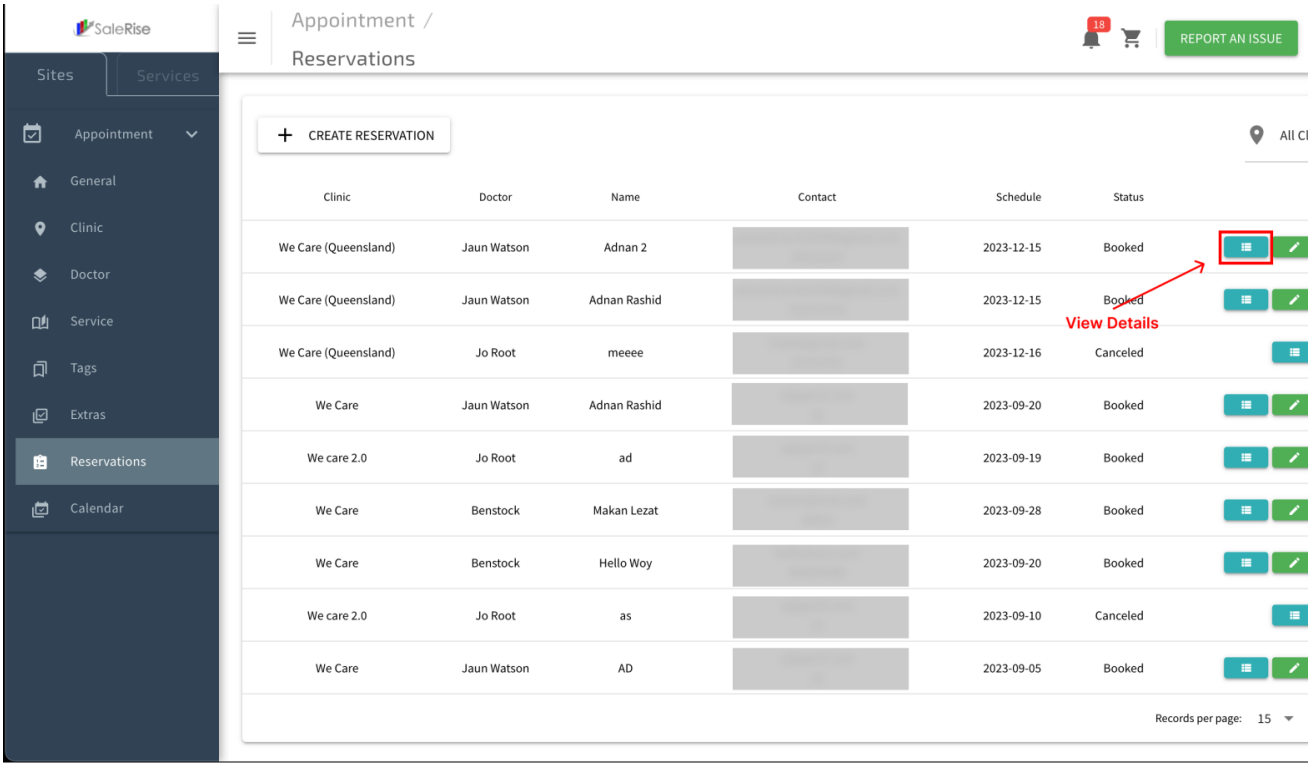
Accept ,Edit, Create, or Cancel Reservations

Overview:

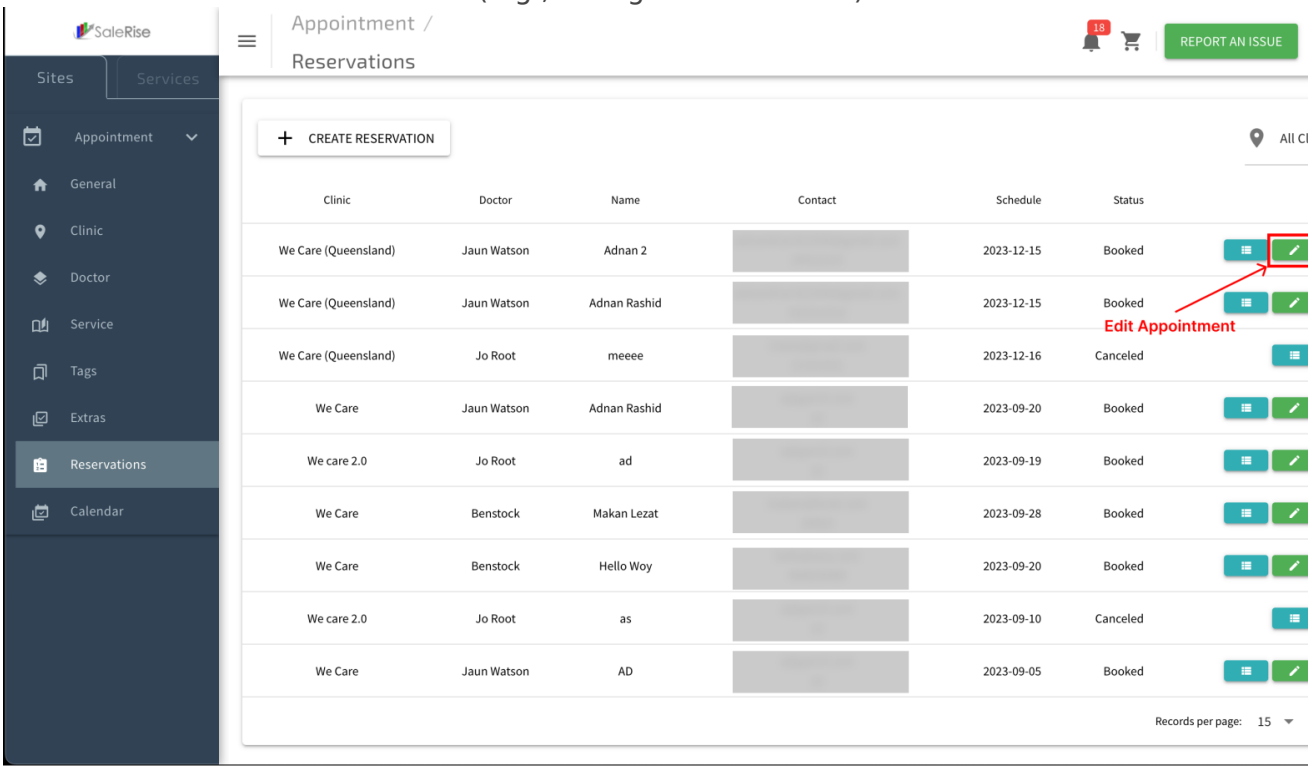
The "Reservations View" module provides users with a comprehensive view of both old and new reservations. Users can manage reservations by accepting, editing, canceling, viewing details, and even creating manual reservations when needed.

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.

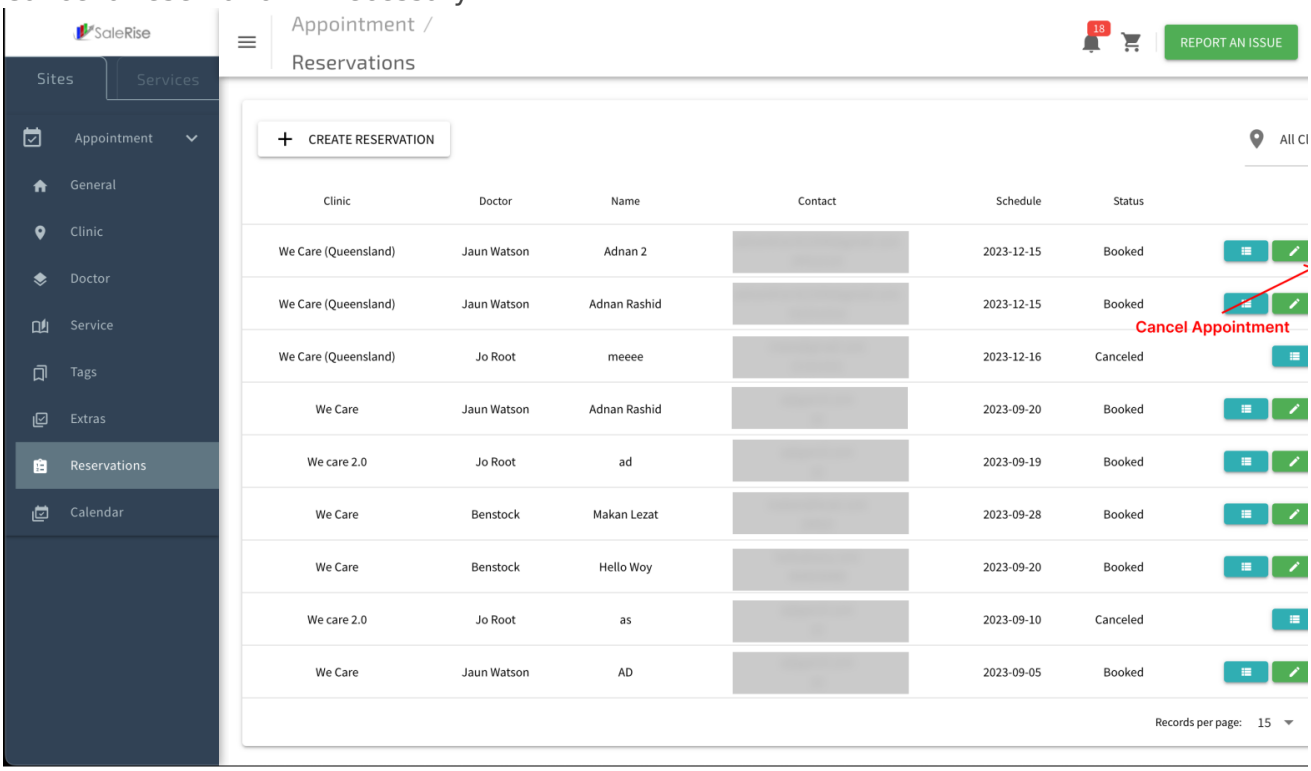


   - **Customer Details:** Name, contact information, and any other relevant details.
   - **Reservation Items:** List of services or extras booked.
4. **Edit Reservation:**

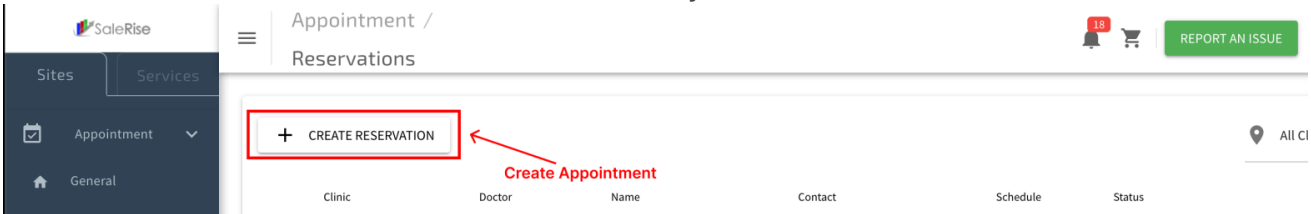
- Edit reservation details if needed (e.g., change date or room).



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.



7. **Manual Reservation Creation:**
   - Click on "Create Manual Reservation" to manually add a reservation.



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

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