

Accept ,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 accepting, editing, canceling, viewing details, and even creating manual reservations when needed.

1. Access "Reservations View":

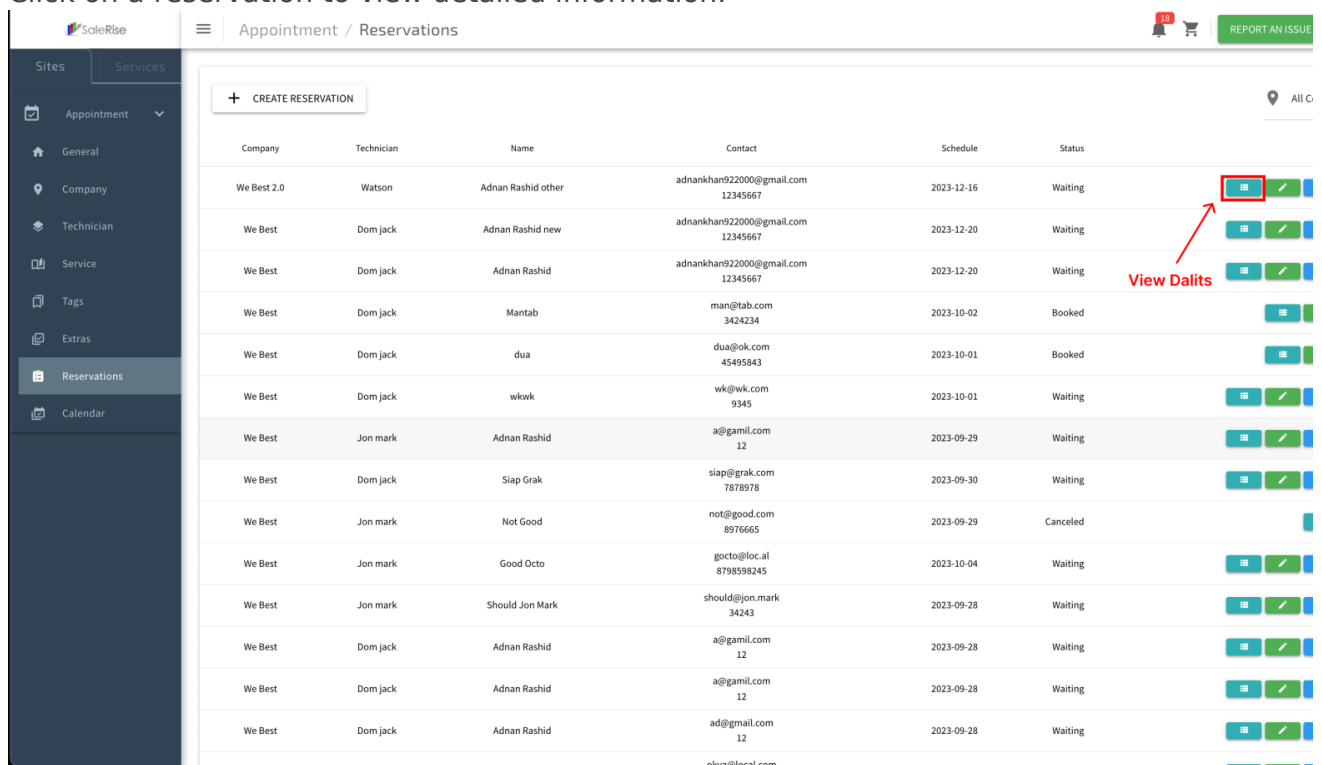
- Navigate to the "Reservations View" module to see an overview of all reservations.















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.

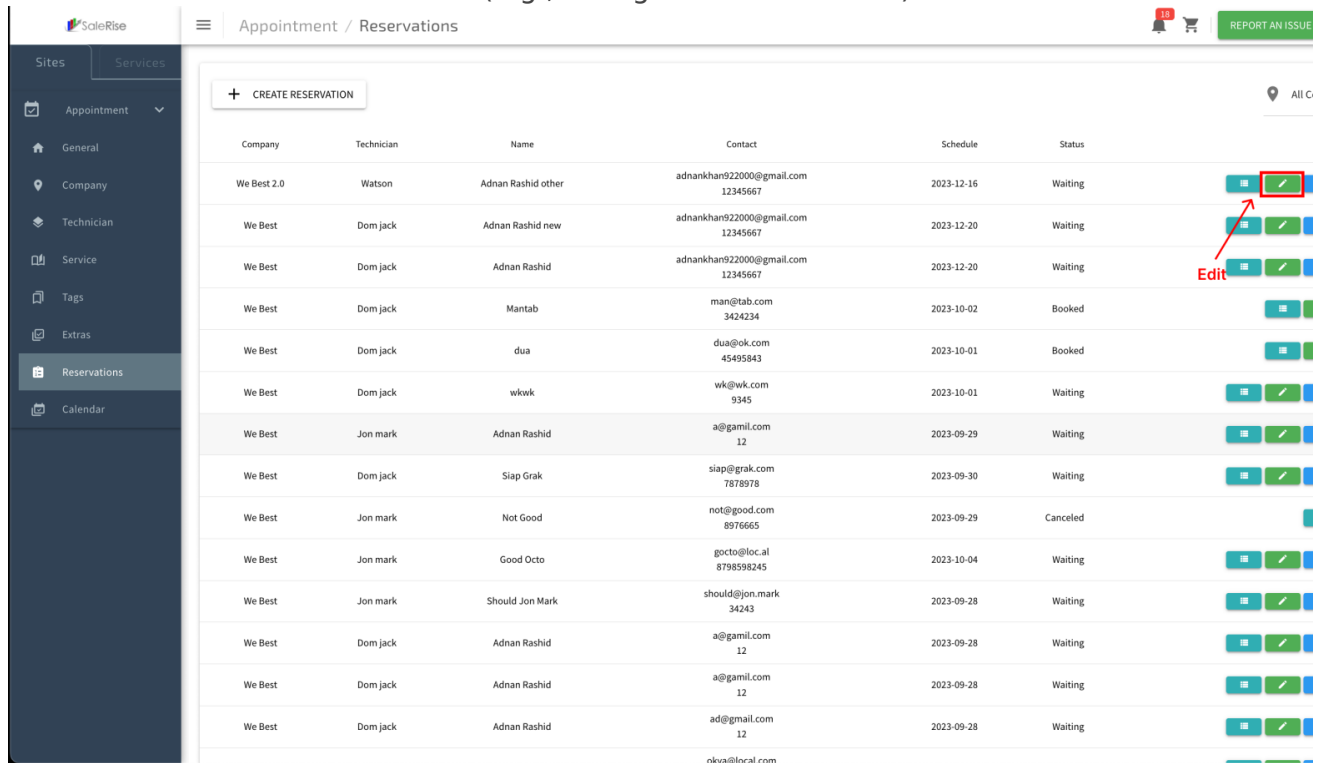


Company	Technician	Name	Contact	Schedule	Status	
We Best 2.0	Watson	Adnan Rashid other	adnankhan922000@gmail.com 12345667	2023-12-16	Waiting	
We Best	Dom jack	Adnan Rashid new	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting	
We Best	Dom jack	Adnan Rashid	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting	
We Best	Dom jack	Mantab	man@tab.com 3424234	2023-10-02	Booked	
We Best	Dom jack	dua	dua@ok.com 45495843	2023-10-01	Booked	
We Best	Dom jack	wkwk	wk@wk.com 9345	2023-10-01	Waiting	
We Best	Jon mark	Adnan Rashid	a@gamil.com 12	2023-09-29	Waiting	
We Best	Dom jack	Siap Grak	siap@grak.com 7878978	2023-09-30	Waiting	
We Best	Jon mark	Not Good	not@good.com 8976665	2023-09-29	Canceled	
We Best	Jon mark	Good Octo	gocto@loc.al 8798598245	2023-10-04	Waiting	
We Best	Jon mark	Should Jon Mark	should@jon.mark 34243	2023-09-28	Waiting	
We Best	Dom jack	Adnan Rashid	a@gamil.com 12	2023-09-28	Waiting	
We Best	Dom jack	Adnan Rashid	a@gamil.com 12	2023-09-28	Waiting	
We Best	Dom jack	Adnan Rashid	ad@gmail.com 12	2023-09-28	Waiting	

- **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).

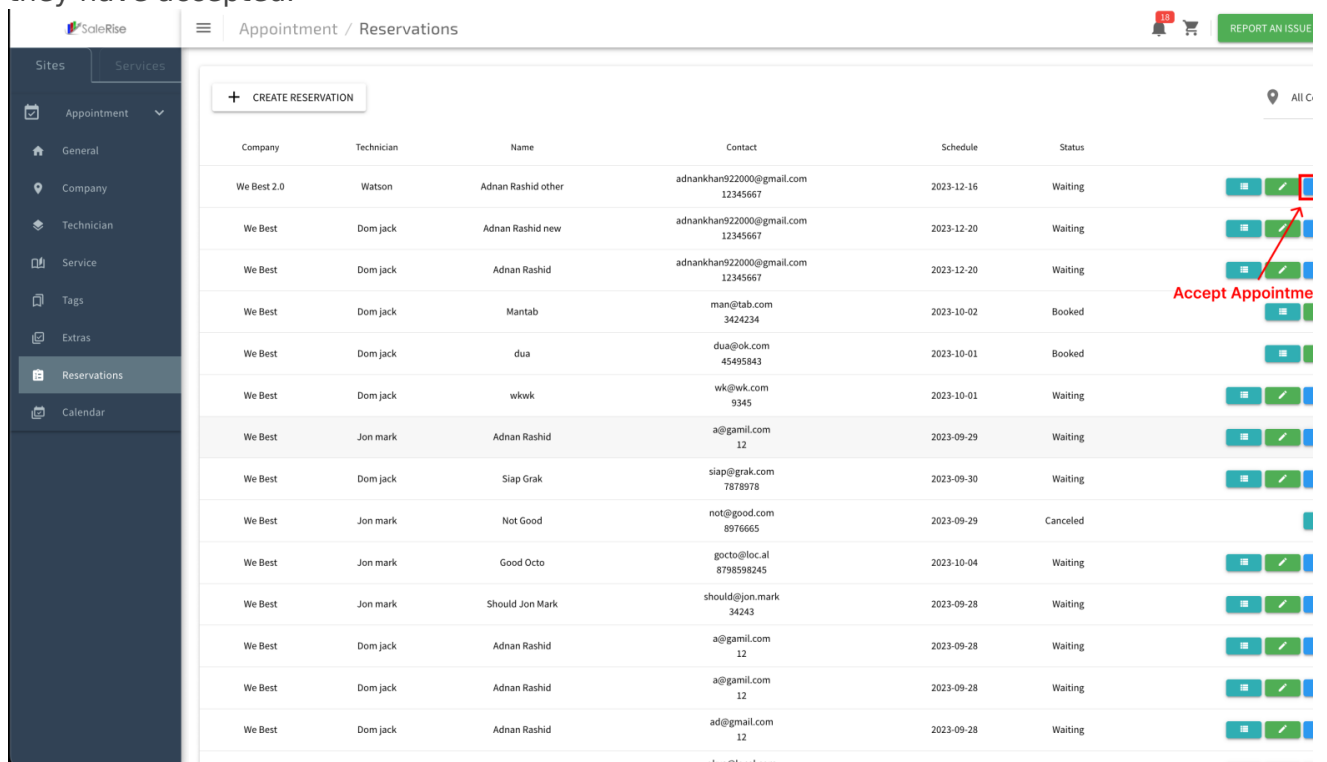


The screenshot shows the 'Appointment / Reservations' page in the SoleRise system. The left sidebar contains navigation options: Sites, Services, Appointment (selected), General, Company, Technician, Service, Tags, Extras, Reservations, and Calendar. The main area displays a table of reservations with columns: Company, Technician, Name, Contact, Schedule, Status, and Action buttons. The 'Edit' button is highlighted with a red box and an arrow.

Company	Technician	Name	Contact	Schedule	Status	Action
We Best 2.0	Watson	Adnan Rashid other	adnankhan922000@gmail.com 12345667	2023-12-16	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid new	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Mantab	man@tab.com 3424234	2023-10-02	Booked	[Edit] [Accept] [Cancel]
We Best	Dom jack	dua	dua@ok.com 45495943	2023-10-01	Booked	[Edit] [Accept] [Cancel]
We Best	Dom jack	wkwk	wk@wk.com 9345	2023-10-01	Waiting	[Edit] [Accept] [Cancel]
We Best	Jon mark	Adnan Rashid	a@gamil.com 12	2023-09-29	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Siap Grak	siap@grak.com 7878978	2023-09-30	Waiting	[Edit] [Accept] [Cancel]
We Best	Jon mark	Not Good	not@good.com 8976665	2023-09-29	Canceled	[Edit] [Accept] [Cancel]
We Best	Jon mark	Good Octo	gocto@loc.al 8798598245	2023-10-04	Waiting	[Edit] [Accept] [Cancel]
We Best	Jon mark	Should Jon Mark	should@jon.mark 34243	2023-09-28	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	a@gamil.com 12	2023-09-28	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	a@gamil.com 12	2023-09-28	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	ad@gmail.com 12	2023-09-28	Waiting	[Edit] [Accept] [Cancel]

5. Accept Reservation:

- For pending appointments, users can click on the "Accept" button directly on the appointment list. This confirms the appointment.
- Users have the flexibility to modify the scheduled time and date for appointments they have accepted.



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Company	Technician	Name	Contact	Schedule	Status	Action
We Best 2.0	Watson	Adnan Rashid other	adnankhan922000@gmail.com 12345667	2023-12-16	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid new	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Mantab	man@tab.com 3424234	2023-10-02	Booked	[Edit] [Accept] [Cancel]
We Best	Dom jack	dua	dua@ok.com 45495943	2023-10-01	Booked	[Edit] [Accept] [Cancel]
We Best	Dom jack	wkwk	wk@wk.com 9345	2023-10-01	Waiting	[Edit] [Accept] [Cancel]
We Best	Jon mark	Adnan Rashid	a@gamil.com 12	2023-09-29	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Siap Grak	siap@grak.com 7878978	2023-09-30	Waiting	[Edit] [Accept] [Cancel]
We Best	Jon mark	Not Good	not@good.com 8976665	2023-09-29	Canceled	[Edit] [Accept] [Cancel]
We Best	Jon mark	Good Octo	gocto@loc.al 8798598245	2023-10-04	Waiting	[Edit] [Accept] [Cancel]
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We Best	Dom jack	Adnan Rashid	a@gamil.com 12	2023-09-28	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	a@gamil.com 12	2023-09-28	Waiting	[Edit] [Accept] [Cancel]
We Best	Dom jack	Adnan Rashid	ad@gmail.com 12	2023-09-28	Waiting	[Edit] [Accept] [Cancel]

6. Cancel Reservation:

- Cancel a reservation if necessary.

Company	Technician	Name	Contact	Schedule	Status
We Best 2.0	Watson	Adnan Rashid other	adnankhan922000@gmail.com 12345667	2023-12-16	Waiting
We Best	Dom jack	Adnan Rashid new	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting
We Best	Dom jack	Adnan Rashid	adnankhan922000@gmail.com 12345667	2023-12-20	Waiting
We Best	Dom jack	Mantab	man@tab.com 3424234	2023-10-02	Booked
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We Best	Dom jack	Adnan Rashid	ad@gmail.com 12	2023-09-28	Waiting

7. Manual Reservation Creation:

- Click on "Create Manual Reservation" to manually add a reservation.
 - **Customer Details:** Enter customer information.
 - **Reservation Details:** Specify date, time, and services.
 - **Save Manual Reservation:** Confirm the manual reservation details.

Revision #3

Created 16 January 2024 08:48:26 by Adnan

Updated 19 January 2024 16:20:27 by Adnan