

QRG10 – QUICK REFERENCE GUIDE

Completing Migrated Bookings



To ensure your first 3 months of bookings will still go ahead, you will need to log into NHS Open Space and confirm and pay for those bookings.

If you do not, they will drop off the system on a pre-determined date (we will communicate this closer to the time) and you will lose the booking. Follow the instructions below to confirm your bookings on the new site.

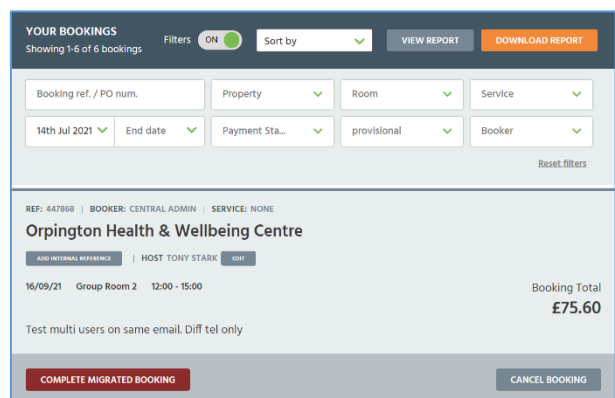
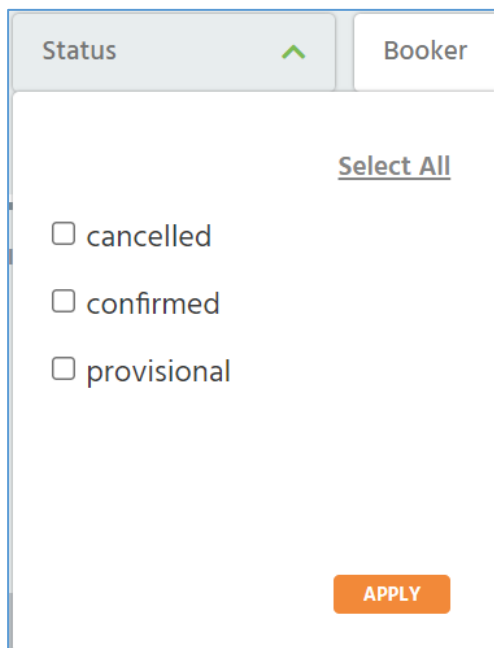
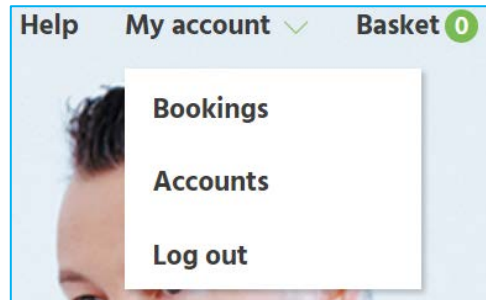
Confirming your Migrated Bookings

- Log into your *NHS Open Space* account and navigate to the My Account drop down in the top right hand corner of the screen.
- From the drop-down menu, select **[BOOKINGS]**.

Locating your Migrated Bookings

- On the Bookings screen, use the filters to find your Migrated Bookings.
- From the ‘Status’ drop down option, select ‘Provisional’ and click on **[APPLY]**.

- Next find the booking you want to confirm, and click on **[COMPLETE MIGRATED BOOKING]**.



Confirming you Booking

- On the next screen, review all of the booking information and ensure it is correct.
- From the drop down, select the Service that this booking relates to. You will be able to see the original service information (if provided) in the box below to help you select the right service.
- Review the host information (we have input any host information that was provided with the original booking details).
- Select your host from the drop down
- If you need to edit your host, please go to the Bookings or Accounts screen to edit an existing host.
- If your host is not displayed, click on **[ADD NEW HOST]**.

Adding a new Host

- *The ‘Host’ will be the person who will be using the room on the day of the booking.*
- Input the Host’s First and Last names, their email address and their phone number, then click on **[ADD HOST TO BOOKING]**.

Rooms in your booking

CLINICAL
Examination Room 20
Orpington Health & Wellbeing Centre

08:00 - 12:00

Total £278.40

Service ▼

3rd November 2021

Balance / dizziness

Your booking

08:00 - 17:00 SLOT AVAILABLE

08:00 - 12:00 RESERVED ✓

John Watson (john@test.c... |
✕ ▼
?

[Add new host](#)

CLOSE ✕

ADD NEW HOST

Please add details for the host

ADD HOST TO BOOKING

- Once you are happy that the bookings details are all correct, click on **[CONFIRM BOOKING]**
- If you need more information before you confirm you booking, you can instead, click on **[SAVE CHANGES]**.
- The information you have already entered will be saved but your booking will still have the same status 'Complete Migrated Booking'.

YOUR BOOKING SUMMARY

Examination Room 20 ↻ £278.40

Booking Total £278.40

SAVE CHANGES

CONFIRM BOOKING

Paying for your Migrated Bookings

- Once your booking has been confirmed it will still need to be paid for. Please ensure that the service that is attached to this booking, has been set up with a payment method.
- Bookings that fall in the current calendar month, will need to be paid for now, so they are fully confirmed.
- Bookings for future months will be debited on the first working day of the month that the booking falls in.
- To pay for any bookings that are due now, click on **[PAY NOW]**.
- On the next screen, review the details of the invoice.
- Then click on **[PAY NOW]**.
- Payment will then be taken from the payment method configured for this service

REF: 447862 | BOOKER: TRISTAN WHOLEY | SERVICE: AUDIOLOGY (NEW ID) - OLDHAM CCG ▲ PAY NOW

Crawley Hospital

ADD INTERNAL REFERENCE | HOST TONY STARK EDIT

29/07/21 Meeting Room 2 10:00 - 11:00 Booking Total **£24.00**

CANCEL BOOKING

Date	Booking ref	Internal ref	Room	Service	Time	Net cost	VAT rate	VAT payable	Gross cost
29/07/2021	447862		Meeting Room 2	Audiology (New ID) - Oldham CCG	10:00 - 11:00	£20.00	20%	£4.00	£24.00
									Net total
									VAT
									Grand total

Payment terms

venue.default_terms

£24.00 payment outstanding

PRINT INVOICE
▲ PAY NOW

- Your booking has now be paid for.
- You can print the invioce shown, by clicking on **[PRINT INVOICE]**.

✔ Thank you for your payment. This payment will appear on your account soon.

TW Live Test Inc
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 100 Test Street

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