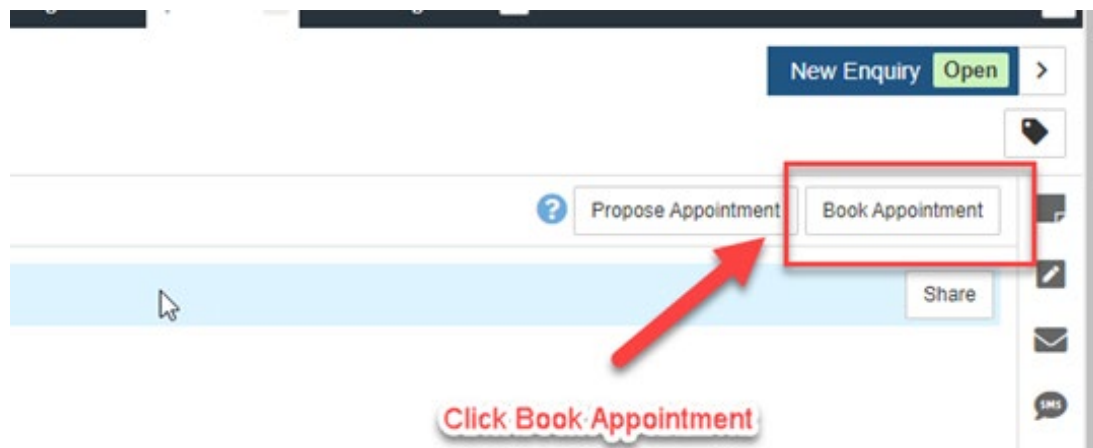
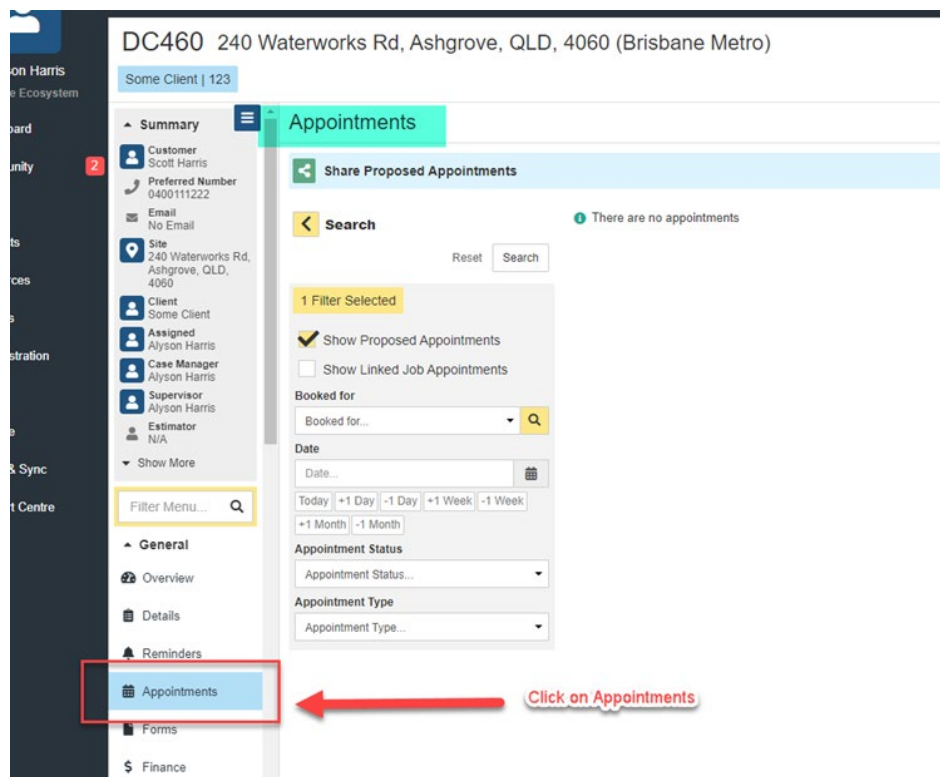


Updated 27.10.22

Prime Support Centre – Appointments/Video Assessing

## 1. Prime Instructions | Appointments/Video Assessing – How To Book Appointments

Once in the desired job, go to the Appointments tab under General.



DC460 240 Waterworks Rd, Ashgrove, QLD, 4060 (Brisbane Metro) New Enquiry **Open**

Some Client | 123

**Appointment**

Book For (Primary) \*  
Akeem Carroll

Also Update Assigned To Be This User  
 Also Update Estimator To Be This User

Book For (Secondary)  
Book For (Secondary)...

Date \*  
27 Jul, 2021

Start \*  
09:00 AM

End \*  
11:00 AM

Appointment Status \*  
New

Appointment Type \*  
Assessment

Note  
Attend site to assess water damage.  
Any additional information can be added here.

27th Jul 2021 | Akeem Carroll

6 am
7 am
8 am
9 am
10 am
11 am
12 pm
1 pm
2 pm
3 pm
4 pm
5 pm

Once you select Book For, and the Date you will be able to see what other appointments they have booked on that day.

You can select a Secondary attendee if multiple staff need to attend

Add any information for the attendees in the Note box.

30 240 Waterworks Rd, Ashgrove, QLD, 4060 (Brisbane Metro)

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**Appointments**

Go Back

**Appointment**

Book For (Primary) \*  
Book For (Primary)...

Linked To The Division  
 Linked To The Region  
 Linked To The Company

Also Update Assigned To Be This User  
 Also Update Estimator To Be This User

Book For (Secondary)  
Book For (Secondary)...

Date \*  
Date...

Today +1 Day -1 Day +1 Week -1 Week +1 Month -1 Month

Morning Block Afternoon Block

Start \*  
Start...

Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour

End \*

These items will determine who you can select the Appointment for. Unselect all to see everyone is your company in the Book For drop down.

27 Jul, 2021

Today +1 Day -1 Day +1 Week -1 Week +1 Month -1 Month

Morning Block Afternoon Block

Start \*  
09:00 AM

End \*  
11:00 AM

Appointment Status \*  
New

Appointment Type \*  
Assessment

Note  
Attend site to assess water damage.  
Any additional information can be added here.

Cancel Save

There are unsaved changes

DC460 240 Waterworks Rd, Ashgrove, QLD, 4060 (Brisbane Metro)

Some Client | 123

**Booked Appointments show in list here.**

Search

1 Filter Selected

Show Proposed Appointments

Show Linked Job Appointments

Booked for: [dropdown]

Date: [calendar]

Appointment Status: [dropdown]

Appointment Type: [dropdown]

**Select tick box to Complete Appointment. The Status will change to Completed.**

Date	Time	Status	Notes
27th Jul 2021	9:00 am - 11:00 am	Completed	Booked on 27th Jul, 2021 11:52 am for Akeem Carroll 240 Waterworks Rd, Ashgrove, QLD, 4060 Attend site to assess water damage. Any additional information can be added here.
27th Jul 2021	1:00 pm - 3:00 pm	Completed	Booked on 27th Jul, 2021 11:53 am for Akeem Carroll 240 Waterworks Rd, Ashgrove, QLD, 4060 Attend site to assess water damage. Any additional information can be added here.
28th Jul 2021	9:52 am - 10:52 am	New	Booked on 28th Jul, 2021 8:52 am for Alyson Harris 240 Waterworks Rd, Ashgrove, QLD, 4060 Test appointment