

StaffCareServices

OPAS-G2 Current Appointment Booking

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OPAS-G2 Appointment Booking FAQ

- **Is the Appointment Booking process easy?**

The basis of any appointment booking system is to allow interested parties to choose the most appropriate slot available. OPAS-G2 allows Managers, HR and even Employees to book appointments. This is achievable using the intuitive slot-based selection process and ensures only valid slots are offered.

An Appointment Request is used to define the criteria of the Appointment, i.e.: who, when, where, what for and for how long.

OPAS-G2 then uses these criteria to find matching slots and presents them in an easy to select way.

It's even optimised for booking via a mobile device.

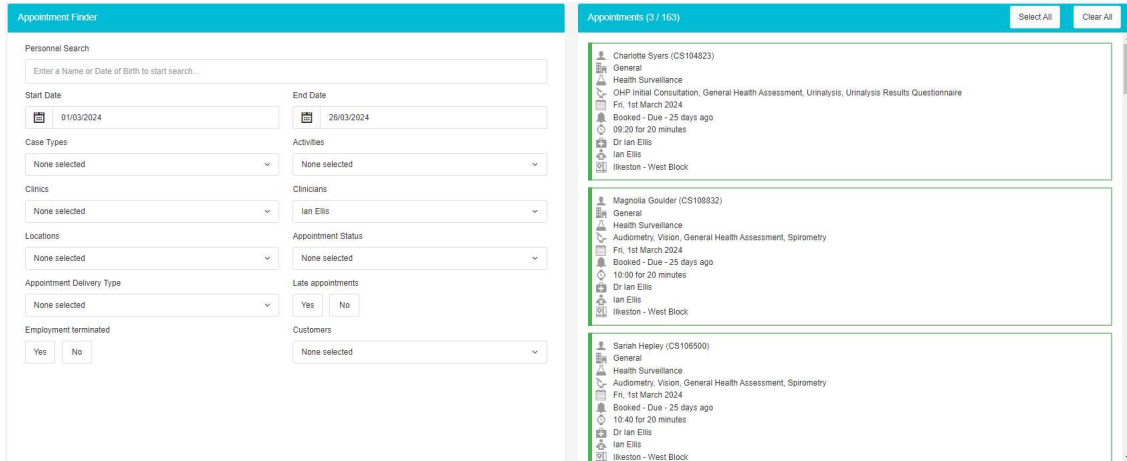
This approach allows users process the list on their own terms and issue communications in bulk, or to contact employees individually and issue communications as they go.

Who can book appointments?

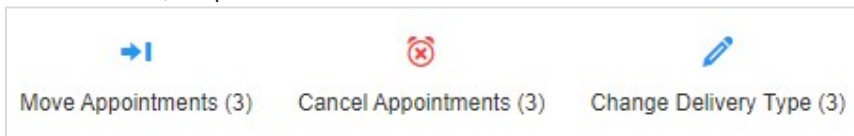
Managers and Employee's will have the ability to book their own appointments allowing for greater flexibility. Employees are emailed a unique link and one-time password (OTP) to allow them to access the intuitive booking process in their own time and on whatever device they choose.

Can Appointments be moved or cancelled once booked?

Of course, we recognise things change. OPAS-G2 allows one or more Appointments to be found using a variety of filters.



- Once selected, it's possible to:



- When moving the appointments, OPAS-G2 presents the manager/HREmployee with the same intuitive bulk processing approach – quickly allowing the new appointment slot to be found and selected – sending communications as necessary to advise the attendees.

Similarly, when choosing to cancel, it is possible to simply cancel the appointment altogether or allow subsequent rebooking by converting back to an Appointment Request and placing it back in the list.

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