

# Add Permanent A Permanent Note

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SALON MANAGER

# 01 Access Team Members Column

Hello, today I'm going to show you how to add a permanent note to a team members column in Salon Manager. First, we need to go to the team members column whose note we want to add.

The screenshot displays the Salon Manager software interface for a staff schedule in Newcastle on Friday, June 5, 2026. The interface is organized into a grid with columns for staff members: Shelby, Eikki, Samantha, and Daniel. Each column contains colored bars representing appointments for various team members. The appointments are as follows:

Time	Shelby	Eikki	Samantha	Daniel
10:00 - 10:30	Scarlett Jones (Full Head)	Daniel White (Girls Cut)	Sarah Johnson (Bowl Cut Full)	Alice Roberts (Full Body Massage)
10:30 - 11:00	Scarlett Jones (Ladies Cut)	Nathan Price (Girls Cut)	Mary Edwards (Half Head)	Clean
11:00 - 11:30	Scarlett Jones (Ladies Cut)	Holly Day (Ladies Cut)	Lily Evans (Tint)	Ava Scott (French Manicure)
11:30 - 12:00	Lunch	Lunch	Scarlett Jones (Bowl Cut Full)	Meeting
12:00 - 12:30	Sally Smith (Fringe)	Scott Spencer (Ladies Hair)	Lunch	Freyja James (Manicure)
12:30 - 13:00	Sally Smith (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Massage)	Ben Morris (Manicure)
13:00 - 13:30	Britney Spears (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Ladies Cut)	Britney Spears (Manicure)
13:30 - 14:00	Jane Williams (Ladies Cut)	Rachel Ward (Ladies Cut)	Laura Cox (Ladies Cut)	Britney Spears (Pedicure)
14:00 - 14:30	Early Finish			

The bottom of the interface features a date navigation bar with options for 'Last week', 'Fri 05 Jun', 'Sat 06 Jun', 'Sun 07 Jun', 'Mon 08 Jun', 'Tue 09 Jun', 'Wed 10 Jun', 'Thu 11 Jun', and 'Next week', along with buttons for '+6 Weeks', '+8 Weeks', and '+12 Weeks'.

## 02 Open Options Menu

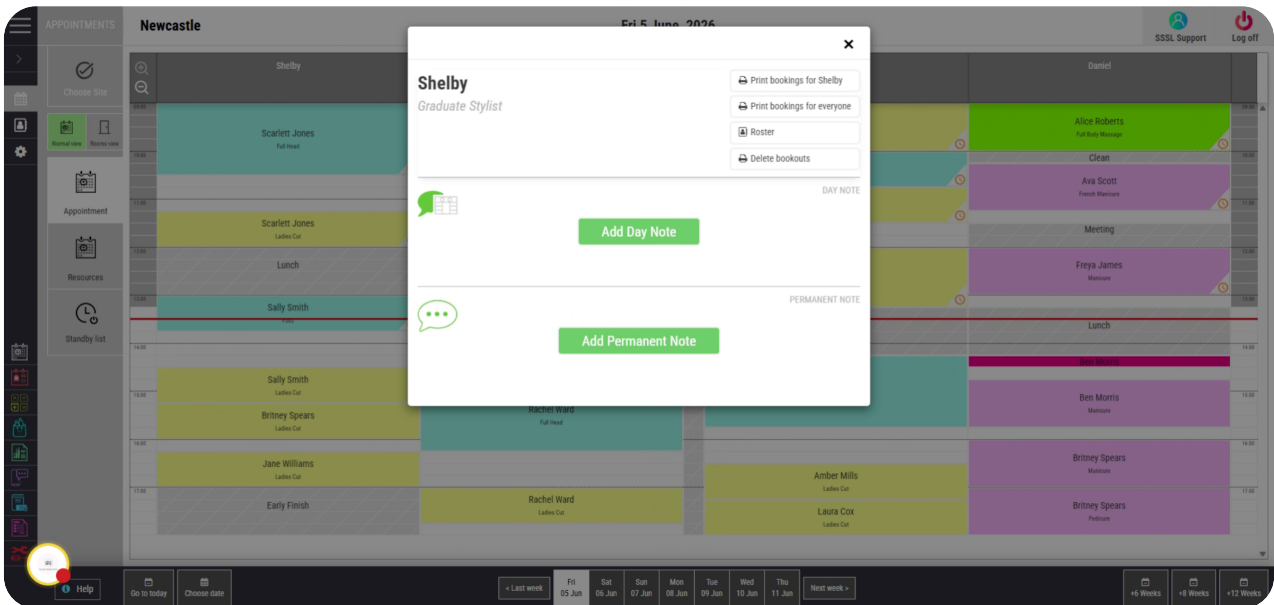
Hover over the team members name and go to the three dots at the bottom right.

The screenshot displays a scheduling application for 'Newcastle' on 'Fri 5 June, 2026'. The interface is divided into a left sidebar and a main grid. The sidebar includes navigation options like 'Choose Site', 'Appointment', 'Resources', and 'Standby list'. The main grid shows appointments for four team members: Shelby, Rikki, Samantha, and Daniel. Each appointment block includes the name of the team member and the service type. A mouse cursor is hovering over the name 'Scarlett Jones' in the Shelby column, and a three-dot menu icon is visible at the bottom right of that appointment block.

Time	Shelby	Rikki	Samantha	Daniel
15:00	Scarlett Jones (Full Head)	Daniel White (Girls Cut)	Sarah Johnson (Blowdry Full)	Alice Roberts (Full Body Massage)
15:30	Scarlett Jones (Ladies Cut)	Nathan Price (Girls Cut)	Mary Edwards (Half Head)	Clean (Ava Scott (French Manicure))
16:00	Lunch	Holly Day (Ladies Cut)	Lily Evans (Tint)	Meeting (Freyja James (Manicure))
16:30	Sally Smith (Tint)	Scott Spencer (Ladies Cut)	Scarlett Jones (Blowdry Full)	Lunch
17:00	Sally Smith (Ladies Cut)	Lunch	Lunch	Lunch
17:30	Britney Spears (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Blowdry)	Ben Morris (Manicure)
18:00	Jane Williams (Ladies Cut)	Rachel Ward (Ladies Cut)	Amber Mills (Ladies Cut)	Britney Spears (Manicure)
18:30	Early Finish	Rachel Ward (Ladies Cut)	Laura Cox (Ladies Cut)	Britney Spears (Pedicure)

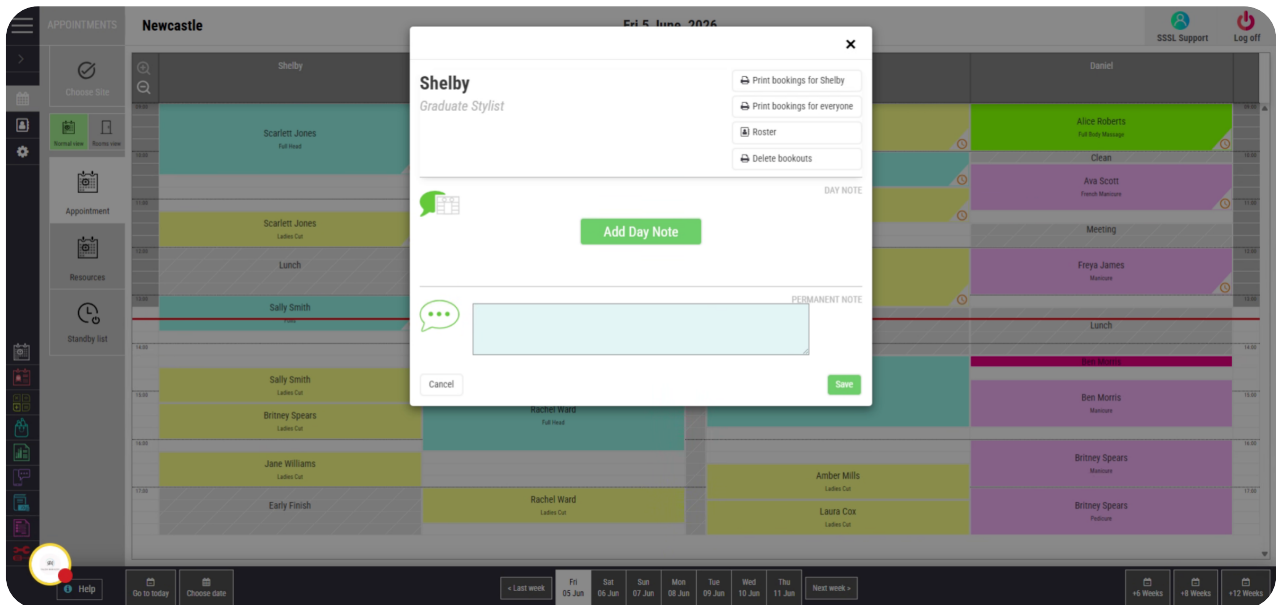
### 03 Select Add Permanent Note

This will open up a new menu. Here we can click Add Permanent Note.



## 04 Type And Save Note

We can type in our note and click save.



## 05 View Note Speech Bubble

If we exit now back into the diary, there'll be a speech bubble at the bottom right of that team members column. And the note will show if you hover over it.

The screenshot displays a scheduling software interface for 'Newcastle'. A modal window is open for 'Shelby Graduate Stylist'. The modal contains the following elements:

- Buttons: 'Print bookings for Shelby', 'Print bookings for everyone', 'Roster', and 'Delete bookings'.
- Section: 'DAY NOTE' with an 'Add Day Note' button.
- Section: 'PERMANENT NOTE' with a 'Note' field, a 'Remove' button, and an 'Edit' button.

The background shows a grid of appointments for various team members, including Scarlett Jones, Sally Smith, Britney Spears, Jane Williams, Rachel Ward, Amber Mills, Laura Cox, Alice Roberts, Ava Scott, Freya James, Ben Morris, and Britney Spears. The interface includes a sidebar with navigation options like 'Appointment', 'Resources', and 'Standby list', and a bottom navigation bar with 'Go to today', 'Choose date', and week navigation buttons.

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