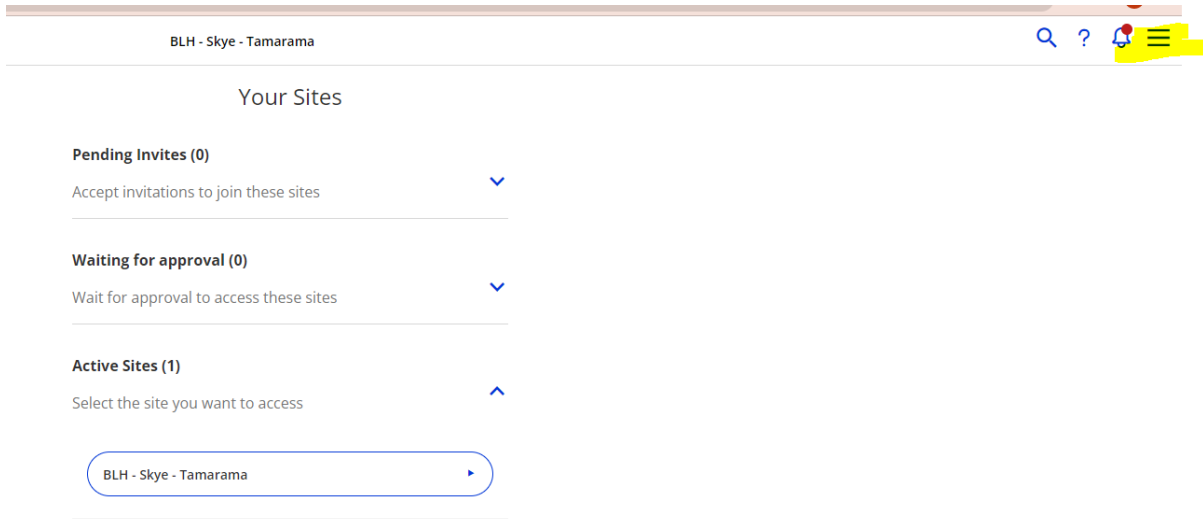
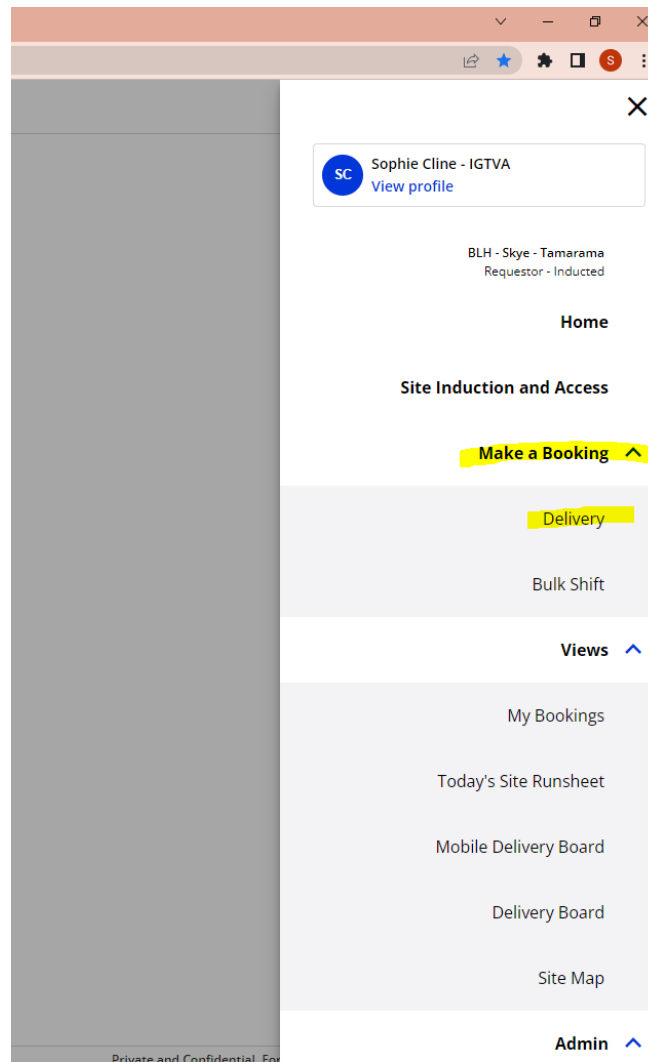


Step by step instructions for Site Visit to Skye Tamarama

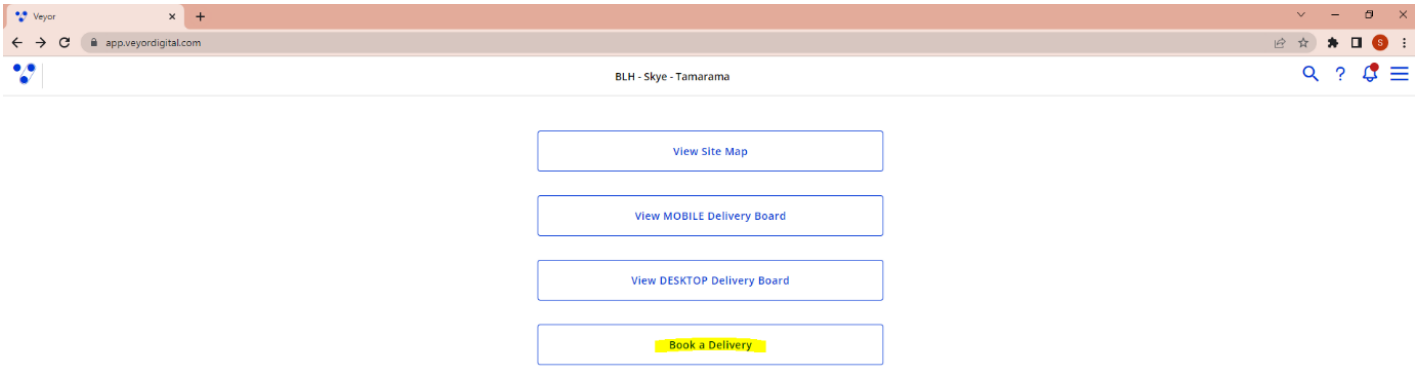
1. Click the three lines to the right of the screen (highlighted below).



2. Select 'Make a Booking' – 'Delivery'



3. Select 'Book A Delivery'



4. In Description put 'Owner Visit', select Date and Start Time and duration. Assets select 'Site Visit' then select 'Next'

The screenshot shows the 'Book a delivery' form. At the top, there are navigation links: '< BACK' and 'APPLY TEMPLATE'. The form title is 'Book a delivery'. Below the title, there are four sections:

- Description:** A text input field containing 'Owner Visit'.
- Start Time:** A date input field containing 'Fri, 04 Nov 2022' and a time input field containing '09:00'.
- Duration:** A grid of buttons for selecting duration: '15 mins' (selected), '30 mins', '45 mins', '1 hr', '1.5 hrs', and '2 hrs'. Below the grid is a 'Custom duration' section with two dropdown menus for 'hrs' (0) and 'mins' (15).
- Assets:** A dropdown menu containing 'Site Access'.

5. Company = Yourself / name and unit number – select ‘Next’

BLH - Skye - Tamarama

[< BACK](#)

Book a delivery

1 — 2 — 3

Booking Information

Company Using Asset

NEXT

6. Add in any ‘Additional Information’ and Select ‘Submit’:

BLH - Skye - Tamarama

1 — 2 — 3

Additional Information

Key People

Receives all SMS updates about approvals, changes, and cancellations.

Primary Contact

Secondary Contact

Your request gets sent for review to:

- Daphne Kandiran - BLH
- Sebastian Perri - BLH
- Terence Degnan - BLH

Additional Key People

Sees this delivery on their "My Bookings" list, but does not receive SMS updates.

[+ Additional Key People](#)

SUBMIT
