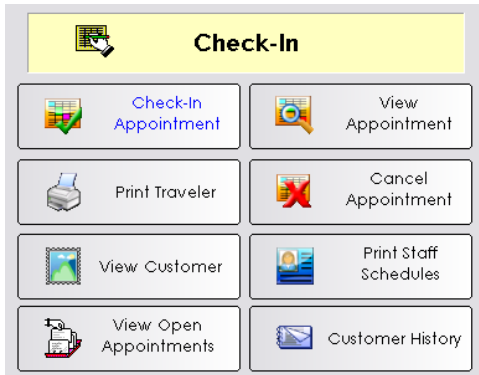


# check in / check out

The check in / check out feature gives you the ability to check in, view and check out all customers with an appointment for the day from the ease of one screen.



## Check In

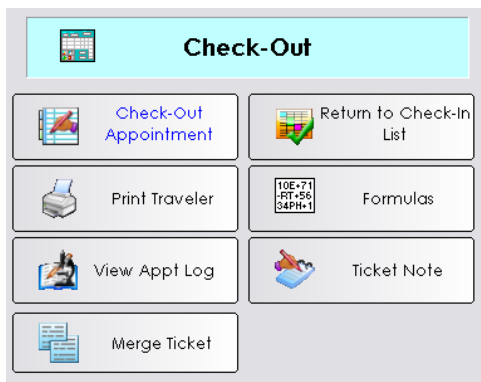
1. From the SalonBiz Light menu bar, click on the Check In/Check Out icon.
2. Highlight by clicking once on the customer's name that needs to be checked in.
3. Click the Check-In Appointment button. This will move the appointment to the Check Out screen located on the bottom half of the screen.

## View Options

1. From the Check In/Check Out screen, highlight by clicking once on the customer's name that you wish to view.
  - View Appointment
    - View the appointment or make any necessary changes.
    - Click the Done button when finished.
  - View Customer
    - View the customer information or make any necessary changes.
    - Click the Return to Previous Screen button when finished.
  - View Open Appointments
    - View the open appointments for the customer or make any necessary changes to the existing appointments.
    - Click the Return to Previous Screen button when finished.
  - Customer History
    - View the sales history for the customer.
    - Click the Return to Previous Screen button when finished.

## Cancel Appointment

1. From the Check In/Check Out screen, highlight by clicking once on the customer's name that you wish to cancel.
2. Click the Cancel Appointment button.
3. Answer Yes to the message "Are you sure you wish to cancel the entire appointment?"
4. Select an appointment cancel reason from the list.
5. Click the Select button.



## Check Out

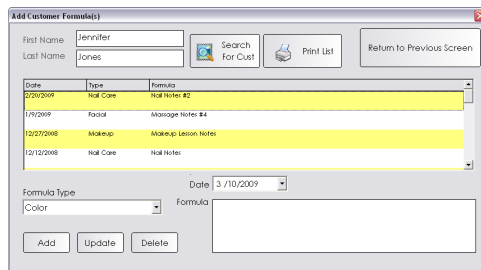
1. From the SalonBiz Light menu bar, click on the Check In/Check Out icon.
2. Highlight by clicking once on the customer's name that needs to be checked out.
3. Click the Check-Out Appointment button, the ticket for this customer will appear.

## Return to Check In

1. From the Check In/Check Out screen, highlight by clicking once on the customer's name that needs to be returned to the check in screen.
2. Click the Return to Check-In List button.
3. Answer Yes to the message "Warning: By returning this customer to the Check-In List the Ticket and any item you might have added will be removed from the Open Ticket List and Voided. Continue?"
4. Answer Yes to the message "You are in the process of Voiding this Ticket. WARNING: If there are Gift Certificates or Packages on the Ticket they will be automatically voided. Are you sure you wish to Void this ticket?"
5. Select a void reason from the Void Ticket Reasons list.
6. Click the Select button. The customer will be returned to the Check In screen.

## View Formula

1. From the Check In/Check Out screen, highlight by clicking once on the customer's name that you wish to view.
2. Click the Formulas button.
3. From this screen you may Add, Edit, Delete or Print.
4. Click the Return to Previous Screen button when you are finished.



## Ticket Note

1. From the Check In/Check Out screen, highlight by clicking once on the customer's name that needs a ticket note.
2. Click the Ticket Note button, and type in a note.
3. Click the OK button.
4. The customer ticket note will automatically pop-up when checking out a customer with a note. The note will then pop-up when you check out a customer from the appointment book, the Check Out screen, or if you double click them in the Check Out screen.

