

CITK

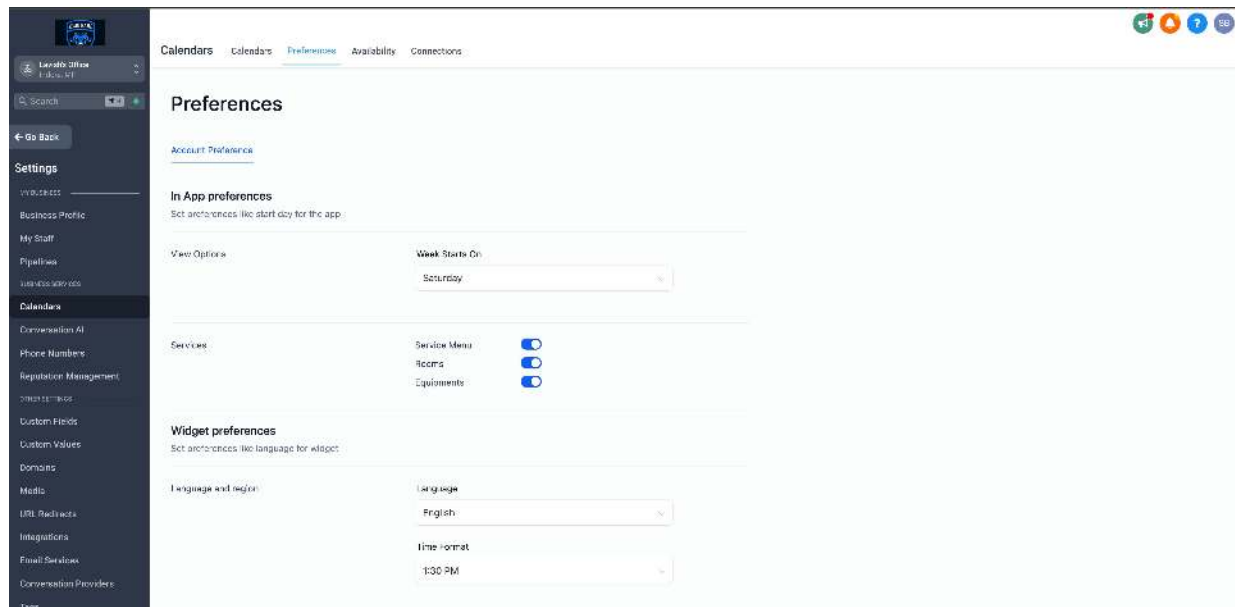
How to create Equipments?



How to create Equipments?

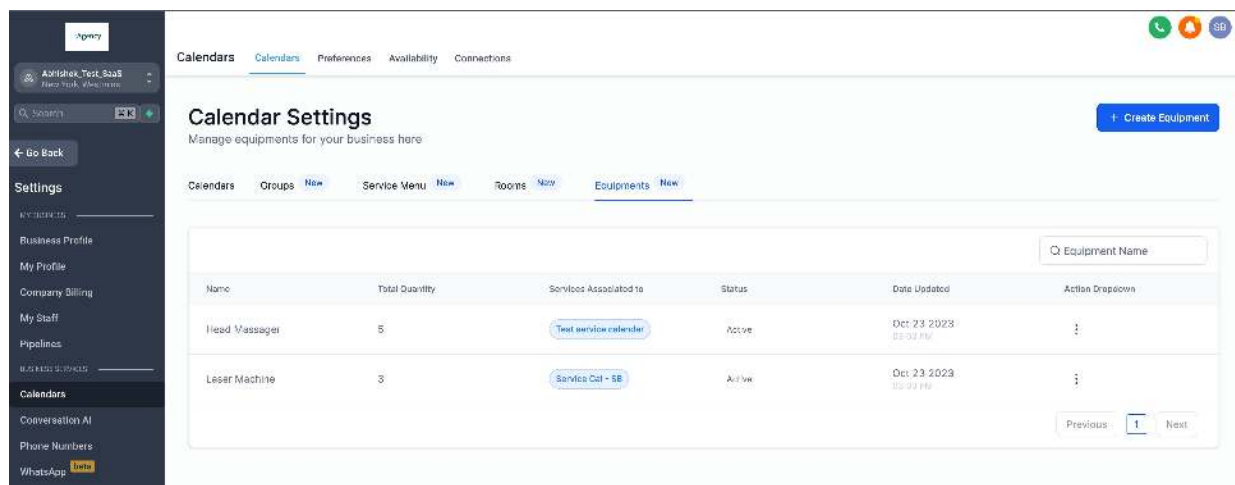
1. Access Calendar Settings and Enable Equipments:

- Go to your account and navigate to Calendars > Calendar Settings.
- Under Preferences > In App Preferences, toggle on Rooms and Equipments.



2. Create an Equipment:

- Once you've enabled the feature, a new 'Equipments' tab will appear.
- Under the 'Equipment' tab > Click on Create Equipment.

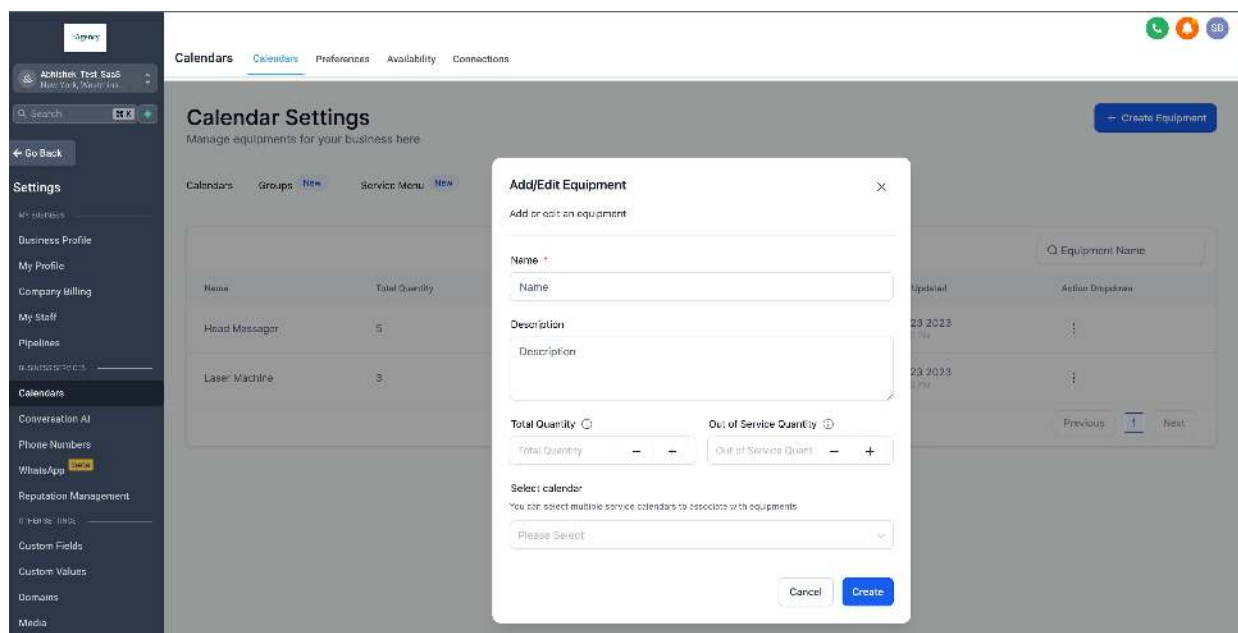


3. Provide Equipment Details:

How to create Equipments? : CITK

- To set up equipment, enter the following details:
 - **Equipment Name:** Assign a unique name to the equipment.
 - **Description:** Provide a brief description to clarify the equipment's purpose.
 - **Total Quantity:** Specify the total number of available equipment units.
 - **Out of Service Quantity:** Enter the count of equipment units that are currently non-functional, require repair, or are out of service.
 - **Select Calendar:** Choose the calendars you wish to associate with this equipment.

Note: You can only link one equipment to each calendar. For example, if you have a 'Laser Machine', it can be connected to multiple calendars



Additional Information

1. Rooms and Equipment Details:

- Find your rooms and equipment details within the **appointment modal - details view**.
- This ensures you can now easily identify which room has been **assigned** to a particular appointment and which equipment is being used or has been booked in conjunction with the appointment.
- This feature simplifies the management of appointments, making it more informative and streamlined.

How to create Equipments? : CITK

All Appoint

John Doe

Thu, Nov 9, 2023 , 3:45 pm - 4:15 pm

Appointment

Appointment Owner

SPA STAFF 1

JD

John Doe

Primary Contact

Calendar

Spa services

Source

Booking Widget

Booked By

-

Room

Facial and Massage Room

Equipment

Facial Kit

View Activity Log

→

Status :

Confirmed

Dec 18, 2023,