NHS
OPEN
SPACE
DELIVERED BY NHSPS

QRG7 – QUICK REFERENCE GUIDE

Making a Recurring Booking

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.
- If you want to book over multiple days or regular intervals; tick **[Set booking as recurring].**

- Set how regular you would like your booking to be.
- Start by selecting your recurrence as daily, weekly, or monthly.
- Next, set how often you would like it to recur.
- Different options will appear if you have set it to, daily, weekly, or monthly.
- Set your range of recurrence. You can set the booking to end by a certain date or after a number of occurrences.
- Click on **[CHECK & RESERVE]** to see the availability for all your dates.
- If your check reveals no date clashes, that means all your bookings on their chosen dates are available.
- Select your host from the drop down menu.
- If the relevant host is not yet set up on your account, click on **[Add new host]** and fill in the details of your chosen host, including their name, email address and phone number.
- Once you have selected your host, the Add to Basket button will go green.
- Click on **[ADD TO BASKET]**.

- If your check reveals one or more clashes on your selected dates then click on **[GO TO ADVANCED BOOKING]** to correct any time/date clashes. (please note, advanced booking is not available on mobile devices).
- The Advanced Booking screen will give you all of the information and options you need to correct each booking clash. Pressing the Fix clash button will take you to the next clash to fix in the calendar view. As you progress through the clash fixes, pressing the fix clash button will update how many clashes remain until none remain and you can add your booking to the basket.

ADVANCED BOOKING PAGE

- Booking clashes will be highlighted on the Advanced Booking page. Clashes can be addressed by changing details of the whole booking, or just for the dates where a clash occurs.
- You can change the date or the time of the booking slot.
- You can also remove the room for that date by clicking on **[REMOVE].**
- Or you can add a different room to the booking that is available on that chosen date.
- Once you fixed all your clashes you will see a message that all clashes have now been fixed the Add to Basket button will be enabled in the righthand corner of the screen.
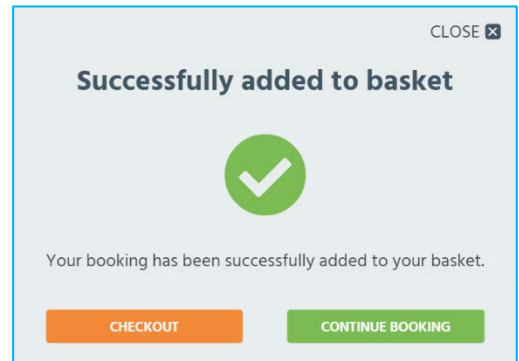
NEXT STEPS

- 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

- 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.

Successfully added to basket

Your booking has been successfully added to your basket.

CHECKOUT   CONTINUE BOOKING

Your basket   ‹ Back to browsing

You have 30 minutes to complete your booking

REF: 443067 | BOOKER: TRISTEST PRIMARYUSER | SERVICE: PSYCHIATRY - SOUTH LINCOLNSHIRE CCG   ↻ RECURRING

2 Low Grange Health Village

ADD INTERNAL REFERENCE | HOST IAN HAY EDIT

↻ 10/05/21 Examination Room 1 08:00 - 16:00

Booking Total
£288.00

+ ADD ROOM   EDIT BOOKING   SHOW BOOKINGS (3) ⌄   REMOVE BOOKING

The bookings in your basket are initially set to 'Pay as you go'. Payment for bookings in the current calendar month will be taken immediately, as shown by the 'Total payable now', and bookings for future calendar months will be billed and payments taken automatically at the start of each month. Select the 'Pay booking in full' option (where available) if you wish to pay for your booking(s) in one go.

Pay booking in full ?	●	Pay booking as you go ?	○
Booking Total	£240.00	Payable upfront	£0.00
VAT 20%	£48.00	VAT 20%	£0.00
Overall Booking Total	£288.00	Overall Booking Total	£0.00

☑ 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].**

Booking Confirmation

‹ Back to browsing

Thank you for booking with NHS Open Space

Your payment has been received and your booking is now confirmed.
Please note a full refund is eligible if you cancel up to 48 hours prior to the commencement of your booking.

PRINT TO PDF

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

2 Low Grange Health Village

INTERNAL REFERENCE: NONE | HOST: IAN HAY (H@EMAIL.COM)

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

Booking Total
£96.00

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