

# Quick Reference Booking Guide

1. Log in at [www.bodycare.com.au](http://www.bodycare.com.au) by clicking “dashboard”
2. Select Injury Prevention Module

## Onsite Worker Appointment

**Step 1:** Click on the “Book Appointment” button in the top right of the screen

**Step 2:** Select “Onsite” and then “Employee”

**Step 3:** Search for employee by name or employee number and click “Select”

**Note:** Add a new employee if necessary, following prompts onscreen

**Step 4:** Select “Treatment” or “Proactive Initiative”

**Step 5:** Choose the correct site and then select an available appointment and hit “Next”

**Step 6:** Follow the prompts onscreen then click “Save Appointment”

## Onsite Proactive Initiative

**Step 1:** Click on the “Book Appointment” button in the top right of the screen

**Step 2:** Select “Onsite” and then “Proactive Initiative”

**Step 3:** Choose the correct site and then select an available appointment and hit “Next”

**Step 4:** Select an activity from the drop down list and enter notes if appropriate

**Step 5:** Click “Book Appointment”

## Offsite Appointment

**Step 1:** Click on the “Book Appointment” button in the top right of the screen

**Step 2:** Select “Offsite” (if available)

**Step 3:** Search for employee by name or employee number

**Note:** Add a new employee if necessary, following prompts onscreen

**Step 4:** Complete required fields and select “Add Appointment”

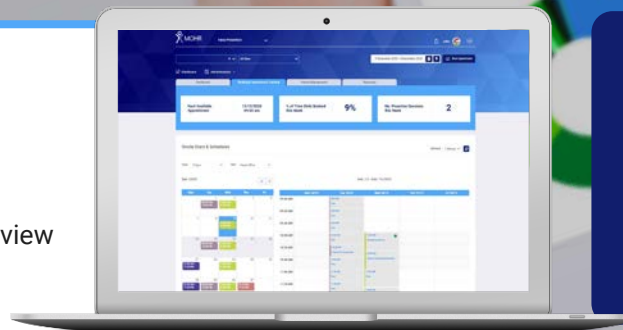
## Alternatively for Onsite Bookings:

**Step 1:** Select the “Booking and Tracking” tab

**Step 2:** Choose the week/day in the calendar view

**Step 3:** Click directly on an available diary slot in the weekly view

**Step 4:** Follow prompts as above



## Need more help?

Check out our complete user manual for more information, [here](#).