

Last updated 21 July 2016

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Product: Shortcuts Fusion

Software version no: 8.0.16.1

Document version no: 1.0

Country: Australia

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ABOUT THIS DOCUMENT

The Shortcuts Appointment Book offers a range of tools which allow you to quickly and easily make adjustments to your appointments.

You can change the duartion of an appointment by simply clicking and dragging to resize the appointment block. This is handy if a particular appointment happens to be longer or shorter than usual.

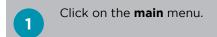
The intuitive drag and drop method is perfect for moving an appointment within the same day. For example, if an appointment is booked in at 10:00, but the client calls and asks if they can change it to 11:00, you could simply drag and drop the appointment into its new position to change the starting time.

Week view allows you see a particular team member's availability for the entire week, which is great for moving an appointment when the client has requested a specific employee.

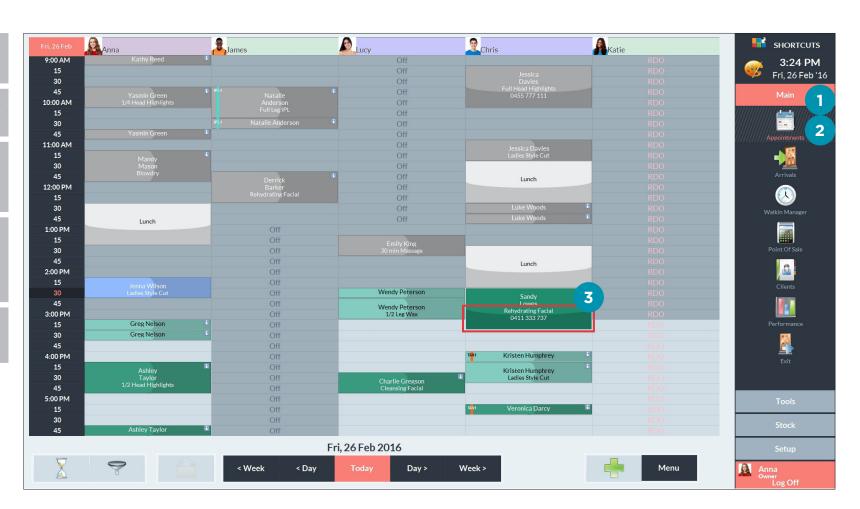
The select and move feature is also available for when you need to move an appointment to a specific date.

Rather than creating a whole new appointment, you can save time by using these features to move and resize your existing appointments.

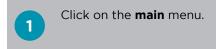
RESIZING AN APPOINTMENT



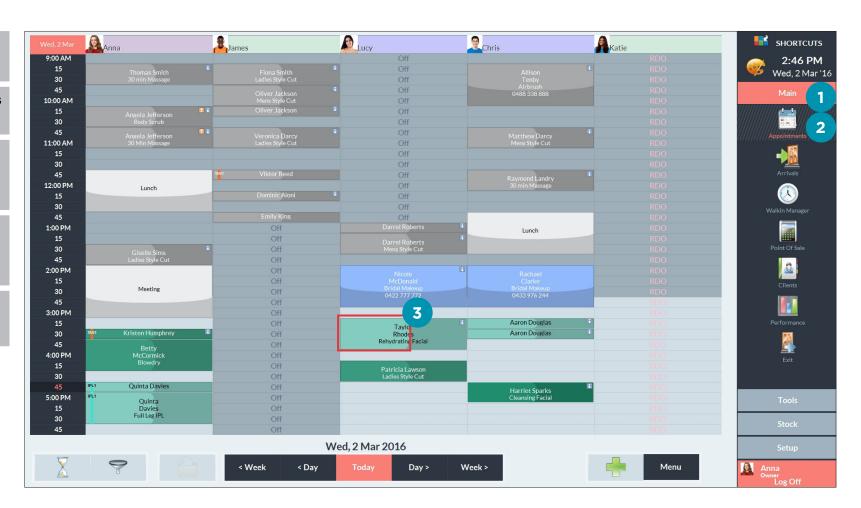
- Click on the appointments icon.
- Click and hold on the darker area of the appointment block you wish to resize.
- Without releasing the mouse, drag the dark coloured area up or down to resize the appointment block.
- Release the mouse when you are happy with the size.



MOVING AN APPOINTMENT WITHIN THE SAME DAY

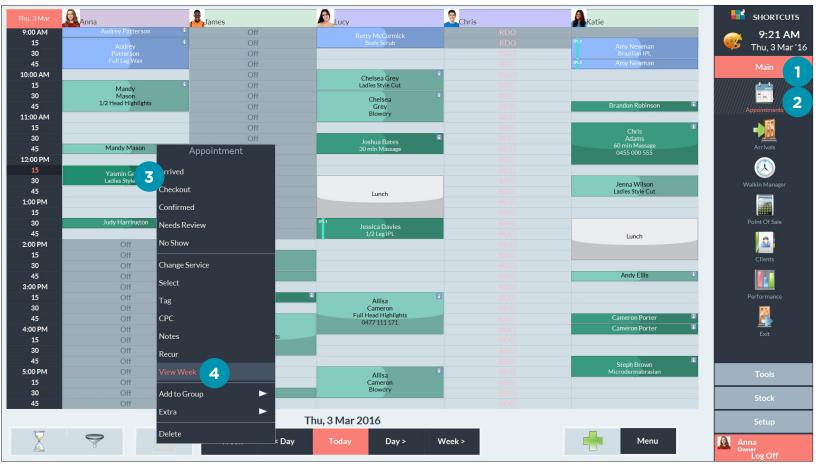


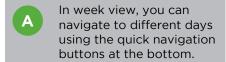
- Click on the appointments icon.
- Click and hold on the lighter area of the appointment block you wish to move.
- Without releasing the mouse, drag the appointment block into its new position.
- Release the mouse when you are happy with the position.



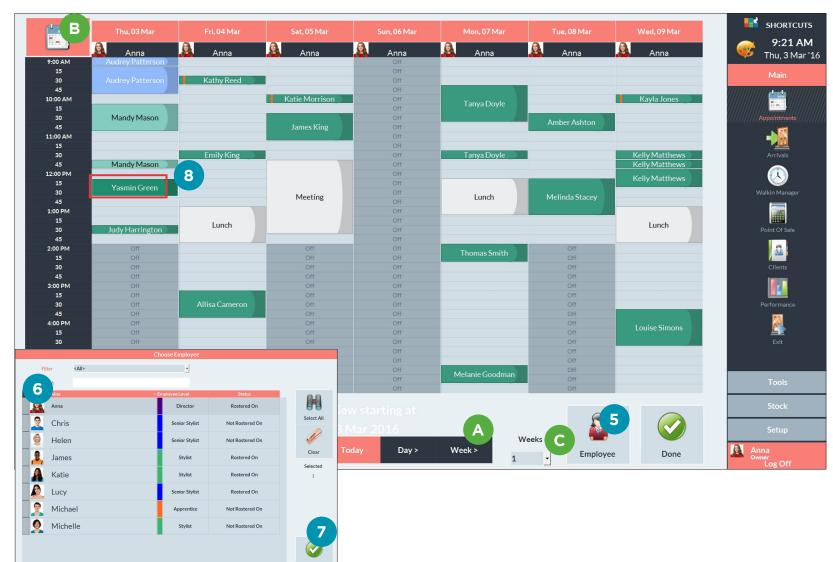
MOVING AN APPOINTMENT USING WEEK VIEW





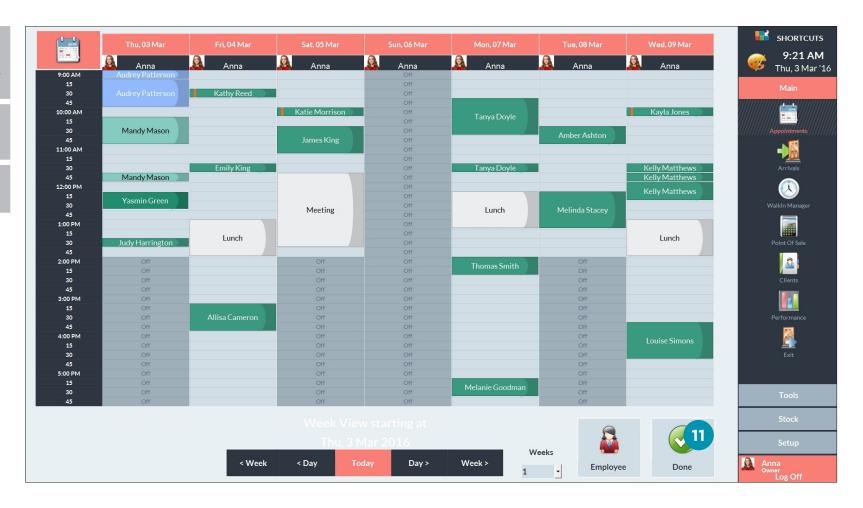


- The calendar in the top left corner can be used to select a specific date.
- You can choose to view either 1, 2 or 3 weeks at a time using the weeks drop-down menu.
- Click on the **employee** icon if you'd like to view other employee's schedules. If not, go to step 8.
- 6 Click on the grey tiles to select the employees you want to view. You can select multiple employees.
- Click done.
- Click and hold on the lighter area of the appointment block you wish to move.



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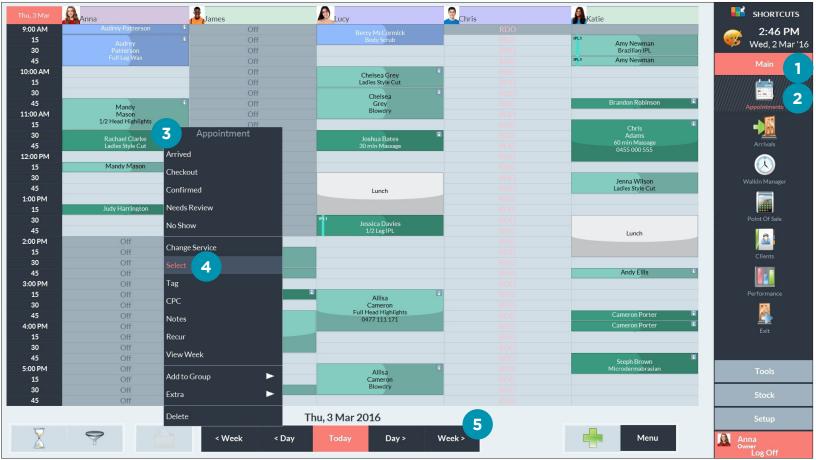
- 9 Without releasing the mouse, drag the appointment block into its new position.
- Release the mouse when you are happy with the position.
- Click **done** to exit week view.

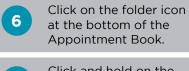


SELECTING AND MOVING AN APPOINTMENT

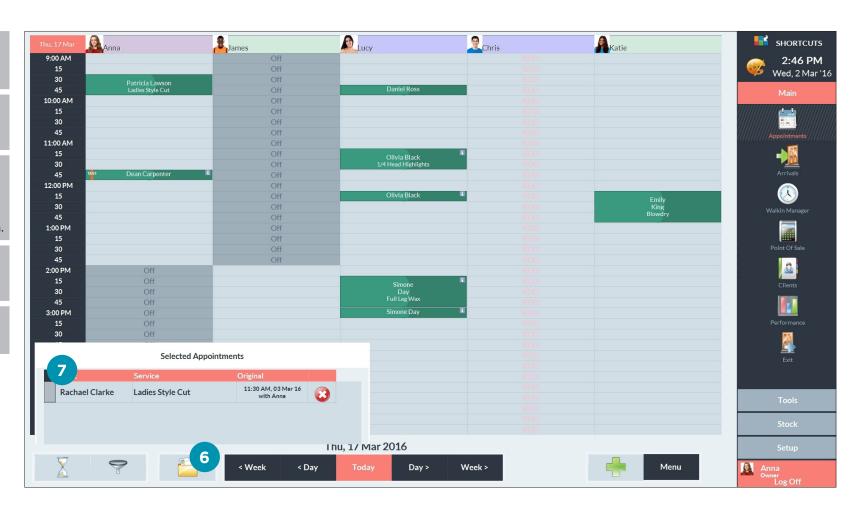


Book.





- 7 Click and hold on the grey tile next to the appointment block.
- Without releasing the mouse, drag the appointment block up onto the Appointment Book, into its new position.
- 9 Release the mouse when you are happy with the position.
- Click **yes** to confirm.





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