

# Move Appointments

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SALON MANAGER

# 01 Introduction To Moving Appointments

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

The screenshot displays the Salon Manager software interface for a salon named "Newcastle". The main view is a weekly appointment schedule for Friday, May 22, 2026. The interface is divided into a sidebar on the left and a main grid area. The sidebar contains navigation options: "Appointment", "Resources", and "Standby list". The main grid shows appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. Appointments are color-coded by service type: red for "Full Head", blue for "Ladies Cut", green for "Mensure", and grey for "Lunch". A "Move Appointment" dialog box is open, showing an appointment for "Scarlett Jones" being moved from 10:00 to 11:00. The bottom of the interface features a navigation bar with "Go to Today", "Choose Date", and a weekly view selector showing the current date (Fri 22 May) and surrounding days.

Staff	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Shelby	Scarlett Jones (Full Head)	Scarlett Jones (Ladies Cut)	Lunch	Sally Smith (Fails)	Sally Smith (Ladies Cut)	Brinney Spears (Ladies Cut)	Jane Williams (Ladies Cut)	Early Finish
Rikki	Daniel White (Girls Cut)	Nathan Price (Girls Cut)	Holly Day (Ladies Cut)	Lunch	Scott Spencer (Girls Cut)	Rachel Ward (Full Head)	Rachel Ward (Ladies Cut)	
Samantha	Sarah Johnson (Blowdry Full)	Mary Edwards (Half Head)	Lily Evans (Tons)	Mary Edwards (Ladies Cut)	Scarlett Jones (Blowdry Full)	Lunch	Amber Mills (Blowdry)	Amber Mills (Ladies Cut)
Daniel	Alice Roberts (Full Body Massage)	Clean	Ava Scott (French Mensure)	Meeting	Freya James (Mensure)	Lunch	Ben Morris (Mensure)	Brinney Spears (Mensure)

## 02 Select Appointment To Move

First, we need to locate the appointment we wish to move. Once we have identified it, we click on it once.

The screenshot displays a scheduling application for 'Newcastle' on 'Fri 22 May, 2026'. The interface includes a sidebar with navigation options like 'Choose Site', 'Normal view', 'Resource view', 'Appointment', 'Resources', and 'Standby list'. The main area is a grid with columns for staff members: Shelby, Rikki, Samantha, and Daniel. The rows represent time slots from 09:00 to 17:00. A yellow appointment for 'Scarlett Jones' (Ladies Cut) is highlighted in the 11:00-11:30 slot under the 'Shelby' column. Other appointments include 'Daniel White' (Gents Cut), 'Sarah Johnson' (Beauty Full), 'Alice Roberts' (Full Body Massage), 'Nathan Price' (Gents Cut), 'Mary Edwards' (Half Head), 'Clean', 'Ava Scott' (French Manicure), 'Holly Day' (Ladies Cut), 'Lily Evans' (Tom), 'Meeting', 'Mary Edwards' (Ladies Cut), 'Freya James' (Manicure), 'Lunch', 'Sally Smith' (Fella), 'Scott Spencer' (Gents Cut), 'Lunch', 'Sally Smith' (Ladies Cut), 'Rachel Ward' (Full Head), 'Amber Mills' (Massage), 'Ben Morris' (Manicure), 'Britney Spears' (Ladies Cut), 'Jane Williams' (Ladies Cut), 'Rachel Ward' (Ladies Cut), 'Amber Mills' (Ladies Cut), 'Britney Spears' (Manicure), 'Laura Cox' (Ladies Cut), and 'Britney Spears' (Podium). The bottom of the interface features navigation buttons for 'Go to today', 'Choose date', a weekly calendar view, and 'Help'.

### 03 Drag And Drop Appointment

Once it's clicked, it will be highlighted, and then we can drag and drop it where needed.

The screenshot displays a scheduling application for 'Newcastle' on 'Fri 22 May, 2026'. The interface is divided into a sidebar on the left and a main grid. The sidebar contains navigation options: 'Appointment', 'Resources', and 'Standby list'. The main grid shows appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. A mouse cursor is hovering over a 'Scott Spencer' appointment, which is highlighted in red. The appointments are color-coded and include details such as the staff member's name and the type of appointment (e.g., 'Full Head', 'Ladies Cut', 'Lunch'). The bottom navigation bar includes options for 'Go to today', 'Choose date', and week navigation controls.

Time	Shelby	Rikki	Samantha	Daniel
09:00	Scarlett Jones Full Head	Daniel White Girls Cut	Sarah Johnson Blowdry Full	Alice Roberts Full Body Massage
10:00	Scarlett Jones Ladies Cut	Nathan Price Girls Cut	Mary Edwards Half Head	Clean Ava Scott French Manicure
11:00	Lunch	Holly Day Ladies Cut	Lily Evans Tint	Meeting Freyja James Manicure
12:00	Lunch	Lunch	Mary Edwards Ladies Cut	Lunch
13:00	Sally Smith Fails	Scott Spencer Girls Cut	Scarlett Jones Blowdry Full	Lunch
14:00	Sally Smith Ladies Cut	Rachel Ward Full Head	Lunch	Ben Morris Manicure
15:00	Britney Spears Ladies Cut	Rachel Ward Full Head	Amber Mills Blowdry	Ben Morris Manicure
16:00	Jane Williams Ladies Cut	Rachel Ward Ladies Cut	Amber Mills Ladies Cut	Britney Spears Manicure
17:00	Early Finish	Rachel Ward Ladies Cut	Laura Cox Ladies Cut	Britney Spears Pedicure

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