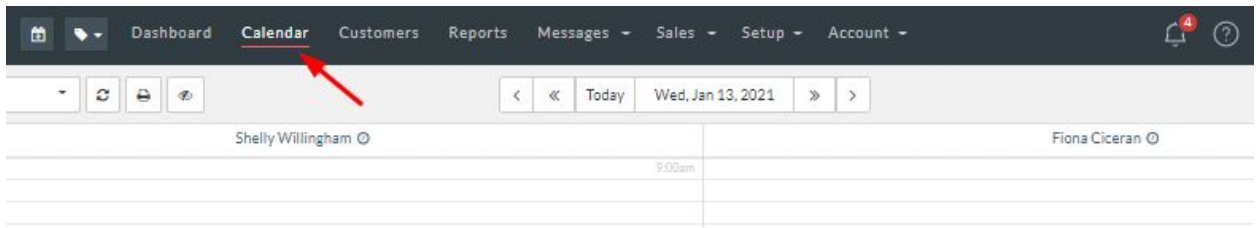
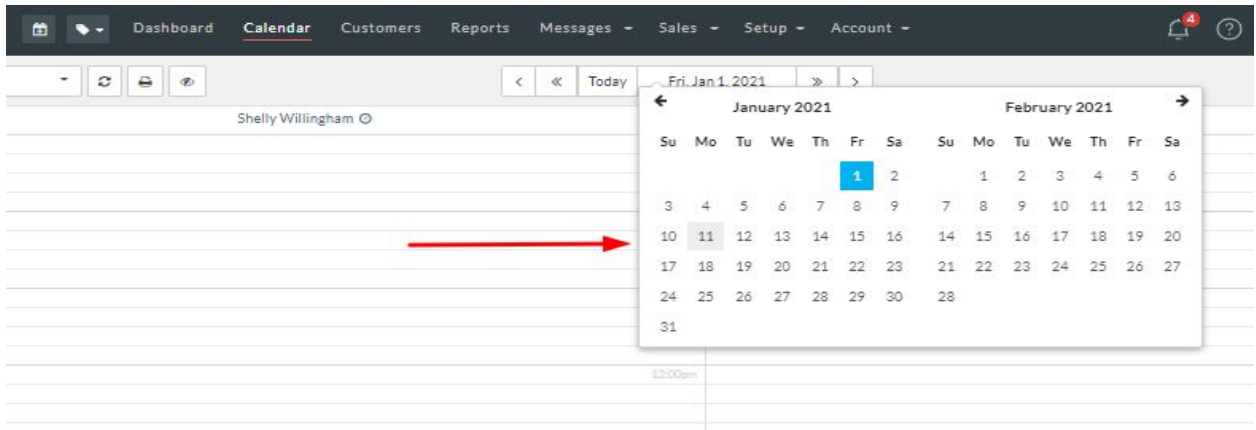


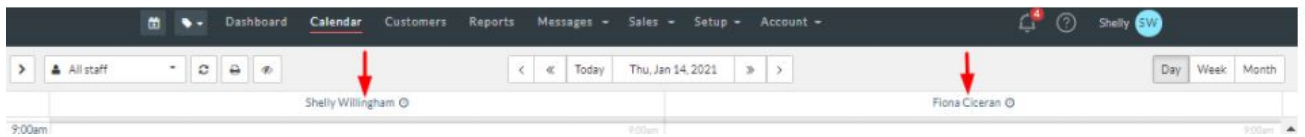
1. Go to Calendar Tab.



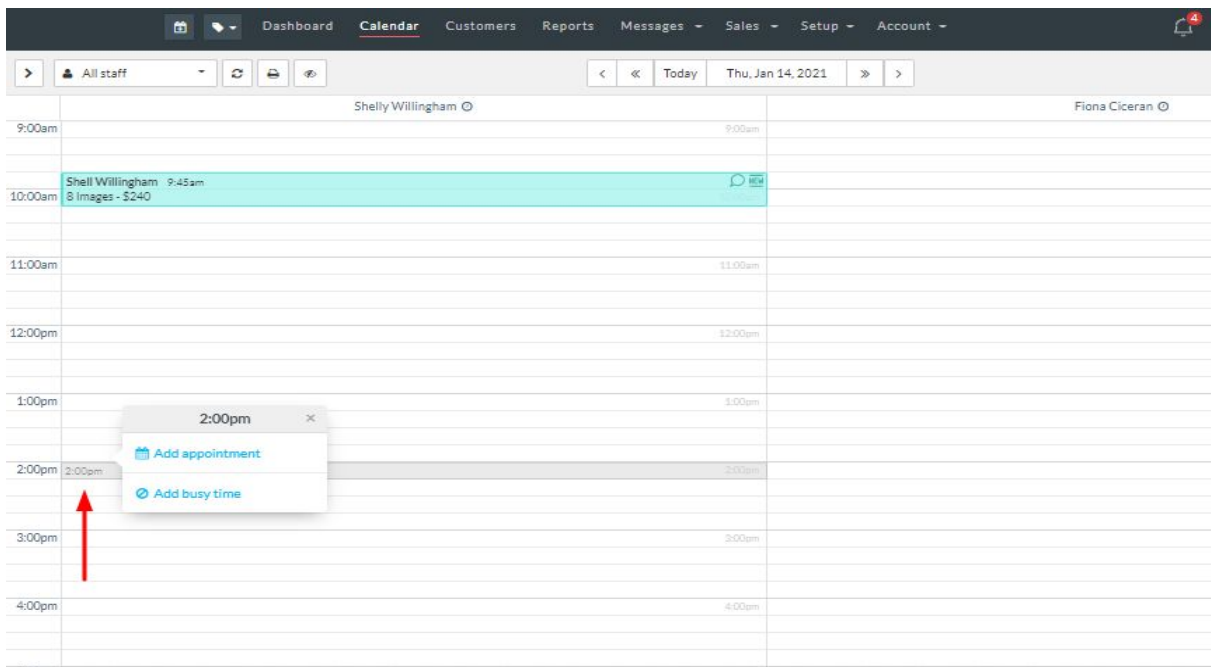
2. Choose the DATE for the appointment.



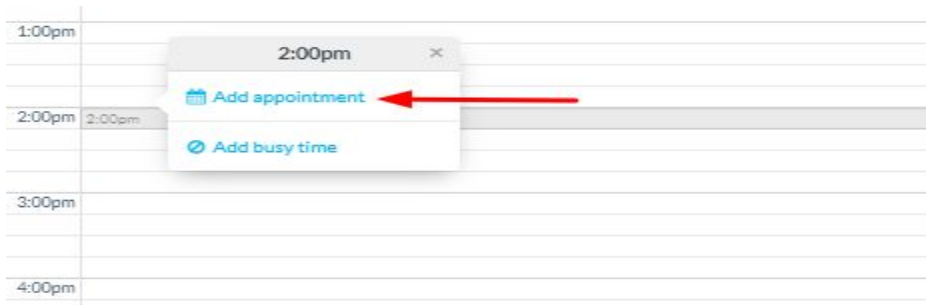
3. Choose the preferred Photographer.



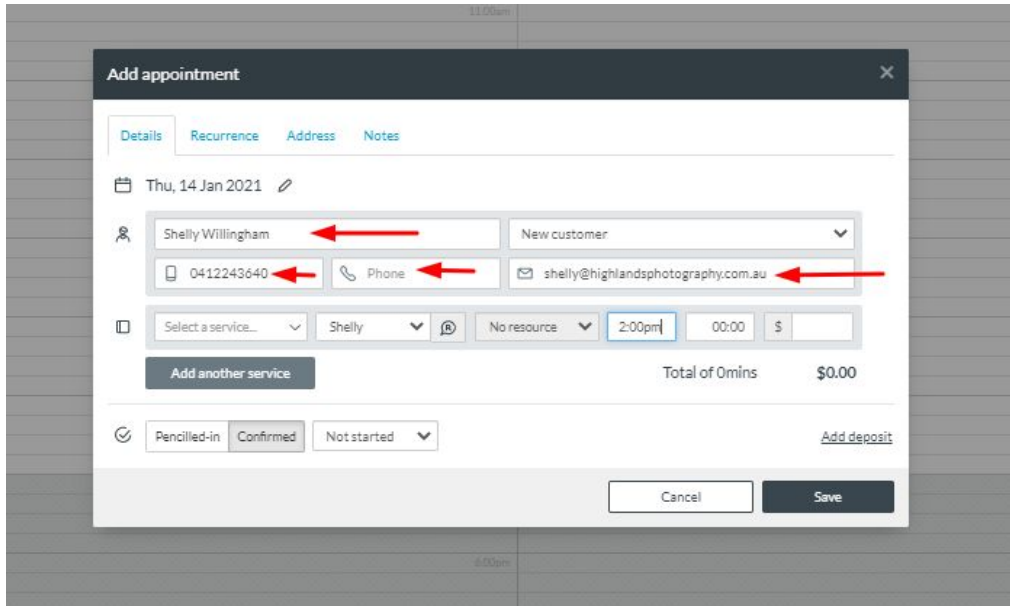
4. Choose the TIME and click the box next to the preferred time.



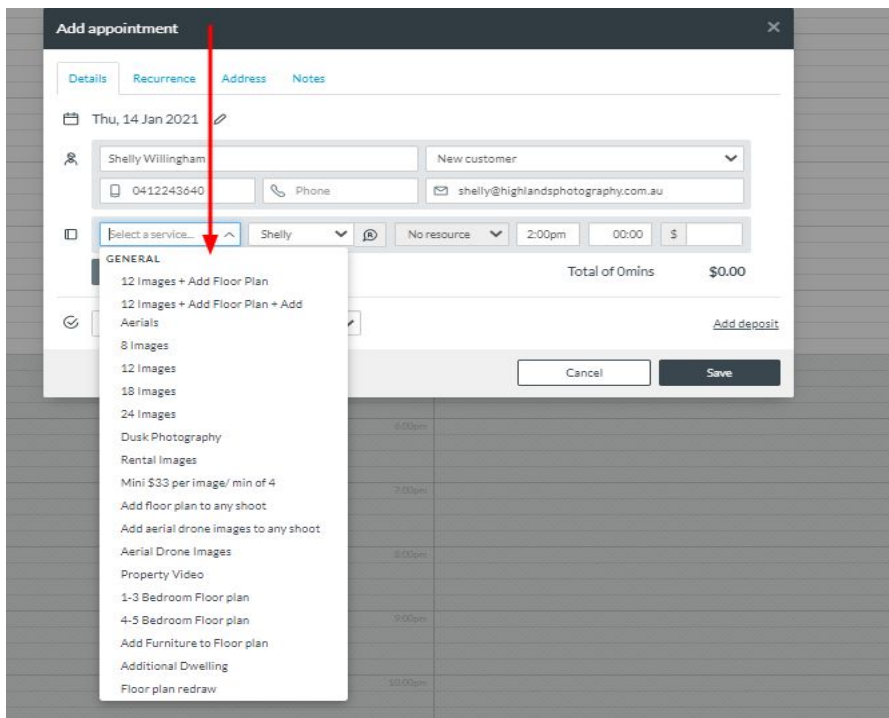
5. Click "Add Appointment".



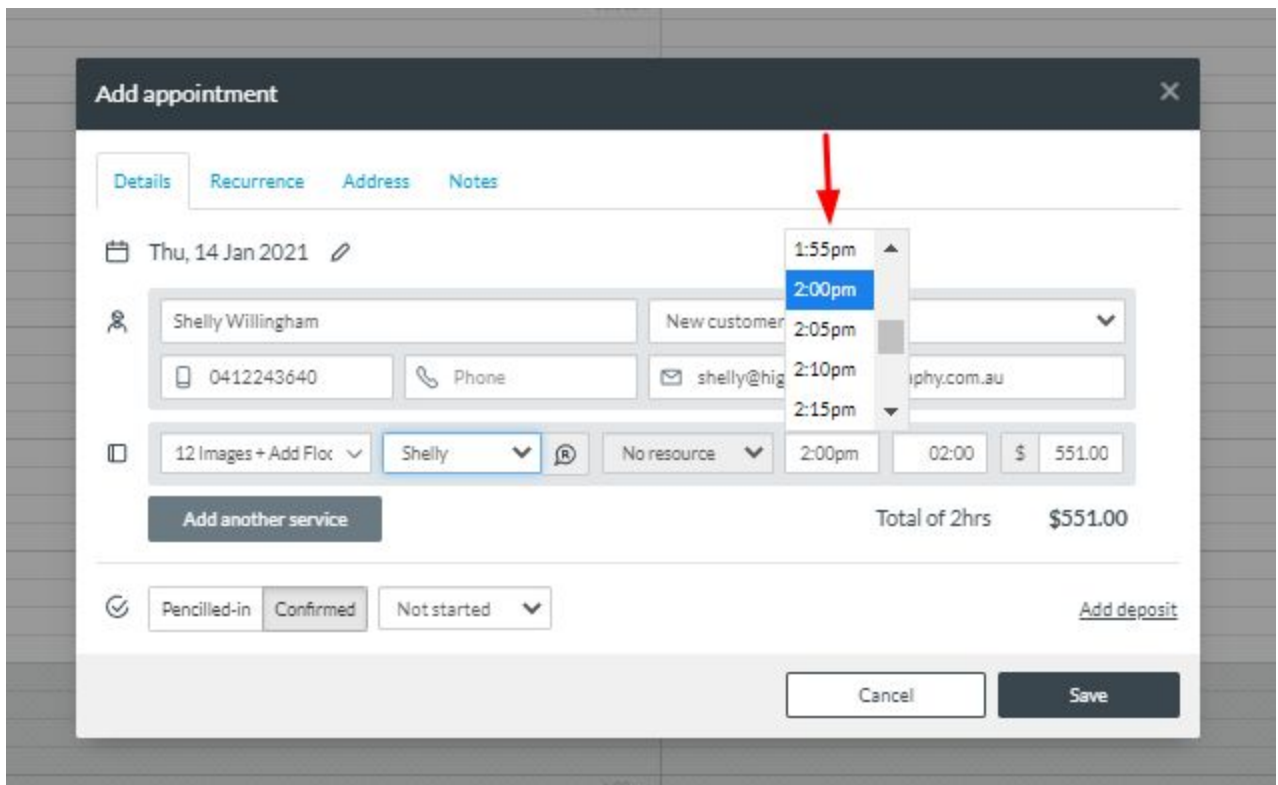
6. Provide contact details.



7. Select the service desired.

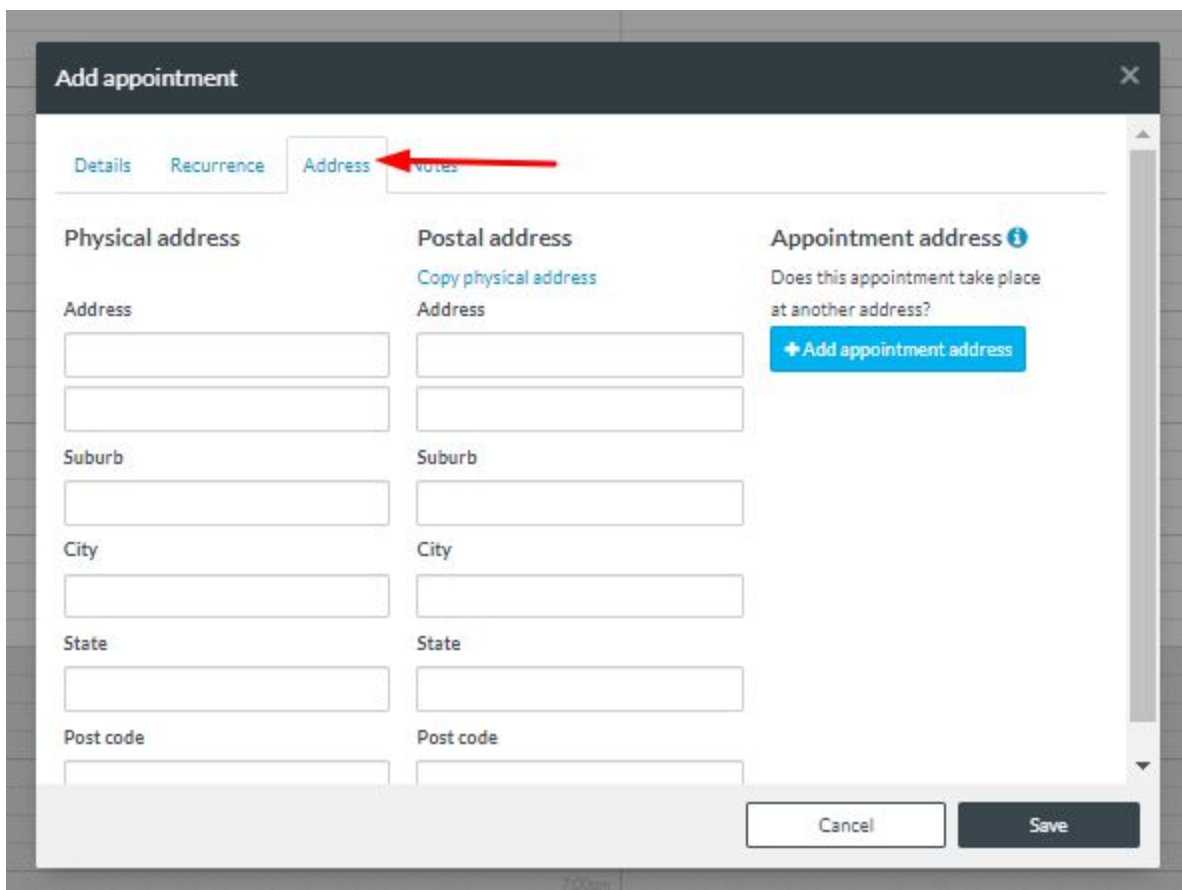


8. Confirm the time of the appointment and duration.



The screenshot shows the 'Add appointment' form with the 'Details' tab selected. A red arrow points to a time selection dropdown menu that is open, showing options from 1:55pm to 2:15pm. The '2:00pm' option is highlighted. The form includes fields for the date (Thu, 14 Jan 2021), customer name (Shelly Willingham), phone number (0412243640), email (shelly@hig...), and service details (12 Images + Add Flox, Shelly, No resource, 2:00pm, 02:00, \$ 551.00). The total is 2hrs for \$551.00. There are buttons for 'Add another service', 'Cancel', and 'Save', and a status dropdown set to 'Not started'.

9. Click the Address tab and provide the complete address.



The screenshot shows the 'Add appointment' form with the 'Address' tab selected. A red arrow points to the 'Address' tab. The form is divided into three sections: 'Physical address', 'Postal address', and 'Appointment address'. Each section has input fields for Address, Suburb, City, State, and Post code. The 'Appointment address' section includes a question 'Does this appointment take place at another address?' and a blue button labeled '+ Add appointment address'. There are 'Cancel' and 'Save' buttons at the bottom.

10. Hit "Save".

Add appointment

Details Recurrence **Address** Notes

Physical address

Address
5678 Test St

Suburb

City

State
Mittagong

Post code

Postal address
[Copy physical address](#)

Address

Suburb

City

State

Post code

Appointment address ⓘ
Does this appointment take place at another address?
[+ Add appointment address](#)

Cancel Save

11. Confirm the address of the Location and hit "Save".

Add appointment

Booking notes

PROPERTY ADDRESS/LOCATION
5678 Test St, Mittagong

Characters left: 476

Cancel Save

12. Check if the time will be highlighted for your appointment.

The screenshot shows a calendar interface for a staff member named Shelly Willingham. The calendar is for Thursday, January 14, 2021. The time slots are listed on the left and right sides of the grid. Two appointments are visible, both highlighted in light blue. The first appointment is from 9:45am to 10:00am, with the title 'Shell Willingham 9:45am' and '8 Images - \$240'. The second appointment is from 2:00pm to 3:00pm, with the title 'Shelly Willingham 2:00pm' and '12 Images + Add Floor Plan + Add Aerials - \$551'. A red arrow points to the 3:00pm time slot on the right side of the calendar grid.

- Email confirmation will be sent to the email address you provided.