

How to check availability of Appointment user fields?



HDPOS smart Tutorials

Appointment user fields are the user fields like (For Salon business: Room No, Accessories like Hair Dryer, Manicure and Pedicure tools etc.,) (For Hotel business: Room No) that give extra information or details regarding appointment.

To check the availability of Appointment user fields, follow the steps below.

[Step1: Create Appointment User Fields.](#)

[Step2: Check the availability of Appointment User Fields.](#)

Step1:

1. Run HDPOS smart. Click on the Set-Up button in main invoice screen.

HDPOS smart

HDIT Hotel
#167, Green Glen Layout,, Bellandur, Bengaluru,
Karnataka, 560013.
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDI:00004 Date: 12/01/2015

Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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Change Quantity F2 Remove Item F4 Show Stock

Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10

Show Tax Details Show Offer Details F12 Set-Up

Total : 0.00

Discount Included: 0.00

Quantity Total: 0

Customer:

Sales Executive:

Express Pay (F5) Pay Now (F8) Estimate (F11) Save & Print Estimate (Alt F11)

Set-Up



- Go to 4th page. Click on Settings. Click on Appointment Fields.

System Setting

1 2 3 4 5

Settings Estimate Invoice

Delivery Details Data Movement

Make Plan Customer Item

Customer Reciepl SMS

Close Database Password

Scheduler AMC

Tax Structure Company

C.R Session Appointment

Backup Database Restore Database

Go Back To Main Screen About Us Feedback

INVOICE PRINTER CURRENCY

TECHNICAL SETTINGS GENERAL DATE FORMAT

BACKUP EMAIL SETTINGS WEIGHING SCALE

CODE FORMAT FA FIELDS ITEM FIELDS

CUSTOMER FIELDS SUPPLIER FIELDS C.I. FIELDS

REARRANGE CLOUD SETTINGS CUSTOMER DISPLAY

USER INTERFACE ONLINE SHOP FA SETTINGS

CATEGORY TREE SMS SETTINGS APPOINTMT FIELDS

APPOINTMT FIELDS

- In the Manage Appointment User Fields screen that opens, click on Add Appointment User Field button.

Manage Appointment User Field

Field Name Field Type Display Index Is New Field Rename Field Name Current Version Current Definition Date New Defini Date

Total Records : 0

Close



4. In the Add New Appointment User Field screen that opens, enter the required details.
 - a. Enter Field Name and select the Field Type.
 - b. Enter the Display Index and Check the checkbox 'Consider for Availability check'.
 - c. Click on Create.

Add New Appointment User Field

Field Name:

Field Type:

Display Index:

Consider for Availability check

5. Click on Close.

Manage Appointment User Field

Field Name	Field Type	Display Index	Is New Field	Rename Field Name	Current Version	Current Definition Date	New Definition Date
Room Number	Lookup Value	1	Yes		1	12/01/2015	

Total Records : 1

6. A Restart message will be shown to you as below. Click on Yes. The application will be restarted and you will see the main invoice screen of HDPOS smart.

Restart?


Changes to Custom Fields definition will not take effect till you restart the application.
Do you want to restart the application now?



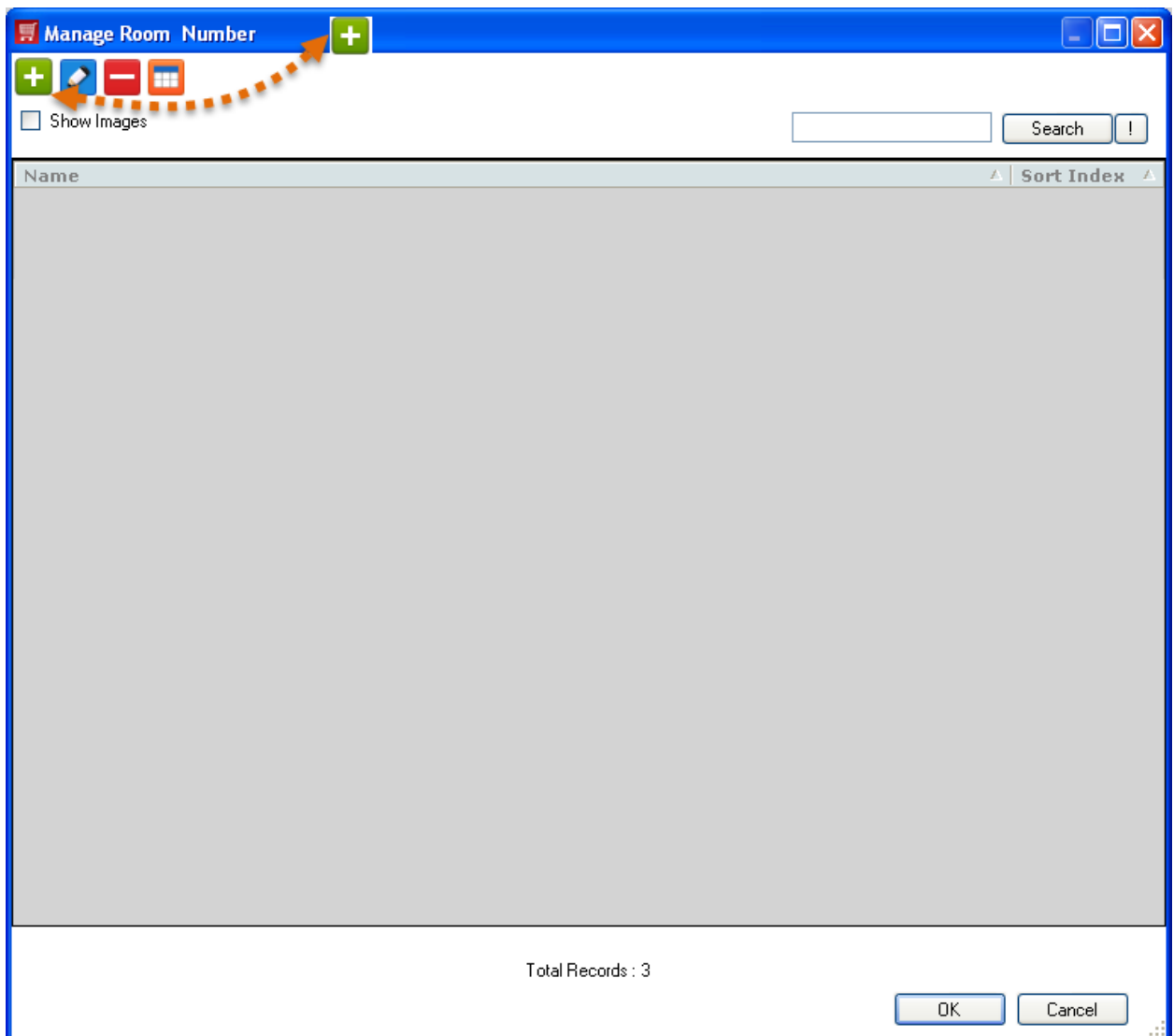
7. Click on Set-Up and go to 4th page. Click on Appointment. Click on Add Appointment to create new appointment or open any created appointment in Edit mode.
8. In both modes, you will see the appointment user fields as shown below.

User Field List

Room Number : ...



9. Click on 3-dotted button beside the user field, you will see a Manage User Field screen as below.
10. Click on Add User Field button .



Manage Room Number

+

+ Pencil - Calendar

Show Images

Search !

Name Sort Index

Total Records : 3

OK Cancel



11. You will see Add User field screen as shown below. Enter the value for user field. (In this example, user field is Room Number). Click on OK.

Add Room Number

Room Number:

Sort Index :

[Add Photo](#) [Remove Photo](#)

12. Repeat Steps 10 and 11 to add values for user fields as many as you want.



Step2:

13. Click on Add New Appointment button; enter the required details for appointment. Click on View Availability button.

Add Appointment

Select Business Location : HDIT Hotel

Appointment Number : HDI-AP00004 Date : 12/01/2015

Appointment Title : Room Booking

Start Date : 12/01/2015 11:00 AM End Date : 15/01/2015 12:00 PM Duration : 73 hrs 0 mins

Search Code : Status :

Employee : Customer : Rajendar Kumar M Supplier :

User Field List

Room Number :

Notes :

Pick Message

Item associated with appointment

Barcode : Item Name : Search Code :

S No.	Name	Barcode	Quantity
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Send Email Send SMS

Save & Print(F5) Save (F8) Cancel

14. You will see the Appointment Availability screen,

- Select the user field for which you want to check availability.
- Enter the dates between which you want to check availability.
- Click on Check Availability.
- You will see all the slots that are available displayed in the grid below the user fields. As shown below.



- If the checkbox 'Show Availability only if a complete time slot is available' is checked, then results will be displayed if any user field (in this example Room) is available in a time slot mentioned while searching.
- Select any one available slot and click on OK.

Appointment Availability

Start Date: 12/01/2015 11:00 AM End Date: 15/01/2015 12:00 PM
Employee: Working Hours: 09:00 AM to 06:00 PM
Holidays: Sun Mon Tue Wed
 Thu Fri Sat

User Field List
Room Number: 101

Show availability only if complete time slot is available

Employee Name	From Date	To Date	Week Day	Month
	12/01/2015 02:35 PM	12/01/2015 06:00 PM	Monday	January
	13/01/2015 09:00 AM	13/01/2015 06:00 PM	Tuesday	January
	14/01/2015 09:00 AM	14/01/2015 06:00 PM	Wednesday	January
	15/01/2015 09:00 AM	15/01/2015 12:00 PM	Thursday	January

15. A Confirm message will be shown to you as shown below. Click on Yes to populate the results. Click on No, if you don't want to populate.

Confirm?

Do you want populate all the values of selected Time Slot?

16. The Room Number will be populated with the room number for which you searched Appointment Availability and dates will be changed to selected appointment availability slot.



17. Click on Save.

Add Appointment

Select Business Location : HDIT Hotel

Appointment Number : HDI-AP00004 Date : 12/01/2015

Appointment Title : Room Booking

Start Date : 12/01/2015 02:35 PM End Date : 12/01/2015 06:00 PM Duration : 3 hrs 25 mins

Search Code : Status : Employee : Customer : Supplier :

User Field List

Room Number : 101

Notes :

Item associated with appointment

Barcode : Item Name : Search Code : -

S No.	Name	Barcode	Quantity
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Send Email Send SMS

Save & Print(F5) Save (F8) Cancel

18. The appointment will be created in the available slot.