

Appointment Scheduling System By Grace Schedules



www.graceschedules.com

Client User Manual
Volume 1

Table of Contents

Introduction 3
Registering your Account 3
Logging in to the Scheduler..... 3
Changing your Password..... 3
Scheduling Appointments..... 3
Editing Appointment Details 3
Canceling Appointments 4
Printing Schedules..... 4
Helpful Links..... 4

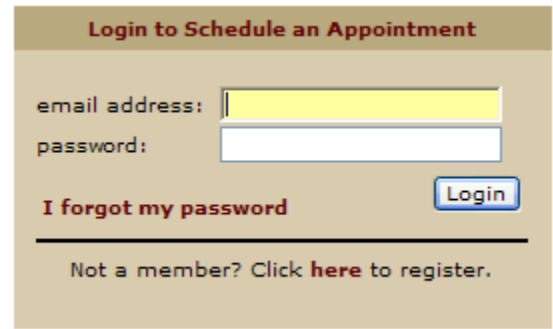
Introduction

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](#)

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	<input type="text" value="kellygrace@shaw.ca"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4537"/>	<input checked="" type="checkbox"/>

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.

<< November 2008 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Cristina - Tuesday, November 11, 2008

Select a Resource: Cristina ▾

Select a Service: Service 1 (30 min) ▾

Available Times: 8:00 AM to 8:30 AM ▾

Appointment Notes:
(optional)

November ▾
11 ▾
2008 ▾

You currently have the following appointments booked

Date	Time	Resource	Appointment Notes	Edit	Cancel
Thursday, November 27, 2008	8:30 AM to 9:00 AM	Caitlin	Service 1 test		

Time	Caitlin	Time	Charles	Time	Cristina
8:00 AM		8:00 AM		8:00 AM	
8:30 AM		8:30 AM	N/A	8:30 AM	
9:00 AM		9:00 AM		9:00 AM	

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 cancellation 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