

Appointments List

The **Appointment List** page is your central hub for viewing and managing event bookings across your entire account. Accessible via the left-side navigation menu, it allows administrators to view and manage all event appointments (past, current, and upcoming) — across all events.

Common Administrative Uses

- Mass Management: Delete all appointments or specific selections within an event.
- Targeted Outreach: Send specialized or custom emails to specific groups.
- SMS Communication: Send text messages to participants, where applicable.

Data Columns

The list displays essential details for every booking, including:

- Time & Date: Appointment date, time, and total duration.
- Participant Details: The holder’s name and phone number (if provided).
- Event Logistics: The specific Event name, Resource Name, and any selected Services.
- Status & Feedback: Current appointment status and any relevant appointment notes.
- Phone: The participant’s phone number (if entered)

Sections of the Appointment List Page

Search Appointments console

Located on the left side of the page, the search bar allows you to filter results based on specific criteria:

Tool	Functionality
All Appointments	Will show all appointments on the selected Event/Resource if specified.
Date Selection	Filter by an Exact Day or define a specific Range of dates.
Problem Appointments	Filter for "problem appointments" only.

Event & Resource	Narrow results to a specific Event and its associated Resources.
------------------	--

Color Legend for Problem Appointments:

- - Red text: Problem appointment in the future.
 - Yellow text: Appointment is currently in the process of creation.
 - Red text on the Gray background: Problem appointment in the past.

Appointment Action Bar

Use the top toolbar to perform bulk or individual actions on selected appointments:

- **Send Email:** Dispatch standard event notifications or custom messages to individuals or all holders.
 - Options for email are custom, follow-up, and reminder emails (even if reminders are disabled for the event, and are labeled: “Sent Reminder Forced” within the Contact’s log.
- **Delete:** Permanently remove individual bookings or clear all appointments within an event.
- **Recreate Slot:** Restore an appointment slot to the event after it has been deleted.
- **Confirm Appt:** Manually validate and resolve a "problem" appointment status.
- **Send SMS:** Send additional text messages to participants signed up for the service (Normal events only).