

How to use the SystmOnline

This quick guide has been developed by the Patient Participation Group to help people to use the online booking system. It will also assist the reception staff to answer any queries.

You should note that the practice may not offer all the services.

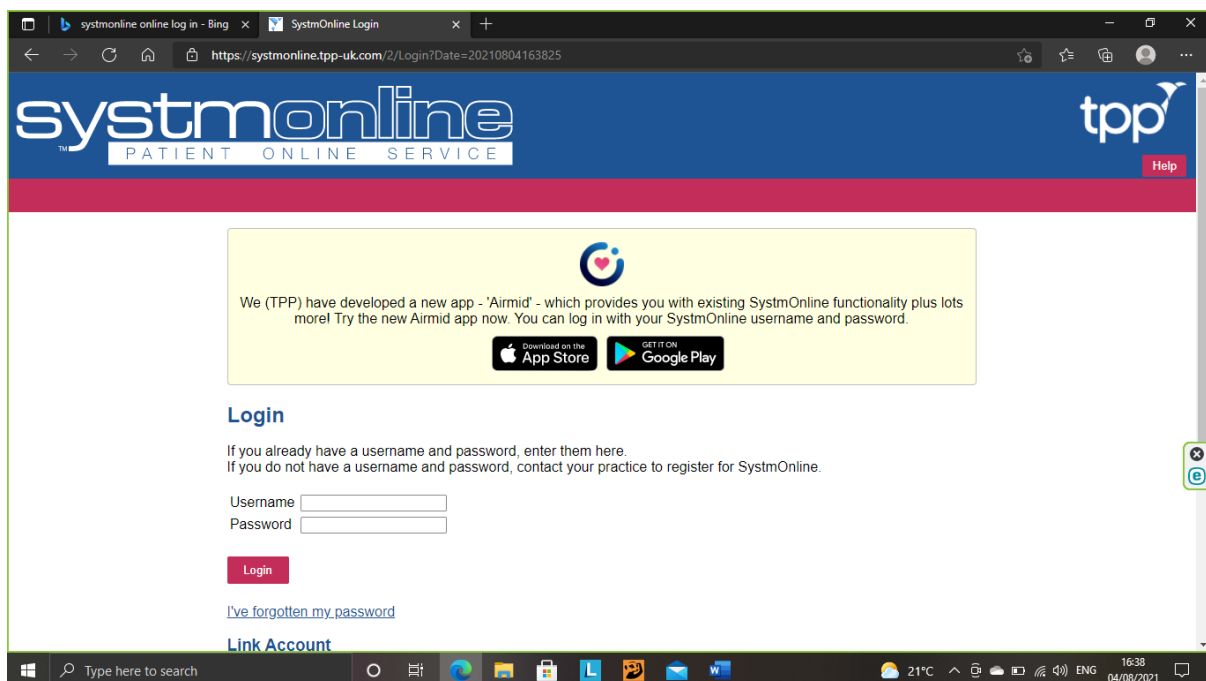
Below is a link to a detailed guide to talk you through all aspects of systmonline

[Using SystmOnline - A Guide for Patients \(tpp-uk.com\)](https://www.tpp-uk.com/using-systmonline-a-guide-for-patients)

You will need to register with the reception staff to be able to use the system

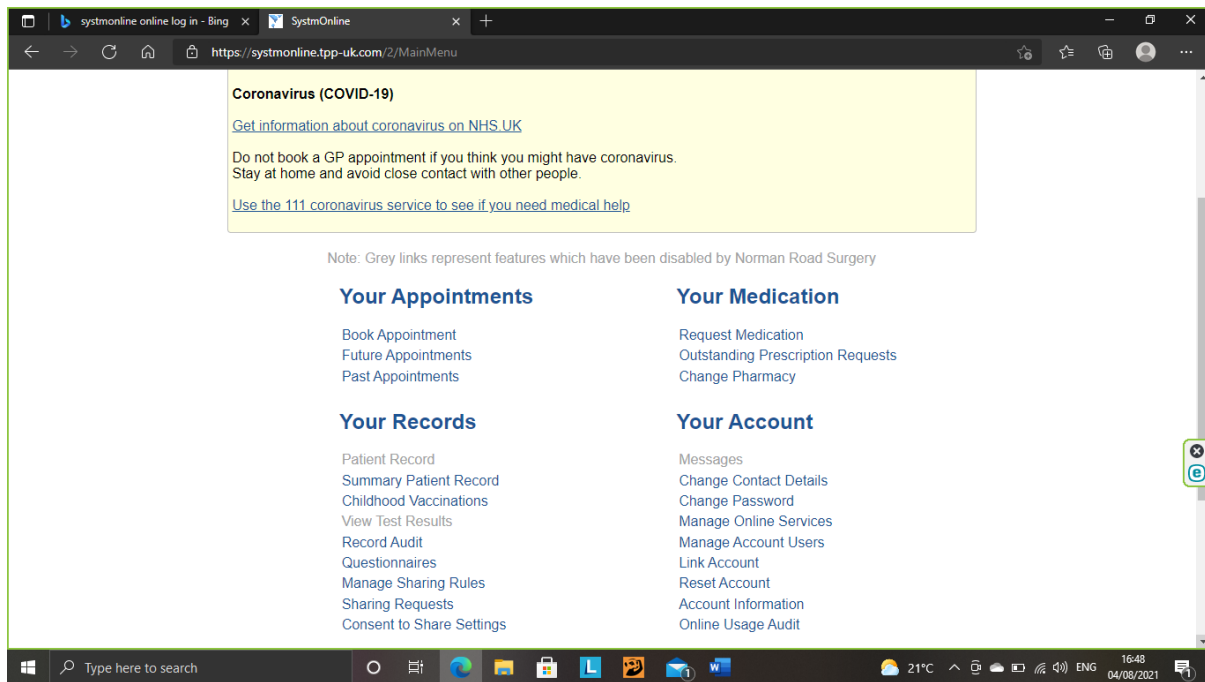
Once you have registered you will receive a letter/email which gives you a username and a password (you can change the password once logged in to something more memorable to you)

To access the login page of SystmOnline go to <https://systmonline.tpp-uk.com> in your web browser and you will see a page like this



Enter your username and password. If this is the first time you have logged in after this you will be asked to change your password.

Once logged in you will see the following screen



Your personal details will be shown at the top of the screen.

To book an appointment click on book appointment and you will see

Book Appointment

Available Sessions

Show sessions for period

Date	Earliest Time	Latest Time	Location	Clinician	Session Type	View Appointments
Thursday 12 Aug 2021	11:20	11:20	Norman Road Surgery	Dr Hifsa Sohail (Female)	Session	<input type="button" value="View"/>
Thursday 12 Aug 2021	16:00	16:00	Norman Road Surgery	Dr Hafsa Pathan	Session	<input type="button" value="View"/>
Monday 16 Aug 2021	10:00	11:20	Norman Road Surgery	Dr Hafsa Pathan	Session	<input type="button" value="View"/>
Monday 16 Aug 2021	16:00	17:20	Norman Road Surgery	Dr Hafsa Pathan	Session	<input type="button" value="View"/>

If you click on view you will see times available and be able to book your appointment.

Available Appointments

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

Session for Dr Hafsa Pathan at Norman Road Surgery on Monday 16 Aug 2021

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
Web Appointment	16:00	16:10	10	Book
Web Appointment	17:20	17:30	10	Book

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