



Updating Booking Record with Chosen Vaccine Type 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 system administrators to update the booking details to include a decision on Chosen Vaccine Type to support operational planning.

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 Booked Data Report

2.1 Booking Report

For users with Admin access and above

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

Select '**Reports**' sidebar menu and then '**Booking Details**' report screen.

You will now need to set the parameters of the report you need to run:

- 'Date' range = date of interest
- 'Status' = '**non-cancelled** bookings'
- Next to the 'Export to Excel' button near the top of the screen, you will see a little table icon. Click on this and check the boxes:
 - Date
 - Service Provider
 - Code
 - Intake Forms

Once you have set the above parameters, click on '**Apply**'

Now click on '**export to excel**'. The report should download and open automatically. If it does not open automatically, double click on it from your 'download bar' at the bottom of your screen.

Open the file, and click '**Enable Editing**':

- Remove / delete first two rows
- Delete columns EXCEPT
 - Service Provider
 - Code
 - NHS Number
 - DOB
 - Covid Vaccine types
 - Chosen Covid Vaccine Type
 - Covid vaccine dose1 type
- Apply a filter to the data
- Scroll across to 'Covid vaccine dose1 type'
- Filter by removing 'blanks'

- Review all entries remaining to ensure that data in '**Chosen Covid Vaccine Type**' matches '**Covid vaccine dose1 type**'
- Highlight any that do not, and then copy the details from '**Covid vaccine dose1 type**' into '**Chosen Covid Vaccine Type**'
- Delete all entries, except highlighted rows.
- Remove the filter from the data – this will return the hidden data.

Review each of the remaining entries, and assign a '**Chosen Covid Vaccine Type**' based on Covid Vaccine types, and availability.

Save the file '**Vaccine Type Choice – ddmmyyy**'.

3 Update the booked appointment

3.1 Update the booking record

For users with Admin access and above

Using the details captured in the excel report produced in 4.1 Producing Booking Data Reports from the Simplybook Booking Platform, process 2.3

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

Select 'Calendar' from the sidebar menu, and find the appointment just made

Click on 'Validate Ticket'

Enter the booking code, and 'Find Ticket'

Scroll to the bottom, and click 'View Booking'

Check that the user details match – name, date of birth, NHS Number

If the details match, click 'Edit'

Enter the chosen vaccine type into the field 'Chosen Covid Vaccine Type'

Click 'Save'

Repeat for each entry on the excel report, produced in process 2.3 '**Vaccine Type Choice – ddmmyyy**'.