

FLOW DIAGRAM FOR ON-LINE APPOINTMENTS

REGISTER WITH
CASTLE AT SURGERY



GET PASSWORD FROM
REGISTRATION DOCUMENT



GO TO CASTLE
WEBSITE

1 GO TO QUICK LINKS

2 CLICK ON ONLINE SERVICES



3 GO TO APPOINTMENTS

Appointments

4 CLICK ON ACCESS THE
APPOINTMENT SYSTEM

Access the Appointment System
Cancel your appointment

5 LOG IN

Login

If you already have a username and password, enter them here.
If you do not have a username and password, contact your practice to register for SystmOnline.

Username
Password

ONCE YOU'VE REGISTERED, YOU CAN CHANGE THE PASSWORD

6 GO TO BOOK
APPOINTMENT

Your Appointments

Book Appointment
Future Appointments
Past Appointments

CHOOSE YOUR APPOINTMENT DATE & DOCTOR BY SCROLLING DOWN

7 CLICK ON
VIEW

Book Appointment

Available Sessions

Show sessions for period 08/12/2018 - 22/12/2018

Date	Earliest Time	Latest Time	Location	Clinician	Session Type	View Appointments
Tuesday 11 Dec 2018	09:40	09:40	Castle Healthcare Practice	Dr Rachel Janyshwskyj (Female)	Session	<input type="button" value="View"/>
Thursday 13 Dec 2018	10:30	10:30	Castle Healthcare Practice	Dr Gareth Hicking (Male)	Session	<input type="button" value="View"/>

8 BOOK

Slot Type	Start Time	End Time	Duration (minutes)	Book Appointment
Castle - SystmOnline Pre-bookable	09:40	09:50	10	<input type="button" value="Book"/>

NB.THERE ARE 2 PAGES, EACH A 2-WEEK PERIOD .
ACCESS BY GOING TO "show session for period"