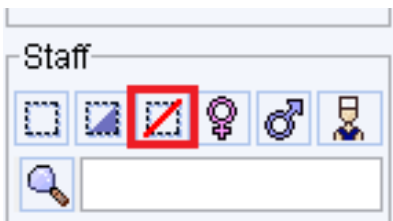


## NECS Clinical Systems Specialist Team SystemOne - Toggle Appointments

### Toggle Appointments

On the Appointment Ledger and Appointments Overview screens there is a **Toggle** button which can be used to group rotas either by staff members or dates.

1. De-select all staff from the appointment ledger or overview screen



2. Tick to select the relevant staff members or bookmark. For example select particular GPs and/ or Nurses or use a bookmark e.g. GPs.

3. 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



4. You will see the selected staffs' rotas and they will appear grouped by staff

Dr Waters (Today) Tue 10 Mar		Dr Waters (Tomorrow) Wed 11 Mar		Dr Waters Thu 12 Mar		Apple (Today) Tue 10 Mar		Apple (Tomorrow) Wed 11 Mar	
GP Rota am Session		GP Rota am Session		GP Rota am Session		GP Afternoon Surgery GP		GP Afternoon Surgery GP	
08:00 2m	Telephone Appointment Slot	08:00 2m	Telephone Appointment Slot	08:00 2m	Telephone Appointment Slot	15:00 10m	Same Day Embargo	15:00 10m	Same Day Embargo
08:02 2m	Telephone Appointment Slot	08:02 2m	Telephone Appointment Slot	08:02 2m	Telephone Appointment Slot	15:10 10m	Same Day Embargo	15:10 10m	Same Day Embargo
08:04 2m	Telephone Appointment Slot	08:04 2m	Telephone Appointment Slot	08:04 2m	Telephone Appointment Slot	15:20 10m	Same Day Embargo	15:20 10m	Same Day Embargo
08:06	Telephone Appointment Slot	08:06	Telephone Appointment Slot	08:06	Telephone Appointment Slot	15:30	Slot	15:30	Slot

5. Click **Toggle**

AM PM Day Me Toggle History Appointment Search Free Slot Search

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08:00 to 18:30

6. Rotas will now appear grouped by date.

(Today) Tue 10 Mar Dr Waters		(Today) Tue 10 Mar Apple		(Tomorrow) Wed 11 Mar Dr Waters		(Tomorrow) Wed 11 Mar Apple		Thu 12 Mar Dr Waters	
GP Rota am Session		GP Afternoon Surgery GP		GP Rota am Session		GP Afternoon Surgery GP		GP Rota am Session	
08:00 2m	Telephone Appointment Slot	15:00 10m	Same Day Embargo	08:00 2m	Telephone Appointment Slot	15:00 10m	Same Day Embargo	08:00 2m	Telephone Appointment Slot
08:02 2m	Telephone Appointment Slot	15:10 10m	Same Day Embargo	08:02 2m	Telephone Appointment Slot	15:10 10m	Same Day Embargo	08:02 2m	Telephone Appointment Slot
08:04 2m	Telephone Appointment Slot	15:20 10m	Same Day Embargo	08:04 2m	Telephone Appointment Slot	15:20 10m	Same Day Embargo	08:04 2m	Telephone Appointment Slot
08:06	Telephone Appointment Slot	15:30	Slot	08:06	Telephone Appointment Slot	15:30	Slot	08:06	Telephone Appointment Slot

7. You can now book appointments as per normal process.

**Note:** This will only change slots on the applied rotas, not the Rota Template