



# Add And View Client Notes From The Diary

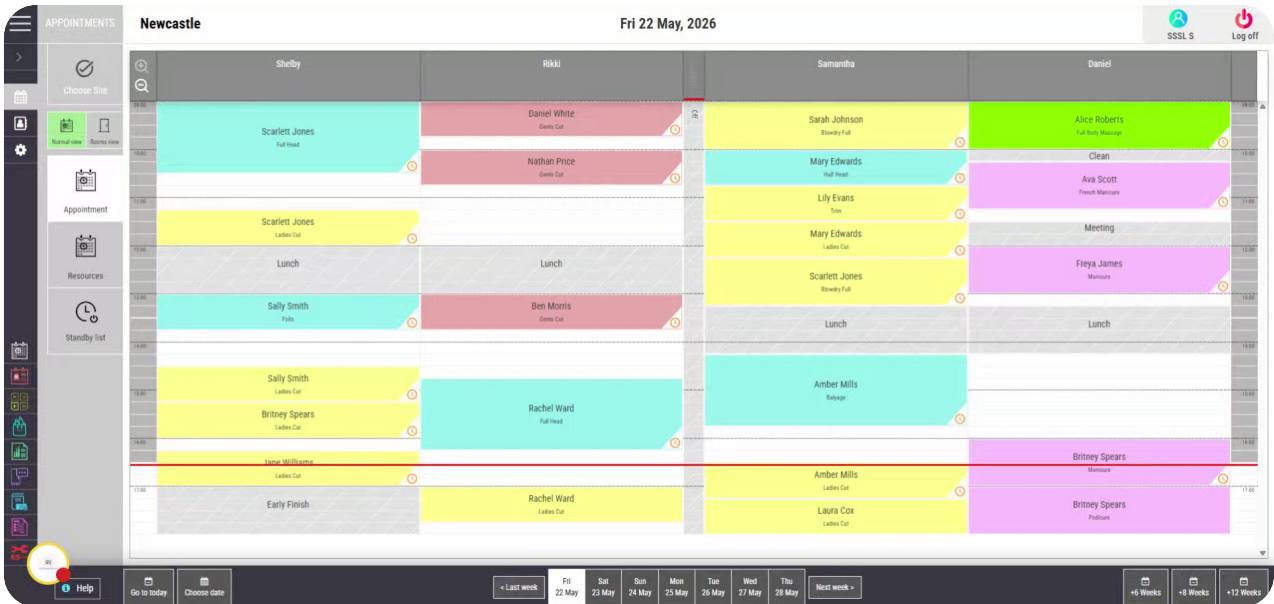
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SALON MANAGER

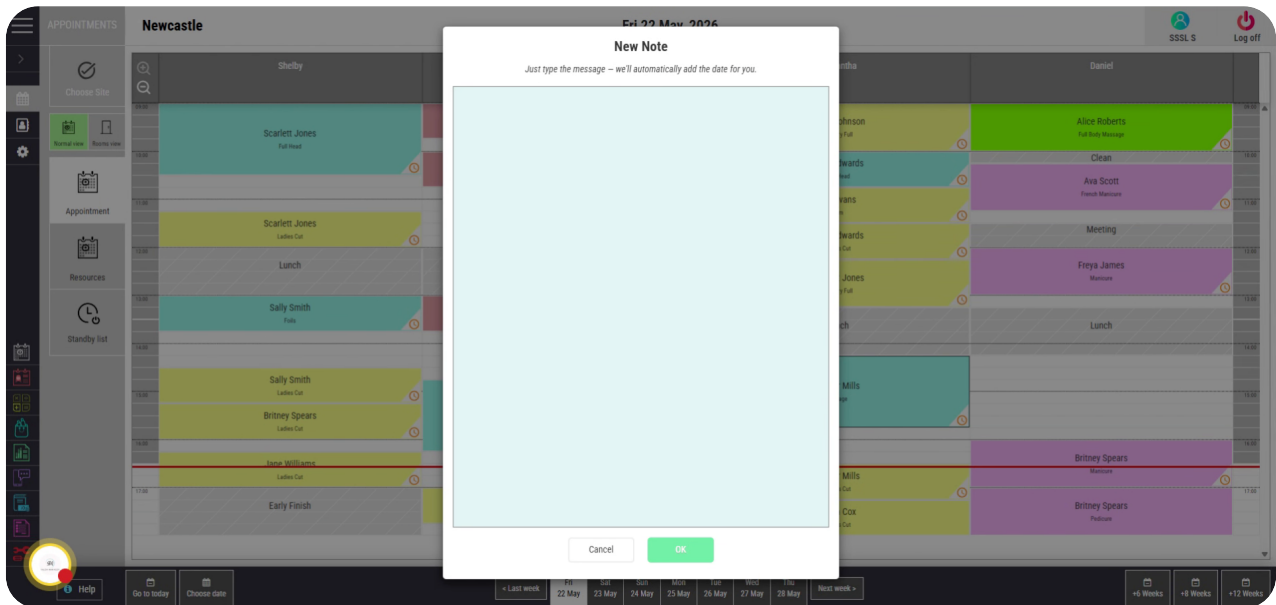
# 01 Open Client Appointment

Hello everyone, today I'm going to show you how to add or view client notes in the Salon Manager Diary. First, we need to find the client's appointment whose notes we wish to view and double click on it. Once I double click, this menu appears. On the right-hand side of this menu, there is a section for client notes. If I click this, all current client notes will be displayed here in the centre. If I wish to add a note, I can add a new note by clicking that on the right-hand side.



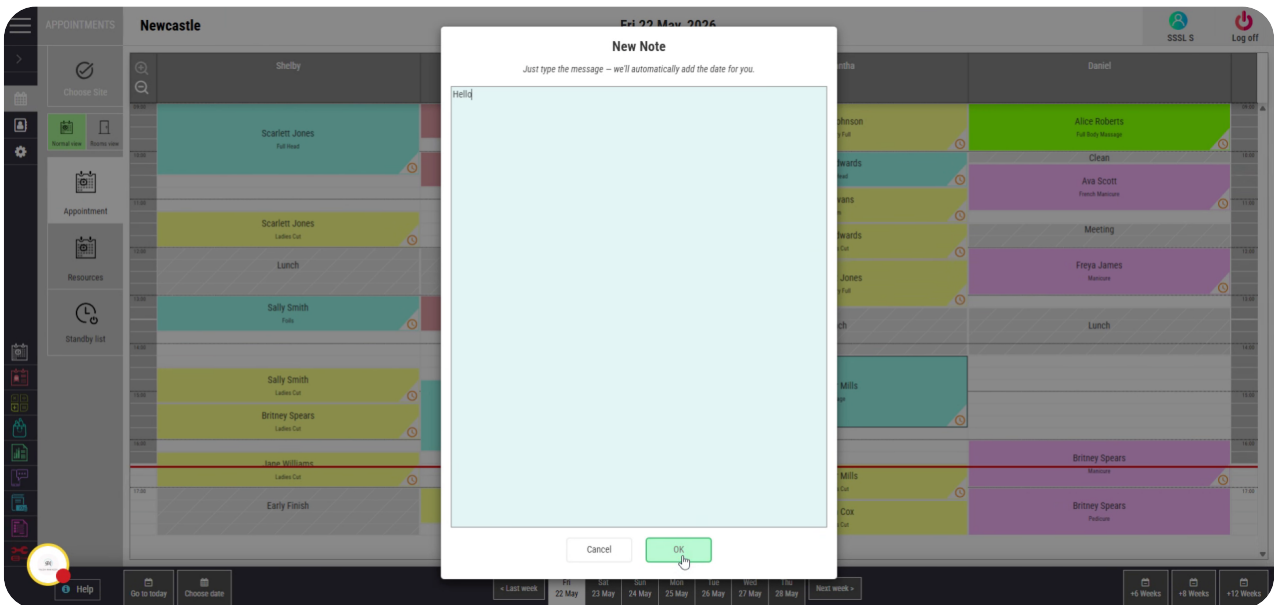
## 02 Add New Client Note

A box will appear to type in the note for the client.



### 03 Confirm Note Addition

Once I've done that, I click OK. If I go back into the client and click their notes again, as we can see, my new note appears in the middle.



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