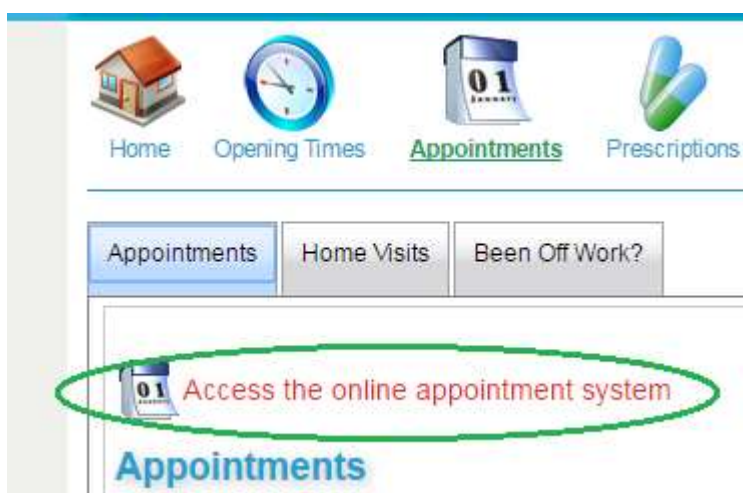


This is a guide for those who would like to BOOK GP APPOINTMENTS on-line.

- Before using the system you need to be issued with your Username and Password . . Please attend the surgery in person with the appropriate id (passport, driving license, etc.) to be issued with these.
- Go to the surgery website, as usual. <http://www.thechippingsurgery.co.uk>
- At the top of the page, hover your mouse over 'Appointments' in the top tool bar. This will bring up a drop-down menu.
- Click the first item: 'Appointments'.



- On the next page click 'Access the online appointment system'.



- This will take you to the normal **systemonline** login page.
- Type in your Username and Password and click 'Login'



- This will take you to the **systmonline** home page.
- Halfway down on the left hand side you'll see '*Appointments*'. Click on it.
- This takes you to a page headed Appointments. You now need to **click the sub-heading** which is also '*Book Appointment*'

Home

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Appointments

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- This brings up a table of available appointments. Select the GP and time slot you prefer and click '**View**'

Book Appointment

Available Sessions

Show sessions for period

Date	Earliest Time	Latest Time	Location	Clinician	Session Type	View Appointments
Thursday 19 May 2016	07:40	07:40	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Thursday 19 May 2016	08:40	08:50	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Thursday 19 May 2016	13:20	14:10	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Thursday 19 May 2016	16:20	17:40	The Chipping Surgery	Dr Rebecca Usher (Female)	GP Clinic	<input type="button" value="View"/>
Friday 20 May 2016	15:40	17:30	The Chipping Surgery	Dr Kathryn Jones (Female)	GP Clinic	<input type="button" value="View"/>
Monday 23 May 2016	09:00	09:00	The Chipping Surgery	Dr Jonathan Kabler (Male)	GP Clinic	<input type="button" value="View"/>

- This takes you to a page showing the available time slots for the GP that you have selected. Your appointment has **not yet been booked**.
- Choose a suitable time for your appointment and click '**Book**'.

Please do not book more than 1 slot per surgery (i.e. do not book a double appointment), if you feel you need a double appointment please phone the surgery and speak to a Receptionist.

Available Appointments

This is a list of available appointment times.
Choose a time for your appointment and click Book.

Session for Dr Rebecca Usher (Female) at The Chipping Surgery on Thursday 19 May 2016

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
Slot	16:20	16:30	10	<input type="button" value="Book"/>
Slot	16:30	16:40	10	<input type="button" value="Book"/>
Slot	17:30	17:40	10	<input type="button" value="Book"/>
Slot	17:40	17:50	10	<input type="button" value="Book"/>

- There is still a final stage to complete before the booking is made

- The screen will show you the final details of the date, GP and time of your chosen appointment. If all of this is correct, CLICK 'BOOK APPOINTMENT' , if anything is wrong, click 'Cancel' and start again

Book Appointment

Click Book Appointment to confirm this appointment

Date:	19 May 2016
Day:	Thursday
Start Time:	16:30
Duration (minutes):	10
Clinician:	Dr Rebecca Usher (Female)
Appointment Type:	Slot
Location:	The Chipping Surgery
Reason (optional):	<input style="width: 90%;" type="text"/> <small style="color: red;">Notes entered into this field may be visible to all staff at the practice</small>

- Your appointment is now booked and you will see a confirmation .

Book Appointment

Appointment Booking Confirmed

Date:	19 May 2016
Day:	Thursday
Start Time:	16:30
Duration (minutes):	10
Clinician:	Dr Rebecca Usher (Female)
Appointment Type:	Slot
Location:	The Chipping Surgery
Reason:	

- Done!

Please Note that this system does not provide bookings for appointments with the Nursing staff

Staff are only able to allocate a time slot for your Nursing appointment once they know the type of treatment, and therefore the length of time, that you need.