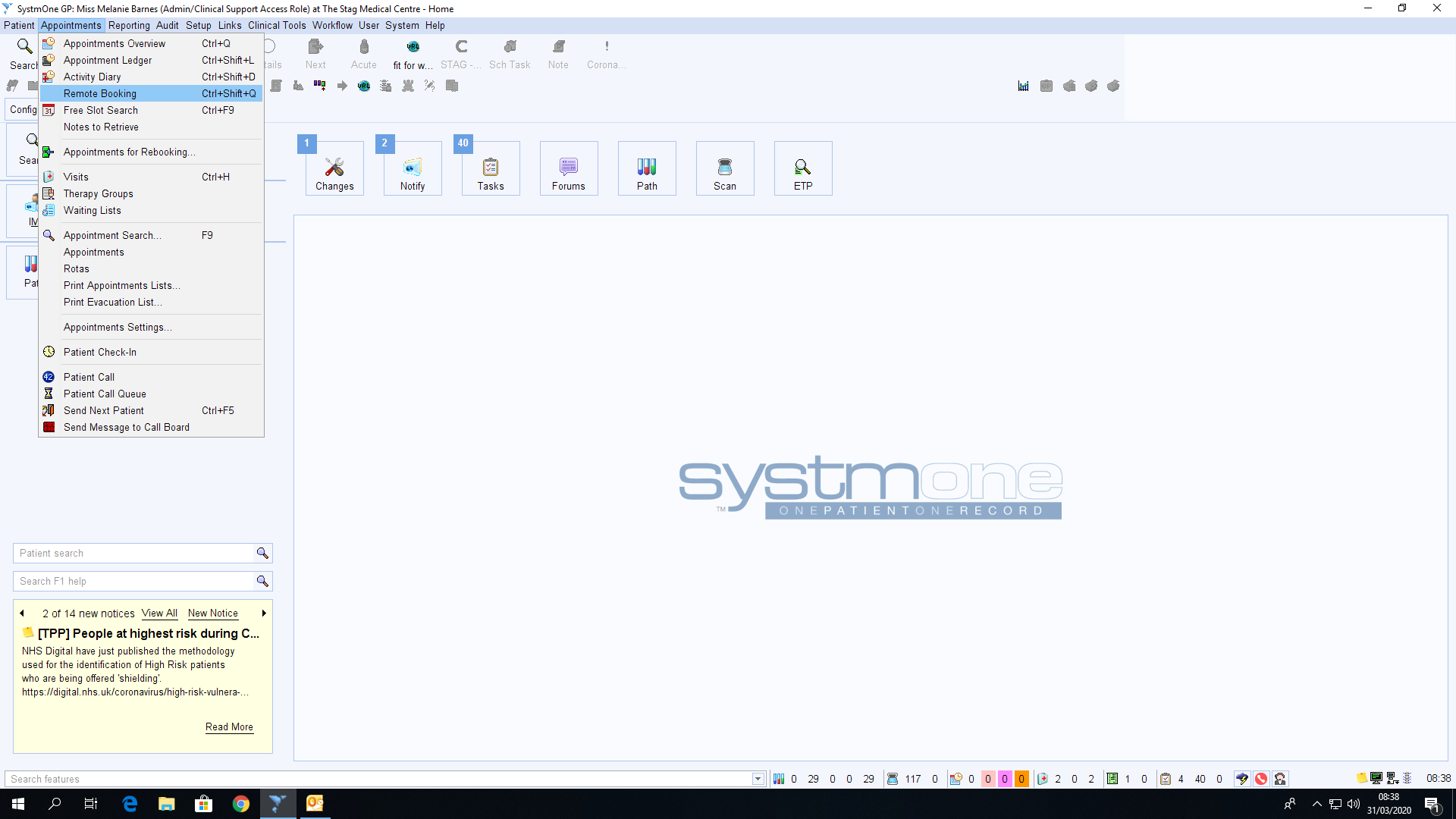
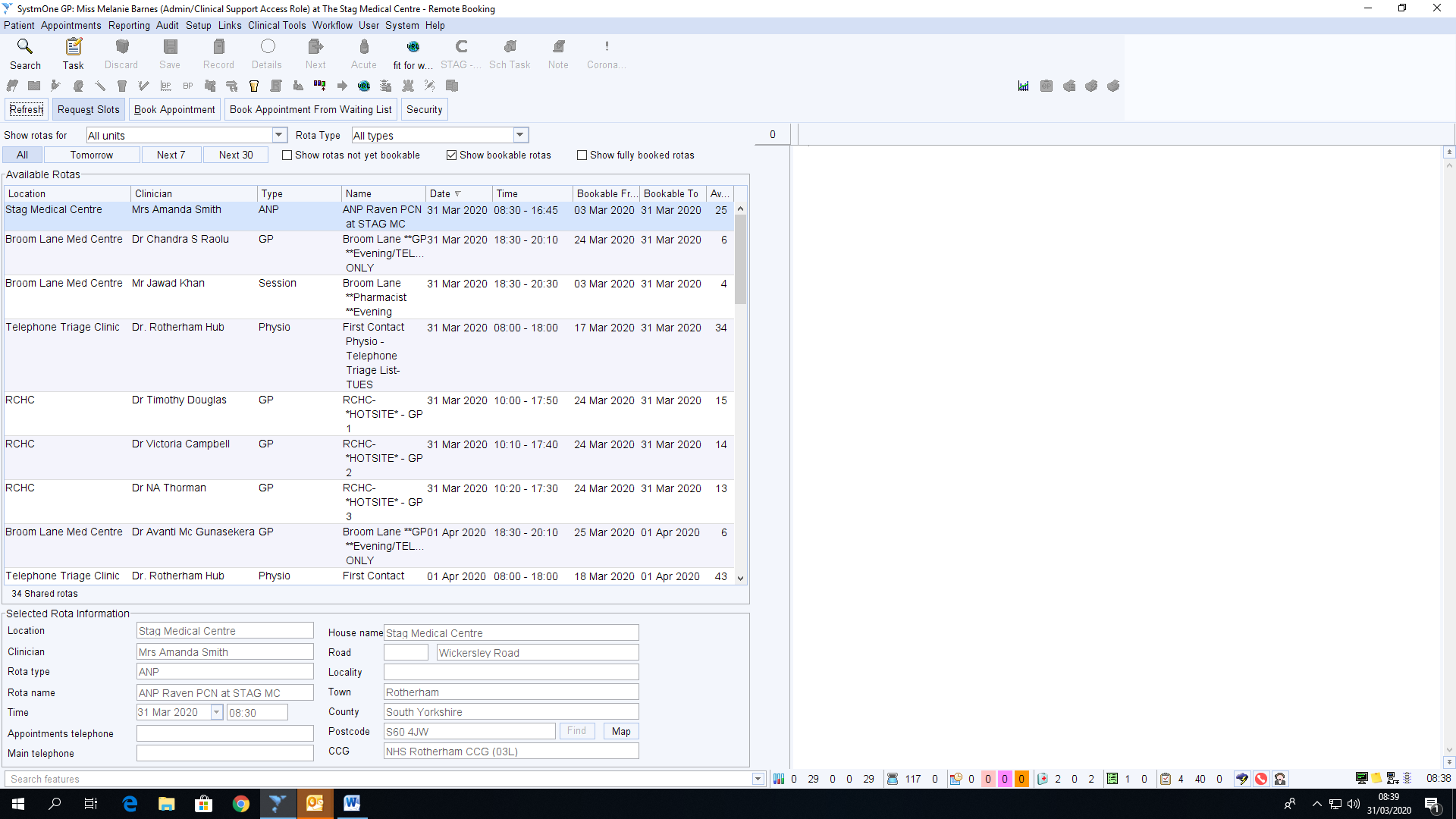
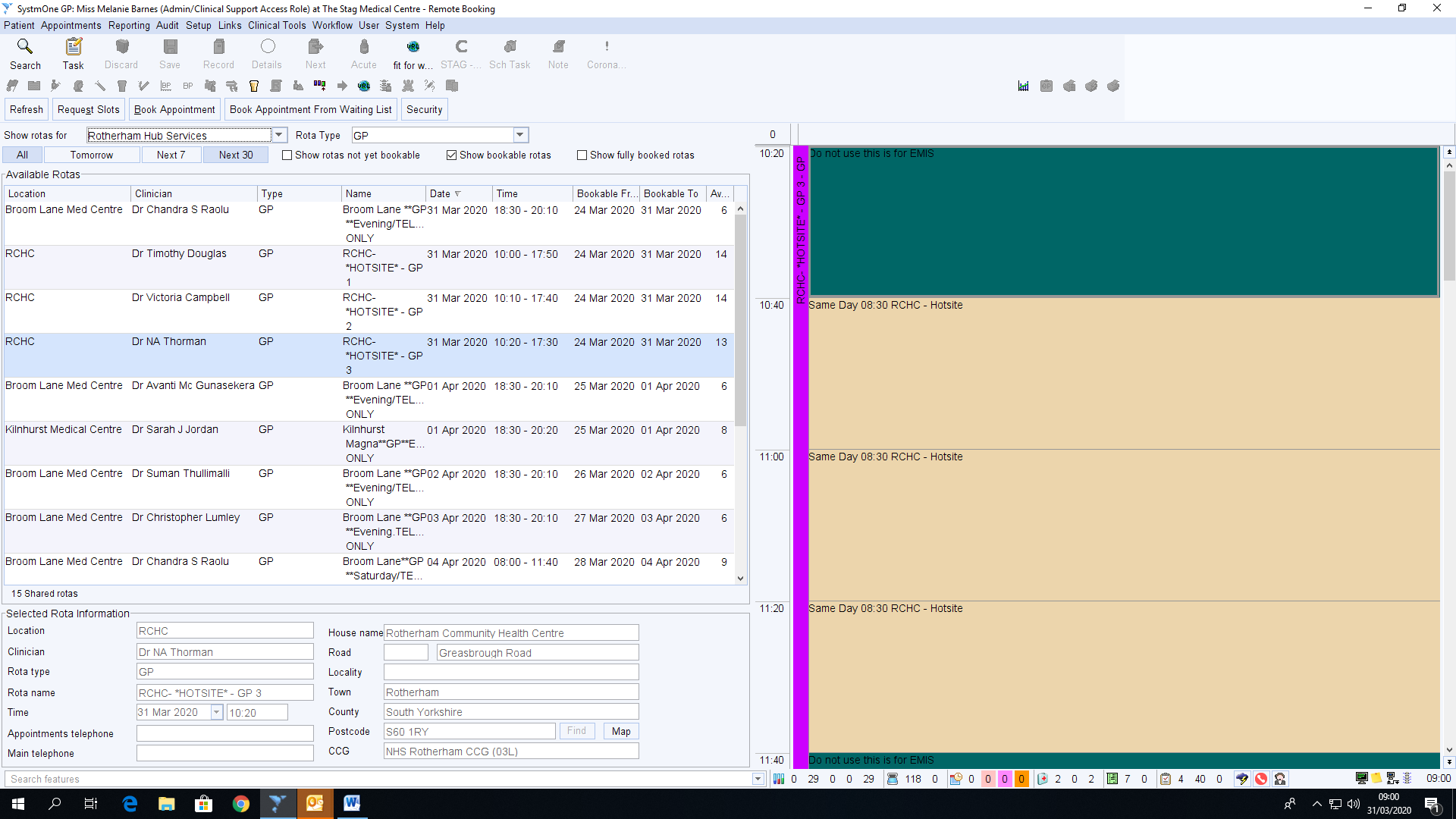
1. Go to **APPOINTMENTS, REMOTE BOOKING**



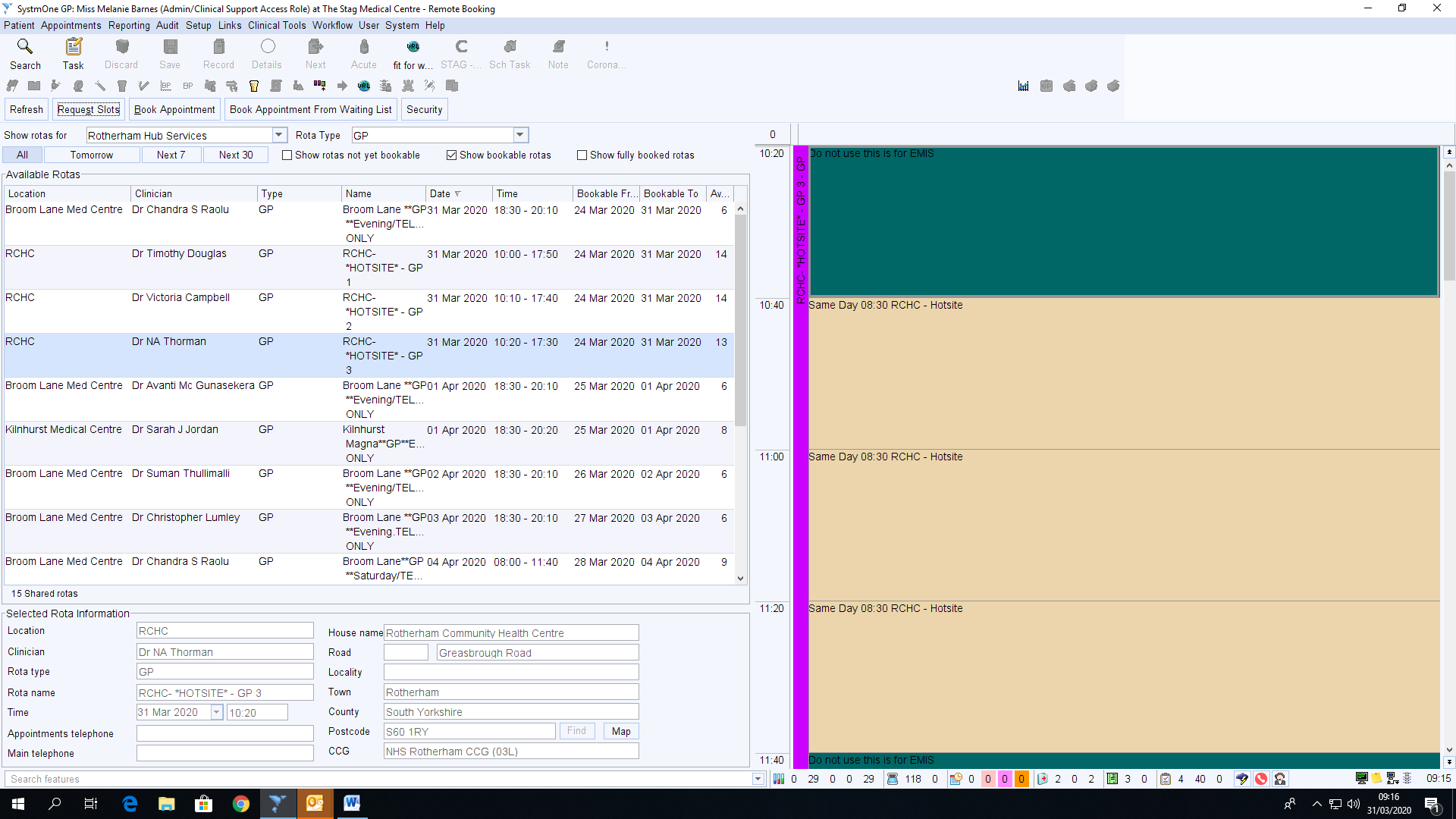
1. Below is the remote booking screen, from the drop down box that says **SHOW ROTAS FOR**, select **ROTHERHAM HUB SERVICES**, the second drop down box that says **ROTA TYPE**, select **GP**



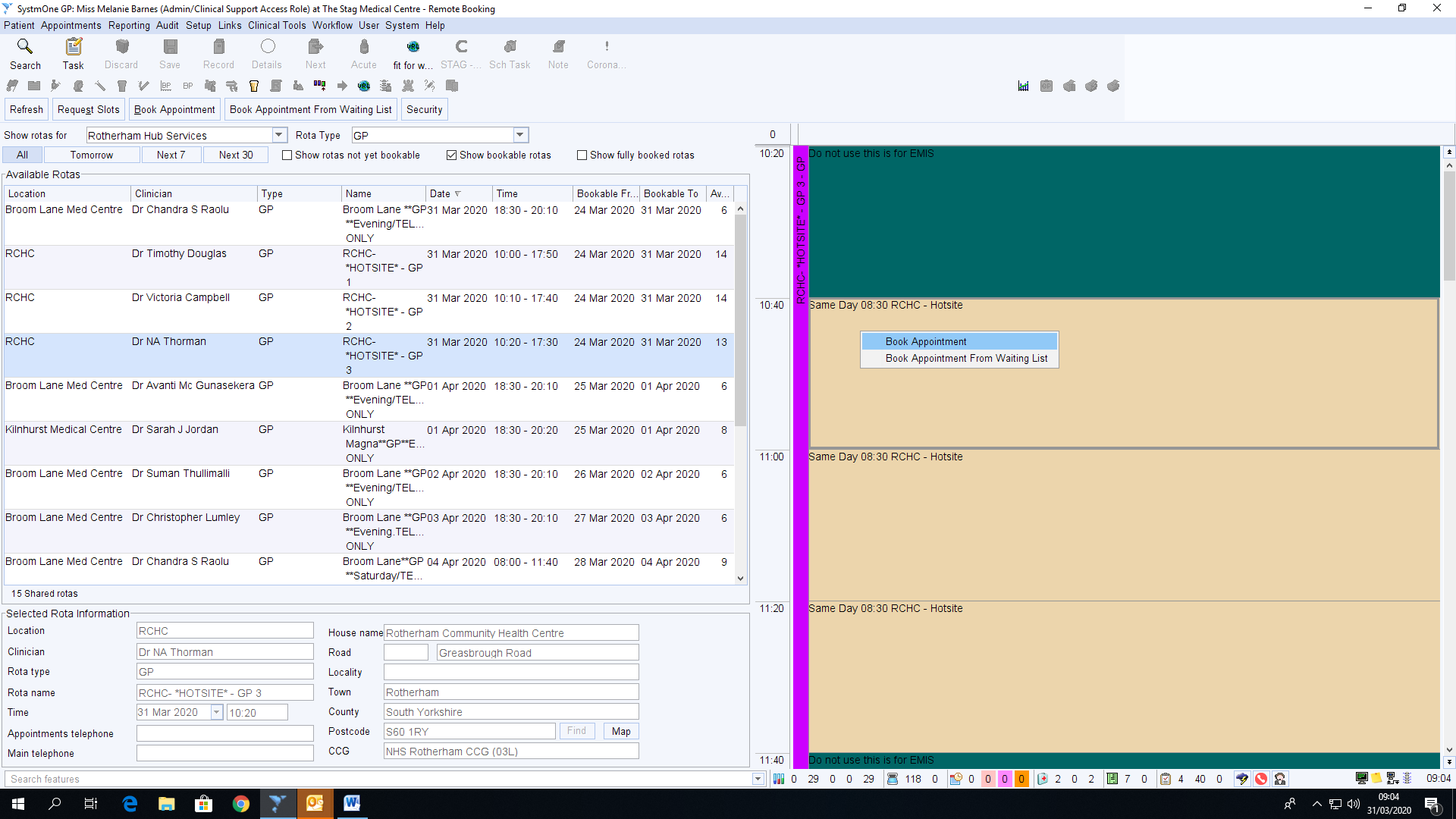
1. When you have selected **ROTHERHAM HUB SERVICES** and **GP ROTA TYPE**, the rota’s you will be booking into are called **RCHC, HOTSITE 1, 2 and 3**, these will appear on the **LEFT** hand side of the screen (**IF THE ROTAS ARE GREYED OUT YOU WILL HAVE TO LOG OFF SYSTMONE AND LOG BACK ON TO SEE THEM)**



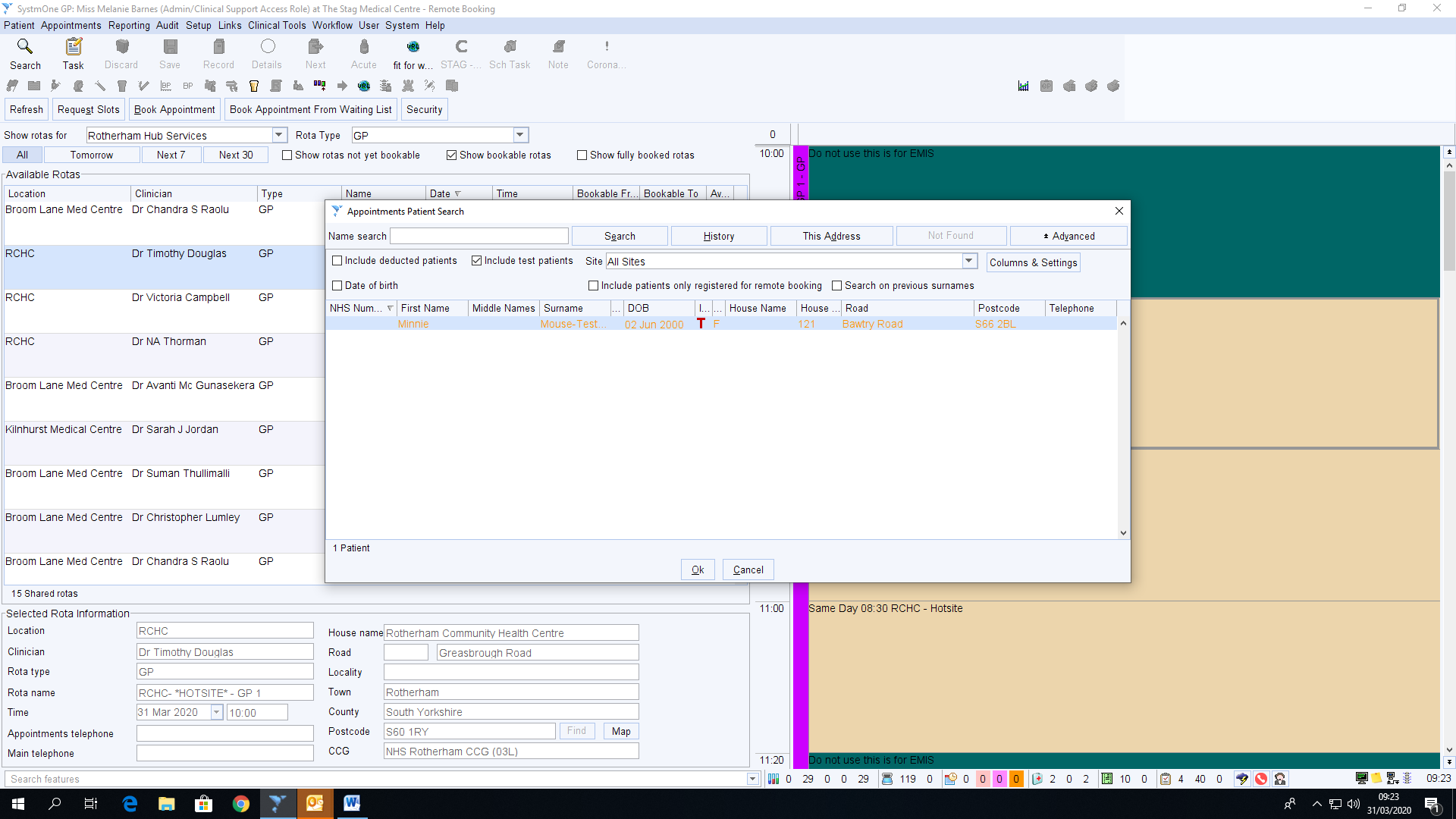
1. When you can see the Rotas, highlight which one you want to book into and click on **REQUEST SLOTS**



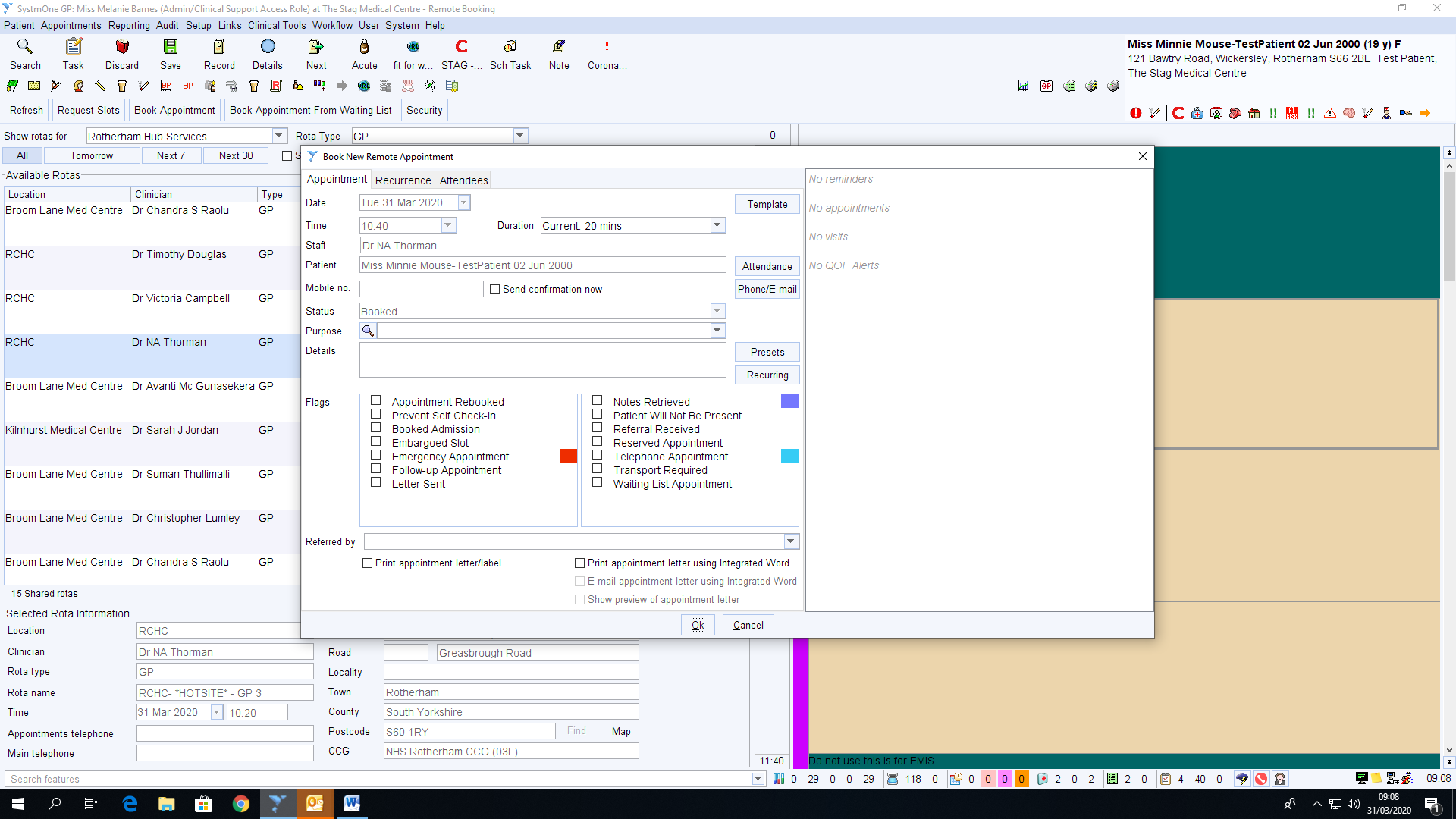
1. **RIGHT CLICK** on the appointment you want, and select **BOOK APPOINTMENT**



1. The patient search box should appear, search for patient you are booking the appointment for, select the patient,



1. Once selected the patient, the **APPOINTMENT BOX** will appear for you to complete, Please ensure you complete information/symptoms about the patient in the **DETAILS BOX**



1. EACH TIME YOU WANT TO BOOK A NEW APPOINTMENT YOU WILL HAVE TO HIGHLIGHT THE ROTA YOU WANT AND CLICK **REQUEST SLOTS**