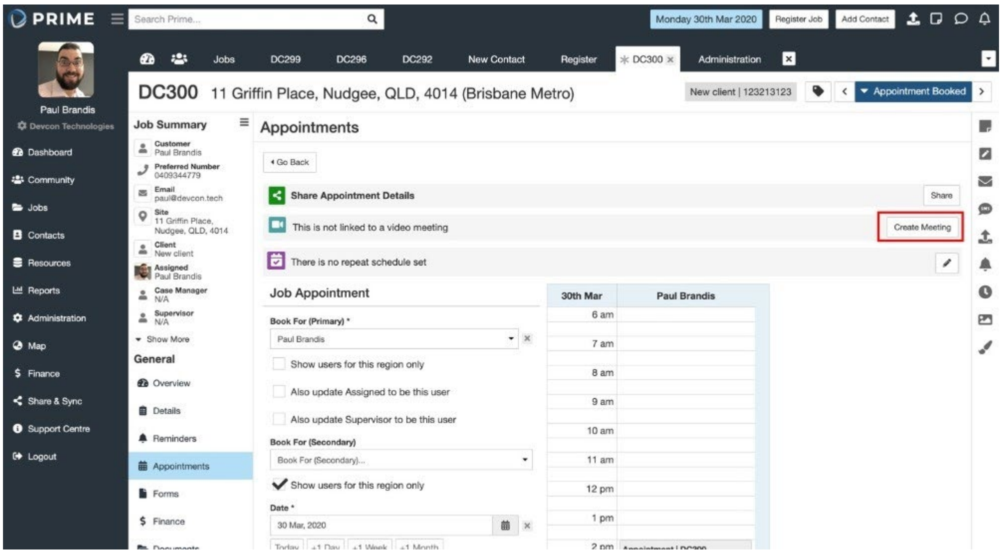
Updated 27.10.22 **Prime Support Centre – Appointments/Video Assessing**

Prime Instructions |Appointments/Video Assessing - Creating a Video Meeting

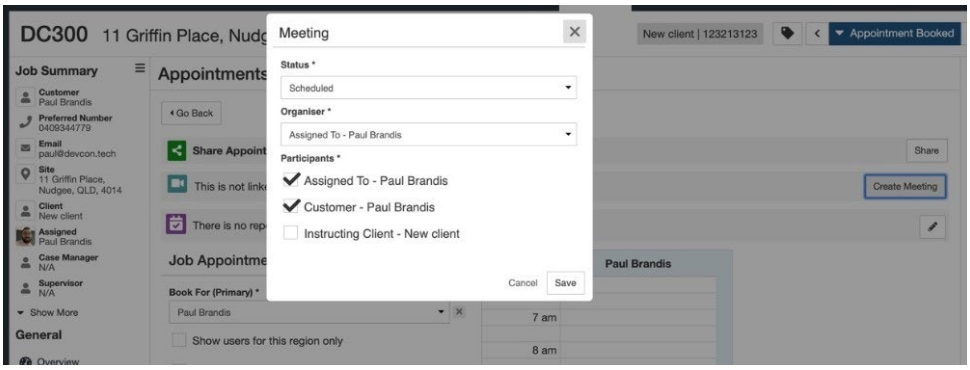
1. Click onto the Appointments page and create a new appointment via the Book Appointment button - *(as per current process)*

2. Book the appointment for the applicable resource and time slot (these times will display to the end user when joining the meeting) - *(as per current process)*

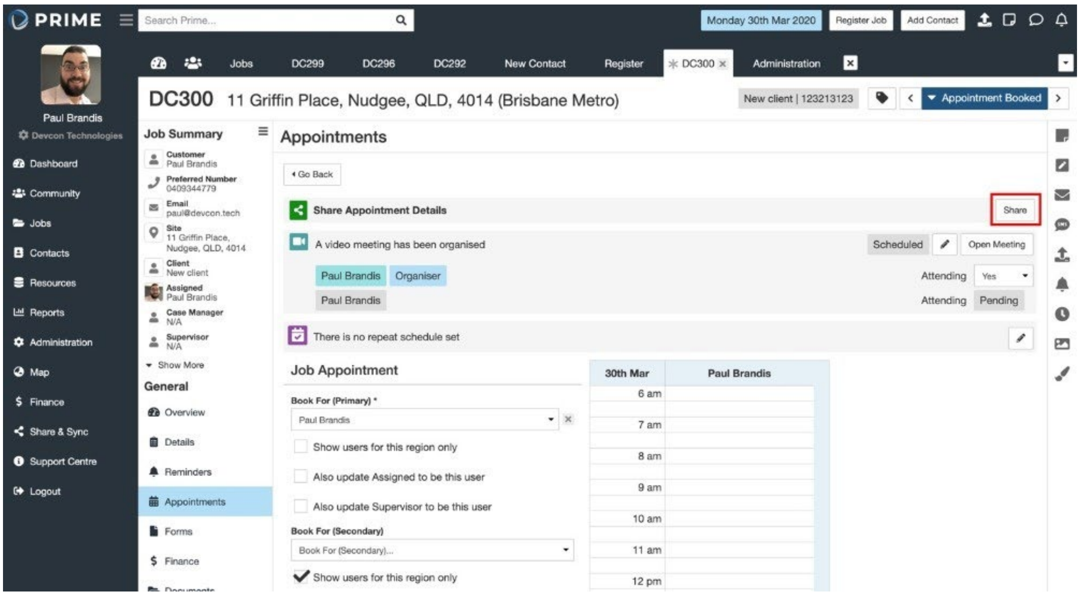
3. Once the appointment is saved, click back into the appointment and click the Create Meeting button



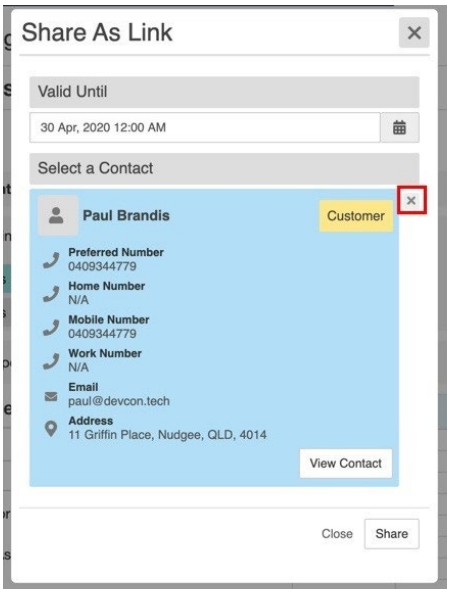
4. Select the applicable recipient for the meeting (can be multiple and can be customers or subcontractors etc). Leave Status as "Scheduled", Organiser can be changed to another user if the current user is booking on behalf of someone else.

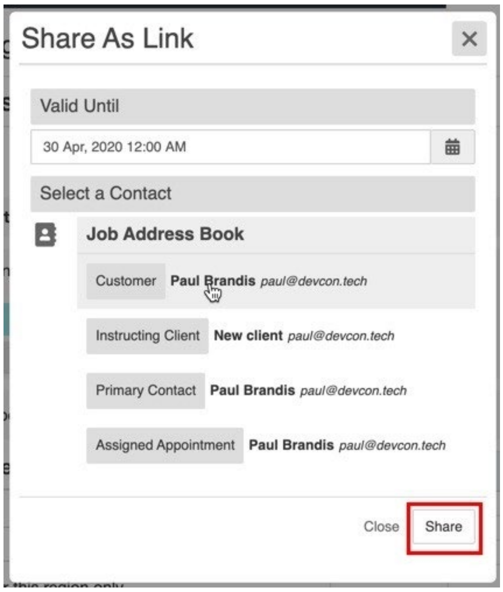


5. Then click the Share button



6. This will default to the Customer, but click the x to show a list of all linked parties on that job if it is not the customer receiving the link





7. Email or SMS (if enabled) the link to the recipient.