

# Instructions



## Make a Drain Booking

If you are licensed in **Drainage** and need to make a **Drain Inspection Booking**:

1. Click the **Bookings** link under **Actions**.

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10001001	7481	Allocated	18-07-2017		109 LOCK RD GISNE SOUTH VIC 3999			Bookings <b>1</b>
10000998	7478	Purchased	05-05-2017					Bookings
10000999	7479	Purchased	05-05-2017					Bookings
10001000	7480	Lodged	18-07-2017	18-07-2017	208 BOURNE RD WOODEND VIC 3888			Download Certificate

The bookings management form will then load

**Bookings** Cancel

Practitioner name: Bertram Wooster  
Licence number: 9935287  
Compliance Certificate number: 10001001  
Installation address: 109 LOCK RD GISBORNE SOUTH VIC 3437 Edit address  
Water Authority Consent to Connect Number:  Validate

2. If you have not yet validated a **Water Authority Consent to Connect Number**, you must first do so to have the option for a **New Booking**

**Bookings** Cancel

Practitioner name: Bertram Wooster  
Licence number: 9935287  
Compliance Certificate number: 10001001  
Installation address: 109 LOCK RD GISBORNE SOUTH VIC 3437 Edit address  
Water Authority Consent to Connect Number:  Validate **A**

### Consent to Connect Number valid

The data you have entered matches that provided by Western Water. We will link this certificate and the consent record when you make a booking. Western Water has reported the address associated with this number is:

86 Lock Road Gisborne South 3437 **B**

Please check the installation address you have recorded for this work (above) and edit if required.

New booking **C**

Aspects:


- A. Water Authority Consent to Connect Number** – Enter the number the Water Authority has provided to you and click onto the **Validate** button. The system will verify if the Water Authority has also notified VBA about this consent number

- B. **Consent message** – If the consent number exists, the system will show a message confirming it and reporting the address that the relevant water authority has provided for this consent. This allows you to check the information they have provided, and to modify the installation address if you believe it is necessary (see Edit Installation address section below for more detail)
- C. **New booking button** – Once you have a valid consent number the **New Booking** button will appear. Click to nominate your desired inspection date and time

## NEW BOOKING

[New booking](#)

### Make a new booking

Booking date \*   **D** Booking time \*  **E**

Length of drain (metres) \*  **F**

Declaration \*  I certify that the information I've provided above is correct and true. **G**

**Submit**

**H**

Aspects:

- D. **Booking date** – Click on the calendar icon to select your inspection date from the date picker. You can also simply type the date into the field. You cannot make bookings for Sundays or for public holidays, or if it is after 4pm make a booking for the next day
- E. **Booking time** – Use the drop down menu to select the time for your inspection. Inspections can be booked in half hour increments between 7:30am and 4pm
- F. **Length of drain (metres)** – Enter the length of the drain to be inspected
- G. **Declaration** – Check the box to confirm the details you have entered are correct
- H. **Submit button** – When you have completed all of the required details, click onto the **Submit** button

When your drain inspection booking has been processed you will see a confirmation message:

**Your drain inspection has been booked**

When: Thursday, 20 July 2017 at 2:00 PM  
 Drain length: 3 metres

[Compliance Certificates List](#)

You will receive an email confirmation for the booking

## CANCELLING A BOOKING

Sometimes you may need to cancel a drain inspection that you have booked. You can cancel your booking up to 4pm the day prior, as long as the Status is **Booked**. Once it has moved to **Processed** you will be unable to do so.

### Bookings

Cancel

Practitioner name Bertram Wooster  
Licence number 9935287  
Compliance Certificate number 10001001  
Installation address 109 LOCK RD GISNE SOUTH VIC 3999  
Water Authority Consent to Connect Number 0010984543

Booking No	Type	Length	Booking Date/Time	Outcome	Status	Action
SI-922	Drain	3 metres	20/07/2017 2:00:00 PM	Pending	Booked	<input checked="" type="checkbox"/> Cancel

#### Confirmation of booking cancellation

You have selected to cancel the following:

Booking ID:	Booking Date/Time:
SI-922	20/07/2017 2:00:00 PM

Cancel booking

Aspects:

- A. Cancel** – Select the check box of the booking you want to cancel
- B. Confirmation** – The form will display a confirmation of the booking that is being cancelled
- C. Cancel booking button** – Click Cancel booking to finish. After you have cancelled, the form will reload and allow you to make a new booking in its place

Booking No	Type	Length	Booking Date/Time	Outcome	Status	Action
SI-922	Drain	15 metres	27/07/2017 12:00:00 PM	Cancelled	Cancelled	N/A

## RE-BOOK A DRAIN INSPECTION

From within your Compliance Certificate Booking, you can re-book a drain inspection.

1. Click onto the **New booking** button

### Bookings

Practitioner name Bertram Wooster  
Licence number 9935287  
Compliance Certificate number 10001001  
Installation address 109 LOCK RD GISNE SOUTH VIC 3999  
Water Authority Consent to Connect Number 0010984543

Cancel


New booking

1

Booking No	Type	Length	Booking Date/Time	Outcome	Status	Action
SI-922	Drain	3 metres	20/07/2017 2:00:00 PM	Cancelled	Cancelled	N/A

2. Populate the fields as needed

### Make a new booking

Booking date \*   **A** Booking time \*  **B**

Length of drain (metres) \*  **C**

Declaration \*  I certify that the information I've provided above is correct and true. **D**

**E**

Aspects:

- A. Booking date** – Click on the calendar icon to select your inspection date from the date picker. You can also simply type the date into the field. You cannot make bookings for Sundays or for public holidays, or if it is after 4pm make a booking for the next day
- B. Booking time** – Use the drop down menu to select the time for your inspection. Inspections can be booked in half hour increments between 7:30am and 4pm
- C. Length of drain (metres)** – Enter the length of the drain to be inspected
- D. Declaration** – Check the box to confirm the details you have entered are correct
- E. Submit button** – When you have completed all of the required details, click onto the **Submit** button

When your drain inspection booking has been processed you will see a confirmation message:

#### Drain inspection booking

Your drain inspection has been booked  
When: Saturday, 29 July 2017 at 2:00 PM  
Drain length: 15 metres

You will receive an email confirmation for the booking

F. Note that the new booking has now been added to the bookings area

### Bookings

Cancel

Practitioner name Bertram Wooster  
Licence number 9935287  
Compliance Certificate number 10001001  
Installation address 109 LOCK RD GISNE SOUTH VIC 3999  
Water Authority Consent to Connect Number 0010984543

New booking

Booking No	Type	Length	Booking Date/Time	Outcome	Status	Action
SI-922	Drain	3 metres	20/07/2017 2:00:00 PM	Cancelled	Cancelled	N/A
SI-923	Drain	3 metres	29/07/2017 2:00:00 PM	Pending	Booked	<input type="checkbox"/> Cancel