



HT4: HOW TO RESERVE A BED

The 'Reservations' tab is one of three tabs on the Admissions module and is used to reserve a bed.

1. From the Front Desk menu, select Admissions.
2. On the Admissions page, select the Reservations tab, then select the Add Reservation button.
3. From the Reservation page, type to search for an existing client in the Client Name(s) field, then select the client from the search results. To make a reservation for additional clients under the same stay record, start typing the next name in the Client Name(s) field and select it.
4. Confirm the start date and time. If needed, change the date and time.
5. If applicable, enter the expected book out date.
6. Select the reason for service from the drop-down list. The reason for service should reflect the main reason the client is staying at the service provider.
7. Enter who the client was referred from. If self-referred, select Client / Self.
8. Add any additional information concerning the reservation in the Comments field.
9. Select the Next button to go to the Reservation - Bed Selection page.
10. The service provider layout appears at the bottom of the page with the client's name located at the top. To assign a bed to a client, simply click on the client's name (it will turn orange), then click on the appropriate bed icon. When a client is successfully placed into a bed, the bed icon will turn green. A blue pop-up window will appear at the top right of the page to indicate that the selection was made. Repeat this step for all clients.
11. Click the Save button.