

Appointments

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Appointments are accessed from the Button on the Home Screen.

Click the Button for the Appointments Screen to display

Then click anywhere on the Day to display the New Appointment Screen

- Enter the Detail of the Appointment
- You can Colour Code the Appointment - the default colour is Blue
- Confirm the "From" Date and select the Starting Time
- Confirm the "To" Date and select the End Time

Select 0.00 to 23.30 should you wish to Colour Code all Time Slots for a Full Day
- The "**Full Day**" Selection will only Colour Code the Top Line.



The "List" option can be useful when you have multiple appointments in a day.

Month

Week

Day

List