SystmOnline User Guide

Web based login

(From your home computer)

Contents

Logging in:

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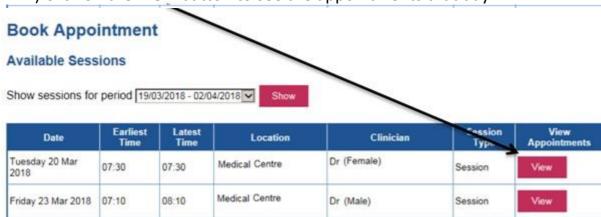2) Input your username and password and click the **Login** button

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 19/03/2018 - 02/04/2018 ⌄   Show

Date	Earliest Time	Latest Time	Location	Clinician	Session Type	View Appointments
Tuesday 20 Mar 2018	07:30	07:30	Medical Centre	Dr (Female)	Session	View
Friday 23 Mar 2018	07:10	08:10	Medical Centre	Dr (Male)	Session	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 (Female) at Medical Centre on Tuesday 20 Mar 2018

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
SystmOnline	07:30	07:40	10	Book

Back

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 (Female)
Appointment Type:	SystmOnline
Location:	Medical Centre
Reason (optional):	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 (Female)
Appointment Type:	SystmOnline
Location:	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	Medical Centre	Clinician: Dr 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	Medical Centre	Clinician: Dr - 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	Medical Centre	Clinician: Dr - SystmOnline

Back

Requesting Repeat Medication

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

Your Medication
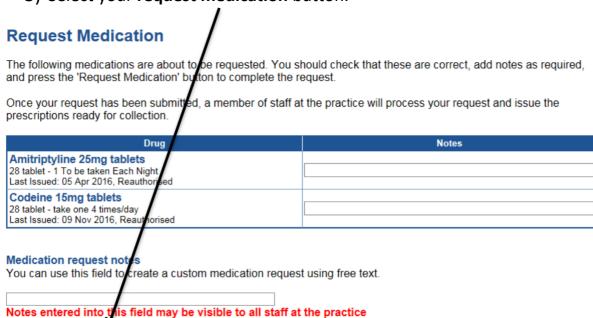
Request Medication
Outstanding Prescription Requests
Change Pharmacy

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
☐	**Amitriptyline 25mg tablets** 28 tablet - 1 To be taken Each Night Last Issued: 05 Apr 2016, Reauthorised
☐	**Codeine 15mg tablets** 28 tablet - take one 4 times/day Last Issued: 09 Nov 2016, Reauthorised
	Diprobase 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, Diprobase 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.

Requesting Repeat Medication

To request medication that isn't listed you would select "make custom request" on the medication page. To add custom medication with your current medication request you can add this to the "Medication Request Notes".

Logging Out

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