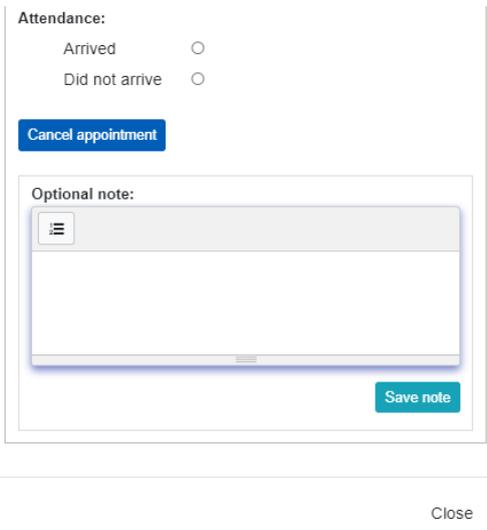


Book an Appointment Slot	
Click on Proceed in the View Calendar section	<input type="button" value="Proceed"/>
Select the clinic that you want to view:	
a. Select Service from the Filter will reduce the clinic list	Filter clinics by service type: <input type="text" value="Radiology"/>
b. Select the clinic to edit	Select a clinic to edit: <input type="text" value="Worthing X-ray Clinic"/>
Click on View Calendar	<input type="button" value="View Calendar"/>
Select the time slot that you want to book a patient into and select Add a new appointment	<input type="button" value="Add a new appointment"/>
Complete the patient details and click on Save	Duration: <input type="text" value="10 minutes"/> First Name: <input type="text" value="Hannah"/> Last Name: <input type="text" value="Smythe"/> Postcode: <input type="text" value="PO19 6SE"/> Telephone: <input type="text" value="01243788145"/> Email: <input type="text" value="h.smythe@email.com"/> Transport: <input type="text" value="Hospital Transport"/> Ensure that the duration is long enough to cope with the selected transport requirements. <div style="text-align: right;"><input type="button" value="Save"/></div>
If the patient or visitor has an email you can book on this occasion but would be a good point to signpost them to the public site for future bookings	

Book an Appointment Slot	
<p>The Appointment details will display. Add any other details such as an optional note (ensuring that you select Save note) and finally click on Close</p>	
<p>The appointment slot will change to reflect the number of appointments booked and the number of free appointments in that slot</p>	