**END USER DOCUMENTATION**

Easy appointment

version- 1.3.2.

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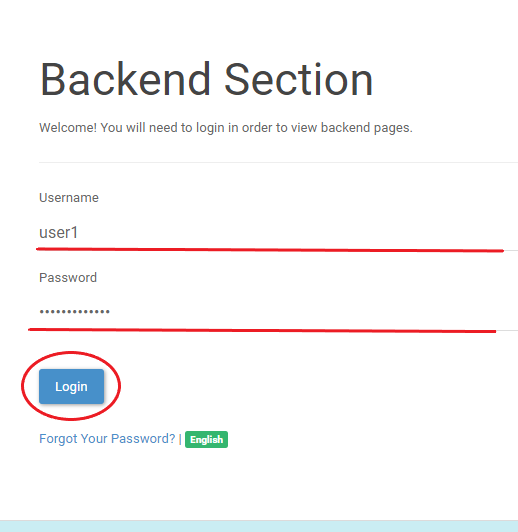
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# login

## how to login

First you should set up your Easy Appointment with the username and password. After that you can login to the system with the same username and password like shown in the figure below.

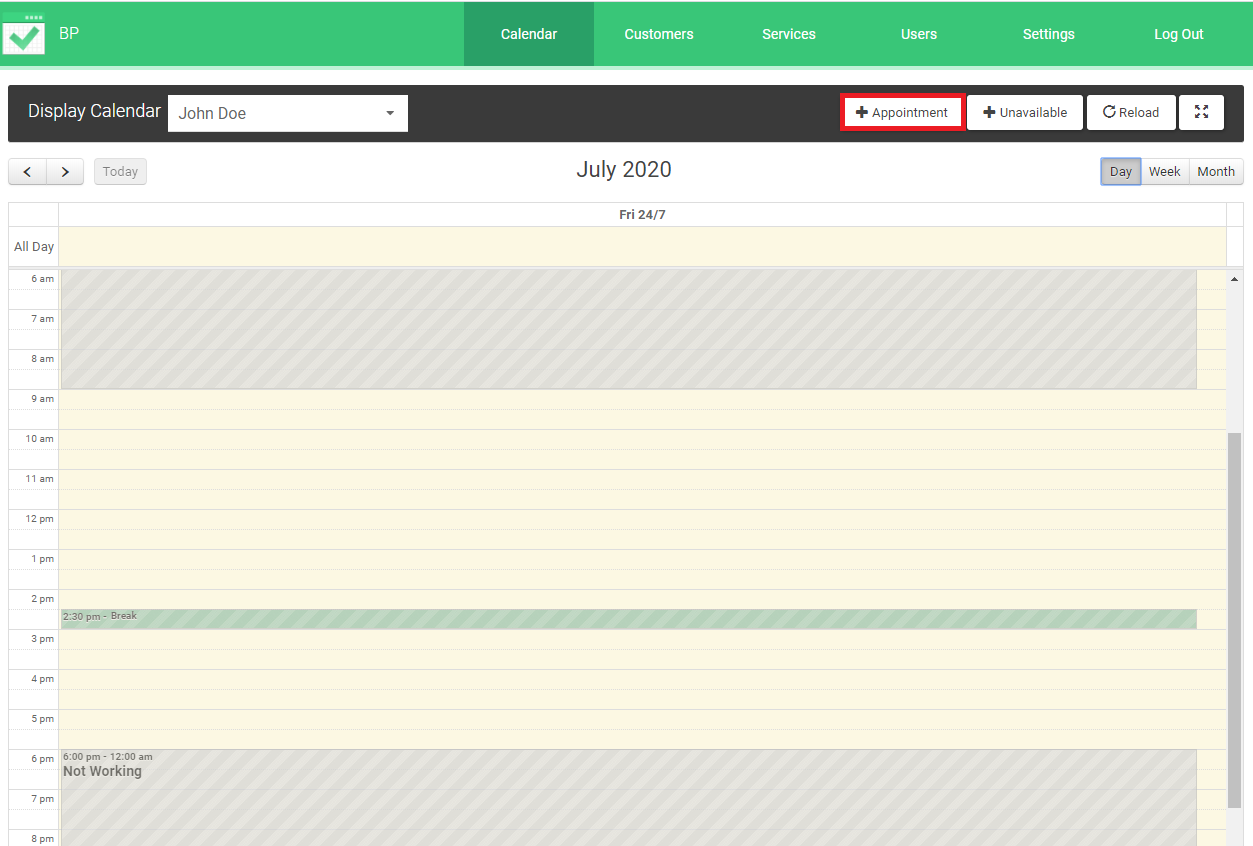


# Calendar



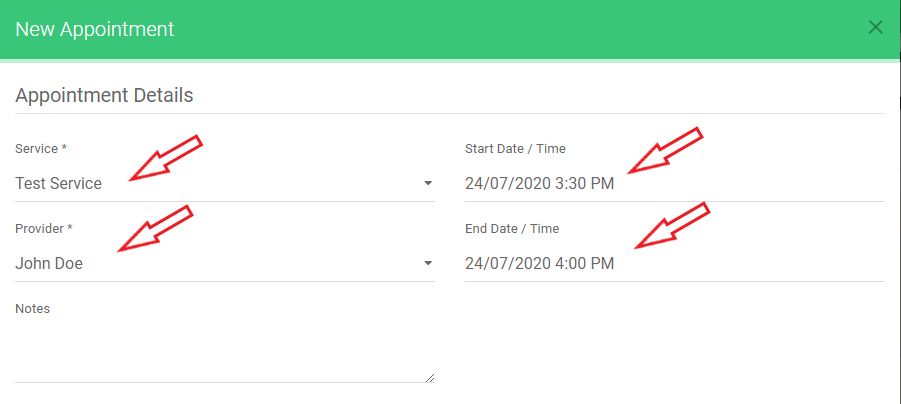
## How to add an Appointment?

Step 1: Click on +Appointment.



Step 2: Fill up the Appointment Details.

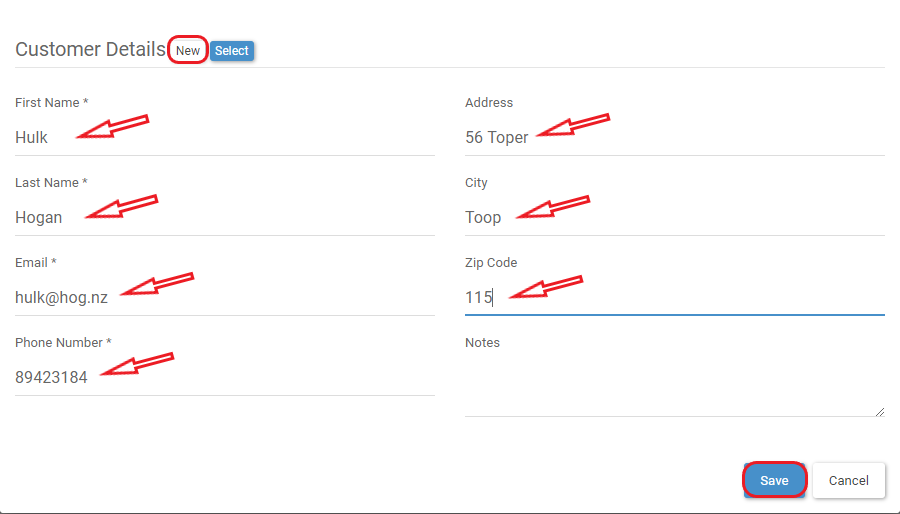
Choose Service, Provider, Start Date/Time and End Date/Time.



Step 3: Filling up Customer Details.

Click on New Button.

Fill up the form and then click on save.

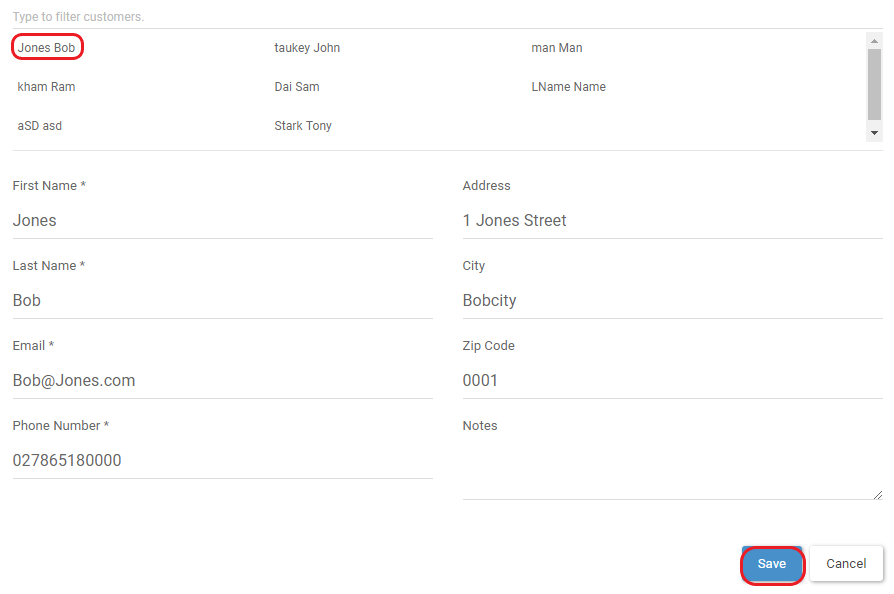


OR,

Click on Select button and choose one of the previous Customer.

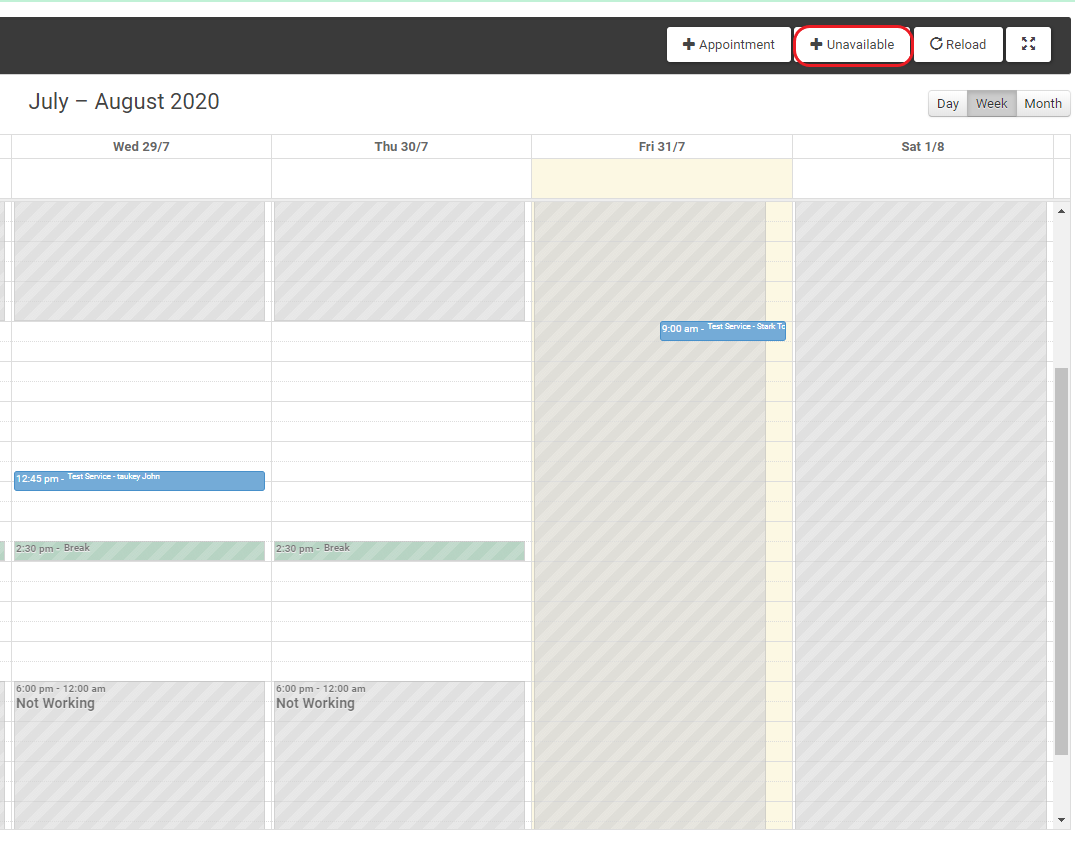
Click on Save button.





## How to add Unavailable Slot?

Step 1: Click on +Unavailable

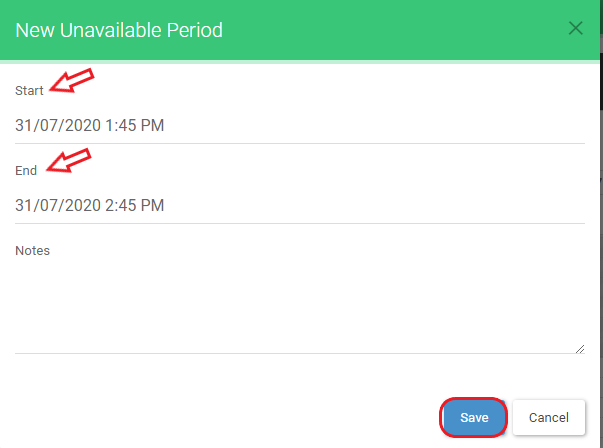


Step 2: New Unavailable Period.

Click on Start and choose time.

Click on End and choose time.

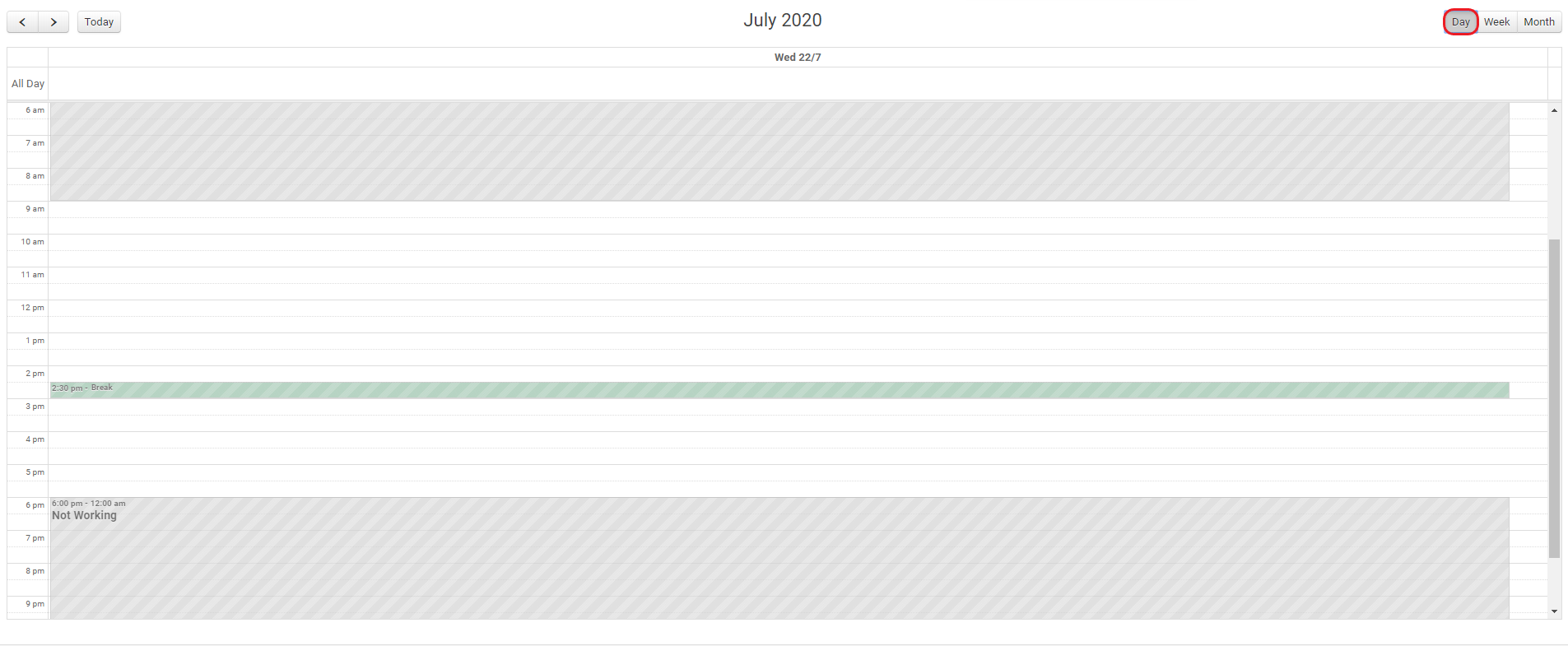
Click on Save button.



## How to check Routine?

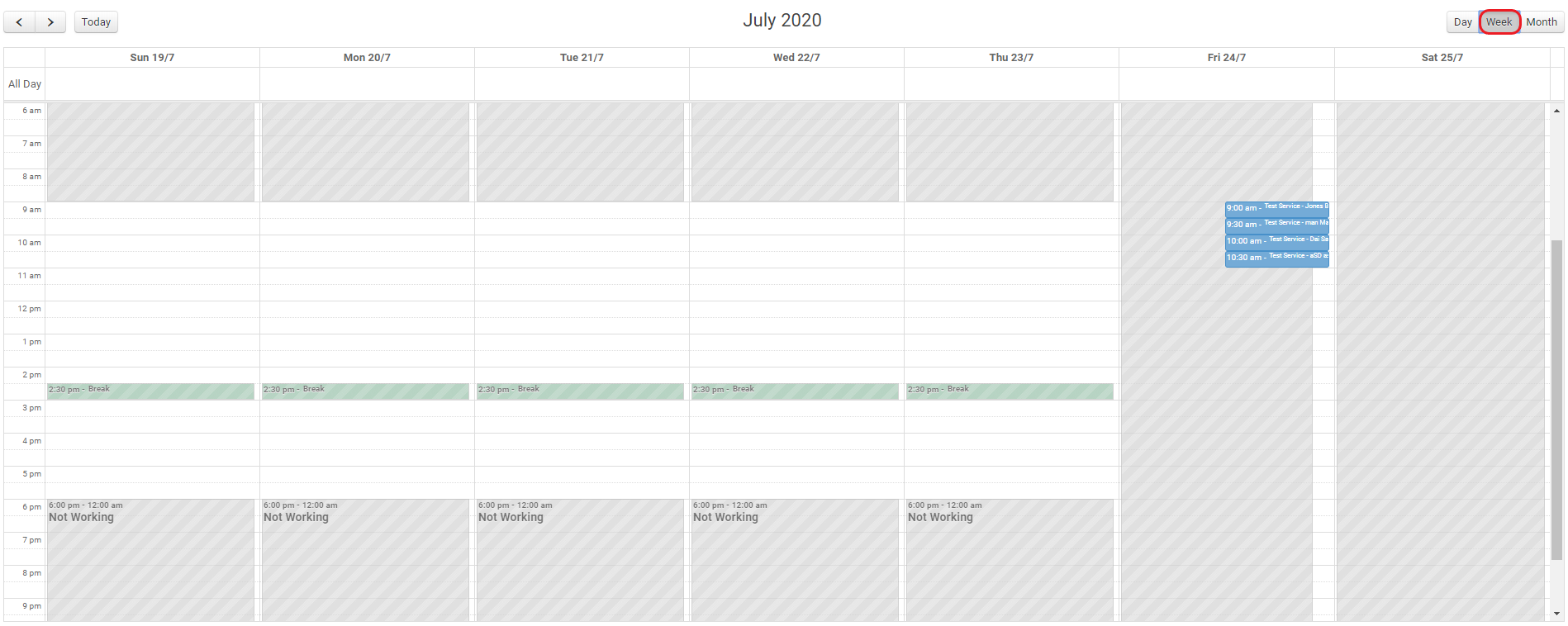
Step 1: Click on Day.

It will show you the Daily routine.

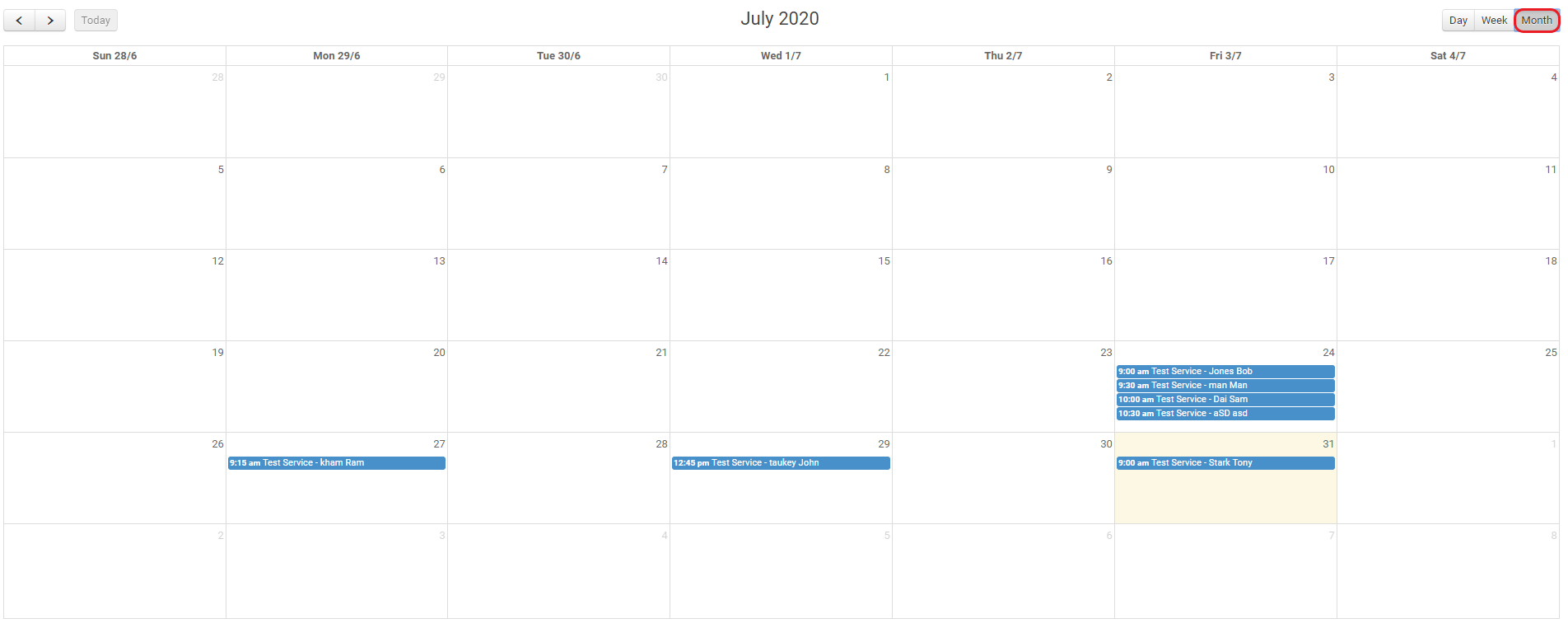


Step 2: Click on Week.

It will show you the weekly Routine.

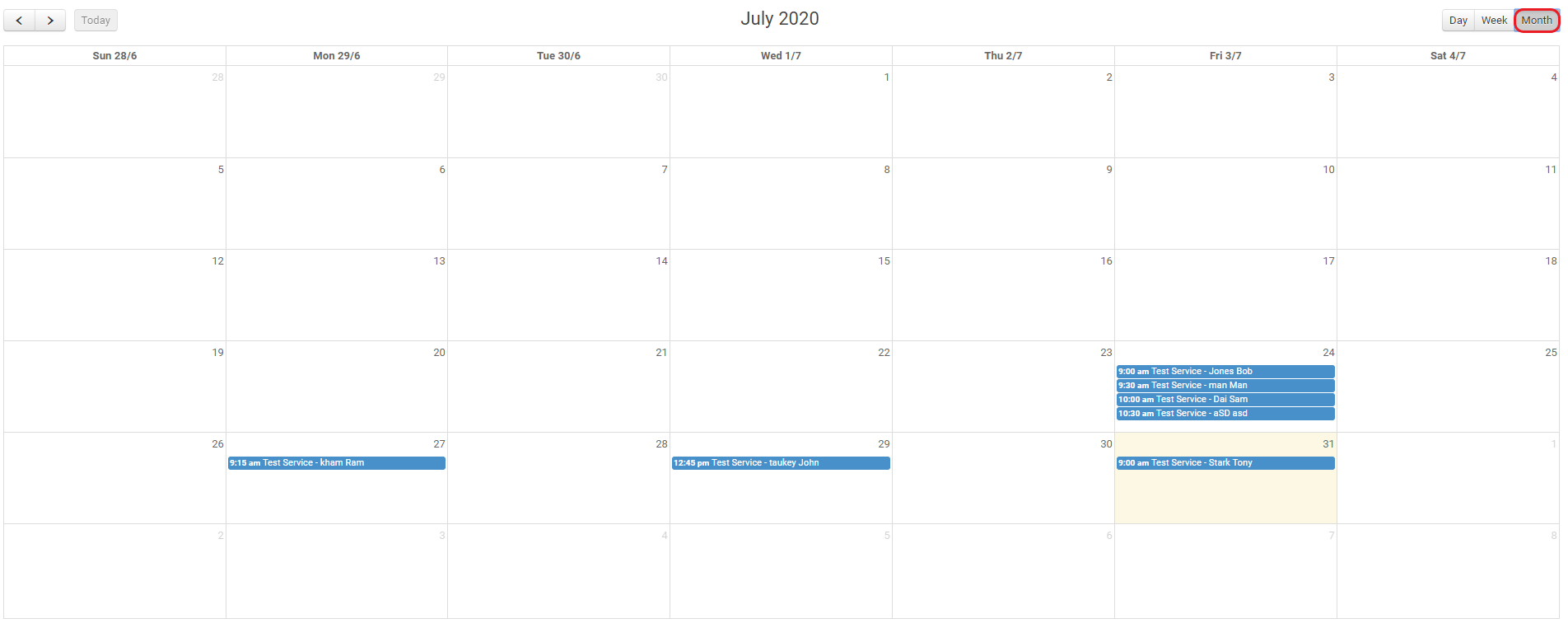
Step 3: Click on Month.

It will show you the monthly routine.



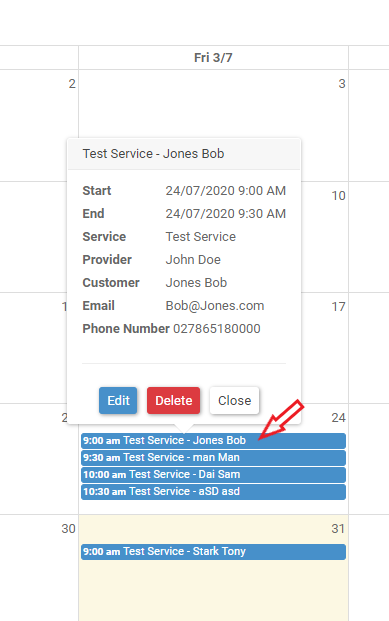
## How to edit customer Details?

Step 1: Click on Month.

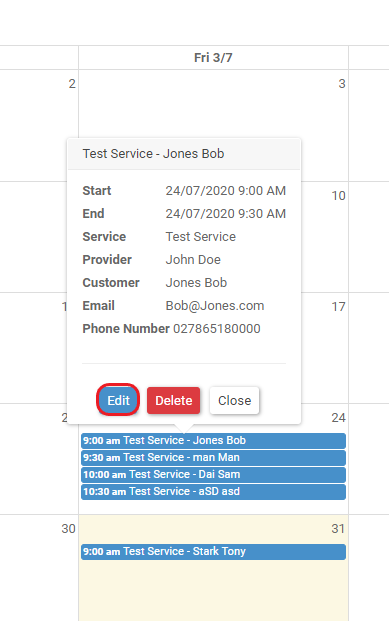


After that, find the customer you need to edit details.

Step 2: Click on Customer’s name.

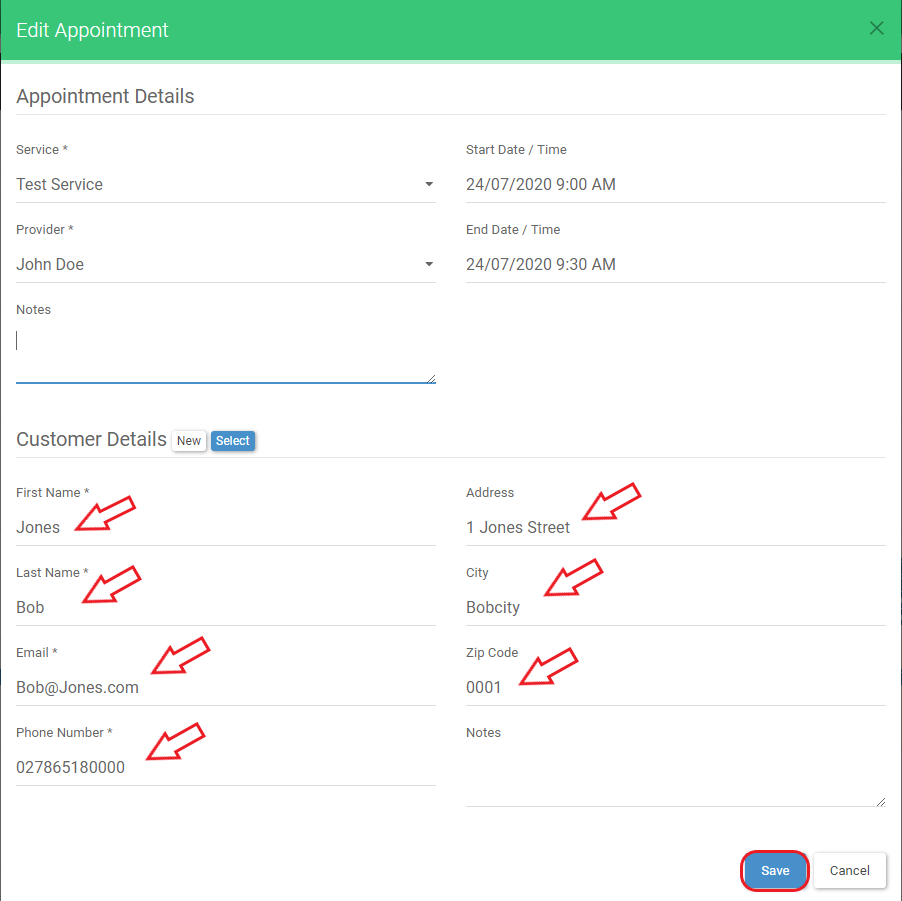


Step 3: Click on Edit button.



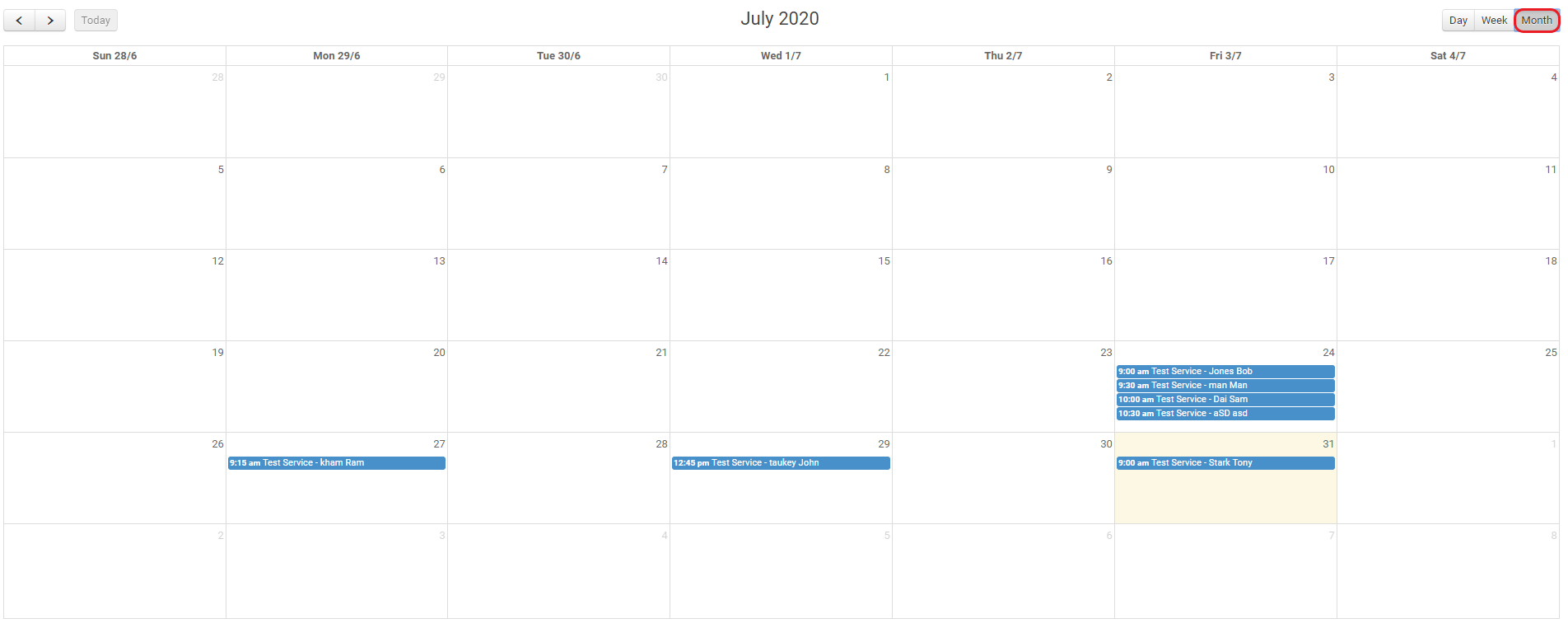
Step 4: Edit the Details.

Click on save button.



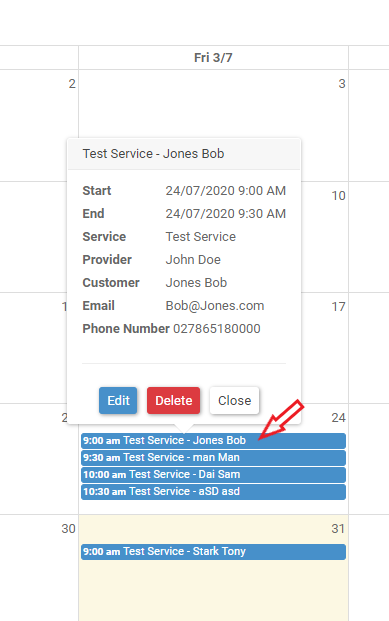
## How to Delete Appointments?

Step 1: Click on Month.

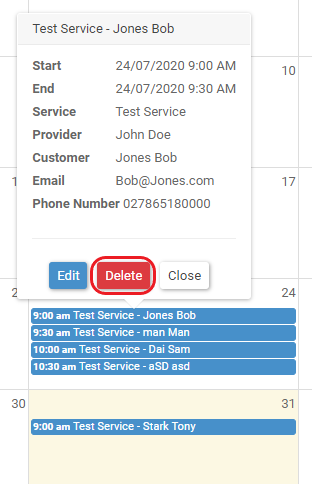


After that, find whose booking you want to delete.

Step 2: Click on Customer’s name.

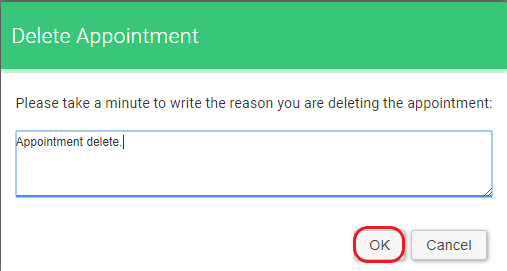


Step 3: Click on Delete button.



Step 4: Write the reason for deleting.

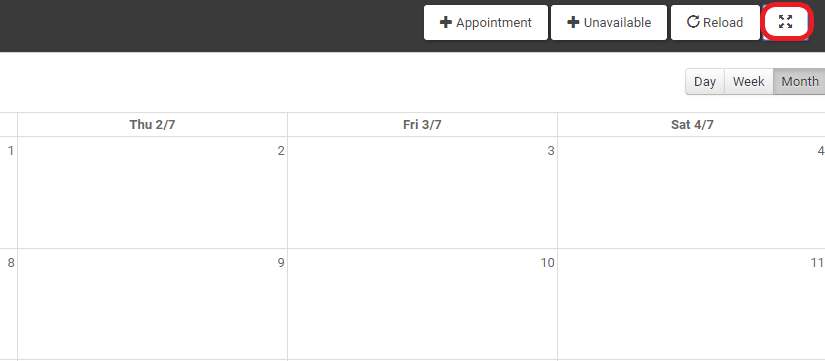
Click OK button.



## How to make full Screen?

Step 1: On the right side of reload, there is a button for making screen full.

Click on that button.



Note: To exit from full screen, press Esc or the same button again.

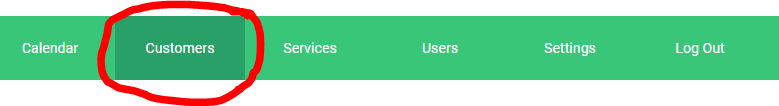
## How to change Display Calendar?

On the top left side, You can see Display Calendar

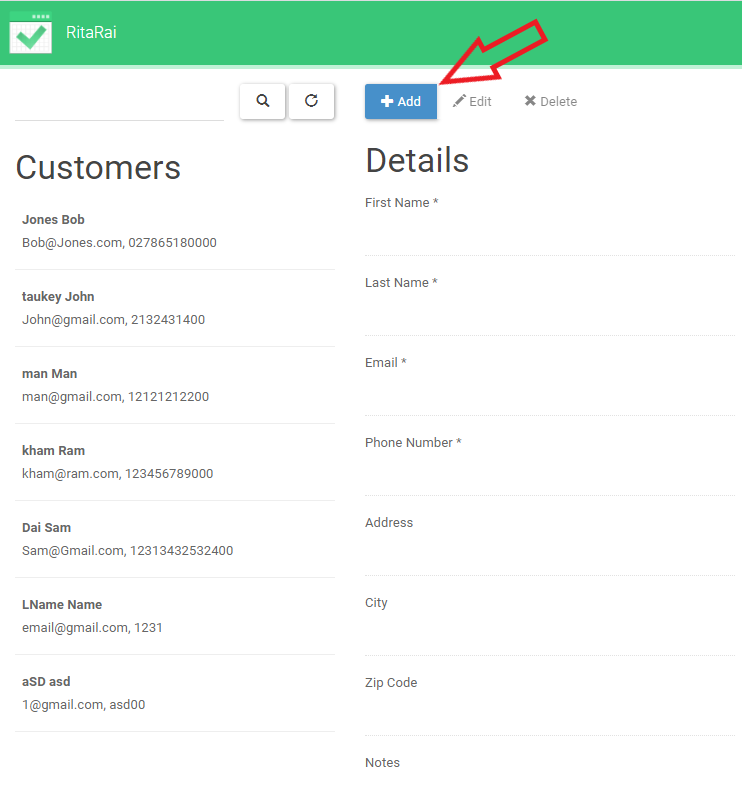
# Customers

## How to add Customer

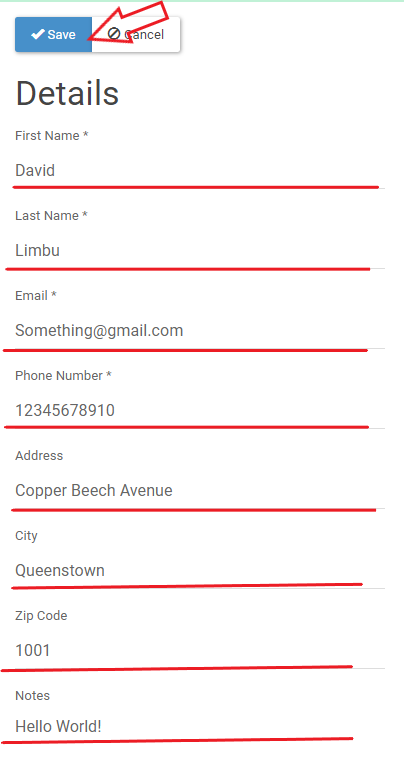
Click on the customers page at the top of the bar.



Then, Click add button.



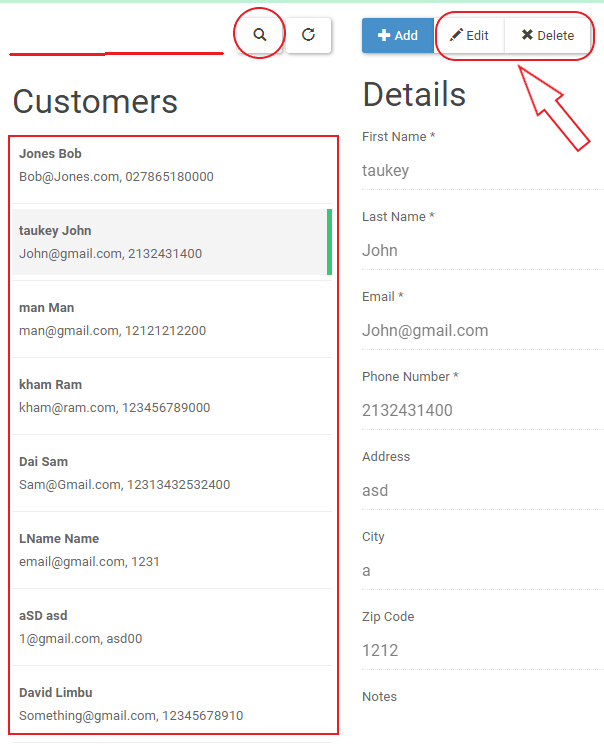
Now, you can fill the details and fill the customer details as shown in the figure.



Then, click save button to add customer as shown above.

## SEARCH customers

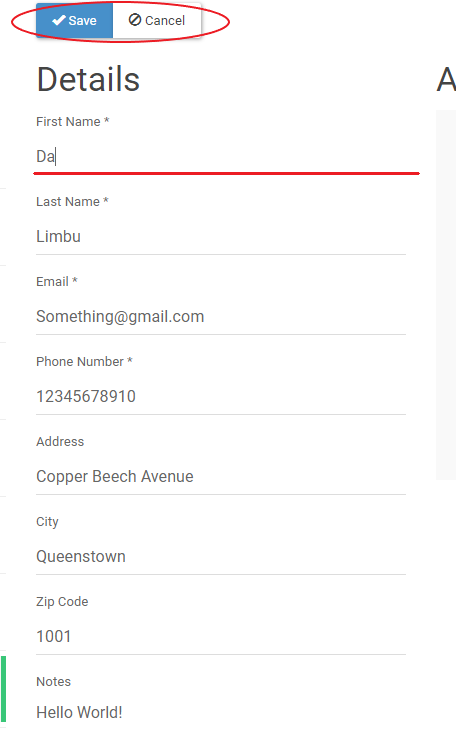
You can search or select the individual customers by their Name which is shown in the figure as underline or you can select from the list on the left as shown in the figure which is inside the rectangle area.



## EDIT customers

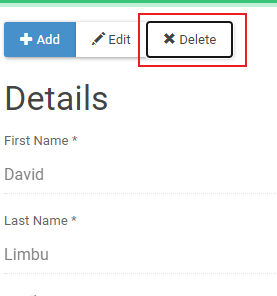
Also, beside the add button you can see edit and delete buttons as indicated by arrow in the picture above.

After you click the edit button you can edit the details of the customers then save it.

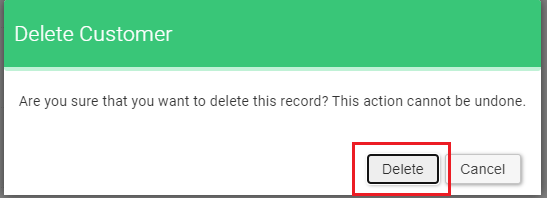


To delete the existing customers, click the delete button next to edit button.

## DELETE CUSTOMERS



And you will see the confirmation box for deleting.



Then, click the delete button.

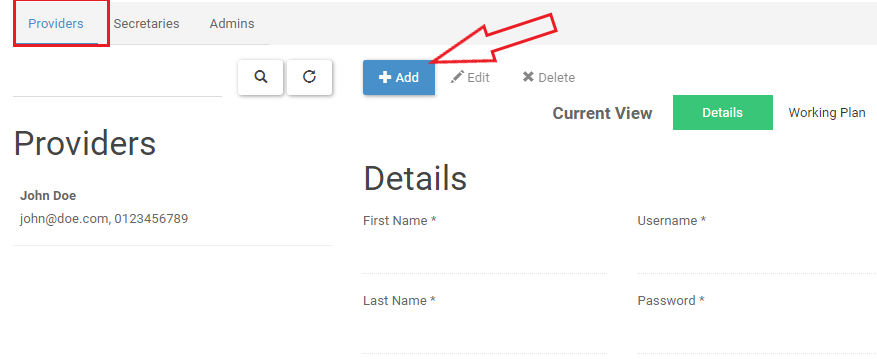
# Users

There are three types of user on Easy Appointment i.e. Providers, Secretaries and Admins.

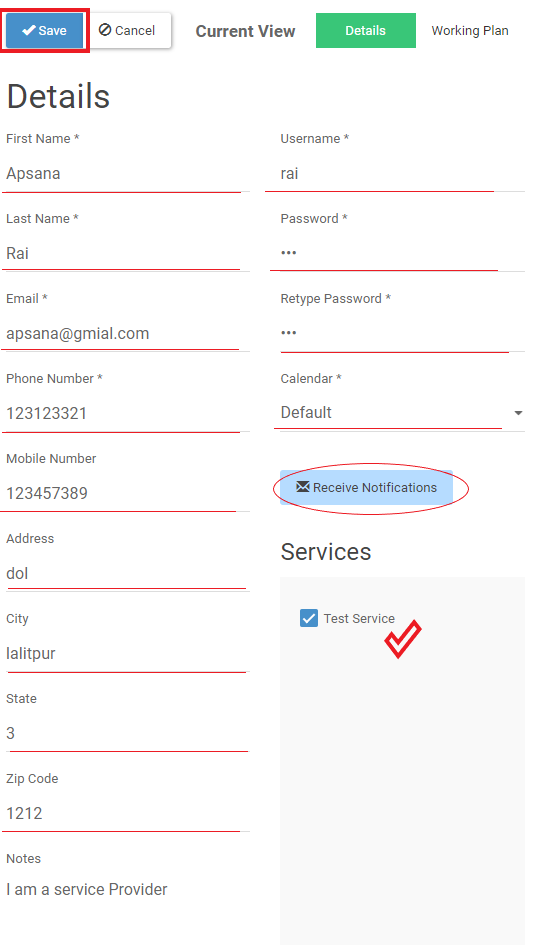
## Add Provider

If you click on the Users in the first page is Provider page you see similar picture as below.

Click add button to add provider.



Add all the details about the service provider as shown in the picture. Click on the mail icon if you want to receive notification and select the services. Note: the password should be more than 7 characters.

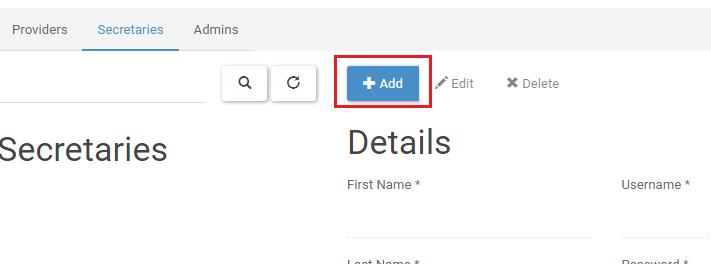


Then, save the provider.

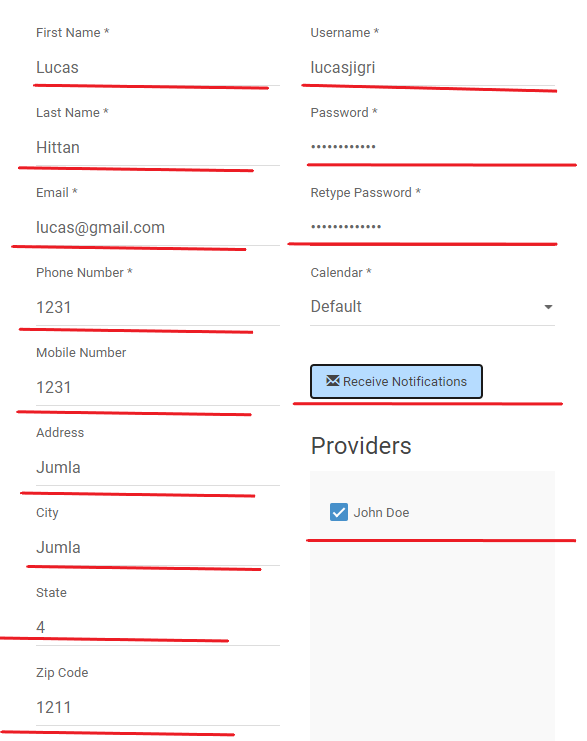
## add secretaries

You can add secretaries to your services, to add secretary click on the secretary and click add button, fill the details similar with adding the provider. Click on the mail icon if you want to receive notification and select the services.

Note: the password should be more than 7 characters.



Fill the details as example below. And save it.

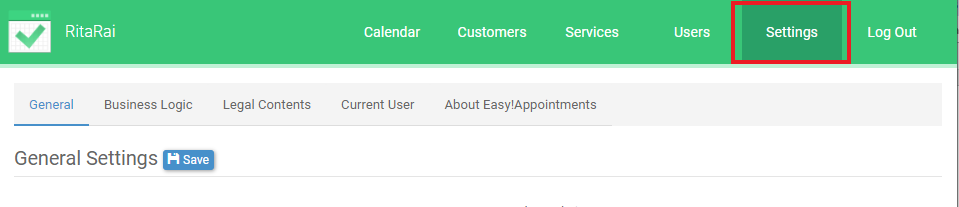


## add the admins

If you want to add admins click admin follow the above steps as adding the provider and secretary. Here you don’t have select service.

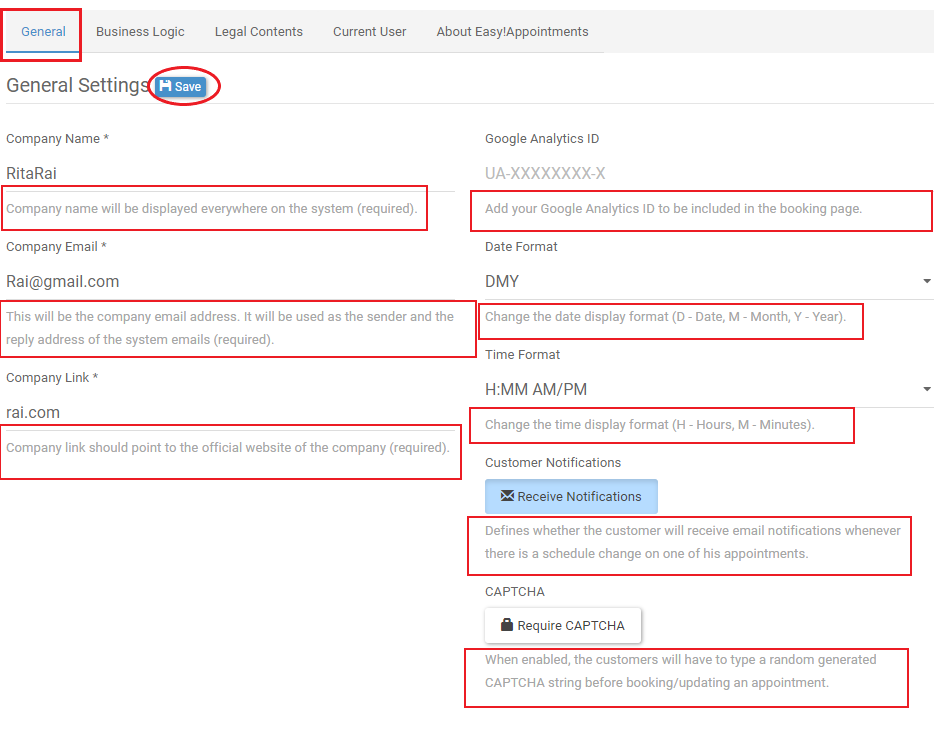
# settings

Click on the Settings button on the right side of the Navigation bar to change and update information.



## Gneral settings

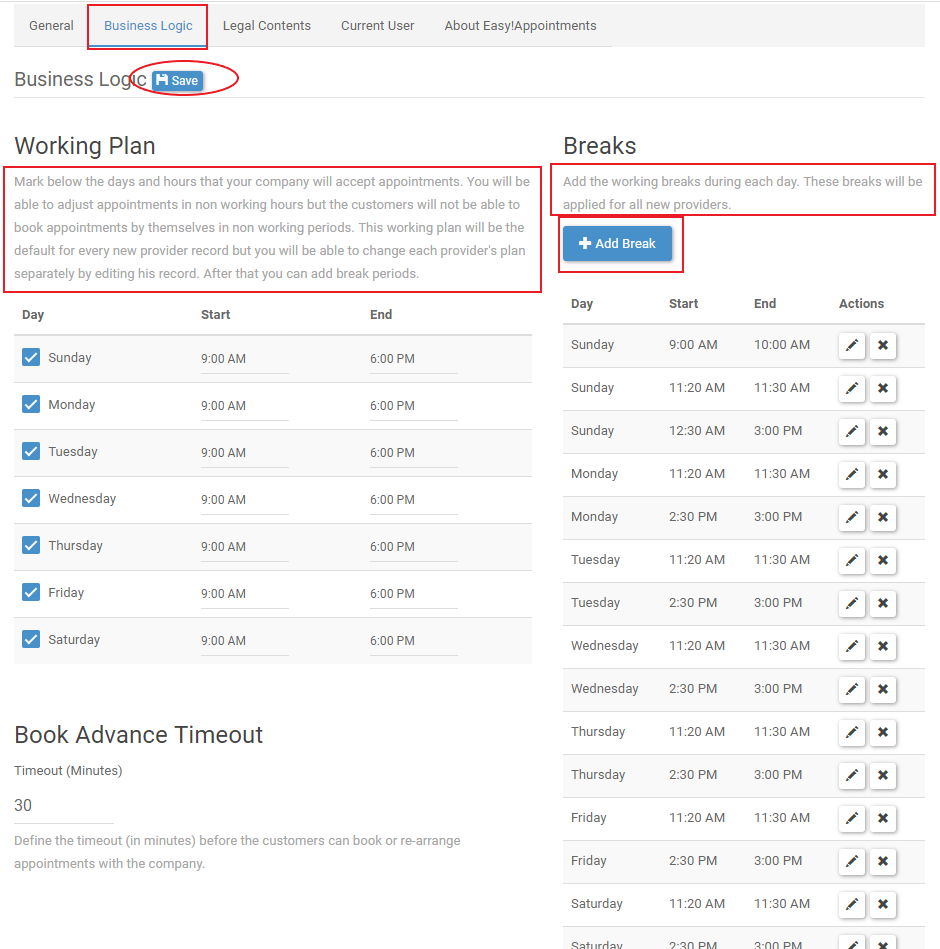
After you click the general settings you will be in the general settings. Here you can edit your company name and other information about your company.



Read carefully the notes as shown above inside red boxes. Then, click save to make changes to information.

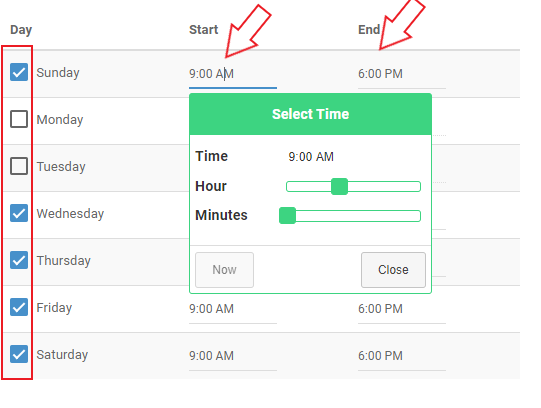
## Business logic settings

In business logic settings you can change the schedule for working days and breaks for all providers.

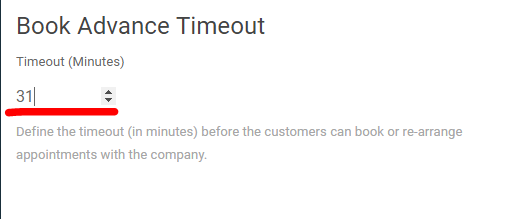


Before you change settings read the note as shown inside red boxes.

You can set the working days for your company. In the holidays your customers cannot make a appointments. To select the day, click the box. Note: the box highlighted with blue are selected day. Also, you can change the working start time and finish time as shown in the figure.



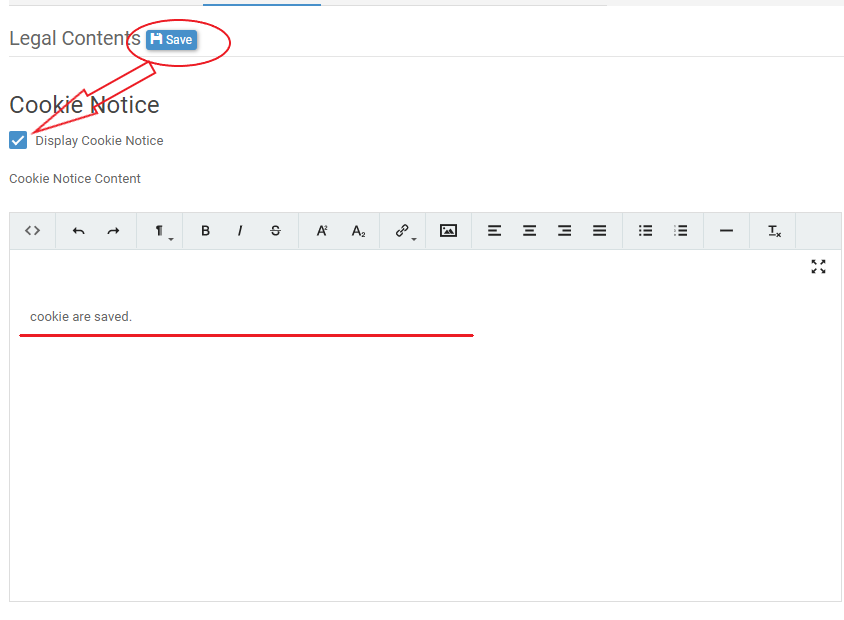
You can also set the time for customers to book appointment.



# Legal contents

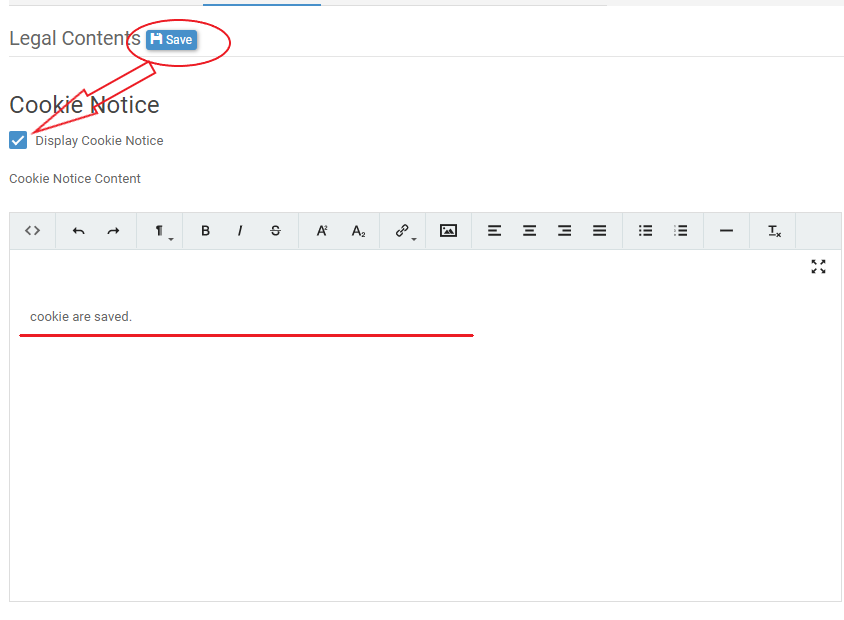
## set cookie notice

If you want to give notice about the cookie you first select and write your notice.



## set privacy policy and terms and contion

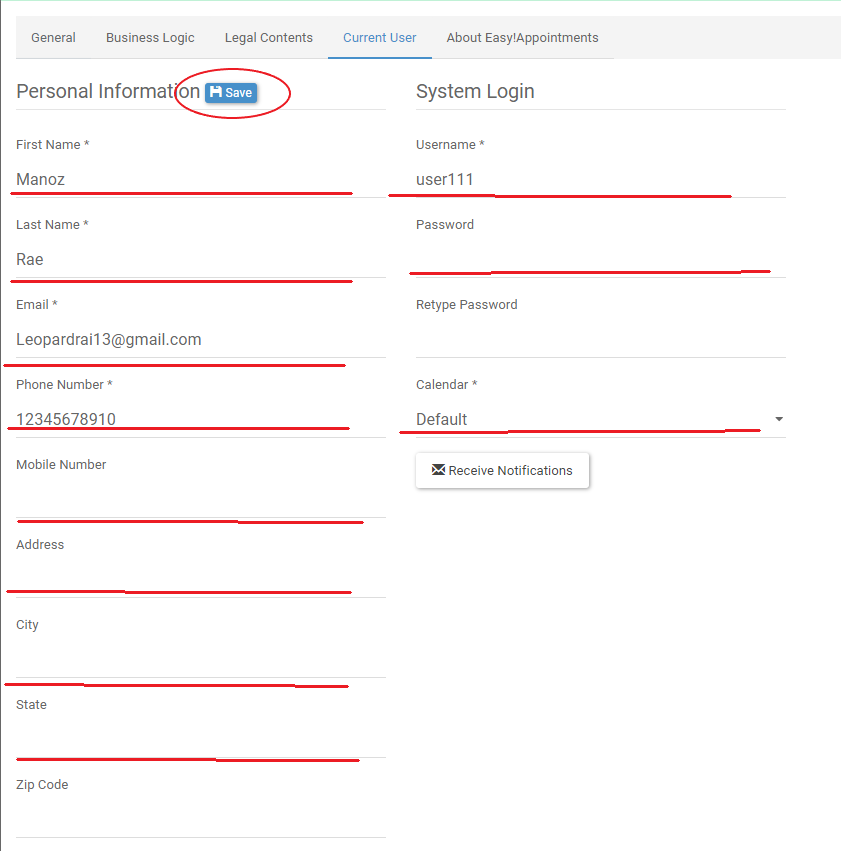
In addition, if you want to display the terms and conditions and privacy policy for easy appointment then you can select as and type what you want to display.



And save it.

## current users

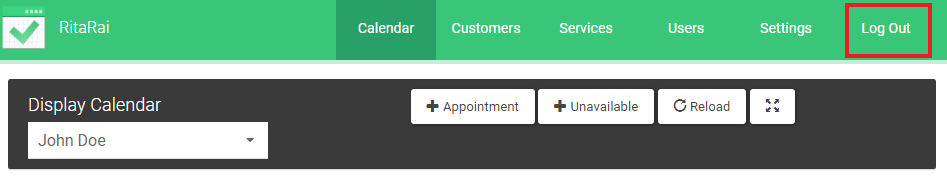
You also can change the information of the current users in the settings. Edit the information as below and save it.



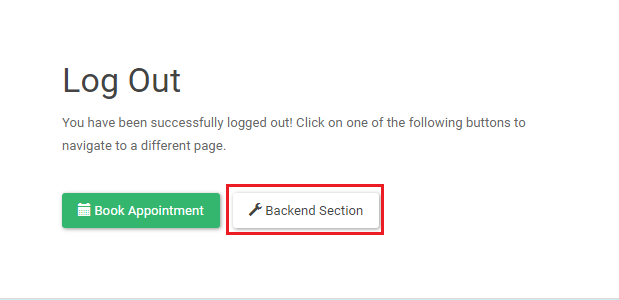
# Logout

## how to logout

Click the logout button at the top right corner.



Then you will see the similar page.



Select Backend Section to go to Backend Section.