

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).

The screenshot shows the SaleRise Reservations page. The left sidebar contains navigation options: Sites, Services, Appointment, General, Clinic, Doctor, Service, Tags, Extras, Reservations (highlighted), and Calendar. The main content area has a header with 'Appointment / Reservations' and a '+ CREATE RESERVATION' button. Below this is a table with columns: Clinic, Doctor, Name, Contact, Schedule, and Status. The table lists several appointments. The first row is highlighted, and a red box with an arrow points to the 'Edit Appointment' button (a green pencil icon) in the rightmost column. A red label 'Edit Appointment' is placed next to the arrow.

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.

The screenshot shows the SaleRise Reservations page, identical to the previous one. A red box with an arrow points to the 'Cancel Appointment' button (a red 'X' icon) in the rightmost column of the first row. A red label 'Cancel Appointment' is placed next to the arrow.

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.

The screenshot shows the SaleRise Reservations page. The left sidebar is the same. The main content area has a header with 'Appointment / Reservations' and a '+ CREATE RESERVATION' button. A red box with an arrow points to this button. A red label 'Create Appointment' is placed next to the arrow.

Clinic	Doctor	Name	Contact	Schedule	Status
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Records per page: 15

- **Customer Details:** Enter customer information.
 - **Reservation Details:** Specify date and room.
 - **Save Manual Reservation:** Confirm the manual reservation details.
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Revision #2

Created 17 January 2024 14:05:33 by Adnan

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