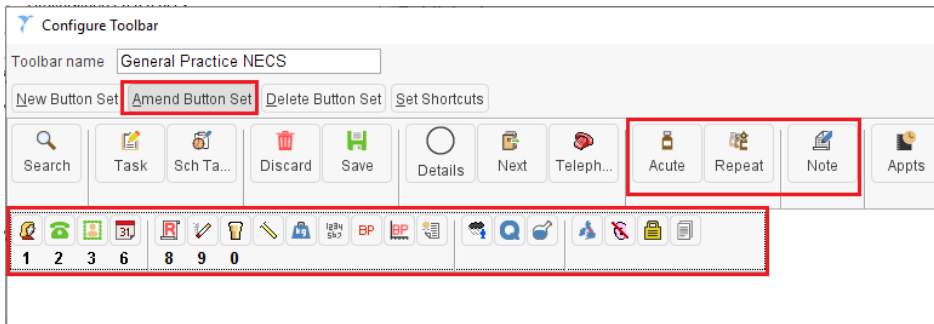
6. Click **OK** when complete

Add Free Slot Search Configuration to Toolbar

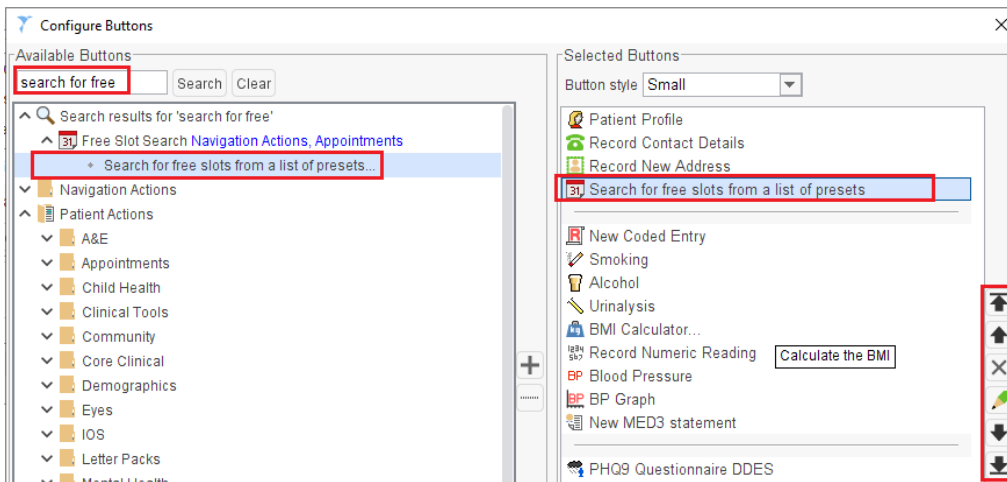
1. Click **Set-up – Users & Policy – Organisation Preferences**
2. From the left pane click **Toolbars**, click the relevant toolbar and click **Amend Toolbar**



3. Click to select the button set and click **Amend Button Set**



4. Type in the search field “**Search for free slots from a list of Presets**”



5. Click **OK 3 times**, the changes will be made to the toolbar.