

SystemOnline User Guide

Web based login

(From your home computer)

Contents

| | |
|-----------------------------------|---|
| SystemOnline User Guide | 1 |
| Contents..... | 2 |
| Logging in: | 3 |
| Book appointments..... | 3 |
| Cancel Appointments..... | 5 |
| Requesting Repeat Medication..... | 6 |
| Logging Out | 7 |

Logging in:

- 1) Go to this link: <https://systmonline.tpp-uk.com>
- 2) Input your username and password and click the **Login** button

Book appointments

- 1) Click on **Book Appointment**

Your Appointments

[Book Appointment](#)
[Future Appointments](#)
[Past Appointments](#)

- 2) Click on the **View** button to see the appointments that day

Book Appointment

Available Sessions

Show sessions for period

| Date | Earliest Time | Latest Time | Location | Clinician | Session Type | View Appointments |
|---------------------|---------------|-------------|----------------------------|------------------------------|--------------|-------------------------------------|
| Tuesday 20 Mar 2018 | 07:30 | 07:30 | Rooley Lane Medical Centre | Dr Caroline Swinney (Female) | Session | <input type="button" value="View"/> |
| Friday 23 Mar 2018 | 07:10 | 08:10 | Rooley Lane Medical Centre | Dr Donald Young (Male) | Session | <input type="button" value="View"/> |

- 3) Click on the **Book** button

Available Appointments

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

Session for Dr Caroline Swinney (Female) at Rooley Lane Medical Centre on Tuesday 20 Mar 2018

| Slot Type | Start Time | End Time | Duration (minutes) | Book Appointment |
|--------------|------------|----------|--------------------|-------------------------------------|
| SystemOnline | 07:30 | 07:40 | 10 | <input type="button" value="Book"/> |

- 4) Click on the **Book Appointment** button

Book Appointment

Click Book Appointment to confirm this appointment

| | |
|---------------------|--|
| Date: | 20 Mar 2018 |
| Day: | Tuesday |
| Start Time: | 07:30 |
| Duration (minutes): | 10 |
| Clinician: | Dr Caroline Swinney (Female) |
| Appointment Type: | SystemOnline |
| Location: | Rooley Lane Medical Centre |
| Reason (optional): | <input type="text"/> Notes entered into this field may be visible to all staff at the practice |

Book Appointment

Cancel

- 5) It should now display the booking confirmation page.

Book Appointment Appointment Booking Confirmed

| | |
|---------------------|------------------------------|
| Date: | 20 Mar 2018 |
| Day: | Tuesday |
| Start Time: | 07:30 |
| Duration (minutes): | 10 |
| Clinician: | Dr Caroline Swinney (Female) |
| Appointment Type: | SystemOnline |
| Location: | Rooley Lane Medical Centre |
| Reason: | |

Print

Back

Cancel Appointments

1. Click on **Future appointments**

Your Appointments

Book Appointment

Future Appointments

Past Appointments

2. Click on the **Cancel Appointment** button.

Future Appointments

This is a list of pending appointments.

To cancel an appointment, click the Cancel Appointment button.

| Date | Day | Start Time | End Time | Location | Details | Print Details | Cancel Appointment |
|-------------|---------|------------|----------|----------------------------|--|---------------|--------------------|
| 20 Mar 2018 | Tuesday | 07:30 | 07:40 | Rooley Lane Medical Centre | Clinician: Dr Caroline Swinney - SystmOnline | Details | Cancel |

Back

3. Click on the **Cancel this appointment** button.

Are you sure you want to cancel this appointment?

| Start Time | End Time | Location | Details |
|-------------------|-------------------|----------------------------|--|
| 20 Mar 2018 07:30 | 20 Mar 2018 07:40 | Rooley Lane Medical Centre | Clinician: Dr Caroline Swinney - SystmOnline |

Cancel this appointment

Back

4. The appointment has now been cancelled.

This appointment has been cancelled.

| Start Time | End Time | Location | Details |
|-------------------|-------------------|----------------------------|--|
| 20 Mar 2018 07:30 | 20 Mar 2018 07:40 | Rooley Lane Medical Centre | Clinician: Dr Caroline Swinney - SystmOnline |

Back

Requesting Repeat Medication

- 1) Click on **Request Medication** on the navigational bar

Your Medication

Request Medication
Outstanding Prescription Requests
Change Pharmacy

- 2) Select your medication by ticking the boxes next to each one and click the continue button

- Request existing medication

Recent Medication

There are no recent medications to display.

Regular Medication

| | Drug |
|--------------------------|---|
| <input type="checkbox"/> | Amitriptyline 25mg tablets 28 tablet - 1 To be taken Each Night Last Issued: 05 Apr 2016, Reauthorised |
| <input type="checkbox"/> | Codeine 15mg tablets 28 tablet - take one 4 times/day Last Issued: 09 Nov 2016, Reauthorised |
| | Diprobace cream (Bayer Plc) 500 gram - apply as needed Last Issued: 16 May 2017, Reauthorised Cannot order medication until 06 Jun 17 |
| | Methotrexate 2.5mg tablets 4 tablet - 3 monthly FBC, U&E, LFT, CRP Last Issued: 16 May 2017, Reauthorised This medication cannot be requested and can only be authorised by a clinician |

- Make custom request

Medication request notes

You can use this field to create a custom medication request using free text.

Notes entered into this field may be visible to all staff at the practice

Continue

Please note: Medication which you can tick can be requested. If the box is not there then it will give a reason for this. As above, Diprobace cream cannot be ordered until a given date and Methotrexate needs to be reauthorised by a GP first before it can be issued.

3) Select your **request medication** button.

Request Medication

The following medications are about to be requested. You should check that these are correct, add notes as required, and press the 'Request Medication' button to complete the request.

Once your request has been submitted, a member of staff at the practice will process your request and issue the prescriptions ready for collection.

| Drug | Notes |
|---|----------------------|
| Amitriptyline 25mg tablets 28 tablet - 1 To be taken Each Night Last Issued: 05 Apr 2016, Reauthorised | <input type="text"/> |
| Codeine 15mg tablets 28 tablet - take one 4 times/day Last Issued: 09 Nov 2016, Reauthorised | <input type="text"/> |

Medication request notes

You can use this field to create a custom medication request using free text.

Notes entered into this field may be visible to all staff at the practice

Request Medication

Back

Logging Out

1) Click on the **Logout** button on the top navigational bar

