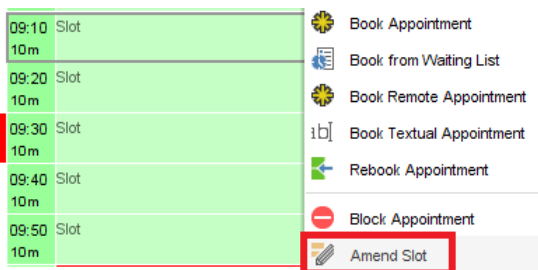


## NECS Clinical Systems Specialist Team SystemOne – Amending Appointment Slots

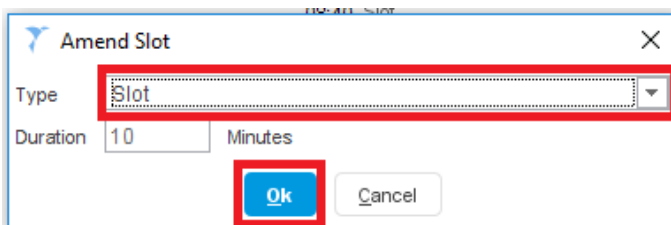
### Change Slot Type

To amend a slot type you have to have Appointments Administrator access right on your smartcard.

1. Access either Appointment Ledger or Overview
2. Right click on the appropriate slot and select **Amend Slot**.



3. Select an appropriate new slot type from the drop down list

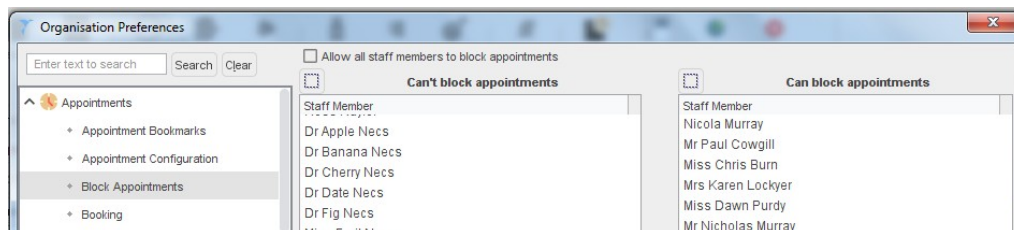


4. Click **Ok** when complete. The slot selected will now display.

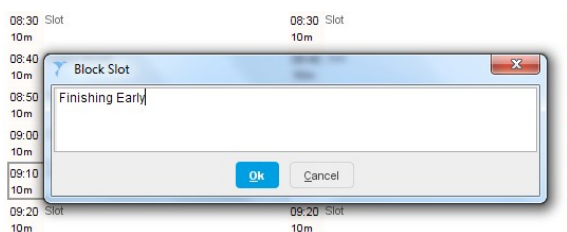
**Note:** You can amend a slot to make it a blocked slot, or if you have access you can use the Block Appointment action. See the next section.

## Blocking Slots

To block an appointment slot you have to be included in the Organisation Preferences list of users who can block slots.



1. Access either Appointment Ledger or Overview
2. Right click on the appropriate slot and select **Block Slot**
3. Add any blocking comments as required



4. Click **Ok**

To block more than one appointment at the same time you need to amend the rota. Please refer to the separate guide on Amending Rotas.