

moving appointments

Follow these steps to move an appointment.

Moving an Appointment

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Locate the appointment you wish to move.
3. Double click on the appointment you wish to move.
 - If you are moving the appointment to a different time on the same day, either type in the new start time in the Start field for the appointment or double click the new time on the appointment book where you wish to move the appointment.
 - If the client has multiple services on their appointment and would only like to move one service to a different day, highlight by clicking once on the service you wish to move and then click the Move Service button.
 - If the client has multiple services and would like to move the entire appointment, click the Move Appt button.
 - If the client has one service on the appointment, click the Move Appt button.
4. Click the Select Date button in the top right corner of the screen to view the calendar.
5. Choose a date by clicking once on the day and then click the Select Date button. You may also double click on the desired day.
6. Double click on the service provider's column and correct time on the appointment book.
 - If you are moving multiple services you may click once on each individual service then double click the appointment book to move each service. Note: You may have to do this to change the order of the services on the appointment.
7. Once the OK Move button turns yellow the appointment is ready to be moved.
8. Click the OK Move button. Note: Make sure you see the moved appointment on the appointment book.
9. Click the Done button.
10. Reconfirm the appointment from the Appointment Details screen.
11. Click the Return to Previous Screen button.

The screenshot displays the 'Appointment Service(s)' screen. At the top, 'Customer Information' includes fields for First Name (Jennifer), Last Name (Jones), and Call ([504]111-1111). Below this are buttons for 'Cust App', 'Cust History', 'Search For Cust', 'Add New', and 'View Info'. The 'Appointment Service(s)' section shows a booking for 3/9/2009 at 3:10 PM with a status of 'Not Confirmed'. A table lists services: 'Massage' (Mel, 2:00 PM, 1:15) and 'Facial 60' (Mel, 3:15 PM, 1:15). At the bottom, a yellow dialog box prompts the user to 'Please select a Time or Date to move to. Click the button below to cancel move.' It features a 'Cancel Move' button with a red X and an 'OK Move' button with a green checkmark.

