

# **Book Appointments**

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**SALON MANAGER**



## 02 Select Date, Time And Team Member

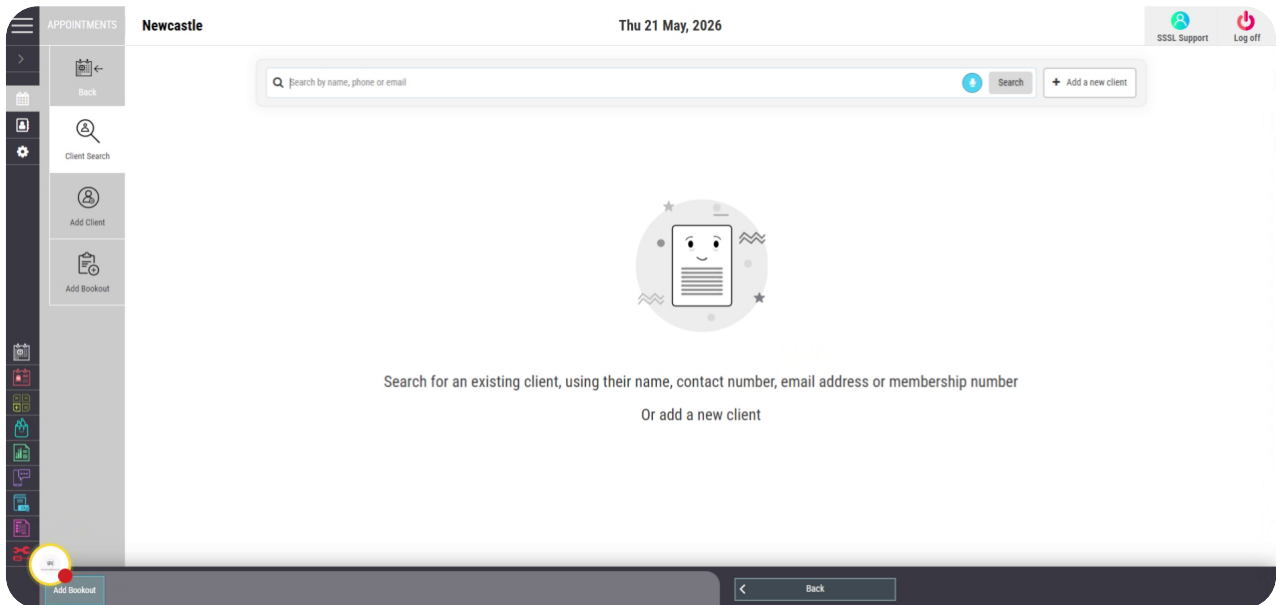
First we need to go to the date that we want to make a booking and find the relevant team members column. Once we've found this, we just select the correct time and this will open up the client search screen.

The screenshot displays a scheduling interface for 'Newcastle' on 'Thu 21 May, 2026'. The interface is divided into several sections:

- Header:** 'Newcastle' and 'Thu 21 May, 2026'. On the right, there are links for 'SSSL Support' and 'Log off'.
- Left Sidebar:** Contains navigation icons for 'APPOINTMENTS', 'Choose Site', 'Normal view', 'Booker view', 'Appointment', 'Resources', and 'Standby list'. At the bottom of the sidebar is a 'Help' button.
- Main Grid:** A grid showing team members (Shelby, Rikki, Samantha, Daniel) and their availability for various services. The services listed include 'Full Head', 'Ladies Cut', 'Men's Hair', 'French Manicure', and 'Lunch'. The grid is color-coded by team member and service type. A red horizontal line highlights the 18:00 time slot.
- Bottom Navigation:** Includes buttons for 'Go to today', 'Choose date', and a week view selector with options: '< 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 >', '+6 Weeks', '+8 Weeks', and '+12 Weeks'.

### 03 Search And Book Client

Once in here we can search for our client. Once we've found the correct client we can click book.



## 04 Choose Services For Client

If the client has visited before, we can book from their top services. To view the complete list of services, click "or view all services". From this point, we can locate the service we wish to book.

The screenshot shows a software interface for managing appointments. At the top left, there's a navigation menu with 'APPOINTMENTS' selected. Below it, a client profile for 'Lee Thompson' is displayed, including contact information and an email address. To the right of the profile are several status indicators: 'Skin tests' (with a red X), 'Loyalty points' (25715), 'Client notes' (No notes, No alerts), 'Deposit' (No deposit paid), and 'Marketing preferences' (SMS, Email, Phone, Post, all with green checkmarks). A 'SSSL Support' and 'Log off' button are also present.

The main area is titled 'Add a service' and 'Suggested Services'. It features four colored buttons representing different services: a yellow button for 'Ladies Cut' (£37.12), a cyan button for 'Full Head' (£113.00), a magenta button for 'Shaved' (£40.00), and a purple button for 'French Manicure' (£43.00). Below these buttons is a link that says 'Or view all services'. A 'Cancel' button is located at the top right of this section.

On the left side of the main area, there are two buttons: 'Show Bookings History' and 'Appointment Builder'. At the bottom left, there's a vertical toolbar with various icons for different functions.

On the right side, there's a sidebar for the date 'Thu 21 May 2026'. It contains a dashed box with the text 'Your new service will go here...'. Below this, there are buttons for 'New note' and 'New alert'. At the bottom of the sidebar, it shows 'Current total (excluding any discounts)' as '£0.00'. A 'Cancel' button is also located at the bottom of the sidebar.

## 05 Review And Confirm Appointment

The services you are booking will appear on the right-hand side. Once you're happy with your selection, hit Make Booking to confirm your appointment.

The screenshot displays a web-based appointment booking interface. At the top, the user is identified as Lee Thompson, with contact details: 07777111222 and lee.thompson@salonmanageronline.co.uk. The interface includes several utility buttons: 'Skin tests' (with a red 'X'), 'Loyalty points' (25715), 'Client notes' (No notes, No alerts), 'Deposit' (No deposit paid), and 'Marketing preferences' (SMS, Email, Phone, Post, all with green checkmarks). A 'SSSL Support' and 'Log off' button are also present.

The main area is titled 'Add a service' and 'Suggested Services'. It features four service cards: 'Full Head' (£113.00), 'Sunbed' (£11.00), 'French Manicure' (£33.00), and 'Blowdry Half' (£76.72). A link 'Or view all services' is located below these cards.

On the right-hand side, a calendar view for 'Thu 21 May 2026' shows an appointment at '15:00 Ladies Cut with Daniel'. The appointment is marked as 'Requested' with a toggle switch. Below this, a dashed box contains the text 'Your new service will go here...'. At the bottom of this panel, there are buttons for 'New note' and 'New alert', and a 'Current total (excluding any discounts)' of £87.12.

The bottom navigation bar contains three buttons: 'Cancel', 'Take Deposit', and 'Make Booking'.

## 06 Finalize Booking In Diary

The booking can now be seen in the diary.

**APPOINTMENTS Newcastle Thu 21 May, 2026**

Lee Thompson's bookings have been saved. [View report](#) [Log off](#)

Resource	Shelby	Rikki	Samantha	Daniel
19:00	Sarah Smith Full Head	Britney Spears Full Head	Jo Tom Full Body Massage	Tim Jones Scrub Cut
19:15	Samantha Jones Brow & Hair	Brad Pitt Scrub Cut	Tim Jones Manicure	
19:30	Sarah Smith Lashes Cut	Britney Spears Lashes Cut	Tim Jones Pedicure	
19:45	Lunch	Lunch	Britney Spears French Manicure	
20:00	Jane Williams Lashes Cut	Miley Cyrus Scrub	Britney Spears	
20:15	William Higgins Brow Cut		Lunch	Lunch
20:30	Mary Test Scrub Cut		Jennifer Lopez	
20:45	Fran Jones Tint	Miley Cyrus Lashes Cut	Jennifer Lopez French Manicure	Lee Thompson Lashes Cut
21:00	off	off	off	off

Navigation: [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](#) [+5 Weeks](#) [+6 Weeks](#) [+12 Weeks](#)

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