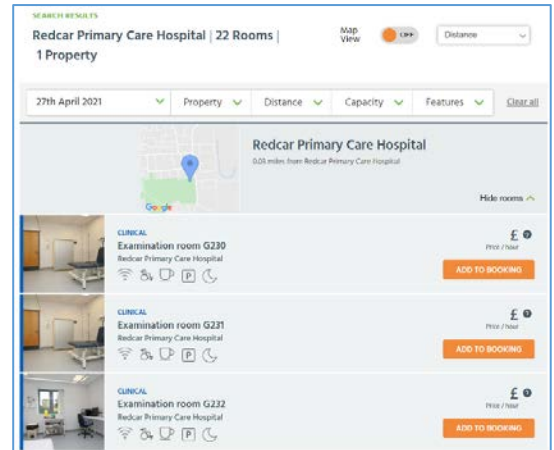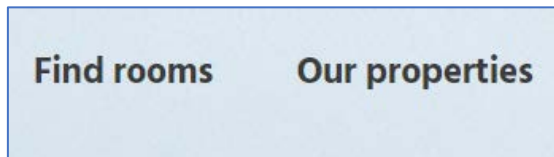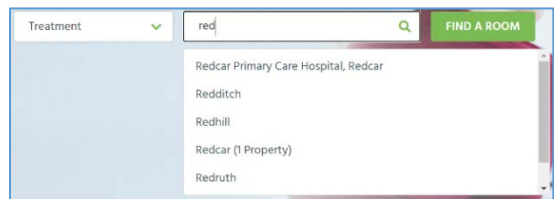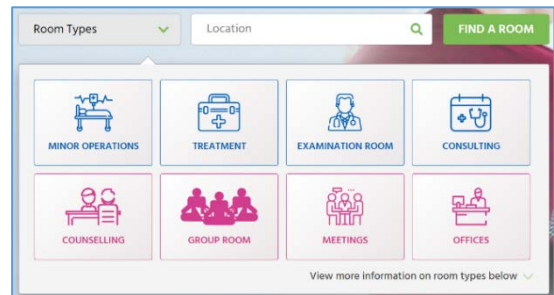QRG5 – QUICK REFERENCE GUIDE

Search and Results

ROOMS

- A clinical room contains up to 4 booking slots per day split into morning, afternoon, evening, and whole day sessions (which include break times).
- A non-Clinical room is booked in half an hour slots with a minimum of one hour per booking.
- Select your chosen room by clicking on 'Add to booking'.
- The cost of each room per hour will be displayed on the right hand side.
- You can also see the key features of the room by the icons displayed underneath each room name.
- These will included things such as Wifi, wheelchair access, parking etc…

HOMEPAGE

- On the Homepage, start by selecting the room type you wish to search by clicking on the Room Types drop down menu.
- For more information on Room Types, click on 'View more information on room types below.

- Next, type in the name or location of the property you wish to book.
- Typing the first 3 letters will start to reveal property names and locations.
- Select your chosen property or location and click on 'find a room'
- You can also search by clicking on 'Find rooms' on the top left hand corner of the Homepage.

- A list of all the NHS Open Space Properties and rooms will be shown.
- Use the filters on the top left hand corner to reduce the number of Property and room options that are displayed.

- Your filtered search results will now be displayed.
- You can store your favourite properties and rooms by selecting the heart icon next to either the property or room.
- This will save the property/room so it is easy to search and select next time.

- Your saved properties and rooms will be displayed below the booking form the next time you perform a search from the Homepage.
- This will save you searching for your chosen property or room the next time you want to book a room.
- If you want to remove a property or room from your favourites list, just click on the dustbin icon.
- To view more information about the room, click on the room name.

- The room information screen will give you more details about the room.
- Here the cost of the room will be displayed in the top right hand corner.
- You can view where the property is on a map by clicking on 'view on map'.
- The image in the top right corner of the photo will show you a floor plan of the property and where the room is on it.
- The opening times of the property will be displayed below the photo.

Map View

- To view your search results in Map view, slide the map view button from 'off' to 'on'.
- This will bring up your search results on a map.
- Use the + or – symbols to zoom in or out of your chosen area.
- Click on the icon for your chosen property.
- A list of Room options will appear.
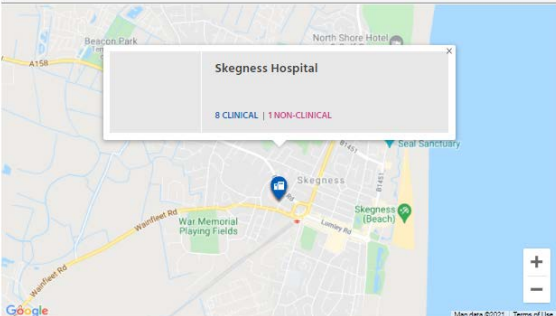- Click on **[ADD TO BOOKING]** to select your chosen room.