



Scheduling 2nd Vaccination Bookings on the Simplybook Booking Platform

To support the Covid-19 vaccination delivery

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1 Definition and Purpose

This booklet sets out the operational processes for making 2nd Vaccination bookings, on the JBS Booking Platform.

Should you not be able to find the support you require within this document, please contact the jbs.enquiries@miaa.nhs.uk mailbox, where one of the team will be able to assist.

2 Making a 2nd Vaccination Appointment

2.1 Checking the Validation Status of the current booking

For users with POS access and above

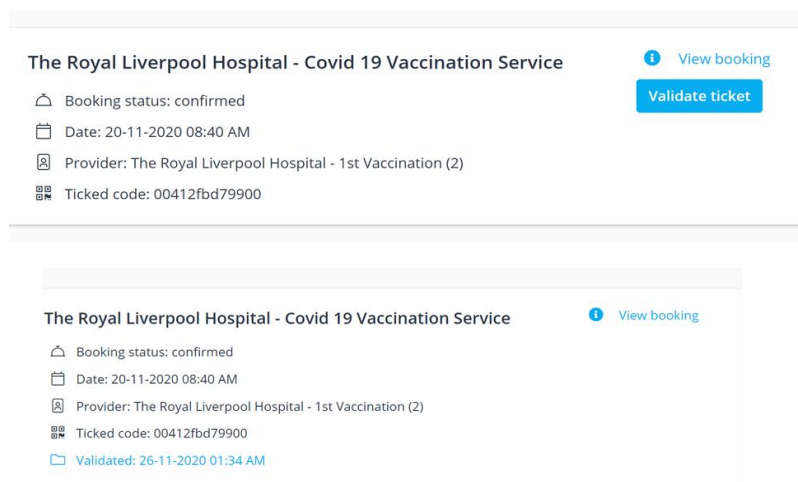
Before making a follow up appointment, it is necessary to check that the first appointment was 'validated'.

Open your Simplybook account from the admin interface (using a website link).

Select **Calendar** from the sidebar menu, and then **Validate Ticket**.

Enter the ticket number (or scan using a QR code readable scanner) into the search bar, and click **'Find Ticket'**

Scroll to the bottom of the screen, where the booking details will appear. If a ticket has already been validated there will not be an option to **'Validate Ticket'**. If a ticket has not been Validated, click **'Validate Ticket'**



2.2 Making a 2nd Appointment

For users with POS access and above

Follow step 2.1 first.

Select **Calendar** from the sidebar menu, and then **Validate Ticket**.

Enter the booking code (or scan ticket QR code) in to the search bar

Click **'Find Ticket'**

The Royal Liverpool Hospital - Covid 19 Vaccination Service [View booking](#)

Booking status: confirmed
 Date: 20-11-2020 08:40 AM
 Provider: The Royal Liverpool Hospital - 1st Vaccination (2)
 Ticked code: 00412fbd79900
 Validated: 26-11-2020 01:34 AM

Click **'View Booking'** and scroll to the bottom.

Click **'Rebook'**

Ethnicity	White
Nationality	British
Home Postcode	CH63
Home Address	1 The House
Covid Vaccine Types [AUTOFILL FROM NIMS]	10112221212
Chosen Covid Vaccine Type	10112221212
Most Recent Flu Vaccine Administered Date [AUTOFILL FROM NIMS]	02-11-2020
Most Recent Flu Vaccine Administered Date [AUTOFILL FROM NIMS]	07-11-2020
Most Recent Covid vaccine Dose 1 Administered Date [AUTOFILL FROM NIMS]	30-11-2020
Most Recent Covid vaccine Dose 2 Administered Date [AUTOFILL FROM NIMS]	02-11-2020

Status

Change the Service Provider to a '2nd vaccination' vaccination lane.

Enter a date set for the correct time delay – this will be determined by the vaccine type the user has just received.

Enter a appointment start time

Create booking ✕

Details **Client**

Client

Service provider *

Service *

Start time *

Make recurring booking

NHS number

First Name *

Click **'Save'** (*If the selected date, and or time is not available, and error message will appear)