

Create And Configure Classes

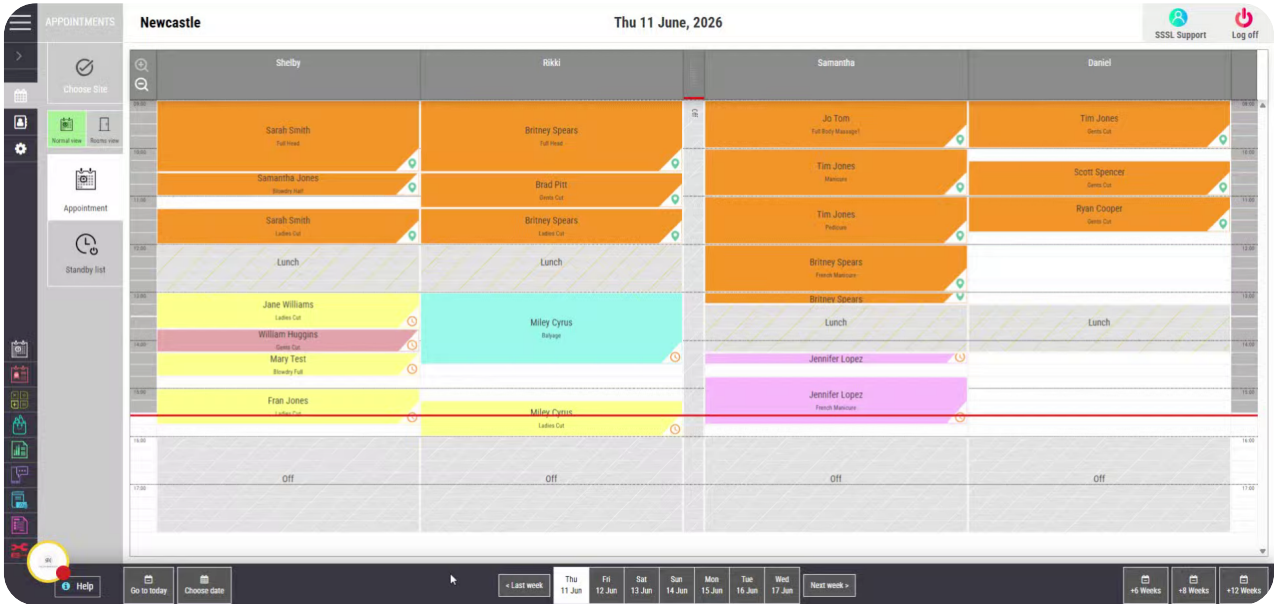
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SALON MANAGER

01 Introduction To Class Creation

Hello, today I'm going to show you how to create a class in the diary in Salon Manager.



02 Navigate To Classes Menu

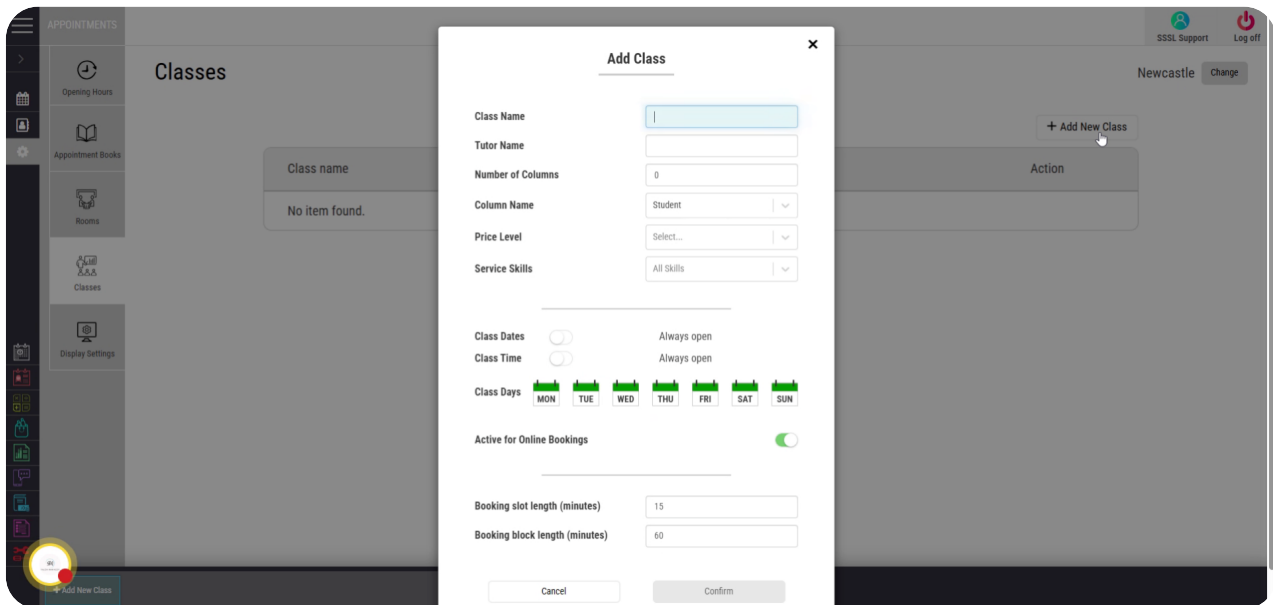
From the diary we navigate to the settings cog on the left hand side. This will take us into the settings menu. On the left hand side of the settings menu is another menu where we can click classes. This will take us into the list of any existing classes we have created. If we wish to create a new class we just click add new class at the top right.

The screenshot displays a scheduling application for 'Newcastle' on 'Thu 11 June, 2026'. The interface is divided into several sections:

- Header:** 'Newcastle' and 'Thu 11 June, 2026'. On the right, there are links for 'SSSL Support' and 'Log off'.
- Staff Columns:** The main grid is organized by staff members: Shelby, Rikki, Samantha, and Daniel.
- Appointments:**
 - Shelby:** Sarah Smith (Full Head), Samantha Jones (Blowdry Hair), Sarah Smith (Ladies Cut), Jane Williams (Ladies Cut), William Huggins (Scissors Cut), Mary Test (Blowdry Full), Fran Jones (Ladies Cut), and 'off'.
 - Rikki:** Britney Spears (Full Head), Brad Pitt (Blowdry Hair), Britney Spears (Ladies Cut), Miley Cyrus (Massage), Miley Cyrus (Ladies Cut), and 'off'.
 - Samantha:** Jo Tom (Full Body Massage!), Tim Jones (Manicure), Tim Jones (Pedicure), Britney Spears (French Manicure), Britney Spears (French Manicure), Jennifer Lopez (French Manicure), Jennifer Lopez (French Manicure), and 'off'.
 - Daniel:** Tim Jones (Scissors Cut), Scott Spencer (Scissors Cut), Ryan Cooper (Scissors Cut), and 'off'.
- Navigation:** A left-hand menu includes 'Appointment' and 'Standby list'. A bottom bar features 'Go to today', 'Choose date', and week navigation buttons ('< Last week', 'Thu 11 Jun', 'Fri 12 Jun', 'Sat 13 Jun', 'Sun 14 Jun', 'Mon 15 Jun', 'Tue 16 Jun', 'Wed 17 Jun', 'Next week >').

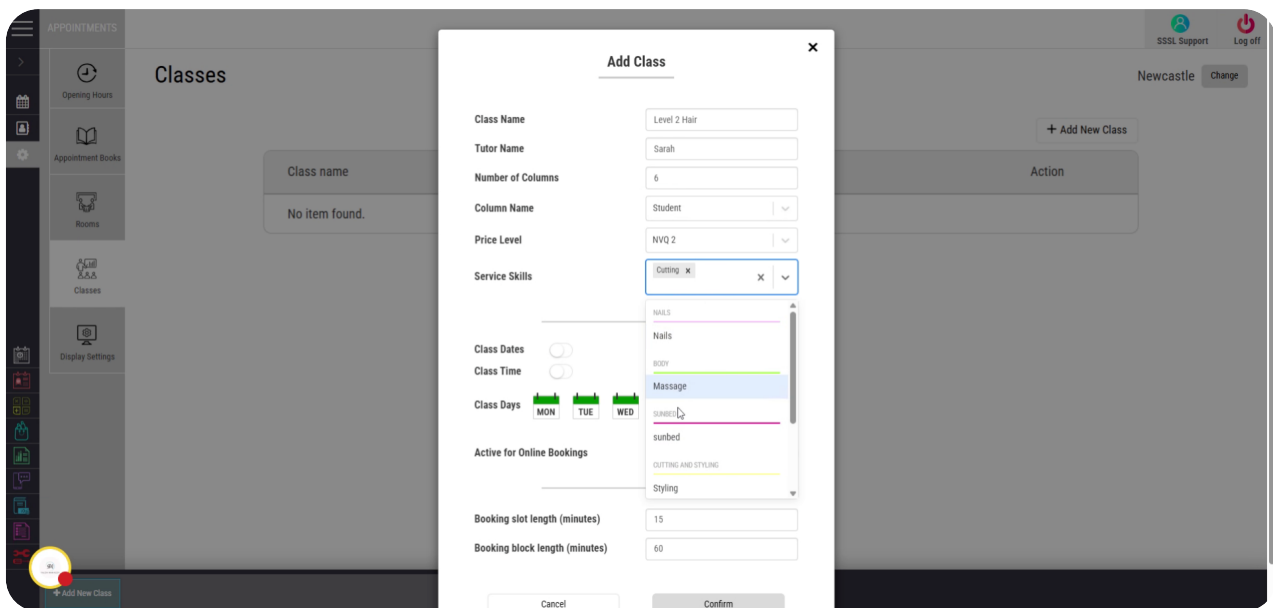
03 Enter Class Details

This will load up a new menu where we're able to type in our class name, the tutor's name, how many columns we wish, the name of the column, the price level. We can also then select the service skills.



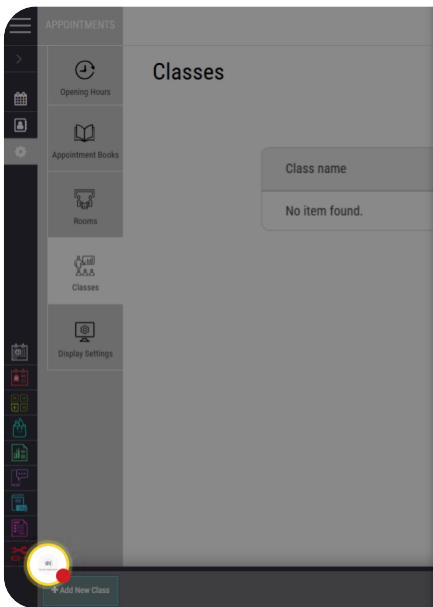
04 Set Class Availability

We can use this slider here to set specific dates for the class, leaving it unticked means the hours of the class will remain open indefinitely. We can also use the slider to specify the times the class is open underneath. If you don't use this, the class will fall in line with your regular opening hours. Below we can select the days that the class is open. If it's green, it means the class is available on that day. If it's red, it means it's closed. We then also have an option for if you wish allow people to book online.



05 Confirm And Create Class

Once you're happy with your class settings, click confirm and this will create your class for you with all of your columns ready to go.



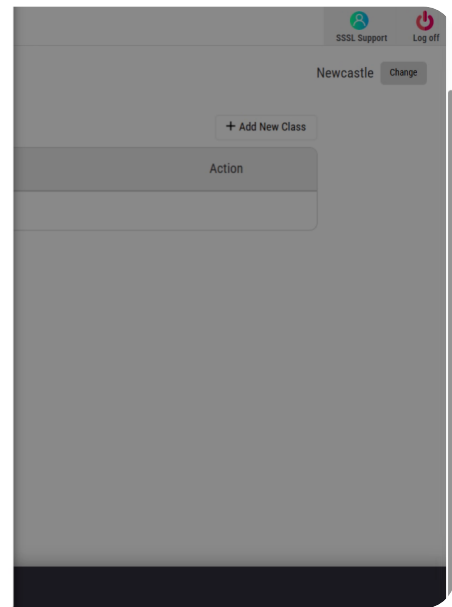
This screenshot shows the class configuration form. The fields are as follows:

- Class Name:** Level 2 Hair
- Tutor Name:** Sarah
- Number of Columns:** 6
- Column Name:** Student
- Price Level:** NVQ 2
- Service Skills:** Cutting x Styling x

Below these fields are several options:

- Class Dates:** A toggle switch is turned off, with the text 'Always open' to its right.
- Class Time:** A toggle switch is turned on. The start and end time fields both contain ':-:'. There are circular icons next to each time field.
- Class Days:** A row of seven colored boxes representing the days of the week: MON (red), TUE (green), WED (red), THU (red), FRI (red), SAT (red), and SUN (red).
- Active for Online Bookings:** A toggle switch is turned on.
- Booking slot length (minutes):** 15
- Booking block length (minutes):** 60

At the bottom of the form are two buttons: 'Cancel' and 'Confirm'.



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