

Reservations View

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.

- Accept ,Edit, Create, or Cancel Reservations

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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.

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 date or room).

The screenshot shows the 'Reservations' page in the SaleRise system. The page has a dark sidebar with navigation options like 'Appointment', 'General', 'Clinic', 'Doctor', 'Service', 'Tags', 'Extras', 'Reservations', and 'Calendar'. The main content area displays a table of reservations with columns for Clinic, Doctor, Name, Contact, Schedule, and Status. A '+ CREATE RESERVATION' button is at the top left. A red box highlights the 'Edit Appointment' button (a green pencil icon) for the first 'Booked' appointment. A red arrow points to this button with the text 'Edit Appointment'.

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

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 date and room for reservations they have accepted.

6. Cancel Reservation:

- Cancel a reservation if necessary.

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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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We care 2.0	Jo Root	as		2023-09-10	Canceled
We Care	Jaun Watson	AD		2023-09-05	Booked

7. Manual Reservation Creation:

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

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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
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- **Customer Details:** Enter customer information.
- **Reservation Details:** Specify date and room.
- **Save Manual Reservation:** Confirm the manual reservation details.