



**How to set Reminder**

**如何设置提醒**

**Cara untuk menetapkan  
peringatan**

# 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&3

ADD NEW APPOINTMENT

添加新预约

TAMBAH JANJI TEMU BARU



The screenshot shows a scheduling interface with a modal for adding a new appointment. The modal is titled "New Appointment" and contains two input fields: "21 October, 2025 05:15 PM" and "Phone number". The background shows a calendar view for October 21, 2025, with a time slot from 12:00 am to 1:30 am. The interface includes a top bar with a close button, a date selector, and a staff selector. The modal is highlighted with a dashed border and a number 3 in a circle.

21/10/2025 21 Day Hour Staff

Mon 20 0 appt Tue 21 0 appt Wed 22 0 appt Thu 23 0 appt Fri 24 0 appt

12:00 am 12:15 am 12:30 am 12:45 am 1:00 am 1:15 am 1:30 am

ZY LH

New Appointment

21 October, 2025 05:15 PM

Phone number

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# STEP 4

CLICK REMINDER

点击提醒

KLIK PENGINGATKAN



Calendar interface showing appointment slots and a "New Appointment" modal.

Calendar Header: 21/10/2025, 21, Day, Hour, Staff, 15, Filter, +

Calendar Grid:

|          | Mon 20<br>0 appt | Tue 21<br>0 appt | Wed 22<br>0 appt | Thu 23<br>0 appt | Fri 24<br>0 appt |
|----------|------------------|------------------|------------------|------------------|------------------|
| 12:00 am |                  |                  |                  |                  |                  |
| 12:15 am |                  |                  |                  |                  |                  |
| 12:30 am |                  |                  |                  |                  |                  |
| 12:45 am |                  |                  |                  |                  |                  |
| 1:00 am  |                  |                  |                  |                  |                  |
| 1:15 am  |                  |                  |                  |                  |                  |
| 1:30 am  |                  |                  |                  |                  |                  |

Staff: ZY, LH

New Appointment Modal:

- Wash & Blow 20.00
- 15 min
- ZY
- Block Time Slot ☒
- No Reminder (highlighted with a dashed border and a circled 4)
- Dark Red
- Confirm

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# STEP 5

## SELECT REMINDER DATE

选择提醒时间

PILIH MASA PENGINGATKAN



Calendar interface showing appointment scheduling for 21/10/2025. The calendar view is currently set to 'Day' and shows a grid of time slots from 12:00 am to 1:30 am. The selected date is Tuesday, 21/10/2025, which shows 0 appointments. The staff member 'ZY' is assigned to the 12:00 am slot, and 'LH' is assigned to the 12:15 am slot.

A 'New Appointment' modal is open, showing the appointment details:

- Appointment Name: Wash & Blow
- Duration: 20.00
- Time: 15 min
- Staff: ZY
- Block Time Slot: ☒

The 'No Reminder' section is highlighted, showing the following options:

- No Reminder
- Same Day (23/10/2025)
- One Day Prior (22/10/2025)

The 'One Day Prior (22/10/2025)' option is selected, indicated by a blue bar and a yellow circle with the number 5.

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# STEP 6

## CONFIRM APPOINTMENT

确定预约

SAHKAN JANJI TEMU



✕

21/10/2025

21

Day

Hour

Staff

↔

15

🔍

+

<

Mon 20  
0 appt

Tue 21  
0 appt

Wed 22  
0 appt

Thu 23  
0 appt

Fri 24  
0 appt

⚙️

ZY

LH

12:00 am

12:15 am

12:30 am

12:45 am

1:00 am

1:15 am

1:30 am

✕

New Appointment

🕒

15 min

👤

ZY

🔒

Block Time Slot

🔔

Same Day

🔴

Dark Red

Remarks

Confirm

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