

Create Additional Appointment Books

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SALON MANAGER

01 Introduction To Appointment Books

Hello, today I'm going to show you how to create additional appointment books in Salon Manager.

The screenshot displays the 'Newcastle' appointment book for 'Thu 11 June, 2026'. The interface is organized into a grid with four columns representing staff members: Shelby, Rikki, Samantha, and Daniel. The vertical axis represents time slots from 09:00 to 17:00. The horizontal axis represents the week, with the current day, Thursday, June 11, 2026, highlighted.

Key features of the interface include:

- Sidebar:** Contains navigation icons for 'Choose Staff', 'Appointment', and 'Standby list', along with a 'Help' button and a 'Go to Today' button.
- Staff Columns:** Each column lists the staff member's name and a list of appointments with client names and services.
- Appointments:** Represented by colored blocks. For example, Shelby has appointments for Sarah Smith (Full Head), Samantha Jones (Blowdry Half), Sarah Smith (Ladies Cut), Jane Williams (Ladies Cut), William Peggins (Ladies Cut), Mary Test (Blowdry Full), and Fran Jones (Ladies Cut). Rikki has appointments for Britney Spears (Full Head), Brad Pitt (Gents Cut), Britney Spears (Ladies Cut), Miley Cyrus (Relax), and Miley Cyrus (Ladies Cut). Samantha has appointments for Jo Tom (Full Body Massage!), Tim Jones (Massage), Tim Jones (Facials), Britney Spears (French Massage), and Jennifer Lopez (French Massage). Daniel has appointments for Tim Jones (Gents Cut), Scott Spencer (Gents Cut), and Ryan Cooper (Gents Cut). Lunch breaks are indicated by hatched blocks.
- Bottom Bar:** Shows the current date and week navigation options: '< Last week', 'Thu 11 Jun', 'Fri 12 Jun', 'Sat 13 Jun', 'Sun 14 Jun', 'Mon 15 Jun', 'Tue 16 Jun', 'Wed 17 Jun', and 'Next week >'. It also includes buttons for '+5 Weeks', '+6 Weeks', and '+12 Weeks'.

02 Navigate To Settings

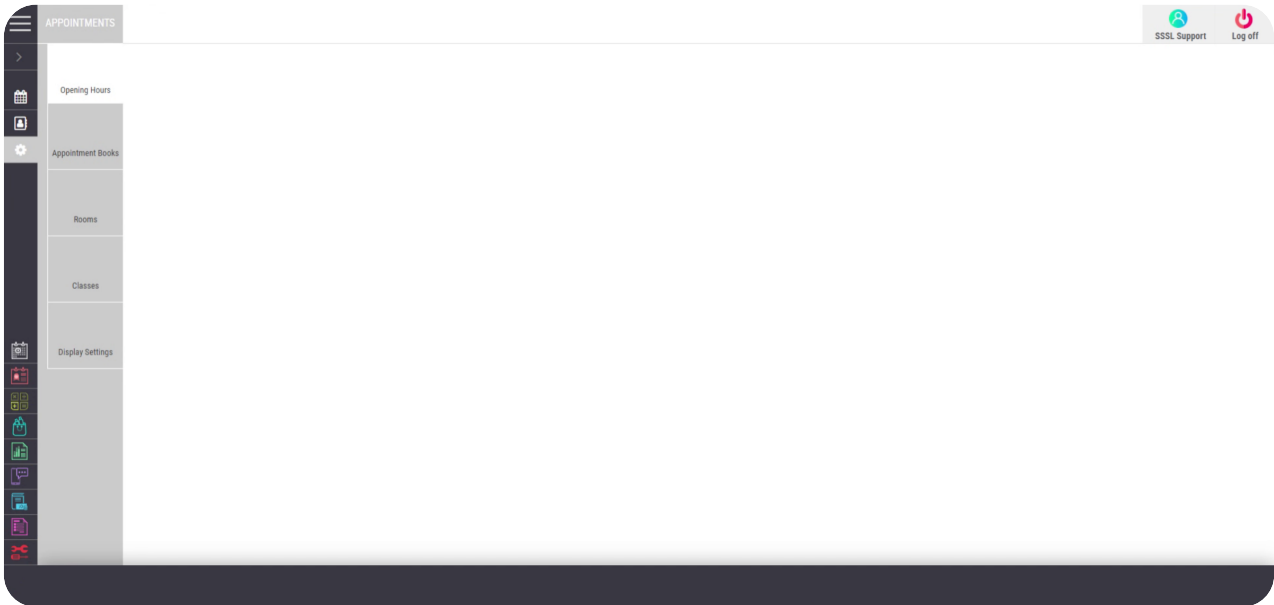
From the appointment diary we need to navigate to the settings cog on the left hand side and click.

The screenshot displays an appointment diary for Newcastle on Thursday, June 11, 2026. The interface includes a left-hand navigation menu with a settings cog icon, a main appointment grid, and a bottom navigation bar. The grid shows appointments for four staff members: Shelby, Rikki, Samantha, and Daniel. The appointments are color-coded and include details such as the client name and service type. The settings cog icon is located in the left-hand navigation menu, and a red circle highlights it.

Time	Shelby	Rikki	Samantha	Daniel
10:00	Sarah Smith (Full Head)	Britney Spears (Full Head)	Jo Tom (Full Body Massage)	Tim Jones (Gents Cut)
10:30	Samantha Jones (Browdy Half)	Brad Pitt (Gents Cut)	Tim Jones (Manicure)	Scott Spencer (Gents Cut)
11:00	Sarah Smith (Ladies Cut)	Britney Spears (Ladies Cut)	Tim Jones (Pedicure)	Ryan Cooper (Gents Cut)
11:30	Lunch	Lunch	Britney Spears (French Manicure)	Lunch
12:00	Jane Williams (Ladies Cut)	Miley Cyrus (Relax)	Lunch	Lunch
12:30	William Huggins (Gents Cut)		Jennifer Lopez	
13:00	Mary Test (Browdy Full)		Jennifer Lopez (French Manicure)	
13:30	Fran Jones (Ladies Cut)	Miley Cyrus (Ladies Cut)		
14:00	off	off	off	off
14:30	off	off	off	off
15:00	off	off	off	off
15:30	off	off	off	off
16:00	off	off	off	off
16:30	off	off	off	off
17:00	off	off	off	off

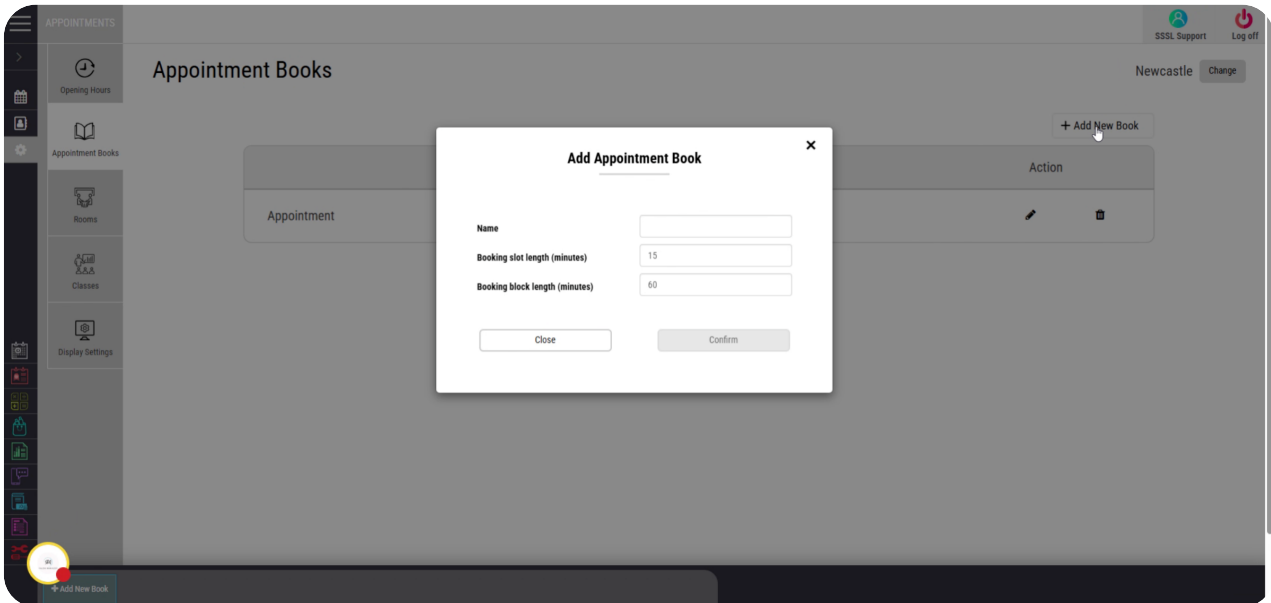
03 Open Appointment Books Menu

This will take us into the settings. We just need to click appointment books on the left hand side menu, and this will load up a new page with our existing appointment books in them. Then we can click add new appointment book at the top right here.



04 Create And Name Appointment Book

A box will appear to enter the name. We can change the booking slot length here, 15 and 60 will be in here by default. This means you'll be able to book at nine o'clock, 9:15, 9:30, 9:45, and so on. Once we're happy and have named it, we just need to click confirm to save it.



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