

# HOW TO BOOK AN APPOINTMENT IN VCITA

**Calendar**

Schedule New Edit Calendar

Today February 2023 DAY WEEK MONTH AGENDA SERVICES CALENDARS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 OFF - 0/5	30	31 10 Vincent Vitale - \$4000 Tatt	Feb 1 10 Mariella Roma - \$2500 Tatt	2	3 12:30 Nic OFF (Do Not Sched	4 12 Nic WESTFALL OFF (DO NOT E
5 OFF - 0/5	6	7 10 Lauren Zachow - \$3000 Ta	8 10 Lauren Zachow - \$3000 Ta	9	10 10 Dominicearley91195@gm	11 12 Nic WESTFALL OFF (DO NOT E
12 OFF - 0/5	13 12 Nickey's Birthday - 0/5	14	15	16	17	18 12 Nic WESTFALL OFF (DO NOT E 12 Nic BIRTHDAY: Amanda Banx
19 OFF - 0/5	20	21	22 12 BIRTHDAY: VIR - 0/5	23	24	25 12 Nic WESTFALL OFF (DO NOT E 12 Nic BIRTHDAY: Amanda Banx
26 OFF - 0/5	27	28	Mar 1	2	3	4 12 Nic WESTFALL OFF (DO NOT E

**Staff calendars**

- Show all
- JB Jon Basden
- JM Joseph Munoz
- MD Marty Delgado
- MA Mimzi Awtry
- NS Nick Stratton
- NW Nicolas Westfall
- SG Susana Galaviz

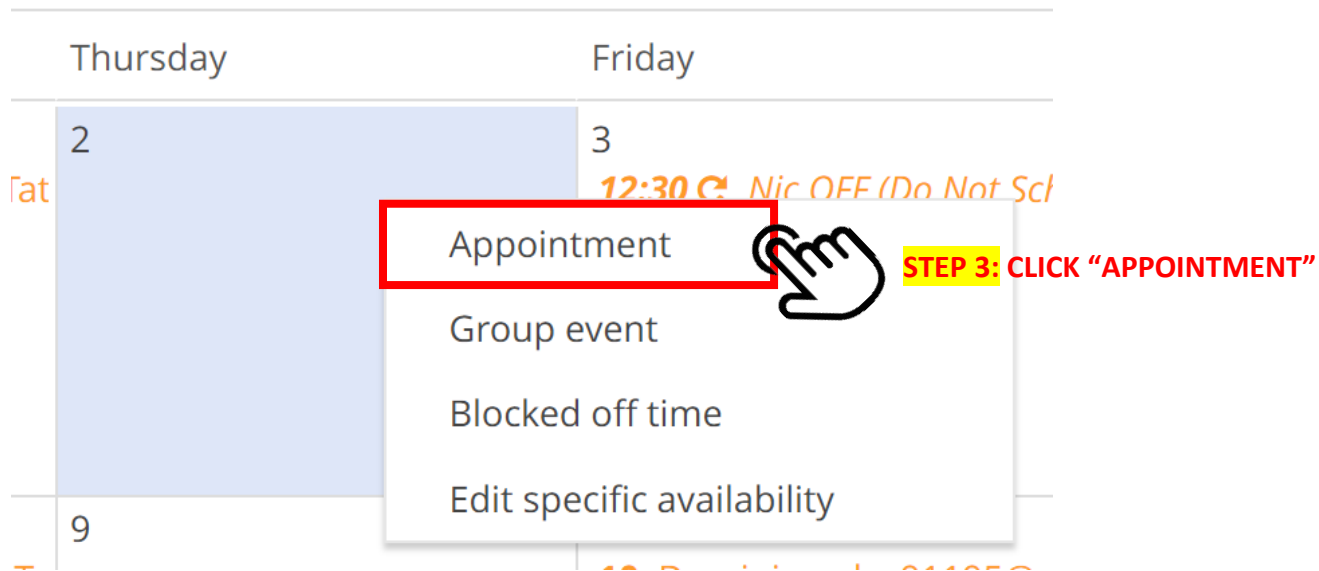
Add a staff member

Show in one calendar

**STEP 2: CLICK DATE**

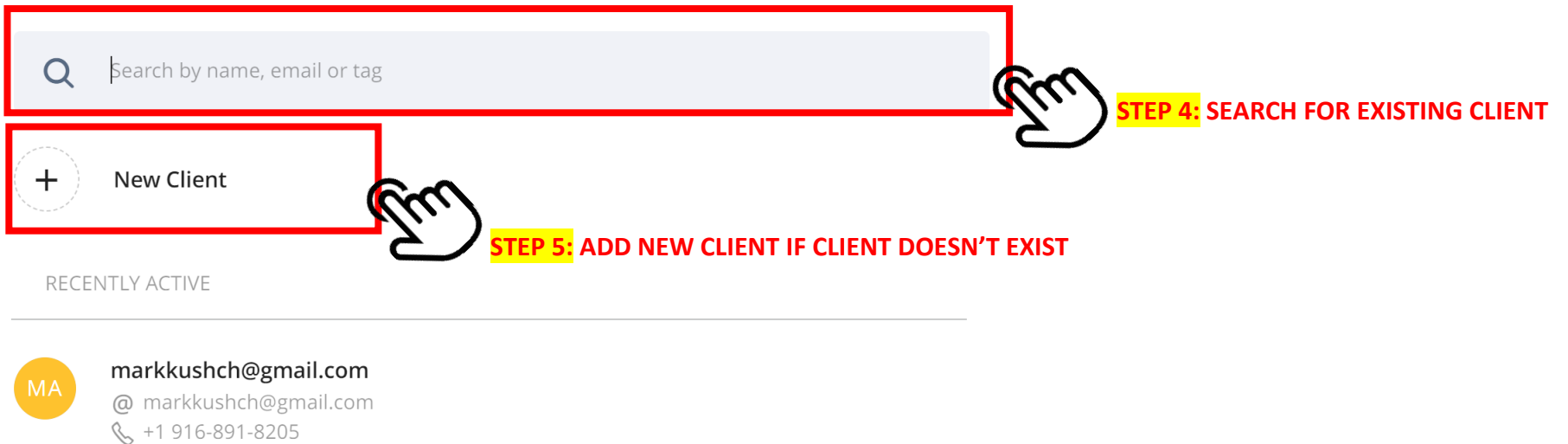
**STEP 1: SELECT ONE ARTIST**

## HOW TO BOOK AN APPOINTMENT IN VCITA



The screenshot shows a calendar view for Thursday and Friday. A blue block on Thursday is selected, and a dropdown menu is open with the following options: Appointment, Group event, Blocked off time, and Edit specific availability. A hand icon points to the 'Appointment' option. A yellow box highlights the text 'STEP 3: CLICK "APPOINTMENT"'. In the background, there is a note for Friday at 12:30: 'Nic OFF (Do Not Sch)'.

## New Appointment



The screenshot shows the 'New Appointment' form. At the top is a search bar with a magnifying glass icon and the text 'Search by name, email or tag'. A hand icon points to the search bar, and a yellow box highlights the text 'STEP 4: SEARCH FOR EXISTING CLIENT'. Below the search bar is a button with a plus sign in a dashed circle and the text 'New Client'. A hand icon points to this button, and a yellow box highlights the text 'STEP 5: ADD NEW CLIENT IF CLIENT DOESN'T EXIST'. Below the button is the text 'RECENTLY ACTIVE'. At the bottom, there is a profile card for 'markkushch@gmail.com' with a yellow circle containing 'MA', an '@' icon, and a phone icon with the number '+1 916-891-8205'.

## HOW TO BOOK AN APPOINTMENT IN VCITA

### New client

**Contact information**

Status  
Active Tattoo

**Client details**

CANCEL



**STEP 6: ENTER CLIENT'S INFORMATION INTO THE "NEW CLIENT" FORM**




**STEP 7: CLICK "SAVE"**

## HOW TO BOOK AN APPOINTMENT IN VCITA

### New Appointment

#### Service

 \$3500 Tattoo (Westfall) \$500.00  
My business location 8 hours


#### Appointment details

[Does not repeat](#)

Start date: 02 Feb 2023	Start time: 10:00 AM	End time: 06:00 PM
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Select Staff  
NW Nicolas Westfall

#### Client & contact info

 TEST TEST [Show more](#)

▶ Location & Price

Schedule as tentative until approved and paid by client

Add note to client email notification

Cancel **Schedule appointment**

**STEP 8: ENTER "SERVICE" (THE RATE OF THE ARTIST YOU ARE BOOKING FOR)**

**STEP 9: CONFIRM DATE. ENTER TIME.**

**STEP 10: SELECT ARTIST**


**STEP 11: CLICK "SCHEDULE APPOINTMENT"**  
*(APPOINTMENT HAS NOW BEEN BOOKED!)*

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**FINISHED! YOU WILL NOW SEE THE APPOINTMENT IN THE ARTIST'S CALENDAR!**

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- Show all
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- MD Marty Delgado
- MA Mimzi Awtry
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- NW Nicolas Westfall
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Add a staff member

Show in one calendar