

Add Day Notes

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SALON MANAGER

01 Introduce Adding Day Note

Hello, today I'm going to show you how to add a day note to a team member's column in Salon Manager.

The screenshot displays the Salon Manager software interface for Newcastle on Friday, June 5, 2026. The interface is divided into a sidebar on the left and a main appointment grid. The sidebar contains navigation options: 'Appointment', 'Resources', and 'Standby list'. The main grid shows appointments for four team members: Shelby, Eikki, Samantha, and Daniel. Each appointment is represented by a colored bar with the staff member's name and service type. A 'Day Note' is visible in the Daniel column for the 15:00 slot.

Time	Shelby	Eikki	Samantha	Daniel
15:00	Scarlett Jones (Full Head)	Daniel White (Girls Cut)	Sarah Johnson (Bowl Cut)	Alice Roberts (Full Body Massage)
15:30	Scarlett Jones (Ladies Cut)	Nathan Price (Girls Cut)	Mary Edwards (Half Head)	Clean
16:00	Lunch	Holly Day (Ladies Cut)	Lily Evans (Trim)	Ava Scott (French Manicure)
16:30	Sally Smith (Fails)	Scott Spencer (Girls Cut)	Scarlett Jones (Bowl Cut)	Meeting
17:00	Lunch	Lunch	Lunch	Freya James (Manicure)
17:30	Sally Smith (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Massage)	Ben Morris (Manicure)
18:00	Britney Spears (Ladies Cut)	Rachel Ward (Ladies Cut)	Amber Mills (Ladies Cut)	Britney Spears (Manicure)
18:30	Jane Williams (Ladies Cut)	Rachel Ward (Ladies Cut)	Laura Cox (Ladies Cut)	Britney Spears (Pedicure)
19:00	Early Finish			

02 Open Team Member Menu

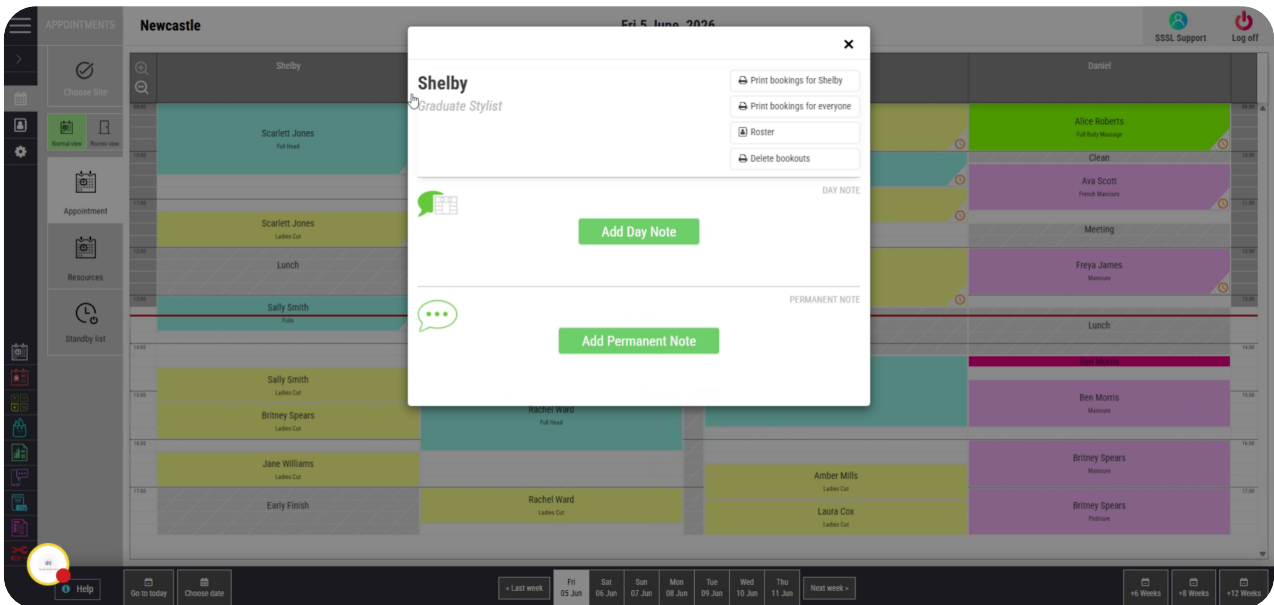
First we need to go to the team members column who we want to add the day note to. Once we've hovered over their name, we'll be able to click three dots at the bottom right of their name.

The screenshot displays a scheduling application for Newcastle on Friday, June 5, 2026. The interface is organized into columns for team members: Shelby, Rikki, Samantha, and Daniel. Each column contains a vertical timeline of appointments. The appointments are color-coded and include the name of the team member, their role, and a three-dot menu icon at the bottom right corner of the appointment block. The appointments are as follows:

Time	Shelby	Rikki	Samantha	Daniel
15:00	Scarlett Jones (Full Head)	Daniel White (Senior Cut)	Sarah Johnson (Beauty Full)	Alice Roberts (Full Body Massage)
15:30	Scarlett Jones (Ladies Cut)	Nathan Price (Senior Cut)	Mary Edwards (Half Head)	Clean
16:00	Scarlett Jones (Ladies Cut)	Holly Day (Ladies Cut)	Lily Evans (Toni)	Ava Scott (French Manicure)
16:30	Lunch	Lunch	Scarlett Jones (Beauty Full)	Meeting
17:00	Sally Smith (Fails)	Scott Spencer (Senior Cut)	Lunch	Freyja James (Manicure)
17:30	Sally Smith (Ladies Cut)			Ben Morris
18:00	Britney Spears (Ladies Cut)	Rachel Ward (Full Head)	Amber Mills (Massage)	Ben Morris (Manicure)
18:30	Jane Williams (Ladies Cut)		Amber Mills (Ladies Cut)	Britney Spears (Manicure)
19:00	Early Finish	Rachel Ward (Ladies Cut)	Laura Cox (Ladies Cut)	Britney Spears (Podium)

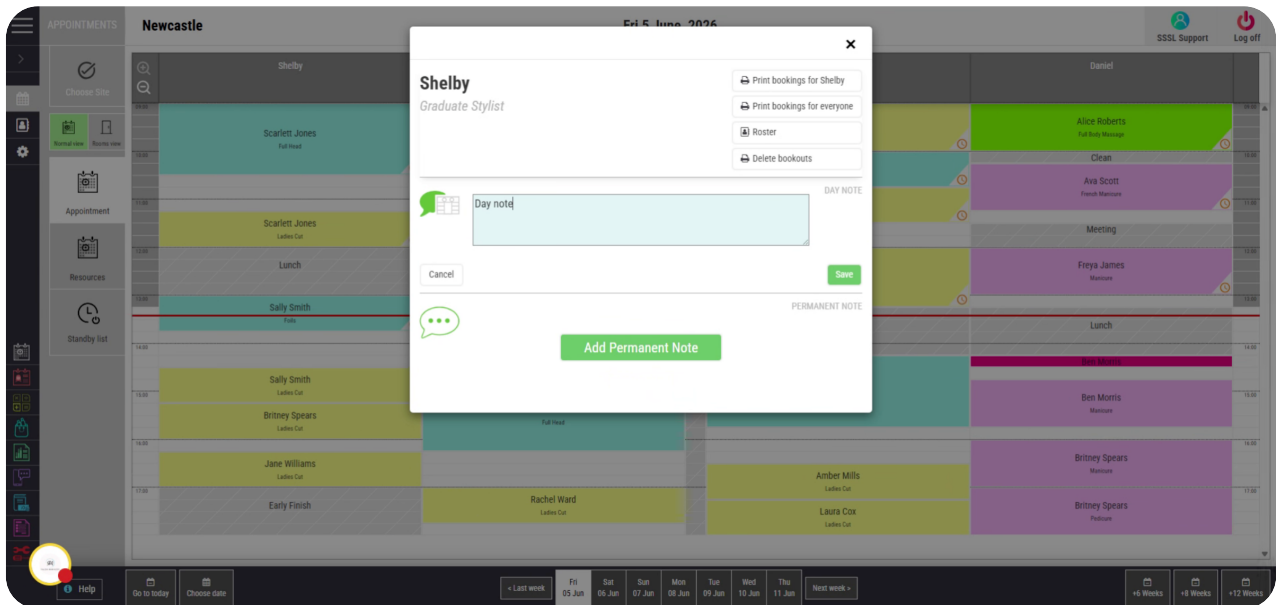
03 Select Day Note Option

This will bring up a menu where we can select add a day note here in the middle.



04 Save The Day Note

Once we've added our note we can click save.



05 View Day Note In Diary

If we exit back to the diary now, we can see under the team member's name the new day note.

The screenshot displays a scheduling application 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 a date '5 June, 2026' and a 'Day note' entry. A red 'Remove' button and an 'Edit' button are present.
- Section: 'PERMANENT NOTE' with an 'Add Permanent Note' button.

The background shows a grid of appointments for various team members, including Scarlett Jones, Sally Smith, 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 'Help', 'Go to today', 'Choose date', and week navigation buttons.

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