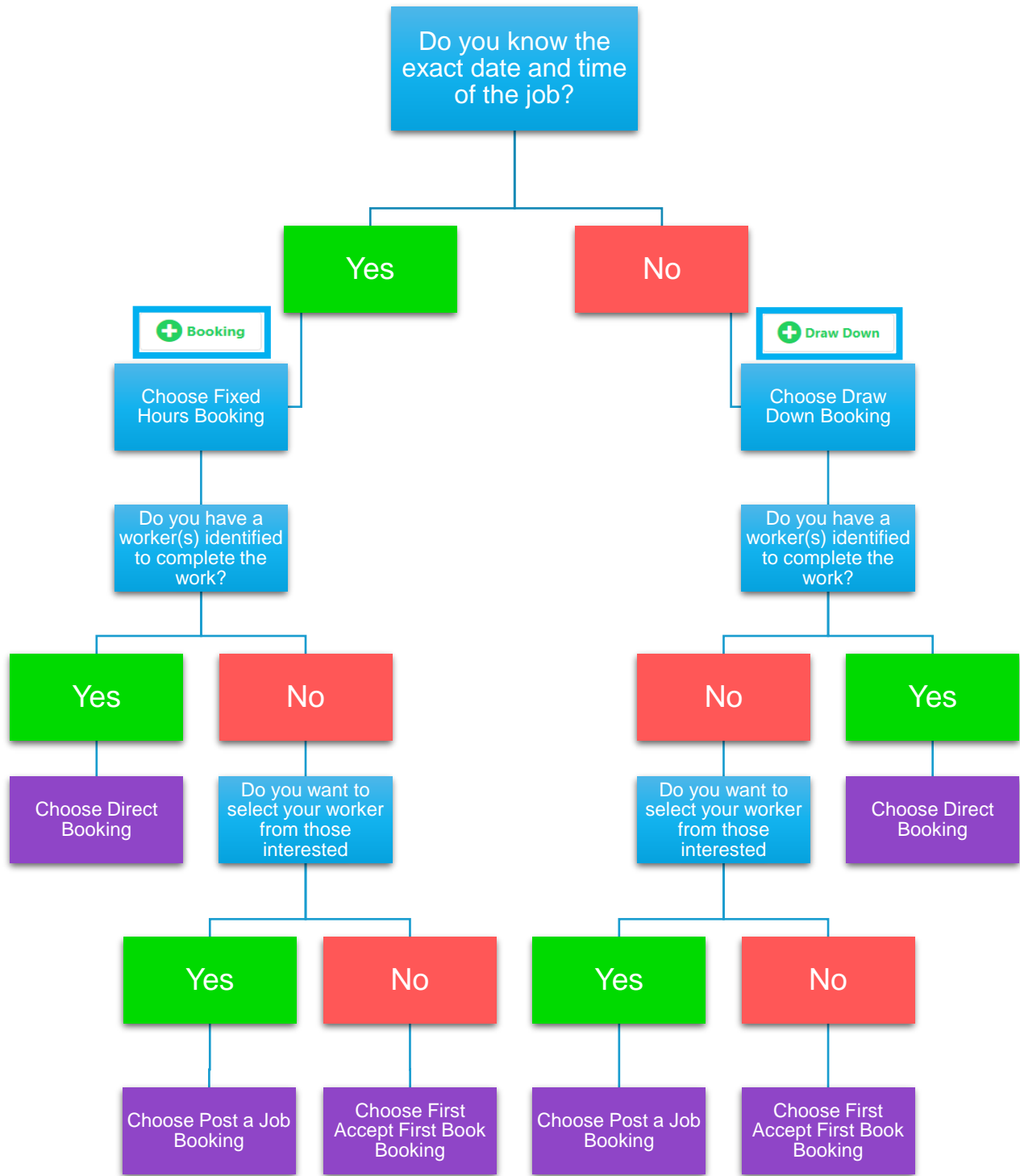


DASHBOARD BOOKING TYPE QUICK HELP GUIDE

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Booking Type Flow Chart



= Booking Type Drop Down Options on Create Booking screen

Description of Direct Booking Types

Direct Booking with Fixed Hours

The **Direct Booking with Fixed Hours** type of booking is used when the following criteria exists:

1. You have a specific worker in mind who you wish to employ.
2. The worker booking is for a set number of hours, at a specific time, on a specific day.

Direct Booking Draw Down

The **Direct Booking Draw Down** type of booking is used when the following criteria exists:

1. You have a specific worker in mind who you wish to employ.
2. The worker booking is for a set number of hours per week. However, it doesn't matter exactly when the work is carried out, in that there is no fixed time schedule or a specific day for when the work needs to be done. For example, the worker decides when to do the work, or possibly the job times vary during the week. As long as the worker works their 10 hours, during the course of the week, that is acceptable.

Description of Post Job Types

Post Job with Fixed Hours

The **Post Job with Fixed Hours** type of booking is used when the following criteria exists:

1. You require a specific number of workers but want to choose who you select for the job from a pool of interested workers. You are going to advertise (post) the job and will choose from the selection of workers who register their interest in doing the job.
2. The worker booking is for a set number of hours, at a specific time, on a specific day.

Post Job Draw Down

The **Post Job Draw Down** type of booking is used when the following criteria exists:

1. You require a specific number of workers but want to choose who you employ from a pool of interested workers. You are going to advertise (post) the job and will choose from the selection of workers who register their interest in doing the job.
2. The worker booking is for a total number of hours to be worked during the week, but the times vary.

Description of 1st Accept, 1st Book Job Types

1st Accept, 1st Book with Fixed Hours

The **1st Accept, 1st Book with Fixed Hours** type of booking is used when the following criteria exists:

1. You require either one worker or multiple workers for the same job, and you need to fill the positions quickly. You will send your job request out to a specific number of workers from your pool of workers. The first workers who accept the job and register their interest will be booked to do the job.
2. The worker booking is for a fixed number of hours, starting at a specific time on a specific day.

1st Accept, 1st Book Draw Down

The **1st Accept, 1st Book Draw Down** type of booking is used when the following criteria exists:

1. You require either one worker or multiple workers for the same job, and you need to fill the positions quickly. You will send your job request out to a specific number of workers from your pool of workers. The first worker(s) to accept the job and register their interest will be booked to do the job.
2. The worker job booking is for a total number of hours to be worked during the week, but the times vary.