

- Once you have been given permission to access the portal, you will receive an email with your login details and a link which allows you to create a password;

Your password



Kirsty Speakman <kirsty.speakman@dmgdelta.co.uk>
To Kirsty Speakman

Reply Reply All Forward

Tue 20/04/2021 15:03

Dear Customer

Please find below the details that will give you access to DMG Delta's booking site:

Address: <https://booking.bigchange.com/dmgdelta>

Login: kirsty.speakman@dmgdelta.co.uk

Please note: if this is your first visit or if you don't have an account yet, you will have to create a password by visiting this page: <https://booking.bigchange.com/password/1/dmgdelta/kirsty.speakman%40dmgdelta.co.uk/1649eb40-f26d-4f4e-bd95-36a8868c864e>

- The link will take you to a form asking you to create a password;



Please enter a new password

PASSWORD

Passwords must have at least 6 characters, letters and numbers

PASSWORD CONFIRMATION

✓ SAVE

- Once the new password is added and saved, a confirmation popup will appear. Click ok;

Congratulations, your password has been saved. You can now go to the login page and sign in with it and your email.

✓ OK

powered by: BigChange

Save password?
Username:
Password:
Save No thanks

- You can then log in to the Booking Site using your credentials.



Email

Password [Forgot password?](#)

LOGIN

- Once logged in, you will be shown a list of jobs showing you the date/time, job reference, type of job, site name and status

My jobs

Search Settings

Date	Reference	Type of job	Contact	Status
20/04/2021 09:41	269187	006-Non chargeable	DMG Delta	
19/04/2021 11:00	269186	006-Non chargeable	DMG Delta	
07/04/2021 08:00	267820	006-Non chargeable	DMG Delta	
06/04/2021 08:00	267819	006-Non chargeable	DMG Delta	
01/04/2021 08:00	267773	006-Non chargeable	DMG Delta	
31/03/2021 08:01	267772	006-Non chargeable	DMG Delta	
30/03/2021 08:01	267771	006-Non chargeable	DMG Delta	
30/03/2021 14:31	268424	001- Priority 2	DMG Delta	
29/03/2021 07:45	267770	006-Non chargeable	DMG Delta	
23/03/2021 08:01	267137	006-Non chargeable	DMG Delta	
01/05/2021 08:00 <i>To be confirmed</i>	261593	Electrical Emergency Light PPM 1M	83 Crampton Street	
09/04/2021 10:50	261585	Mechanical PPM 12 Monthly	83 Crampton Street	
09/04/2021 07:29	261592	Electrical Emergency Light PPM 1M	83 Crampton Street	
<i>To be confirmed</i>	269169	Mechanical PPM 12 Monthly	83 Crampton Street	

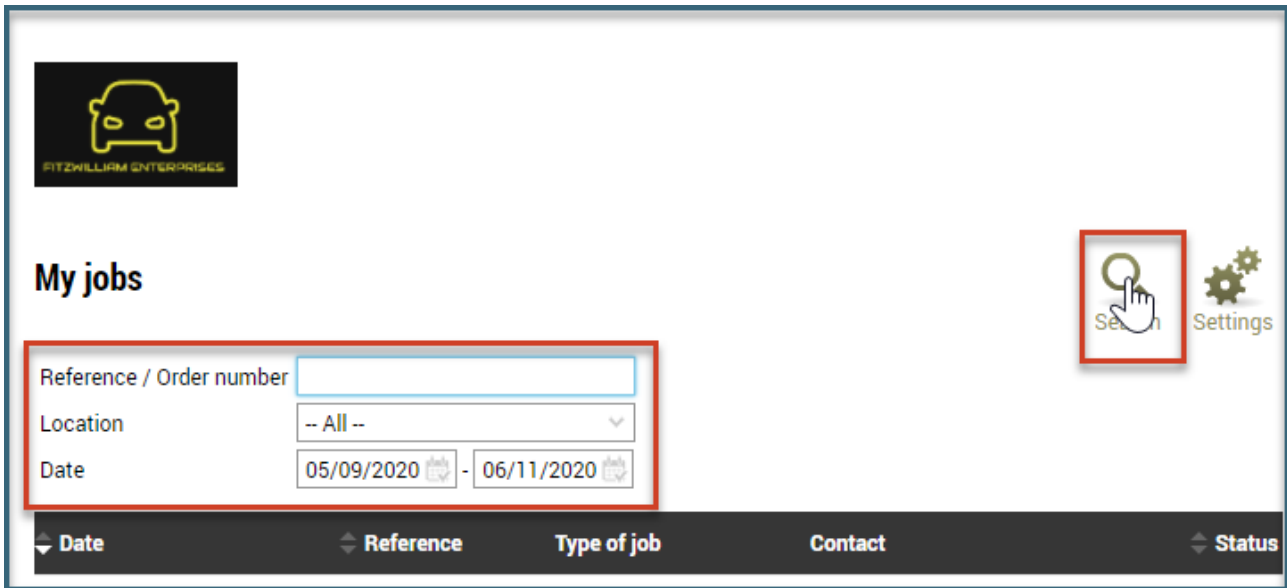
Show rows

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- If you hover over the status icons, this will advise you what stage the job is at

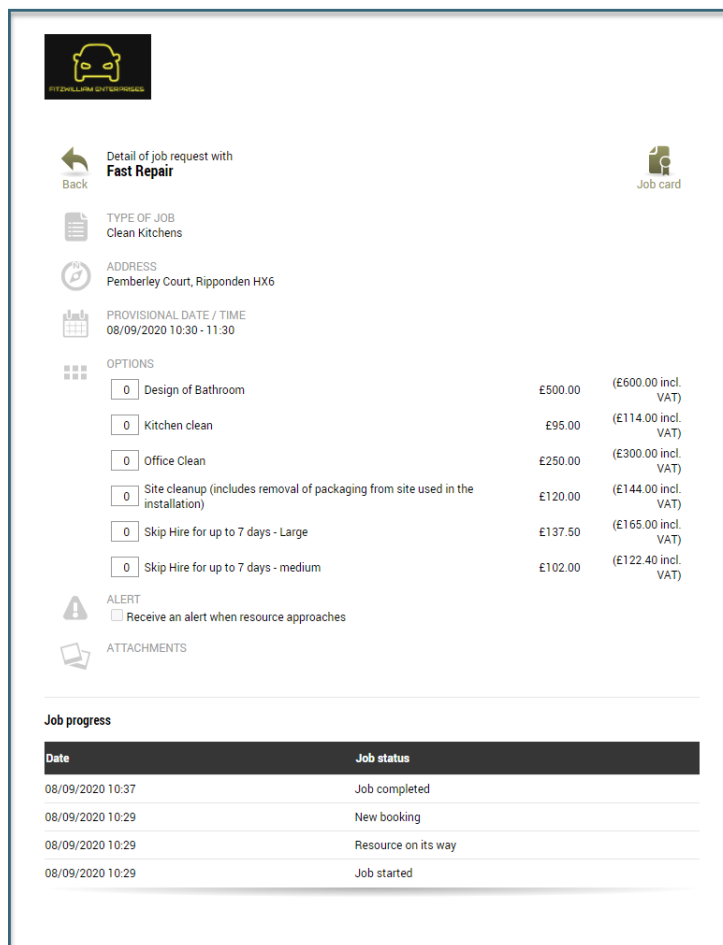
Clicking on the **Search** icon will show 3 new fields:

1. Reference/Order number - allows you to search by either ref/order no
2. Location - allows you to filter by the location, useful where there are parent and child(ren) sites
3. Date - This allows you to search between date parameters but also to filter between planned, actual or creation dates.



These enable you to find a specific job quickly

Now click on the job required and the Job Card and Job Progress will open:



Clicking on the Job Card icon at the top right will download a pdf of the Job Card.

Where you may be linked to various other contracted properties on the Booking Site, all properties will be displayed but can be filtered using the Location field.

Feel free to save the address of the main login link to your bookmarks for future reference

Close window when finished, there is no option to log out

Please note there is currently no 'Job Details' column in the main view & you will need to view each job individually

Planned Maintenance Jobs - in most cases these jobs will be scheduled for the 1st of the month indicating the month it will be completed. Our Operations team will contact the necessary personnel to confirm a booking.

If you have any queries at all regarding the booking site, please do not hesitate to contact us.