

Mark Appointments As No Show

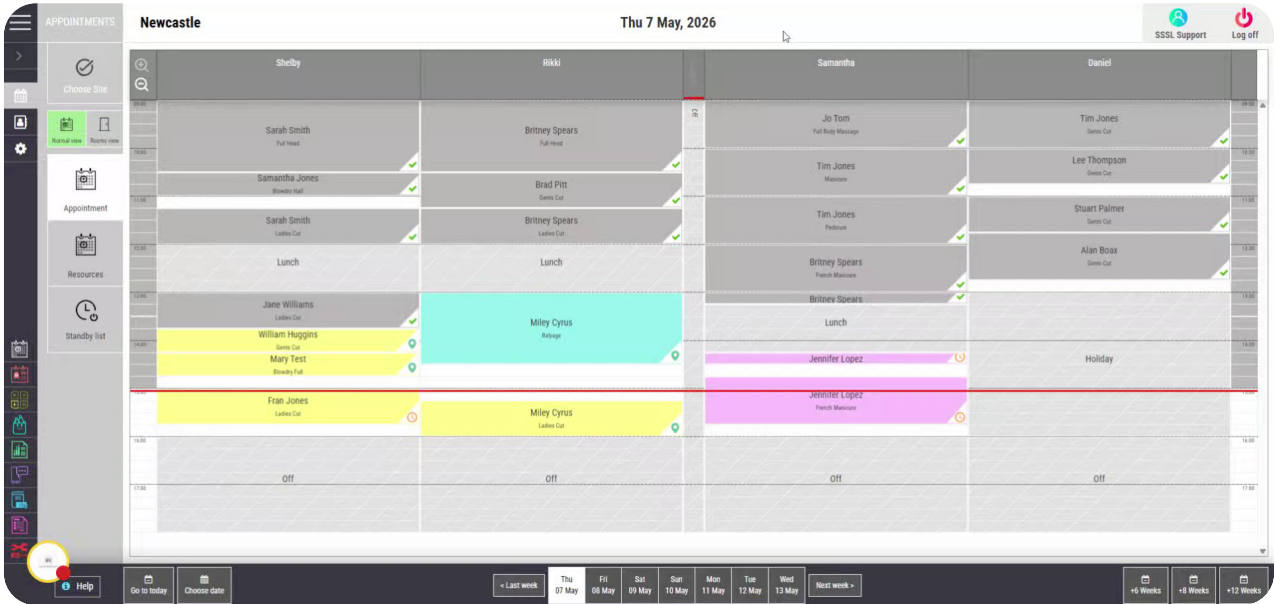
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SALON MANAGER

01 Introduction To No Show Feature

Hello, today I'm going to show you how to no show an appointment in Salon Manager.



02 Open Appointment In Team Column

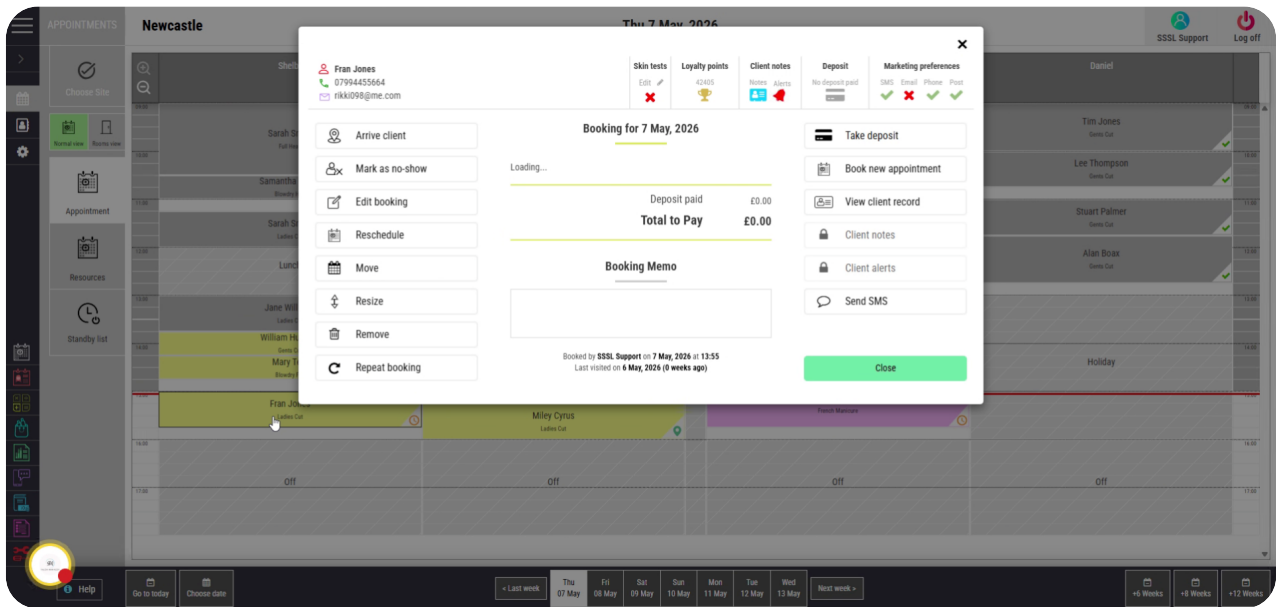
First we need to navigate to the team members column where the client's appointment is and double click on their appointment.

The screenshot displays a scheduling application for 'Newcastle' on 'Thu 7 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 team members: Shelby, Rikki, Samantha, and Daniel. The grid shows appointments for various clients, including Sarah Smith, Samantha Jones, Jane Williams, William Huggins, Mary Test, Fran Jones, Brinney Spears, Brad Pitt, Miley Cyrus, Jo Tom, Tim Jones, Lee Thompson, Stuart Palmer, Alan Boak, and Jennifer Lopez. A red box highlights the appointment for Miley Cyrus on the 7th of May, which is currently open in the Rikki column. The bottom of the interface features a navigation bar with 'Go to today', 'Choose date', and week navigation buttons.

Time	Shelby	Rikki	Samantha	Daniel
10:00				
10:30	Sarah Smith Full Head	Brinney Spears Full Head	Jo Tom Full Body Massage	Tim Jones Gents Cut
11:00	Samantha Jones Browdy Half	Brad Pitt Gents Cut	Tim Jones Manicure	Lee Thompson Gents Cut
11:30	Sarah Smith Ladies Cut	Brinney Spears Ladies Cut	Tim Jones Pedicure	Stuart Palmer Gents Cut
12:00	Lunch	Lunch	Brinney Spears French Manicure	Alan Boak Gents Cut
12:30	Jane Williams Ladies Cut	Miley Cyrus Browdy	Brinney Spears	
13:00	William Huggins Gents Cut		Lunch	
13:30	Mary Test Browdy Full		Jennifer Lopez	Holiday
14:00	Fran Jones Ladies Cut	Miley Cyrus Ladies Cut	Jennifer Lopez French Manicure	
14:30				
15:00	Off	Off	Off	Off
15:30				

03 Mark Appointment As No Show

After double-clicking their appointment, a menu will appear. We need to select "Mark as no-show" to designate the client as a no show.



04 View No Show Visual Indicator

This will change the appointment appearance and put a little red cross in the bottom right of the clients appointment.

The screenshot displays a scheduling interface for 'Newcastle' on 'Thu 7 May, 2026'. The interface is divided into a left sidebar with navigation options (Choose Site, Normal view, Resource view, Appointment, Resources, Standby list) and a main grid. The grid shows appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. The appointments are color-coded and include a red cross icon in the bottom right corner, indicating a 'No Show' status. The appointments are as follows:

Staff	Client	Service	Time	Status
Shelby	Sarah Smith	Full Head	18:00	No Show
Rikki	Britney Spears	Full Head	18:00	Completed
Samantha	Jo Tom	Full Body Massage	18:00	Completed
Daniel	Tim Jones	Genic Cut	18:00	Completed
Shelby	Samantha Jones	Shower Hair	18:00	Completed
Rikki	Brad Pitt	Genic Cut	18:00	Completed
Samantha	Tim Jones	Manicure	18:00	Completed
Daniel	Lee Thompson	Genic Cut	18:00	Completed
Shelby	Sarah Smith	Ladies Cut	18:00	Completed
Rikki	Britney Spears	Ladies Cut	18:00	Completed
Samantha	Tim Jones	Pedicure	18:00	Completed
Daniel	Stuart Palmer	Genic Cut	18:00	Completed
Shelby	Lunch	Lunch	18:00	Completed
Rikki	Lunch	Lunch	18:00	Completed
Samantha	Britney Spears	French Manicure	18:00	Completed
Daniel	Alan Boax	Genic Cut	18:00	Completed
Shelby	Jane Williams	Ladies Cut	18:00	Completed
Rikki	Miley Cyrus	Brivex	18:00	Completed
Samantha	Britney Spears	Ladies Cut	18:00	Completed
Daniel	Lunch	Lunch	18:00	Completed
Shelby	William Huggins	Genic Cut	18:00	Completed
Rikki	Miley Cyrus	Brivex	18:00	Completed
Samantha	Jennifer Lopez	French Manicure	18:00	Completed
Daniel	Holiday	Holiday	18:00	Completed
Shelby	Mary Test	Shower Full	18:00	Completed
Rikki	Miley Cyrus	Ladies Cut	18:00	Completed
Samantha	Jennifer Lopez	French Manicure	18:00	Completed
Daniel	Holiday	Holiday	18:00	Completed
Shelby	Fran Jones	Ladies Cut	18:00	No Show
Rikki	Miley Cyrus	Ladies Cut	18:00	Completed
Samantha	Jennifer Lopez	French Manicure	18:00	Completed
Daniel	Holiday	Holiday	18:00	Completed
Shelby	Off	Off	18:00	Completed
Rikki	Off	Off	18:00	Completed
Samantha	Off	Off	18:00	Completed
Daniel	Off	Off	18:00	Completed

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