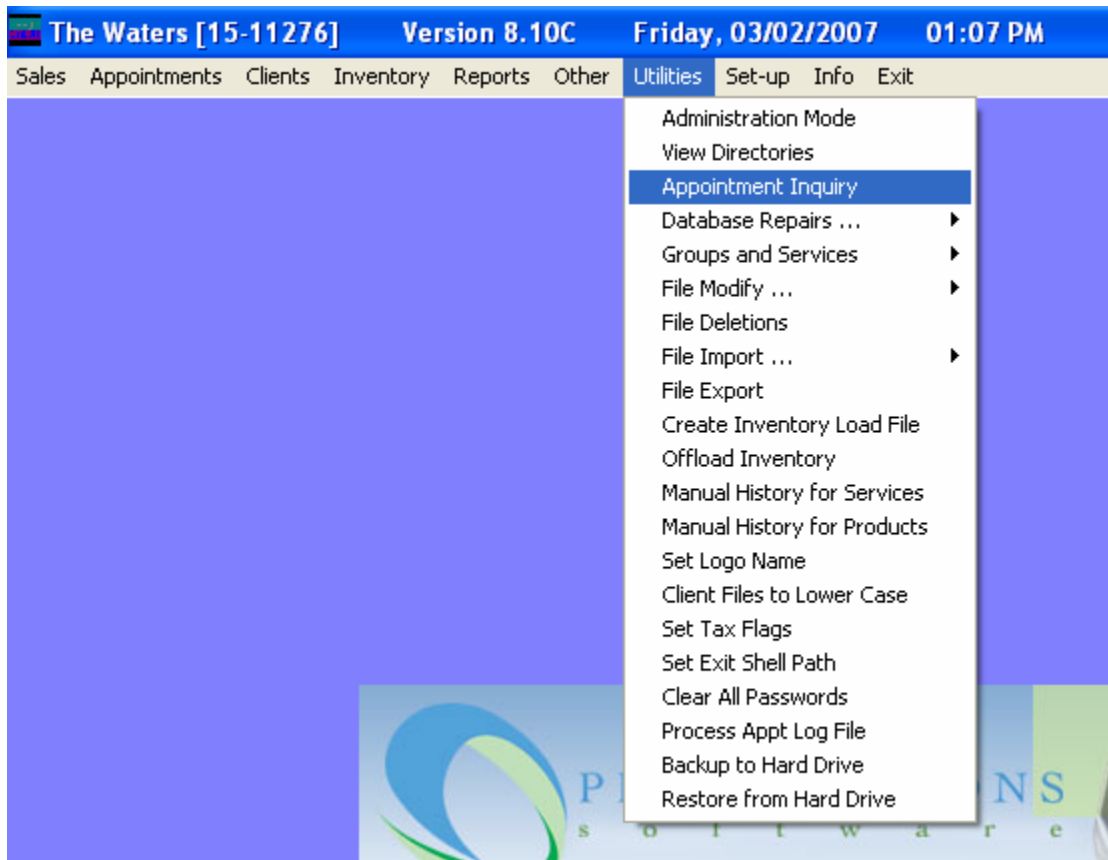


## WHO BOOKED, UNBOOKED AND/OR RESCHEDULED AN APPOINTMENT:

- 1) In order to check who booked, unbooked or rescheduled an appointment you will first need to setup your passwords for operators that do bookings, giving each their own password (see training video for Passwords).
- 2) Once this is done you can check who has performed these actions by going to Utilities, then Appointment Inquiry.



- 3) In the Appointment Inquiry window you can search for appointments by Estheticians and services (in this case all for both) fig.1, or you can search for appointments restricted by Date range, fig. 2. The date that appears to the left of the appointment information is the date that the appointment was booked for, not when the appointment was booked.

Figure 1.

**APPOINTMENT INQUIRY**

Appointment File     UnBook File   

All Clients

Client No.     Esthetician **All Estheticians**    Service **All Services**   

   Date Range     Restrict by Date    From     To

\* = Unbooked    [Click on line \(or Detail button\) to view record.](#)

Date[*]	Esthetician	Service	Client Name	Time	Detail
02/01/07*	Dion	Blockout		5:45P	<input type="checkbox"/>
02/01/07	Aphrodite	Crystal Scrub	Star Andromeda	2:00P	<input type="checkbox"/>
02/01/07	Dion	GelWrap	Kris Arnold	4:15P	<input type="checkbox"/>
02/01/07	Hera	Brow/New	Kris Arnold	3:00P	<input type="checkbox"/>
02/01/07	Persephone	FEuro	Kris Arnold	6:00P	<input type="checkbox"/>
02/02/07	Kris	Cut	Mary Victory	12:00P	<input type="checkbox"/>
02/02/07	Kris	Maternity	Arnold Villagra	12:45P	<input type="checkbox"/>
02/06/07	Demeter	Cut	Elvis Presley	10:00A	<input type="checkbox"/>
02/06/07	Aphrodite	Body Polish	Ophelia Hamlet	8:30A	<input type="checkbox"/>
02/13/07	Hermes	FEuro	Elvis Presley	10:00A	<input type="checkbox"/>

Records found = 779                

Displaying records 761 to 770, Page 77

Figure 2.

**APPOINTMENT INQUIRY**

Appointment File     UnBook File   

All Clients

Client No.     Esthetician **All Estheticians**    Service **All Services**   

   Date Range     Restrict by Date    From     To

\* = Unbooked    [Click on line \(or Detail button\) to view record.](#)

Date[*]	Esthetician	Service	Client Name	Time	Detail
02/01/07	Artemis	Brow/Male	Amazena Amazonia	12:00P	<input type="checkbox"/>
02/01/07*	Dion	Blockout		2:00P	<input type="checkbox"/>
02/01/07*	Dion	Blockout		3:00P	<input type="checkbox"/>
02/01/07*	Dion	Blockout		4:45P	<input type="checkbox"/>
02/01/07*	Dion	Blockout		5:45P	<input type="checkbox"/>
02/01/07	Aphrodite	Crystal Scrub	Star Andromeda	2:00P	<input type="checkbox"/>
02/01/07	Dion	GelWrap	Kris Arnold	4:15P	<input type="checkbox"/>
02/01/07	Hera	Brow/New	Kris Arnold	3:00P	<input type="checkbox"/>
02/01/07	Persephone	FEuro	Kris Arnold	6:00P	<input type="checkbox"/>
02/02/07	Kris	Cut	Mary Victory	12:00P	<input type="checkbox"/>

Records found = 20                

Displaying records 1 to 10, Page 1

- 4) Left click on one of the appointments, and the appointment information window will appear. Look to the bottom field in this window, to view who booked the appointment. The number in this field refers to the esthetician number. Along with the esthetician ID (or name). The time stamp will even tell you when this action was performed.

**APPOINTMENT INFO**

Appointment Info

All Clients

Client No. Esth

Lookup

Date

\* = Unbooked

Date(*)	Esth
02/13/07	Aph
02/14/07	Arte
02/19/07	Arte
02/19/07	Arte
02/20/07	Aph
02/27/07	Aph
03/02/07	Arte

Records found = 17  
Displaying records 1

**APPT DETAIL**

Date: 03/02/07

Esthetician: 3, Artemis

Service: 56, Cut

Start Div: 193 = 4:00P

Num Divs: 12 = 1 Hr

Client No.: 1

Client Name: Basil Thighbone

Book Type: S

Chcked Out:

Room: 0

Price: 0.00

Pkg Name: [Empty]

Req. Type: RQ

Note Ptr: 0

Assist. No.: 0

Cl Day Link: 0

Client Link: 0

Note Link: 0

Confirm No.: 0

Who Confirm: 0

Cnfrm Stamp: 0

Attributes: [Empty]

Who Bookd: 1, Kris

Who UnBk: 0

No Show: No

Time Stamp: 03/02/07 03:57 PM

OK

Exit

Display

03/02/07

m) to view record.

Time	Detail
8:30A	<input type="checkbox"/>
2:00P	<input type="checkbox"/>
9:45A	<input type="checkbox"/>
9:30A	<input type="checkbox"/>
8:30A	<input type="checkbox"/>
8:30A	<input type="checkbox"/>
4:00P	<input checked="" type="checkbox"/>

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