

# Arrive Client Appointments

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SALON MANAGER

# 01 Introduction To Arriving Appointment

Hello, today I'm going to show you how to arrive 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 Thursday, May 7, 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. Each appointment is represented by a colored block with the staff member's name, the client's name, and the service type. A red horizontal line indicates the current time, and a yellow bar at the bottom shows the current date and week navigation.

Staff Member	Client	Service
Shelby	Sarah Smith	Full Head
Shelby	Samantha Jones	Blowdry Half
Shelby	Sarah Smith	Ladies Cut
Shelby	Jane Williams	Ladies Cut
Shelby	William Huggins	Shave Cut
Shelby	Mary Trest	Blowdry Full
Shelby	Fran Jones	Ladies Cut
Shelby	Off	Off
Rikki	Britney Spears	Full Head
Rikki	Brad Pitt	Shave Cut
Rikki	Britney Spears	Ladies Cut
Rikki	Miley Cyrus	Relax
Rikki	Miley Cyrus	Ladies Cut
Rikki	Off	Off
Samantha	Jo Tom	Full Body Massage
Samantha	Tim Jones	Manicure
Samantha	Tim Jones	Facial
Samantha	Britney Spears	French Manicure
Samantha	Britney Spears	Relax
Samantha	Lunch	Lunch
Samantha	Jennifer Lopez	French Manicure
Samantha	Off	Off
Daniel	Tim Jones	Shave Cut
Daniel	Lee Thompson	Shave Cut
Daniel	Stuart Palmer	Shave Cut
Daniel	Alan Boax	Shave Cut
Daniel	Holiday	Holiday
Daniel	Off	Off

## 02 Locate Client Appointment Block

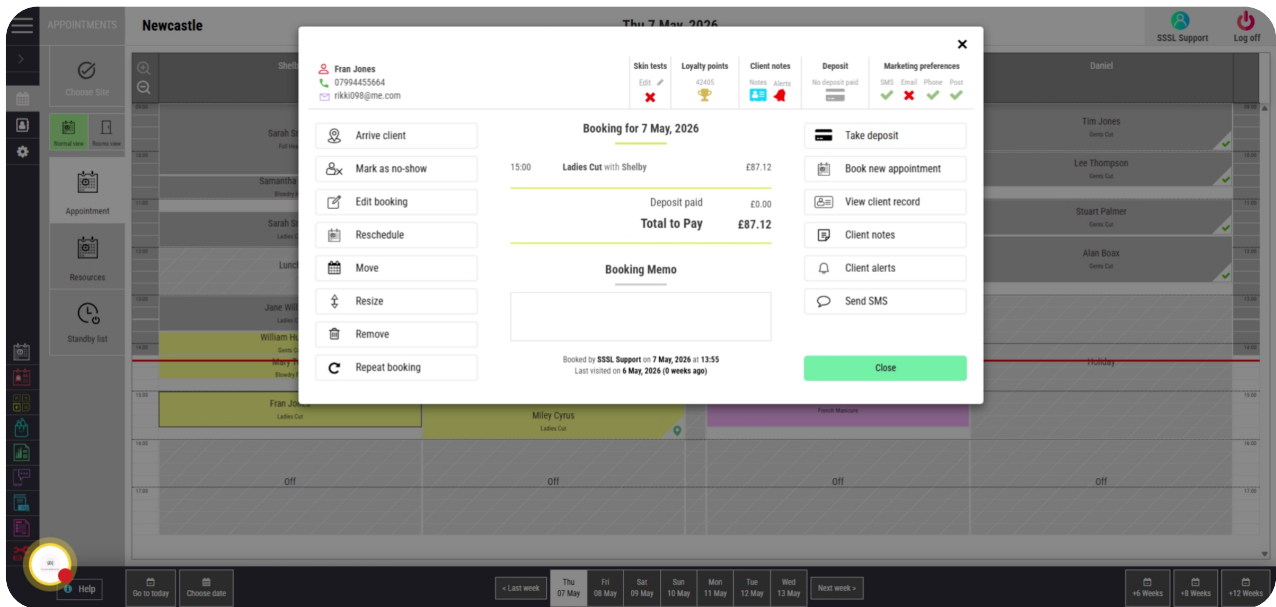
Firstly, we need to navigate to the team members column where the client is booked and locate their appointment. Once we find it, we double-click the appointment to bring up a menu.

The screenshot displays a scheduling application for 'Newcastle' on 'Thu 7 May, 2026'. The interface is divided into a sidebar on the left and a main grid. The sidebar contains navigation icons for 'Appointment', 'Resources', and 'Standby list'. The main grid shows appointments for four team members: Shelby, Rikki, Samantha, and Daniel. A red horizontal line highlights a 'Jennifer Lopez' appointment block in the Samantha column at 18:00. The interface includes a bottom navigation bar with date and week controls.

Time	Shelby	Rikki	Samantha	Daniel
18:00	Sarah Smith Full Head	Britney Spears Full Head	Jo Tom Full Body Massage	Tim Jones Gents Cut
18:30	Samantha Jones Browdy Half	Brad Pitt Gents Cut	Tim Jones Manicure	Lee Thompson Gents Cut
19:00	Sarah Smith Ladies Cut	Britney Spears Ladies Cut	Tim Jones Pedicure	Stuart Palmer Gents Cut
19:30	Lunch	Lunch	Britney Spears French Manicure	Alan Boax Gents Cut
20:00	Jane Williams Ladies Cut	Miley Cyrus Browdy	Britney Spears	
20:30	William Huggins Gents Cut	Miley Cyrus Browdy Full	Lunch	
21:00	Fran Jones Ladies Cut	Miley Cyrus Ladies Cut	Jennifer Lopez French Manicure	
21:30	Off	Off	Off	Off

### 03 Select Arrive Client Option

Once you can see the menu, navigate to and click on "Arrive Client," this will then mark them as arrived in the salon.



## 04 Identify Arrival With Green Pin

We can identify that a client has arrived by observing a small green pin located in the bottom corner of their appointment here.

You can customise the colour of appointments on arrival if you would prefer.

The screenshot displays a scheduling software interface for Newcastle on Thursday, 7 May, 2026. The interface is divided into a grid of appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. The appointments are color-coded and include a small green pin in the bottom right corner, indicating a client arrival. The appointments are as follows:

Staff Member	Client Name	Service	Time	Arrival Status
Shelby	Sarah Smith	Full Head	10:00 - 10:30	Arrived (Green Pin)
Shelby	Samantha Jones	Bleachy Hair	10:30 - 11:00	Completed (Green Check)
Shelby	Sarah Smith	Ladies Cut	11:00 - 11:30	Completed (Green Check)
Shelby	Jane Williams	Ladies Cut	11:30 - 12:00	Completed (Green Check)
Shelby	William Huggins	Girls Cut	12:00 - 12:30	Completed (Green Check)
Shelby	Fran Jones	Ladies Cut	12:30 - 1:00	Completed (Green Check)
Shelby	off	off	1:00 - 1:30	Off
Rikki	Britney Spears	Full Head	10:00 - 10:30	Completed (Green Check)
Rikki	Brad Pitt	Girls Cut	10:30 - 11:00	Completed (Green Check)
Rikki	Britney Spears	Ladies Cut	11:00 - 11:30	Completed (Green Check)
Rikki	Lunch	Lunch	11:30 - 12:00	Lunch
Rikki	Miley Cyrus	Beige	12:00 - 12:30	Arrived (Green Pin)
Rikki	Miley Cyrus	Ladies Cut	12:30 - 1:00	Completed (Green Check)
Rikki	off	off	1:00 - 1:30	Off
Samantha	Jo Tom	Full Body Massage	10:00 - 10:30	Completed (Green Check)
Samantha	Tim Jones	Mansure	10:30 - 11:00	Completed (Green Check)
Samantha	Tim Jones	Facials	11:00 - 11:30	Completed (Green Check)
Samantha	Britney Spears	French Manicure	11:30 - 12:00	Completed (Green Check)
Samantha	Lunch	Lunch	12:00 - 12:30	Lunch
Samantha	Jennifer Lopez	French Manicure	12:30 - 1:00	Completed (Green Check)
Samantha	Jennifer Lopez	French Manicure	1:00 - 1:30	Completed (Green Check)
Samantha	off	off	1:30 - 2:00	Off
Daniel	Tim Jones	Girls Cut	10:00 - 10:30	Completed (Green Check)
Daniel	Lee Thompson	Girls Cut	10:30 - 11:00	Completed (Green Check)
Daniel	Stuart Palmer	Girls Cut	11:00 - 11:30	Completed (Green Check)
Daniel	Alan Boax	Girls Cut	11:30 - 12:00	Completed (Green Check)
Daniel	Hobby	Hobby	12:00 - 12:30	Completed (Green Check)
Daniel	off	off	12:30 - 1:00	Off
Daniel	off	off	1:00 - 1:30	Off

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