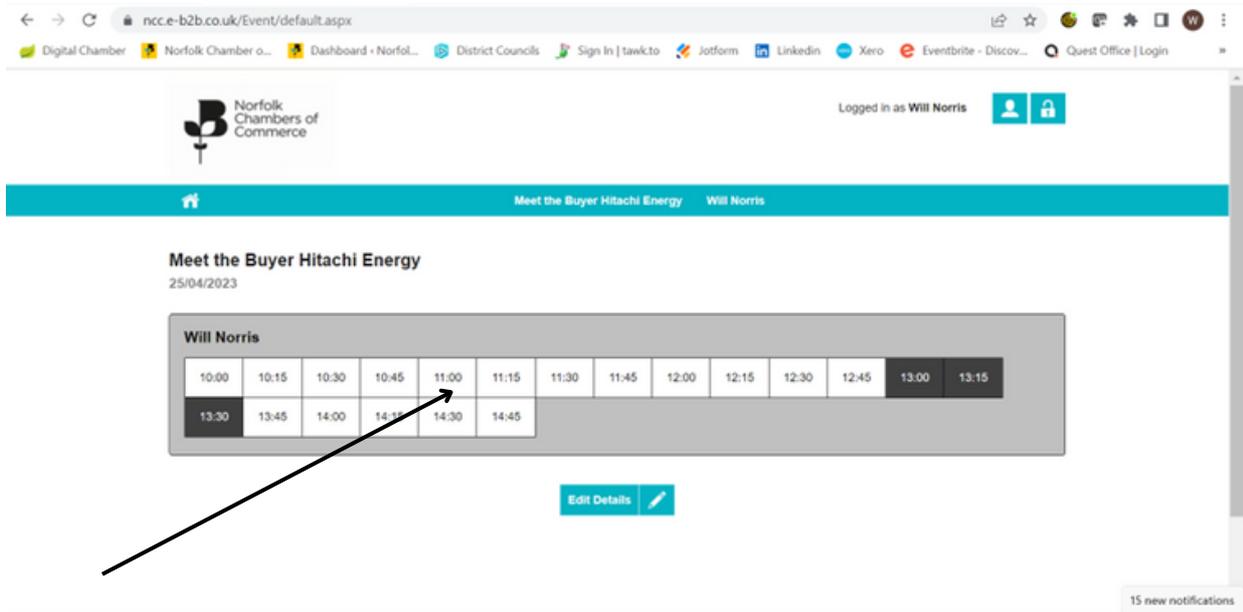
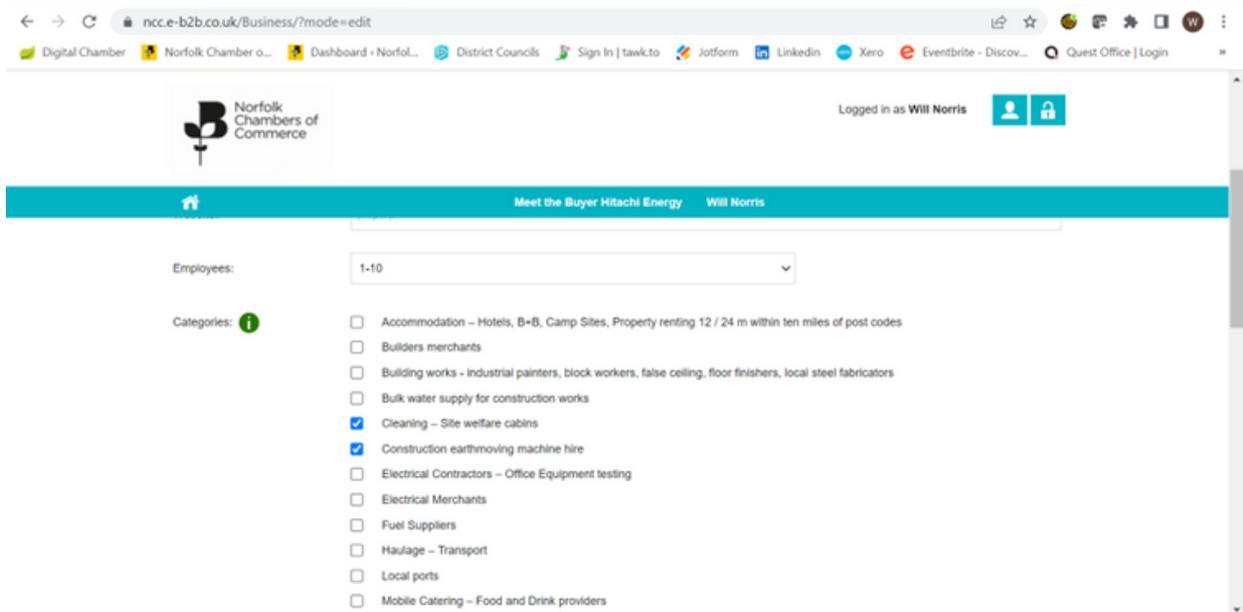


# Meet the Buyer - Hitachi Energy | How to Book

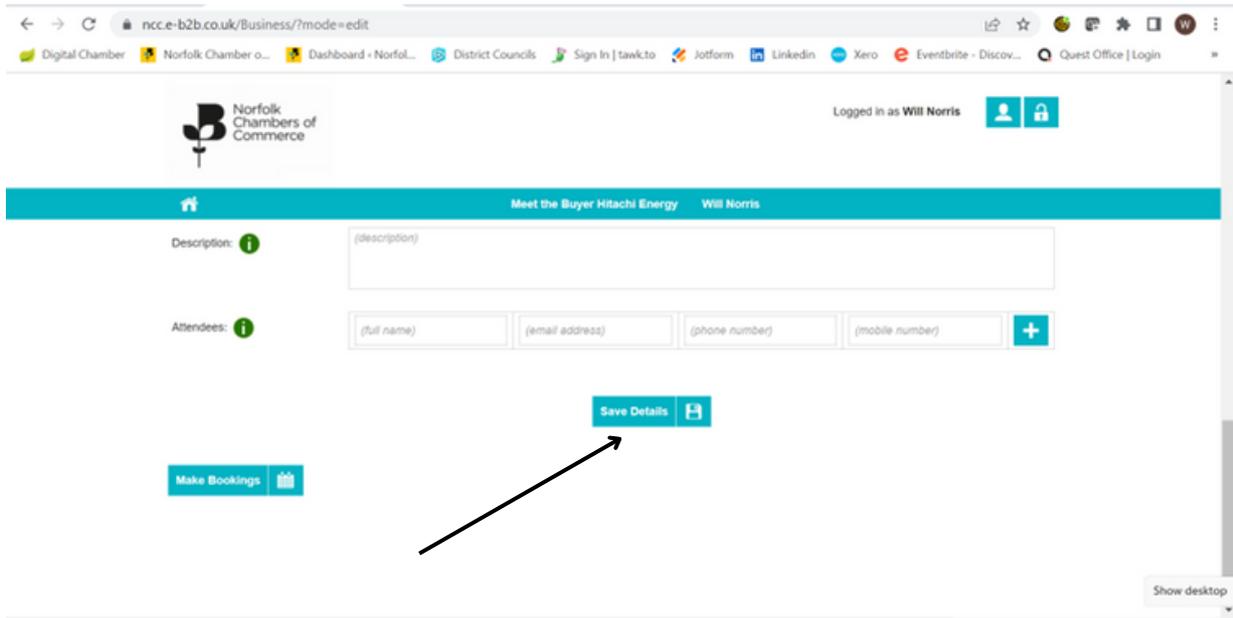
When you first log in, you will be shown the time slots throughout the day – if you are unavailable at any of these times, you can click on them to make them private.



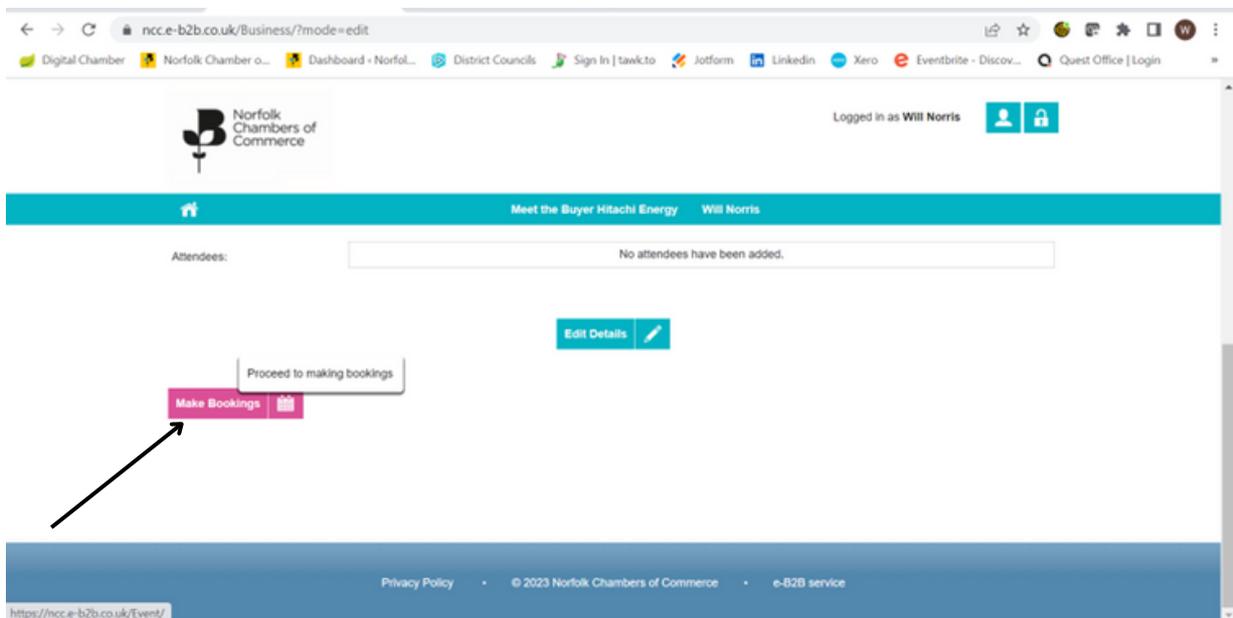
If you have not already done so, click on 'edit details' and check next to the categories that your business falls in to.



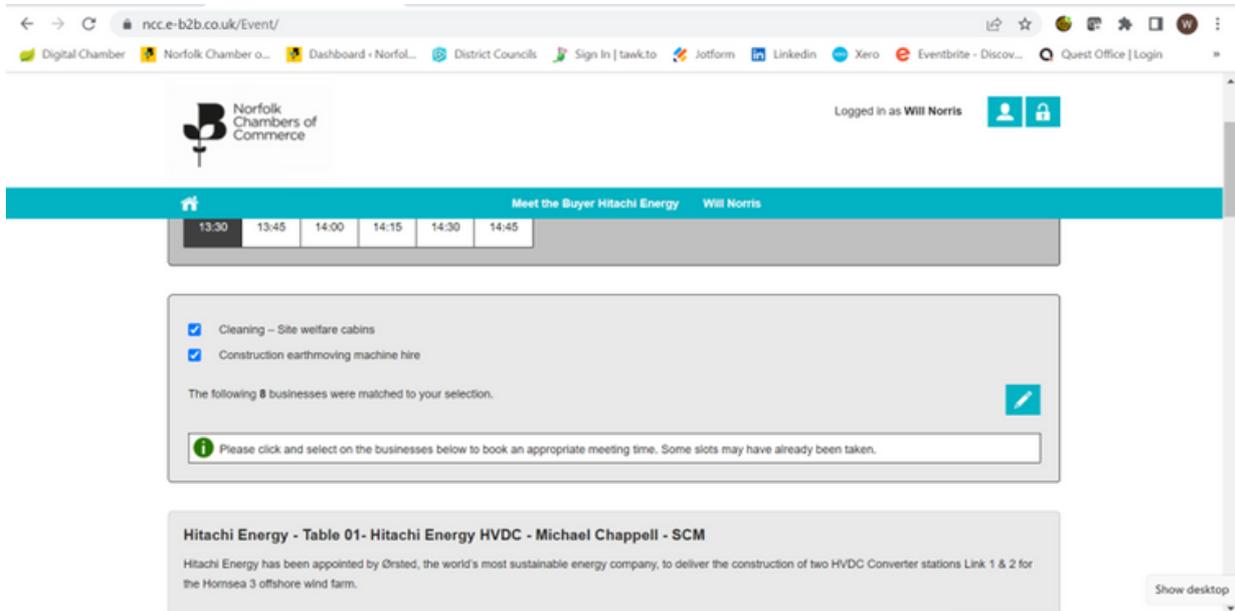
Then click 'save details'.



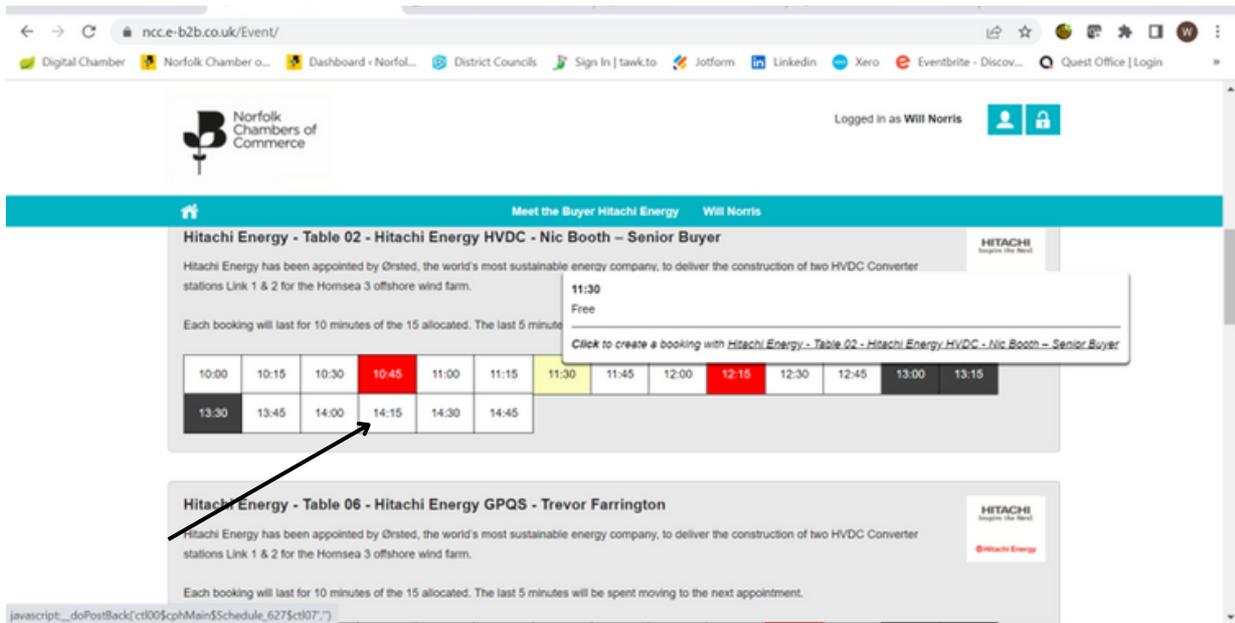
Click on 'make bookings' to book an appointment.



You will then be shown appointments available to your business sectors. Scroll down to see all available appointments – it does not matter which table you book to see as they are all working on behalf of Hitachi Energy.



Click on an appointment time to make a booking.



Click 'OK' to confirm the reservation or booking. You may then need to scroll up again and click 'confirm booking' again – you only need to do this if the booking is still showing in orange. If it is in green then your appointment has been booked.

