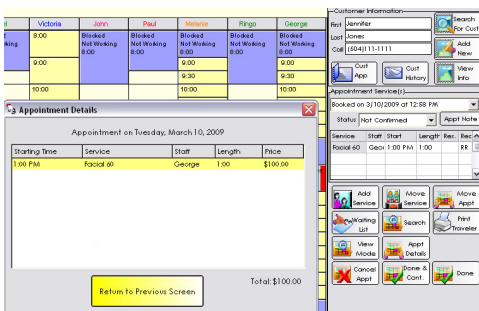
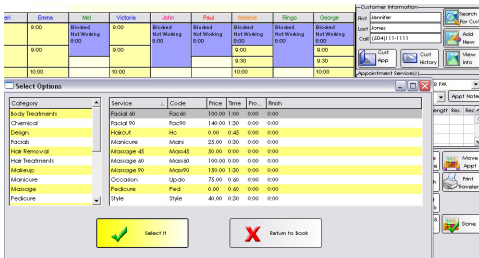
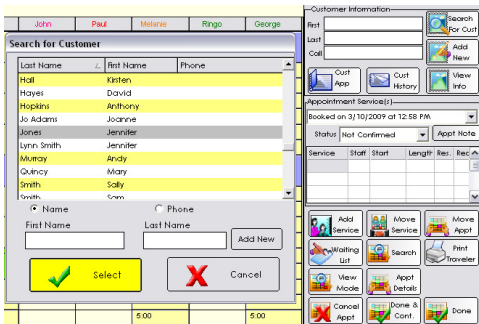


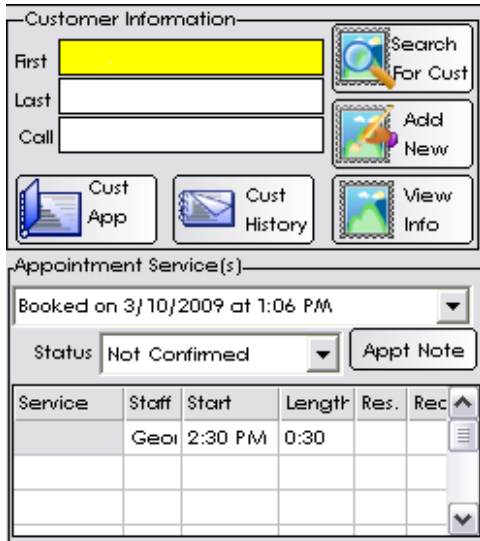
reserving an appointment

Follow these steps to reserve appointments.

Using the Make Appt Button

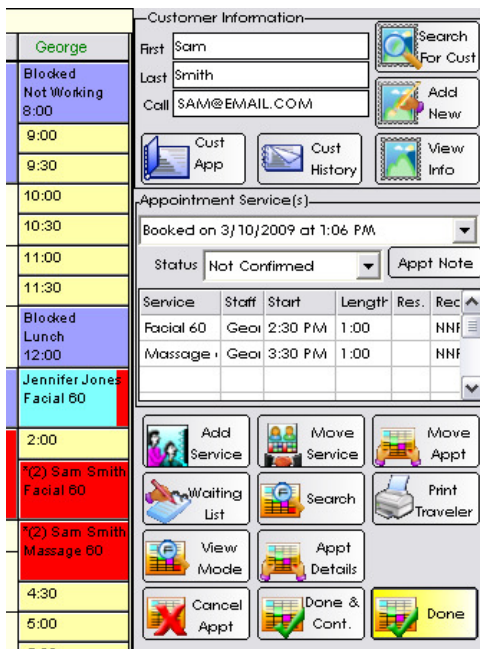
1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Select a date for the appointment by using the calendar menu bar located at the top of the appointment book or use the Select Date button.
3. Click on the Make Appt button. It is located on the menu bar on the bottom of your screen.
4. An Appointment screen will appear on the right side of the screen.
5. Type the first few letters of the client's first and last name (use the Tab key on your keyboard to move between fields) in the corresponding fields. Press the Enter key.
 - If the client is already in the system select their name from the Search For Customer screen.
 - If the client is not in the system, press the Add New button. Fill out the required fields in the Add New Customer screen.
6. Click on the Add Service button.
7. Select the service you wish to add to the appointment from the list.
 - Another way to add a service is to click on the Service column and type in the service code. If you are not sure of the service code simply double click in the Service column for a list of services.
8. After selecting the service code the Staff column will be automatically highlighted for you. Type in the staff code for the service provider performing the service. If you are not sure of the staff code, double click in the Staff column and select from the list of service providers set up to perform the service. If you have notes created for your staff members, the Staff Note screen will pop up click the OK button.
9. Type in the time that the client is going to start the appointment in the Start field.
10. Choose the appropriate request reason from The Select a Request Reason screen by double clicking on the reason or by highlighting it and clicking the Select button.
11. The appointment information is now added on the appointment screen.
12. Verify the time that it takes to perform the service in the Length field.
13. Follow steps 6-10 if you wish to add multiple services to this appointment.
14. Click the Done button when finished.
15. The Appointment Details screen will appear and allow you to reconfirm the appointment with the client.
16. Click the Return to Previous screen button.





Double Clicking the Appointment Book

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Select a date for the appointment by using the calendar menu bar located at the top of the appointment book or use the Select Date button.
3. Double click on the service provider column and the appropriate time row on the appointment book.
4. An Appointment screen will appear on the right side of the screen. Note: the Staff column and Start Column are already complete.
5. Type the first few letters of the client's first and last name (use the Tab key on your keyboard to move between fields) in the corresponding fields. Press the Enter key.
 - If the client is already in the system select their name from the Search For Customer screen.
 - If the client is not in the system, press the Add New button. Fill out the required fields in the Add New Customer screen.
6. Click under the Service column and type in the service code. If you are not sure of the service code simply double click in the Service column for a list of services.
7. Choose the appropriate request reason from The Select a Request Reason screen by double clicking on the reason or by highlighting it and clicking the Select button.
8. The appointment information is now added on the appointment screen.
9. Verify the time that it takes to perform the service in the Length field.
10. Follow steps 3-9 if you wish to add multiple services to this appointment.
11. Click the Done button when finished.
12. The Appointment Details screen will appear and allow you to reconfirm the appointment with the client.
13. Click the Return to Previous screen button.



From the Ticket Screen

1. From a client's ticket.
2. Click on the Book Appt button.
3. From the Select Day calendar highlight the desired day and click the Select Date button.
4. Double click on the service provider column and the appropriate time row on the appointment book.
5. Click under the Service column and type in the service code. If you are not sure of the service code simply double click in the Service column for a list of services.
6. Choose the appropriate request reason from The Select a Request Reason screen by double clicking on the reason or by highlighting it and clicking the Select button.
7. The appointment information is now added on the appointment screen.
8. Verify the time that it takes to perform the service in the Length field.
9. Follow steps 4-8 if you wish to add multiple services to this appointment.
10. Click the Done button when finished.
11. The Appointment Details screen will appear and allow you to reconfirm the appointment with the client.
12. Click the Return to Previous screen button.

