APPOINTMENTS MANAGER

User Guide

SOLAR FIRE
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Add a client

1. Click clients tab
2. Fill the information
3. Click Add
Modify a client details

1. Click clients tab
2. Modify the information
3. Click Save
Add an appointment

1. Click clients tab
2. Select a client
3. Click appointments tab
4. Select a day
5. Click Add

4. Enter a time
3. Enter a time
4. Click Add

4. Write notes
Modify an appointment

1. Select an appointment
2. Enter a new time
3. Enter new
4. Click Save
Record time of an appointment

1. Select an appointment
2. Click Session tab
3. Click Start

Click Save at the end of the appointment.
Record voice of an appointment

1. Select an appointment

2. Click Session tab

3. Select the folder where the audio file will be saved and enter the name of the audio file

4. Click round button to start recording (be sure your microphone works)

5. Stop the recording

6. Click Save to save the file. Click on reset to delete and start a new audio file
View and edit a receipt

1. Click Other Information tab

2. Enter the details used to generate the receipts

3. Select an appointment

4. Click on Display to see the receipt in your text editor
Send an email to many clients

1. Click Clients tab
2. Click Toggle Select
3. Tick the boxes to select your clients
4. Click Email Clients
Send an appointment reminder by email

1. Select an appointment
2. Click Email Reminder