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APPOINTMENT BOOK

USING AVAILABILITY ICONS

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By Erin Lewis

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ABOUT THIS DOCUMENT

Availability icons can be used as a visual guide to help you find availabilities on the Appointment Book. This feature displays a visual “heat map” of your availability; allowing you to see at a glance how busy your day will be, and which team members are more booked out than others. This helps you effectively manage your team’s time and speeds up the booking process. Availability icons are particularly useful if you have a large number of employees. If you find yourself scrolling around the Appointment Book searching for an available timeslot, simply switch on your availability icons to help you save time.

ENABLING AVAILABILITY ICONS

- 1 Click on the **setup** menu.
- 2 Click on the **configuration** icon.
- 3 Click on the **general setup** menu.
- 4 Click on the **Appointment Book** icon.
- 5 Tick the 'show availability icon' box. Availability icons will then be displayed on the Appointment Book.

The screenshot displays the 'Appointment Book Setup' interface. The left sidebar contains navigation icons for Sales, General, Security, Business, General, Appointment Book, Stock, Clients, Confirmation, Walkin, Roster, Visual Options, and Region. The main content area is titled 'Appointment Book Setup' and is divided into three sections: 'Appointment Book', 'Employee Filter', and 'Online Booking'. The 'Appointment Book' section includes various checkboxes and input fields, with the 'Show Availability Icon' checkbox highlighted by a blue circle with the number 5. The 'Employee Filter' section includes radio buttons for 'Show All Employees', 'Show Rostered, then Unrostered', and 'Show Rostered Only'. The 'Online Booking' section includes checkboxes for 'Use Optimal Employee Intervals', 'Filter past timeslots', and 'Restrict each search result to a single employee', along with an 'Auto Selection Order' table. The table has three rows: '1 Minimum Duration', '2 Minimum Employees', and '3 Minimum Resources'. The right sidebar contains 'SHORTCUTS' for Main, Tools, Stock, Setup, Configuration, Employees, Employee Groups, Capabilities, Services, Series, and Contraindications. The bottom right corner shows a 'Done' button and a user profile for Anna, Owner, with a 'Log Off' button. The top right corner shows the time '12:23 PM' and date 'Wed, 16 Mar '16'.

Auto Selection Order	
1	Minimum Duration
2	Minimum Employees
3	Minimum Resources

VIEWING AVAILABILITY ON THE APPOINTMENT BOOK

- A** Availability icons will be displayed next to each employee's picture.
- B** Availability icons will also be displayed next to each appointment time on the left-hand side.
- C** A green bar indicates a high level of availability.
- D** An orange bar indicates a moderate level of availability.
- E** A red bar indicates limited availability.
- F** A white (empty) bar indicates that there is no availability.
- G** If you are using availability icons in conjunction with time allocation, you may also see a yellow warning icon. A yellow warning icon indicates that the booking limit for this timeslot has been reached. Time allocation will also affect the variability of the icons next to each timeslot.

The screenshot displays an appointment booking interface for Wednesday, 16 Mar 2016. The main area is a grid with employees as columns and time slots as rows. Availability is indicated by colored bars: green for high, orange for moderate, red for limited, and white for no availability. A yellow warning icon is present at the 5:00 PM slot for Anna. The interface includes a top navigation bar with a calendar icon, a sidebar with shortcuts, and a bottom navigation bar with navigation and menu options.

Time Slot	Anna	Chris	James	Katie	Lucy
30	Lunch			Lunch	
45			Fiona Smith Ladies Style Cut		
2:00 PM					
15				Hayley Sanchez Full Leg Wax 0499 339 993	
30					
45					
3:00 PM					
15		Paul Simons		Meeting	
30		Paul Simons			
45					James King Cleansing Facial
4:00 PM					
15					Kristen Humphrey 1/2 Head Highlights 0488 585 858
30					
45					
5:00 PM	Danielle Moore Airbrush 0488 444 888	Thomas Smith 30 min Massage	Jessie Walker Blowdry 0455 666 565	Carl Reed 60 min Massage 0422 555 666	
15					
30		Greg Nelson Microdermabrasian			
45					Kathy Reed
					Kristen Humphrey



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AUSTRALIA AND ASIA

166 Knapp Street
Fortitude Valley
QLD 4006
Tel: +61 7 3834 3232

www.shortcuts.com.au

UK AND EUROPE

Dalton House
Dane Road, Sale
Cheshire M33 7AR
Tel: +44 161 972 4900

www.shortcuts.co.uk

NORTH AMERICA

7711 Center Avenue
Suite 650
Huntington Beach CA 92647
Tel: +1 714 622 6682

www.shortcuts.net

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