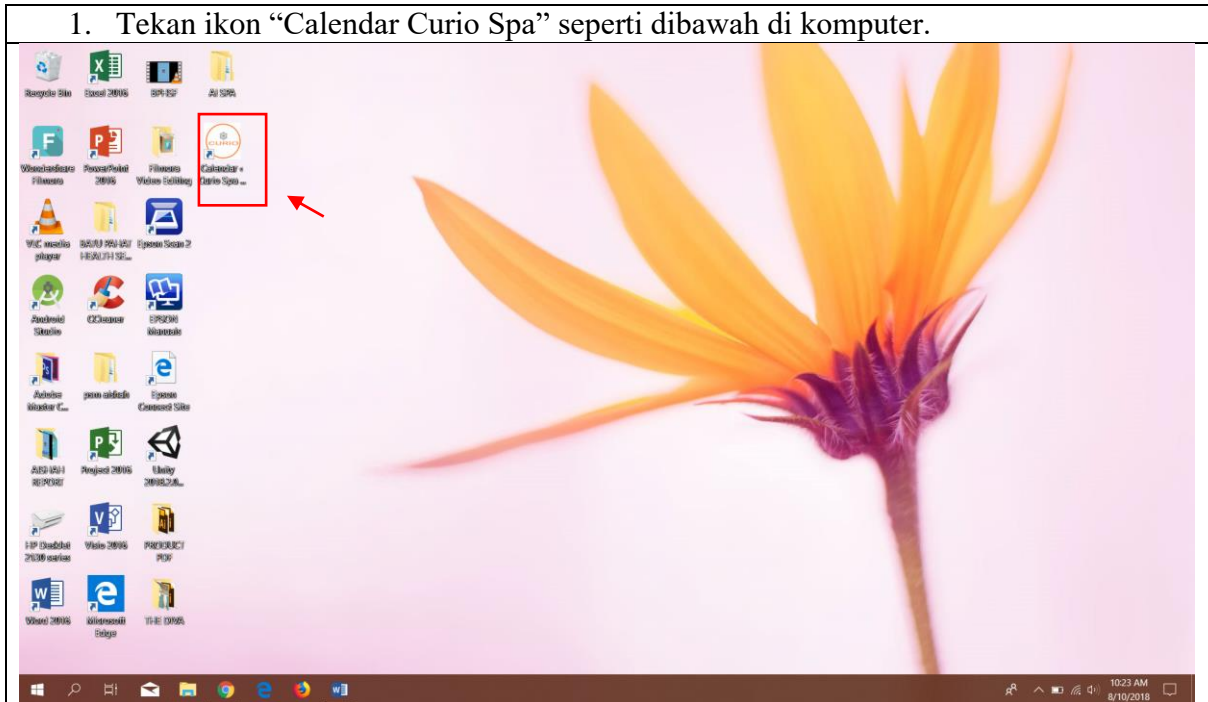


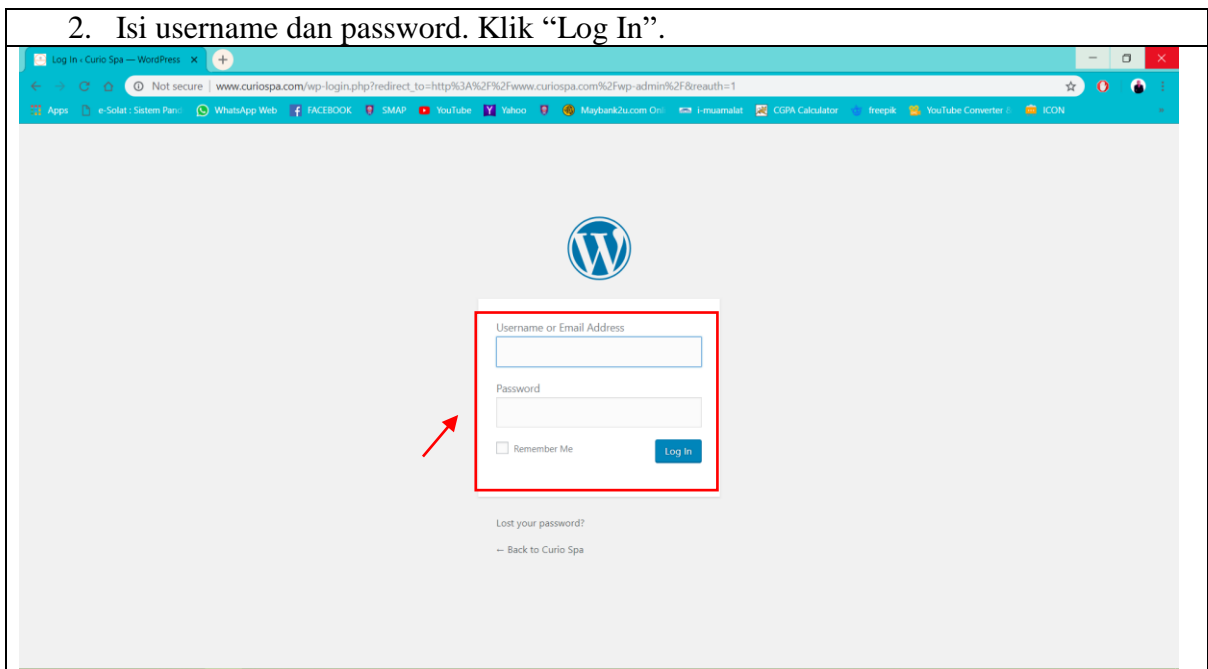
SOP VIEW BOOKING CALENDAR, ADD AND APPROVE BOOKING

MANUAL 1: TENGOK BOOKING KALENDAR DAN TAMBAHKAN BOOKING

1. Tekan ikon “Calendar Curio Spa” seperti dibawah di komputer.



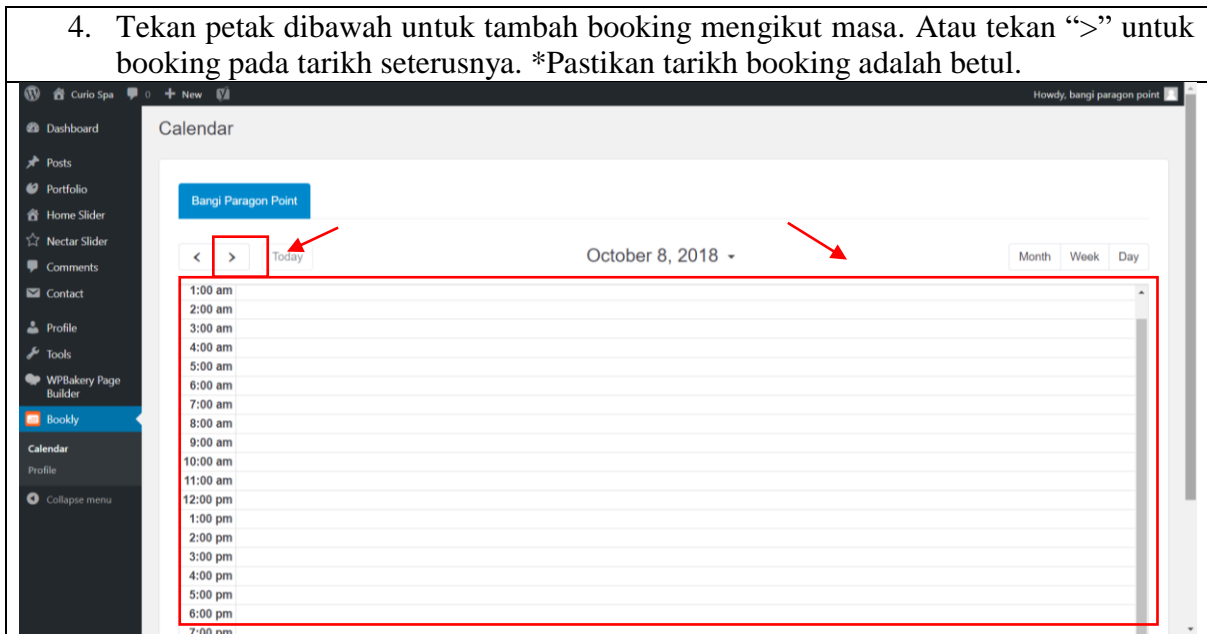
2. Isi username dan password. Klik “Log In”.



3. Jadwal booking boleh dilihat mengikut hari.



4. Tekan petak dibawah untuk tambah booking mengikut masa. Atau tekan ">" untuk booking pada tarikh seterusnya. *Pastikan tarikh booking adalah betul.



5. Sila masukkan service yang customer mahu. Di bahagian customers, taip "walk in".

Provider: Bangi Paragon Point

Service: Walk in : Full Manicure (45 min)

Date: October 9, 2018 Period: 12:00 pm to 1:00 pm
Selected period doesn't match service duration

Customers (1/5): walk in + New customer

Send notifications: If status changed

Internal note

Save Cancel

6. Klik pada ikon seperti dibawah.

Provider: Bangi Paragon Point

Service: Pink Promo : Chillax Jacuzzi Bath RM76 (1 h)

Date: October 11, 2018 Period: 11:00 am to 12:00 pm

Customers (1/3): Rozana (+60192300840)

Status: Pending

Send notifications: If status changed

Internal note

Save Cancel

7. Tekan “Approved” untuk sahkan booking.

Calendar - Curio Spa - WordPr... x

Not secure | www.curiospa.com/wp-admin/admin.php?page=bookly-calendar

Apps e-Solat : Sistem Pars WhatsApp Web FACEBOOK SMAP YouTube Yahoo Maybank2u.com On i-muamalat CGPA Calculator freepik YouTube Converter ICON

Curio Spa 0 + New

Howdy, bangli paragon point

Dashboard Posts Portfolio Home Slider Nectar Slider Comments Contact Profile Tools WPBakery Page Builder Bookly Calendar Profile Collapse menu

Bangli Paragon Point

Today

Mon

4:30 pm - 4:50 pm
Howdy, Bangli Paragon Point
USA AN NORSHAWITA BINTI
+60134033229
usa.an@gmail.com
Status: Approved
Capacity: 1

2:30 pm - 4:00 pm
Full Treatment
Howdy, Bangli Paragon Point
+60172744
sukheeruda
Status: App
Capacity: 3

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9. Tekan “Save”. Selesai.

Curio Spa | New | Howdy, bangli paragon point

Dashboard | Posts | Portfolio | Home Slider | Nectar Slider | Comments | Contact | Profile | Tools | WPBakery Page Builder | Bookly | Calendar | Profile | Collapse menu

Provider: Bangli Paragon Point

Service: Walk in : Full Manicure (45 min)

Date: October 9, 2018 | Period: 12:00 pm to 1:00 pm
Selected period doesn't match service duration

Customers (1/5): walk in | + New customer

Send notifications: If status changed

Internal note: Aishah, 0145148987, aishah@curiospa.com

Save | Cancel

MANUAL 2: SAHKAN BOOKING

1. Tekan “Week”. Jadual booking boleh dilihat mengikut minggu.

Calendar | Bangli Paragon Point

Month | Week | Day

	Mon, 8	Tue, 9	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
3:00 am							
4:00 am							
5:00 am							
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am				11:00 am - 12:00 pm			
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							

2. Tekan “Month”. Jadwal booking boleh dilihat menigkut bulan.

The screenshot shows a web-based booking calendar for 'Bangsi Paragon Point' for the month of October 2018. The interface includes a sidebar with navigation options like Dashboard, Posts, Portfolio, Home Slider, Nectar Slider, Comments, Contact, Profile, Tools, WPBakery Page Builder, and Bookly. The main content area displays a calendar grid with booking slots for various services. A red arrow points to the 'Month' tab, indicating the current view.

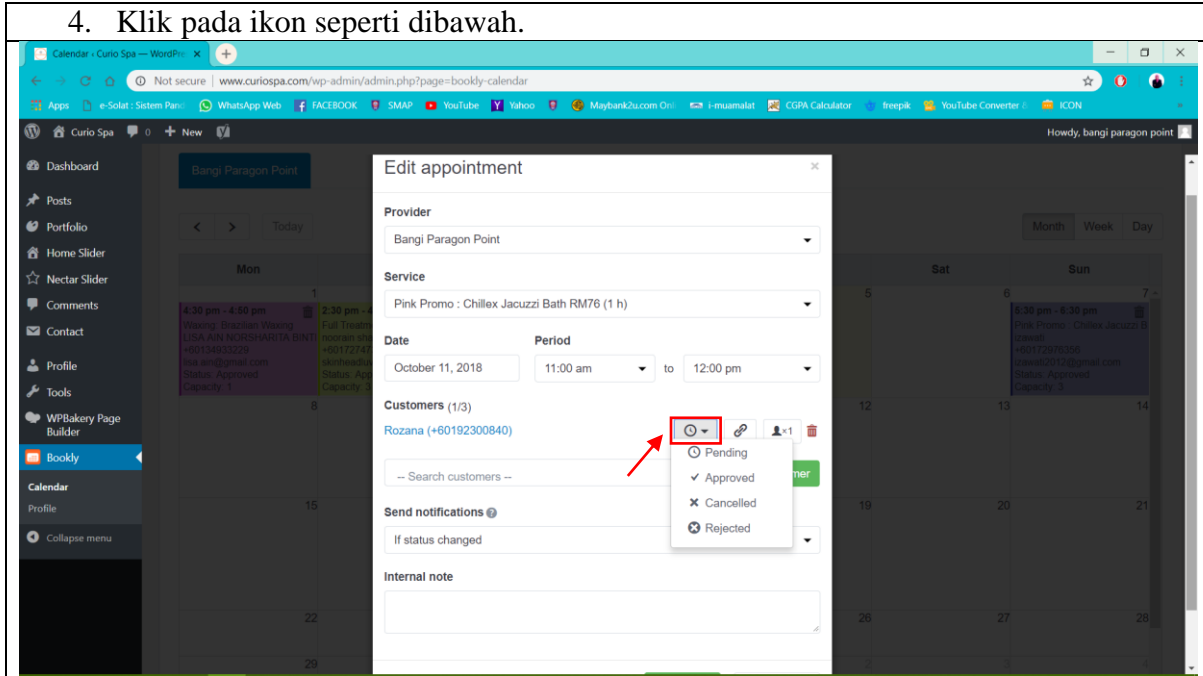
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 4:30 pm - 4:50 pm Waxing Brazilian Waxing LISA AIN NORSHARITA BINT +60134933229 isa.ain@gmail.com Status: Approved Capacity: 1	2 2:30 pm - 4:00 pm Full Treatment: Full Mani Pedi nooran shamsuddin +60172747314 skinheadluvaifar84@gmail.co Status: Approved Capacity: 3	3 5:30 pm - 5:50 pm Waxing Brazilian Waxing Nadia +60137926930 nadiaraz166@gmail.com Status: Approved Capacity: 1	4 5:30 pm - 5:50 pm Waxing Brazilian Waxing Nadia +60137926930 nadiaraz166@gmail.com Status: Approved Capacity: 1	5 10:30 am - 11:15 am Walk in : Full Manicure WAN AISHAH +60145148907 ashah.curio@gmail.com Status: Pending Capacity: 5	6 5:30 pm - 6:30 pm Pink Promo : Chillex Jacuzzi E izawati +60172976356 izawati2012@gmail.com Status: Approved Capacity: 3	7 5:30 pm - 6:30 pm Pink Promo : Chillex Jacuzzi E izawati +60172976356 izawati2012@gmail.com Status: Approved Capacity: 3
8	9	10	11 11:00 am - 12:00 pm Pink Promo : Chillex Jacuzzi E Rozana +60192300840 Status: Pending Capacity: 3	12	13	14
15	16	17	18 10:30 am - 12:30 pm Pink Promo : Heavenly Pampe zamah rahman +60193015229 zamahrahman@gmail.com Status: Pending Capacity: 3	19	20	21
22	23	24	25	26	27	28
29	30	31				

3. Sila tekan pada kotak booking yang status: “pending”.

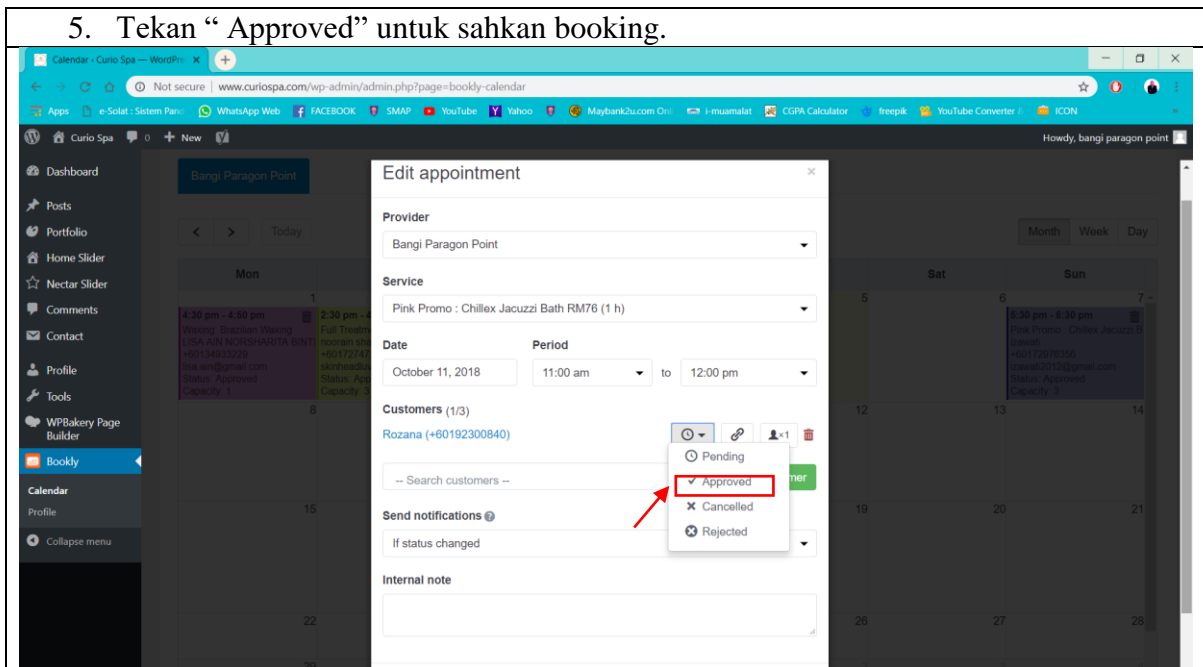
The screenshot shows the same booking calendar as above, but with two red arrows pointing to specific booking slots. The first arrow points to a slot on Thursday, October 11th, at 11:00 am - 12:00 pm, with a status of 'Pending'. The second arrow points to a slot on Thursday, October 24th, at 10:30 am - 12:30 pm, also with a status of 'Pending'. The 'Month' tab is still selected.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 4:30 pm - 4:50 pm Waxing Brazilian Waxing LISA AIN NORSHARITA BINT +60134933229 isa.ain@gmail.com Status: Approved Capacity: 1	2 2:30 pm - 4:00 pm Full Treatment: Full Mani Pedi nooran shamsuddin +60172747314 skinheadluvaifar84@gmail.co Status: Approved Capacity: 3	3 5:30 pm - 5:50 pm Waxing Brazilian Waxing Nadia +60137926930 nadiaraz166@gmail.com Status: Approved Capacity: 1	4 5:30 pm - 5:50 pm Waxing Brazilian Waxing Nadia +60137926930 nadiaraz166@gmail.com Status: Approved Capacity: 1	5 10:30 am - 11:15 am Walk in : Full Manicure WAN AISHAH +60145148907 ashah.curio@gmail.com Status: Pending Capacity: 5	6 5:30 pm - 6:30 pm Pink Promo : Chillex Jacuzzi E izawati +60172976356 izawati2012@gmail.com Status: Approved Capacity: 3	7 5:30 pm - 6:30 pm Pink Promo : Chillex Jacuzzi E izawati +60172976356 izawati2012@gmail.com Status: Approved Capacity: 3
8	9	10	11 11:00 am - 12:00 pm Pink Promo : Chillex Jacuzzi E Rozana +60192300840 Status: Pending Capacity: 3	12	13	14
15	16	17	18 10:30 am - 12:30 pm Pink Promo : Heavenly Pampe zamah rahman +60193015229 zamahrahman@gmail.com Status: Pending Capacity: 3	19	20	21
22	23	24	25	26	27	28
29	30	31				

4. Klik pada ikon seperti dibawah.



5. Tekan "Approved" untuk sahkan booking.



6. Klik "Save". Selesai.

The screenshot displays a web browser window with the URL `www.curiospa.com/wp-admin/admin.php?page=bookly-calendar`. The page title is "Calendar - Curio Spa - WordPress". The main content area shows a calendar interface for "Bangli Paragon Point". A modal form is open, allowing the user to create a new booking. The form fields are as follows:

- Service:** Pink Promo : Chillax Jacuzzi Bath RM76 (1 h)
- Date:** October 7, 2018
- Period:** 5:30 pm to 6:30 pm
- Customers (1/3):** izawati (izawati2012@gmail.com, +60172976356)
- Send notifications:** If status changed
- Internal note:** (empty text area)

The "Save" button is highlighted with a red box, and a red arrow points to it. The "Cancel" button is also visible. The background calendar shows a booking for October 7th from 4:30 pm to 6:30 pm.