

Edit Appointments

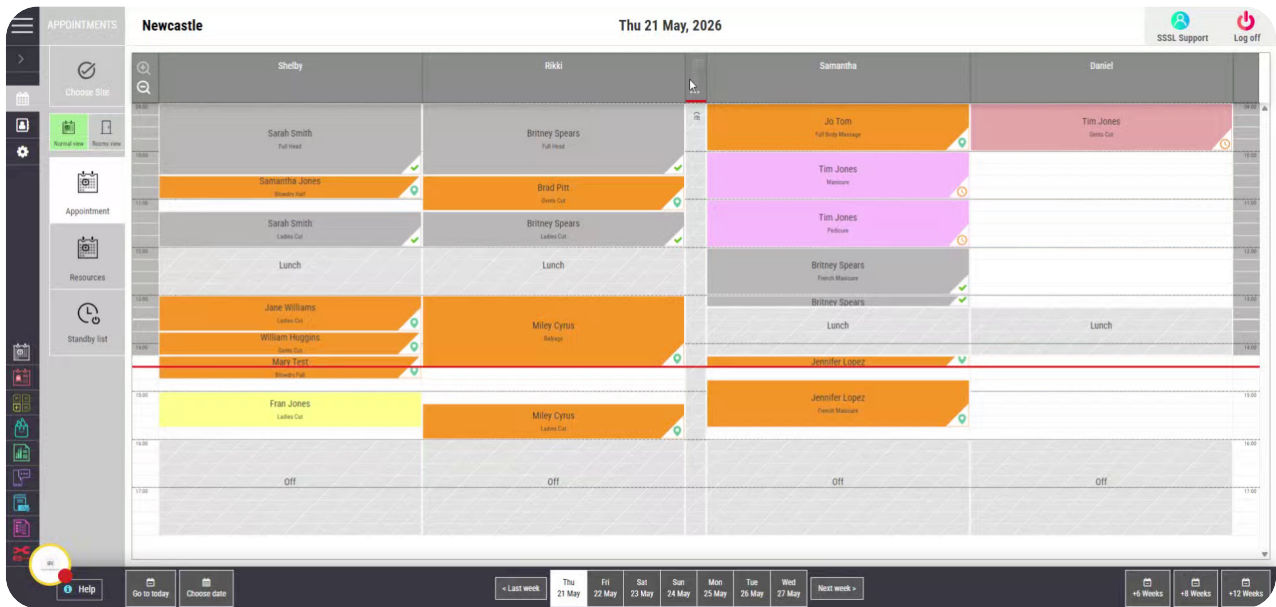
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SALON MANAGER

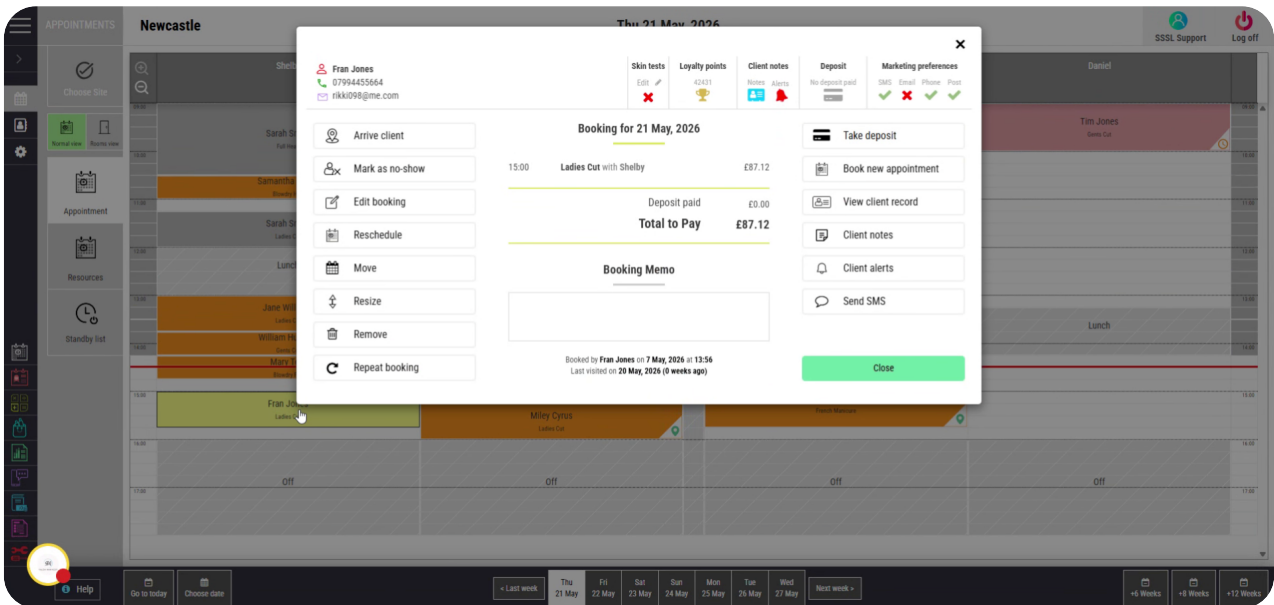
01 Open Appointment To Edit

Hello, today I'm going to show you how to edit an appointment in Salon Manager. First, we need to find the appointment in the diary that we wish to edit and double-click it.



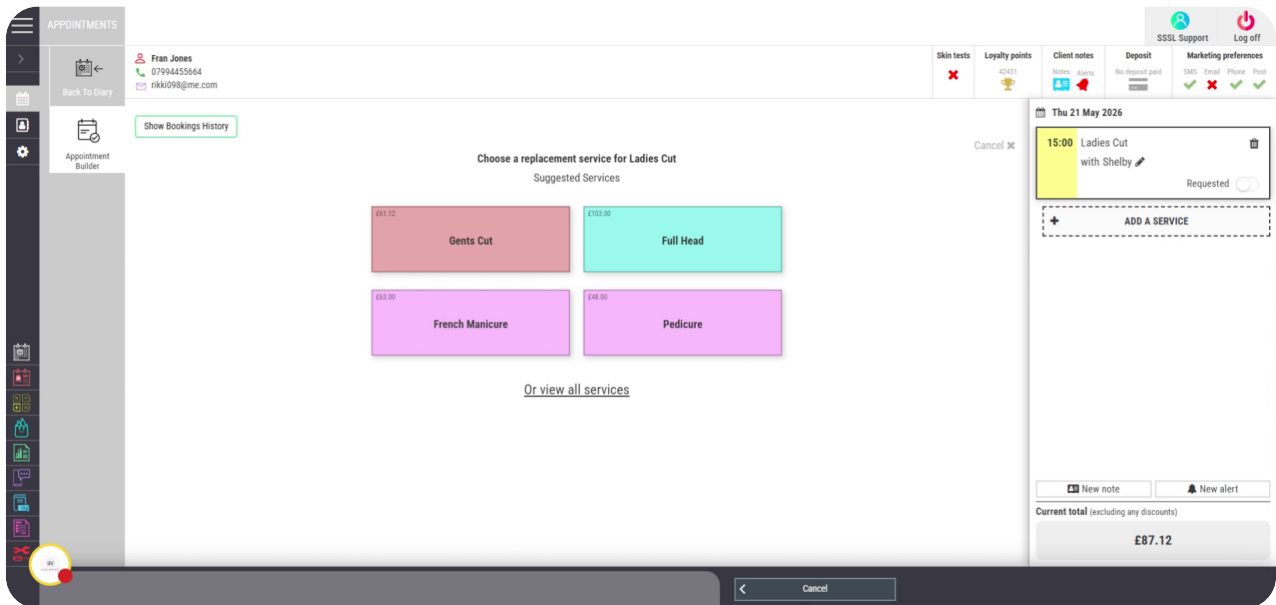
02 Access Edit Booking Menu

This will open a menu, we then need to go to the left hand side and click the edit booking button.



03 View All Service Options

This will bring us to the appointment builder. We will be in the clients suggested services by default. We can click Or view all services to see the full list.



04 Change Service And Save

As you can see, we have a ladies cut booked in. We want to change this service. I select the service I wish to replace it with, and that will cross out the previous service and put in the new one. Once we're happy with the changes we've made here, we click save booking, and that will update the appointment in the diary.

The screenshot displays a software interface for managing appointments. At the top, it shows the client's name 'Fran Jones', contact details, and various service status indicators like 'Skin tests', 'Loyalty points', and 'Client notes'. The main area is titled 'Choose a replacement service for Ladies Cut'. On the left, there are departmental categories: 'Nails', 'Body', 'Cutting and Styling', 'Technical Services', and 'Gents'. The 'Cutting and Styling' category is expanded, showing 'Cutting' and 'Styling' options. On the right, a list of services is shown with their prices: 'Trim' at £55.92 and 'Ladies Cut' at £87.12. A 'Cancel' button is visible next to the service list. On the far right, a sidebar shows the appointment details for 'Thu 21 May 2026' at '15:00', listing 'Ladies Cut with Shelby' and a 'Requested' status. Below this, there are buttons for 'New note' and 'New alert', and a 'Current total' of £87.12. A 'Cancel' button is also present at the bottom of the interface.

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