Check Out An Appointment

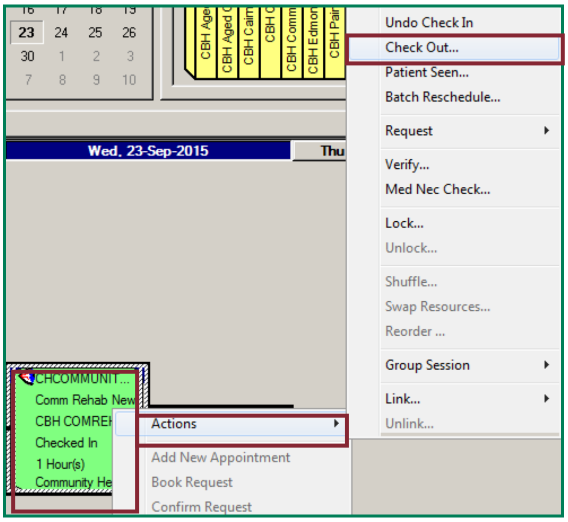
Quick Reference Guide

Checking out a client at the end of a consultation

1. Select the appropriate Appointment Scheduling Book from the Bookshelf
2. Find the client's appointment in the Appointment Grid

To Check Out a client:

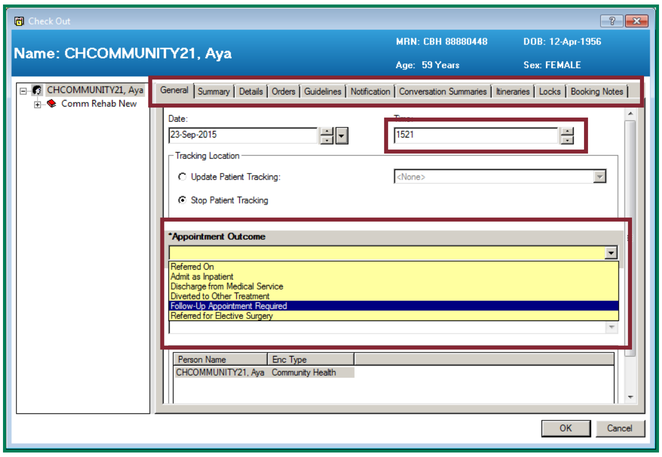
3. Right-click on the appointment
4. Select Actions
5. Select Check Out



The Check Out window will open.

6. Use the drop down arrow to complete the Appointment Outcome field

7. The appointment time can be modified by clicking in the field or using the up and down arrows.



8. Click OK when finished

The appointment now displays in blue to indicate the client has been Checked Out.