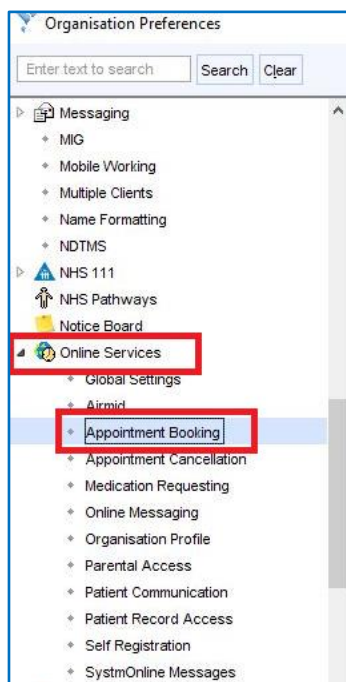


NECS Clinical Systems Specialist Team

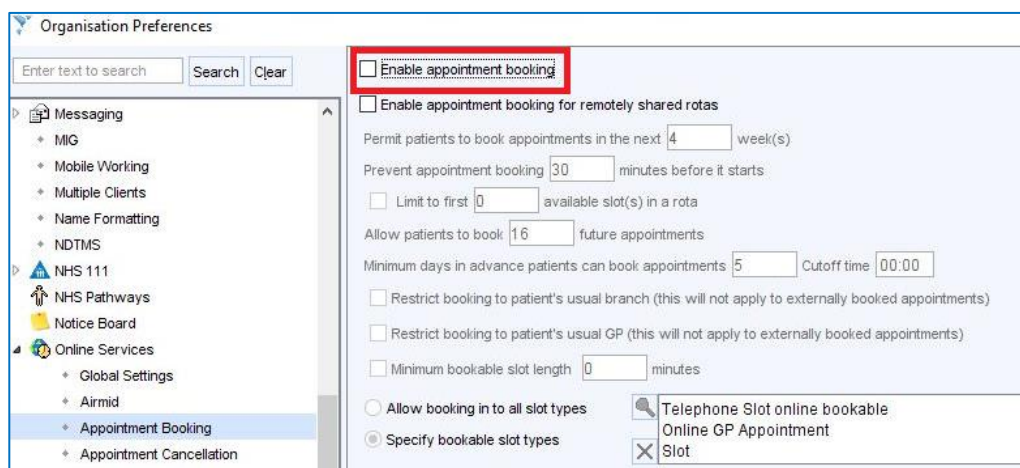
Restricting Online Appointments Use

Disabling Online Appointment Booking

1. Access **Setup, Users and Policy, Organisation Preferences**
2. Access **Online Services, Appointment Booking**

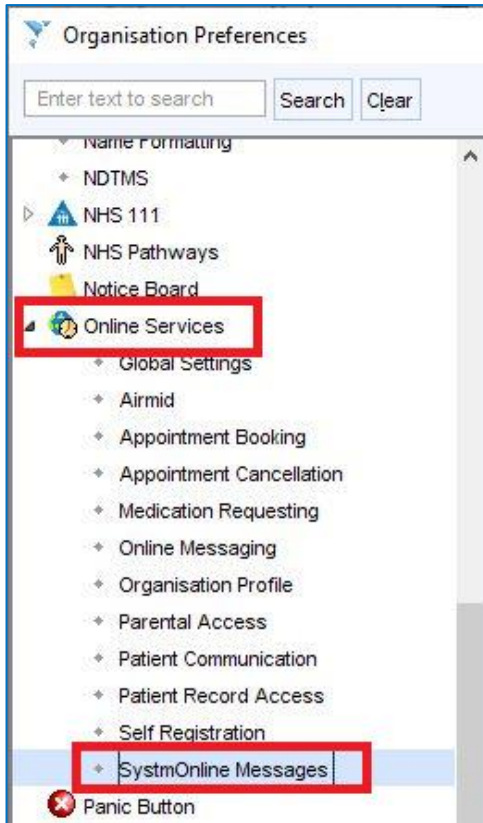


3. Untick **Enable appointment booking**



Adding a Message to SystmOnline

1. Access **Setup, Users and Policy, Organisation Preferences**
2. Access **Online Services, SystmOnline Messages**



3. Select the tab to which you wish to add a message – **Book Appointment** will show when looking for available appointments



4. Add message **below 'This page is used when a patient is viewing the available session at this unit'**. This text will **not** show on the SystmOnline page.