

GoGet Scheduler v5 (with workgroups) Quick Guide

Create a booking item on the schedule

- 1 Choose from:
 - Click on **Bookings | New inspection booking by availability**, or
 - Press **F6**, or
 - Right click on schedule and select from shortcut menu
- 2 Enter the consent number and click on the **Search** button (No 1), then click on **Next** (No 2)
- 3 Select an inspection type (No 3)
- 4 Select an inspector and start time (No 4), then click on **Next** (No 5)
- 5 Enter contact details (No 6)
- 6 Click on **Save** (No 7)

Enter the Consent No: 254892 Search

Consent Issued: 5 Sep 2013

Conser: 1 / Suburb: Johnsonville

Site Address: 2 Macaulay Street Johnsonville 6037

Description of consent: 2.3 Multi-Residential - New 3 storey apartment building containing twelve two bedroom apartments.

What type of inspection is required: Block Work Construction

Workgroup: North

Inspector: Mike Akavi

Inspection Date/Time: Thu 12 Sep 9:00am-9:45am

Contact Name: Peter Short

Contact Phone Number: 027 456 5432

Contact Email Address:

Please phone before arrival: Not Required 30 minutes

Site Access: Easy Difficult

Other Notes or Comments: Will be available on site until midday

Buttons: Next, Previous, Save, Close

Create a Waiting List item

- 1 Choose from:
 - Click on **Bookings | New Waiting List item**, or
 - Press **F4**, or
 - Right click on schedule and select from shortcut menu
- 2 Enter the consent number (No 1) and select the inspection type (No 2)
- 3 Do not select an inspector
- 4 Record notes from caller (No 3)
- 5 Click on **OK** (No 4)

Waiting List Booking

Area: Thorndon

Consent: 239781

Inspection: Certificate of Public Use

Date: 11/9/2013 From: 8:00am to: 8:15am

Address & Details: (entry foyer only). Installation of new internal lift, giving access to lower ground level, ground level and level 01. New internal stairs connecting lower ground level to ground level. Category: C2 Warren & Mahoney Architecture

Notes: Contact: Phone:

Buttons: OK, Cancel

The item displays on the Waiting List.

Move/reschedule a booking

- Choose from:
- 1 Move item from Waiting list to the schedule
 - Drag the Waiting List item onto the schedule
 - 2 Move item to the Waiting List
 - Click on the booking title bar
 - Click your right mouse button and choose **Move booking to the Waiting List**
 - 3 Move item to another time or another inspector on the same day
 - Click on booking title bar and drag to new time, or
 - Click on booking title bar and drag to new inspector
 - 4 Move item to the next/previous day
 - Click on title bar of booking
 - Click your right mouse button and choose **Move booking to the next day/previous day**
 - 5 Change date and/or time to another day
 - Double click on booking, click on **Find Available Inspectors**, change date and/or time

Cancel a booking

When you cancel a booking, you need to give the reason. Both the reason and the details of the person cancelling are stored as part of the consent.

- 1 Click on the booking title bar
- 2 Click your right mouse button and click on **Cancel**
- 3 Enter the reason for the cancellation
- 4 Click on **OK**

Cancel Booking

Enter a reason for the booking cancellation:

Weather has been too wet and customer is not ...

Buttons: OK, Cancel

If you delete a booking, there is no record of the booking. If you need to delete—

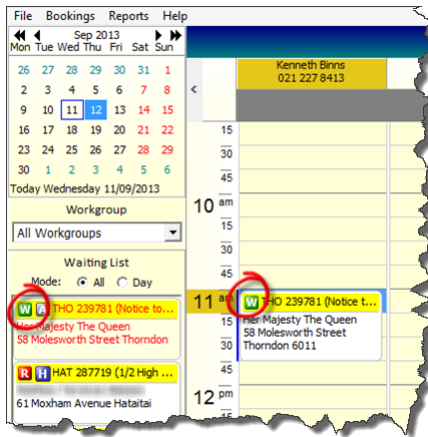
- 1 Click on the title bar of the booking
- 2 Click your right mouse button and click on **Delete**

Copy and link to the Waiting List

You cannot give the customer the date wanted and you have to give the next available date. You can offer the booking on the understanding that if an earlier one becomes available, that you will make it available to the customer.

- 1 Create the next available booking on the schedule
- 2 Click on the booking title bar
- 3 Click your right mouse button and click on **Copy and link to Waiting List** item

Note the **W** marker on both the Waiting List item and the booking on the schedule.



If an earlier booking becomes available—

- 4 Drag the item from the Waiting List onto the schedule

GoGet Scheduler deletes the original booking.

If an earlier booking does not become available, then the original booking stands.

Display locations of inspectors

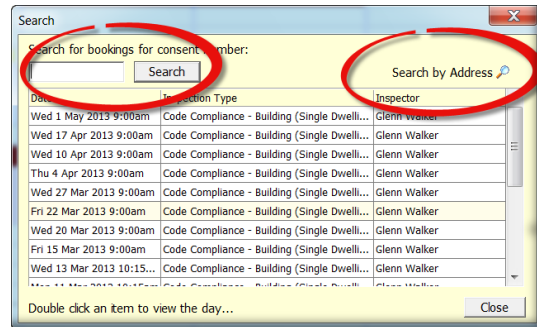
Use Google Maps to see the location of inspector(s).

- 1 Click your right mouse button in an inspector's column on the schedule (for one inspector) or anywhere for all inspectors
- 2 Click on **Google Map this inspector/Google Map this workgroup**



Search for consent details

- 1 Choose from:
 - Click on **Bookings | Search**
 - Press **Ctrl S**
- 2 Enter the consent number (if known) and click on the **Search** button

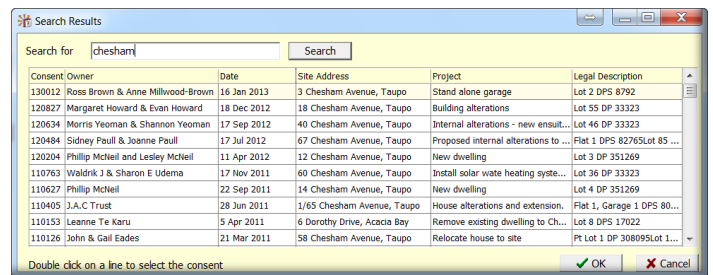


or

If you don't know the consent number, click on the **Search by Address** button

Enter a name, site address, project or legal description and click on the **Search** button

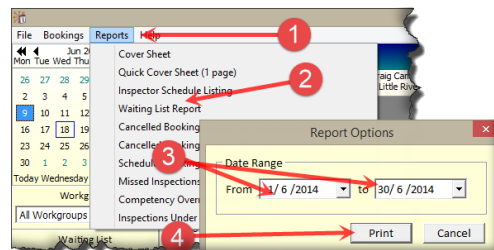
Double click on a consent number or click once and click on **OK**



Run reports

Run a number of different types of reports.

- 1 Click on **Reports** (No 1) and select the type of report (No 2)
- 2 Where appropriate, select the date range (No 3)
- 3 Click on **Print** (No 4)



- 4 Select the output you want (No 5)

