

Print Client Notes From The Diary

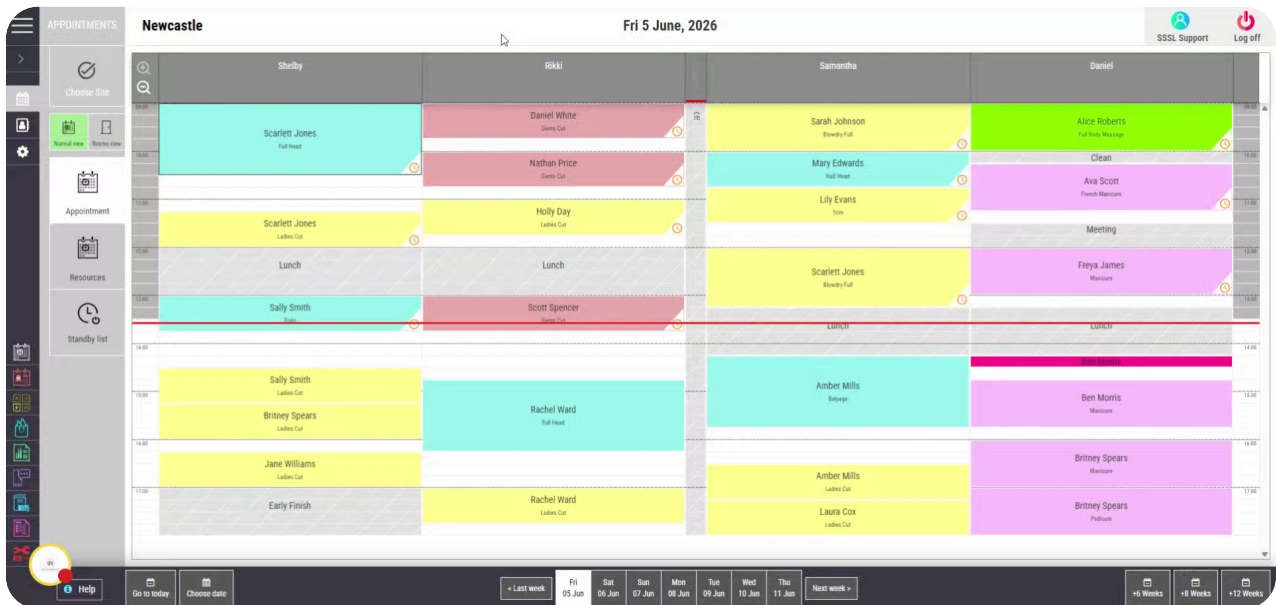
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SALON MANAGER

01 Print Client Notes

Hello, today I'm going to show you how to print a client's notes from the appointment diary in Salon Manager. First, we need to find the client whose notes we wish to print and double click them.



02 Access Client Notes Menu

Once this menu loads up, we can click client notes on the right-hand side.

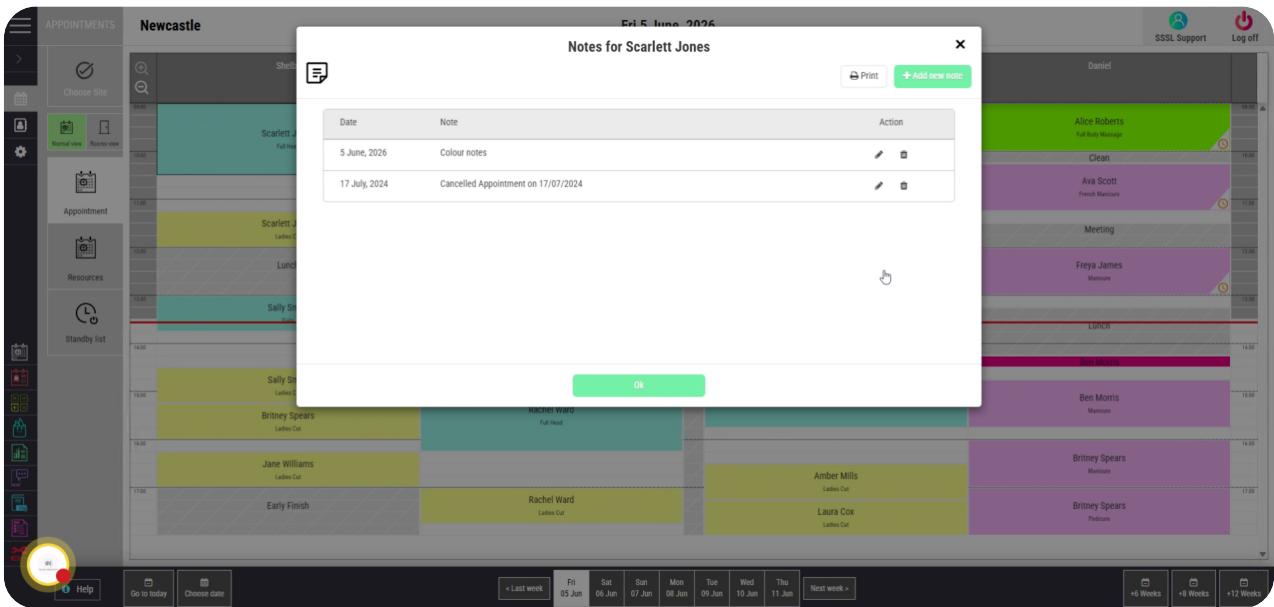
The screenshot displays a software interface for a salon named "Newcastle". A central window titled "Booking for 5 June, 2026" is open, showing details for a client named Scarlett Jones. The booking includes three services: a Full Head with Shelby (£103.00), a Ladies Cut with Shelby (£87.12), and a Blowdry Full with Samantha (£81.92). The total amount to pay is £272.04. The interface also shows a "Booking Memo" section and a "Client notes" menu on the right-hand side of the booking window. The background features a calendar view with various appointments and a sidebar with navigation options.

Time	Service	Price
09:00	Full Head with Shelby	£103.00
11:15	Ladies Cut with Shelby	£87.12
12:00	Blowdry Full with Samantha	£81.92
Deposit paid		£0.00
Total to Pay		£272.04

Booked by Scarlett Jones on 15 May, 2026 at 13:22
Last visited on 11 March, 2026 (12 weeks ago)

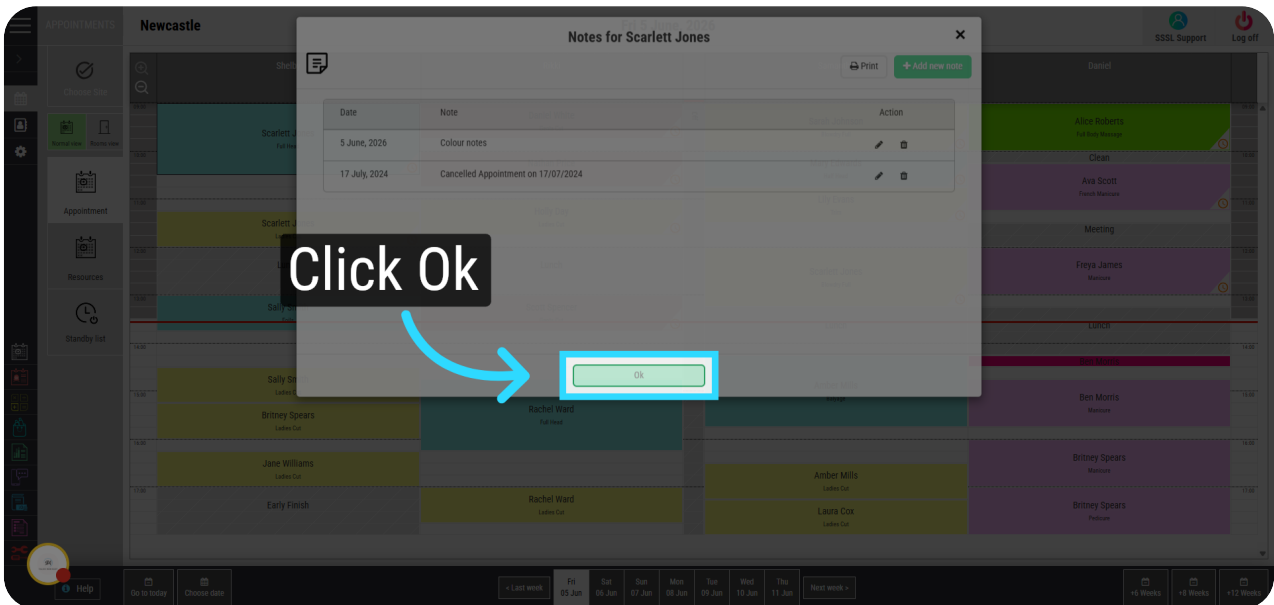
03 Print Notes Using Receipt Printer

If you have a receipt printer connected, you should have an option to print here at the top right-hand side. Clicking this will print the notes to your receipt printer.







04 Confirm Print Action

Click "Ok" to confirm and complete the printing process.



The screenshot displays a software interface for a healthcare or scheduling system. A modal dialog box titled "Notes for Scarlett Jones" is open in the center. The dialog contains a table with the following data:

Date	Note	Action
5 June, 2026	Colour notes	 
17 July, 2024	Cancelled Appointment on 17/07/2024	 

Below the table, there is a "Print" button and a "+ Add new note" button. A large black box with the text "Click Ok" and a blue arrow points to the "Ok" button, which is highlighted with a red border. The background shows a calendar view for "Newcastle" with various appointments and staff names like Alice Roberts, Ava Scott, Freya James, Ben Morris, and Britney Spears.

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