

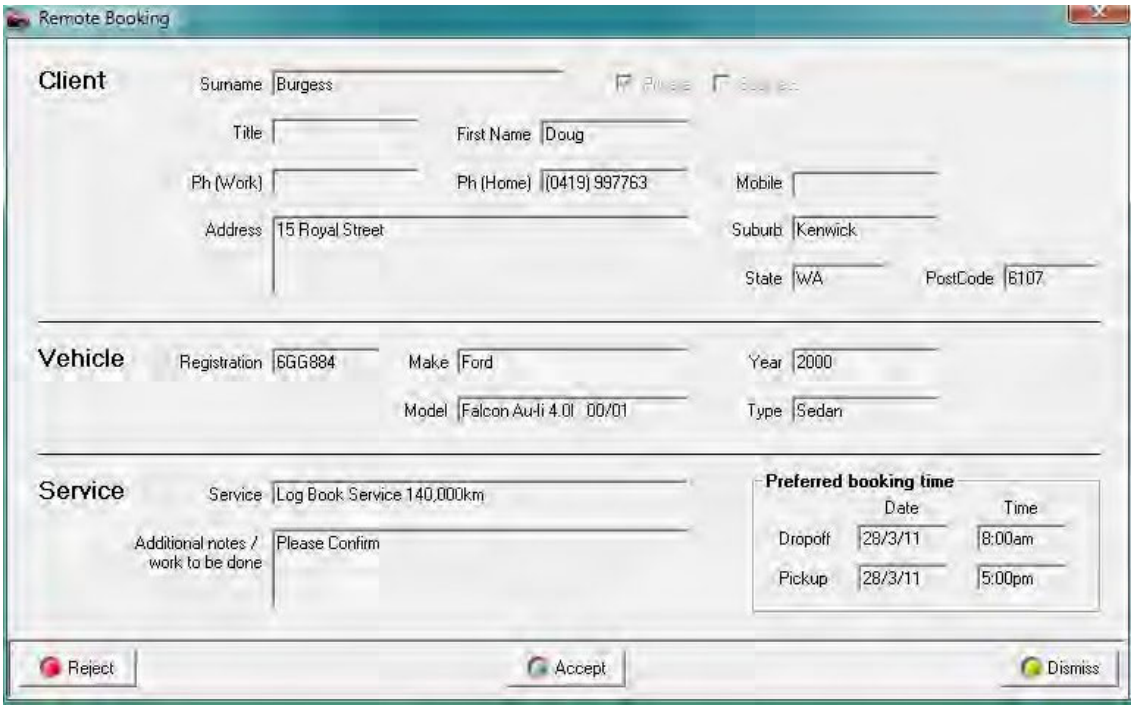
Processing Online Bookings in Automation

The following instructions takes into account that the site/dealers web administrator has created the required booking form as per the Microbase Online Booking Script document.

Once the client has filled out the booking form and submitted it on the site/dealer's web site the Booking will only be received on the nominated machine, this can be set by opening File – Site Settings – Online Settings in Automation then place a tick under **Remote Bookings** against 'Check for Remote Bookings on this machine' Click OK (F12) to save your settings.

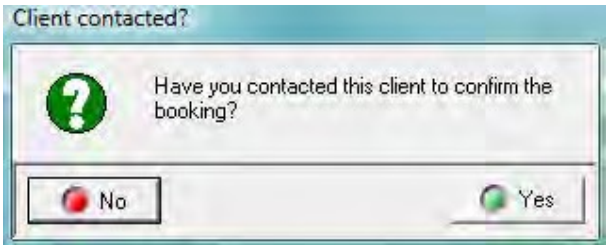
The designated site PC is set to check for bookings every minute, if a booking is logged on the Microbase server the site will be prompted to accept the online booking. A confirmation is required, either via email, SMS or phone, once confirmed select the OK option to import the booking.

The remote booking form allows you to reject (cancel) the booking, accept or dismiss, if you choose dismiss the form will reappear after 5 minutes. Accepting the booking asks you to confirm client contact.



The screenshot shows a 'Remote Booking' window with three main sections: Client, Vehicle, and Service. The Client section includes fields for Surname (Burgess), Title, First Name (Doug), Ph (Work), Ph (Home) ([0419] 997763), Mobile, Address (15 Royal Street), Suburb (Kenwick), State (WA), and PostCode (6107). The Vehicle section includes Registration (GGG884), Make (Ford), Year (2000), Model (Falcon Au-Li 4.0i 00/01), and Type (Sedan). The Service section includes Service (Log Book Service 140,000km) and Additional notes / work to be done (Please Confirm). A 'Preferred booking time' table shows Dropoff on 28/3/11 at 8:00am and Pickup on 28/3/11 at 5:00pm. At the bottom are buttons for Reject, Accept, and Dismiss.

Preferred booking time		
	Date	Time
Dropoff	28/3/11	8:00am
Pickup	28/3/11	5:00pm



The dialog box titled 'Client contacted?' asks 'Have you contacted this client to confirm the booking?'. It has a green question mark icon and two buttons: 'No' and 'Yes'.

Confirming the contact will take you to the booking form, select the agreed date and time, OK (F12) will enter the booking onto your diary, including client, vehicle and service details.

If you are interested in having this feature, please contract Microbase Support to request the Online Booking Script, there is a fee of a once only \$150.00 including GST.