

Take Deposits For Existing Bookings

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SALON MANAGER

01 Prepare To Take Deposit

Hello everyone, today I'm going to show you how to take a deposit for an existing booking in Salon Manager. First, we need to find the client's booking that we wish to take the deposit for.

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

- Top Bar:** Shows the salon name "Newcastle", the date "Fri 22 May, 2026", and user information "SSSL S" and "Log off".
- Sidebar (Left):** Contains navigation options: "Choose Site", "Normal view" (selected), "Recycle view", "Appointment", "Resources", and "Standby list".
- Main Appointment Grid:** A grid showing appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. Each appointment block includes the client name, service type, and time slot. For example, Shelby has a "Full Head" appointment for Scarlett Jones from 10:30 to 11:30. Other appointments include "Ladies Cut", "Men's Cut", "Blowdry Full", "French Manicure", "Meeting", and "Lunch".
- Bottom Bar:** Includes navigation buttons: "Go to today", "Choose Date", week navigation ("Last week", "Fri 22 May", "Sat 23 May", "Sun 24 May", "Mon 25 May", "Tue 26 May", "Wed 27 May", "Thu 28 May", "Next week"), and zoom controls ("16 Weeks", "+8 Weeks", "+12 Weeks").

02 Open Deposit Menu

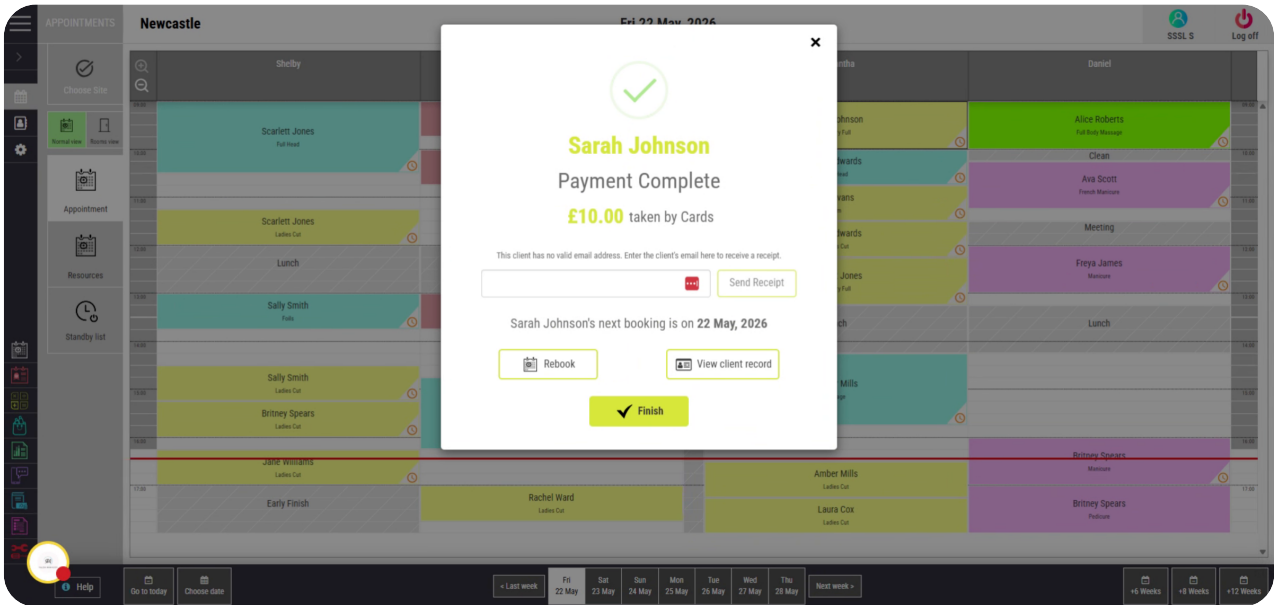
Once we've found the appointment, we double click it. On the right-hand side, there is a button labeled "Take Deposit". This opens a menu for us to type the amount we wish to take, then we choose the payment method being used down here and hit complete.

The screenshot displays a scheduling application for Newcastle on Friday, May 22, 2026. The interface is divided into a left sidebar, a main grid, and a bottom navigation bar. The sidebar contains navigation options: 'Choose Size', 'Normal view', 'Bookings view', 'Appointment', 'Resources', and 'Standby list'. The main grid shows appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. The appointments are color-coded and include details such as the client name and service type. A mouse cursor is hovering over the 'Take Deposit' button on the right side of a 'Full Head' appointment for Scarlett Jones. The bottom navigation bar includes a 'Help' button, a 'Go to today' button, a 'Choose date' button, a week navigation bar (Last week, Fri 22 May, Sat 23 May, Sun 24 May, Mon 25 May, Tue 26 May, Wed 27 May, Thu 28 May, Next week), and buttons for '+6 Weeks', '+8 Weeks', and '+12 Weeks'.

Time	Shelby	Rikki	Samantha	Daniel
09:30	Scarlett Jones Full Head	Daniel White Gents Cut	Sarah Johnson Half Head	Alice Roberts Full Head Blowdry
10:00	Scarlett Jones Ladies Cut	Nathan Price Gents Cut	Mary Edwards Half Head	Clean
10:30	Lunch	Lunch	Lily Evans Tint	Ava Scott French Manicure
11:00	Sally Smith Fails	Ben Morris Gents Cut	Mary Edwards Ladies Cut	Meeting
11:30	Sally Smith Ladies Cut	Rachel Ward Full Head	Scarlett Jones Blowdry Full	Freya James Manicure
12:00	Briney Spears Ladies Cut	Lunch	Lunch	Lunch
12:30	Julie Williams Ladies Cut	Rachel Ward Ladies Cut	Amber Mills Salvage	Briney Spears Manicure
13:00	Early Finish	Rachel Ward Ladies Cut	Amber Mills Ladies Cut	Briney Spears Pedicure
13:30			Laura Cox Ladies Cut	

03 Confirm Email Receipt Option

If you have email receipts turned on, they will receive an email. If not, you just click finish to return to the diary.



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