

appointment book quick keys

Keys	Function
Shift + F2	Shows all staff on the appointment book
F3	Click on a staff member's column, then click the F3 key this shows a single staff member's book for 2 weeks
F4	Displays the working staff for the day
F5	Displays the Search / Wait List screen
F6	Brings you back to the current day on the appt. book
F8	From the booking appt. screen, it cancels the booking of an appointment (instead of clicking the Cancel Appt button)
F9	From the booking appt. screen, completes the booking of an appointment (instead of clicking the Done button)
F10	From the Check In/Check Out screen. It changes the traffic light icon to the With Staff icon.
F11	When you click on the appt, it changes the confirmation status to Left message
Shift + F11	In the Check Out screen, it changes the staff member and service if the customer is scheduled for multiple services
F12	When you click on the appt, it changes the confirmation status to Confirmed
Ctrl + (2-9)	Will move you forward in the book the number of weeks that corresponds to the number you selected
Ctrl w/ arrows	Allows you to move from day to day
Shift + F(2-9) keys	Assigned schedule groups
Left arrow on date bar	Moves two weeks backward on the appt book
Right arrow on date bar	Moves two weeks forward on the appt book
Alt + S	Locks in your password for a session (to unlock your password, click Alt S again). This is a secure feature.
Alt + C	Allows you to search by confirmation number
Alt + T	Gives you immediate access to the Time Clock
Left click on staff name	Allows you to view the staff member's service menu
Right click on staff name	Allows you to view the staff member's two week schedule

