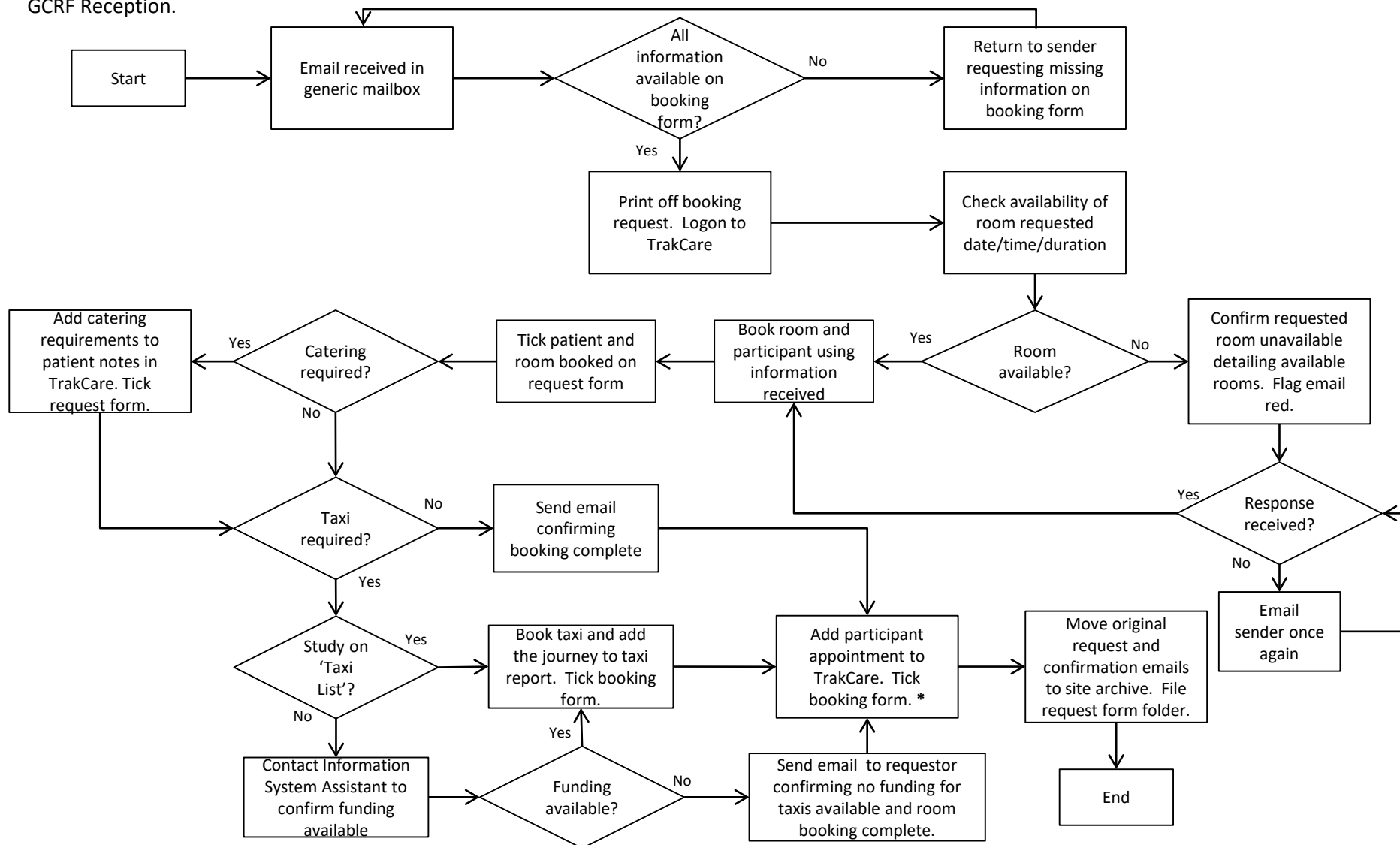


Guideline number	57.004B	Version	3.0
Title	GCRF Room Booking		

All research participant bookings and general room bookings are sent to GCRF generic mailbox (Glasgow.crf@ggc.scot.nhs.uk) using the relevant email template with the GCRF site recorded in the subject bar. The generic mailbox is frequently checked and dealt with following this process by GCRF Reception.



* Project Assistants covering reception duties will pass on details of participant appointments to be recorded to TrakCare to GCRF Receptionists.

Guideline signatories

Prepared by Signature	Kate Smith Date
Approved by Signature	Lynn Prentice Date

Document history

Version	Date	Description
1.0	22/06/2018	Creation of Guidance Document
2.0	20/09/2018	Addition of PA task
3.0	23/06/2023	Update to GUI template v1.0 Removed CRFManager

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