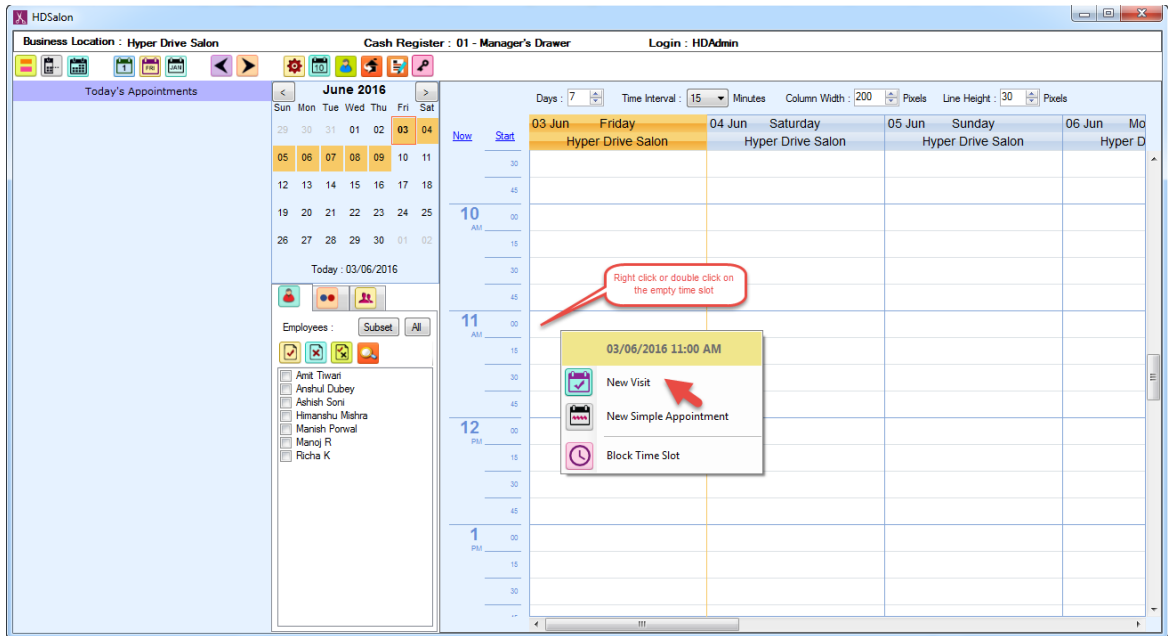


# How to add New Visit?

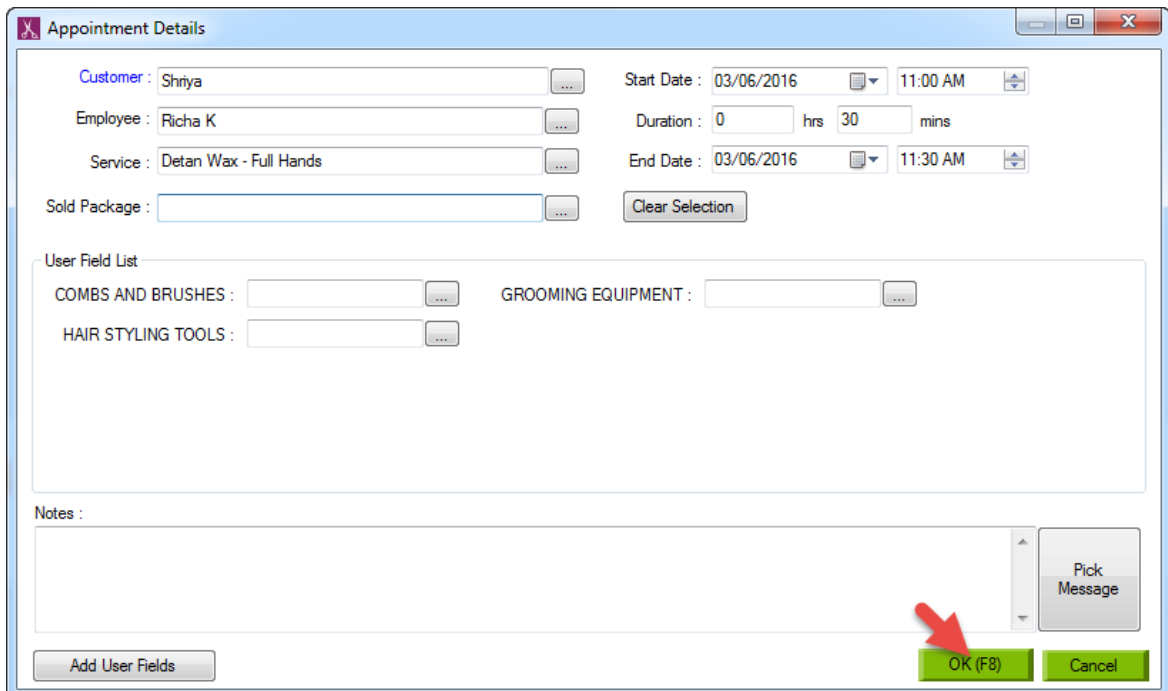


To add new visit in HDSalon, follow the steps below.

1. Run **HDSalon**.
2. Right-click a time slot in calendar grid and click select **New Visit**.

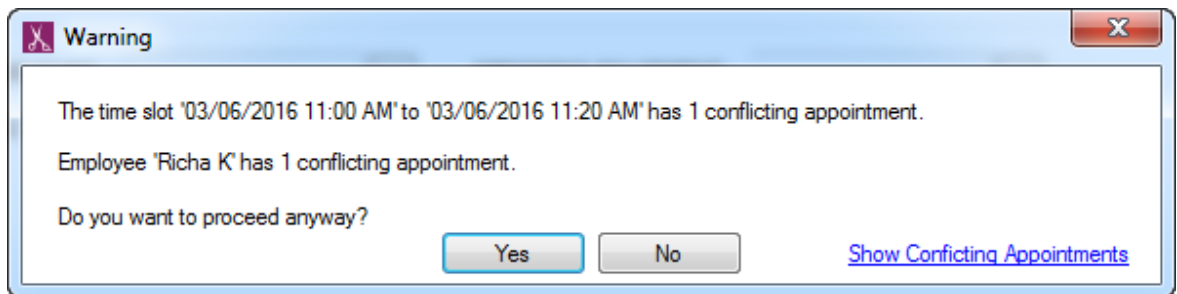


3. In the **Appointment Details** window that got opened, enter the required details.





- **Customer:** Enter the customer name for the appointment.
  - **Employee:** Enter the employee name that you want to assign to the appointment.
  - **Service:** Select the service opted by customer.
  - **Start Date:** By default, this will be set to time slot you chosen to add visit. If start date of appointment needs to be changed, you can click on it now and edit it.
  - **Duration:** By default, this will be set to the duration that was specified during item creation. If the duration of appointment needs to be changed, you can click on it now and edit it
  - **End Date:** End date will be automatically adjusted based on duration specified.
4. Click **OK**.
  5. If the appointment being created has any conflicts, then a warning message informing you about the conflicts is shown.



6. If you want to proceed anyway, click on Yes to create an appointment. Otherwise, click on Show Conflicting Appointments link.

**Note:** Clicking on 'No' closes the warning message and displays the Appointment Details window.

7. On clicking Show Conflicting Appointments link, the appointment manager with conflicting appointments is displayed as shown below. You can choose to view, edit or delete any appointments as necessary and click on Close.





Appointment Manager

Appointment Date	Duration	Appointment Title	Customer	Customer Mobile Number	Employee	Appointment Sys Status	Appointment Number
03/06/2016 11:00 AM	30 mins	Detan Wax - Full Hands	Shriya	9999999999	Richa K	Pending	HDS-AP000

Total Records : 1

Close

- Next you will be brought to the **Add Visit** screen. Here you can add any additional purchases made by customer to **Additional Purchases** section.

Add Visit Details

Select Business Location : Hyper Drive Salon      Select Cash Register : 01 - Manager's Drawer  
Number : HDS-VI00026      Creation Date : 03/06/2016  
Customer : Shriya  
Customer Email : shriyaaa@gmail.com       Send email to Customer      Referral :  
Customer Mobile Number : 9999999999       Send sms to Customer      Created By : Manish Porwal

Date	Emplo Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
03/06/2016	Richa K	11:00 AM	Detan Wax - Full Hands	30	Rs.345.00		

**Products Used Up**

Barcode :      SearchCode :  
Name :  
Item Name    Barcode    Quantity    Total Amount  
Detan Wax    T00081    50.00      Rs.27.50

**Additional Purchases**

Barcode :      SearchCode :  
Name :  
Item Name    Barcode    Quantit    Price    Total Amount  
ADS 3d Water Proof EyeLiner    T00068    1.00      Rs.88.00    Rs.88.00

Notes :      Pick Message

Total : Rs. 433.00

Save Repeating Visit (F5)    Save & Print (F7)    Save (F8)    Cancel





9. The products that have been used for providing the service, such as shampoo, hair color, etc., can be added to **Products Used Up** section.

Select Business Location: Hyper Drive Salon      Select Cash Register: 01 - Manager's Drawer  
Number: HDS-VI00026      Creation Date: 03/06/2016  
Customer: Shriya  
Customer Email: shriyaaa@gmail.com       Send email to Customer      Referral:   
Customer Mobile Number: 9999999999       Send sms to Customer      Created By: Manish Porwal

Date	Emply Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
03/06/2016	Richa K.	11:00 AM	Detan Wax - Full Hands	30	Rs.345.00		

**Products Used Up**

Barcode:      SearchCode:      Name:     

Item Name	Barcode	Quantity	Total Amount
Detan Wax	T00081	50.00	Rs.27.50

**Additional Purchases**

Barcode:      SearchCode:      Name:     

Item Name	Barcode	Quantit	Price	Total Amount
ADS 3d Water Proof EyeLiner	T00068	1.00	Rs.88.00	Rs.88.00

Total: Rs. 433.00

10. Click on **Save** to add visit.

Business Location: Hyper Drive Salon      Cash Register: 01 - Manager's Drawer      Login: HDAdmin

Today's Appointments: Shriya, Richa K, 11:00 AM (Detan Wax - Full Hands)

Employees: Subset, All

- Amit Tiwan
- Anshul Dubey
- Ashish Soni
- Himanshu Mehra
- Manish Porwal
- Manoj R.
- Richa K

Calendar: June 2016, Today: 03/06/2016

Appointment: Shriya, Detan Wax - Full Hands, Phone: 9999999999, 11:00 AM (30 mins)

