

RENDEZVOUS APPOINTMENT BOOK



HOW TO MAKE AN APPOINTMENT

May 2014						
W	T	F	S	S	M	T
	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	31			

Today



Tue, May 27, 2014

Don't Save

May 27

Select or Search for a Client here.

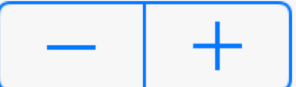
Save

YEAR

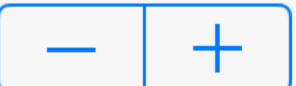
Choose Client

Change Appointment Start time

8:15 AM



9:00 AM



45 min

Appointment Duration

Increase/Decrease Appointment time

Appointment Notes

Add Appointment Notes

New

Annabell Arthur

Ann Blake

Annie Blake

Maryann Brown

Fabian Colman

W. B. Darling



Tap and hold anywhere will show the time your finger is on. When the desired time is shown move your finger off the screen and the Appointment Entry Screen will appear.

Appointment Start Time

Appointment End Time

7 AM

8 AM

9 AM

10 AM

11 AM

8:15 AM



May 2014

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21	22	23	24	25	26	27
28	29	30	31			

Don't Save

May 27

Save

Mary Smith

8:15 AM

—

+

9:00 AM

—

+

45 min

Appointment Notes

Select the Client from the Client List, or enter in the name which will display all clients with those sequence of letters. Then tap on your selection. The name will now appear in full in the Client box. You may also enter any notes for this appointment.

New

🔍 Mar

×

Maryann Brown

Mary Hartman

Tom ST. Mark

Mary Smith

Maryjane Smith

May 2014

W	T	F	S	S	M	T
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Don't Save

May 27

Save

Mary Smith

8:15 AM

—

+

9:00 AM

—

+

45 min

Appointment Notes

New

Q Mar



Ma

Mary Hartman

Tom ST. Mark

Mary Smith

Maryjane Smith

Select the Client, add a note, then tap Save.

May 2014

W	T	F	S	S	M	T
	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	31			

Today



Tue, May 27, 2014

DAY

WEEK

MONTH

Tuesday, May 27, 2014

6 AM

7 AM

8 AM

9 AM

The new Appointment is now displayed along with the time and the Appointment Notes.

8:15 AM Mary Smith
Hyperallergenic