


### 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**

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**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)