



# Scheduling Module Client Booking Quick Guide

*Online-Scheduling*



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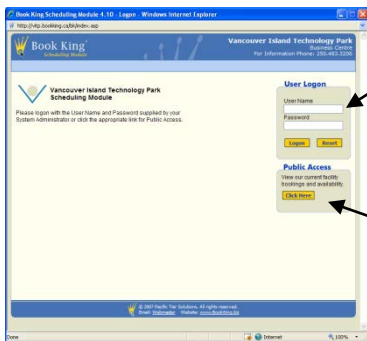
### Logon to Book King

Enter the following URL into your address bar:

URL: **http://www.bookking.ca/bkubcppub**

Create shortcut or bookmark this address for easy access.

Click on the “Logon To Scheduling Module” box. When this box is clicked a new application window will launch.



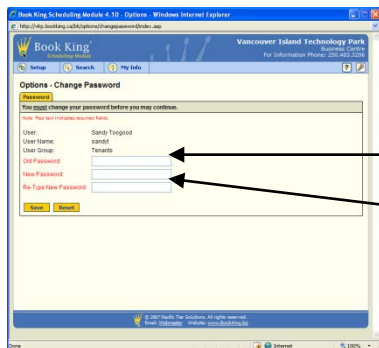
Logon to the Book King application by typing the username and password assigned by your system administrator in the text fields on the Book King **Logon Screen**.

If this is the first time you are logging on to the system you must change your password from the default password provided by your system administrator.

If you wish to “look but not book” you may also click on the Public Access “Click Here” button to browse for availability.

### Change Password

Anyone can change his or her own password. It's recommended that users change their passwords periodically to ensure system security is not compromised. The **Change Password Screen** opens to the currently logged-on user's account. You should verify that your User and Username are correctly identified at the top of the screen before trying to proceed. You can only change a password if you know the existing password to be changed. Passwords in Book King are not case sensitive.



Click on the **Setup / Options/ Change Password** link from the Menu at the top of the screen.

Book King displays the **Change Password Screen**.

Type in your existing password you used to log on to this session in **the Old Password** text field,

Type in a new password in the **New Password** text field.

Again type in the same new password in the **Re-Type New Password** text field.

Click the **Save** button to save the new password to the database. Click **Reset** to remove the changes you have made before you save them.

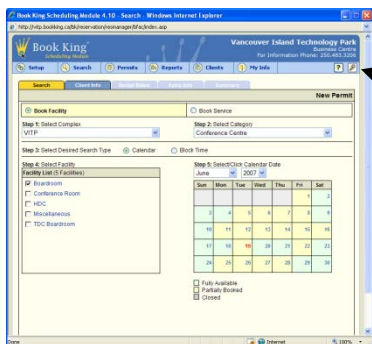
Book King displays the Change Password Success dialog box.

Click the **OK** button to continue. Book King returns to the Options window.



When a new user logs on for the first time the **Change Password** Screen is displayed and the user must change their password from the new user default password. (Set on the **System Settings** Tab in Options)

## Terminating Your Session



You may log-off Book King at anytime. Click on the **Log Off “Key”** icon in the top right corner of the screen. The system will close your session in Book King and return you to the Logon Screen.

Always **log off** Book King if you are going to be away from your computer for a length of time. Book King will automatically end your session after a period of inactivity.

## Reservation Request

The **New Search Screen** is used to search for facility availability and create new reservations.

The **Search Screen** has three **Tabs** across the top of the screen. To move from screen to screen, click on the **Tab** links. All tabs other than the **Search Tab** are ghosted out when starting a new search and become available after selecting facility times.

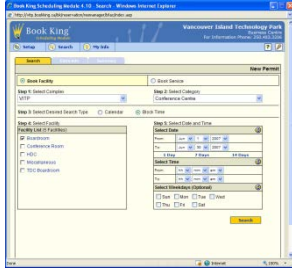
Tab	Description
<b>Search</b>	From this screen you search for facility availability and book desired times.
<b>Extra Info</b>	Enter setup instructions for booked facilities.
<b>Summary</b>	Summarizes the selected facility times in an invoice format and provides invoice processing tools.

## Make a Facility Booking

There are 3 search methods available. It is recommended that you use the Block Time Search method. Note: Your Book King Administrator may not have enabled on all 3 search methods.

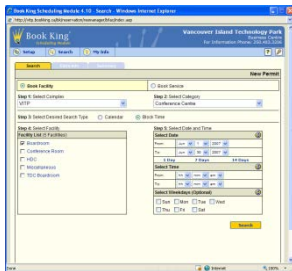
Search Type	Description
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### Block Time



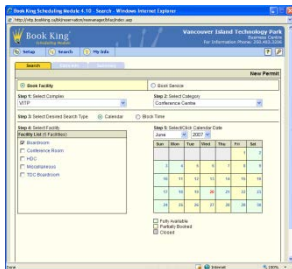
Search for one or more facilities at once for a specific time of day you wish to book. (recommended)

### Time Slot



Search one or more facilities at once by the whole day or enter a time of day to view facility availability within certain hours of a day.

### Calendar



Used to do a visual search of the available slot times for a selected facility for a given month. If you mouse over a yellow day more details are display

## Block Time Search

A **Block Time Search** is used to search facility availability regardless of the facility open and close times. A block of time is either available or unavailable.

Click on the **Search** link from the Menu at the top of the screen.

Book King displays the **Search Screen**.

From the **Select Complex** drop down list, select the complex.

From the **Select Facility Category** drop down list, select the facility category.

Select the **Block Time** radio box.

Select the **Override Facility Hours** checkbox if you wish to search and book facilities regardless of Facility regular hours.



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Select the facility(s) you wish to search by selecting one or more Facility check boxes from the facility list. If you have a large number of facilities listed use the Up and Down arrows in the list view to scroll your list of facilities. Mouse over a facility name to view the regular hours of operation for a facility.

Select the **From** and **To Dates** using the Date drop down lists. To quickly add a pre-selected number of days to the From Time, click on the appropriate **Days** link.

Select the **From** and **To** hour/minutes times using the Time drop down lists.

Select specific days of the week by clicking the appropriate **Select Weekday(s)** checkboxes. This is optional.

Click the **Search** button.

Book King will calculate the data and display the **Search Results Screen**. Time Slots are color coded to indicate availability as follows:

Status	Colour	Description
Available	Green	The time slot is available for selection.
Booked	Blue	The time slot is already booked for the current reservation.
Pending Activation	Blue	The block of time is pending for the current reservation you are creating.

## Time Slot Search

A **Time Slot Search** is used to search facility time slot availability for a full or partial day.

Click on the **Search** link from the Menu at the top of the screen.

Book King displays the **Search Screen**.

From the **Complex** drop down list, select the Complex.

From the **Select Facility Category** drop down list, select the facility Category.

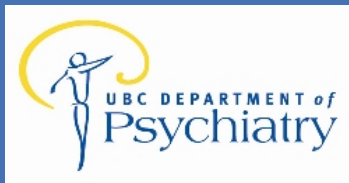
Select the **Time Slot** radio box.

Select the facility(s) you wish to search by selecting one or more Facility check boxes from the facility list. If you have a large number of facilities listed use the Up and Down arrows in the list view to scroll your list of facilities. Mouse over a facility name to view the regular hours of operation for a facility.

Select the **From** and **To Dates** using the Date drop down lists.

Select the **From** and **To** hour/minutes times using the Time drop down lists. (Note: If no time of day is entered then the search results will show all time slots for the day)

Select specific days of the week by clicking the appropriate **Select Weekday(s)** checkboxes. This is optional.



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Click the **Search** button.

Book King will calculate the data and display the **Search Results Screen**. Time Slots are color coded to indicate availability as follows:

Status	Colour	Description
Available	Green	The time slot is available for selection.
Booked	Blue	The time slot is already booked for the current reservation.
Pending Activation	Blue	The block of time is pending for the current reservation you are creating.

## Calendar Search

A **Calendar Search** is an optional way to search for time slot availability or can be used to view current reservations and availability. The information displayed is pertinent to the facility open and close times.

Click on the **New Search** button at the top of the screen.

Book King displays the **Search Screen**.

From the **Complex** drop down list, select the Complex.

From the **Select Facility Category** drop down list, select the facility category.

Select the **Calendar** radio box.

Select the facility you wish to search by selecting a **Facility** check box from the facility list. If you have a large number of facilities listed use the Up and Down arrows in the list view to scroll your list of facilities.

The **Calendar** will refresh and display the appropriate data.

Select the **Month** and **Year** you want to set reservations.

The **Calendar** will refresh and display the appropriate data.

Click on the **Number** of the day in the month you wish to view or add a reservation.

Each day of the month in the calendar is color coded according to availability of the selected facility as follows:

Status	Colour	Description
Available	Green	All time slots for this facility are available on this day.



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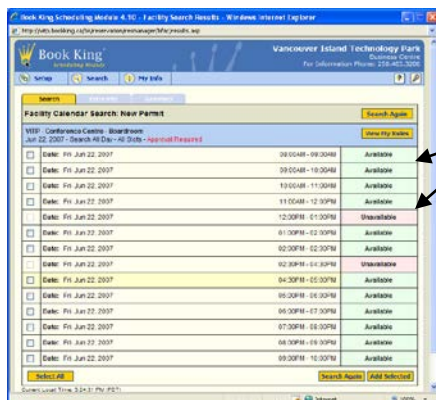
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Partially Booked	Yellow	One or more time slots are unavailable on this day.
Closed	Dark Grey	The facility is not open on this day.

Book King will calculate the data and display the **Search Results Screen**.

## Selecting Facility Times

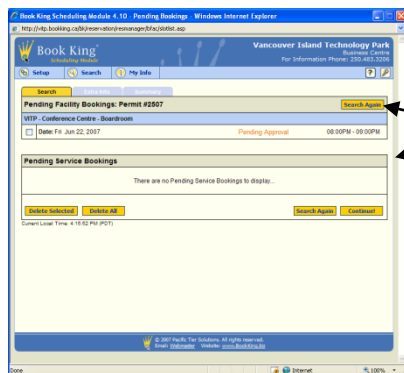


After performing a search, the **Search Result Screen** is displayed.

Displayed are Available times and Unavailable times. Times that are available will have a selectable checkbox. Select time(s) you wish to book and click the “Add Selected” button.

Click the “Search Again” button and repeat the above procedure, to add Services (e.g. EEG equipment or NIH Toolbox), to your booking

## Completing the Facility Booking



After clicking either the Add Selected button from the Search Results Screen or the View Pending button, the Pending Time Slot Screen is displayed. The screen displays your pending facility times for the reservation.

If you are creating a new reservation, an **Invoice #** for this reservation has been generated and is displayed in the header.



This screen displays your pending activation time slots. Take the time to review your selected time slots carefully.

To remove individual pending facility time slots from this reservation select the **checkbox** next to each appropriate time slot and click the **Delete Selected** button or click the **Delete All** button to remove all pending facility time slots for this reservation.

Click the **Search Again** button to loop back to search and add additional facility time slots to the current pending reservation times before continuing.

Click the **Continue** button to complete the booking process.

A popup window will prompt you to Confirm Action!





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Click "**OK**" to continue. The **Summary Screen** will be displayed.

### Summary Tab

The **Summary Tab** displays a summary of the information from the other tabs for the reservation. The information includes: client information, booked facilities and payment information (if applicable).

The **Summary Tab** also allows you to: delete reservation request times, add client comments and print an invoice.

### Delete a Facility

There are two ways to remove facilities from a reservation:

To remove individual time slots for a facility from a reservation, click on the **Date** link of the appropriate **Facility Time Slot** you wish to remove.

To remove an entire facility from a reservation, click on the appropriate **Facility Name** link.

### Add Comments

Enter a maximum of 2000 characters of text in the **Comments** text field near the bottom of the **Summary Tab**. Click the **Save** button to save your comments.

### Print Invoice

To print a reservation invoice, click on the **Print Invoice** button located at the bottom of the screen. The invoice will be re-formatted and printed.

### Approval Process (If Enabled)

If your Book King System Administrator has enabled a Facility Booking Approval Process then your facility bookings will be sent to an approval manager. Book King will notify you once your request has been processed in two ways.

1. An email will be sent to the email address you provided when your Book King account was created.
2. Messages will also be sent to the Dashboard page (button on top row) within Book King. Click **Dashboard** button in the menu at the top of the screen whenever you see this button flashing to read any messages that have been sent to you.