

Book New Client Appointments From Existing Bookings

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SALON MANAGER

01 Introduction To Booking

Hello everyone, today I'm going to show you how to book a new appointment for an existing client's appointment in Salon Manager.

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

- Header:** Shows the salon name "Newcastle" and the date "Fri 22 May, 2026". There are also user profile icons for "SSSL S" and "Log off".
- Staff Columns:** The calendar is organized by staff members: Shelby, Rikki, Samantha, and Daniel. Each column shows a vertical timeline of appointments.
- Appointments:** Each appointment is represented by a colored bar with the staff member's name, the client's name, and the service type. For example, Shelby has appointments for Scarlett Jones (Full Head), Scarlett Jones (Ladies Cut), Lunch, Sally Smith (Fats), Sally Smith (Ladies Cut), Britney Spears (Ladies Cut), Jane Williams (Ladies Cut), and Early Finish. Rikki has appointments for Daniel White (Girls Cut), Nathan Price (Girls Cut), Ben Morris (Girls Cut), and Rachel Ward (Full Head). Samantha has appointments for Sarah Johnson (Bleachy Full), Mary Edwards (Half Head), Lily Evans (Tint), Mary Edwards (Ladies Cut), Scarlett Jones (Bleachy Full), Lunch, Amber Mills (Massage), and Laura Cox (Ladies Cut). Daniel has appointments for Alice Roberts (Full Body Massage), Clean, Ava Scott (French Manicure), Freya James (Manicure), Lunch, Britney Spears (Manicure), and Britney Spears (Podium).
- Sidebar:** On the left, there is a sidebar with navigation options: "Appointment", "Resources", and "Standby list".
- Bottom Bar:** At the bottom, there is a navigation bar with "Go to today", "Choose Date", and week navigation controls: "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", "16 Weeks", "18 Weeks", and "12 Weeks".

02 Select Client And Booking Options

First of all, we need to find the client that wants to book in another appointment in the future. Once we've found them, we can double click on them. This will bring up the menu. We can click book new appointment on the right hand side. This will have the client automatically selected so that I can choose a different day in the diar.

The screenshot displays a software interface for managing appointments in Newcastle on Friday, May 22, 2026. The interface is organized into a grid with four columns representing staff members: Shelby, Rikki, Samantha, and Daniel. Each row represents a time slot, and appointments are shown as colored bars with the client's name and service type. The interface includes a sidebar with navigation options like 'Choose Site', 'Appointment', 'Resources', and 'Standby list'. At the bottom, there is a navigation bar with a calendar view showing the current date and surrounding days.

Time	Shelby	Rikki	Samantha	Daniel
10:00	Scarlett Jones Full Head	Daniel White Girls Cut	Sarah Johnson Blowdry Full	Alice Roberts Full Body Massage
10:30		Nathan Price Girls Cut	Mary Edwards Half Head	Clean
11:00	Scarlett Jones Ladies Cut		Lily Evans Tint	Ava Scott French Manicure
11:30	Lunch	Lunch	Mary Edwards Ladies Cut	Meeting
12:00	Sally Smith Fails	Ben Morris Girls Cut	Scarlett Jones Blowdry Full	Freya James Manicure
12:30			Lunch	Lunch
13:00	Sally Smith Ladies Cut	Rachel Ward Full Head	Amber Mills Blowdry	
13:30	Britney Spears Ladies Cut			
14:00	Jane Williams Ladies Cut			Britney Spears Manicure
14:30	Early Finish	Rachel Ward Ladies Cut	Amber Mills Ladies Cut	Britney Spears Pedicure
15:00			Laura Cox Ladies Cut	

03 Choose Date And Time

For the client, I can click onto another day, select the time I wish to book, and now I can select the service I wish to book in for them

The screenshot displays a software interface for managing salon appointments. The main area is a grid with columns for stylists (Shelby, Rikki, Samantha) and rows for time slots. Each cell contains an appointment card with the client's name and service. A sidebar on the left provides navigation options: 'Choose Site', 'Appointment', 'Resources', and 'Standby list'. At the bottom, there is a navigation bar with buttons for 'Go to today', 'Choose date', and a weekly view selector showing days from Friday to Thursday. A notification in the top right corner reads: 'Book New Appointment: Click on a time slot to make a new booking for Mary Edwards'.

Time	Shelby	Rikki	Samantha
10:00	Scarlett Jones (Full Head)	Daniel White (Gents Cut)	Sarah Johnson (Blowdry Full)
10:30	Scarlett Jones (Ladies Cut)	Nathan Price (Gents Cut)	Mary Edwards (Half Head)
11:00	Lunch	Lunch	Lily Evans (Trim)
11:30	Lunch	Lunch	Mary Edwards (Ladies Cut)
12:00	Sally Smith (Fails)	Ben Morris (Gents Cut)	Scarlett Jones (Blowdry Full)
12:30	Lunch	Lunch	Lunch
13:00	Sally Smith (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Massage)
13:30	Britney Spears (Ladies Cut)		
14:00	Jane Williams (Ladies Cut)		
14:30	Early Finish	Rachel Ward (Ladies Cut)	Amber Mills (Ladies Cut)
15:00			Laura Cox (Ladies Cut)
15:30			Britney Spears (Manicure)
16:00			Britney Spears (Pedicure)

04 Confirm New Appointment

Once the service is selected I can click Make Booking at the bottom right.

The screenshot displays a software interface for managing appointments. At the top left, the client's name 'Mary Edwards' is shown with contact details: '07777777000' and 'No email'. A 'Back To Diary' button is located below the name. The main area is titled 'Add a service' and 'Suggested Services', featuring four service cards: 'Half Head' (£83.00), 'Manicure' (£48.00), 'Full Head' (£133.00), and 'Sunbed' (£61.00). A link 'Or view all services' is positioned below these cards. On the right side, a calendar view for 'Tue 26 May 2026' shows an existing appointment at 11:00: 'Ladies Cut with Samantha', which is marked as 'Requested'. Below the calendar, there are buttons for 'New note' and 'New alert', and a 'Current total (excluding any discounts)' of '£87.12'. At the bottom, a navigation bar contains 'Cancel', 'Take Deposit', and 'Make Booking' buttons.

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