

NECS Clinical Systems Specialist Team

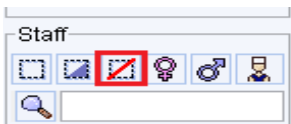
Staff Created Appointment Bookmarks

Appointment Bookmarks

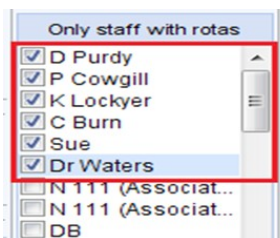
Bookmarks can be created at an organisation level or staff level to assist with viewing appointments for several staff or Group of staff. The following guide is for staff to create.

Creating Bookmarks

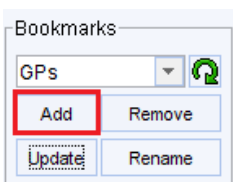
1. Access either the **Appointment Ledger** or the **Appointment Overview**
2. Click the **Clear staff selection** button



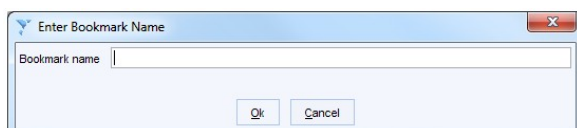
3. Click to tick the relevant staff members for the bookmark



4. Click the **Add** button from the Bookmarks section



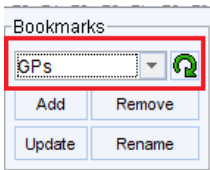
5. Name the bookmark and click **Ok**



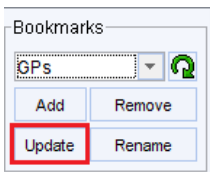
6. The bookmark created will now be available to use

Updating Bookmarks

1. Select the bookmark to be updated



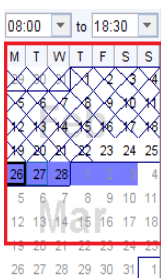
2. Click to tick or untick the relevant staff members for the updated bookmark
3. Click the **Update** button from the Bookmarks section



4. The bookmark will now be updated and ready for use

Using Bookmarks

1. To select relevant dates, either:
 - Click to select the relevant date from the calendar **or**
 - Press **Ctrl** key and click to select specific dates **or**
 - Double click on a particular date to select the whole week



2. Click to select the relevant bookmark and available appointment rotas will show

