

# MANUAL EXPORT DATA FROM BOOKLY

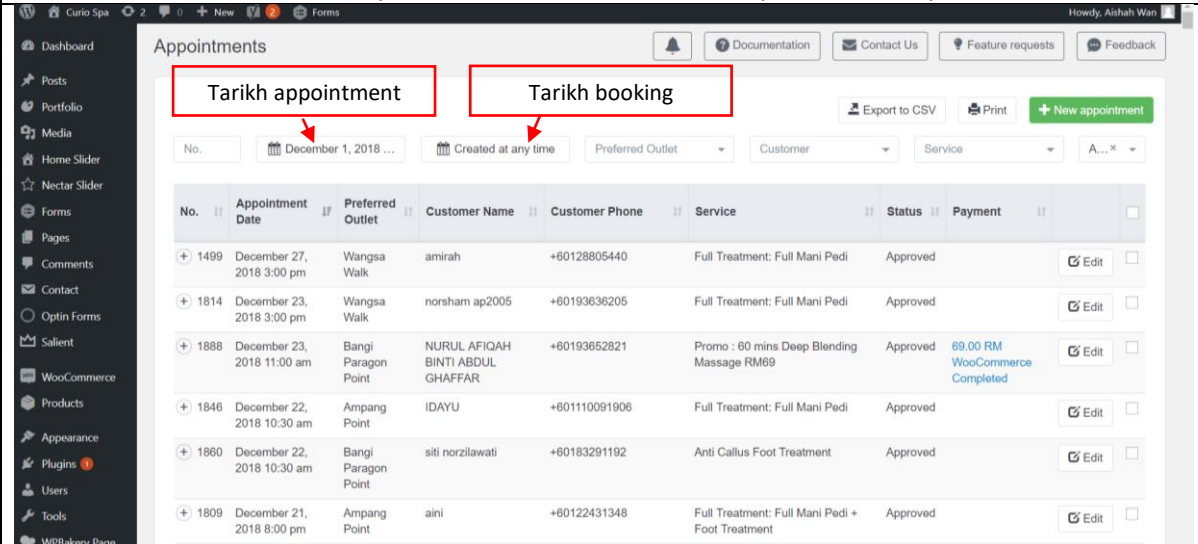
## 1. Buka WordPress. Klik "Bookly" dan tekan "appointment".



The screenshot shows the WordPress dashboard with the Bookly plugin menu on the left. The 'Bookly' menu item is highlighted in red, and the 'Appointments' sub-menu is also highlighted in red. The main content area displays a list of appointments with columns for ID, date, outlet, customer name, phone, service, status, and payment. The data is as follows:

ID	Date	Outlet	Customer Name	Customer Phone	Service	Status	Payment
1814	December 23, 2018 3:00 pm	Wangsa Walk	norsham ap2005	+60193636205	Full Treatment: Full Mani Pedi	Approved	
1888	December 23, 2018 11:00 am	Bangi Paragon Point	NURUL AFIAH BINTI ABDUL GHAFFAR	+60193652821	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed
1846	December 22, 2018 10:30 am	Ampang Point	IDAYU	+601110091906	Full Treatment: Full Mani Pedi	Approved	
1860	December 22, 2018 10:30 am	Bangi Paragon Point	siti norzilawati	+60183291192	Anti Callus Foot Treatment	Approved	
1809	December 21, 2018 8:00 pm	Ampang Point	aini	+60122431348	Full Treatment: Full Mani Pedi + Foot Treatment	Approved	
1891	December 21, 2018 4:30 pm	Bangi Paragon Point	BS 0146 NORHAYATI	+60123536264	Full Treatment: Full Mani Pedi + Foot Treatment	Approved	
1887	December 21, 2018 2:30 pm	Bangi Paragon Point	ZAWAWI	+60173356864	Full Treatment: Full Mani Pedi	Approved	
1885	December 21, 2018 2:00 pm	Bangi Paragon Point	BS0373 FARAH	+60193683001	Full Treatment: Full Mani Pedi	Approved	
1886	December 21, 2018 1:30 pm	Bangi Paragon Point	PN MUNA	+60126358835	Promo : 60 mins Curio Signature Massage RM69	Approved	
1870	December 21, 2018 1:30 pm	Wangsa Walk	Jamalah	+60137739533	Full Treatment: Full Mani Pedi + Foot Treatment	Approved	

## 2. Disini boleh tukar dan pilih tarikh , outlet dan service apa untuk di export.



The screenshot shows the 'Appointments' export filter interface. Two red boxes highlight the 'Tarikh appointment' and 'Tarikh booking' filters. The interface includes a sidebar with navigation options, a top navigation bar with 'Documentation', 'Contact Us', 'Feature requests', and 'Feedback' buttons, and a main content area with filters and a table of appointments. The filters include 'No.', 'Appointment Date' (set to 'December 1, 2018...'), 'Created at any time', 'Preferred Outlet', 'Customer', 'Service', and 'A...x'. The table of appointments is as follows:

No.	Appointment Date	Preferred Outlet	Customer Name	Customer Phone	Service	Status	Payment
1499	December 27, 2018 3:00 pm	Wangsa Walk	amirah	+60128805440	Full Treatment: Full Mani Pedi	Approved	
1814	December 23, 2018 3:00 pm	Wangsa Walk	norsham ap2005	+60193636205	Full Treatment: Full Mani Pedi	Approved	
1888	December 23, 2018 11:00 am	Bangi Paragon Point	NURUL AFIAH BINTI ABDUL GHAFFAR	+60193652821	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed
1846	December 22, 2018 10:30 am	Ampang Point	IDAYU	+601110091906	Full Treatment: Full Mani Pedi	Approved	
1860	December 22, 2018 10:30 am	Bangi Paragon Point	siti norzilawati	+60183291192	Anti Callus Foot Treatment	Approved	
1809	December 21, 2018 8:00 pm	Ampang Point	aini	+60122431348	Full Treatment: Full Mani Pedi + Foot Treatment	Approved	

3. Jika export untuk monthly report, sila tukar tarikh appointment kepada "Any time" dan pilih tarikh booking yang anda mahu.

Jika export untuk promo report, sila pilih tarikh appointment sepanjang promo dan tukar tarikh booking "anytime".

The screenshot shows the 'Appointments' management page. A dropdown menu is open for the 'Appointment Date' column, with 'Any time' selected. Two red boxes are overlaid on the page: one pointing to the 'Any time' dropdown and another pointing to the 'Created at any time' filter. The table below shows a list of appointments with columns for No., App Date, Preferred Outlet, Customer Name, Customer Phone, Service, Status, and Payment.

No.	App Date	Preferred Outlet	Customer Name	Customer Phone	Service	Status	Payment
1882	Jan 10 3:00 pm	Bangi Paragon Point	Lina	+60193983681	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed
1582	Jan 10 3:00 pm	Ampang Point	Datuk sufian03677	+60122380202	Full Pedicure	Approved	
1767	Jan 10 3:00 pm	Wangsa Walk	rohayu zaaba ww1164	+60133811944	Full Treatment: Full Mani Pedi + Foot Treatment	Approved	
1499	Dec 20 11:00 am	Wangsa Walk	amirah	+60128805440	Full Treatment: Full Mani Pedi	Approved	
1814	December 23, 2018 3:00 pm	Wangsa Walk	norsham ap2005	+60193636205	Full Treatment: Full Mani Pedi	Approved	
1888	December 23, 2018 11:00 am	Bangi Paragon Point	NURUL AFIOAH BINTI ABDUL GHAFFAR	+60193652821	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed

4. Untuk pilih tarikh yang anda mahu, klik "custom range" dan pilih tarikh. Klik "Apply"

The screenshot shows the 'Appointments' management page with the 'Appointment Date' dropdown menu open. The 'Custom range' option is selected, and a calendar interface is displayed. The 'Apply' button is highlighted with a red box. The calendar shows two months: December 2018 and January 2019. The 'App Date' column in the table below is highlighted in blue.

No.	Appointment Date	Preferred Outlet	Customer Name	Customer Phone	Service	Status	Payment
1882	January 5, 2019 10:30 am	Bangi Paragon Point					
1582	January 3, 2019 10:30 am	Ampang Point					
1767	January 1, 2019 10:30 am	Wangsa Walk					
1499	December 27, 2018 3:00 pm	Wangsa Walk					
1814	December 23, 2018 3:00 pm	Wangsa Walk	norsham ap2005	+60193636205	Full Treatment: Full Mani Pedi	Approved	
1888	December 23, 2018 11:00 am	Bangi Paragon Point	NURUL AFIOAH BINTI ABDUL GHAFFAR	+60193652821	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed

5. Setelah selesai pilih apa yang anda mahu export, tekan "Export to CSV".

The screenshot shows a WordPress dashboard with a sidebar on the left containing various menu items like Dashboard, Posts, Portfolio, Media, Home Slider, Nectar Slider, Forms, Pages, Comments, Contact, Optin Forms, Sallent, WooCommerce, Products, Appearance, Plugins, Users, Tools, and WPBakery Page. The main content area is titled 'Appointments' and features a table of appointment records. Above the table, there are filters for 'No.', 'Any time', 'November 20, 201...', 'Preferred Outlet', 'Customer', 'Service', and 'A.. \*'. A red box highlights the 'Export to CSV' button, which is located next to a 'Print' button and a '+ New appointment' button. The table contains the following data:

No.	Appointment Date	Preferred Outlet	Customer Name	Customer Phone	Service	Status	Payment		
+ 1882	January 5, 2019 10:30 am	Bangi Paragon Point	Lina	+60193983681	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed	<a href="#">Edit</a>	<input type="checkbox"/>
+ 1582	January 3, 2019 10:30 am	Ampang Point	Datuk sufian03677	+60122380202	Full Pedicure	Approved		<a href="#">Edit</a>	<input type="checkbox"/>
+ 1767	January 1, 2019 10:30 am	Wangsa Walk	rohayu zaaba ww1164	+60133811944	Full Treatment: Full Mani Pedi + Foot Treatment	Approved		<a href="#">Edit</a>	<input type="checkbox"/>
+ 1499	December 27, 2018 3:00 pm	Wangsa Walk	amirah	+60128805440	Full Treatment: Full Mani Pedi	Approved		<a href="#">Edit</a>	<input type="checkbox"/>
+ 1814	December 23, 2018 3:00 pm	Wangsa Walk	norsham ap2005	+60193636205	Full Treatment: Full Mani Pedi	Approved		<a href="#">Edit</a>	<input type="checkbox"/>
+ 1888	December 23, 2018 11:00 am	Bangi Paragon Point	NURUL AFIQAH BINTI ABDUL GHAFFAR	+60193652821	Promo : 60 mins Deep Blending Massage RM69	Approved	69.00 RM WooCommerce Completed	<a href="#">Edit</a>	<input type="checkbox"/>