Calendar Application

User Manual

Manual for operation

Murdoch, Damon

Queensland Government

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**Using the Application:**

**The interface**

**The main menu**

Using the calendar to select dates

Using the quick view menu

Switching forms

**The view menu**

**The edit menu**

**Accessing client data**

Creating clients:

Editing clients:

Deleting clients:

**Accessing booking type data**

Creating booking types

Editing booking types

Deleting booking types

**Accessing appointment type data**

Creating appointments

Editing appointments

Deleting appointments

**Troubleshooting**

What can I do if I’ve forgotten my username or password?

The selection square appears at multiple locations on the calendar. How can I fix this?

My appointment / client / booking type hasn’t been added to the application. Why is this?