

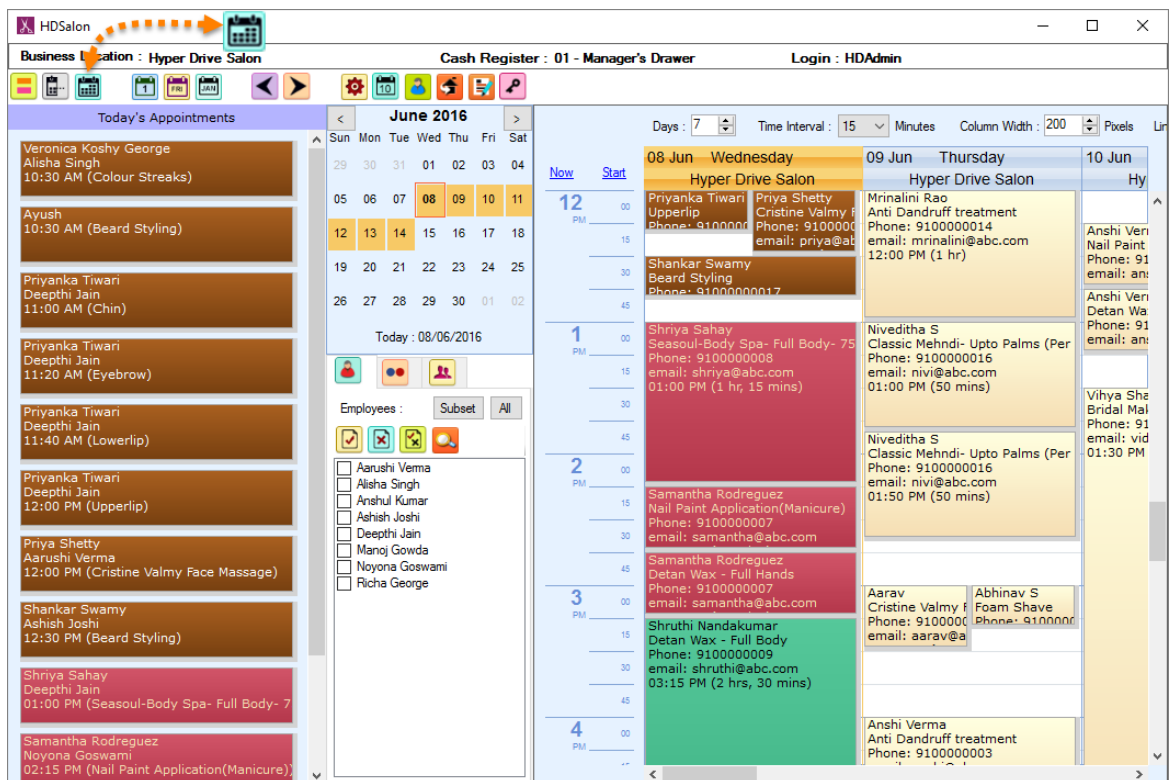
## How to change the data displayed in different views of calendar?



The appointment calendar window displays flashcards against each appointment/visit created, with information such as the customer's name, service, duration, etc., which provides you a snapshot of the visit. The information displayed in these flashcards can be configured to show such information as required by you, for each of the views- Day View, Week View, Month View, and Today View.

Steps to change the information displayed against appointment/visit flashcards are as given below:

1. Run **HDSalon**
2. Click on **Calendar Settings**  toolbar button



The screenshot shows the HDSalon software interface. The window title is "HDSalon" and the location is "Hyper Drive Salon". The interface displays a toolbar with various icons, including a calendar icon. The main area shows a calendar for June 2016, with a list of appointments for today (08/06/2016) on the left and a detailed view of appointments for 08 Jun (Wednesday) and 09 Jun (Thursday) on the right. The appointments are listed with customer names, services, and durations.

3. Select a **View** for which you intend to make changes.





**Appointments Calendar Settings**

Status :  
Blocked  
Break  
Cancelled  
CheckedIn  
Completed  
Confirmed  
NoShow  
Off  
Overdue  
Pending

Status Settings  
Display As : Blocked  
Top Color: #642065  
Bottom Color: #5F0046  
Text Color: #FFFFFF  
Change Font...  
Verdana,8.25,style=Regular

Actions  
Action Text:  
Block Time Slot  
Cancel  
Check In  
Confirm  
Copy  
Cut  
Delete  
Make Invoice  
Modify  
Display As : Block Time Slot

View  
 Day View  Week View  Month View  Today View

Text Template:  
{{Customer}}  
{{APPOINTMENTTITLE}}  
{Phone: [CustomerMobileNumber]}  
{email: [CustomerEmail]}  
{[StartTime] ([Duration])}

Preview:  
Customer Name  
Appointment Title  
Phone: (800) 555-1212  
email: Customer@Customer.com  
07:18 PM (30 mins)

Reset  
Reset to Installation Default  
Reset to System Default

Set As System Default  Set For Only My Login

OK Cancel

4. Edit the text to be displayed in the **Text Template** section.

- i. Any data entered here is displayed as-it-is in the flashcard.

View  
 Day View  Week View  Month View  Today View

Text Template:  
{{APPOINTMENTTITLE}}  
{{Customer}}  
[Employee]  
{[StartTime] ([Duration])}  
[Status]

Sample Data...

Preview:  
Appointment Title  
Customer Name  
Employee Name  
09:27 PM (30 mins)  
Blocked





ii. To display dynamic information such as customer name, status of the visit, etc., enter the corresponding template name enclosed in square brackets. For e.g., [Customer], [Duration], [Status], etc.


iii. To see the available list of templates, click on **Sample Data** button

View

Day View  Week View  Month View  Today View

Text Template:

```
{[APPOINTMENTTITLE]}  
{[Customer]}  
[Employee]  
{[StartTime] ([Duration])}  
[Status]
```



Preview:

Appointment Title Customer Name Employee Name 09:27 PM (30 mins) Blocked	Appointment Title Customer Name Employee Name 09:27 PM (30 mins) Blocked
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iv. The texts in Uppercase are the available templates.

Sample Data

APPOINTMENTCREATEDBY:	<input type="text"/>	APPOINTMENTCREATIONDATE:	<input type="text"/>
APPOINTMENTNUMBER:	AP-001	APPOINTMENTSTATUS:	Pending
APPOINTMENTTITLE:	Appointment Title	BUSINESSLOCATION:	Location Name
CUSTOMER:	Customer Name	CUSTOMEREMAIL:	Customer@Customer.com
CUSTOMERMOBILENUMBER:	(800) 555-1212	DURATION:	30 mins
EMPLOYEE:	Employee Name	EMPLOYEEEMAIL:	Employee@Compnay.com
EMPLOYEEMOBILENUMBER:	(800) 555-1212	ENDDATETIME:	2016/06/08 20:18:37.280
NOTE:	This is a test Note.	REPEATINGSETNUMBER:	100
SEARCHCODE:	S222	SECTIONTITLE:	Section Title
STARTDATETIME:	2016/06/08 19:18:37.280	STARTTIME:	07:18 PM
STATUS:	Blocked	SUPPLIER:	<input type="text"/>
SYSSTATUSSYSNAMEID:	Blocked	UFCOMBS AND BRUSHES:	COMBS AND BRUSHES
UFGROOMING EQUIPMENT:	GROOMING EQUIPMENT	UFAIR STYLING TOOLS:	HAIR STYLING TOOLS
VISITNUMBER:	V-001	VISITSTATUS:	<input type="text"/>





5. Preview the data displayed in the **Preview** panel

View

Day View  Week View  Month View  Today View

Text Template:

```
{[APPOINTMENTTITLE]}  
{[Customer]}  
[Employee]  
{[StartTime] ([Duration])}  
[Status]
```

Sample Data...

Preview

Appointment Title Customer Name Employee Name 08:16 PM (30 mins) Blocked	Appointment Title Customer Name Employee Name 08:16 PM (30 mins) Blocked
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6. Repeat the steps (3), (4), and (5) for all the **Views**
7. Choose whether the changes are applicable to all users, or only for your login.
  - i. **Set As System Default:** Choose this if you want to save changes for all users.
  - ii. **Set For Only My Login:** Choose this if you want to save the changes only for your login.

Reset

Set As System Default  Set For Only My Login

Text Color:

8. Click on **OK**

