

NECS Clinical Systems Specialist Team

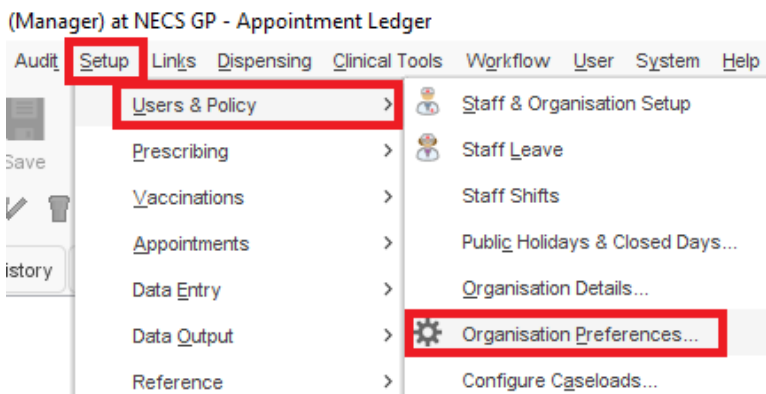
Organisation Created Appointment Bookmarks

Appointment Bookmarks

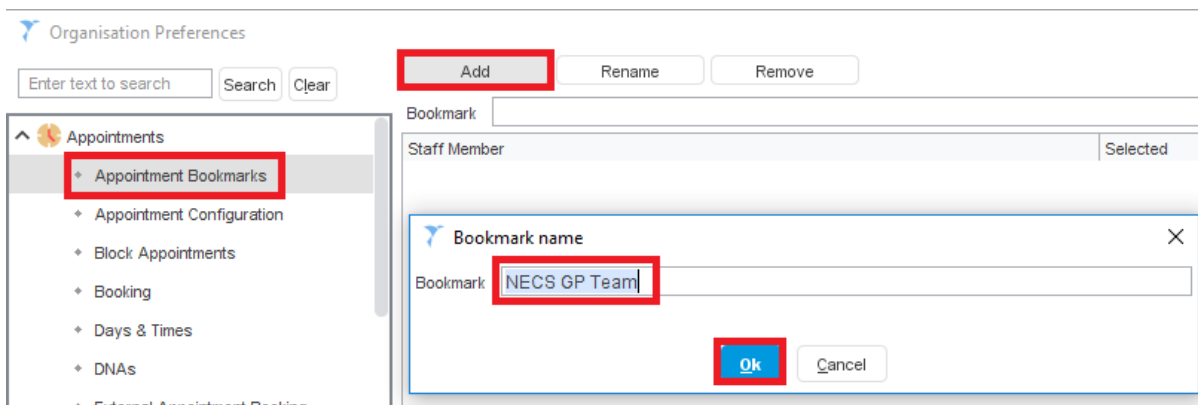
Bookmarks can be created at an organisation level or staff level to assist with viewing appointments for several staff or Group of staff. The following guide is for Organisation Preference set up.

Creating Bookmarks

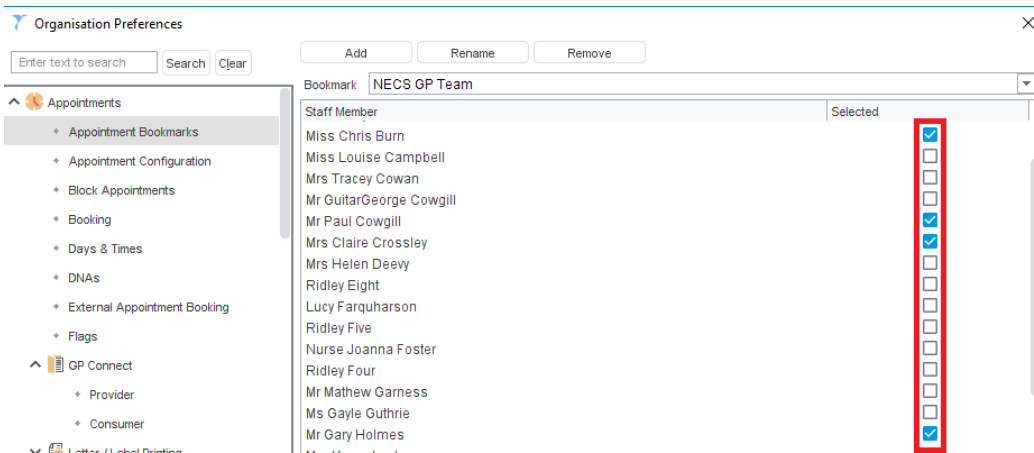
1. Select **Setup – User & Policy – Organisation Preferences**



2. Select **Appointments Bookmarks – Add** – type in a **Bookmark Name** – click **Ok**



3. Select the tick box for each of the relevant staff members and click **Ok**



4. The bookmark created will now be available to use

Note: Staff members may be required to log out of SystmOne and restart to use new Bookmarks.

Updating Bookmarks

1. Click the **drop down arrow** and select the **Bookmark** to be updated



2. Select or deselect the tick box the relevant staff members for the updated bookmark and click **Ok**
3. The bookmark will now be updated and ready for use

Note: Staff members may be required to log out of SystmOne and restart to use the updated Bookmarks.