

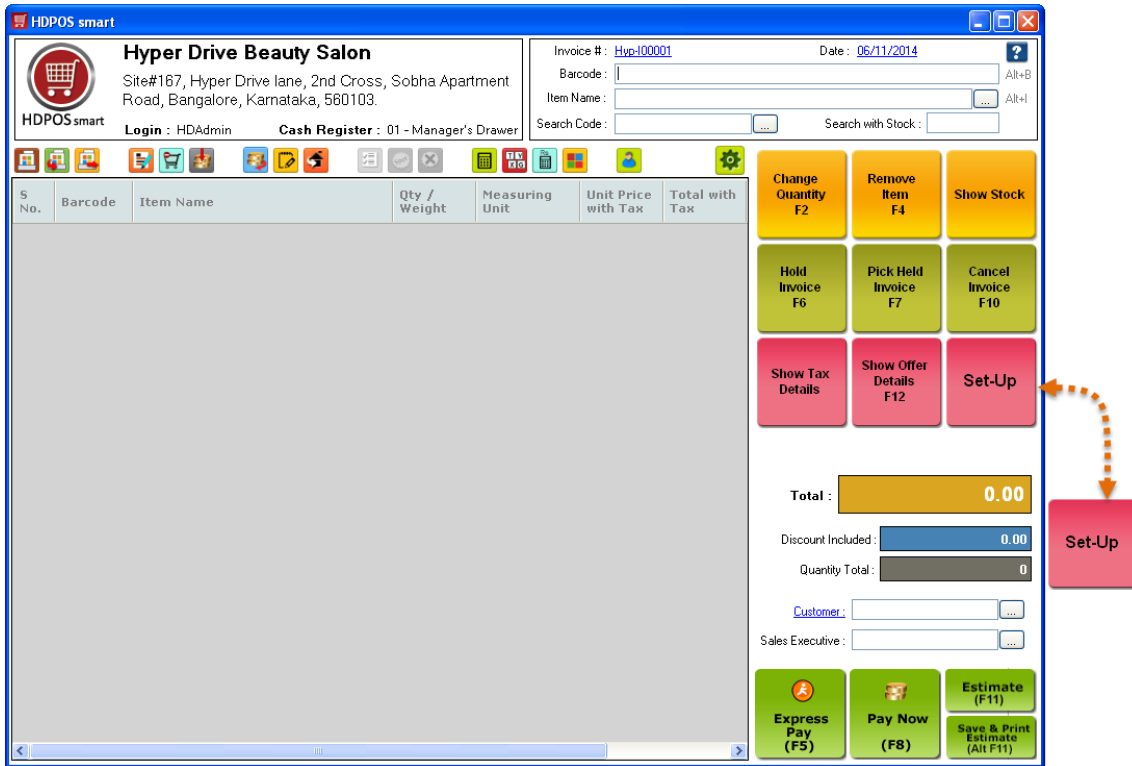
How to edit an appointment?



HDPOS smart Tutorials

To edit an appointment in HDPOS smart, follow the steps below.

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



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





3. 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.

- You can edit a simple appointment.
- You can edit a repeated appointment.

4. **Edit a simple appointment:**

Select a simple appointment that you want to edit, click on **Edit Appointment** button.

Appointment Number	Appointment Title	Appointment Date	Duration	Customer	Customer Mobile Number	Employee
HypMD-4	Facial Appointment	08/11/2014 10:00 AM	1 hr, 0 mins	Geeta K		Hita M
HypMD-5	Haircut Appointment	08/11/2014 11:30 AM	1 hr, 0 mins	Gracie		Hita M
HypMD-6	Pedicure and Manicure	09/11/2014 12:00 PM	2 hrs, 30 mins	Roshini P		Lakshmi K
HypMD-7	Make up Appointment	09/11/2014 12:00 PM	3 hrs, 0 mins	Gracie		Hita M
Hyp-1	Hair Cut	09/02/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-2	Hair Cut	28/02/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-3	Hair Cut	09/08/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-4	Hair Cut	28/08/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-5	Hair Cut	09/02/2016 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-6	Hair Cut	28/02/2016 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K

From the **Edit Appointment** screen that got opened:

- You can change the date & time, status of appointment.
- You can add or delete items associated with the appointment.
- Click on **Save**.
- An updated appointment detail Email and SMS will be sent to customer and employee.



Edit Appointment

Business Location : ...

Appointment Number : Date :

Appointment Title :

Start Date : End Date : Duration : hrs mins

Search Code : Status : ...

Employee : ... Customer : ... Supplier : ...

Notes :

Item associated with appointment

Barcode : Item Name : ... Search Code : ...

S No.	Name	Barcode	Quantity
1	Anti Aging Facial	T00001	1.00

User Field List

Send Email Send SMS

You can see the edited appointment as shown below.

HypMD-4	Facial Appointment	09/11/2014 06:00 PM	1 hr, 0 mins	Geeta K		Hita M
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5. **Edit a repeating appointment:**

Select a repeating appointment and click on Edit Appointment button.

Appointment Number	Appointment Title	Appointment Date	Duration	Customer	Customer Mobile Number	Employee
HypMD-5	Haircut Appointment	08/11/2014 11:30 AM	1 hr, 0 mins	Gracie		Hita M
HypMD-6	Pedicure and Manicure	09/11/2014 12:00 PM	2 hrs, 30 mins	Roshini P		Lakshmi K
HypMD-7	Make up Appointment	09/11/2014 12:00 PM	3 hrs, 0 mins	Gracie		Hita M
HypMD-4	Facial Appointment	09/11/2014 06:00 PM	1 hr, 0 mins	Geeta K		Hita M
Hyp-1	Hair Cut	09/02/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-2	Hair Cut	28/02/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-3	Hair Cut	09/08/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-4	Hair Cut	28/08/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-5	Hair Cut	09/02/2016 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
Hyp-6	Hair Cut	28/02/2016 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K

From the **Edit Appointment** screen

- You can change the Appointment prefix by double clicking on it.
- You can change the date & time, status of appointment.
- You can add or delete items associated with the appointment.
- If you want this change to be applied for all repeating appointments with the same Set

Apply changes to all repeating appointments with same set number

Number, check the checkbox

When this checkbox is checked-- start date, end date and duration buttons will be disabled.

- Click on **Save**.
- An updated appointment **Email** and **SMS** will be sent to customer and employee.



Edit Appointment

Business Location : ...

Appointment Number : Hyp-6 Date : 07/11/2014

Appointment Title :

Repeating Set Number : 1 Apply changes to all repeating appointments with same set number

Start Date : End Date : Duration : hrs mins

Search Code : Status : ...

Employee : ... Customer : ... Supplier :

Notes :

Item associated with appointment

Barcode : Item Name : ... Search Code : ...

S No.	Name	Barcode	Quantity
1	Steps with Layers Haircut	T00011	1.00

User Field List

Send Email Send SMS

You can see the edited appointment as shown below.

Hyp-6	Hair Cut	14/01/2015 04:00 PM	2 hrs, 0 mins	Geeta K		Lakshmi K
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