

Remove Appointments

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SALON MANAGER

01 Open Appointment For Removal

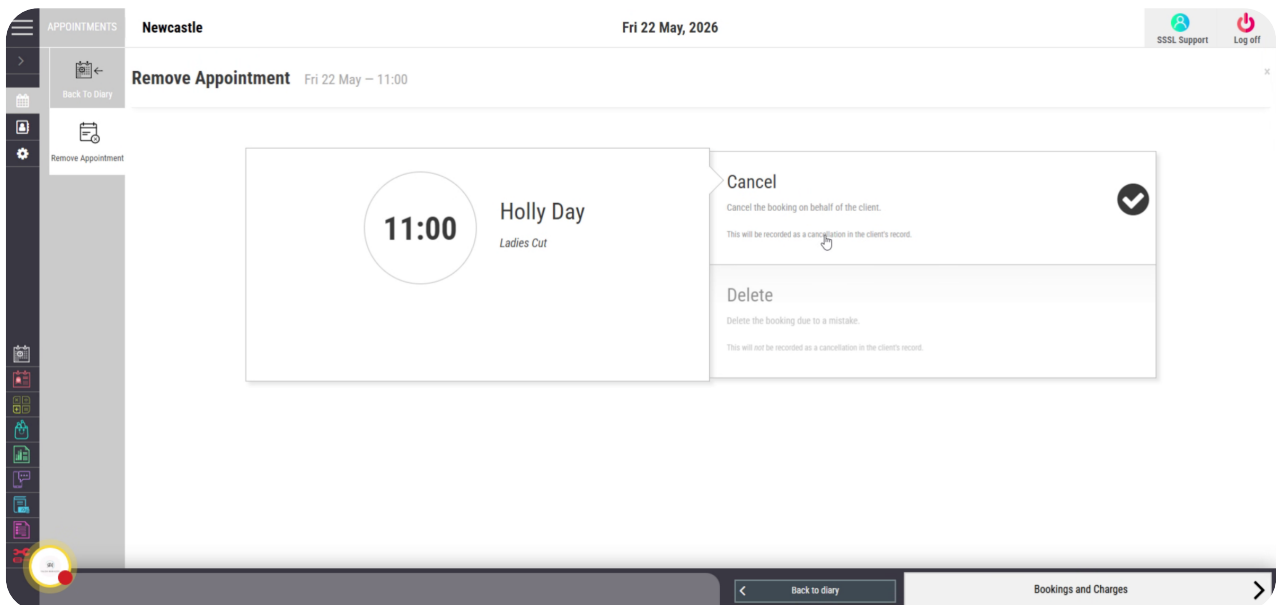
Hello, Today I will guide you on removing an appointment in Salon Manager. First, locate the appointment in the diary and double-click it. A menu will appear. Next, click the remove button on the left. You will then have two options: cancel the appointment for the client or delete it due to an administrative error.

The screenshot displays the Salon Manager software interface for Newcastle on Friday, May 22, 2026. The interface is divided into several sections:

- Header:** Shows the location 'Newcastle' and the date 'Fri 22 May, 2026'. There are also links for 'SSSL Support' and 'Log off'.
- Staff Columns:** The main area is a grid with columns for staff members: Shelby, Rikki, Samantha, and Daniel.
- Appointment Grid:** The grid shows appointments for each staff member. For example, Shelby has appointments for Scarlett Jones (Full Head) at 10:00 AM and 11:00 AM, and Sally Smith (Fails) at 10:00 AM. Rikki has appointments for Daniel White (Girls Cut) at 10:00 AM, Nathan Price (Girls Cut) at 10:00 AM, Holly Day (Ladies Cut) at 10:00 AM, Rachel Ward (Full Head) at 10:00 AM, and Rachel Ward (Ladies Cut) at 11:00 AM. Samantha has appointments for Sarah Johnson (Blowdry Full) at 10:00 AM, Mary Edwards (Half Head) at 10:00 AM, Lily Evans (Tint) at 10:00 AM, Mary Edwards (Ladies Cut) at 10:00 AM, Scarlett Jones (Blowdry Full) at 10:00 AM, Amber Mills (Blowdry) at 10:00 AM, Amber Mills (Ladies Cut) at 10:00 AM, and Laura Cox (Ladies Cut) at 11:00 AM. Daniel has appointments for Alice Roberts (Full Body Massage) at 10:00 AM, Clean at 10:00 AM, Ava Scott (French Manicure) at 10:00 AM, Meeting at 10:00 AM, Freya James (Manicure) at 10:00 AM, Lunch at 10:00 AM, Ben Morris (Manicure) at 10:00 AM, Ben Morris (Manicure) at 11:00 AM, Britney Spears (Manicure) at 11:00 AM, and Britney Spears (Pedicure) at 11:00 AM. There are also 'Lunch' and 'Early Finish' blocks.
- Sidebar:** On the left, there is a sidebar with icons for 'Choose Staff', 'Appointment', 'Resources', and 'Standby list'. There are also icons for 'Normal view' and 'Resource view'.
- Bottom Bar:** At the bottom, there is a navigation bar with 'Help', 'Go to today', 'Choose date', and a weekly calendar view showing days from Thursday (21 May) to Wednesday (27 May). There are also buttons for 'Last week', '+6 Weeks', '+8 Weeks', and '+12 Weeks'.

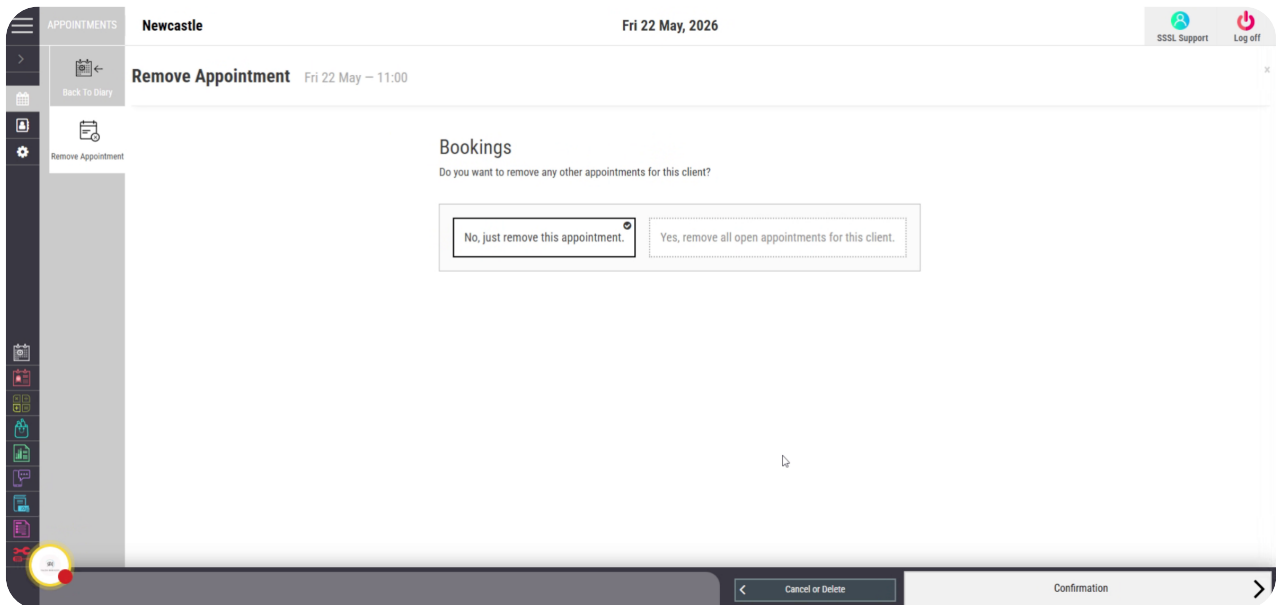
02 Select Cancellation Option

Once we've selected the relevant option, we then select Bookings and Charges at the bottom right



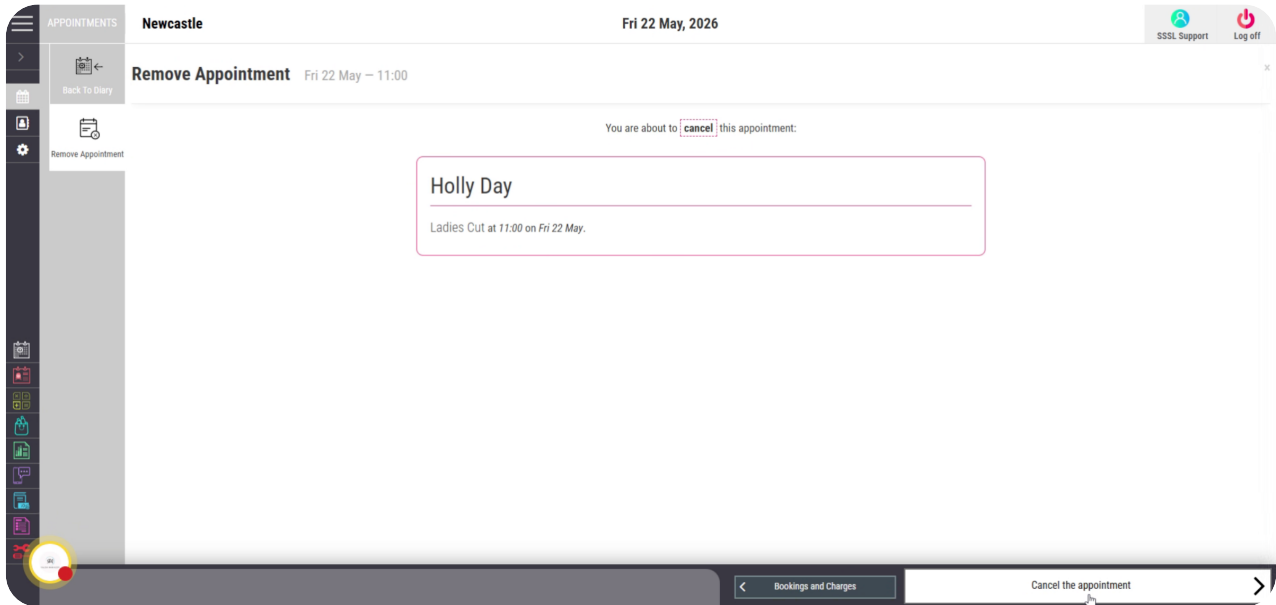
03 Choose Removal Scope

It's going to ask us if we want to remove all appointments for this client or just this individual one. In this instance, we're going to remove this singular appointment and hit confirmation at the bottom right.



04 Confirm Appointment Cancellation

A confirmation screen will appear. If you're happy with the changes being made, click Cancel the appointment at the bottom right.



05 Complete Appointment Removal

The appointment is now removed from the diary.

APPOINTMENTS Newcastle Fri 22 May, 2026

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	Lunch	Lily Evans Tint	Meeting
12:00	Sally Smith Fails		Mary Edwards Ladies Cut	Freyja James Manicure
13:00	Sally Smith Ladies Cut	Rachel Ward Full Head	Scarlett Jones Blowdry Full	Lunch
14:00	Britney Spears Ladies Cut		Lunch	Lunch
15:00	Jane Williams Ladies Cut	Rachel Ward Ladies Cut	Amber Mills Blowdry	Ben Morris Manicure
16:00	Early Finish		Amber Mills Ladies Cut	Britney Spears Manicure
17:00			Laura Cox Ladies Cut	Britney Spears Pedicure

Navigation: Help, Go to today, Choose date, < Last week, Thu 21 May, **Fri 22 May**, Sat 23 May, Sun 24 May, Mon 25 May, Tue 26 May, Wed 27 May, Next week >, 16 Weeks, 18 Weeks, +12 Weeks

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