

**How to block time slot for
staff appointment**

如何预留员工预约时间段

**Cara untuk menempah slot
masa temu janji untuk pekerja**



STEP 1

CLICK APPOINTMENT

点击预约

KLIK JANJI TEMU



Support@tunai

klia

Operation



300

Member

twts7s
(6071) 7262-91

testi
(6012) 358-4885



3

Orders

twts7s
(6071) 7262-91

walkin
(6015) 000-0000



Appointment

Today
17/10/2025 0

Tomorrow
18/10/2025 0

1



History

Yesterday
16/10/2025 3,107.00

Today
17/10/2025 324.00



Attendance



Shift Report



Announcement



Message



Help Center



SOS



Quotation



Queue



Walk-In



Classroom

Expiring in 43 days

Version 1.0.159

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STEP 2

SELECT SPECIFIC APPOINTMENT

点击预约

KLIK JANJI TEMU



21/10/2025

Day Hour Staff

Mon 20 0 appt Tue 21 1 appt Wed 22 0 appt Thu 23 0 appt Fri 24 0 appt Sat 25 0 appt Sun 26 0 appt

ZY LH Nicholas

DD -Hair Cut

2

12:00 am

12:15 am

12:30 am

12:45 am

1:00 am

1:15 am

1:30 am

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STEP 3

ENABLE BLOCK TIME SLOT

启用阻挡时间段

DAYAKAN TEMPOH PENYEKATAN



Appointment form and calendar view.

Appointment Form:

- Date: 21 October, 2025 (Not Set)
- Staff: DD (6012) 654-6197
- Service: Hair Cut (10.00)
- Duration: 15 min
- Block Time Slot:** (Toggle is ON)
- Staff: LH

Calendar View:

Day	Hour	Staff
Thu 23	0 appt	LH (1 appts)
Fri 24	0 appt	Nicholas
Sat 25	0 appt	
Sun 26	0 appt	

Appointment details: DD -Hair Cut

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