

Resize Appointments

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SALON MANAGER

01 Intro

Hello, today I'm going to show you how to resize an appointment in Salon Manager.

The screenshot displays the Salon Manager software interface for a salon named "Newcastle". The main view shows a weekly appointment schedule for Friday, May 22, 2026. The interface is organized into columns for staff members: Shelby, Rikki, Samantha, and Daniel. Each staff member's column contains a vertical timeline of appointments, represented by colored bars. The appointments include client names and service types, such as "Scarlett Jones Full Head", "Daniel White Girls Cut", "Sarah Johnson Blowdry Full", and "Alice Roberts Full Body Massage". A red double-headed arrow is positioned over the top edge of the "Scarlett Jones" appointment for Shelby, indicating the resize handle. The interface also features a sidebar on the left with navigation options like "Appointment", "Resources", and "Standby list", and a bottom navigation bar with options like "Go to today", "Choose date", and "Next week".

Staff	Appointment	Service
Shelby	Scarlett Jones	Full Head
Rikki	Daniel White	Girls Cut
Rikki	Nathan Price	Girls Cut
Rikki	Holly Day	Ladies Cut
Rikki	Scott Spencer	Girls Cut
Rikki	Rachel Ward	Full Head
Rikki	Rachel Ward	Ladies Cut
Samantha	Sarah Johnson	Blowdry Full
Samantha	Mary Edwards	Half Head
Samantha	Lily Evans	Trim
Samantha	Mary Edwards	Ladies Cut
Samantha	Scarlett Jones	Blowdry Full
Samantha	Amber Mills	Blowdry
Samantha	Amber Mills	Ladies Cut
Samantha	Laura Cox	Ladies Cut
Daniel	Alice Roberts	Full Body Massage
Daniel	Clean	
Daniel	Ava Scott	French Manicure
Daniel	Meeting	
Daniel	Freya James	Manicure
Daniel	Ben Morris	Manicure
Daniel	Britney Spears	Manicure
Daniel	Britney Spears	Podium

02 Locate And Resize Appointment

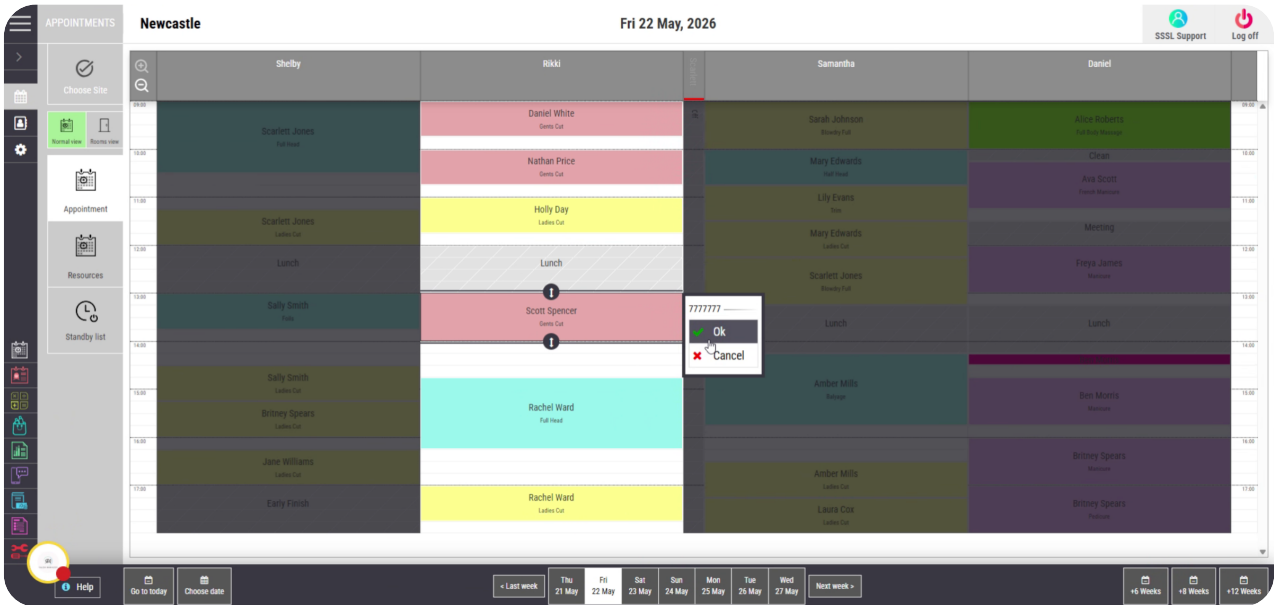
First, we need to find the appointment we wish to resize. Once there, hold the left click down on the appointment and release after one second. This will bring up two arrows at the top and bottom of the appointment. You can use these to extend or shorten the appointment.

The screenshot displays a scheduling application for 'Newcastle' on 'Fri 22 May, 2026'. The interface includes a sidebar with navigation options like 'Appointment', 'Resources', and 'Standby list'. The main area is a grid with columns for resources (Shelby, Rikki, Samantha, Daniel) and rows for time slots. A red double-headed vertical arrow is positioned above the 'Scarlett Jones' appointment in the Rikki column, indicating it is selected for resizing.

Time	Shelby	Rikki	Samantha	Daniel
09:00	Scarlett Jones (Full Head)	Daniel White (Gents Cut)	Sarah Johnson (Browdy Full)	Alice Roberts (Full Short Weaves)
10:00		Nathan Price (Gents Cut)	Mary Edwards (Half Head)	Clean
11:00	Scarlett Jones (Ladies Cut)	Holly Day (Ladies Cut)	Lily Evans (Tint)	Ava Scott (French Manicure)
12:00	Lunch	Lunch	Mary Edwards (Ladies Cut)	Meeting
13:00	Sally Smith (Fats)	Scott Spencer (Gents Cut)	Scarlett Jones (Browdy Full)	Freya James (Manicure)
14:00			Lunch	Lunch
15:00	Sally Smith (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Salvage)	Ben Morris (Manicure)
16:00	Britney Spears (Ladies Cut)			Britney Spears (Manicure)
17:00	Jane Williams (Ladies Cut)		Amber Mills (Ladies Cut)	Britney Spears (Polish)
18:00	Early Finish	Rachel Ward (Ladies Cut)	Laura Cox (Ladies Cut)	

03 Confirm Appointment Resize

Once that's done, you click OK on the right hand side and that will change the size of the appointment.



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