**A screenshot of a calendar

Description automatically generated**

**Scope of Work for the Calendar Section**

**Purpose:**

The Calendar Section is designed to allow body shop staff to view, schedule, and manage appointments efficiently. It includes features for different views, filtering by estimators, and handling missed appointments.

**Functional Requirements:**

1. **Calendar View Options:**
   * **Estimate Calendar:**
     + Default view showing scheduled estimate appointments.
   * **Missed Appointment:**
     + Separate tab which will provide list of missed appointments.
   * **Completed Appointment:**
     + Separate tab which will provide list of completed appointments.
2. **Navigation:**
   * **Date Picker:**
     + Allows users to select a specific date to view appointments.
   * **Navigation Arrows:**
     + Buttons to navigate forward and backward by day or week.
   * **View Selector:**
     + Drop down options to switch between daily, weekly, and monthly views.
3. **Appointment Blocks:**
   * **Display:**
     + Each appointment block starts at 15 minutes and can be dragged down for 30, 45, 60 minutes just like Google calendar. Grid will have the customer’s First name Last name, and time duration.
   * **Color Coding:**
     + Different colors to represent different estimators for easy identification.
     + Color legend for estimators displayed on the side.
   * **Details Pop-Up:**
     + Clicking on an appointment block opens a pop-up with full details of the appointment, including customer information, appointment details, and options to edit or delete the appointment. (Quick Estimate Appointment)
4. **Filters:**
   * **Shop Closed:**
     + Checkbox options to indicate when the shop is closed (e.g., Saturday, Sunday). Will black out with transparent at 50%. (Block Out)
     + Also works in Type of Appointment drop down of Estimate Appointment and 2nd option of Block Out.
   * **Estimator Filter:**
     + Checkbox options to filter appointments by estimator.
     + Each estimator has a distinct color for easy identification.
5. **Quick Search:**
   * **Search Box:**
     + Allows users to quickly search for appointments by customer name, phone number or email address. Ensure correct format for phone number is done. 555-555-5555
   * **Instant Results:**
     + Displays matching results as the user types via pop up date and time?

**User Interface Elements:**

1. **Calendar Header:**
   * **Tabs:**
     + "Estimate Calendar" and "Missed Appointment" tabs for easy switching between views.
   * **View Selector:**
     + Dropdown to select daily, weekly, or monthly view.
2. **Date Picker:**
   * **Calendar Icon:**
     + Opens a date picker to select specific dates.
   * **Navigation Arrows:**
3. Arrows to move forward or backward in the calendar view based on View Selector:
4. Dropdown to select daily, weekly, or monthly view.
5. **Appointment Blocks:**
   * **Color-Coded Blocks:**
     + Display customer First and Last name.
     + Color coded based on estimator.
   * **Details Pop-Up:**
     + Opens when an appointment block is clicked, showing detailed appointment information and actions.
6. **Filters Section:**
   * **Shop Closed Checkboxes:**
     + Options to indicate if the shop is closed on certain days.
   * **Estimator Checkboxes:**
     + Filter appointments by estimator with corresponding color legend.
7. **Quick Search:**
   * **Search Box:**
     + Positioned at the top right of the calendar for quick access.
   * **Instant Results:**
     + Shows results as the user types.

**Error Handling:**

* **Invalid Date Selection:**
  + Ensure that the date picker does not allow selection of dates in the past or dates when the shop is closed.
* **No Appointments Found:**
  + Display a message indicating no appointments found when the search yields no results or when filters result in no appointments.

**Testing and Validation:**

* **Cross-Browser Testing:**
  + Ensure the calendar section works seamlessly across different browsers and devices.
* **Functionality Testing:**
  + Validate that all interactive elements (date picker, navigation arrows, appointment blocks, filters, quick search) function correctly.
* **Usability Testing:**
  + Conduct usability tests to ensure the calendar section is intuitive and meets the needs of body shop staff.

**Visual Workflow for Calendar Section**

1. **Initial View:**
   * Default view shows the weekly calendar with estimate appointments.
2. **Navigating Dates:**
   * Users can select a date from the date picker or use navigation arrows to move forward/backward daily, 1 weekly, 2 weeks, 1 monthly based on view selection
3. **Filtering:**
   * Users can filter appointments by estimator or mark days when the shop is closed.
4. **Viewing Appointment Details:**
   * Clicking on an appointment block opens a detailed pop-up with options to edit or delete the appointment.
5. **Searching Appointments:**
   * Using the quick search box to find appointments by customer name or other criteria.

This scope ensures that the Calendar Section provides a comprehensive and user-friendly interface for managing appointments, enhancing the efficiency of body shop operations. If you need further adjustments or additional features, please let me know!