

GMS How to Guide

Match Report.

Log on to GMS.

Click or hover over your name and select "My Appointments" from the list:

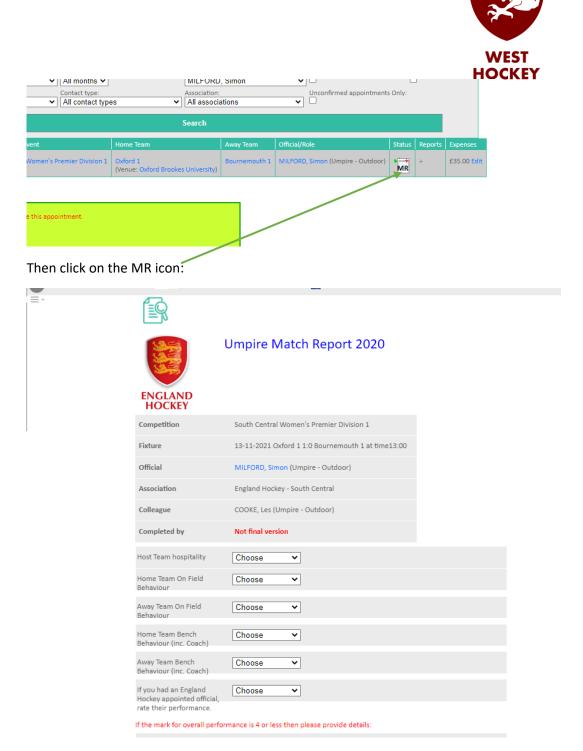


Adjust the dates in the search boxes if necessary to show the appointment for which you wish to complete the match report.

Click on "+" on the right hand side of the appointment:



Number of rows output 3



Go through and select the appropriate responses.

You can save and come back later if you don't want to complete now:





When you are ready to finalise the report (this will make it read only and no further changes can be made) click on the "Final version: (no more updates) box.



If you are really sure that the report is the final version and you don't want to make any more changes then click OK, and then click Save.

