A Completing Confirmed Bookings

1. Select the Outstanding Requests tab

2. Select the relevant shift, Right Click and select Direct Booking

3. Search for the person and select their name

4. Click Book Staff

Select Staff to book onto Request 04150000005 (10/04/2015 07:15 - 13:15; Astor Ward)

Surname: dawso
First name: 

Staff:
- Dawson Christine (26004960)
- Dawson Gavin (48948448)
- Dawson Jessica (9947896)
- Dawson Mary (4894848)

Book Staff, Cancel
HealthRoster - BankStaff
Direct Bookings (Confirmed and Unconfirmed)

5. Tick Mark Booking as Confirmed and enter the name of the person who Confirmed the booking.

6. Tick Mark Booking as Informed, if the ward has been notified of the person booked.

7. Click Book Staff.

8. The booking will change green and the person’s name will be displayed on the right.

Mark Booking as Confirmed – the bank worker has confirmed that they accept this shift.
Mark Booking as Informed – the ward has been notified of the person booked.
Completing Unconfirmed Bookings

1. Select the relevant shift, Right Click and select Direct Booking
2. Search for the person and select their name. Click Book Staff
3. Ignore the Confirm Booking section
4. Click Book Staff
5. The booking will change amber and the person’s name will be displayed on the right
6. Select the shift and click Confirm Booking and follow the steps to Mark Booking as Confirmed

Once the booking has been confirmed you can mark it as Confirmed