Appointment Scheduling System
By Grace Schedules

www.graceschedules.com

Client User Manual
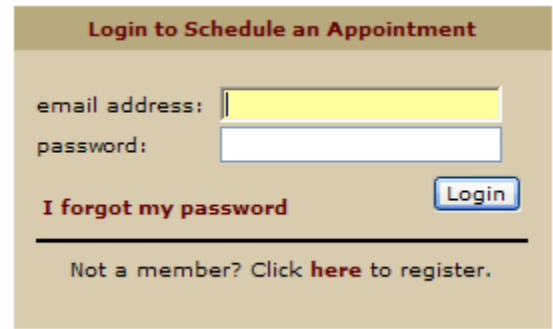## Volume 1

Table of Contents

Introduction

Grace Schedules has developed an Appointment Scheduling System that is simple and affordable, yet extremely dynamic. It can be tailored to work well with any business type and any website theme.

This document provides instruction on how to use the client portion of the system and covers all of its functions and features.

Registering your Account

To register an account you can simply click "Not a member? Click here to register." Within seconds of filling out the brief form you will receive an email containing your password, a link back to the scheduler, and an introduction message from the company you'll be scheduling with. Keep this email handy for future reference.

Login to Schedule an Appointment

email address:
password:

I forgot my password   Login

Not a member? Click **here** to register.

Logging in to the Scheduler

Enter the email address that you registered with and the password sent to you in the registration email.

If at any time you can't remember your password just click "I forgot my password", enter your email address, and it will be emailed to you.

Changing your Password

			UPDATE ACCOUNT INFORMATION				
ID	First Name	Last Name	Email Address	Main Phone	Alternate	Password	Update
278	Kelly	Grace	kellygrace@shaw.ca			4537	✔

You can change your password and contact details at any time by clicking the "my account" link in the top right corner.

Scheduling Appointments

Your scheduling calendar is broken up into 4 sections (see screenshot on following page). We use the mini calendar in the top left corner of the page to select a day or scroll to another month. For convenience a drop down date selection box is also provided below the mini calendar.

To the right is your step by step scheduling form. Here you will simply select a resource, select a service, select an available time, and enter your appointment details if any.

✓ **Tip**: Clicking an empty time block in the schedule table at the bottom of the screen will auto populate the scheduling form with the applicable fields filled in.

Once the form is complete click the submit button and your appointment will now show in your listings below the scheduler.

Editing Appointment Details

Click the edit 🖊 icon for an edit screen that will allow you to change your appointment notes only.

Canceling Appointments

Click the cancel ✘ icon to remove it from your list. A record of your transaction will be kept on file for the scheduler administrators.

✔ **Tip**: To avoid any unforeseen charges it's important to know what the company's cancelation policies are before canceling an appointment.

Printing Schedules

For a printable copy of your scheduled appointments click the 🖨 icon. This will display a popup window with your printer options ready for print.

Helpful Links

Customer Testimonials - www.graceschedules.com/testimonials.asp

Frequently Asked Questions - www.graceschedules.com/faq.asp

Online Demos - www.graceschedules.com/demo.asp

Features - www.graceschedules.com/features.asp

Pricing - www.graceschedules.com/pricing.asp