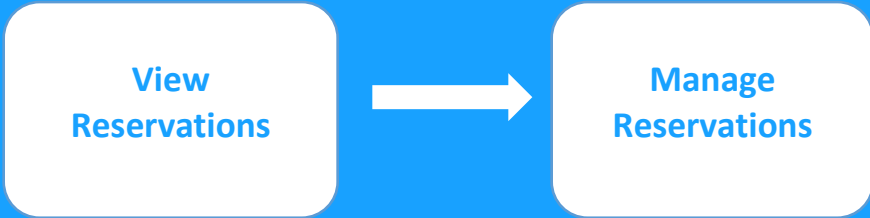



Summary

Use the Appointment Management page, within Reservation to view and manage Client reservations.









View Reservations: On Appointment Management page

- On Appointment Management page, view all appointments for an Organization by Location
- The days Total appointments and Total Served is shown
- Click on the Client Name to bring up Client's Account Summary page

Organization Name  Location


People's Church of the Harvest [Primary] Today's Total: 1 Today's Total Served: 0

	Name	Appoint...	Details	Status	Contact	
	Janice ...	6/17/2021		Requested		
	Grace A...	6/21/2021	Needs weekly food Ass...	Requested		
	Janice ...	6/23/2021		Requested		

Manage Reservations: On Appointment Management page

- Click **EDIT** on selected Clients row
 - In the Edit popup window, edit select fields:
 - Appointment Date
 - Services
 - Change Contact
 - Click **SUBMIT**

Edit

Appointment Date * 

Services *

Housing Employment Transportation
 Health Food

Change Contact

Michael Eaddy (Appt. Amount: 0)