

9 Reservations



9.1 View Reservations [Admin]

1. From the menu line, choose **System, Reservations**.

By default, you will see the last 14 days and the next 14 days of Reservations. This can be filtered more or less granular depending on what you are looking for.

You can also export the list of filtered reservations to a CSV format for further reporting.



9.2 Edit Reservations [Admin]

1. From the menu line, choose **System, Reservations**.
2. Use the filtering to display the Reservation you will edit.
3. Click on the Reservation to edit it.

When a Reservation has been changed, the owner of the Reservation will receive a notification with the updated Reservation details.



9.3 Delete Reservations [Admin]

1. From the menu line, choose **System, Reservations**.
2. Use the filtering to display the Reservation you will delete.
3. Click on the red X to delete the Reservation.

When a Reservation has been deleted, the owner of the Reservation will receive a notification indicating their Reservation has been deleted.

The system utilizes a series of grids to display timeslots which are available and not available. Depending on how your system administrator has configured the timeslots, in some cases you will be able to select multiple timeslots, while in other instances you will only be able to select a single timeslot.

The example shown below may not match exactly the schedule layout you have access to.



1. To make a reservation, choose **Schedule, Create/Edit** from the menu line.
2. Use one of these methods to create a reservation:
 - a. Click in the timeslot you wish to reserve, or



- b. Click and drag in the timeslots you wish to reserve.



3. Review the Create a new reservation dialog box. Confirm you have chosen the correct day and time.

Create a new reservation

Begin: 08/10/2015 9:00 AM

End: 08/10/2015 10:00 AM

Repeat: Does Not Repeat

Send Reminder: 15 minutes before the start time

If you wish to have a reminder sent to you, place a checkmark in the box after Send Reminder and set time interval.

4. Press Create to create your appointment.
5. You should receive either a confirmation message indicating your reservation was successful, or an error message stating it wasn't.

