

# Add Clients To Standby List

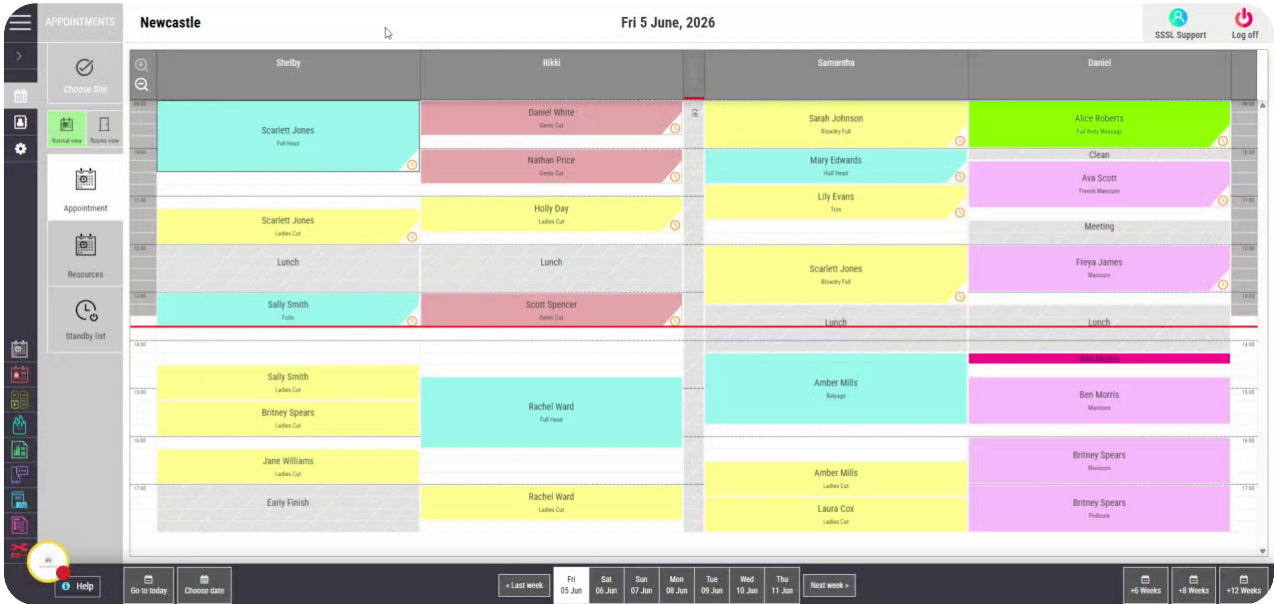
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SALON MANAGER

# 01 Introduce Standby List Feature

Hello, today I'm going to show you how to add a client to the standby list in Salon Manager.



## 02 Navigate To Standby List Menu

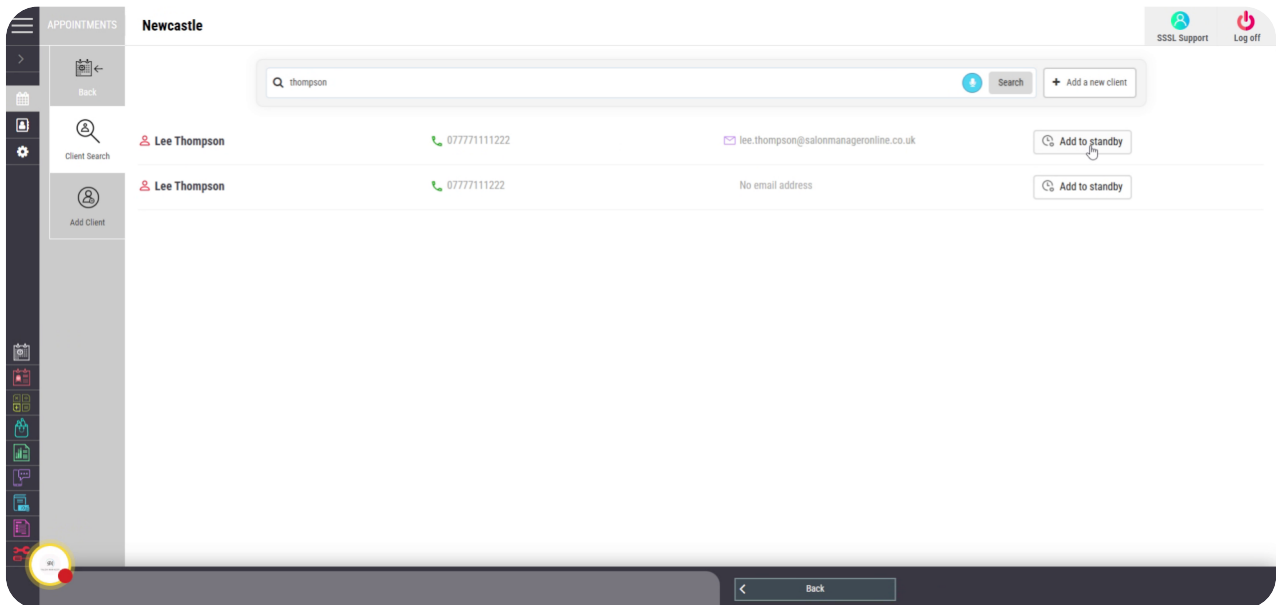
From the diary, navigate to the standby list button in the menu. Once clicked, the standby list appears, and you can add a new client by selecting the add standby list option and searching for the client.

The screenshot displays a software interface for a salon or spa, showing a calendar for Newcastle on Friday, June 5, 2026. The interface includes a sidebar with navigation options: 'Appointment', 'Resources', and 'Standby list'. The main area displays a grid of appointments for four resources: Shelby, Rikki, Samantha, and Daniel. The 'Standby list' menu is highlighted in the sidebar.

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

### 03 Add Client And Select Service

After finding the client, click Add to Standby. Then choose the service they want, the team member, and the client's availability. The service selection is at the top.



## 04 Choose Team Member Option

If the client has no preference, leave the team member as anyone. Otherwise, select a specific team member from the options provided.

The screenshot shows a web application interface for adding a team member to a standby list. The page title is "Add To Standby" and the location is "Newcastle". The user is identified as "Lee Thompson".

**Form Fields:**

- Services:** Blowdry Full (Choose)
- Team member:** Anyone (Choose)
- Date:** 5 June, 2026 and 11 June, 2026
- Time:** Any time (toggle)
- Days:** MON, TUE, WED, THU, FRI, SAT, SUN (checkboxes)
- Notes:** (Text area)

**Navigation:** Cancel and Confirm buttons at the bottom.

## 05 Set Availability And Finalise

Choose the client's start and end availability dates and specify available times. Deselect any unavailable days, add relevant notes, then click confirm. A confirmation will appear, and the client will be added to the standby list.

The screenshot shows a web application interface for adding a client to a standby list. The page title is "Add To Standby" and the client name is "Lee Thompson". The interface includes a sidebar with navigation options: "Choose Site", "Normal view", "Book view", "Appointment", "Resources", and "Standby list". The main form has the following fields:

- Services:** "Blowdry Full" with a "Choose" button.
- Team member:** "Anyone" with a "Choose" button.
- Date:** Start date "5 June, 2026" and end date "11 June, 2026".
- Time:** A toggle for "Any time" which is currently turned off.
- Days:** A row of seven buttons for the days of the week: MON, TUE, WED, THU, FRI, SAT, and SUN. All buttons are currently selected (highlighted in green).
- Notes:** A text input field for adding notes.

At the bottom of the form, there are two buttons: "Cancel" and "Confirm".

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