Customer Log on Details – ONLINE APPOINTMENT SYSTEM

C:\Users\Francine\Documents\online appointment button TIGS.jpg

**How to register for an online appointment**

**Step one**- click onto the online appointment tab on the uniform shop page

**Step two**- click onto register now

**Step three**- Fill in required fields

**Step Four**- A pin number will be emailed to you

**Step Five** – Enter email address and pin number click log in tab

**Making an appointment**

**Step one**- Click onto the new appointment tab – An online calendar with available dates blocked out in green will appear on screen

**Step Two**- select highlighted date and time appointment is required available times will be highlighted in green

**Step Three-** Enter students name click save in the confirmation detail screen

Step Four – A confirmation email will be sent

**Viewing deleting or modifying appointment**

**Step one VIEW APPOINTMENT –** Click onto the view details of appointment time contact details and students name appear

**Step Two MODIFY APPOINTMENT** – Click the modify tab and then click the change tab appoint can then be changed to available time

**Step Three DELETE APPOINMENT** – Click the delete tab and the appointment will be cancelled