



Grooming Calendar Overview

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The grooming calendar in PetExec is a feature-rich, powerful tool and can do more than just display your grooming appointments. The following options are all available within the grooming calendar. This document covers the steps to add these features. With the grooming calendar you can:

- View your groomer's schedule making it easier than ever to schedule grooming appointments for a specific groomer.
- Easily identify which appointments are assigned to which groomer, based on the employee highlight color.
- Click on the calendar to schedule an appointment for a groomer.

Here are some examples of these features as well as the steps to set up in your PetExec system.

Grooming calendar for selected groomer:

Begin in the PetExec menu under grooming-->grooming calendar.

1. Using the drop down box select the groomer.
2. In this example you can see the employee schedule
3. This groomers appointments are visible on the calendar and show in her highlight color.
4. You can click on the date and time on the calendar to schedule a grooming appointment for this groomer. The date, time and groomer will default in the grooming appointment.

Grooming Calendar i

Groomer
Amy Thomas is selected.

Groomer:
Amy Thomas

today Apr 17 — 23 2016 month week day

	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Fri 4/22	Sat 4/23
all-day							
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							

10:00 - 12:00
Pet Name: Roxy Jones
Notes:
Breed: Mixed Breed
App Time: 10:00 AM
Products/Services: Full Groom, Bath

12:00 - 1:00
Pet Name: Daisy Williams
Notes:

8am - 1pm Monday - Friday as indicated by the purple shading on the calendar.

Appointments that are assigned to her appear in purple highlight as well.

Click here to schedule an appointment for Amy on Friday at 10 am. (**See notes below)

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**When you click on the calendar, PetExec will redirect you to the grooming appointment screen: Click here for additional details to [schedule a grooming appointment](#).

Step 3 - Select Schedule Date / Date Range

- Selected Date
- Custom Repeating
- Selected Days During Date Range Below

Date (mm/dd/yyyy)

04/22/2016

Step 4 - Appointment Details

Scheduled Time * 10:00 AM

Duration * 2

Duration Units Hours

Groomer Amy Thomas

The date, scheduled time and Groomer fields default based on the the groomer calendar selected and the date and time clicked.

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Grooming calendar for all groomers:

Begin in the PetExec menu under grooming-->grooming calendar.

1. Using the drop down box select "All Groomers".
 2. Grooming appointments are displayed in the color associated with the assigned groomer.
 3. Grooming appointments with no groomer assigned will show in the PetExec default color blue.
- Also, if you do not have a highlight color assigned to a groomer, those appointments will show in blue as well.

Grooming Calendar (i)

1 Viewing the grooming calendar when "All Groomers" is selected.

2 Amy Thomas's appointments show in her employee color, purple.

2 Grace Clark's appointments show in her employee color, yellow.

2 Matthew Jones's appointments show in his employee color, green.

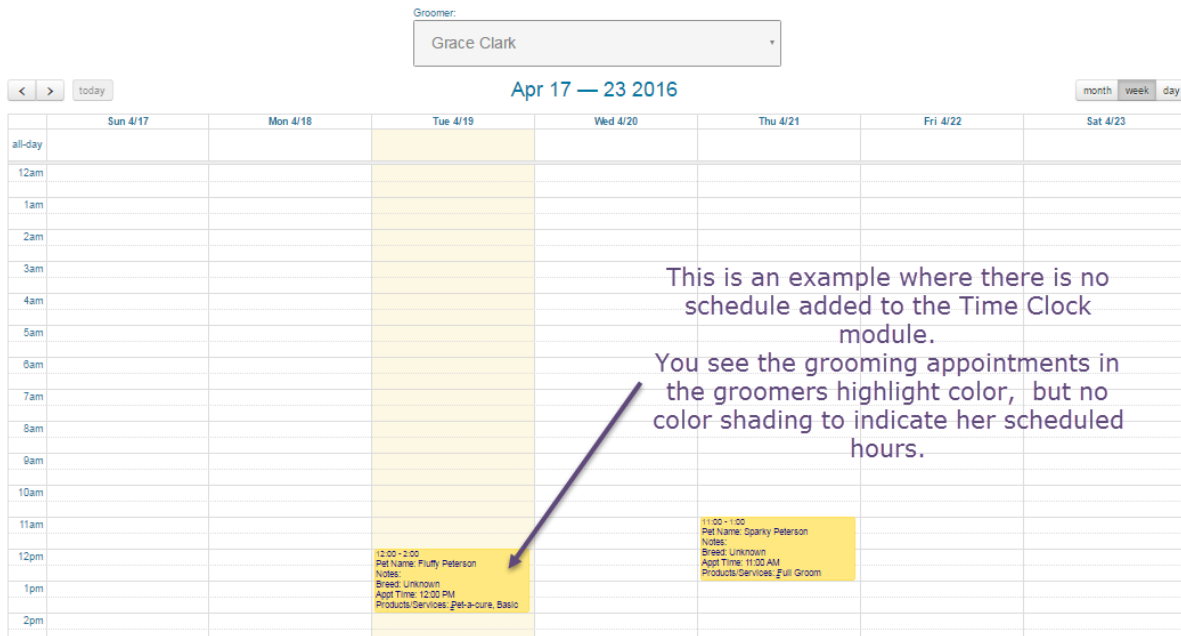
3 Grooming appointments with no groomer assigned, or with a groomer with no highlight color will show in the PetExec default color, blue.

	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Fri 4/22	Sat 4/23
all-day							
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

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Grooming calendar when employee highlight color is added, but there is no employee schedule in PetExec.

Grooming Calendar



Setting up Grooming Employees with a highlight color:

If you are interested in using color coding on the grooming calendar, begin by ensuring your grooming employees are identified as a groomer and have a color assigned to their employee profile. Click here for details on how to [maintain an existing employee](#) and add the highlight colors.

Adding Grooming Employees' Schedules:

If you would like to see the groomers work schedule on the grooming calendar to assist with scheduling grooming appointments, you can create a work schedule for them in the PetExec Time Clock module. You can create this schedule regardless of whether or not you utilize the time clock feature in PetExec and have your employees clock-in and clock-out.

See [adding employee schedule](#) for details on this functionality. Even if you are not using the PetExec Time Clock feature, you can provide your groomers access to add their own work schedules to PetExec. This will allow your employees doing the appointment scheduling for clients to see the groomer's work schedules as well as existing appointments and schedule appointments accordingly.

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