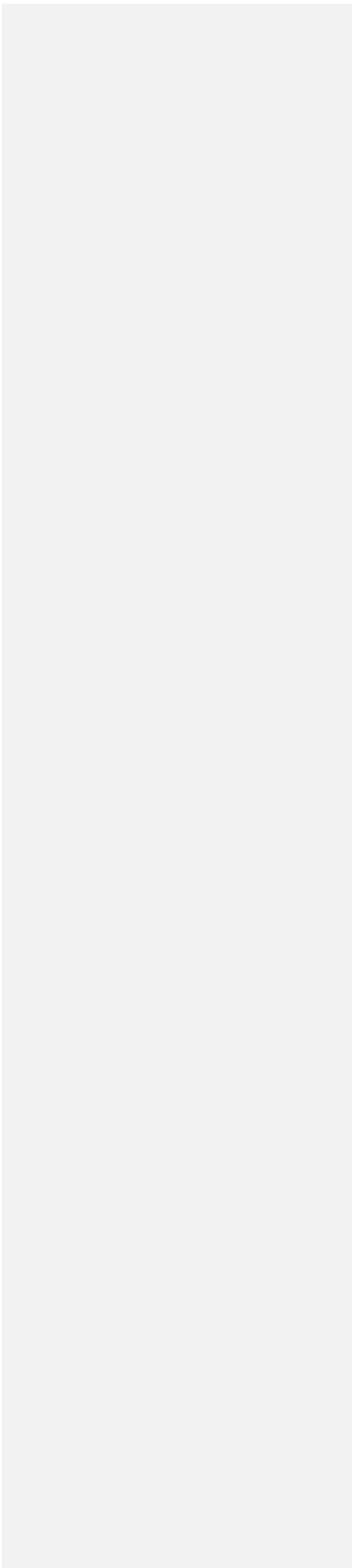


**CALENDAR**



## Table of Contents

1	Staff .....	3
1.1	Edit .....	5
1.1.1	Appointment Details.....	5
1.1.2	Appointment Timeline .....	6
1.2	Note.....	6
1.3	History .....	7
1.4	Rebook.....	7
1.5	Print Ticket.....	7
2	Vendor.....	7

### 1 Staff

- The Staff will be able to see his/her bookings into the calendar and it will have the following details
  - Date Filter – The staff will be able to filter based on the date and it will have the following details
    - Select To Date
    - Select From Date
    - Apply (button) – By clicking on it, the filter will be applied and staff will be able to view the calendar of the date s/he has chosen.
  - Calendar – The whole calendar will be displayed to the staff and it will have the following details
    - Date – The date of whole week will be displayed.
    - Time – Time Slots of 1 hour will be displayed. For example 1 slot will be 9:00 AM to 10:00 AM then second slot will be 10:00 AM to 11:00 AM.
    - Appointment Status Colors – The time slot will have color similar to color assigned to the appointment status. There will be following appointment status
      - Requested, Accepted, Awaiting confirmation, Show, No show, In progress, Complete.
        - Example – If Blue color is been assigned to the Complete Status. So in this case if 1 slot let's say Appointment of date 13<sup>th</sup> May between 10-11 AM have been completed then that slot will be marked in Blue color in the calendar.
          - **Remarks** – The color of each appointment should be displayed so it's easy for the vendor.
    - Block/Un-Block Slot – The staff will be able to block or unblock any of the time slot.
      - Select Date
      - Select Time
      - Block (button) – By clicking on it, the selected time slot of selected date will be blocked and vendor should get the following notification.
        - Remarks** – If customer has already booked the slot then staff won't be able to block that slot.
        - Remarks** – If staff has blocked any time slot so that time slot won't be shown to the customer while they are scheduling an appointment.
      - Unblock (button) – By clicking on it, the staff will be able to unblock the date and time slot blocked by them and vendor should get the following notification.
    - Appointment – If any user has booked an appointment and chose the staff then the appointment will be displayed in the calendar at appointment booked date and time and it will have the following details
      - Customer Name – By clicking on it, the following details will be displayed
        - Edit – By clicking on it, the employee will be able to edit the details and it will have details as mentioned in **section 1.1**.
        - Notes – The details are mentioned in **section 1.2**
        - Forms The details are mentioned in **section 1.3**
        - Customer History – The details are mentioned in **section 1.3**
        - Rebook - The details are mentioned in **section 1.4**
        - Print Appointment - The details are mentioned in **section 1.5**

## Beauty eBooking

---

- Accepted (base on appointment color status) – By clicking on it, the employee will be able to accept the appointment. They will be able to accept only if status is requested.
- Deny (base on appointment color status-vendor allow to change) - By clicking on it, the employee will be able to deny the appointment. They will be able to accept only if status is requested.
- Show(base on appointment color status) – By clicking on it, the employee will be able to mark the status as Show. They will be able to change status to Show only if status is confirmed.
- No Show (base on appointment color status) – By clicking on it, the employee will be able to mark the status as No- Show. They will be able to change status to No-Show only if status is confirmed.
- Service In Process (base on appointment color status) – By clicking on it, the employee will be able to mark the status as In-Progress. They will be able to change status to In-Progress only if status is Show.
- Service Complete (Checkout) (base on appointment color status-vendor allow to change) – By clicking on it, the employee will be able to mark the status as Service Completed. They will be able to change status to Service Completed only if status is In-Progress.
- Cancel (base on appointment color status-vendor allow to change) – By clicking on it, the employee will be able to mark the appointment as Cancel.
- Appointment Information – By clicking on it, the employee will be able redirected to Appointment page where s/he will be able to see all the appointment details.
- Move an Appointment – Staff will be able to drag the appointment to new date in calendar and select the option to whether they want to notify customer or don't notify customer
- Add to Waiting List – The staff will be able to add the customer to waiting list and it will have the following details
  - Select Customer
  - Select Waiting Date
  - Select Waiting Time
  - Add- By clicking on it, the customer will be added into waiting list.
- Add Personal Task – Vendor allow to add in his personal task for customer to view
  - Personal Task – The staff will be able to add the personal task.
  - Block Online Booking –The staff will be able to block the online booking date and time slot.
  - Full Day Off – The staff will be able to mark whole day as day-off or can selected To and from time till s/he wants the day-off.
  - Repeat – The staff will be able to repeat the personal task just by selecting the task from already created tasks.
  - Add Comment – The staff will be able to enter the specific comment.
- Edit Working Hours – The staff will be able to edit his/her working hours.

## Beauty eBooking

---

- Calendar Resolution – The calendar resolution will be selected and changed upto 5, 10, 15.
- Track Customer Retention – These badges will show up on your calendar with each appointment. They will indicate what kind of appointments your calendar is making and you can keep a record of new and returned clients. It will also keep track whether or not they are requesting specific service providers

**Remarks** – This calendar function will be given to staff only if vendor have paid for the same.

### 1.1 Edit

- Edit (button) – By clicking on it, 2 tabs Appointment Details and Appointment Timeline will open and it will have the following details

#### 1.1.1 Appointment Details

- It will allow Vendor/Staff to modify Customer appointment and option to send new appointment modification to customer and it will have the following details
  - Select Service – The vendor/staff will be able to select the services from already listed services.
  - Appointment Note – The staff will be enter the specific note related to appointment
  - Select Date – The staff will be able to select the appointment date.
  - Select Time – The staff will be able to select the appointment time.
  - Enter Price – The staff will be able to enter the price manually.
  - Enter Duration – The staff will enter the service duration and that duration should get blocked in the calendar so no other customer can book that slot.
  - Repeat – In case of repeat appointment staff will be able to enter the following details
    - Off
    - Daily
      - End Date – The staff can select the end-date from the calendar.
    - Weekly
      - End Date – The staff can select the end-date from the calendar.
      - Every – The staff can select the number of weeks
      - Days: The staff can select the specific day
    - Monthly
      - Day – The staff can enter the number of days.
      - End Date – The staff can select the end-date from the calendar.
    - Yearly
      - Month – The staff can select the Month
      - End Date – The staff can select the end-date from the calendar.
  - Booked By – It will have the following details
    - Customer Name
    - Appointment Date
    - Appointment Time
  - Customer Edit – The staff will be able to edit the following customer details
    - First Name
    - Last Name

## Beauty eBooking

---

- CC Appointment Email to other customer
- Birth Date
- Gender
- Customer Since
- Appointment Reminders: option to select (Email, SMS/Text, Push Notification),
- Referred By
- Note – The staff will be able to see the note entered by the vendor as well as they will be able to create the new note for specific appointment.
- History – It will have the following details
  - Appointment Date
  - Appointment Time
  - Status of Appointment
  - Service Provider
  - Service Payment Information – Total Amount, Payment Method (Online/Cash on Delivery)
  - Booking Submission Date and Time
- No Show – It will display the number of No Shows of the particular customer.
- Cancellations – It will display the number of Cancellations of the particular customer.

### 1.1.2 Appointment Timeline

- It will have the following details
  - Created By – The Name of the vendor/staff or customer who created the appointment will be displayed.
  - Date and Time of Appointment Creation
  - Appointment Date and Time
  - Appointment Duration
  - Service Provider Name
  - Modified Date and Time
  - Appointment Status.

### 1.2 Note

- It will have the following details
  - View – The staff will be able to view the already created note for specific appointment
  - Edit – By clicking on it, the staff will be able to edit the note details.
  - Delete – By clicking on it, the staff will be able to delete the selected note.
  - Create – By clicking on it, the staff will be able to create the new note.

### 1.3 History

- It will have the following details
  - Appointment Date and Time
  - Appointment Status
  - Service Provide – Name of the staff as selected by the customer will be displayed
  - Services – All the name of the services booked by the customer will be displayed.
  - Paid – The total amount paid by the customer.

### 1.4 Rebook

- The staff will be able to re-book the appointment and it will have the following details
  - Select Customer
  - Select Service – The staff will be able to select the service from already listed services.
  - Select Staff
  - Select Date
  - Select Time
  - Add – By clicking on it, the staff will be able to add another service on same request.

### 1.5 Print Ticket

- The staff will be able to print appointment ticket which will have all the appointment details.

## 2 Vendor

- The vendor will be able to view the whole calendar which will have all the appointments of his/her all the staffs and it will have the following details
  - Date Filter – The vendor will be able to filter based on the date and it will have the following details
    - Select To Date
    - Select From Date
    - Apply (button) – By clicking on it, the filter will be applied and vendor will be able to view the calendar of the date s/he has chosen.
  - Staff Filter – The vendor will be able to choose the particular staff to view the appointments of that staff and it will have the following details
    - All – If vendor selects option as All, then appointments of all the staffs will be displayed for the particular date and time.
    - Select Staff Name – The vendor will be able to select the particular staff to see his/her appointment details
  - Calendar – The calendar will have the same functionality as mentioned in **section 1**.
  - Add Calendar – The vendor will be able to add the calendar for his/her staff and it will have the following details
    - Select Staff – The vendor needs to select the staff for which they want to have the calendar.
    - Pay – By clicking on it, the vendor will be redirected to Payment Gateway page and pay the amount as set by the admin.

#### Please add in the following requirement:

- Slot should display customer name and service name and time of appointment. Once Vendor right click on Customer Name, the following option should pop up: Edit, Notes, Forms, Customer History, Rebook, Print Appointment, Accepted (base on appointment color status), Deny (base on appointment color status-vendor allow to change), Confirmed(base on appointment color status), Show(base on appointment color status), No Show (base on appointment color status), Service In Process (base on

**Kommentar [1]:** Show indicates what? I mean we have statuses confirmed and completed as well. So a bit confused with this Show status.

**Kommentar [2]:** Yes, I agreed with you. But those are things that I want to add in our color status. Also, vendor/staff be able to assign it's own color status. Seems like the color is hardcoded. The backend design needs to improve. Please let me know if I need further explanation?

**Kommentar [3]:** I was thinking that confirmed, completed and service in process covering this show status. Let's see how developer perceive this.

## Beauty eBooking

---

appointment color status), Service Complete (Checkout) (base on appointment color status-vendor allow to change) , Cancel (base on appointment color status-vendor allow to change) , Move and Delete.

- Notify Customer: Option to check mark notify customer or not to notify customer after appointment is being update.
  - Move an Appointment: Vendor allow to drag the appointment to new date in calendar and option to notify customer or don't notify customer when appointment is being change.
- New Date in Calendar: Once vendor click on new Date in calendar the following option show up: New Appointment, New Multiple Appointment, Add to Waiting List, Personal Task, Edit Working Hours
  - New Appointment: Select Service, Select Service Provider, Appointment Note, Select Customer Name, Date, Time, Price, Duration, Repeat (please see Repeat above)
    - Option to create new customer
    - Option to notify customer or don't notify customer
  - Book Multiple Appointments: Select Service, Select Service Provider, manually insert duration, manually insert price, select time
  - Allow to add in additional service
  - Default: duration and price
  - Repeat (please see Repeat above)
  - Same as booking New Appointment but option to add in additional service request
- Calendar: Once pointing to calendar three is an option: Last Viewed, Today, This Week, this Month, Export, Print Daily plan, and Calendar Configuration.
- Be able to select Calendar per staff or show all staff in one calendar. Staff profile image will display accordingly.