

# 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).

The screenshot shows the SaleRise Reservations page. The left sidebar has a menu with 'Reservations' selected. The main area displays a table of reservations. A red box highlights the 'Edit Appointment' icon (a green pencil) next to a reservation with status 'Booked'.

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

Records per page: 15

## 5. Cancel Reservation:

- Cancel a reservation if necessary.

The screenshot shows the SaleRise Reservations page. The left sidebar has a menu with 'Reservations' selected. The main area displays a table of reservations. A red box highlights the 'Cancel Appointment' icon (a red X) next to a reservation with status 'Booked'.

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

Records per page: 15

## 6. Manual Reservation Creation:

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

The screenshot shows the SaleRise Reservations page. The left sidebar has a menu with 'Reservations' selected. The main area displays a table of reservations. A red box highlights the '+ CREATE RESERVATION' button.

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

Records per page: 15

- **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