

FUTURE APPOINTMENTS

Tools > Reports > Employees > Future Appointments

The Future Appointments report displays a list of each employee's upcoming appointments. For each appointment, you can view the client, date, time, duration, services, and the value. Appointments are listed in alphabetical order of client last name. If you want appointments to be listed in chronological order, you can choose to sort by date in your miscellaneous report options.

Each individual employee's appointments start on a new page. Printing this report is a great way for employees to view their upcoming appointments all in one place, without having to flick through the Appointment Book. The Future Appointments report can come in handy if a staff member is taking time off, as it can help you allocate their future appointments to other employees.

EMPLOYEE

The relevant employee's name is displayed above their list of appointments.

DATE

The date of the appointment.

Employee Appointments					
From:		Thursday, 17 December, 2015			
To:		Friday, 18 December, 2015			
Time Period:		2 Days			
For Employee:		All Employee			
Date	Time	Duration	Service	Value	
Anna					
Client: Angela Jefferson					
17 Dec 15	1:00 pm	45 min	Hair Colouring 1/2 Head Highlights - 1/2 Head Highlights	\$70.00	
	2:30 pm	30 min	Ladies Cuts Ladies Style Cut - Ladies Style Cut	\$50.00	
				\$120.00	
Client: Amy Newman					
17 Dec 15	5:30 pm	15 min	Tanning Legs Only Tan - Legs Only Tan	\$20.00	
				\$20.00	
Client: Kathy Reed					
17 Dec 15	11:30 am	15 min	Injectables Anti-wrinkle - Restylane	\$300.00	
				\$300.00	
Client: Darrel Roberts					
17 Dec 15	4:30 pm	15 min	Mens Cuts Mens Style Cut - Mens Style Cut	\$40.00	
				\$40.00	
Client: Louise Simons					
17 Dec 15	3:00 pm	30 min	Body Treatments 30 min Massage - 30 min Massage	\$65.00	
	3:30 pm	15 min	Tanning Full Body Tan - Full Body Tan	\$30.00	
				\$95.00	
Client: Regina Windsor					
17 Dec 15	10:45 am	30 min	Body Treatments 30 min Massage - 30 min Massage	\$65.00	
				\$65.00	
				Total Value for Anna	
				\$640.00	



Peppermint Park

TIME

The start time for the service.

DURATION

The expected service duration. This takes into account any employee level setup.

SERVICE

This column shows the service category and service name.

VALUE

This column shows prices for each service, as well as the total value for each appointment. This takes into account any employee level pricing.

TOTAL VALUE FOR EMPLOYEE

The total value of appointments for this employee. At the very end of the report, you can view the grand total value for all employees' appointments.