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**Documentation of end users help.**

# What is easy appointment?



Easy appointments are a highly customizable web application that allows customers to book appointments with you via web. Questions frequently asked while using easy appointments.

# [How to go to back end section?](#_How_to_go)

# [What should I do if I lose my password?](#_What_should_I)

# [How to add appointment?](#_How_to_add)

# [How to add customers?](#_How_to_add_5)

# [How to add services?](#_How_to_add_4)

# [How to add users?](#_How_to_add_6)

# [How to change the company details?](#_How_to_change)

# [How to change time and date formats?](#_How_to_change_1)

# [How to enable customer notifications?](#_How_to_enable)

# [How to enable re captcha?](#_How_to_enable_1)

# [How to edit personal information’s?](#_how_to_edit)

# [How to change password?](#_How_to_change_2)

# [How to add break on working day?](#_How_to_delete)

# [How to know the version of easy appointments?](#_How_to_know)

# [How to delete any customer from the appointments?](#_How_to_delete_1)

# [How to delete any service?](#_How_to_delete_2)

# [How to delete user?](#_How_to_delete_3)

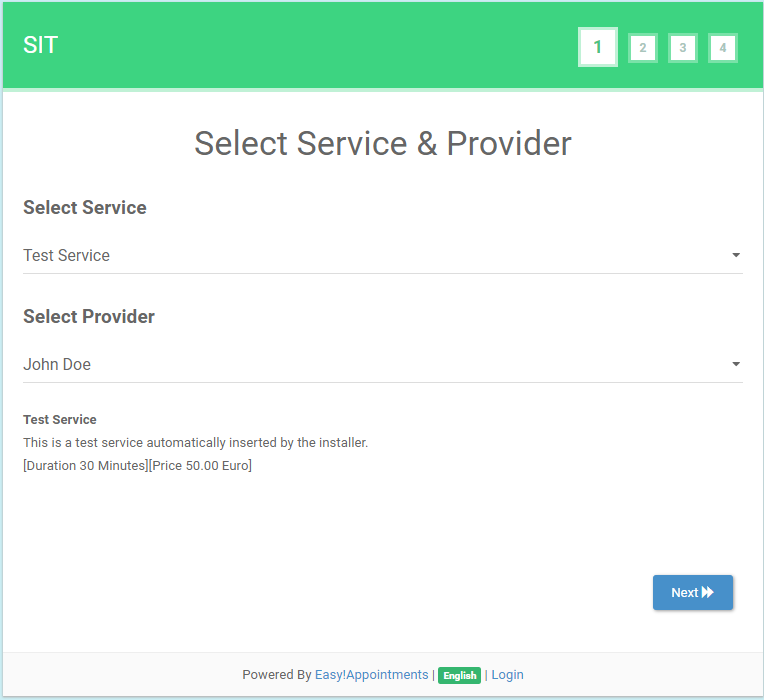
# [How to add any unavailable day?](#_How_to_add_7)

# [How to add new admin?](#_How_to_add_8)

# [How to log out](#_How_to_logout)?

* [**How to go to back end section?**](#_How_to_go)

Firstly, you must check if your easy appointment is running or not. If its running, then the picture shown below should appear.

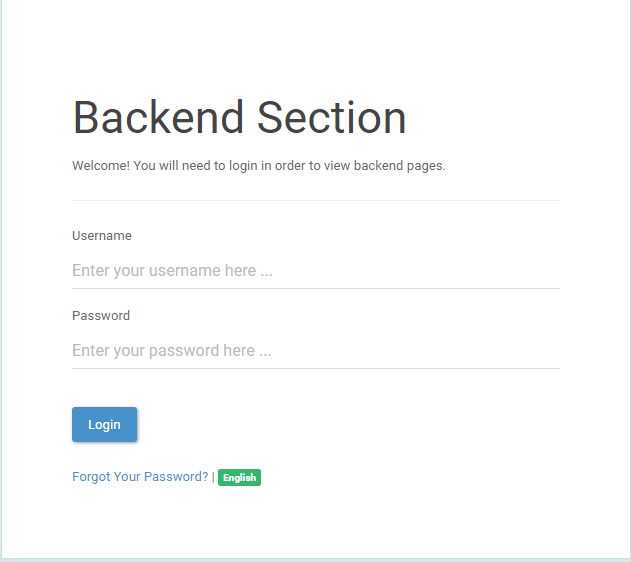


At the end of the page there is a login button you need to click on that button.



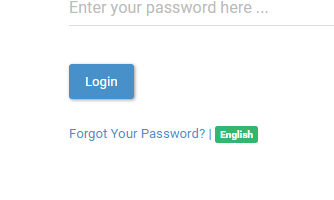
After that a login page will appear.

Note: you should provide your user name and password which you have provided while setting up your easy appointment account.

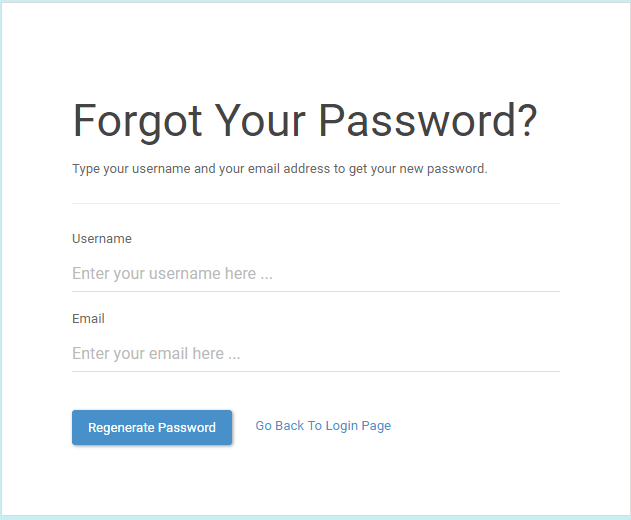


* [**What should I do if I lose my password ?**](#_What_should_I)

Go to forget password at the bottom of the page.

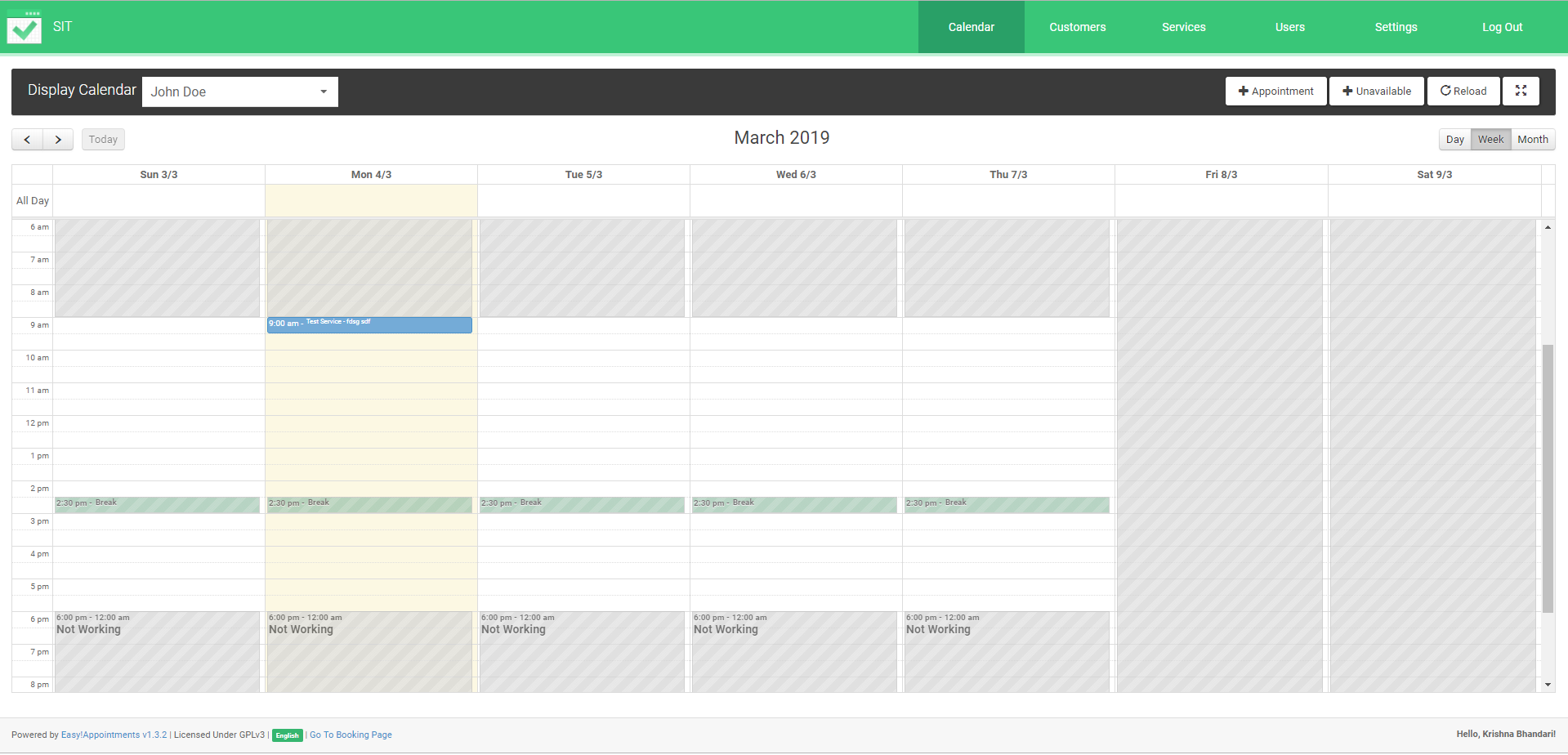


Provide your username and email and click re generate password.



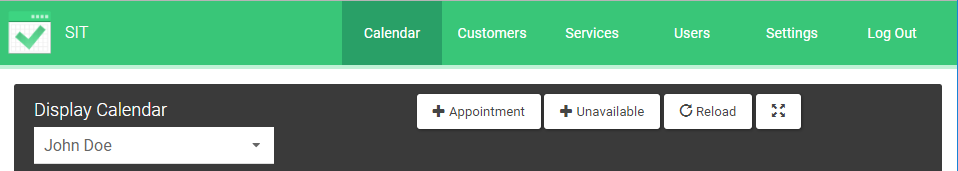
Then the system will send you a verification to your mail. Click on verification and change the password.

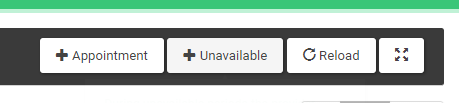
When you have logged in you should reach the following page shown in the picture below.



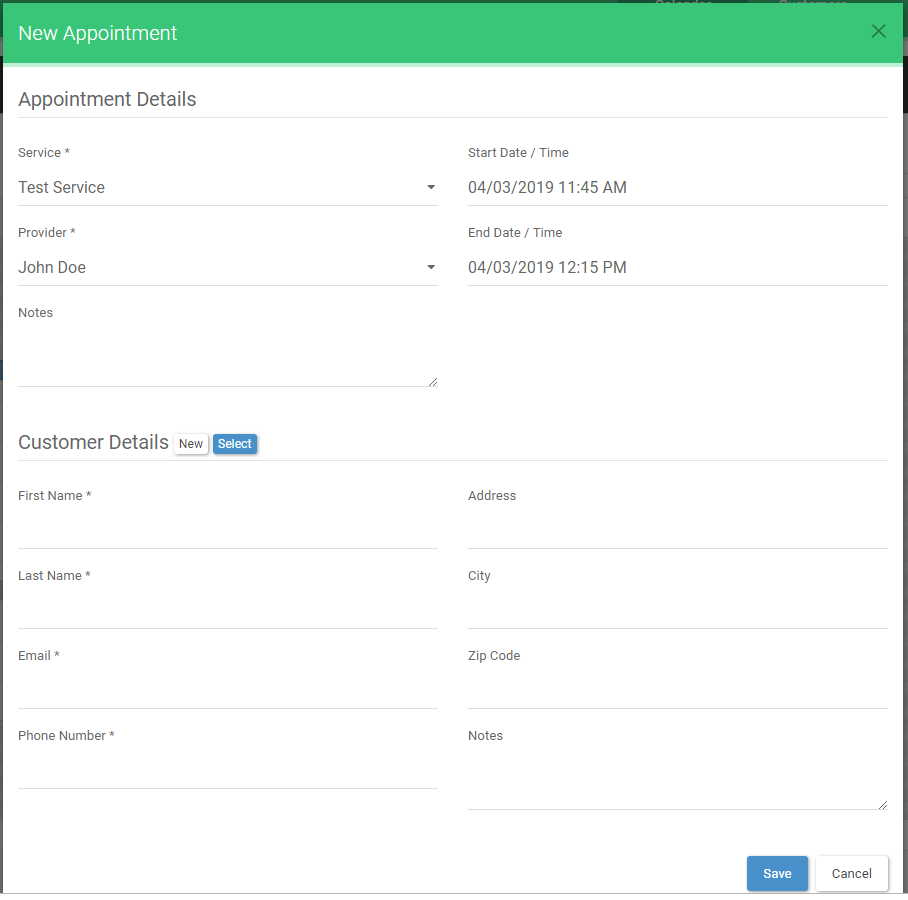
* **[How to add appointment?](#_How_to_add)**

For adding appointment there is a button shows add appointment in calendar section. click on that button.

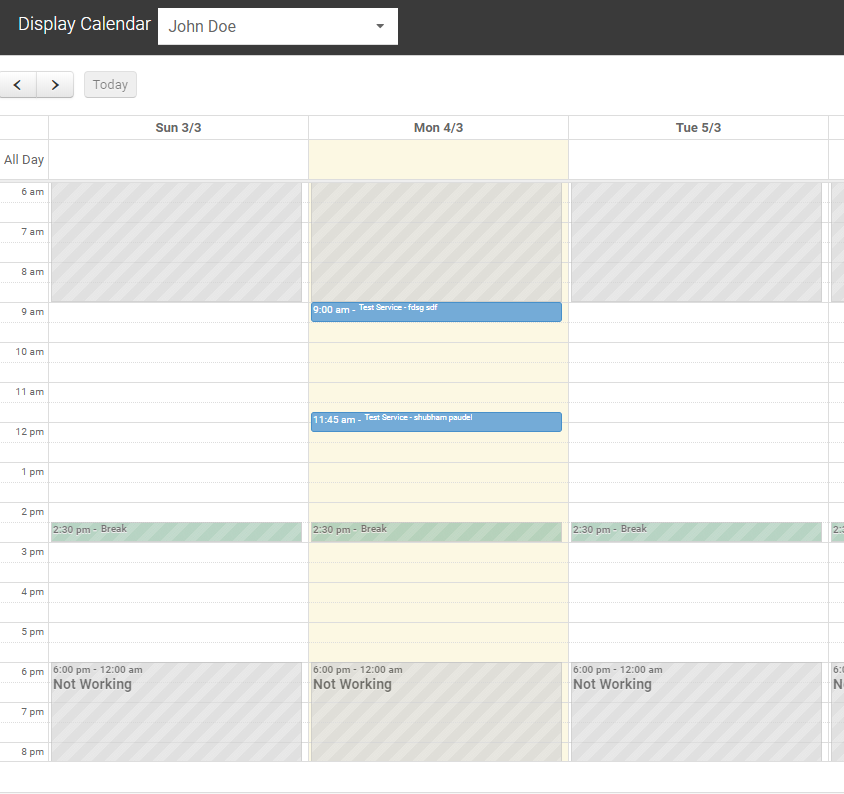




After clicking on the button, a popup will appear where you must fill all the details required and save it.

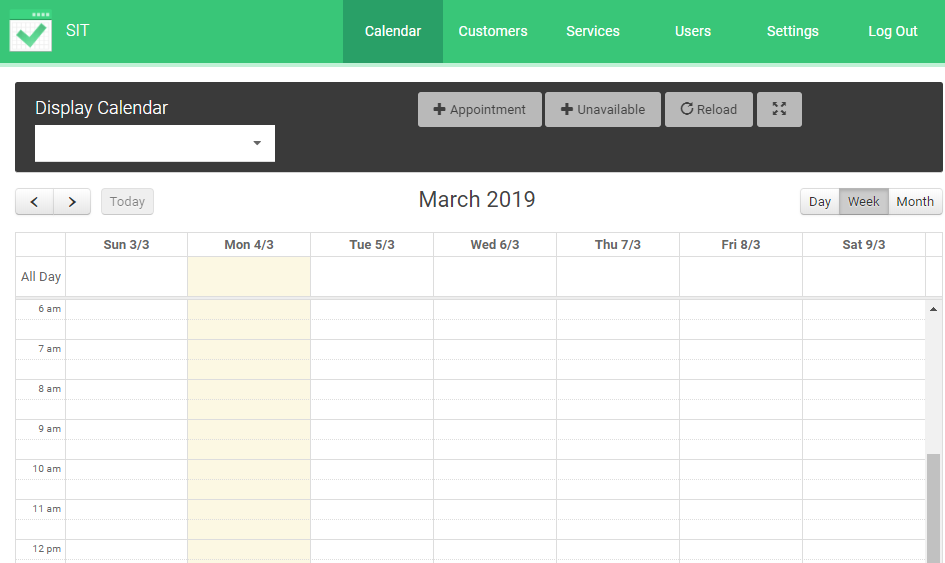


Then your booked appointment will appear on the calendar.

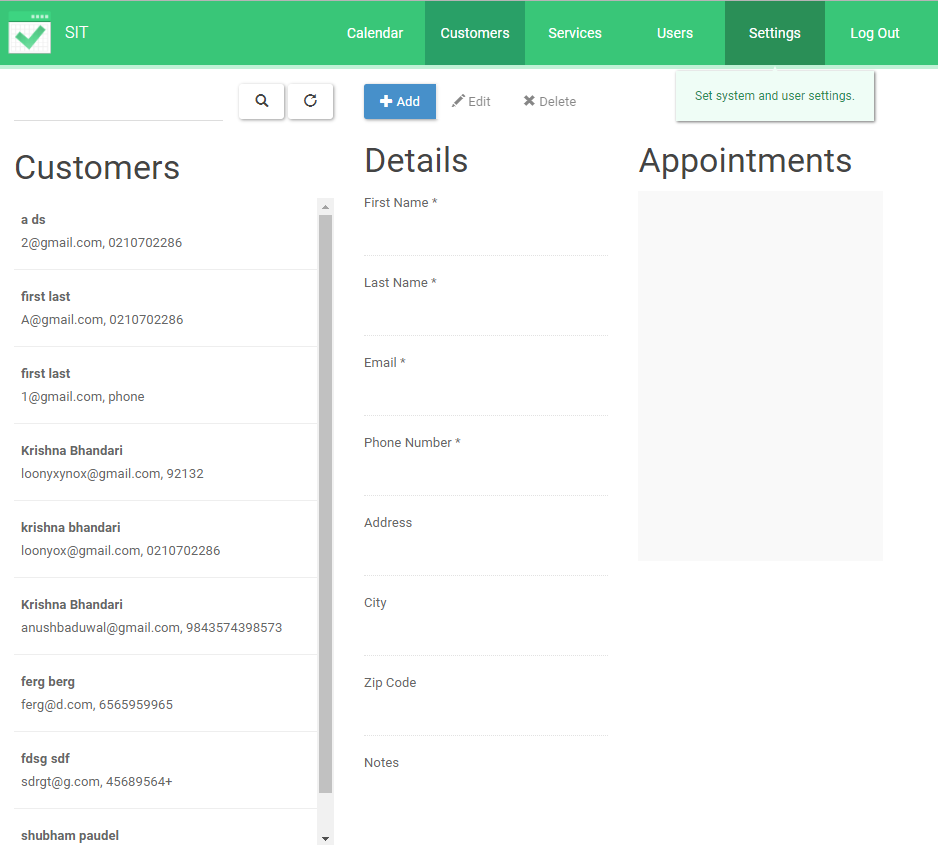


# [How to add customers?](#_How_to_add_3)

Go to customers on top menu bar

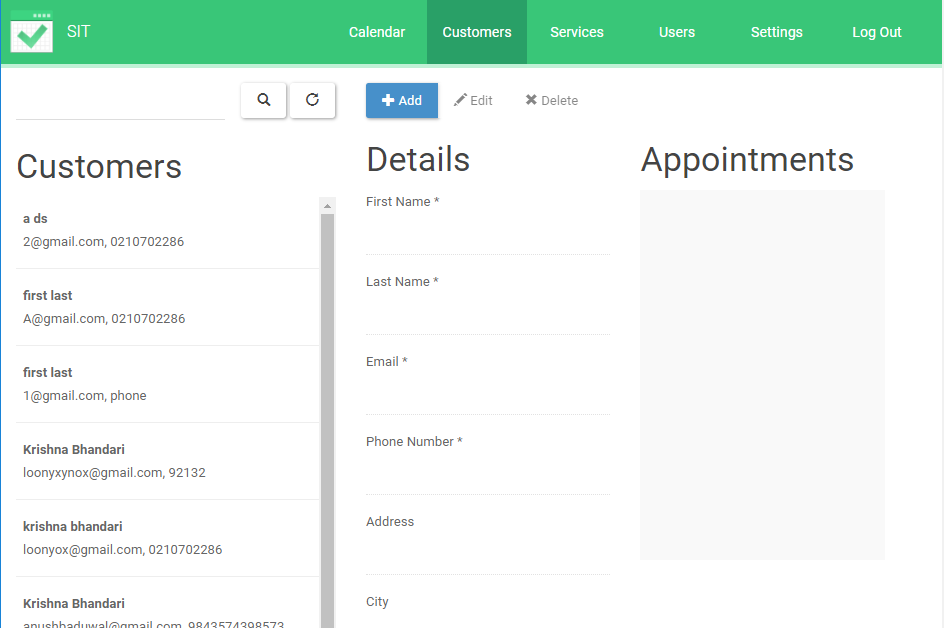


Now click on the add button on the page and fill in the information’s and save it.

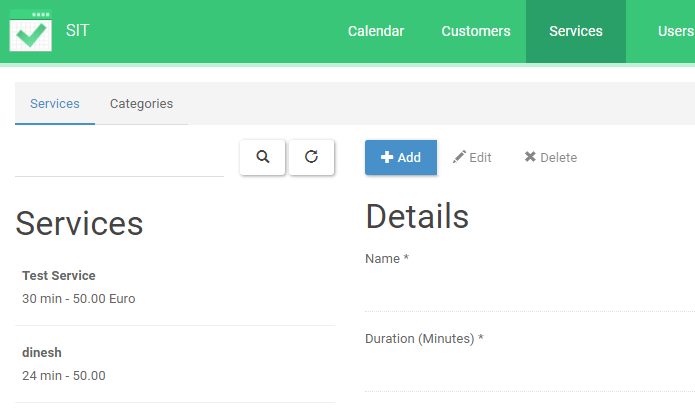


# How to add services?

Go to the menu bar and click on services.

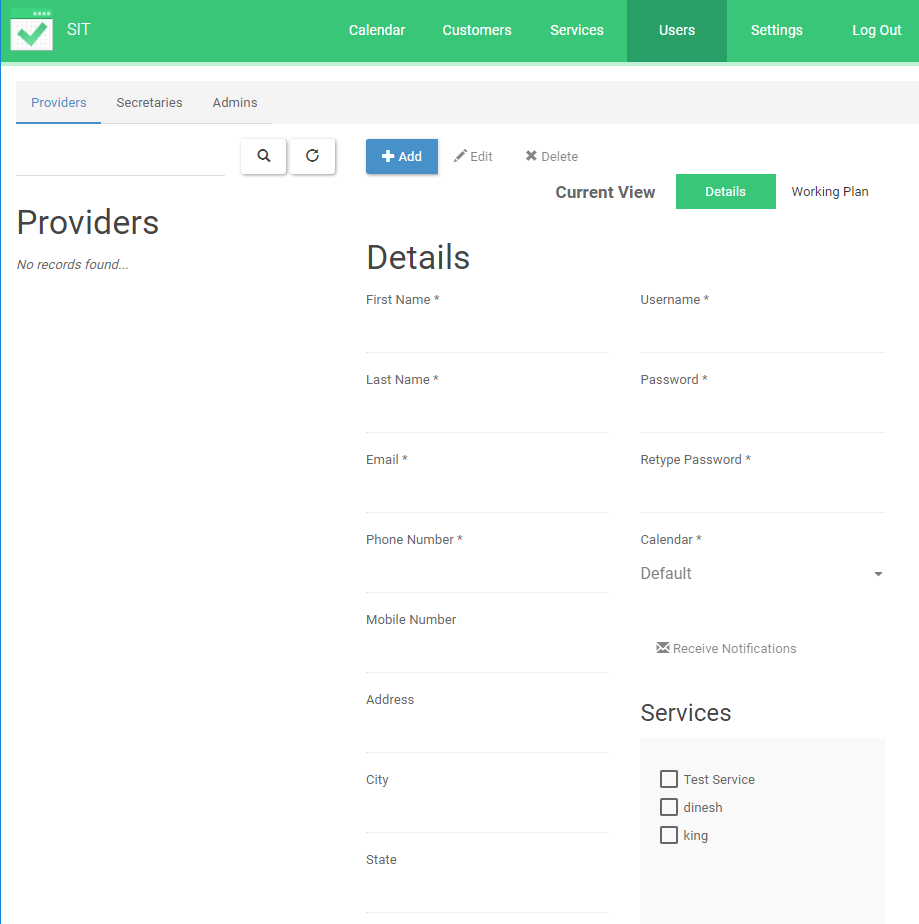


Now click on add on the page. And fill the required information’s and save it.

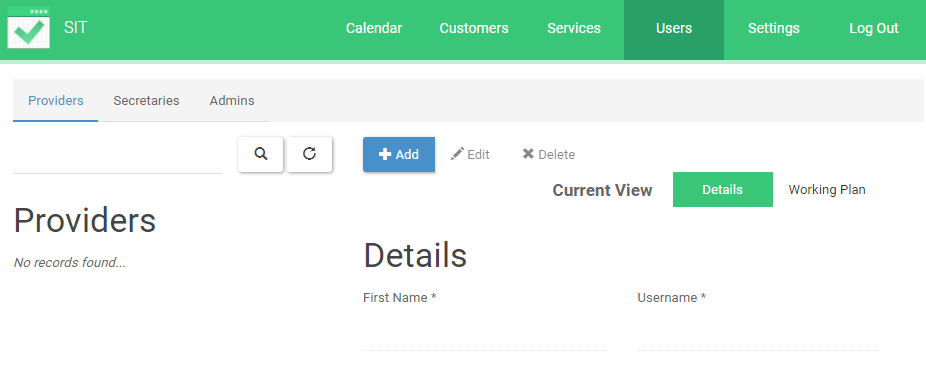


# How to add users?

Click on users on main menu.

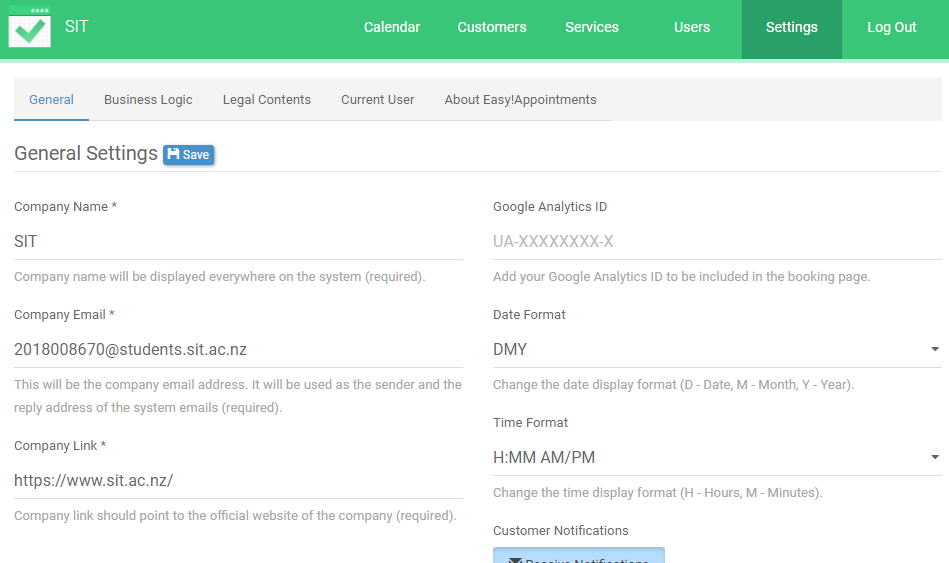


No click on add and fill the required information and save information’s.

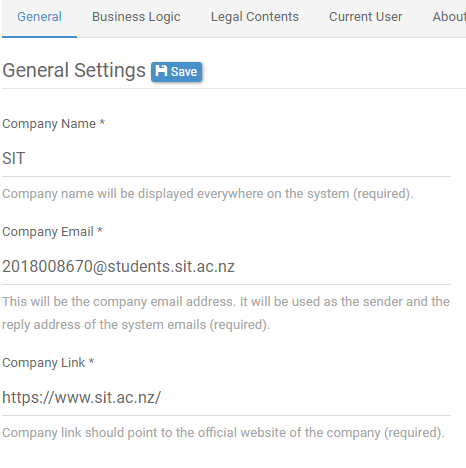


# How to change company details?

Go to settings from the menu.

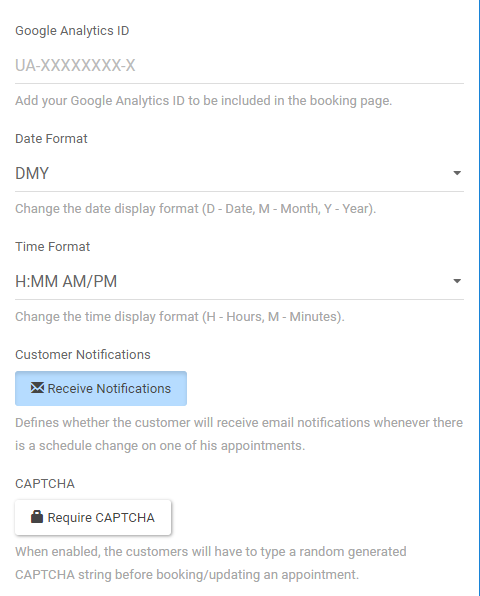


Now click on the settings below general settings change the details and save it.

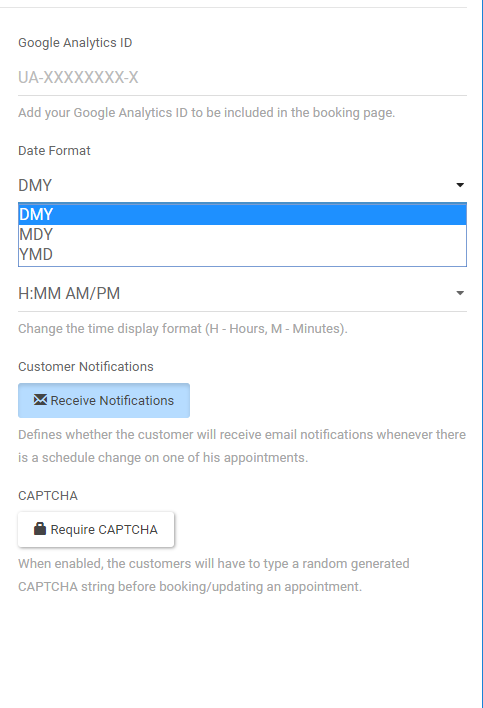


# How to change format of date and time?

Go to setting section. Click on date and time format.

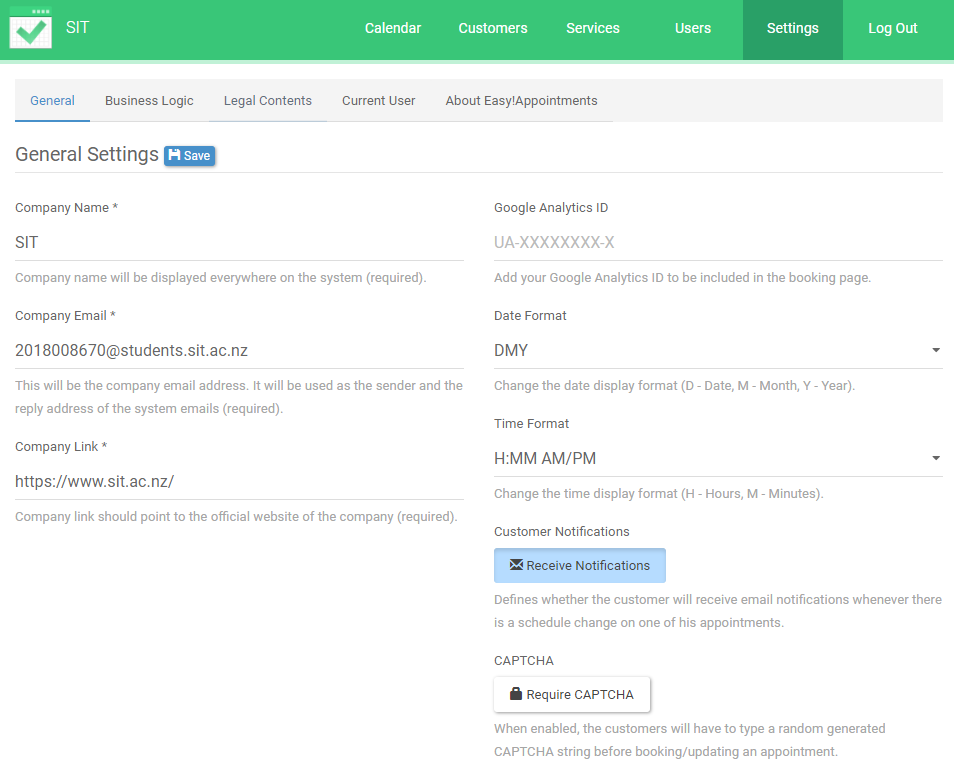


A drop-down menu appears and change the format same with the time.



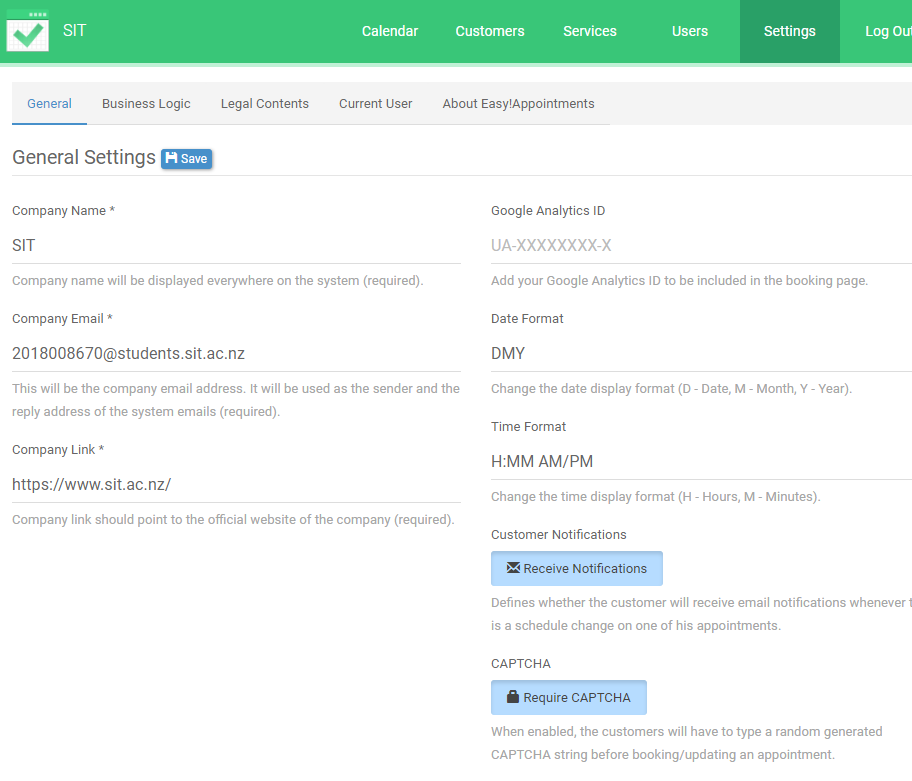
# How to enable customers notifications?

Go to settings and click on receive notifications. And now you will receive notifications



# How to enable re-captcha?

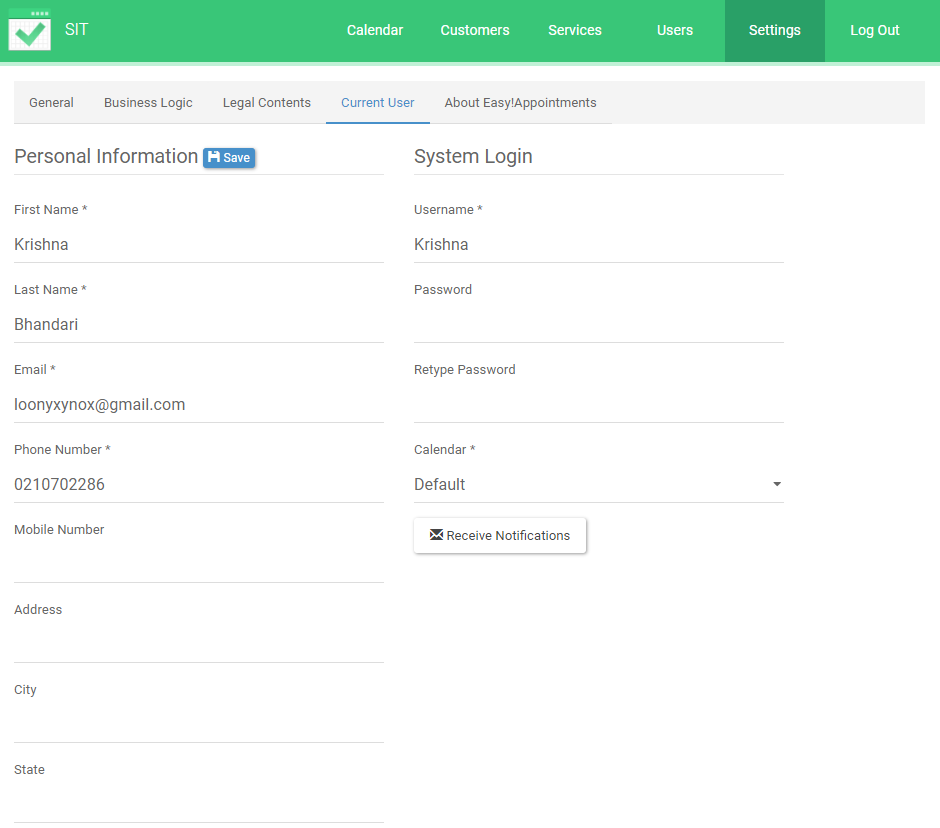
Go to settings and click on require CAPTCHA button on the end of the page and enable it.



# How to edit personal information’s?

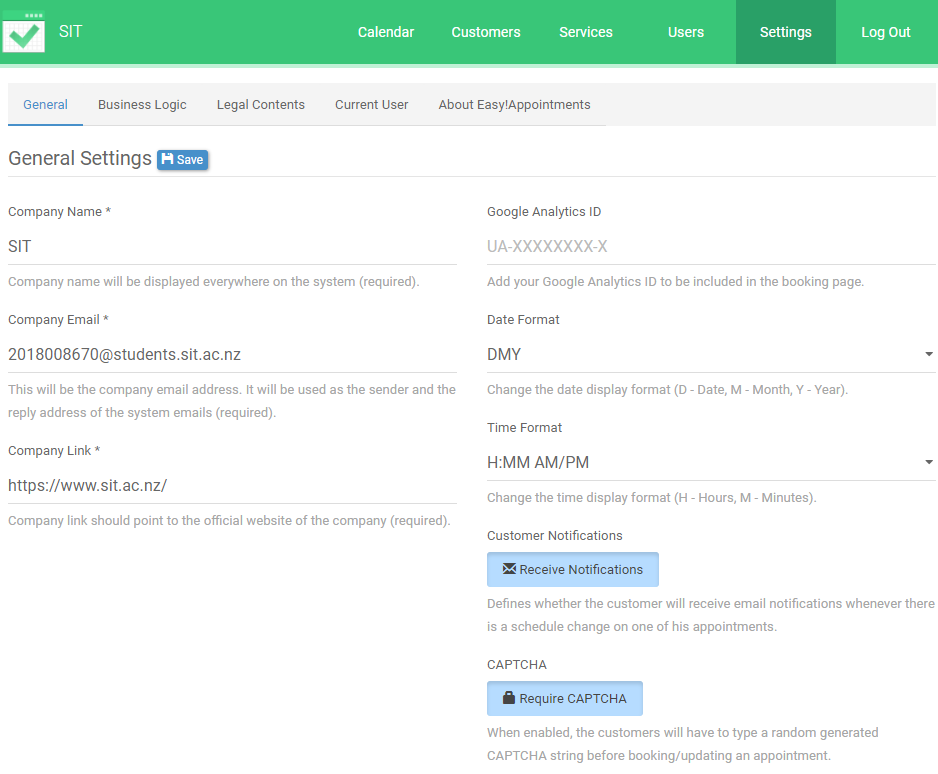
Go to current user in settings.

Edit the informations.

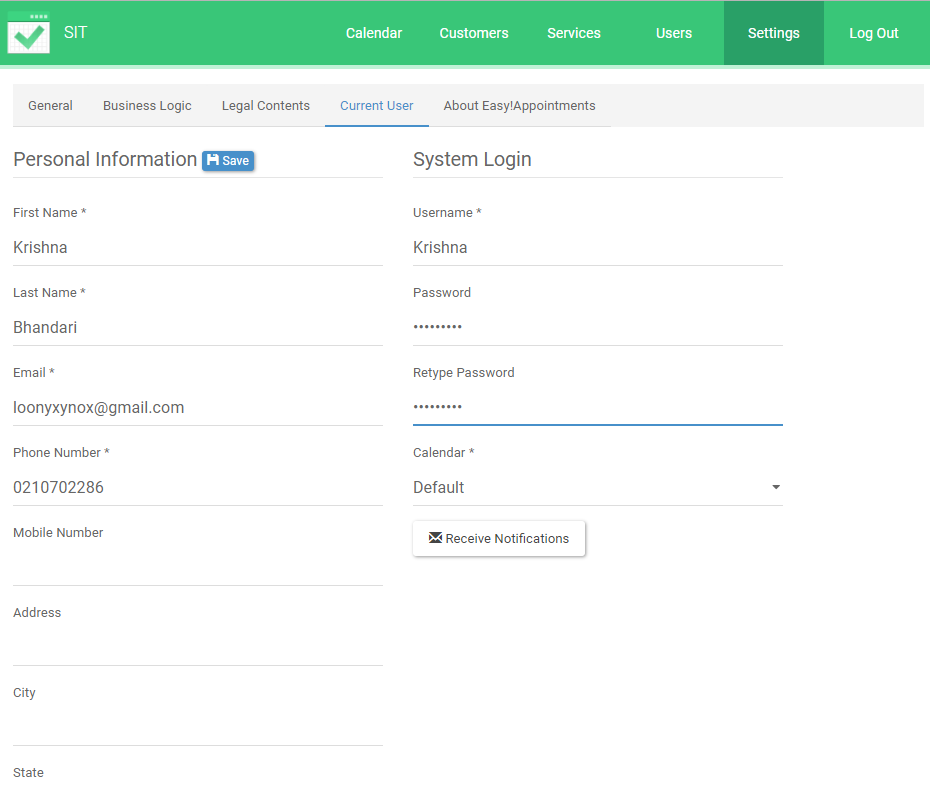


# How to change the password?

Go to current user under settings.

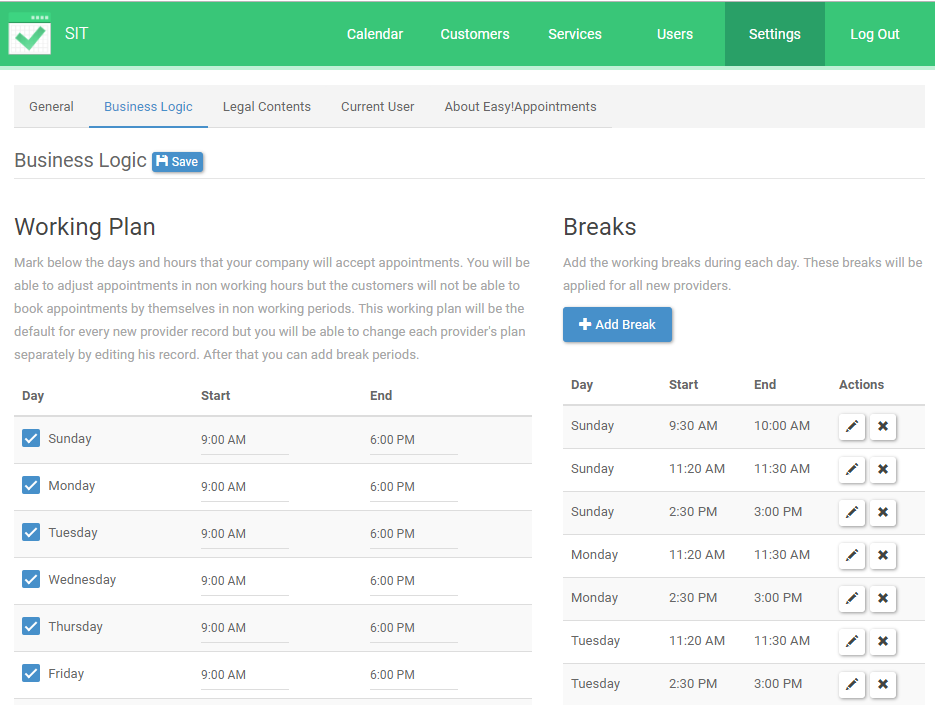


Type new password on the password section and save it

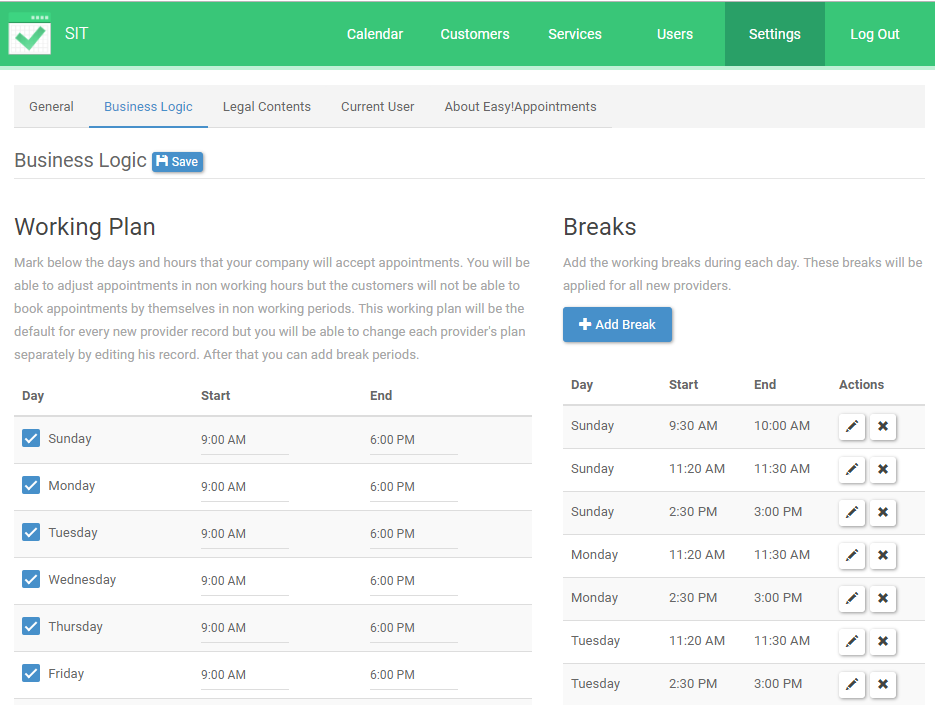


# How to add break on working day?

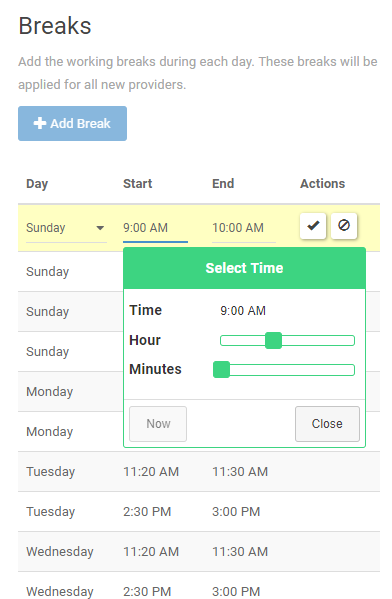
Go to business logic under settings



Then click on add break on Breaks.

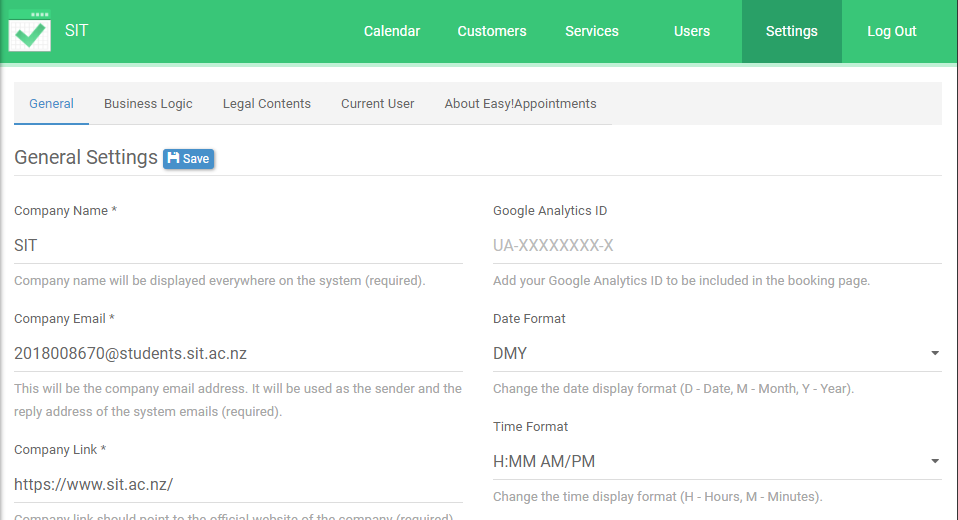


Then select any days and add break as per needed.

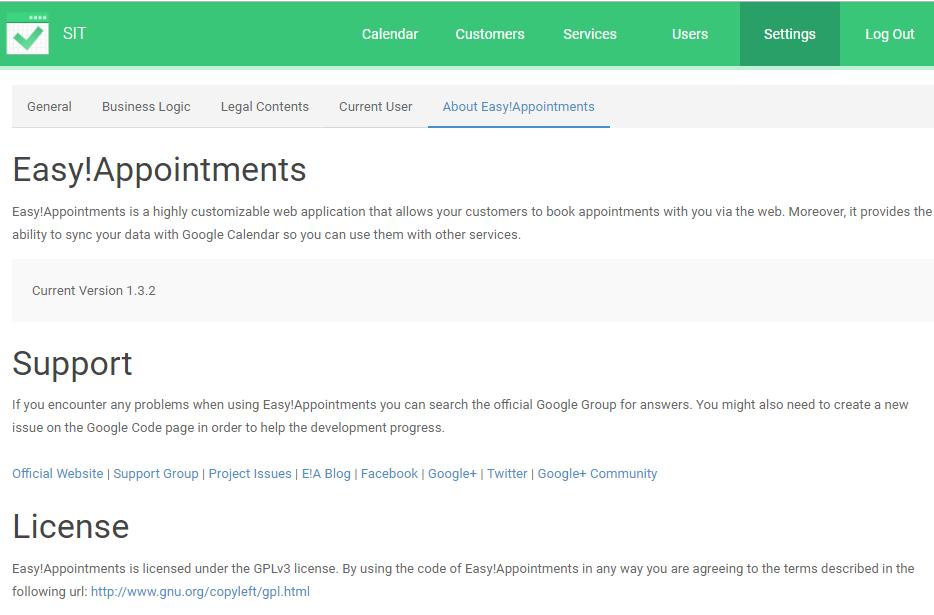


# How to know the version of easy appointments?

Go to about easy appointments under settings.

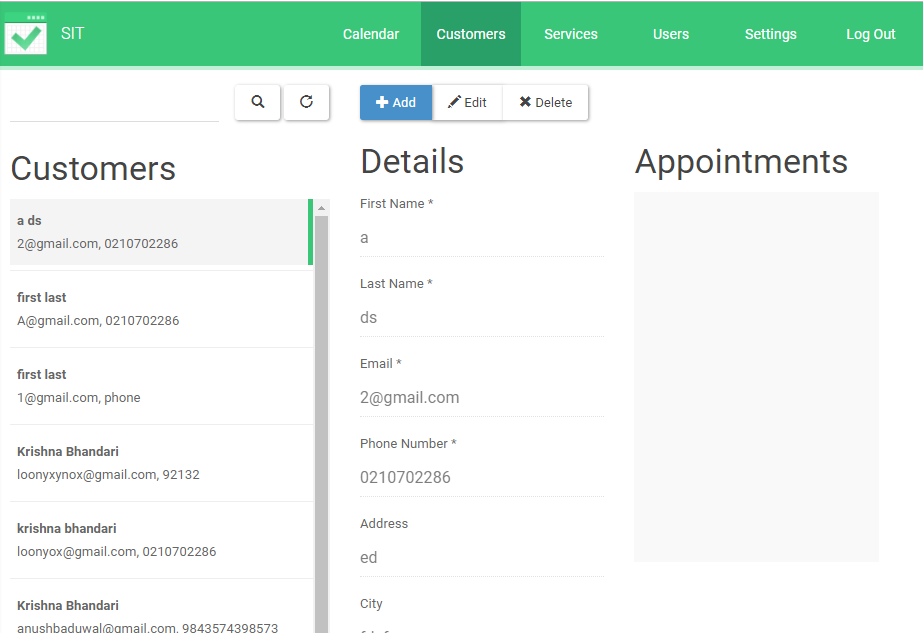


You will find the version under easy appointments

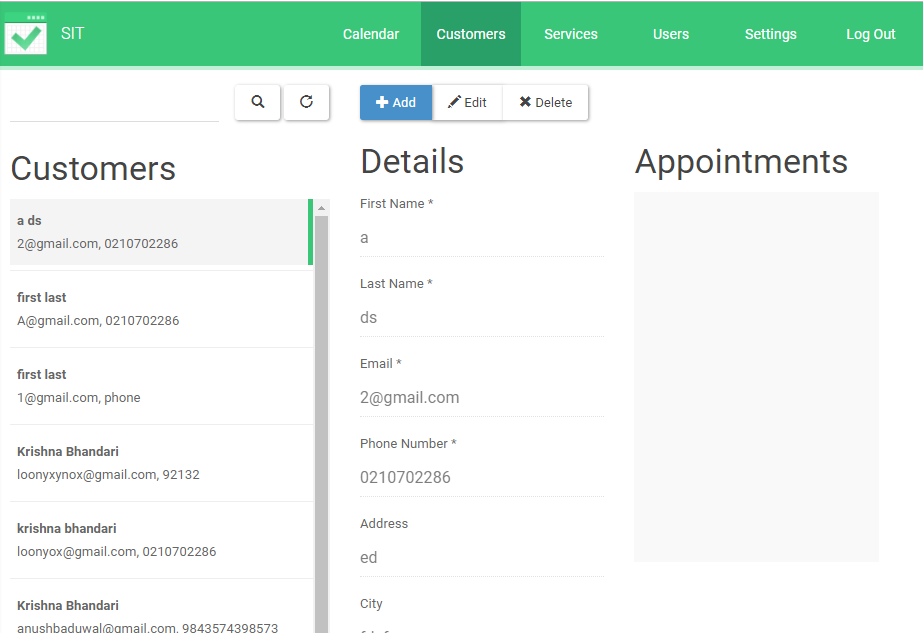


# How to delete any customer from the appointments?

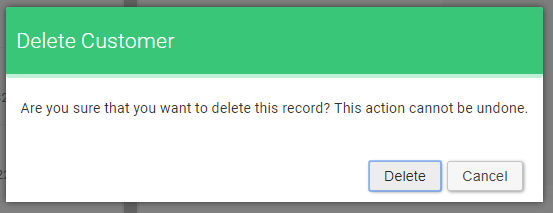
Go to customers on navigation menu.



Select the customer you want to delete and click on delete.

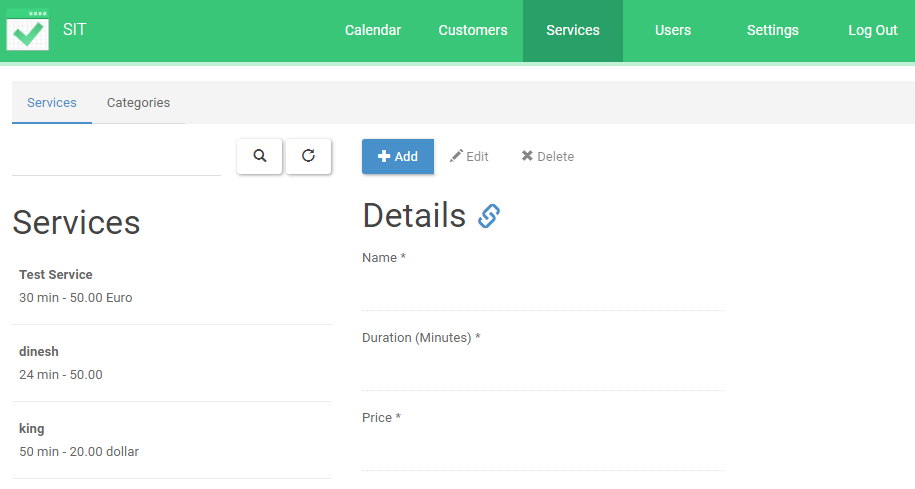


A confirmation message will pop up click delete on the message and the customer will be deleted. If you don’t want to delete click on cancel.

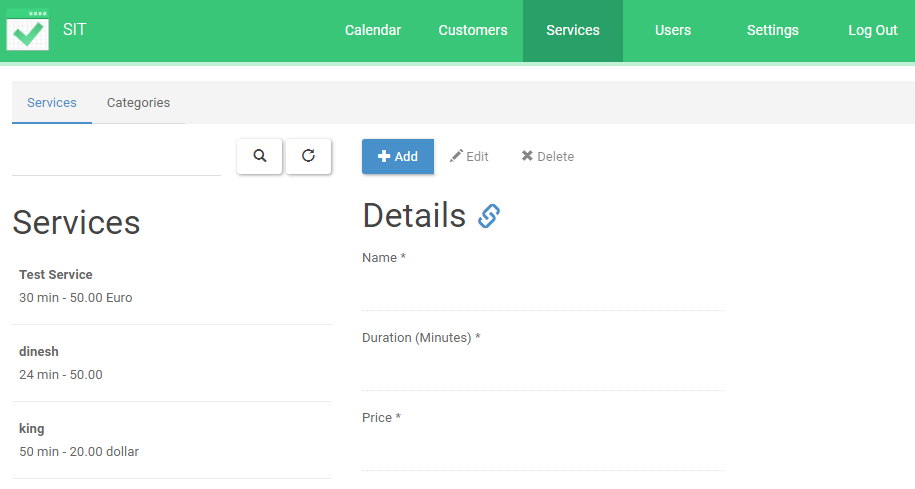


# How to delete any service?

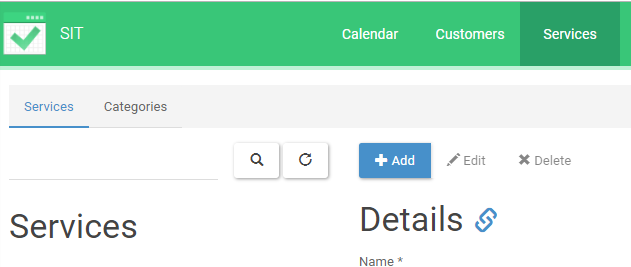
Go to services from the main menu



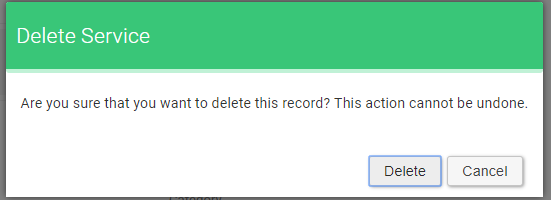
Select any service from the services.



After selecting the services click on delete.

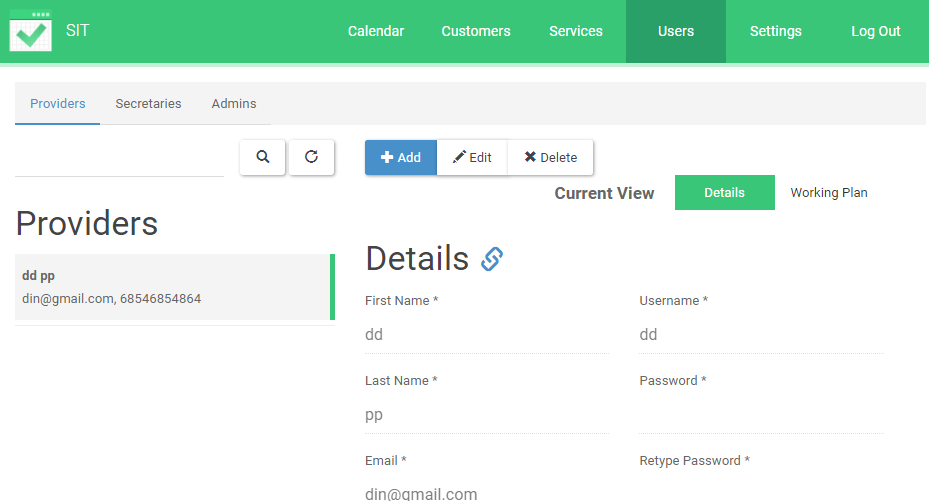


Again, a pop-up message will appear so if you want to delete click on delete.

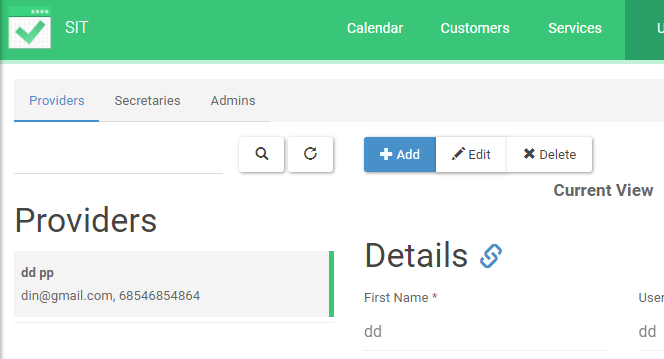


# How to delete user?

Go to users from the menu

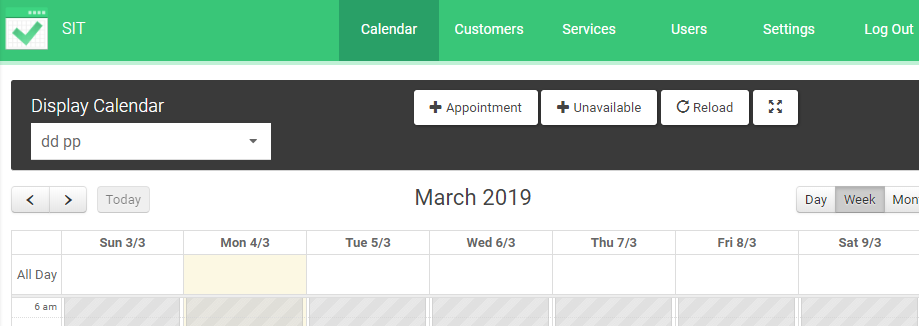


Select the user from providers and delete it.

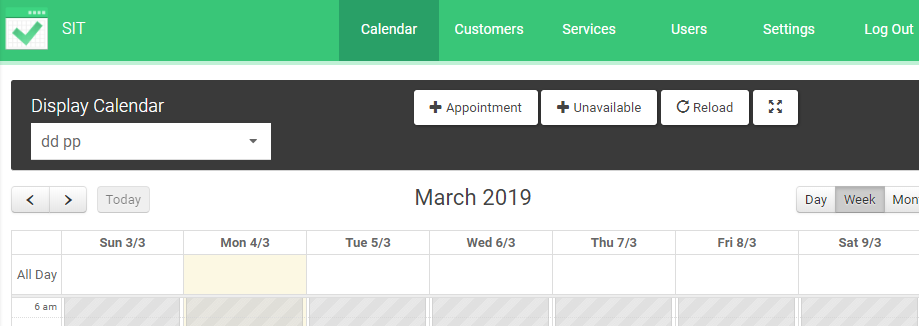


# How to add any unavailable day?

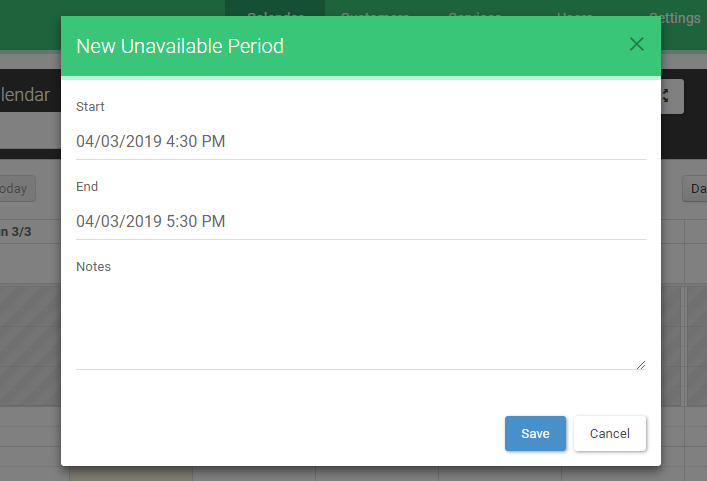
Go to calendar on the menu



Click on un available

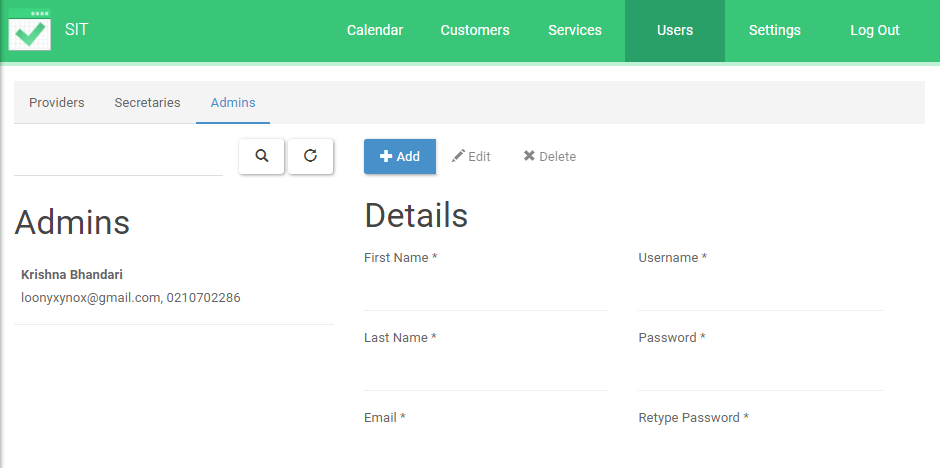


Chose the date till when you are going to be unavailable and save it



# How to add new admin?

Go to admins under users



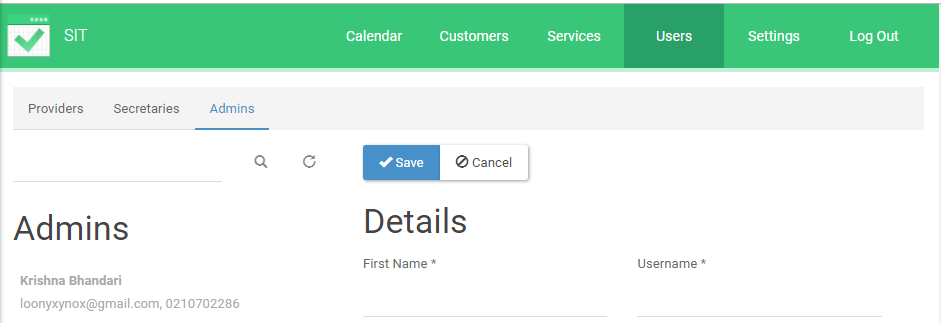
Click on add



Fill up the required information’s and save it.

# How to logout from backend section?

Click on log out from the main menu.



A popup message will appear on the screen.

