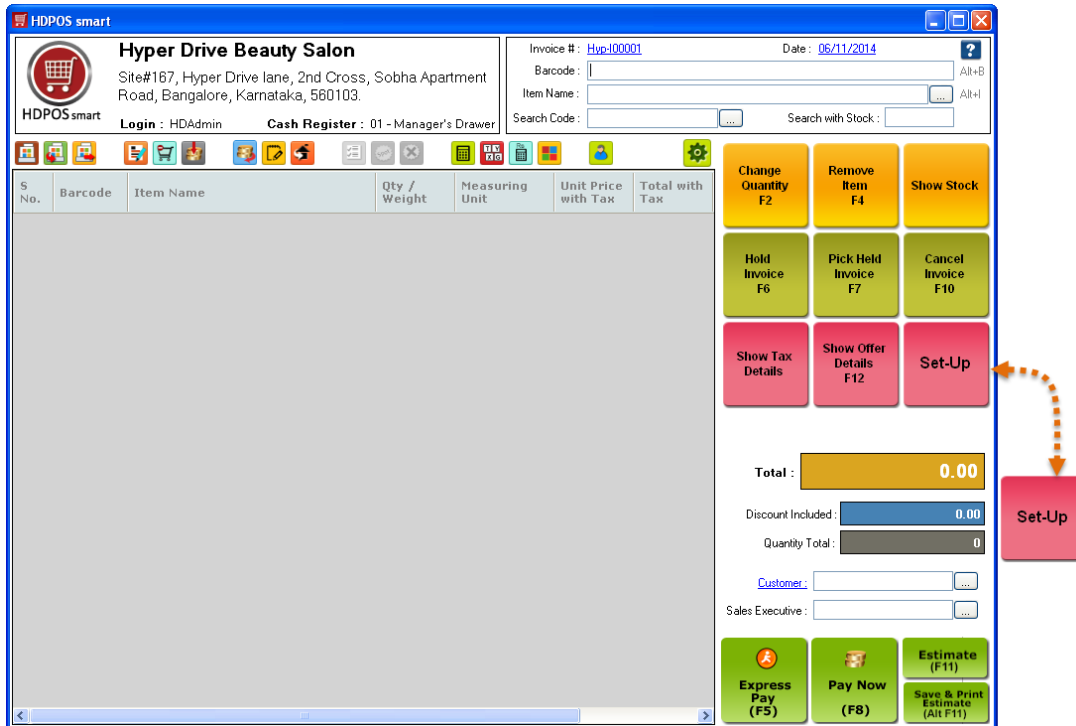


How to check the availability of an employee for an appointment?



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


1. Run **HDPOS smart**. Click on **Set-Up**.



2. From 4th page of Set-Up, click on **Appointment**.





- From **Appointment Manager** Screen, you can see all the scheduled appointments. For example you can see the below screen where many appointments are created for employees. To check the availability of an employee, click on  **View Appointment Availability** button.



The screenshot displays the 'Appointment Manager' application window. It features a sidebar with various icons for navigation, a top toolbar with action buttons, and a main data table. The table lists appointments with columns for Appointment Number, Appointment Title, Appointment Date, Duration, Customer Code, Customer, and Customer Mobile Number. A red arrow points to the 'View Appointment Availability' button in the top toolbar. At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'.

Appointment Number	Appointment Title	Appointment Date	Duration	Customer Code	Customer	Customer Mobile Number
HDI-AP00006	Beard Trimming	09/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00015		09/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00004	French Pedicure	09/01/2015 10:30 AM	1 hr, 30 mins	C00005	Serena	11245639
HDI-AP00005	Manicure and Pedicure	09/01/2015 10:30 AM	1 hr, 30 mins	C00005	Serena	11245639
HDI-AP00016		10/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00007	Beard Trimming	11/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00017		11/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00018		12/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00008	Beard Trimming	13/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00019		13/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00020		14/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00009	Beard Trimming	15/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00021		15/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00011	Haircut	18/01/2015 11:00 AM	1 hr, 0 mins	C00005	Serena	11245639



4. In the **Appointment Availability** screen that got opened, enter required details.

Appointment Availability

Start Date : 09/01/2015 09:00 AM End Date : 15/01/2015 06:00 PM

Employee : Shankar M Working Hours : 09:00 AM to 06:00 PM

Holidays
 Sun Mon Tue Wed
 Thu Fri Sat

Check Availability

User Field List

Show availability only if complete time slot is available

Employee Name	From Date	To Date	Week Day	Month
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Close

- **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:** Enter the employee for whom you want to check the availability.
- **Working Hours:** You can enter the working hours of the employee.
- **Holidays:** Enter the holidays of your store by checking the respective checkboxes. By default Sunday checkbox is checked here.
- **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.
- Click on **Check Availability** button.
- You can see the details during which dates and time the selected employee is available as shown below.



Appointment Availability

Start Date: 09/01/2015 09:00 AM End Date: 15/01/2015 06:00 PM
Employee: Vishal D Working Hours: 09:00 AM to 06:00 PM

Holidays: Sun Mon Tue Wed
 Thu Fri Sat

User Field List

Show availability only if complete time slot is available

Employee Name	From Date	To Date	Week Day	Month
Vishal D	09/01/2015 09:00 AM	09/01/2015 10:00 AM	Friday	January
Vishal D	09/01/2015 11:00 AM	09/01/2015 06:00 PM	Friday	January
Vishal D	10/01/2015 09:00 AM	10/01/2015 10:00 AM	Saturday	January
Vishal D	10/01/2015 10:20 AM	10/01/2015 06:00 PM	Saturday	January
Vishal D	12/01/2015 09:00 AM	12/01/2015 10:00 AM	Monday	January
Vishal D	12/01/2015 10:20 AM	12/01/2015 06:00 PM	Monday	January
Vishal D	13/01/2015 09:00 AM	13/01/2015 10:00 AM	Tuesday	January
Vishal D	13/01/2015 11:00 AM	13/01/2015 06:00 PM	Tuesday	January
Vishal D	14/01/2015 09:00 AM	14/01/2015 10:00 AM	Wednesday	January
Vishal D	14/01/2015 10:20 AM	14/01/2015 06:00 PM	Wednesday	January
Vishal D	15/01/2015 09:00 AM	15/01/2015 10:00 AM	Thursday	January
Vishal D	15/01/2015 11:00 AM	15/01/2015 06:00 PM	Thursday	January

Now with this information, you can create a new appointment for the selected employee during which he/she is available.

- Click on Close to close this window.

5. You can check the same employee's availability from Add Appointment screen also, while booking a new appointment.