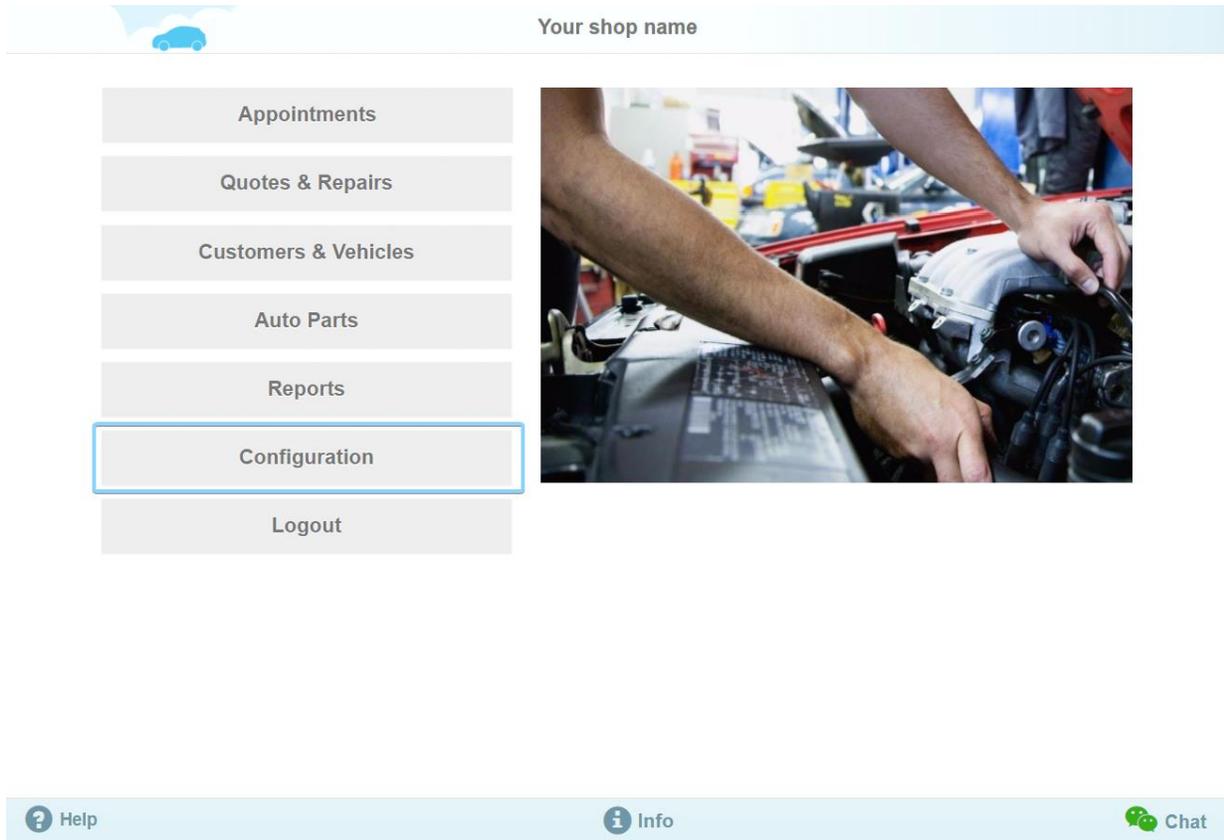


Appointments

In this guide, you will learn how to create appointments for repair services in AutoRepair Cloud.

An appointment could be created in two ways by the shop and by the customer via AutoRepair Cloud for vehicle owners.

First of all to activate Appointments feature you need to set your shop's working hours. Click on Working hours at Configuration.



Set your business hours during the week. You may click Default to set standard working hours through Monday to Friday. After add Holidays when your shop is closed.

Configuration

Profile Settings

My Profile

Company Profile

Public Info

Customization

Working Hours

Manage of Users

Financial

Technical

	Open	Close	
Sunday	<input type="text"/>	<input type="text"/>	
Monday	<input type="text" value="09:00"/>	<input type="text" value="18:00"/>	
Tuesday	<input type="text" value="09:00"/>	<input type="text" value="18:00"/>	
Wednesday	<input type="text" value="09:00"/>	<input type="text" value="18:00"/>	
Thursday	<input type="text" value="09:00"/>	<input type="text" value="18:00"/>	
Friday	<input type="text" value="09:00"/>	<input type="text" value="18:00"/>	
Saturday	<input type="text"/>	<input type="text"/>	
Holidays	<input type="text" value="Example: New Year's Day, Thanksgiving, Christmas Day"/>		

Save

Default

Help

Info

Now you are ready to create appointments.

To create a new appointment click on Appointments.

Example shop name

Appointments

Quotas & Repairs

Customers & Vehicles

Auto Parts

Reports

Configuration

Logout



Help

Info

You will see the schedule with dates, hours and mechanics. To add appointment select the date (1), mechanic (2) and click on the appropriate timeline (3).

The screenshot displays a mobile application interface titled "Technicians' appointments per day". At the top, there is a date selector (1) showing "Tuesday, October 31". Below this is a technician selector (2) with two options: "Mike A" and "Peter Worker". The main area is a timeline (3) with hourly slots from 08:00 AM to 07:00 PM. The bottom navigation bar contains icons for "Help", "Add technician", "Add bay", "Print", and "Chat".

An appointment card will appear. Here you may correct the date, select work type, bay and select another mechanic (1).

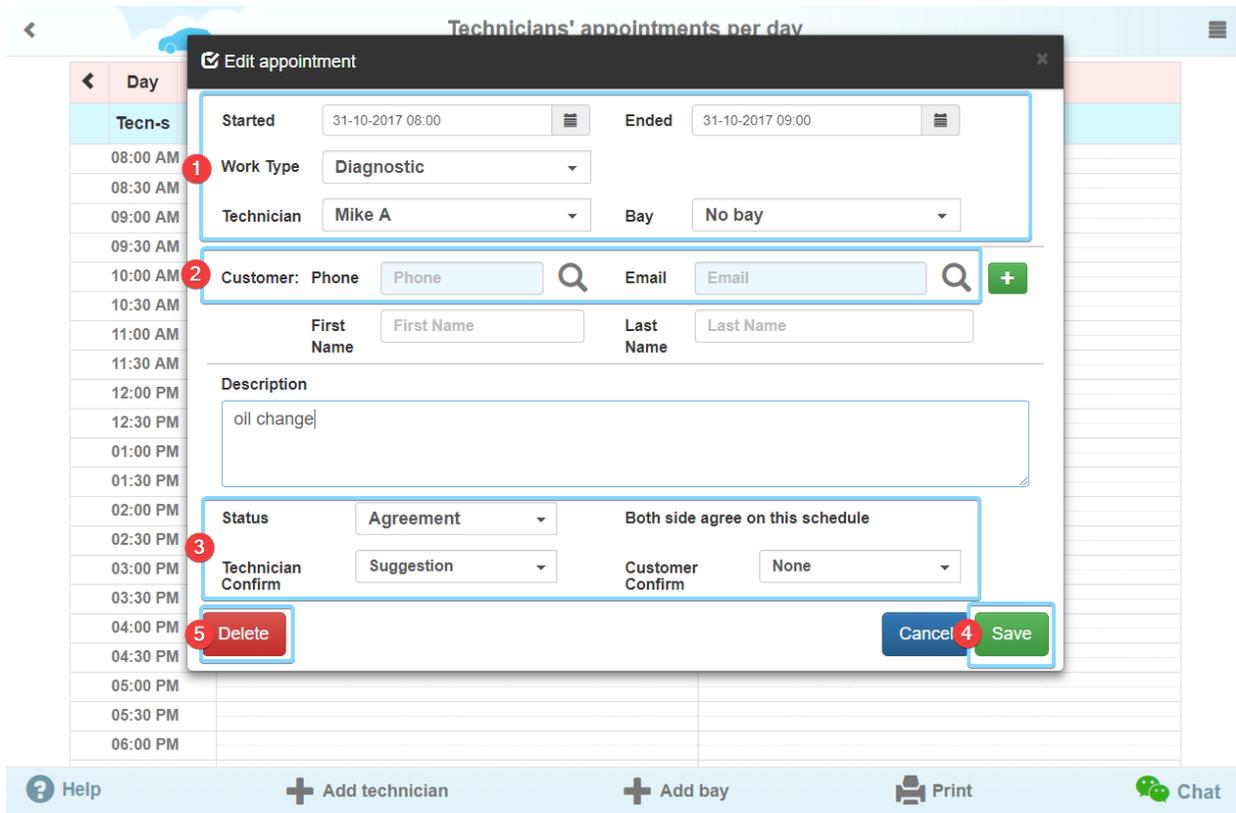
To add a customer enter a phone number or email to search in customers' database fill required fields (2).

Enter the Description (oil change).

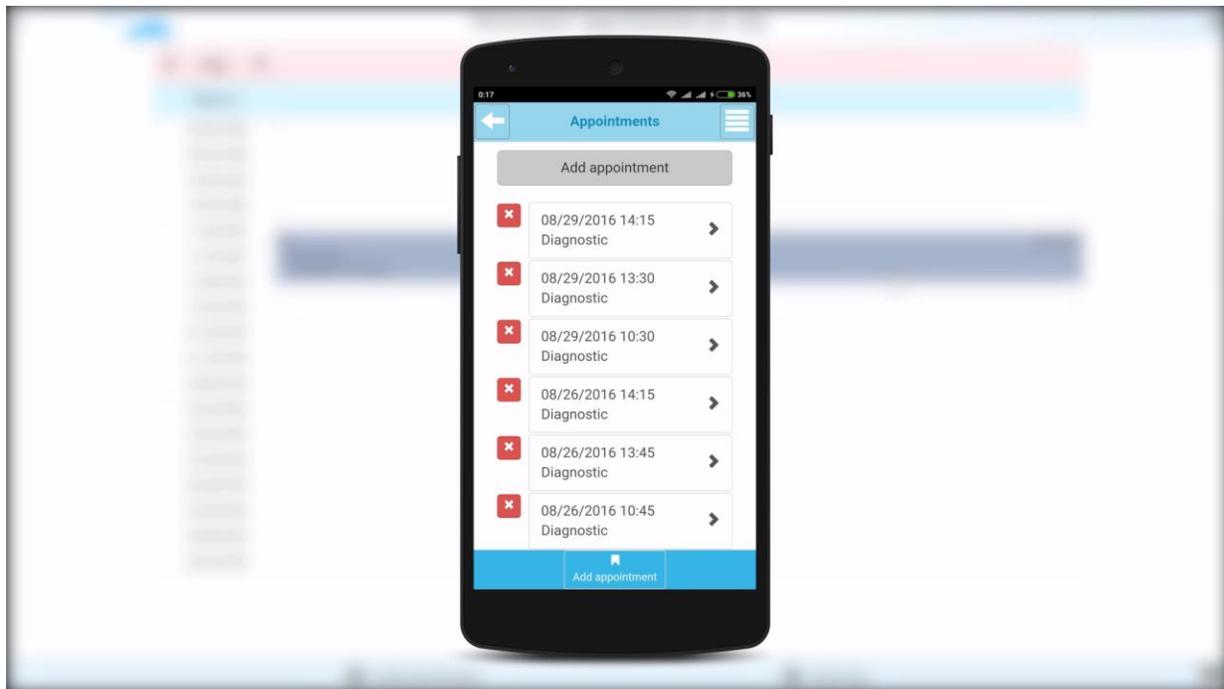
Then select the appointment status from a drop-down menu and confirmation of both sides – customer and mechanic (3).

And finally, click Save to get appointment added (4).

You could delete created an appointment by clicking Delete button in the appointment card (5).



Customers could request appointments via AutoRepair Cloud app for vehicle owners as well.



If a customer requested an appointment, it will appear on your schedule. So you could open it and decide whether confirm it or decline.