

Change Opening Hours

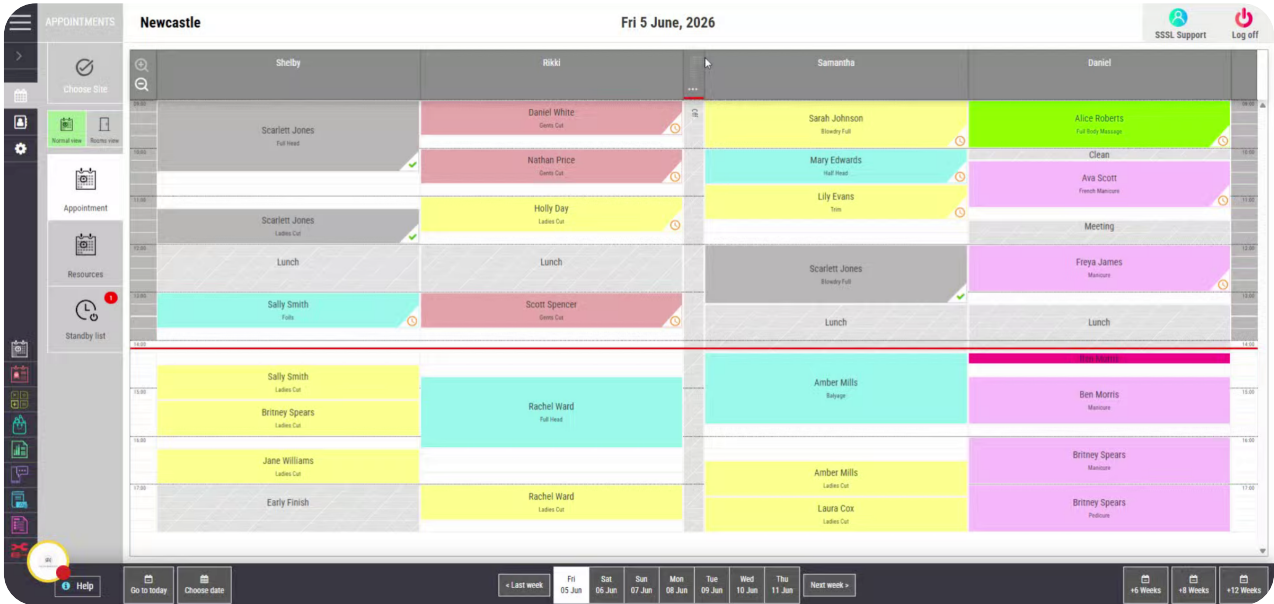
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SALON MANAGER

01 Introduction To Opening Hours

Hello, today I'm going to show you how to change the opening hours in Salon Manager.



02 Access Diary Settings

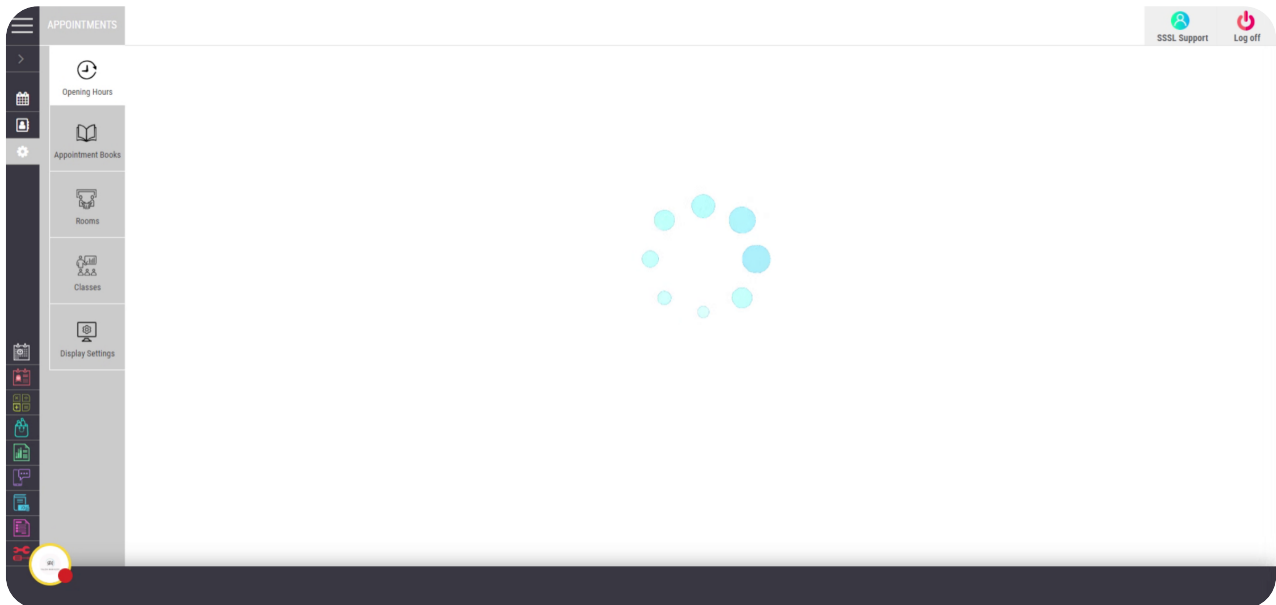
First we need to go to the diary and then go to the settings cog on the left hand side.

The screenshot displays a software interface for a hair salon appointment diary. The main area is a grid with columns for staff members (Shelby, Rikki, Samantha, Daniel) and rows for time slots. Appointments are represented by colored blocks with names and services. A left sidebar contains navigation icons, and a bottom bar includes date navigation and utility buttons.

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

03 Navigate To Opening Hours

By default this will take us into the settings and take us directly into the opening hours section.



04 Set And Confirm Opening Hours

We can choose the days that we are open down the left hand side . We can choose the times that we open at on the left, and we can choose the times that we're closing at on the right. Once we're happy, we just click confirm down at the bottom right.

The screenshot shows a web interface for configuring opening hours. On the left is a vertical sidebar with icons for 'Opening Hours', 'Appointment Books', 'Rooms', 'Classes', and 'Display Settings'. The main area is titled 'Opening Hours' and has three tabs: 'Salon opening hours' (selected), 'Online opening hours', and 'Opening hours on a date'. Below the tabs, a message states: 'Your team members are able to make and manage appointments within these times.' A table allows setting opening and closing times for each day of the week. Each day has a toggle switch on the left, followed by 'Opening at' and 'Closing at' time fields, each with a dropdown arrow. At the bottom right, there is a 'Confirm' button.

	Opening at	Closing at
<input checked="" type="checkbox"/> Sunday	09:00	18:00
<input checked="" type="checkbox"/> Monday	09:00	18:00
<input checked="" type="checkbox"/> Tuesday	09:00	18:00
<input checked="" type="checkbox"/> Wednesday	09:00	18:00
<input checked="" type="checkbox"/> Thursday	09:00	18:00
<input checked="" type="checkbox"/> Friday	09:00	18:00
<input checked="" type="checkbox"/> Saturday	09:00	18:00

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