

## How to edit a visit?



A visit once created, can be edited unless an invoice has been raised against it (i.e., the status is Completed). Changes such as the services, time of appointment, selected employee can be edited.

### METHOD 1: Edit from Appointment Calendar

1. Run **HDSalon**.
2. From the **Main Screen**, right click on **Visit** you want edit and select **Modify**.

The screenshot displays the HDSalon software interface. The top bar shows 'Business Location : Hyper Drive Salon', 'Cash Register : 01 - Manager's Drawer', and 'Login : HDAdmin'. The main area is divided into three sections: 'Today's Appointments' on the left, a calendar grid for 'June 2016' in the center, and a detailed appointment view on the right. The 'Today's Appointments' list includes entries for Veronica Koshy George, Ayush, Priyanka Tiwari, and Shriya Sahay. The calendar grid shows the current date as 08/06/2016. The detailed appointment view shows a list of appointments for 08 Jun (Wednesday) and 09 Jun (Thursday). A context menu is open over the appointment for Shriya Sahay on 08 Jun, listing options: Check In, Pending, No Show, Cancel, Delete, Send SMS, Send Email, Copy, Cut, Modify (highlighted), and View. The 'Employees' list at the bottom left includes Aarushi Verma, Alisha Singh, Anshul Kumar, Ashish Joshi, Deepthi Jain, Manoj Gowda, Noyona Goswami, and Richa George.

3. From **Update Visit Details** window, you can
  - Add or remove appointments
  - Change the date & time of appointments.
  - Add, remove, or change quantities of products used up
  - Add, remove, or change quantities of additional purchases.
  - Change the employee against the appointments.
  - Change the prices of services and additional purchases.
  - Split an existing appointment





4. Click on **Update/ Update & Print** to save changes, after making necessary changes to the selected visit.

Update Visit Details

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

Number : HDS-V100028      Creation Date : 08/06/2016

Customer : Shriya Sahay      Status : Confirmed

Customer Email : shriya@abc.com       Send email to Customer      Referral :     

Customer Mobile Number : 9100000008       Send sms to Customer      Modified By : Noyona Goswami

Date	Employee Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
08/06/2016	Noyona G...	01:46 PM	Nail Paint Application(Manicure)	30	Rs.115.00		
08/06/2016	Noyona G...	01:01 PM	Layer Trim	45	Rs.575.00		

**Products Used Up**

Barcode :      SearchCode :     

Name :     

Item Name	Barcode	Quantity	Total Amount

**Additional Purchases**

Barcode :      SearchCode :     

Name :     

Item Name	Barcode	Quantity	Price	Total Amount
Lakme Silk ...	T00075	1.00	Rs.550.00	Rs.550.00
Maybelline N...	T00074	1.00	Rs.200.00	Rs.200.00

Notes :     

Total : Rs. **1,440.00**

## METHOD 2: Edit from Appointment manager

1. Run HDSalon.
2. Click on **Appointment Manager**  toolbar button



HDSalon

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

Today's Appointments

June 2016

Today : 08/06/2016

Employees :

- Aarushi Verma
- Alisha Singh
- Anshul Kumar
- Ashish Joshi
- Deepthi Jain
- Manoj Gowda
- Noyona Goswami
- Richa George

08 Jun - Wednesday

Hyper Drive Salon

Phone: 9100000017

Shriya Sahay  
Layer Trim  
Phone: 9100000008  
email: shriya@abc.com  
01:00 PM (45 mins)

Shriya Sahay  
Nail Paint Application(Manicure)  
Phone: 9100000008  
email: shriya@abc.com

Samantha Rodriguez  
Nail Paint Application(Manicure)  
Phone: 9100000007  
email: samantha@abc.com

Samantha Rodriguez  
Detan Wax - Full Hands  
Phone: 9100000007  
email: samantha@abc.com

Shruthi Nandakumar  
Detan Wax - Full Body  
Phone: 9100000009  
email: shruthi@abc.com  
03:15 PM (2 hrs, 30 mins)

09 Jun - Thursday

Hyper Drive Salon

Niveditha  
Classic Me  
Phone: 91  
email: niv  
01:00 PM


Aarav  
Anti Dand  
Phone: 91  
email: aar  
01:00 PM


Niveditha  
Classic Me  
Phone: 91  
email: niv  
01:50 PM

Aarav  
Cristine Valmy f  
Phone: 910000  
email: aarav@a

Abhinav S  
Foam Shave  
Phone: 910000

Anshi Verma  
Anti Dandruff treatment  
Phone: 9100000003  
email: anshi@abc.com  
04:00 PM (1 hr)

3. Select the required Visit and click on **Edit**  toolbar button

Appointment Manager 

Start Date : 08/06/2016 12:00 AM      Business Location :      Supplier :      X

End Date :      11:59 PM      Customer :      Employee :      X

Show Only Cancelled     Show Only Visits     Show Completed Only

Show Cancelled Also     Show Appointment without Visit Only

Search ! ->

Appointment Date	Duration	Appointment Title	Customer	Customer Mobile Number	Employee	Appointment Sys Status	Appoint Number
08/06/2016 11:00 AM	20 mins	Chin	Priyanka Tiwari	9100000006	Deepthi Jain	Completed	HDS-AP0
08/06/2016 11:20 AM	20 mins	Eyebrow	Priyanka Tiwari	9100000006	Deepthi Jain	Completed	HDS-AP0
08/06/2016 11:40 AM	20 mins	Lowerlip	Priyanka Tiwari	9100000006	Deepthi Jain	Completed	HDS-AP0
08/06/2016 12:00 PM	20 mins	Upperlip	Priyanka Tiwari	9100000006	Deepthi Jain	Completed	HDS-AP0
08/06/2016 12:00 PM	30 mins	Cristine Valmy Face Massage	Priya Shetty	9100000005	Aarushi Verma	Completed	HDS-AP0
08/06/2016 12:30 PM	20 mins	Beard Styling	Shankar Swamy	91000000017	Ashish Joshi	Completed	HDS-AP0
08/06/2016 01:00 PM	45 mins	Layer Trim	Shriya Sahay	9100000008	Noyona Goswami	Confirmed	HDS-AP0
08/06/2016 01:45 PM	30 mins	Nail Paint Application(Manicure)	Shriya Sahay	9100000008	Noyona Goswami	Confirmed	HDS-AP0
08/06/2016 02:15 PM	30 mins	Nail Paint Application(Manicure)	Samantha Rodriguez	9100000007	Noyona Goswami	Confirmed	HDS-AP0

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Showing 13 Records

Close



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