

Create And Configure Rooms

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SALON MANAGER

01 Introduce Room Creation Process

Hello, today I'm going to show you how to create a room for you to book services into in Salon Manager.

The screenshot displays the Salon Manager software interface for a salon named "Newcastle". The main view is a weekly appointment schedule for Thursday, June 11, 2026. The interface is divided into several sections:

- Header:** Shows the salon name "Newcastle", the date "Thu 11 June, 2026", and user options "SSSL Support" and "Log off".
- Sidebar (Left):** Contains navigation icons and buttons for "Appointment" and "Standby list".
- Main Grid:** A grid with columns for staff members: Shelby, Rikki, Samantha, and Daniel. The rows represent time slots from 09:00 to 17:00. Appointments are represented by colored blocks with the staff member's name and service type. For example, Sarah Smith (Full Head) is booked from 09:00-10:00, and Briney Spears (Full Head) is booked from 10:00-11:00. Lunch breaks are indicated by grey diagonal hatching.
- Bottom Bar:** Includes a "Help" button, "Go to today", "Choose Date", and navigation buttons for "Last week", "Next week", and "+12 Weeks".

02 Navigate To Rooms Settings

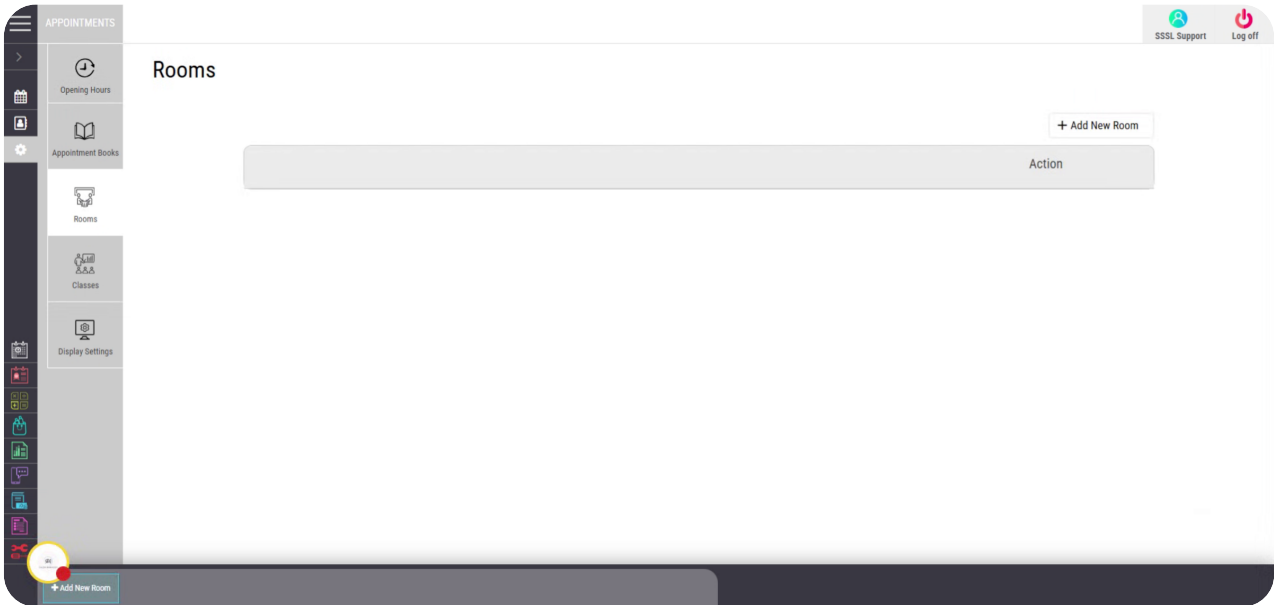
First, from the diary, we need to navigate to the settings cog on the left-hand side here. Once we've clicked that, the settings menu will appear. We just need to click rooms on the left side.

The screenshot displays a software interface for a salon appointment diary. The main area shows a grid of appointments for the date Thursday, 11 June, 2026, at the Newcastle location. The grid is organized by time slots (from 09:30 to 17:30) and stylists (Shelby, Rikki, Samantha, and Daniel). Each appointment is represented by a colored bar indicating the stylist and the service type. For example, Sarah Smith is booked for a Full Head at 10:00, and Brad Pitt is booked for a Same Cut at 10:30. Lunch breaks are indicated by hatched bars. The left-hand side features a navigation menu with a settings cog icon highlighted. The bottom of the interface includes navigation controls for the week and date.

Time	Shelby	Rikki	Samantha	Daniel
09:30				
10:00	Sarah Smith (Full Head)	Britney Spears (Full Head)	Jo Tom (Full Body Massage)	Tim Jones (Same Cut)
10:30	Samantha Jones (Blowdry Half)	Brad Pitt (Same Cut)	Tim Jones (Manicure)	Scott Spencer (Same Cut)
11:00	Sarah Smith (Ladies Cut)	Britney Spears (Ladies Cut)	Tim Jones (Pedicure)	Ryan Cooper (Same Cut)
11:30	Lunch	Lunch	Britney Spears (French Manicure)	
12:00	Jane Williams (Ladies Cut)	Miley Cyrus (Blowdry)	Britney Spears (French Manicure)	
12:30	William Huggins (Same Cut)		Lunch	Lunch
13:00	Mary Test (Blowdry Full)		Jennifer Lopez	
13:30	Fran Jones (Ladies Cut)	Miley Cyrus (Ladies Cut)	Jennifer Lopez (French Manicure)	
14:00				
14:30	Off	Off	Off	Off
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				

03 Add And Name New Room

Any existing rooms will appear here. We just need to click Add New Room at the top right. Then, we can put the name of the room and the description. Finally, click Confirm to add the new room.



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