

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.

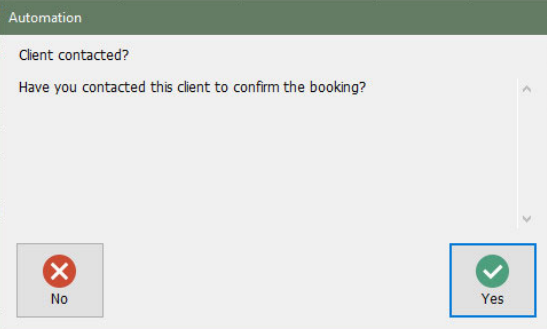
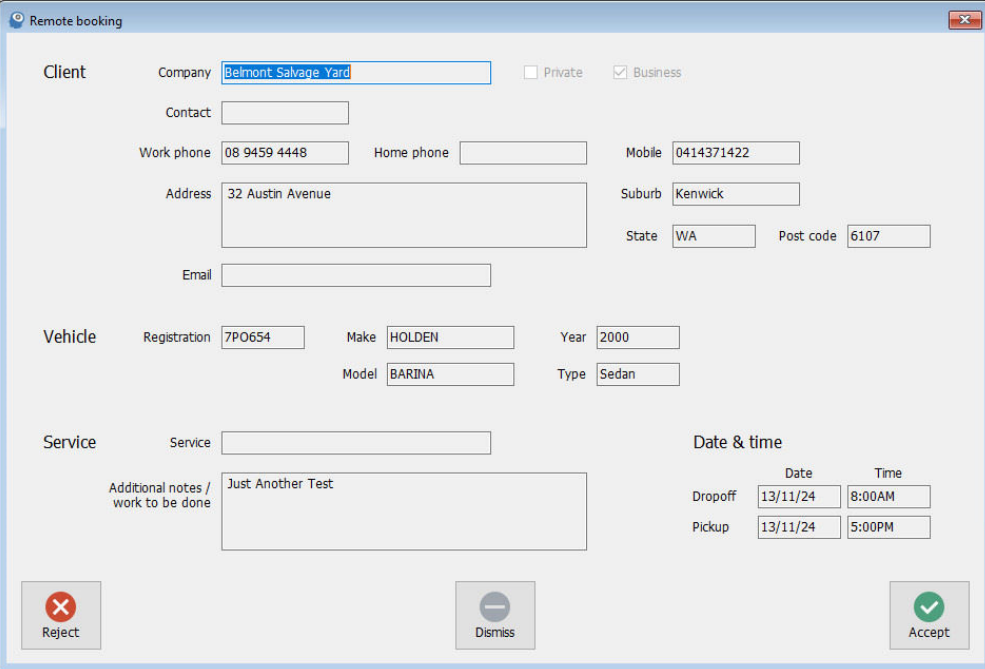
Once the client has filled out the booking form and submitted it on the site/dealer's web site the Booking will only be received on the nominated machine, this can be set by opening File – Site Settings – Online Settings then place a tick under **Remote Bookings** 'Check for Remote Bookings on this machine'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

Remote bookings

☒ Check for site messages on this machine

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.



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.