



Your DSE assessments process – made easy



Mat Jones,
Regional Manager



Katharine Metters,
Head Consultant



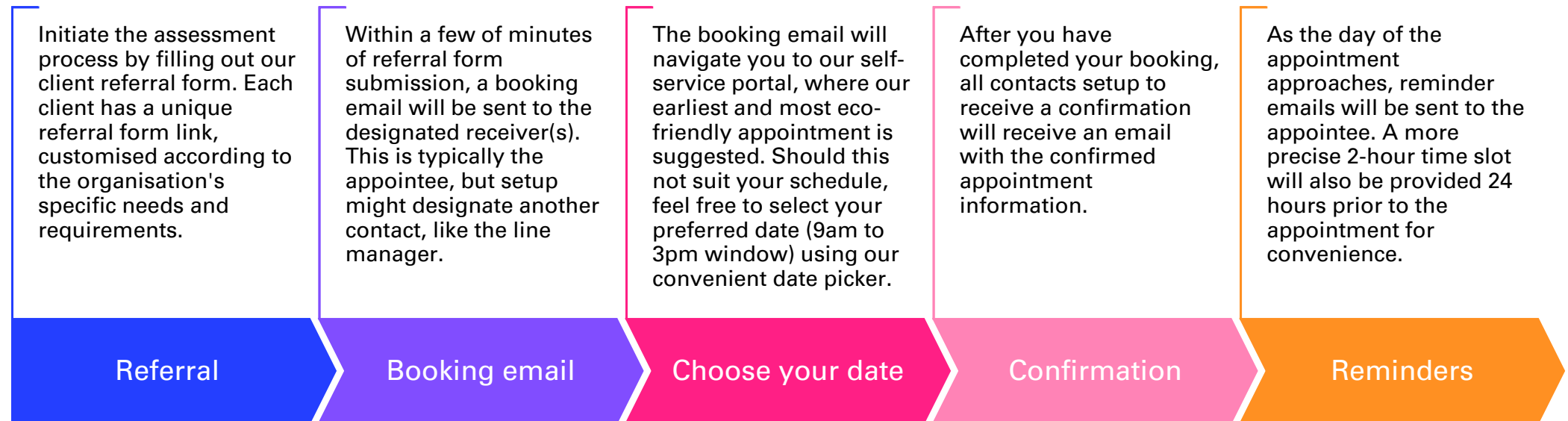
Paul Arnold, Senior
Technical Project Manager

Self-Service Appointment Booking

Our new self-service appointment system facilitates a seamless transition from referral to booking. After a referral form submission, you'll receive an almost instant booking email, leading you to our portal where you handpick your appointment date. This guide outlines our streamlined approach to scheduling with us.

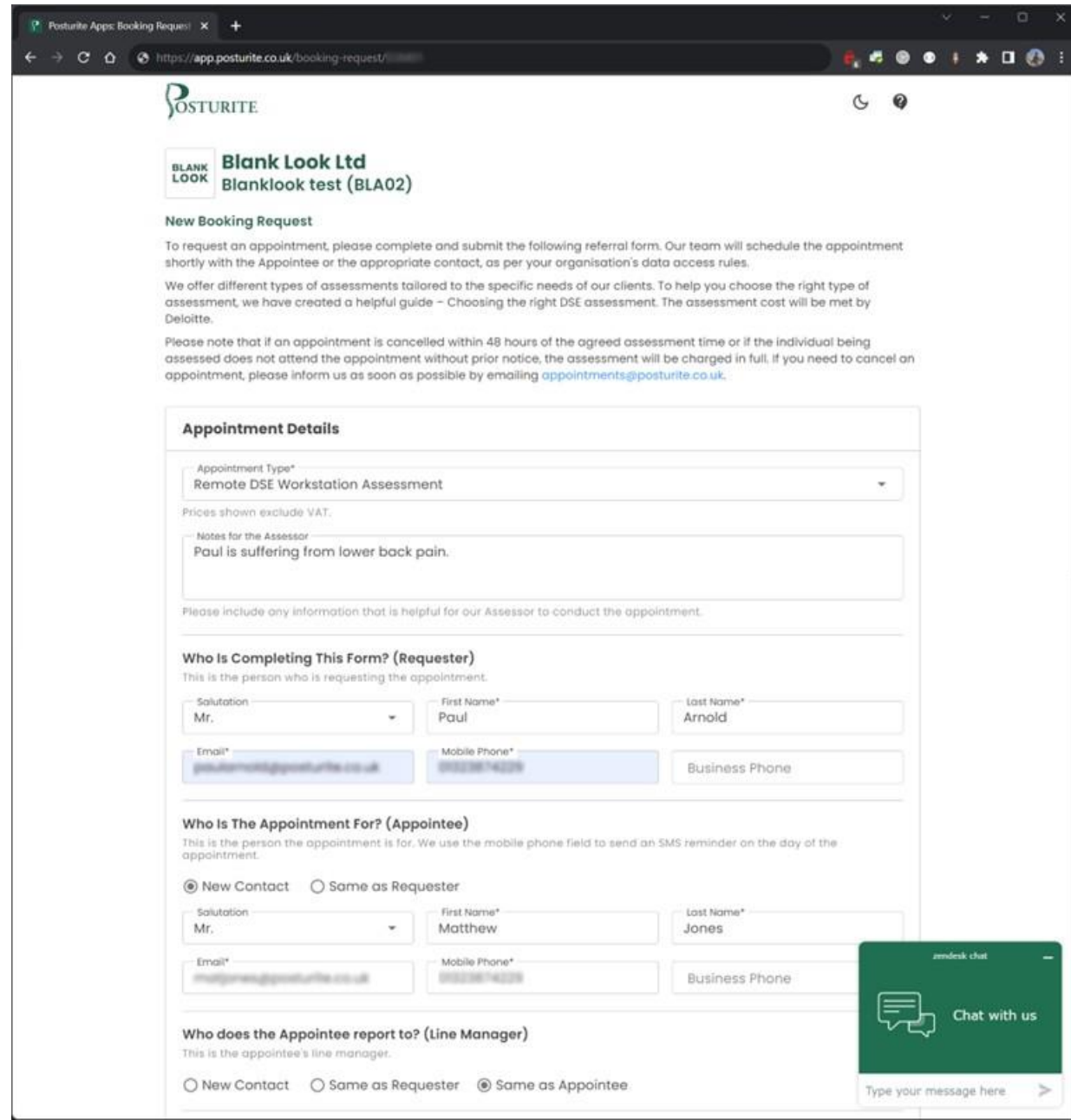


Self-Booking Timeline



Referral

Initiate the assessment process by filling out our client referral form. Each client has a unique referral form link, customised according to the organisation's specific needs and requirements.



The screenshot shows a web browser window displaying the Posturite booking request form. The browser address bar shows the URL: <https://app.posturite.co.uk/booking-request/>. The page header includes the Posturite logo and the text "Blank Look Ltd Blanklook test (BLA02)".

New Booking Request

To request an appointment, please complete and submit the following referral form. Our team will schedule the appointment shortly with the Appointee or the appropriate contact, as per your organisation's data access rules.

We offer different types of assessments tailored to the specific needs of our clients. To help you choose the right type of assessment, we have created a helpful guide – Choosing the right DSE assessment. The assessment cost will be met by Deloitte.

Please note that if an appointment is cancelled within 48 hours of the agreed assessment time or if the individual being assessed does not attend the appointment without prior notice, the assessment will be charged in full. If you need to cancel an appointment, please inform us as soon as possible by emailing appointments@posturite.co.uk.

Appointment Details

Appointment Type*
Remote DSE Workstation Assessment

Prices shown exclude VAT.

Notes for the Assessor
Paul is suffering from lower back pain.

Please include any information that is helpful for our Assessor to conduct the appointment.

Who Is Completing This Form? (Requester)

This is the person who is requesting the appointment.

Salutation: Mr. First Name*: Paul Last Name*: Arnold
Email*: paul.arnold@posturite.co.uk Mobile Phone*: 01522 874229 Business Phone:

Who Is The Appointment For? (Appointee)

This is the person the appointment is for. We use the mobile phone field to send an SMS reminder on the day of the appointment.

New Contact Same as Requester

Salutation: Mr. First Name*: Matthew Last Name*: Jones
Email*: mat.jones@posturite.co.uk Mobile Phone*: 01522 874229 Business Phone:

Who does the Appointee report to? (Line Manager)

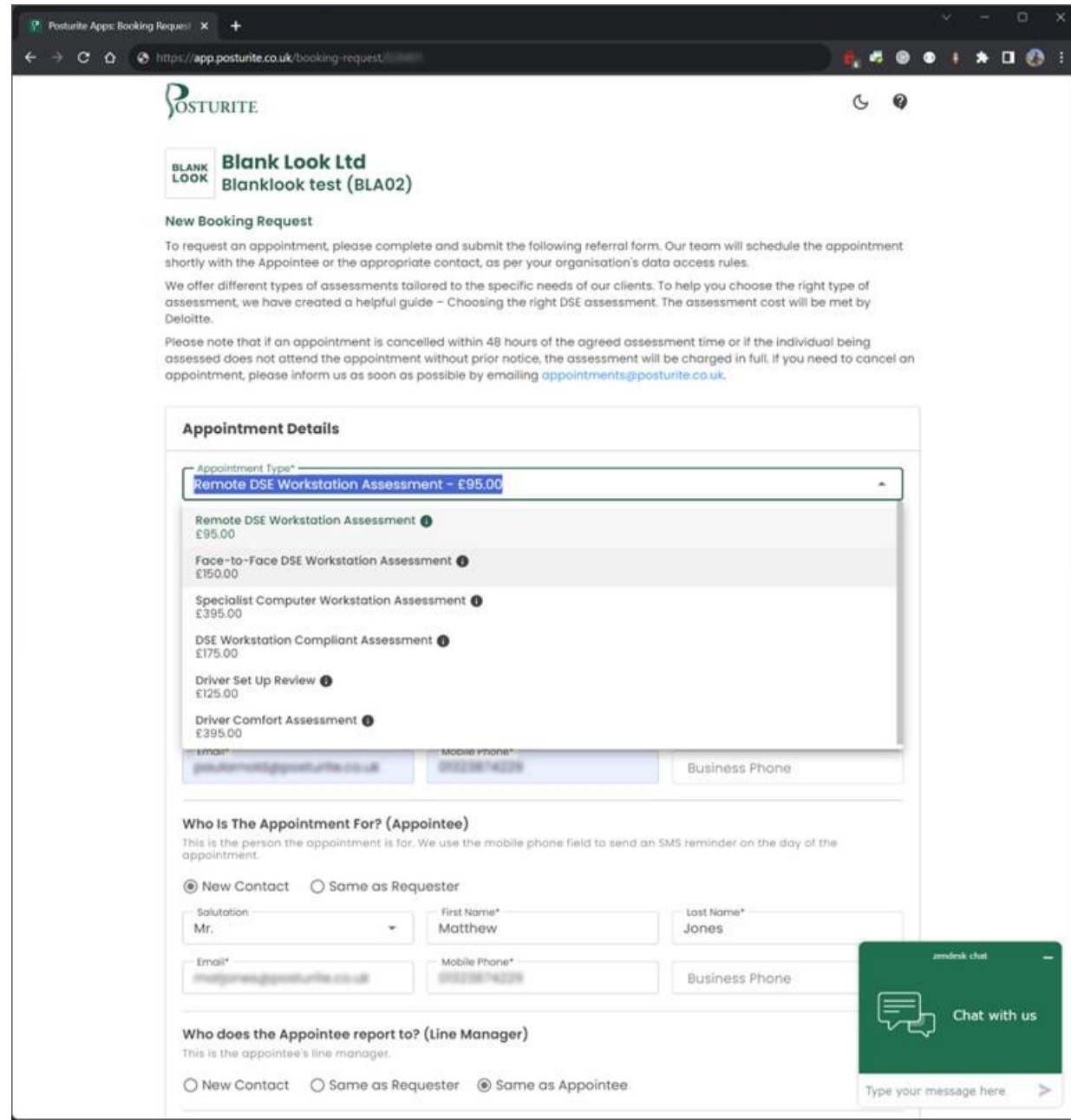
This is the appointee's line manager.

New Contact Same as Requester Same as Appointee

zendesk chat
Chat with us
Type your message here >

Referral

Choose from our full range of ergonomic assessments



The screenshot shows a web browser window with the URL <https://app.posturite.co.uk/booking-request/>. The page header includes the Posturite logo and the company name "Blank Look Ltd" with the assessment type "Blanklook test (BLA02)".

New Booking Request

To request an appointment, please complete and submit the following referral form. Our team will schedule the appointment shortly with the Appointee or the appropriate contact, as per your organisation's data access rules.

We offer different types of assessments tailored to the specific needs of our clients. To help you choose the right type of assessment, we have created a helpful guide – Choosing the right DSE assessment. The assessment cost will be met by Deloitte.

Please note that if an appointment is cancelled within 48 hours of the agreed assessment time or if the individual being assessed does not attend the appointment without prior notice, the assessment will be charged in full. If you need to cancel an appointment, please inform us as soon as possible by emailing appointments@posturite.co.uk.

Appointment Details

Appointment Type*
Remote DSE Workstation Assessment - £95.00

- Remote DSE Workstation Assessment £95.00
- Face-to-Face DSE Workstation Assessment £150.00
- Specialist Computer Workstation Assessment £395.00
- DSE Workstation Compliant Assessment £175.00
- Driver Set Up Review £125.00
- Driver Comfort Assessment £395.00

Email* posturite@posturite.co.uk Mobile Phone* 01223 74229 Business Phone

Who Is The Appointment For? (Appointee)

This is the person the appointment is for. We use the mobile phone field to send an SMS reminder on the day of the appointment.

New Contact Same as Requester

Salutation: Mr. First Name: Matthew Last Name: Jones

Email* posturite@posturite.co.uk Mobile Phone* 01223 74229 Business Phone

Who does the Appointee report to? (Line Manager)

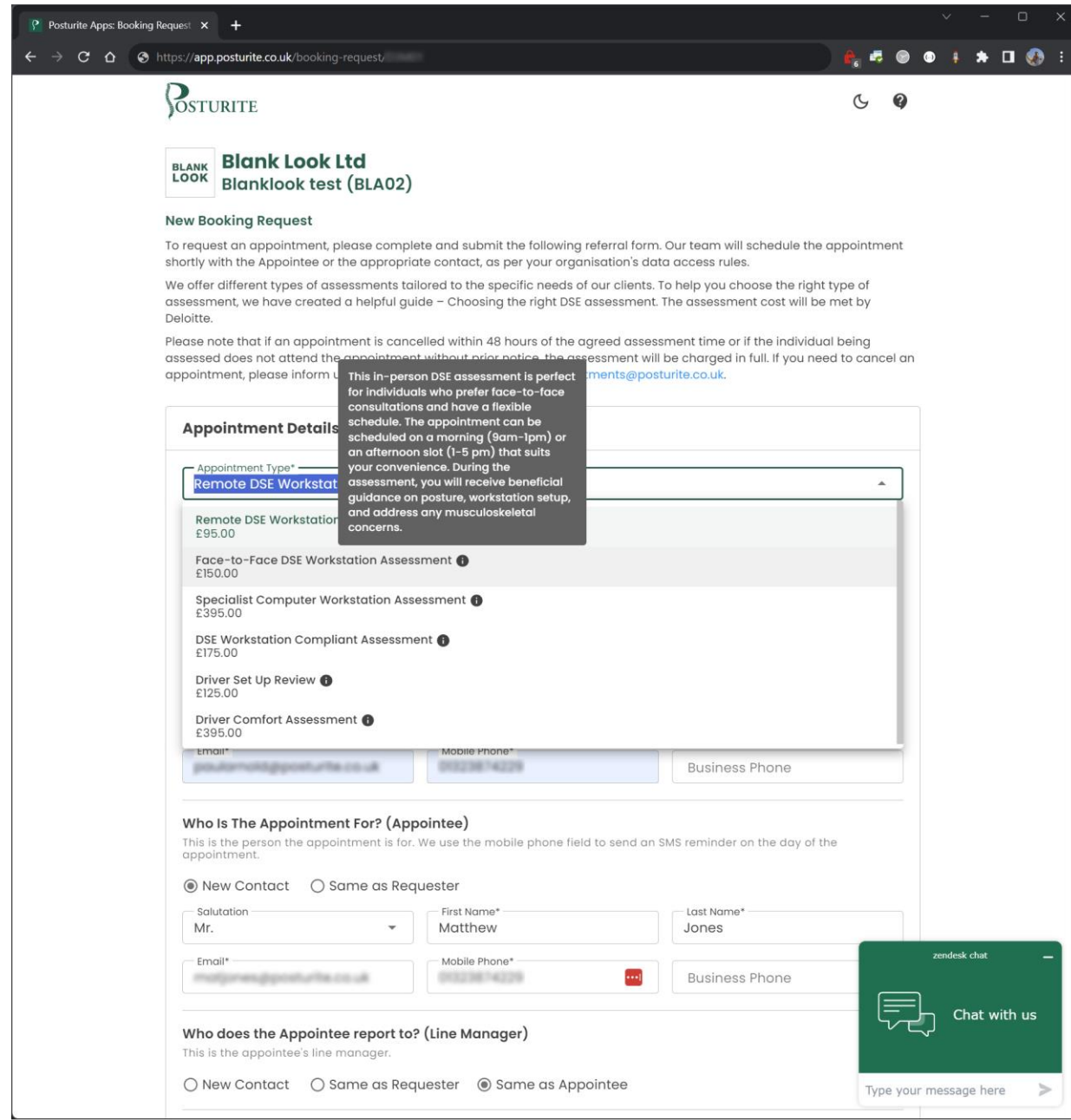
This is the appointee's line manager.

New Contact Same as Requester Same as Appointee

zendesk chat
Chat with us
Type your message here >

Referral

Need help choosing the right assessment? Hover over the information (i) tooltips for a description of the service.



The screenshot shows a web browser window displaying the Posturite booking request form. The page title is "Blank Look Ltd Blanklook test (BLA02)". The form is titled "New Booking Request" and includes a "Appointment Details" section. A tooltip is visible over the "Appointment Type" dropdown menu, which is currently set to "Remote DSE Workstation". The tooltip text reads: "This in-person DSE assessment is perfect for individuals who prefer face-to-face consultations and have a flexible schedule. The appointment can be scheduled on a morning (9am-1pm) or an afternoon slot (1-5 pm) that suits your convenience. During the assessment, you will receive beneficial guidance on posture, workstation setup, and address any musculoskeletal concerns." The form also includes fields for "Who Is The Appointment For? (Appointee)" and "Who does the Appointee report to? (Line Manager)".

Posturite Apps: Booking Request x +
https://app.posturite.co.uk/booking-request/

POSTURITE

BLANK LOOK Blank Look Ltd
Blanklook test (BLA02)

New Booking Request

To request an appointment, please complete and submit the following referral form. Our team will schedule the appointment shortly with the Appointee or the appropriate contact, as per your organisation's data access rules.

We offer different types of assessments tailored to the specific needs of our clients. To help you choose the right type of assessment, we have created a helpful guide – Choosing the right DSE assessment. The assessment cost will be met by Deloitte.

Please note that if an appointment is cancelled within 48 hours of the agreed assessment time or if the individual being assessed does not attend the appointment without prior notice, the assessment will be charged in full. If you need to cancel an appointment, please inform us at appointments@posturite.co.uk.

This in-person DSE assessment is perfect for individuals who prefer face-to-face consultations and have a flexible schedule. The appointment can be scheduled on a morning (9am-1pm) or an afternoon slot (1-5 pm) that suits your convenience. During the assessment, you will receive beneficial guidance on posture, workstation setup, and address any musculoskeletal concerns.

Appointment Details

Appointment Type*
Remote DSE Workstation

Remote DSE Workstation
£95.00

Face-to-Face DSE Workstation Assessment ⓘ
£150.00

Specialist Computer Workstation Assessment ⓘ
£395.00

DSE Workstation Compliant Assessment ⓘ
£175.00

Driver Set Up Review ⓘ
£125.00

Driver Comfort Assessment ⓘ
£395.00

Email*
posturite@posturite.co.uk

Mobile Phone*
01223 74229

Business Phone

Who Is The Appointment For? (Appointee)

This is the person the appointment is for. We use the mobile phone field to send an SMS reminder on the day of the appointment.

New Contact Same as Requester

Salutation
Mr.

First Name*
Matthew

Last Name*
Jones

Email*
posturite@posturite.co.uk

Mobile Phone*
01223 74229

Business Phone

Who does the Appointee report to? (Line Manager)

This is the appointee's line manager.

New Contact Same as Requester Same as Appointee

zendesk chat
Chat with us
Type your message here

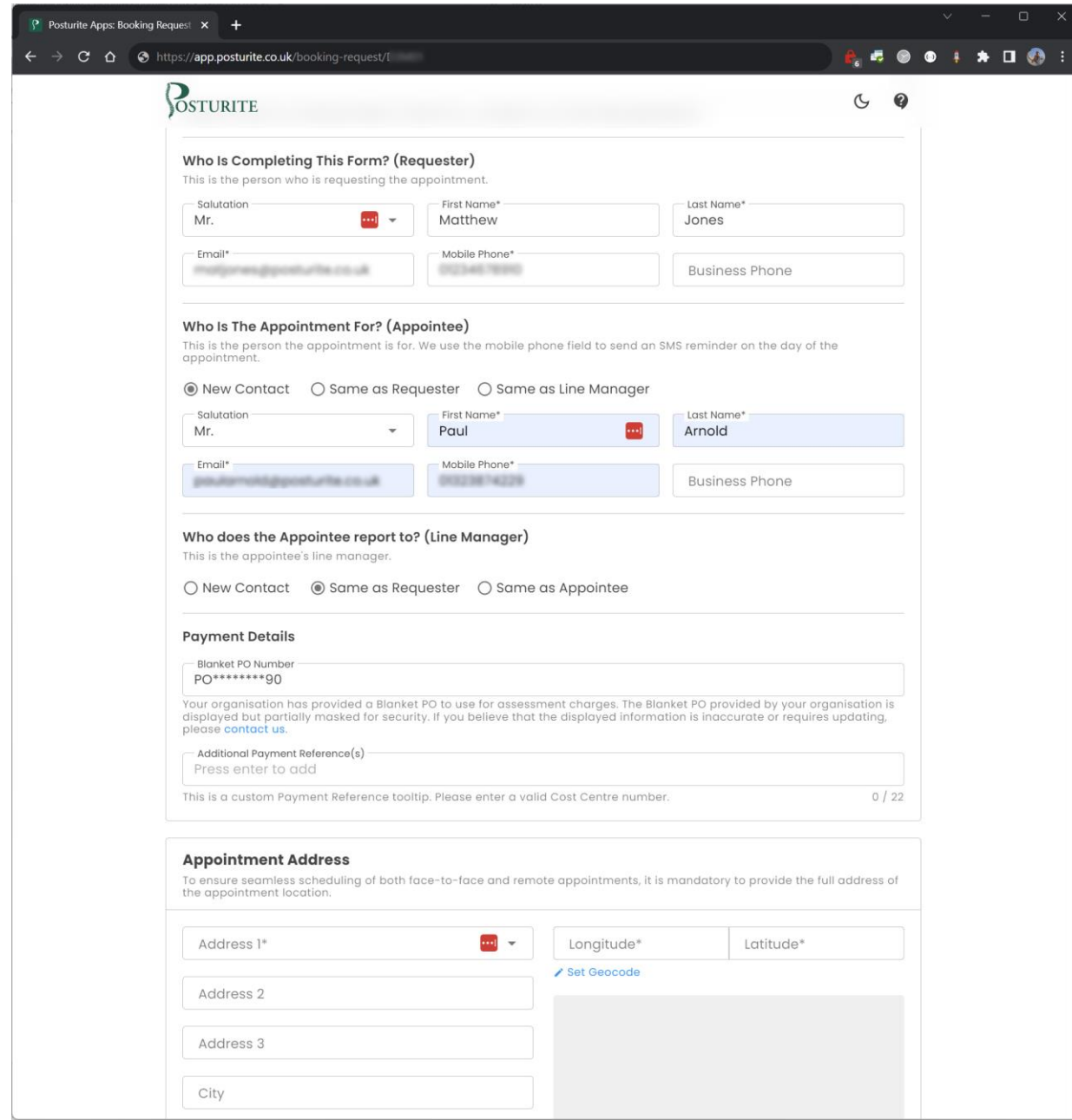
Referral

Assessment Contacts

- Requestor
- Appointee
- Line Manager (Optional)

Payment References

Configured by your account settings. E.g., individual PO, blanket PO or one of the assessment contacts.



The screenshot shows a web browser window with the URL <https://app.posturite.co.uk/booking-request/>. The page title is "Posturite App: Booking Request". The form is titled "POSTURITE" and contains several sections:

- Who Is Completing This Form? (Requester)**: This is the person who is requesting the appointment. Fields include Salutation (Mr.), First Name* (Matthew), Last Name* (Jones), Email* (m.jones@posturite.co.uk), Mobile Phone* (01234 567890), and Business Phone.
- Who Is The Appointment For? (Appointee)**: This is the person the appointment is for. We use the mobile phone field to send an SMS reminder on the day of the appointment. Radio buttons allow selection of "New Contact", "Same as Requester", or "Same as Line Manager". Fields include Salutation (Mr.), First Name* (Paul), Last Name* (Arnold), Email* (p.arnold@posturite.co.uk), Mobile Phone* (01234 567890), and Business Phone.
- Who does the Appointee report to? (Line Manager)**: Radio buttons allow selection of "New Contact", "Same as Requester", or "Same as Appointee".
- Payment Details**: Includes a Blanket PO Number (PO*****90) and an Additional Payment Reference(s) field (Press enter to add). A note states: "Your organisation has provided a Blanket PO to use for assessment charges. The Blanket PO provided by your organisation is displayed but partially masked for security. If you believe that the displayed information is inaccurate or requires updating, please [contact us](#)." A character count "0 / 22" is shown.
- Appointment Address**: To ensure seamless scheduling of both face-to-face and remote appointments, it is mandatory to provide the full address of the appointment location. Fields include Address 1* (with a dropdown menu), Address 2, Address 3, and City. Longitude* and Latitude* fields are also present, along with a "Set Geocode" link.

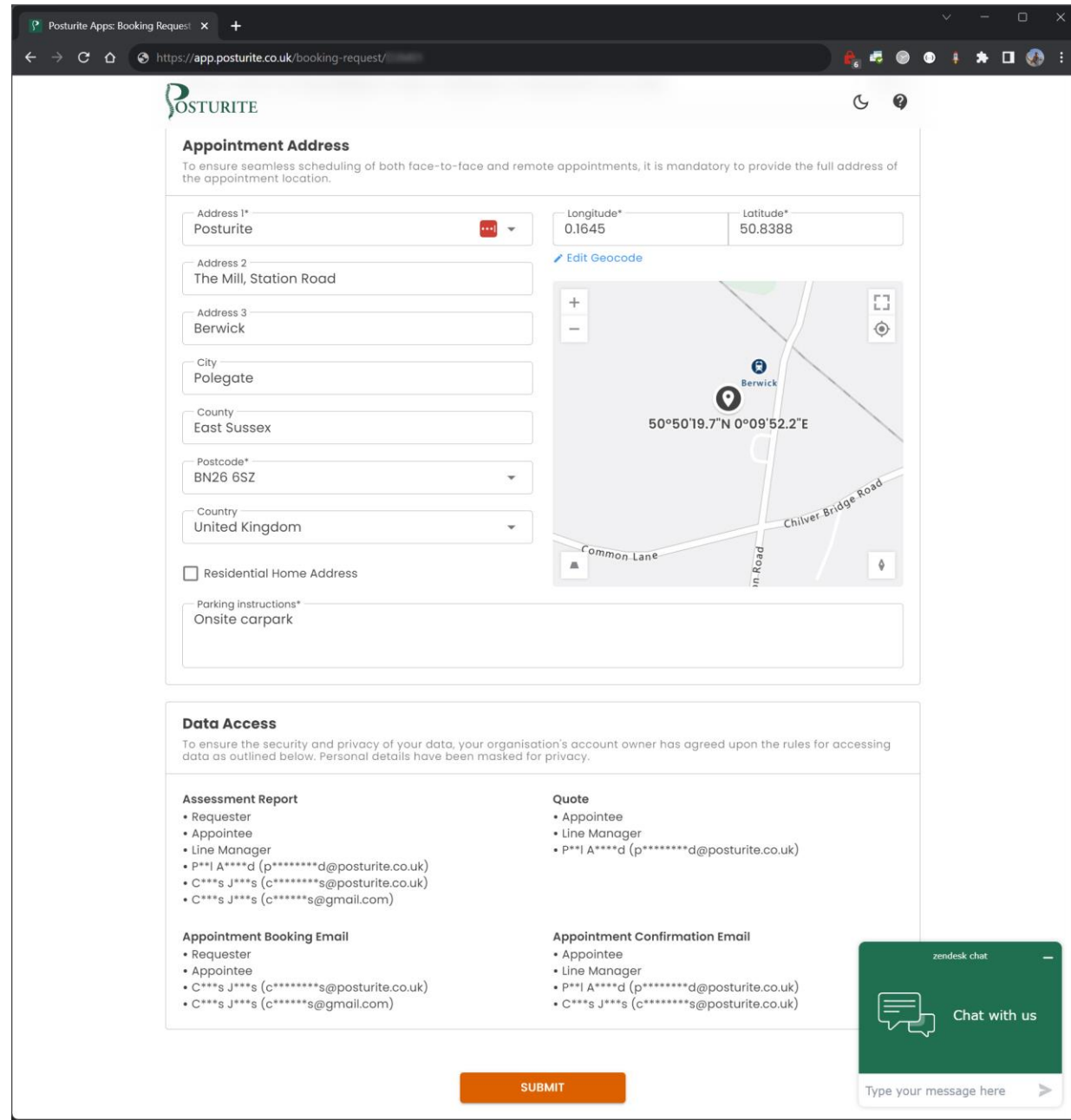
Referral

Real-time Address Lookup

Real-time type-ahead address capture powered by a comprehensive and precise premise-level address data.

Data Access Transparency

We display the configured account data access rules, so you know who receives specific email comms, the assessment report and quote (if applicable).



Appointment Address
To ensure seamless scheduling of both face-to-face and remote appointments, it is mandatory to provide the full address of the appointment location.

Address 1*
Posturite

Address 2
The Mill, Station Road

Address 3
Berwick

City
Polegate

County
East Sussex

Postcode*
BN26 6SZ

Country
United Kingdom

Longitude*
0.1645

Latitude*
50.8388

[Edit Geocode](#)

Residential Home Address

Parking instructions*
Onsite carpark

Data Access
To ensure the security and privacy of your data, your organisation's account owner has agreed upon the rules for accessing data as outlined below. Personal details have been masked for privacy.

<p>Assessment Report</p> <ul style="list-style-type: none"> Requester Appointee Line Manager P** A****d (p*****d@posturite.co.uk) C***s J****s (c*****s@posturite.co.uk) C***s J****s (c*****s@gmail.com) 	<p>Quote</p> <ul style="list-style-type: none"> Appointee Line Manager P** A****d (p*****d@posturite.co.uk)
<p>Appointment Booking Email</p> <ul style="list-style-type: none"> Requester Appointee C***s J****s (c*****s@posturite.co.uk) C***s J****s (c*****s@gmail.com) 	<p>Appointment Confirmation Email</p> <ul style="list-style-type: none"> Appointee Line Manager P** A****d (p*****d@posturite.co.uk) C***s J****s (c*****s@posturite.co.uk)

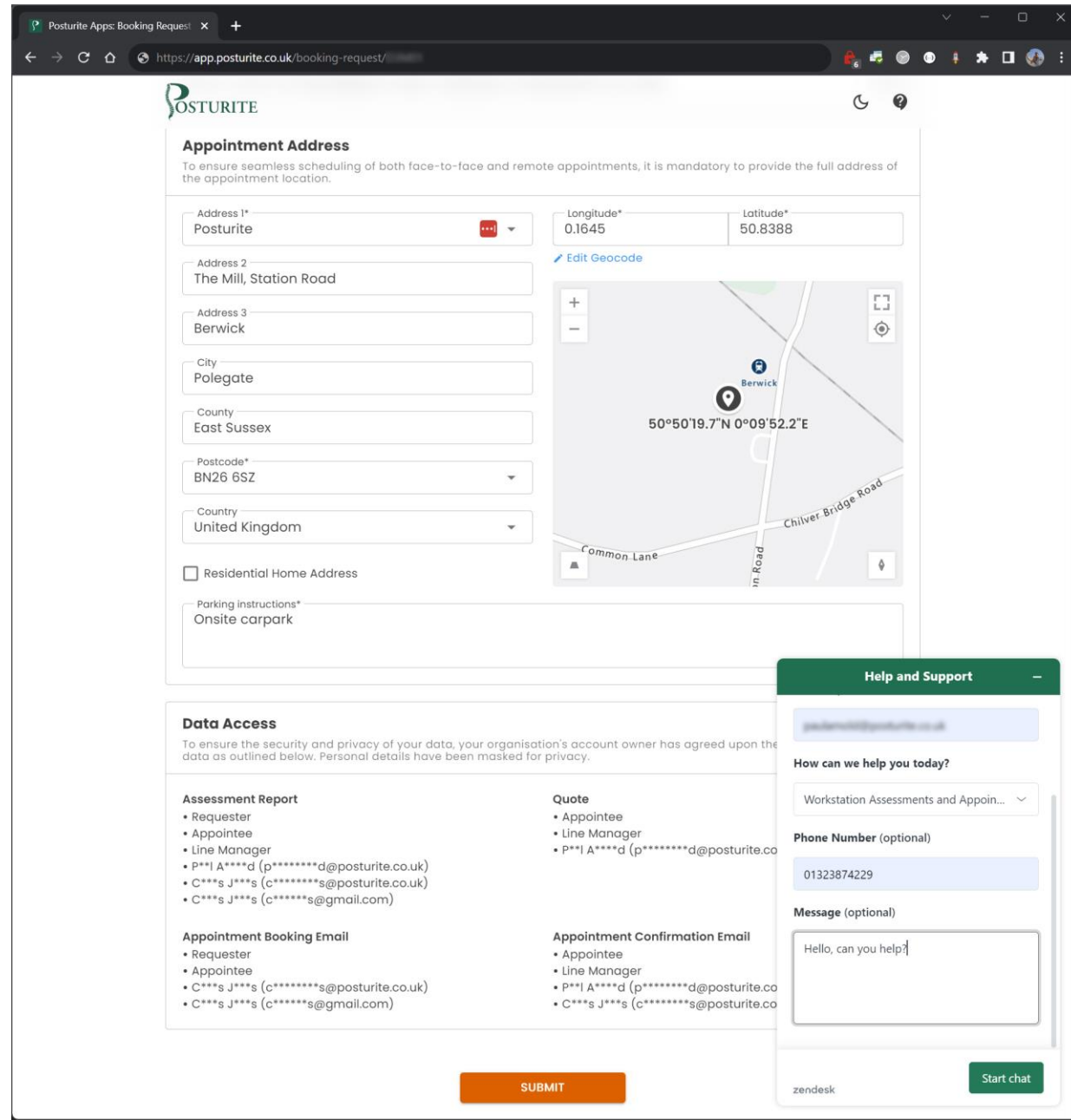
SUBMIT

zendesk chat
Chat with us
Type your message here

Referral

Live Chat

Talk to our Appointments team



The screenshot shows a web browser window with the URL <https://app.posturite.co.uk/booking-request/>. The page title is "Posturite App: Booking Request". The main content area is titled "Appointment Address" and includes a sub-header: "To ensure seamless scheduling of both face-to-face and remote appointments, it is mandatory to provide the full address of the appointment location." The form fields are as follows:

- Address 1***: Posturite
- Address 2**: The Mill, Station Road
- Address 3**: Berwick
- City**: Polegate
- County**: East Sussex
- Postcode***: BN26 6SZ
- Country**: United Kingdom
- Residential Home Address
- Parking instructions***: Onsite carpark
- Longitude***: 0.1645
- Latitude***: 50.8388

A map on the right shows the location in Berwick, with coordinates 50°50'19.7"N 0°09'52.2"E. Below the map is a "Data Access" section with the following text: "To ensure the security and privacy of your data, your organisation's account owner has agreed upon the data as outlined below. Personal details have been masked for privacy." The data access table is:

Assessment Report	Quote
<ul style="list-style-type: none"> Requester Appointee Line Manager P** A****d (p*****d@posturite.co.uk) C***g J****s (c*****s@posturite.co.uk) C***s J****s (c*****s@gmail.com) 	<ul style="list-style-type: none"> Appointee Line Manager P** A****d (p*****d@posturite.co.uk)
Appointment Booking Email	Appointment Confirmation Email
<ul style="list-style-type: none"> Requester Appointee C***s J****s (c*****s@posturite.co.uk) C***s J****s (c*****s@gmail.com) 	<ul style="list-style-type: none"> Appointee Line Manager P** A****d (p*****d@posturite.co.uk) C***s J****s (c*****s@posturite.co.uk)

At the bottom of the form is a large orange "SUBMIT" button. A "Help and Support" chat overlay is visible on the right side, with the following content:

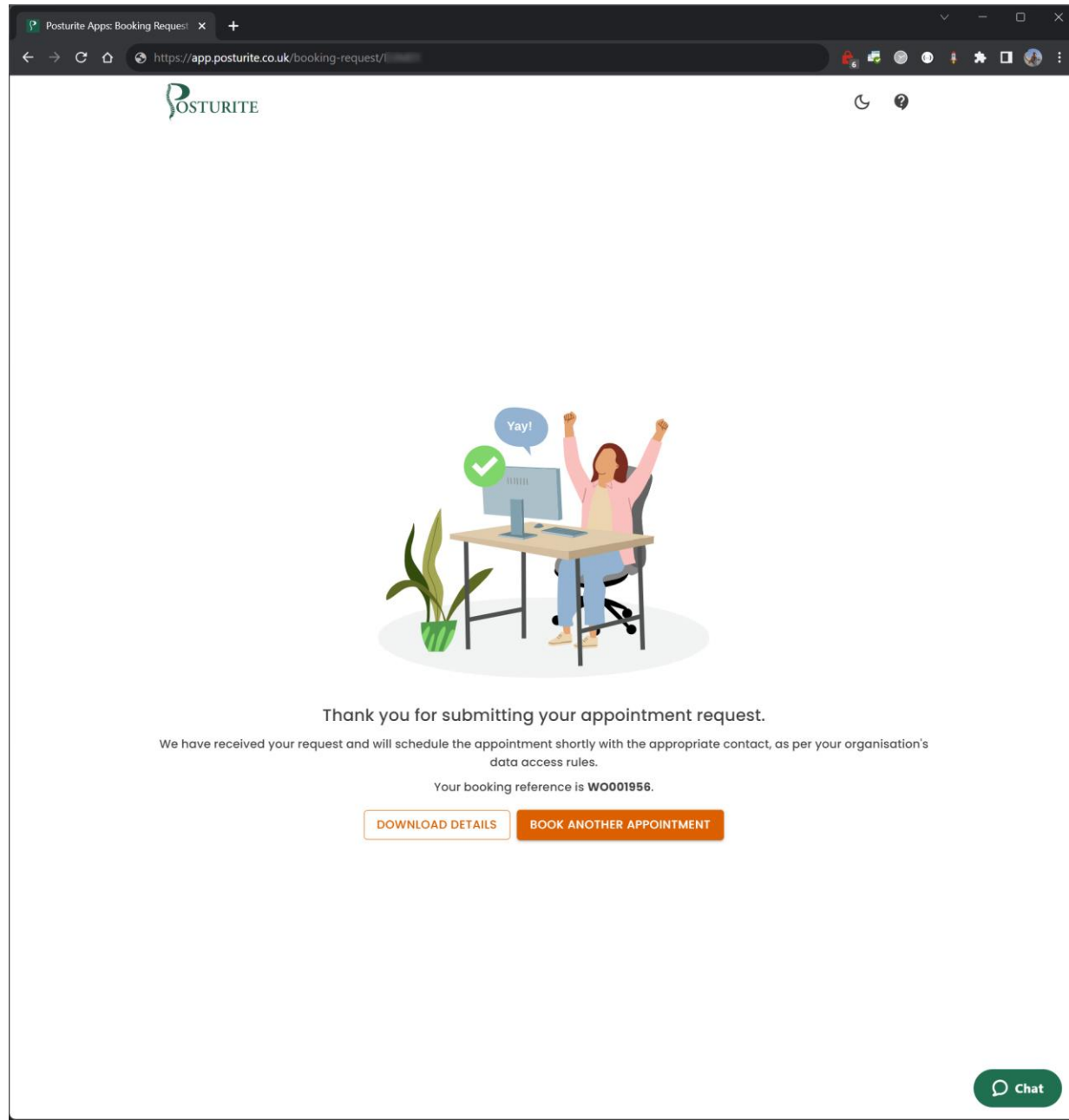
- zendesk@posturite.co.uk
- How can we help you today? Workstation Assessments and Appoin...
- Phone Number (optional): 01323874229
- Message (optional): Hello, can you help?
- Start chat button

Referral

Submission

You are provided with your unique reference.

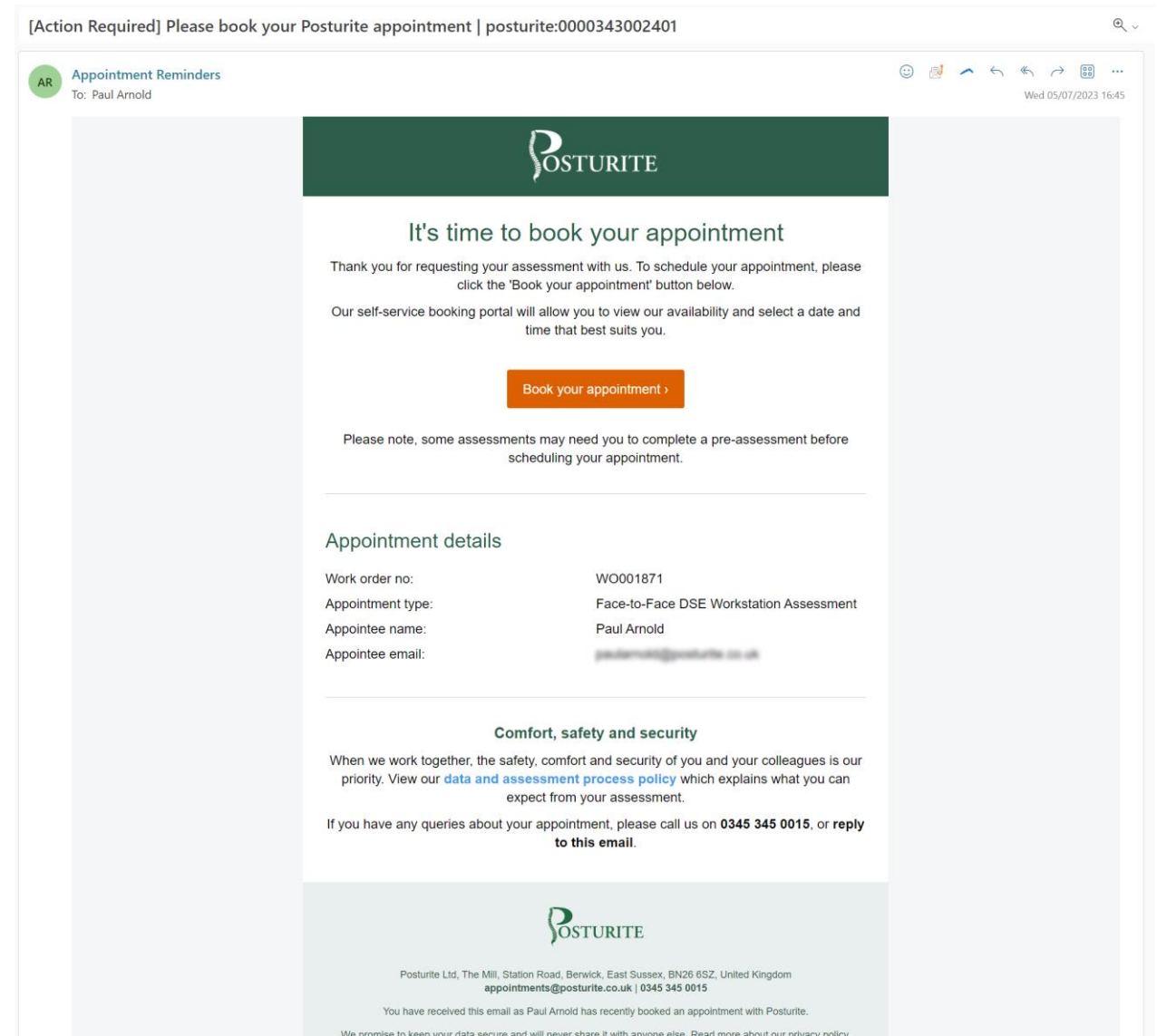
Take a copy of the referral for your own records or book another appointment.



The screenshot shows a web browser window with the URL <https://app.posturite.co.uk/booking-request/>. The page features the Posturite logo at the top left. In the center, there is an illustration of a woman sitting at a desk with a computer, celebrating with her arms raised and a speech bubble saying "Yay!". To the left of the desk is a potted plant. Below the illustration, the text reads: "Thank you for submitting your appointment request. We have received your request and will schedule the appointment shortly with the appropriate contact, as per your organisation's data access rules. Your booking reference is **W0001956**." At the bottom of the page, there are two buttons: "DOWNLOAD DETAILS" and "BOOK ANOTHER APPOINTMENT". A "Chat" button is located in the bottom right corner.

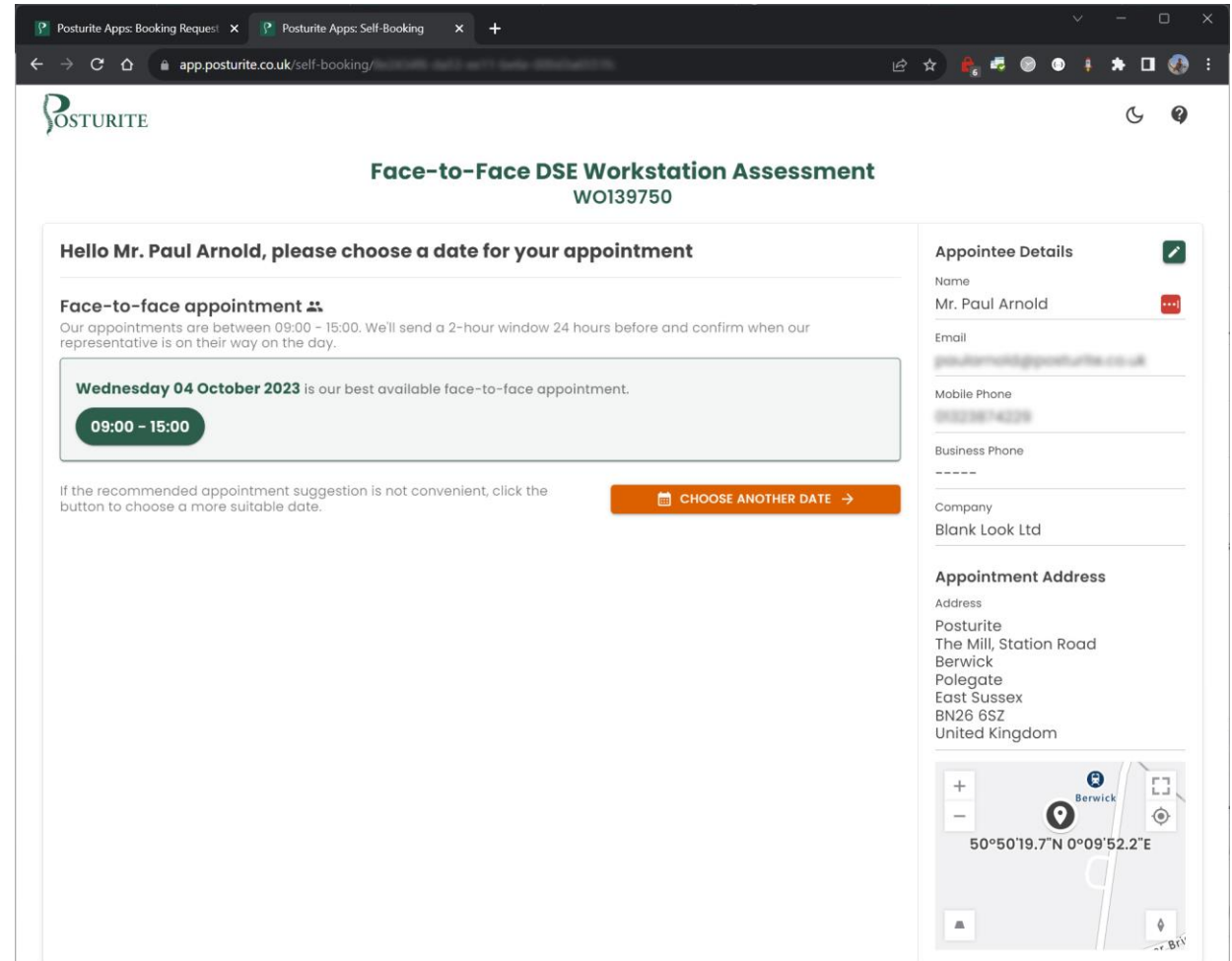
Booking email

Within a few of minutes of referral form submission, a booking email will be sent to the designated receiver(s). This is typically the appointee, but setup might designate another contact, like the line manager.



Choose your date

The booking email will navigate you to our self-service portal, where our earliest and most eco-friendly appointment is suggested.



The screenshot shows a web browser window with two tabs: "Posturite Apps: Booking Request" and "Posturite Apps: Self-Booking". The address bar shows the URL "app.posturite.co.uk/self-booking/". The page header includes the Posturite logo and the text "Face-to-Face DSE Workstation Assessment WO139750".

The main content area is titled "Hello Mr. Paul Arnold, please choose a date for your appointment". Below this, there is a section for "Face-to-face appointment" with a sub-header "Face-to-face appointment" and a note: "Our appointments are between 09:00 - 15:00. We'll send a 2-hour window 24 hours before and confirm when our representative is on their way on the day." A highlighted box suggests "Wednesday 04 October 2023" as the best available date, with a time slot of "09:00 - 15:00".

At the bottom of this section, there is a note: "If the recommended appointment suggestion is not convenient, click the button to choose a more suitable date." and an orange button labeled "CHOOSE ANOTHER DATE" with a right-pointing arrow.

On the right side of the page, there is a sidebar with "Appointee Details" and "Appointment Address".

Appointee Details

- Name: Mr. Paul Arnold
- Email: paul.arnold@posturite.co.uk
- Mobile Phone: 01323 814229
- Business Phone: -----
- Company: Blank Look Ltd

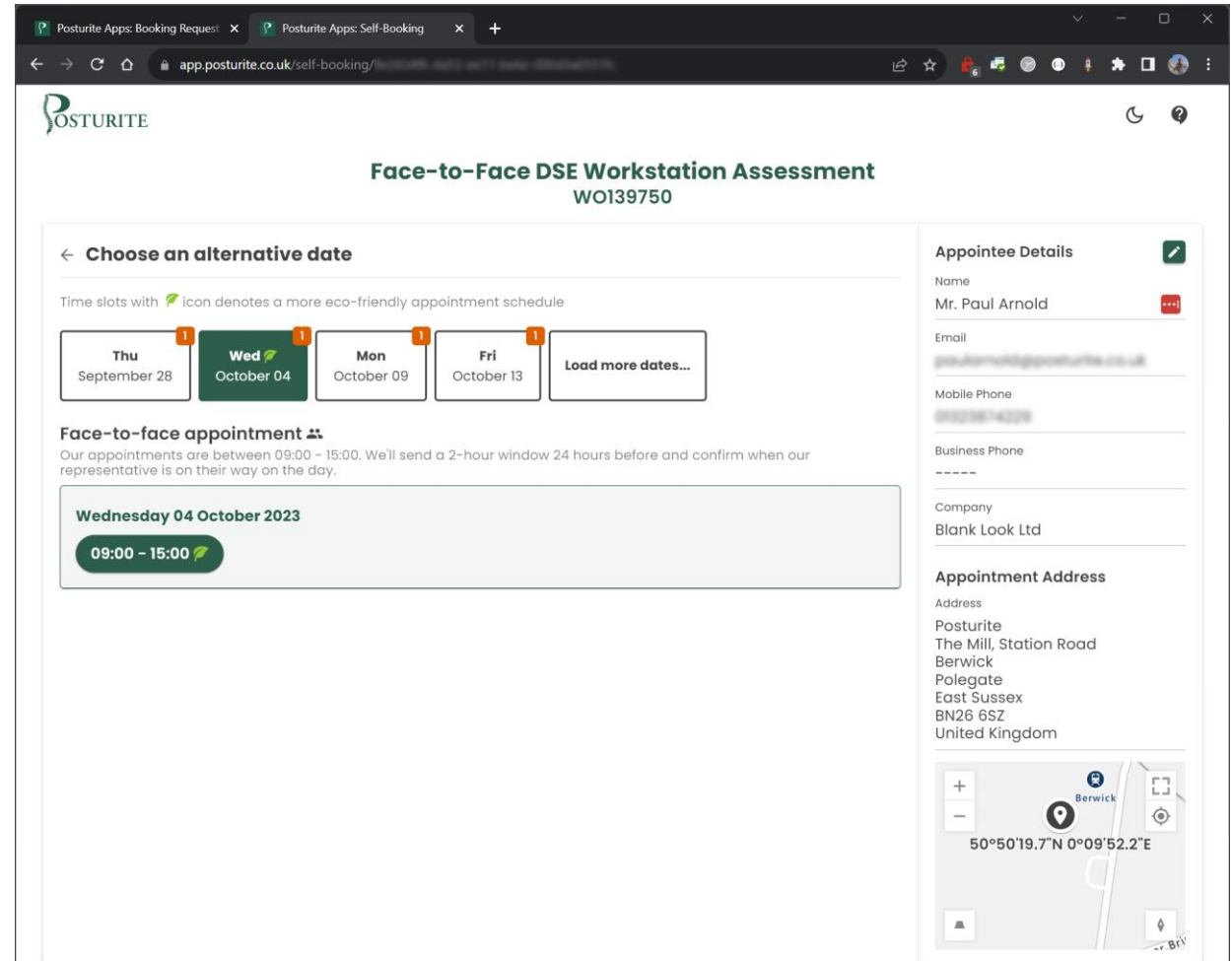
Appointment Address


Address
Posturite
The Mill, Station Road
Berwick
Polegate
East Sussex
BN26 6SZ
United Kingdom

Below the address is a map showing the location in Berwick, with coordinates 50°50'19.7"N 0°09'52.2"E.

Choose your date

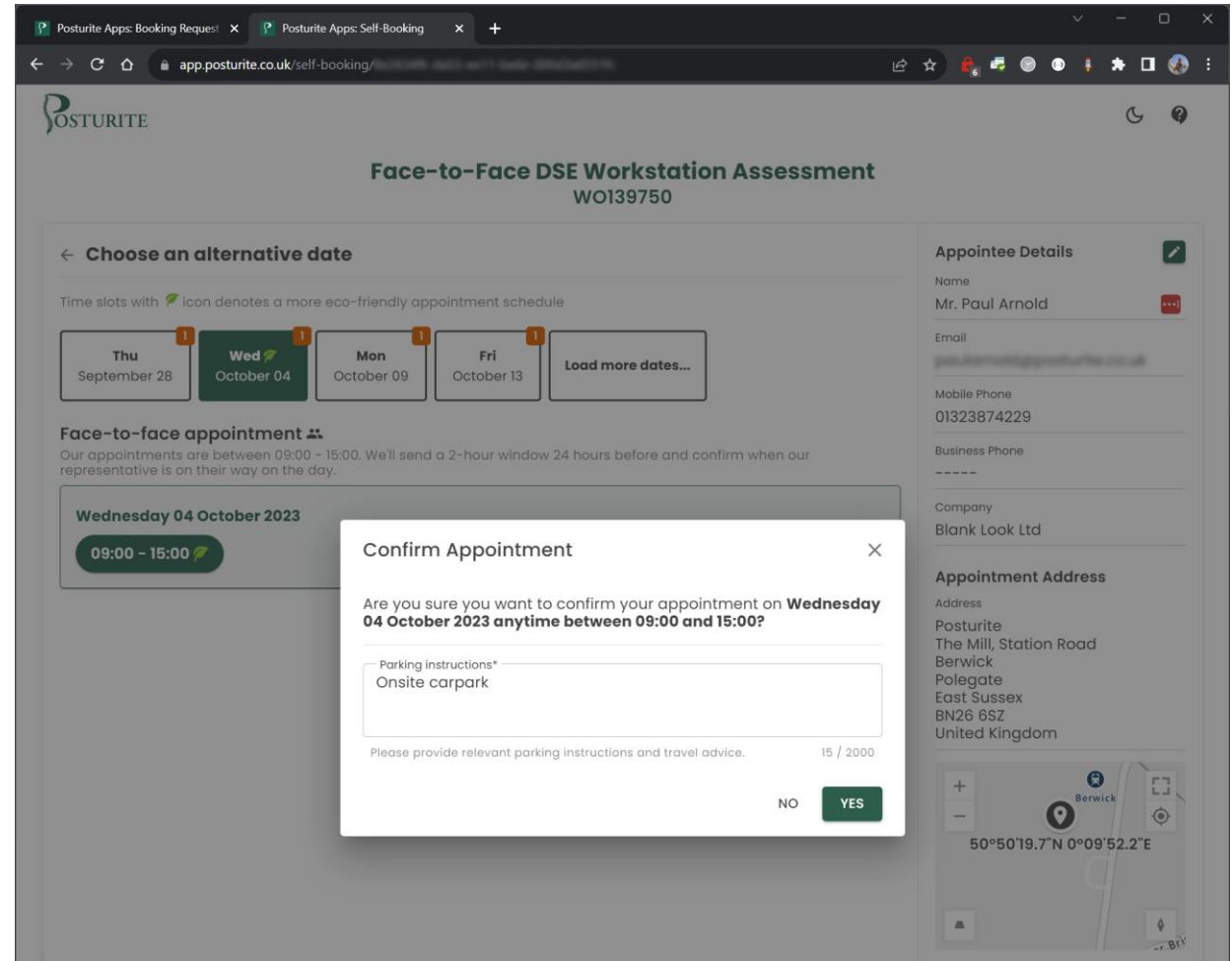
Should this not suit your schedule, feel free to select your preferred date (9am to 3pm window) using our convenient date picker.




The screenshot shows a web browser window with two tabs: 'Posturite Apps: Booking Request' and 'Posturite Apps: Self-Booking'. The URL is 'app.posturite.co.uk/self-booking/'. The page title is 'Face-to-Face DSE Workstation Assessment WO139750'. The main heading is 'Choose an alternative date'. Below this, a note states: 'Time slots with  icon denotes a more eco-friendly appointment schedule'. The date picker shows four days: Thu September 28, Wed October 04 (highlighted in green with a leaf icon), Mon October 09, and Fri October 13. A 'Load more dates...' button is also present. Below the date picker, the text reads: 'Face-to-face appointment 🚶‍♂️ Our appointments are between 09:00 - 15:00. We'll send a 2-hour window 24 hours before and confirm when our representative is on their way on the day.' A highlighted box shows 'Wednesday 04 October 2023' with a time slot of '09:00 - 15:00' and a leaf icon. On the right side, there is an 'Appointee Details' section with fields for Name (Mr. Paul Arnold), Email, Mobile Phone, Business Phone, and Company (Blank Look Ltd). Below this is the 'Appointment Address' section, which includes the address: 'Posturite, The Mill, Station Road, Berwick, Polegate, East Sussex, BN26 6SZ, United Kingdom'. A map is shown at the bottom right of the address section, displaying the location in Berwick with coordinates 50°50'19.7"N 0°09'52.2"E.

Choose your date

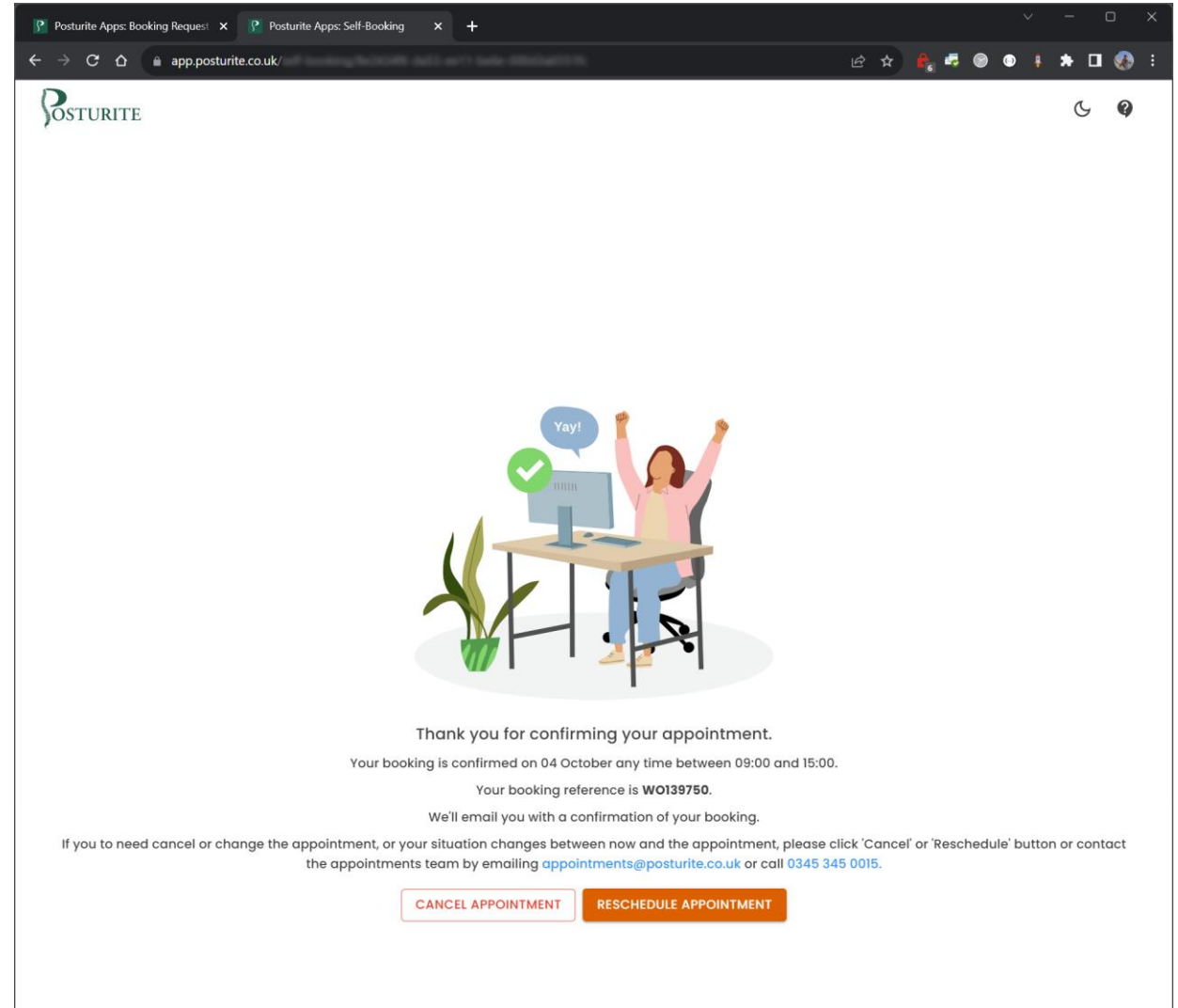
Confirm the appointment and review or provide parking instructions.



The screenshot shows a web browser window with two tabs: 'Posturite Apps: Booking Request' and 'Posturite Apps: Self-Booking'. The active page is 'app.posturite.co.uk/self-booking/'. The main heading is 'Face-to-Face DSE Workstation Assessment WO139750'. Below this, there is a section titled 'Choose an alternative date' with a note: 'Time slots with  icon denotes a more eco-friendly appointment schedule'. The date selection interface shows four days: Thu (September 28), Wed (October 04), Mon (October 09), and Fri (October 13). The 'Wed' slot is highlighted in green and has an eco-friendly icon. A 'Load more dates...' button is also present. Below the date selection, there is a section for 'Face-to-face appointment' with a note: 'Our appointments are between 09:00 - 15:00. We'll send a 2-hour window 24 hours before and confirm when our representative is on their way on the day.' Underneath, the selected date 'Wednesday 04 October 2023' is shown with a time slot of '09:00 - 15:00' and an eco-friendly icon. A 'Confirm Appointment' dialog box is overlaid on the page, asking: 'Are you sure you want to confirm your appointment on **Wednesday 04 October 2023 anytime between 09:00 and 15:00?**' It includes a text input field for 'Parking instructions*' with the value 'Onsite carpark' and a character count '15 / 2000'. Below the input field, it says 'Please provide relevant parking instructions and travel advice.' and '15 / 2000'. There are 'NO' and 'YES' buttons at the bottom right of the dialog. On the right side of the main page, there is an 'Appointee Details' section with fields for Name (Mr. Paul Arnold), Email, Mobile Phone (01323874229), Business Phone, and Company (Blank Look Ltd). Below that is an 'Appointment Address' section with the address: 'Posturite, The Mill, Station Road, Berwick, East Sussex, BN26 6SZ, United Kingdom'. At the bottom right, there is a map showing the location with coordinates '50°50'19.7"N 0°09'52.2"E'.

Choose your date

Confirmation of your appointment.



The screenshot shows a web browser window with two tabs: 'Posturite Apps: Booking Request' and 'Posturite Apps: Self-Booking'. The address bar shows 'app.posturite.co.uk/'. The page content includes the Posturite logo, a celebratory illustration of a woman at a desk with a 'Yay!' speech bubble and a green checkmark, and the following text:

Thank you for confirming your appointment.
Your booking is confirmed on 04 October any time between 09:00 and 15:00.
Your booking reference is **W0139750**.
We'll email you with a confirmation of your booking.

If you need cancel or change the appointment, or your situation changes between now and the appointment, please click 'Cancel' or 'Reschedule' button or contact the appointments team by emailing appointments@posturite.co.uk or call 0345 345 0015.

At the bottom, there are two buttons: 'CANCEL APPOINTMENT' and 'RESCHEDULE APPOINTMENT'.

Confirmation


After you have completed your booking, all contacts setup to receive a confirmation will receive an email with the confirmed appointment information.

Posturite appointment confirmation posturite:0000343002402

AR Appointment Reminders
To: Paul Arnold

Wed 05/07/2023 16:49

The content of this email is confidential and intended for [redacted]
This email has also been sent to: [redacted]



Your appointment is booked

The assessment for Paul Arnold will take place on **12 July 2023**. Our assessor will arrive **any time between 09:00 and 15:00**.

We'll send a 2-hour window 24 hours before and confirm when our representative is on their way on the day.

Please keep this email safe. If you have questions or changes before the appointment, please call us on **0345 345 0015**, or **reply to this email**.

You will be contacted on the day of the appointment to confirm that your assessor is on route.

If needed, please let reception know one of our assessors is coming to visit.

Appointment details

Work order no:	WO001871
Appointment type:	Assessment
Appointee name:	Paul Arnold
Appointee email:	[redacted]
Date and time:	12 July 2023 any time between 09:00 and 15:00
Duration:	30 minutes
Parking details:	
Address:	Posturite The Mill, Station Road Berwick Polegate East Sussex BN26 6SZ United Kingdom

Reminders

As the day of the appointment approaches, reminder emails will be sent to the appointee. A more precise 2-hour time slot will also be provided 24 hours prior to the appointment for convenience.

We also send a reminder email and SMS on the morning of the appointment.

[Reminder] Are you ready for your Posturite appointment posturite:0000343001525

AR Appointment Reminders To: Paul Arnold Thu 25/05/2023 08:46



Your upcoming appointment

This is a reminder that the assessment for Paul Arnold is taking place soon.

We look forward to seeing you on

Thursday, 25 May 2023 anytime between 09:00 AM and 11:00 AM

If you are unable to attend this appointment, please call us on **0345 345 0015** as soon as possible.

Appointment details

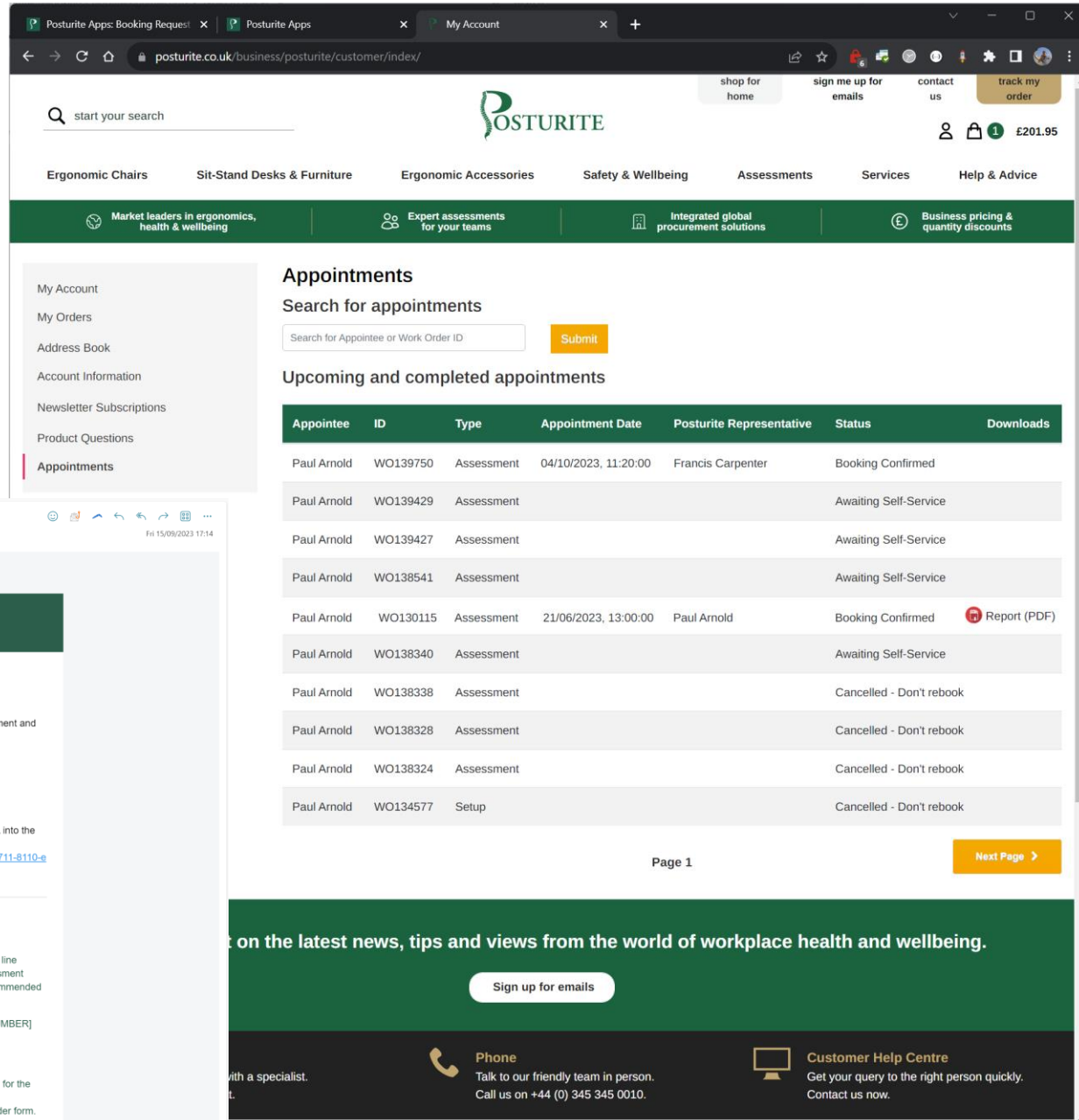
Work order no:	WO001776
Incident type:	Face-to-Face DSE Workstation Assessment
Appointee name:	Paul Arnold
Appointee email:	p.arnold@posturite.co.uk
Date and time:	Thursday, 25 May 2023 anytime between 09:00 AM and 11:00 AM
Duration:	30 mins
Parking details:	Test
Address:	Posturite The Mill, Station Road Berwick

Posturite representative

Name:	Clare Heward
Email:	clareheward@posturite.co.uk
Phone:	

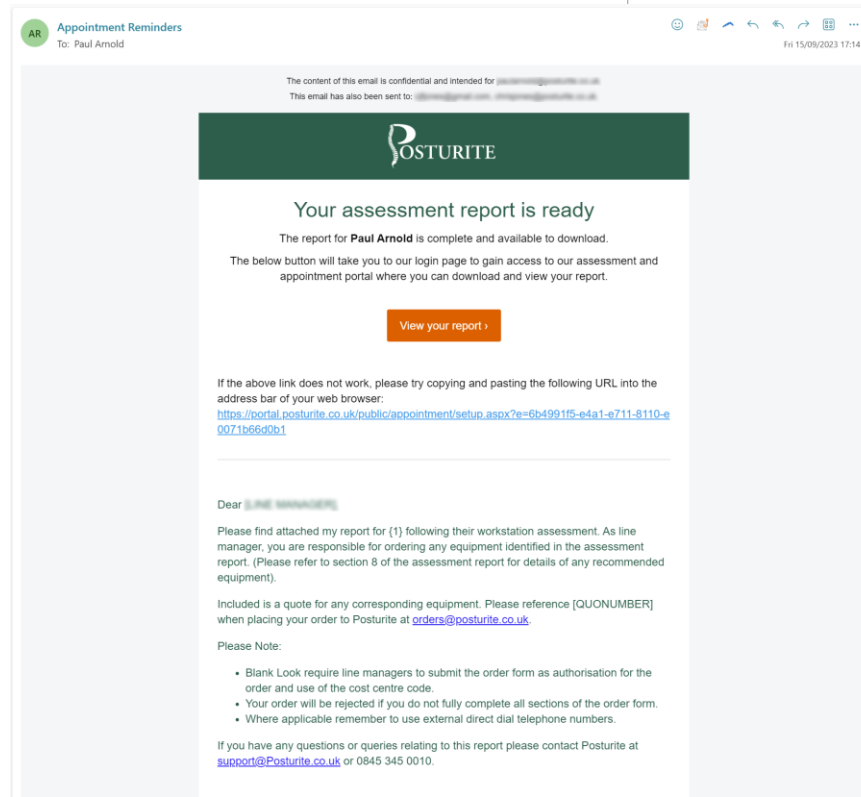
Report

The final report is available to download through the portal on our website.



The screenshot shows the Posturite website's 'Appointments' page. The page includes a search bar for appointments, a list of 'Upcoming and completed appointments', and a footer with contact information.

Appointee	ID	Type	Appointment Date	Posturite Representative	Status	Downloads
Paul Arnold	WO139750	Assessment	04/10/2023, 11:20:00	Francis Carpenter	Booking Confirmed	
Paul Arnold	WO139429	Assessment			Awaiting Self-Service	
Paul Arnold	WO139427	Assessment			Awaiting Self-Service	
Paul Arnold	WO138541	Assessment			Awaiting Self-Service	
Paul Arnold	WO130115	Assessment	21/06/2023, 13:00:00	Paul Arnold	Booking Confirmed	Report (PDF)
Paul Arnold	WO138340	Assessment			Awaiting Self-Service	
Paul Arnold	WO138338	Assessment			Cancelled - Don't rebook	
Paul Arnold	WO138328	Assessment			Cancelled - Don't rebook	
Paul Arnold	WO138324	Assessment			Cancelled - Don't rebook	
Paul Arnold	WO134577	Setup			Cancelled - Don't rebook	



The email is titled 'Appointment Reminders' and is addressed to Paul Arnold. It contains the Posturite logo and the following text:

Your assessment report is ready

The report for **Paul Arnold** is complete and available to download. The below button will take you to our login page to gain access to our assessment and appointment portal where you can download and view your report.

[View your report](#)

If the above link does not work, please try copying and pasting the following URL into the address bar of your web browser:
<https://portal.posturite.co.uk/public/appointment/setup.aspx?e=6b499115-e4a1-e711-8110-e0071b66d0b1>

Dear [LINE MANAGER],

Please find attached my report for [1] following their workstation assessment. As line manager, you are responsible for ordering any equipment identified in the assessment report. (Please refer to section 8 of the assessment report for details of any recommended equipment).

Included is a quote for any corresponding equipment. Please reference [QUONUMBER] when placing your order to Posturite at orders@posturite.co.uk.

Please Note:

- Blank Look require line managers to submit the order form as authorisation for the order and use of the cost centre code.
- Your order will be rejected if you do not fully complete all sections of the order form.
- Where applicable remember to use external direct dial telephone numbers.

If you have any questions or queries relating to this report please contact Posturite at support@Posturite.co.uk or 0845 345 0010.



Webinar

posturite.co.uk/subscribe

Sign up to our emails to hear about future webinars and much more



@posturiteltd



/posturiteltd



@posturite



Posturiteltd



/posturite