GoGet Scheduler v5 (without workgroups) Quick Guide

Create a booking item on the schedule

1. Choose from:
   - Click on **Bookings | New inspection booking**, or
   - Press **F2**, or
   - Right click on schedule and select from shortcut menu
2. Enter the consent number (No 1)
3. Select an inspection type (No 2)
4. Click on **Find Available Inspectors** (No 3)
5. Select a start time and an inspector and click on **OK**
6. Enter contact details (No 4) or click on the **Retrieve last booking details** button
7. Select a **Colour Scheme** if required (No 5)
8. Click on **OK** (No 6)

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. Enter contact details (No 3) or click on the **Retrieve last booking details** button
5. Select a **Colour Scheme** if required (No 4)
6. Click on **OK** (No 5)

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**

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 🅦 marker on both the Waiting List item and the booking on the schedule.
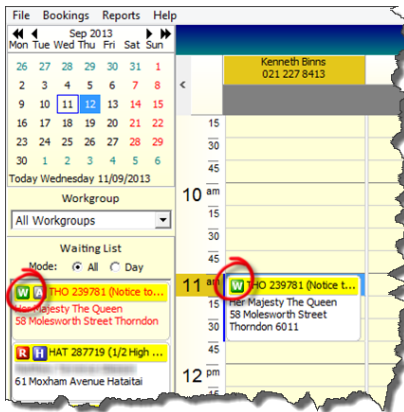
If an earlier booking becomes available—

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.

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**
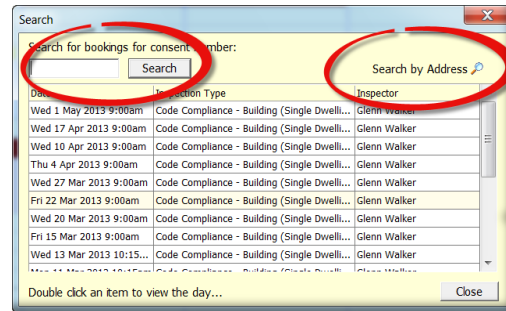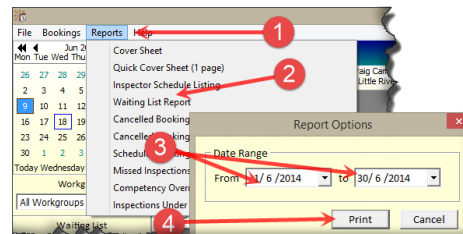

Display locations of inspectors

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**

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)