

# 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":

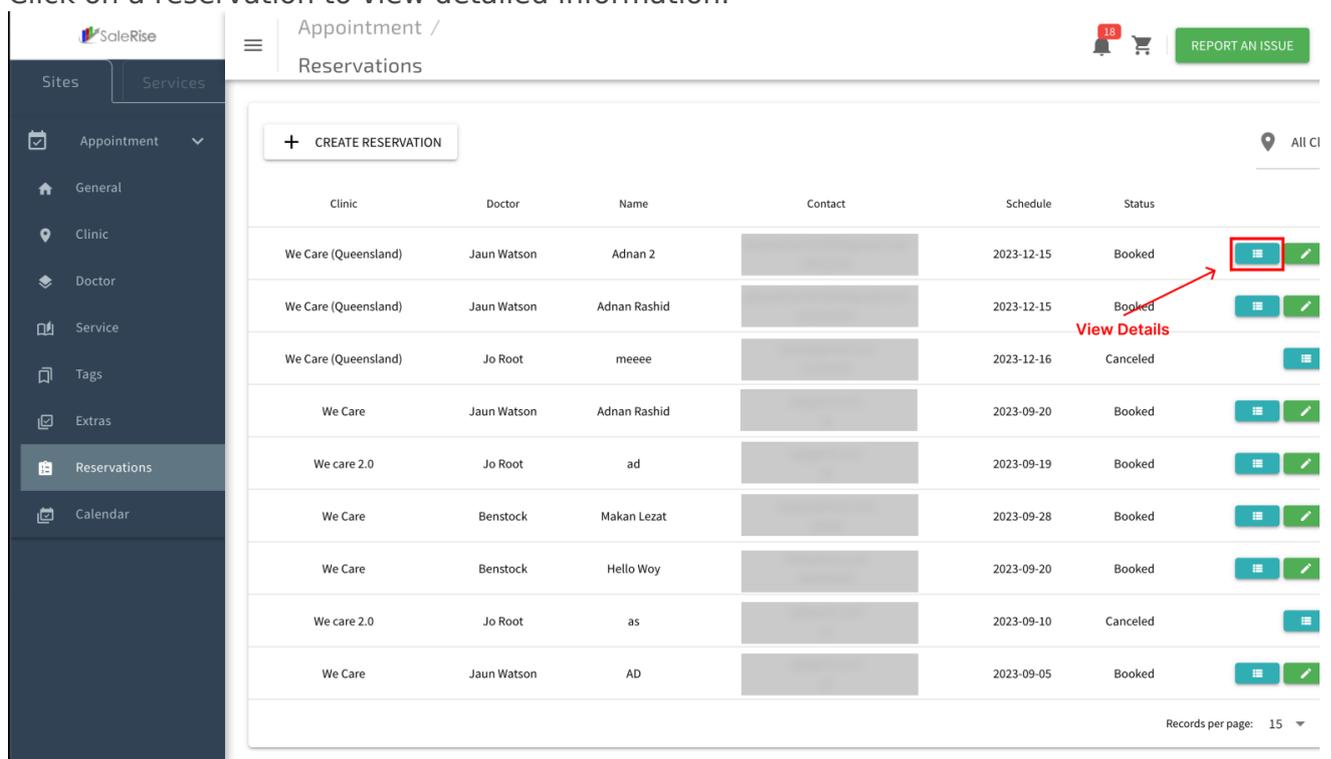
- Navigate to the "Reservations View" module to see an overview of all reservations.

### 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.



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).

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	

Records per page: 15

### 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.

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	

Records per page: 15

### 7. Manual Reservation Creation:

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

SaleRise Appointment / Reservations

+ CREATE RESERVATION

Clinic	Doctor	Name	Contact	Schedule	Status
--------	--------	------	---------	----------	--------

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

Revision #2

Created 17 January 2024 14:05:33 by Adnan

Updated 19 January 2024 20:14:40 by Adnan