Slot Booking Guideline for End User

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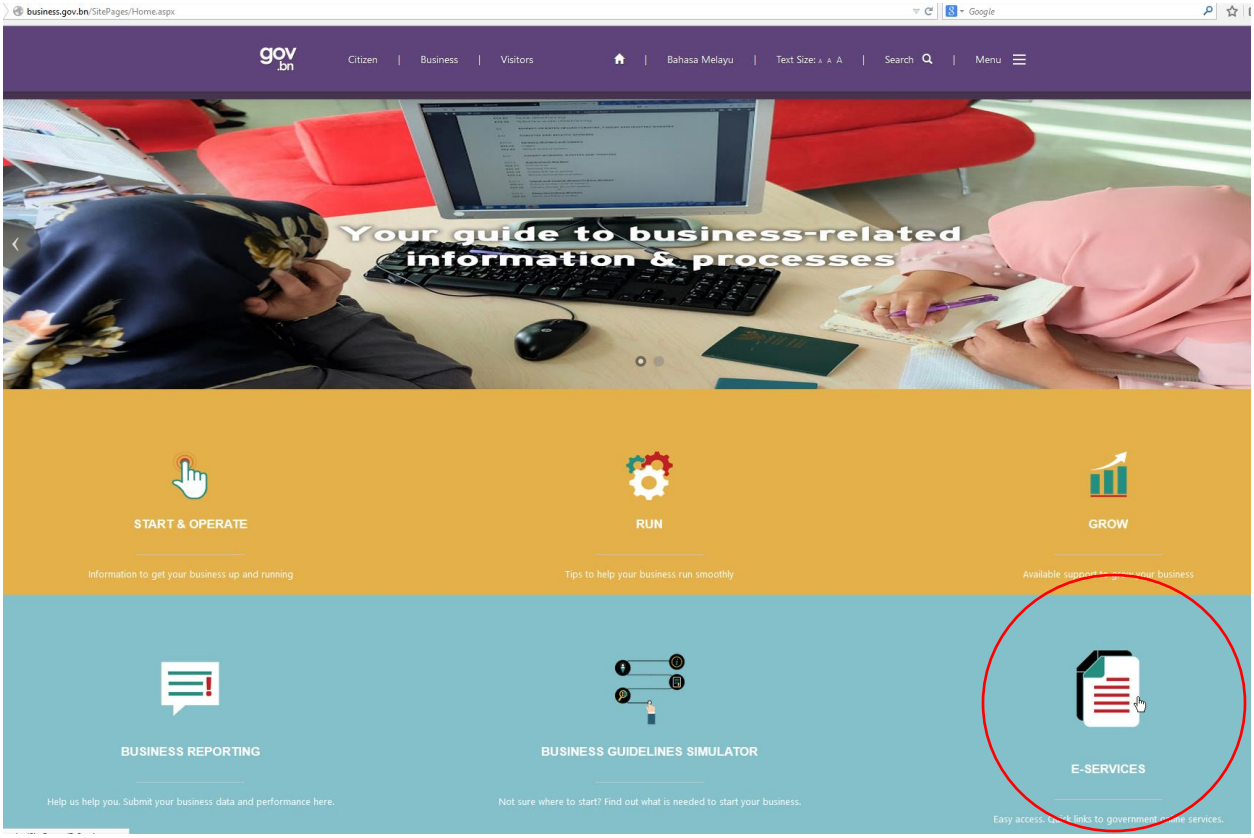
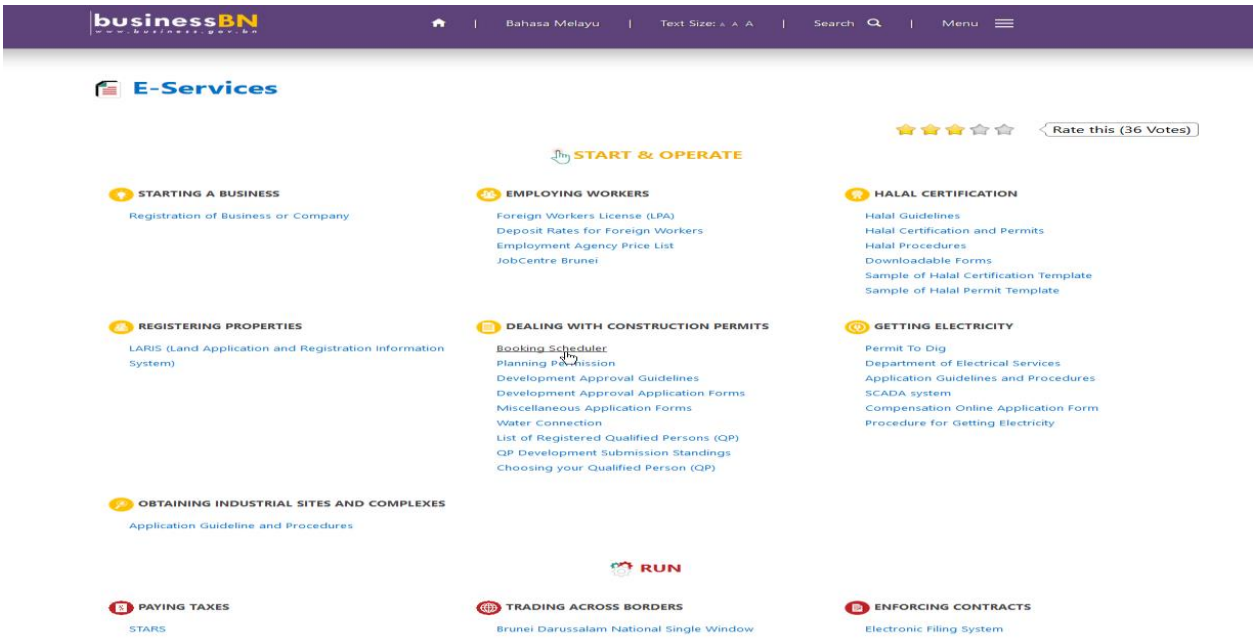
Inspection Slot Booking

For end users, below are the instruction on how to use the system:

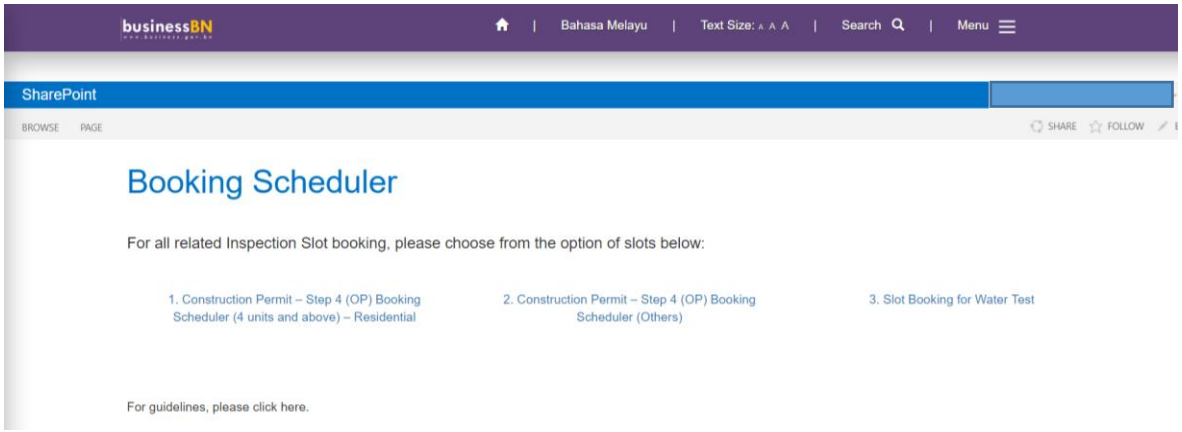
1. In Business.gov homepage, please find ‘E-services’ as shown in the circle below:



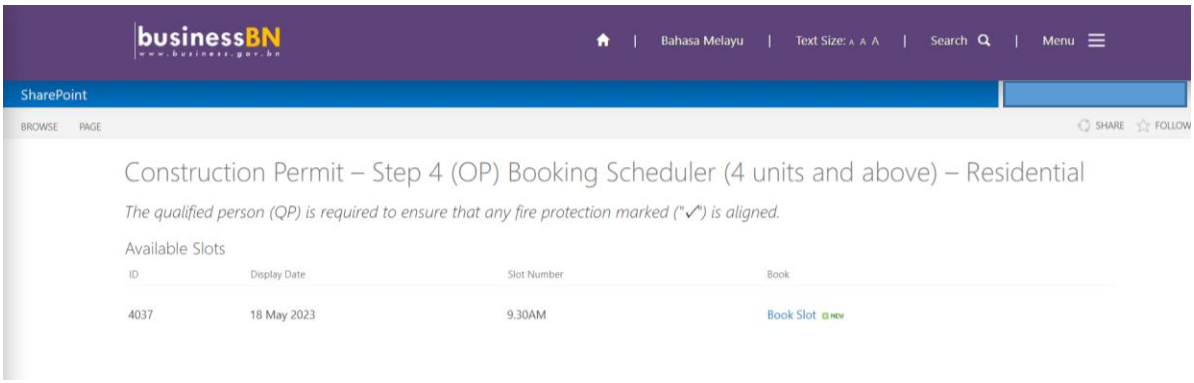
2. Under ‘Dealing with Constructions Permits’, please click on ‘Booking Scheduler’ as shown below:



3. Click the link and you will be directed to the landing page as show below:

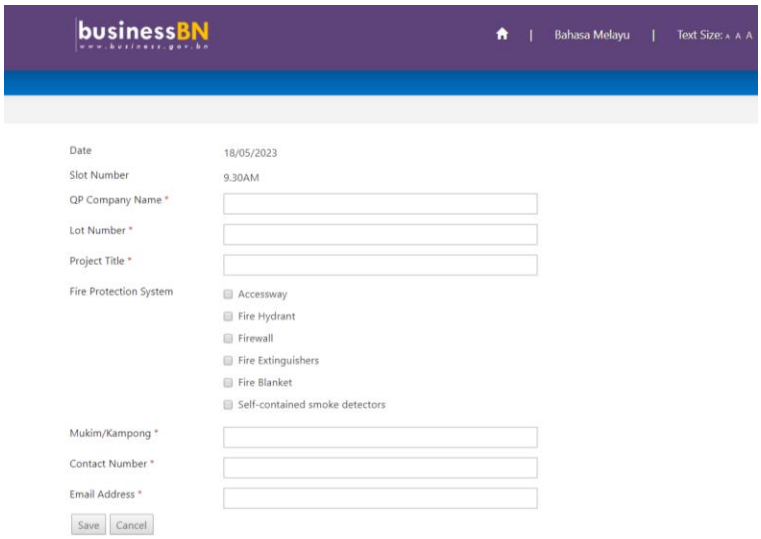


4. Choose one option from the 3 given, either **Booking for 2 slots and below**, **Others (3 slots and above) or Slot Booking for Water Test.** For guidelines, please click '**here**' on how to use the system.
5. In this example, option 1 is selected, which is **Construction Permit – Step 4 (OP) Booking Scheduler (4 units and above - Residential).**



6. You will be directed on a page that shows available slots that is manage by Fire Brigade Administrators. There will be Dates, Slot Numbers and Button to book the slots.
7. Please choose the desired slot, and click on the '**Book Slot**' link to edit the item.

8. You will be directed to a form page and please do fill in all the information to book the slot. The form page is as shown in the picture below:

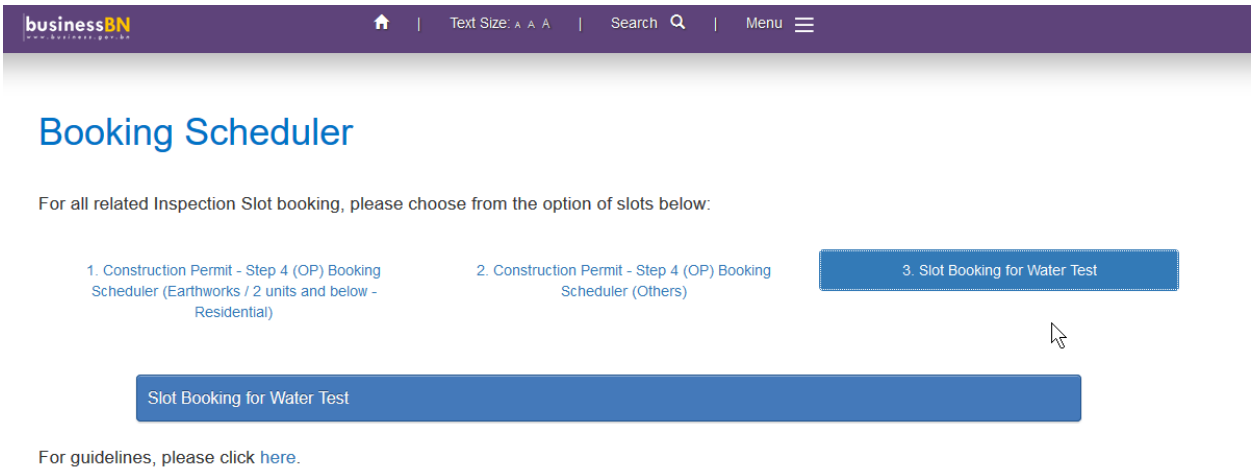


9. After filling in all the information, click the button '**Submit**' to submit the application. This will then confirm your slot booking on the desired date.
10. An email will be send to you via your email address to clarify your booking.

Water Test Slot Booking

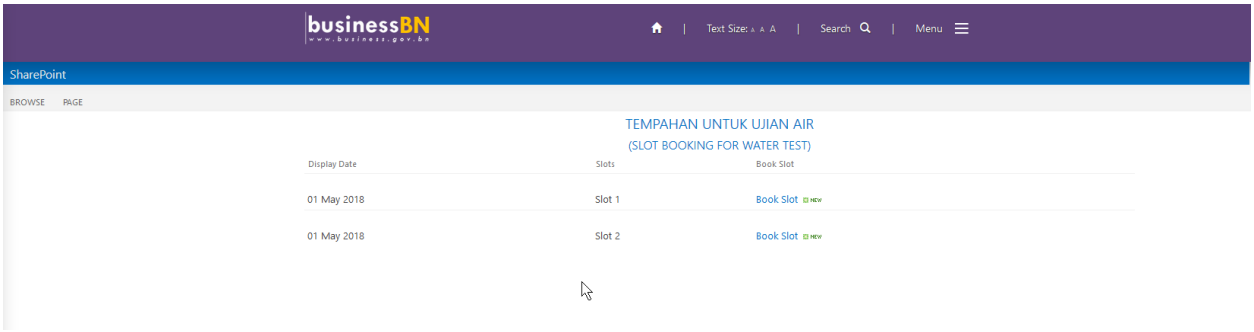
For end users, below are the instruction on how to use the system:

1. Click the link for Slot Booking in Business.gov.bn website, you will be directed to the landing page as show below:

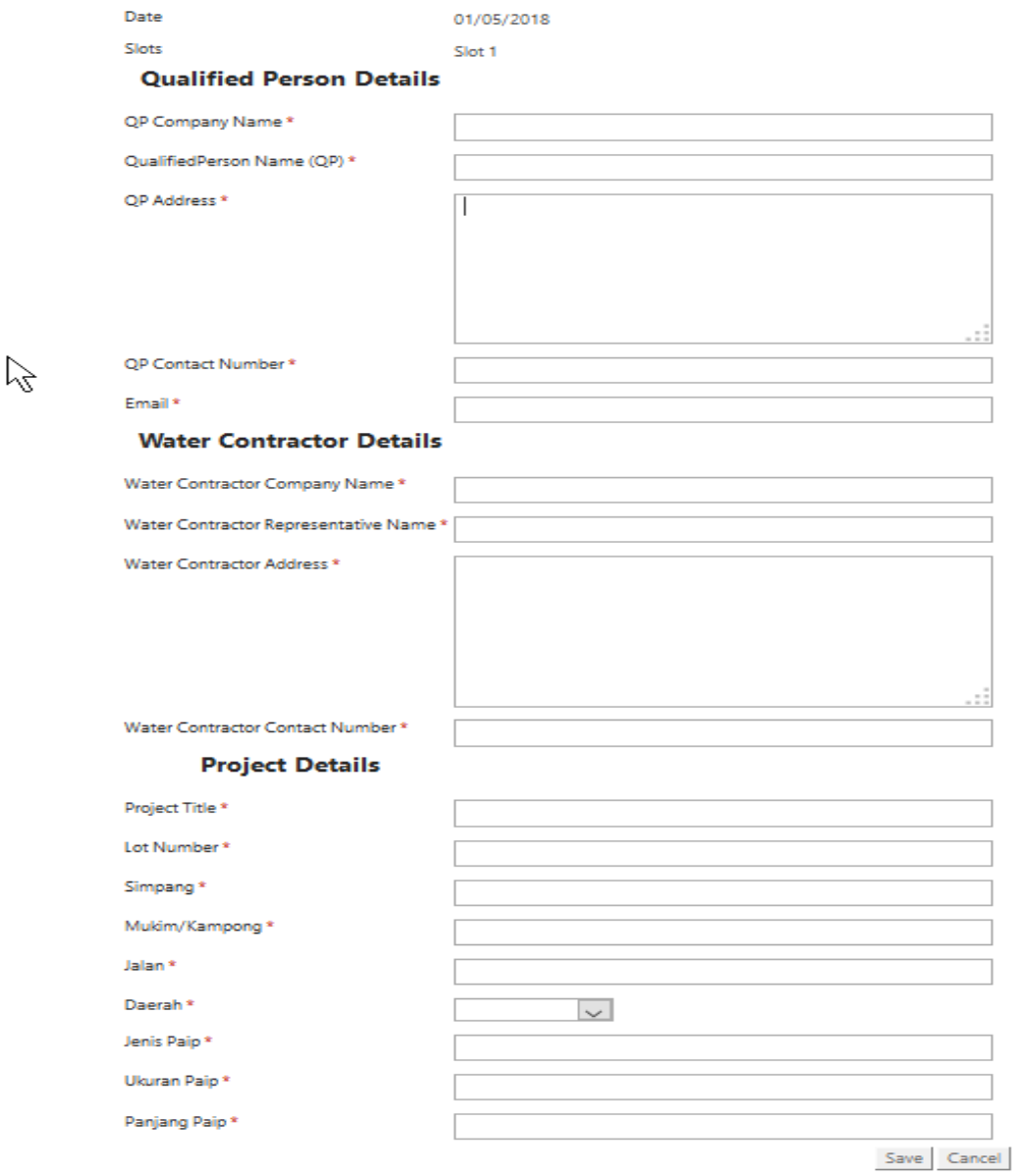


2. Choose option 3 from list, which is for Slot Booking for Water Test and click on the 'Slot Booking for Water Test'.

3. You will be directed on a page that shows available slots that is manage by Water Test Administrators. There will be Dates, Slot Numbers and Button to book the slots as shown below:



4. Please choose the desired slot, and click on the '**Book Slot**' link to edit the item.
5. You will be directed to a form page and please do fill in all the information to book the slot. The form page is as shown in the picture below:



6. Please note that all of the input fields is Mandatory / Required to be fill.
7. After filling in all the information, click the button '**Submit**' to submit the application. This will then confirm your slot booking on the desired date.
8. An email will be send to you via your email address to clarify your booking upon approval.