

SERVICE PROVIDER AND CLIENT: EDITING OF APPOINTMENTS

Quick guide

- See page number for more detailed information for each step



Hint

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Congratulations you have now created your online profile and can start accepting online appointments/bookings	

STEP 1 & 2 (GO TO REPORTS & SELECT EDIT)

HOME | MY ACCOUNT | CONTACT US | MAKE A BOOKING | LOGOUT

BookaGolfLesson
Powered by OnAppointmentOnly









Service Provider Console

YOU ARE LOGGED IN AS : THE DEMO GOLF COACH
MANAGE YOUR ACCOUNT

Profile | Services | Diary Setup | Gallery | Terms | Credits | Reports | MAKE A BOOKING

Appointments Report Today's Appointments

CLIENT NAME OR EMAIL ADDRESS | START DATE | END DATE
SELECT STATUS | SELECT DIARY | SEARCH | RESET | EXPORT

Booking ID	Resource	Client's Name	Booking Date	Start Time	End Time	Status	Service	Action
1901	Brad Livingston	Hendrich van Rensburg	2013/03/01	08:30	09:00	EXPIRED	30 minute lesson	 
1904	Brad Livingston	pieter van der westhuizen	2013/03/01	13:00	13:30	EXPIRED	30 minute lesson	 
1905	Brad Livingston	Loraine Miller	2013/03/01	14:00	14:30	EXPIRED	30 minute lesson	 
1902	Brad Livingston	Hendrich van Rensburg	2013/02/28	11:30	12:00	EXPIRED	30 minute lesson	 



- Select edit (see red arrow), next to the appointment you want to edit
- Clients can only edit appointments if allowed by the service provider up to the time before the actual appointment, but no shorter than 24 hours before the appointment. If not allowed or if outside of the allowed time, then the client must phone the service provider to edit (reschedule) the appointment. This also applies to cancellation of appointments if initiated by client.

YOU ARE LOGGED IN AS : THE DEMO GOLF COACH
MANAGE YOUR ACCOUNT

Profile | Services | Diary Setup | Gallery | Terms | Credits | Reports | MAKE A BOOKING

Select Date: 2013/03/02 GO

John Williams

PREVIOUS Saturday 2 March 2013 NEXT

08:00 - 09:00	
09:00 - 10:00	
10:00 - 11:00	
11:00 - 12:00	
12:00 - 13:00	
13:00 - 14:00	
14:00 - 15:00	
15:00 - 16:00	
16:00 - 17:00	
17:00 - 18:00	

Today's Appointments
John Williams
17:00-18:00 Hendrich van Rensburg

BookaGolfLesson | support@onappointmentonly.com | www.bookagolflesson.co.za

STEP 4

www.bookgolflesson.co.za/index.php?page=reserve&date=2013-03-02&service=1547&diary_id=741&time=780&book_id=1906 - Google Chrome

www.bookgolflesson.co.za/index.php?page=reserve&date=2013-03-02&service=1547&diary_id=741&time=780&book_id=1906

John Williams

Booking Details

Date: 2013/03/02

Start Time: 13:00

End Time: 14:00

Service Requested: 1 Hour golf lesson

Price: R350

Any information you would like to share with us?:

Client Details

Client name: Hendrich van Rensburg
Email address: hendrich@onappointmentonly.com
Mobile number: 0829242834

[BOOK NOW](#) [CANCEL](#)

STEP 5

www.bookgolflesson.co.za/?page=reserve&pid=4&start=13:00&end=14:00&date=2013-03-02&tbook_id=1906&msg=3 - Google Chrome

www.bookgolflesson.co.za/?page=reserve&pid=4&start=13:00&end=14:00&date=2013-03-02&tbook_id=1906&msg=3

John Williams

This appointment was successfully rescheduled to
02 March 2013 at 13:00 to 14:00

[CLOSE](#)