

# Reservation Settings

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.

## Access "Reservations View"

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

## Manual Reservation Creation

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

[https://www.youtube.com/embed/Y\\_b8Qs-7WXI?feature=shared](https://www.youtube.com/embed/Y_b8Qs-7WXI?feature=shared)

- **Customer Details:** Enter customer information.
- **Reservation Details:** Specify date, time, and services.
- **Save Manual Reservation:** Confirm the manual reservation details.
- **Status :** Determine the status of your reservation (waiting/confirmed)
- **Force Confirmation Message :** This is used if there isn't any slot available against selected doctor but user still want to book the appointment

## View Reservation Details

Click on a reservation to view detailed information.

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

## Edit Reservation

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

## Cancel Reservation

Cancel a reservation if necessary.

---

Revision #2

Created 14 February 2024 08:59:36 by Nada Dmour

Updated 6 March 2024 09:57:04 by Nada Dmour