

Updated 27.10.22

Prime Support Centre - Jobs

Support Centre

Prime Ecosystem

Prime Instructions | Jobs – How to Book Appointments







50 240 Waterworks Rd, Ashgrove, QLD, 4060 (Brisbane Metro)

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y 🖿	Appointments	These items will determine whe
er irris d Number 222	4 Go Back	you can select the Appointment
	Appointment	everyone is your company in the Book For drop down.
works Rd, QLD,	Book For (Primary) * Book For (Primary)	
nt	Linked To The Division	
rris Iger rris	Linked To The Company	
ris	Also Update Assigned To Be This User	1
	Book For (Secondary)	
	Book For (Secondary) • Q	
a	Date *	
-	Date	
	Today +1 Day -1 Day +1 Week -1 Week +1 Month -1 Month	
	Morning Block Afternoon Block	
	Start *	
	Start	
1	Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour	
	End *	

4. Once you have entered all the required information click the Save button at the bottom of the screen.

Preferred Number	27 Jul, 2021		×	¹³ 11 am	
• 0400111222	Today +1 Day -1 Day +1 Week -1 Week +1 Month -	Monti	h		
No Email	Morning Block Afternoon Block			12 pm	
240 Waterworks Rd,	Start *			1 pm	
4060	09:00 AM	0	×		
Client Some Client	Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour			2 pm	
Assigned Alwson Harris	End *			3 pm	
Case Manager	11:00 AM	0	×		
Alyson Harris	Now +15 Min -15 Min +1 Hour -1 Hour Nearest Hour			4 pm	
Alyson Harris	Appointment Status *				
Estimator N/A	New	-	×	5 pm	
- Show More	Appointment Type *				
	Assessment	-	×		
Filter Menu Q	Note				
- General	Attend site to assess water damage.		×		
2 Overview	vny additional information can be added nere.				
Details			8		
Reminders	Cancel Save The relate unaved changes				
Appointments					
Forms					

You will then be able to see the appointment listed in the Appointments tab.
 The person you have booked the appointment for will receive an email with all the details.
 Use the tick box to mark the Appointment as completed when required.

