

# Edit, Create, or Cancel Reservations

## Overview:

The "Reservations View" module provides users with a comprehensive view of both old and new reservations. Users can manage reservations by editing, canceling, viewing details, and even creating manual reservations when needed.

### 1. Access "Reservations View":

















- Navigate to the "Reservations View" module to see an overview of all reservations.

### 2. View Reservation List:

- Access a list of both old and new reservations.

### 3. View Reservation Details:

- Click on a reservation to view detailed information.

| Clinic               | Doctor      | Name         | Contact | Schedule   | Status   |   |
|----------------------|-------------|--------------|---------|------------|----------|---|
| We Care (Queensland) | Jaun Watson | Adnan 2      |         | 2023-12-15 | Booked   |   |
| We Care (Queensland) | Jaun Watson | Adnan Rashid |         | 2023-12-15 | Booked   |   |
| We Care (Queensland) | Jo Root     | meeee        |         | 2023-12-16 | Canceled |    |
| We Care              | Jaun Watson | Adnan Rashid |         | 2023-09-20 | Booked   |   |
| We care 2.0          | Jo Root     | ad           |         | 2023-09-19 | Booked   |   |
| We Care              | Benstock    | Makan Lezat  |         | 2023-09-28 | Booked   |   |
| We Care              | Benstock    | Hello Woy    |         | 2023-09-20 | Booked   |   |
| We care 2.0          | Jo Root     | as           |         | 2023-09-10 | Canceled |    |
| We Care              | Jaun Watson | AD           |         | 2023-09-05 | Booked   |   |

- **Customer Details:** Name, contact information, and any other relevant details.
- **Reservation Items:** List of services or extras booked.

### 4. Edit Reservation:

- Edit reservation details if needed (e.g., change time or services).

SaleRise Appointment / Reservations

+ CREATE RESERVATION

| Clinic               | Doctor      | Name         | Contact | Schedule   | Status   |  |
|----------------------|-------------|--------------|---------|------------|----------|--|
| We Care (Queensland) | Jaun Watson | Adnan 2      |         | 2023-12-15 | Booked   |  |
| We Care (Queensland) | Jaun Watson | Adnan Rashid |         | 2023-12-15 | Booked   |  |
| We Care (Queensland) | Jo Root     | meeee        |         | 2023-12-16 | Canceled |  |
| We Care              | Jaun Watson | Adnan Rashid |         | 2023-09-20 | Booked   |  |
| We care 2.0          | Jo Root     | ad           |         | 2023-09-19 | Booked   |  |
| We Care              | Benstock    | Makan Lezat  |         | 2023-09-28 | Booked   |  |
| We Care              | Benstock    | Hello Woy    |         | 2023-09-20 | Booked   |  |
| We care 2.0          | Jo Root     | as           |         | 2023-09-10 | Canceled |  |
| We Care              | Jaun Watson | AD           |         | 2023-09-05 | Booked   |  |

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## 5. Cancel Reservation:

- Cancel a reservation if necessary.

SaleRise Appointment / Reservations

+ CREATE RESERVATION

| Clinic               | Doctor      | Name         | Contact | Schedule   | Status   |  |
|----------------------|-------------|--------------|---------|------------|----------|--|
| We Care (Queensland) | Jaun Watson | Adnan 2      |         | 2023-12-15 | Booked   |  |
| We Care (Queensland) | Jaun Watson | Adnan Rashid |         | 2023-12-15 | Booked   |  |
| We Care (Queensland) | Jo Root     | meeee        |         | 2023-12-16 | Canceled |  |
| We Care              | Jaun Watson | Adnan Rashid |         | 2023-09-20 | Booked   |  |
| We care 2.0          | Jo Root     | ad           |         | 2023-09-19 | Booked   |  |
| We Care              | Benstock    | Makan Lezat  |         | 2023-09-28 | Booked   |  |
| We Care              | Benstock    | Hello Woy    |         | 2023-09-20 | Booked   |  |
| We care 2.0          | Jo Root     | as           |         | 2023-09-10 | Canceled |  |
| We Care              | Jaun Watson | AD           |         | 2023-09-05 | Booked   |  |

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## 6. Manual Reservation Creation:

- Click on "Create Manual Reservation" to manually add a reservation.

SaleRise Appointment / Reservations

+ CREATE RESERVATION

| Clinic               | Doctor      | Name         | Contact | Schedule   | Status   |  |
|----------------------|-------------|--------------|---------|------------|----------|--|
| We Care (Queensland) | Jaun Watson | Adnan 2      |         | 2023-12-15 | Booked   |  |
| We Care (Queensland) | Jaun Watson | Adnan Rashid |         | 2023-12-15 | Booked   |  |
| We Care (Queensland) | Jo Root     | meeee        |         | 2023-12-16 | Canceled |  |
| We Care              | Jaun Watson | Adnan Rashid |         | 2023-09-20 | Booked   |  |

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- **Customer Details:** Enter customer information.
  - **Reservation Details:** Specify date, time, and services.
  - **Save Manual Reservation:** Confirm the manual reservation details.
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Revision #2

Created 15 January 2024 10:42:50 by Adnan

Updated 9 February 2024 13:03:31 by Nada Dmour