

ADMIN – to delete or add a shift on calendar:

Log in

To delete an appt:

Go to DASHBOARD

Click on APPOINTMENT CALENDAR

Click on APPOINTMENTS

Scroll to appointment to be deleted

Select X under ACTION TO BE TAKEN

To add an apt:

Go to DASHBOARD

Click on APPOINTMENT CALENDAR

Click on ADMIN CALENDAR

Click on desired date

Select service (3 or 6 hr shift)

NEXT

Select START TIME

Select END TIME

NEXT

Complete desired fields (name, email, and tele # [no spaces])

Click BOOK NOW

Scroll to bottom

Click DONE