QRG6 – QUICK REFERENCE GUIDE

Booking a Room

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 property and room by the icons displayed underneath each room name.

These will included things such as Wifi, wheelchair access, parking etc…

BOOKING FORM

- Select the chosen service for your booking.
- Select the date.
- Room availability will be displayed below. Select the time or booking slot you want (depending on room type). It will turn green showing you it has been reserved.
- If you need to remove the room from your booking, you can do so by clicking on **[REMOVE].**
- Alternatively, you can change the date to check availability on other days.
- Select your host from the drop-down menu. (The host is the person who will be using the room that day).
- If you do not have a host set up, click on **[Add new host]** and fill in the details of your chosen host, including their names, email address and phone number.
- Once you have completed all required fields, the Add to Basket button will become available to click, or you can add more rooms to your booking.
- When you have completed your bookings, click on **[ADD TO BASKET].**

NEXT STEPS

- Click on **[CHECKOUT]** to go to the next stage of the booking process to complete you booking.
- Alternatively, click on **[CONTINUE BOOKING]** to browse and add other rooms to your basket.
- Your bookings will remain in your basket for 30 minutes before they are removed from the system and you will need to book again.

CONFIRMING YOUR BOOKING

CLOSE ❌

Successfully added to basket

✅

Your booking has been successfully added to your basket.

CHECKOUT   CONTINUE BOOKING

REF: 443042 | BOOKER: TRISTEST PRIMARYUSER | SERVICE: PSYCHIATRY - SOUTH LINCOLNSHIRE CCG

2 Low Grange Health Village

ADD INTERNAL REFERENCE | HOST IAN HAY EDIT

28/04/21   Treatment Room 1   08:00 - 16:00

Booking Total
£96.00

+ ADD ROOM   EDIT BOOKING   REMOVE BOOKING

- Review all the information regarding you booking.
- The review screen confirms the property and room you are booking, as well as the time, date, host details and total cost.
- You also have the ability to add further rooms, edit the booking or remove it completely.
- You will also be able to change or add a host to the booking and edit the internal reference / PO number field to make it easier for you to manage this at a later date
- A breakdown of costs is displayed showing the booking total with and without VAT.
- Read the terms and conditions by clicking the link.
- You have the option to pay for the booking in full or pay monthly as you go.
- Once you are happy confirm that you have read and agreed to the terms and conditions.
- Click on **[PAY NOW]**. Your organisation's chosen payment method for this service will be debited for any of your bookings that occur in this calendar month. For bookings that are in future months, payment will be taken on the first working day of that month.
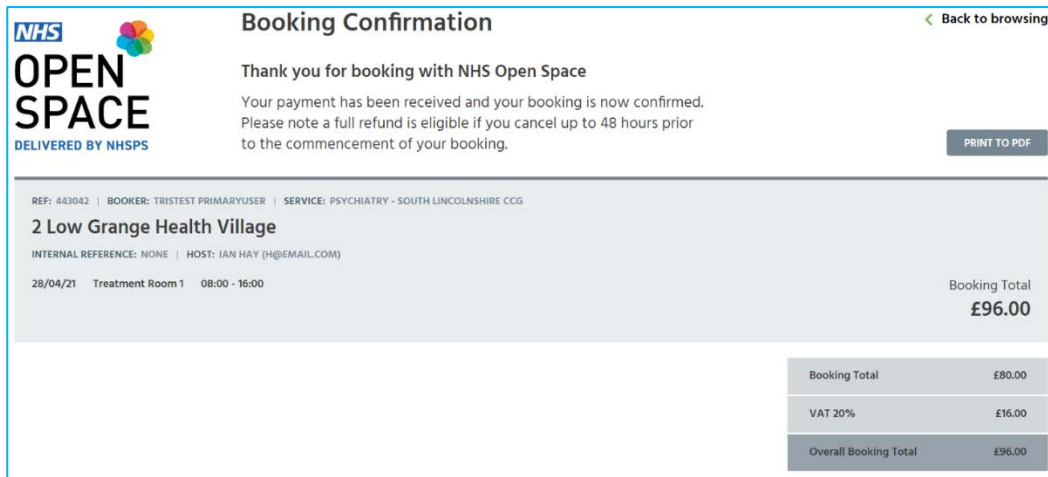
Pay booking in full ❓

Booking Total	£80.00
VAT 20%	£16.00
Overall Booking Total	£96.00

☑ Click to agree to Terms and conditions

PAY NOW

BOOKING CONFIRMATION

- Your booking confirmation screen is then displayed confirming the costs, time and date, room and property of the booking. This information is emailed to the address we have for your account.
- Should you wish to print out the confirmation you can also get a PDF of the Booking confirmation by. can also convert this information into a PDF by clicking on **[PRINT TO PDF].**