

How do I check availability of my staff members?



To check the availability of an employee for an appointment, please follow the steps below.

1. Run HDSalon. From Appointment calendar window click on **Appointment Manager**.

The screenshot displays the HDSalon software interface. At the top, it shows the business location as 'Hyper Drive Salon' and the cash register as '01 - Manager's Drawer'. The user is logged in as 'HAdmin'. The main area features a calendar for June 2016, a list of today's appointments, and a grid view of appointments for the week of June 13-16. A red arrow points to the 'Appointment Manager' button in the top toolbar. The grid shows appointments for Niveditha S, Aarav, and Shriya S, with details like service type, duration, and employee name.

2. From **Appointment Manager** window, you will see all the scheduled appointments. To check the availability of an employee, click on View Appointment Availability button.





Appointment Date	Duration	Appointment Title	Customer	Customer Mobile Number	Employee	Appointment Sys Status	App Num
13/06/2016 10:30 AM	50 mins	Classic Mehndi-Upto Palms (Per Hand)	Niveditha S	9100000016	Alisha Singh	Checked In	HDS-
13/06/2016 11:20 AM	50 mins	Classic Mehndi-Upto Palms (Per Hand)	Niveditha S	9100000016	Alisha Singh	Checked In	HDS-
13/06/2016 03:15 PM	1 hr	Anti Dandruff treatment	Mrinalini Rao	9100000014	Alisha Singh	Pending	HDS-
14/06/2016 10:30 AM	30 mins	Colour Streaks	Sheetal Shetty	9100000015	Aarushi Verma	Pending	HDS-
14/06/2016 03:00 PM	1 hr	Body Polish	Aarav	9100000001	Noyona Goswami	Pending	HDS-
15/06/2016 06:00 AM	1 hr	Body Polish	Mrinalini Rao	9100000014	Aarushi Verma	Pending	HDS-
15/06/2016 11:00 AM	20 mins	Chin	Shruthi Nandakumar	9100000009	Deepthi Jain	Pending	HDS-
15/06/2016 11:20 AM	20 mins	Eyebrow	Shruthi Nandakumar	9100000009	Deepthi Jain	Pending	HDS-
15/06/2016 11:40 AM	20 mins	Eyebrow	Shruthi	9100000009	Deepthi Jain	Pending	HDS-

3. In Appointment Availability window that got opened, enter the required details.

Employee Name	From Date	To Date	Week Day	Month
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- **Start Date:** Enter the start date and time from which you want to check the availability of employee.
- **End Date:** Enter the end date and time till which you want to check the availability of employee.





- **Employee:** Select the employee for whom you want to check the availability.
 - **Show availability only if complete time slot is available:** Check this checkbox if you want to see if the employee is available for the whole duration mentioned.
4. Click on Check Availability button.
 5. You can see the details during which dates and time the selected employee is available as shown below.

Employee Name	From Date	To Date	Week Day	Month
Farhan Ahmed	13/06/2016 01:00 PM	13/06/2016 02:00 PM	Monday	June

6. Now with this information, you can create a new appointment for the selected employee during which he/she is available.
7. Click on **Close** to close this window.

