

Receptionist User Guide - Assisi

Online appointments are displayed in 3 scenarios

MATCHED

UNMATCHED

PARTIAL MATCH

Criteria for Matched Appointments:

- Email + Phone Number
- Email
- Phone Number

Are **MATCHING** in Assisi

A matched appointment will look like the screen below (information filled) when you click on the appointment on the calendar

When clicking on a matched appointment **"Goto Client"** options are offered.

- Add to Waiting List
- Edit Appointment
- Double Book
- Goto Client
- Goto Animal
- Mark Appointment Closed
- Delete Appointment

Criteria for Unmatched Appointments:

- Email + Phone Number
- Email
- Phone Number

Is **UNMATCHED** in Assisi

An unmatched appointment will look like the screen below (information not filled) when you click on the appointment on the calendar

When clicking on the unmatched appointment it offers the following options:

- Edit Appointment
- Double Book
- Mark Appointment Closed
- Delete Appointment

Same behavior as a matched appointment.