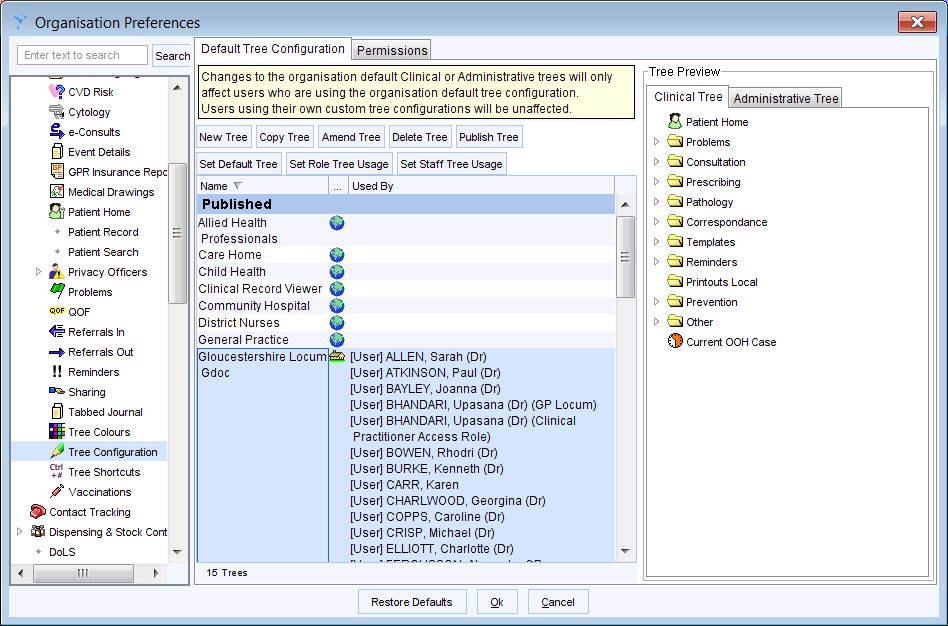


How to change the GP configuration on SystmOne to GPs working in Cheltenham Clusters

The GP often rings to say “ My screen doesn’t look correct, or this button is greyed out and I can’t access something”

1. Setup
2. Users & policy
3. Organisation preferences
4. Expand Clinical policy
5. Tree configuration
6. 
7. Select Gloucestershire Locum GDoc (as highlighted above)
8. Click ‘Set Staff Tree Usage’
9. Select the GP you are looking for
10. Select the and ok
11. Refer back to the bottom of the preferences on the left hand side and find Toolbar
12. Select Gloucestershire Locum GDoc (as highlighted above)
13. Set Staff Toolbar Usage
14. Select the GP you are looking for
15. Select the and ok
16. END