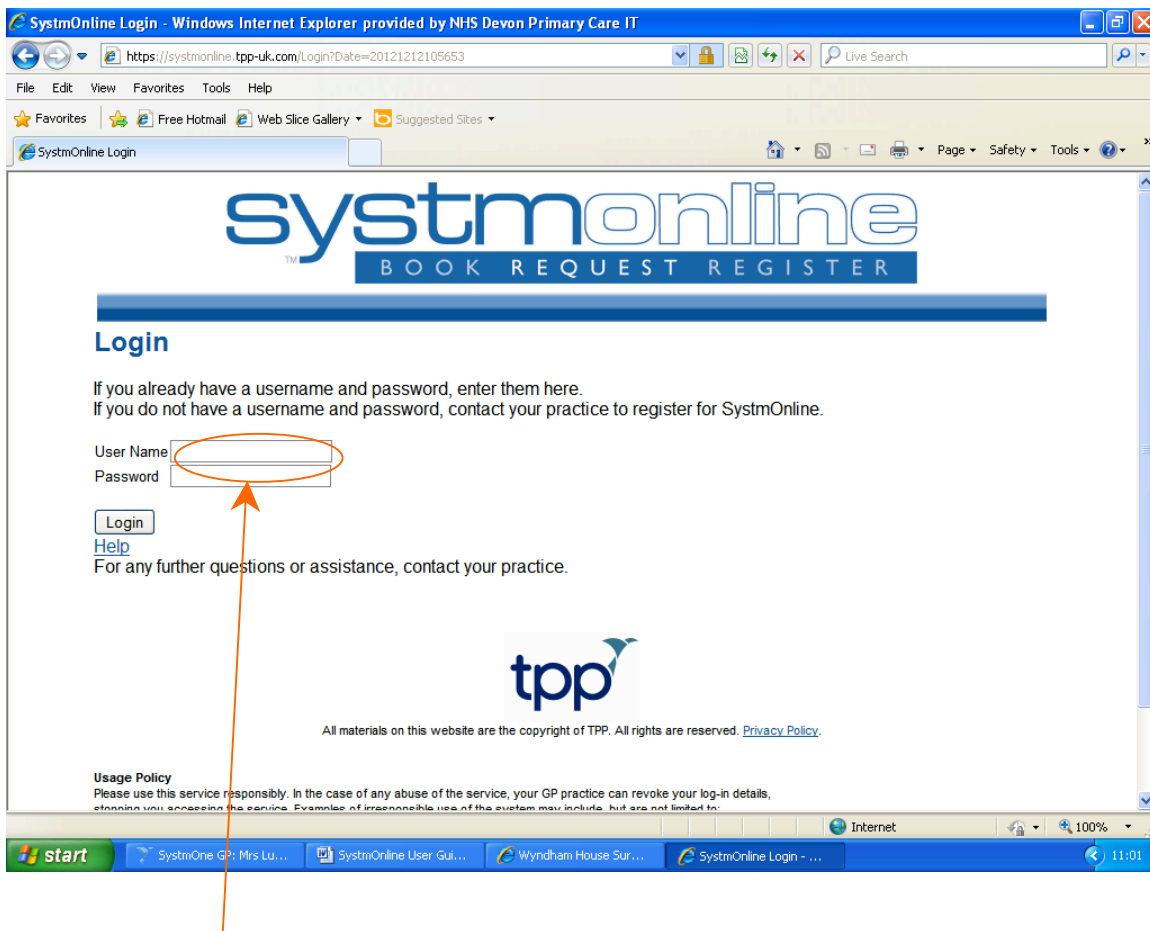


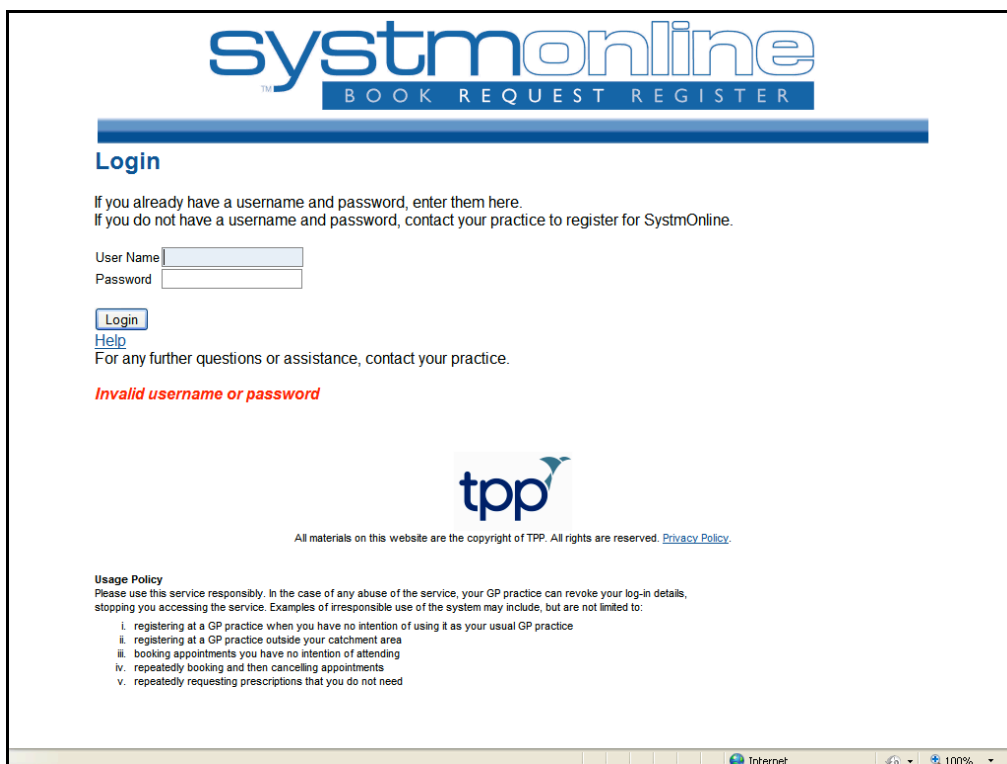
A Guide to Booking Flu Clinic Appointments online

1. If you haven't done so already collect your username and password from the surgery – you will need some form of photo ID, but you can also collect usernames and passwords for other people who you normally order repeat prescriptions for online (ie. children under your care or other people you care for). Your username will be your name followed by your date of birth as 6 numbers and your password will be eight characters with at least one number and symbol.
2. The can take a while to update, but try 2 hours later to logon to www.wyndhamhousesurgery.co.uk and follow the link to SystmOnline – either through the Front Page Flu picture or via the Book Appointments link. You will get to this screen:

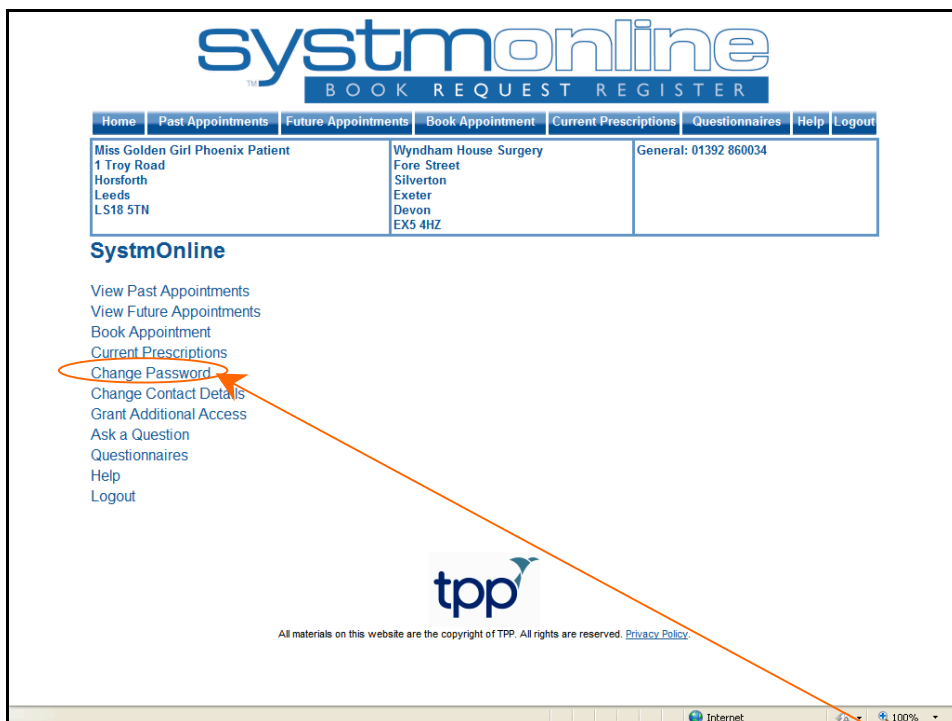


3. **Login here** using the details given to you – being careful to type the password and username correctly, and ensuring that the Caps Lock button is not on.

If you log on too early or get something wrong it will look like this:



If you've done it right this screen will open up:



If this is the first time you have logged into SystemOnline you should **change your password**. This must be 8 characters or more, and contain at least one number and one symbol (eg. %, *, !, ?).

4. To book an appointment at the flu clinic go to the tab at the top marked Book Appointment.

5. This screen will appear:

systemonline

Home Book Appointment My Future Appointments Current Prescriptions Questionnaires Help Logout

Miss Golden Girl Phoenix Patient: TestPatient
 Date of birth: 01 Feb 2003
 1 Troy Road
 Horsforth
 Leeds
 LS18 5TN

Wyndham House Surgery
 Fore Street
 Silvertown
 Exeter
 Devon
 EX5 4HZ

General: 01392 860034

Book Appointment

Available Sessions
 This is a list of sessions that have available appointments.
 Find a session that you would like to book into and click View Available Appts.

Show sessions for period 26 Sep 2014 - 09 Oct 2014

Date	Earliest Time	Latest Time	Location	Clinician	Clinician Gender	Session Type	View Appointments
Monday 29 Sep 2014	09:00	11:10	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Monday 29 Sep 2014	09:20	10:30	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>
Monday 29 Sep 2014	15:40	16:50	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Monday 29 Sep 2014	15:30	16:10	Wyndham House Surgery	Dr Sally Simmons	Female	Session	<input type="button" value="View"/>
Tuesday 30 Sep 2014	09:40	10:20	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Tuesday 30 Sep 2014	10:10	10:40	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>
Tuesday 30 Sep 2014	14:10	14:50	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Tuesday 30 Sep 2014	15:00	15:30	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>
Wednesday 01 Oct 2014	09:00	09:20	Wyndham House Surgery	Dr Victoria Manning	Female	Session	<input type="button" value="View"/>
Wednesday 01 Oct 2014	09:00	09:20	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Wednesday 01 Oct 2014	15:10	15:40	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>

Scroll down to the day of the flu clinic and some appointments will show marked as Wyndham Flu Clinic 1, 2 & 3.

Monday 06 Oct 2014	15:10	15:40	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Tuesday 07 Oct 2014	09:00	09:40	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Tuesday 07 Oct 2014	09:00	09:20	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>
Tuesday 07 Oct 2014	14:10	14:50	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Tuesday 07 Oct 2014	15:00	15:30	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>
Wednesday 08 Oct 2014	09:10	09:40	Wyndham House Surgery	Dr Emma Ziegler	Female	Session	<input type="button" value="View"/>
Wednesday 08 Oct 2014	09:00	09:20	Wyndham House Surgery	Dr Anthony O'Brien	Male	Session	<input type="button" value="View"/>
Wednesday 08 Oct 2014	15:10	16:20	Wyndham House Surgery	Dr Emma Ziegler	Female	Session	<input type="button" value="View"/>
Thursday 09 Oct 2014	09:00	09:20	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>
Thursday 09 Oct 2014	09:10	09:40	Wyndham House Surgery	Dr Emma Ziegler	Female	Session	<input type="button" value="View"/>
Thursday 09 Oct 2014	10:38	10:54	Wyndham House Surgery	Wyndham Flu Clinic 1	Unknown	Immunisation Clinic	<input type="button" value="View"/>
Thursday 09 Oct 2014	10:16	10:38	Wyndham House Surgery	Wyndham Flu Clinic 3	Unknown	Immunisation Clinic	<input type="button" value="View"/>
Thursday 09 Oct 2014	10:16	10:38	Wyndham House Surgery	Wyndham Flu Clinic 2	Unknown	Immunisation Clinic	<input type="button" value="View"/>
Thursday 09 Oct 2014	14:06	14:12	Wyndham House Surgery	Wyndham Flu Clinic 3	Unknown	Immunisation Clinic	<input type="button" value="View"/>
Thursday 09 Oct 2014	14:06	14:10	Wyndham House Surgery	Wyndham Flu Clinic 2	Unknown	Immunisation Clinic	<input type="button" value="View"/>
Thursday 09 Oct 2014	14:12	14:18	Wyndham House Surgery	Wyndham Flu Clinic 1	Unknown	Immunisation Clinic	<input type="button" value="View"/>
Thursday 09 Oct 2014	15:10	17:00	Wyndham House Surgery	Dr. Nicholas Keysell	Male	Session	<input type="button" value="View"/>

[Help](#)

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Click on View to see the appointments in more detail.

6. You will see this screen:

The screenshot shows the SystemOnline website interface. At the top, there is a navigation menu with links: Home, Book Appointment, My Future Appointments, Current Prescriptions, Questionnaires, Help, and Logout. Below the menu, patient information is displayed: Miss Golden Girl Phoenix Patient-TestPatient, Date of birth: 01 Feb 2003, 1 Troy Road, Horsforth, Leeds, LS18 5TN. The current location is Wyndham House Surgery, Fore Street, Silvertown, Exeter, Devon, EX5 4HZ. A general contact number is 01392 860034.

Available Appointments

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

Session for Wyndham Flu Clinic 3 at Wyndham House Surgery on Thursday 09 Oct 2014

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
Flu Clinic	14:06	14:08	2	<input type="button" value="Book"/>
Flu Clinic	14:08	14:10	2	<input type="button" value="Book"/>
Flu Clinic	14:12	14:14	2	<input type="button" value="Book"/>

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Done Internet | Protected Mode: Off 100%

Click on Book to book your preferred appointment time,

7. This screen will appear:

The screenshot shows the SystemOnline website interface for the 'Book Appointment' confirmation screen. The navigation menu and patient information are the same as in the previous screenshot.

Book Appointment

Confirm Appointment Booking

*** You must click below to book or cancel this appointment ***

Date:	09 Oct 2014
Day:	Thursday
Start Time:	14:06
Duration (minutes):	2
Clinician:	Wyndham Flu Clinic 3
Appointment Type:	Flu Clinic
Location:	Wyndham House Surgery
Reason (optional):	<input type="text"/>

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

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8. Click Book appointment and this screen will appear:

The screenshot displays the SystemOnline website interface. At the top, the logo "systemonline" is visible. Below it is a navigation menu with links: Home, Book Appointment, My Future Appointments, Current Prescriptions, Questionnaires, Help, and Logout. A patient information table is shown, containing details for Miss Golden Girl Phoenix Patient, TestPatient, including their date of birth (01 Feb 2003), address (1 Troy Road, Horsforth, Leeds, LS18 5TN), and surgery location (Wyndham House Surgery, Fore Street, Silvertown, Exeter, Devon, EX5 4HZ). A general contact number (01392 860034) is also listed. The main content area features a "Book Appointment" section with the heading "Appointment Booking Confirmed". A table lists the appointment details: Date (09 Oct 2014), Day (Thursday), Start Time (14:05), Duration (minutes) (2), Clinician (Wyndham Flu Clinic 3), Appointment Type (Flu Clinic), Location (Wyndham House Surgery), and Reason. Below this table are "Print" and "Back" buttons. The footer includes the TPP logo, a login timestamp (Last logged in to the SystemOnline website on 25 Sep 2014 10:29), and a copyright notice. The browser status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of 100%.

systemonline		
Home Book Appointment My Future Appointments Current Prescriptions Questionnaires Help Logout		
Miss Golden Girl Phoenix Patient, TestPatient	Wyndham House Surgery	General: 01392 860034
Date of birth: 01 Feb 2003	Fore Street	
1 Troy Road	Silvertown	
Horsforth	Exeter	
Leeds	Devon	
LS18 5TN	EX5 4HZ	

Book Appointment
Appointment Booking Confirmed

Date:	09 Oct 2014
Day:	Thursday
Start Time:	14:05
Duration (minutes):	2
Clinician:	Wyndham Flu Clinic 3
Appointment Type:	Flu Clinic
Location:	Wyndham House Surgery
Reason:	

[Print](#) [Back](#)

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9. Print the page using the button or make a note of it and then logout.