

# Vision POS - Scheduling a Custom Appointment for an Existing Customer

## Purpose and Overview

How to write up and invoice for a tire rotation from a customer that created their appointment online.

## Steps

Step	Application	Action
1	Customer / Vehicle	Input the customer phone number
2	Customer / Vehicle	Click the 'SEARCH BY CUSTOMER' button
3	Customer / Vehicle	Select the customer record
4	Customer / Vehicle	Click the 'SELECT CUSTOMER' button
5	Customer / Vehicle	Select the customer vehicle
6	Customer / Vehicle	Select 'Apply Customer / Vehicle'
7	GK OMNI	Click 'Product Browse'
8	Product Browse	Select 'Tire Rotation Quick Link'
9	Product Browse	Click 'Proceed to Checkout'
10	GK OMNI	Click 'Checkout'
11	GK OMNI	Click 'Service Later'
12	GK OMNI	Select 'Yes' to Add / Modify Appointment
13	Appointments	Select 'Appt Date / Time'
14	Appointments	Click 'Custom'
15	Appointments	Type in the End time as 1.5 hours later than the Start time
16	Appointments	Click 'OK' to confirm in modal
17	Appointments	Click 'Confirm'
18	Appointments	Click 'OK' to confirm
19	GK OMNI	Select the type of receipt

## Contact

If you have any questions, please contact [VisionStoreExperienceTeam@discounttire.com](mailto:VisionStoreExperienceTeam@discounttire.com).