

# Change Bookout Colours

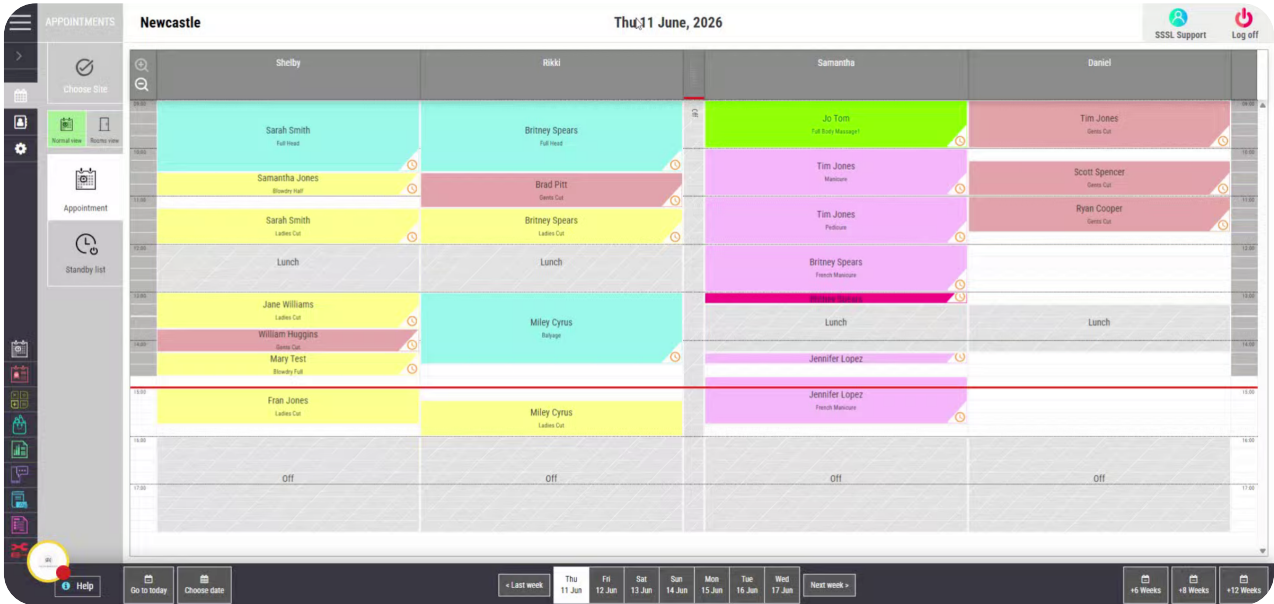
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SALON MANAGER

# 01 Introduction To Bookout Colours

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



## 02 Access Bookout Reasons

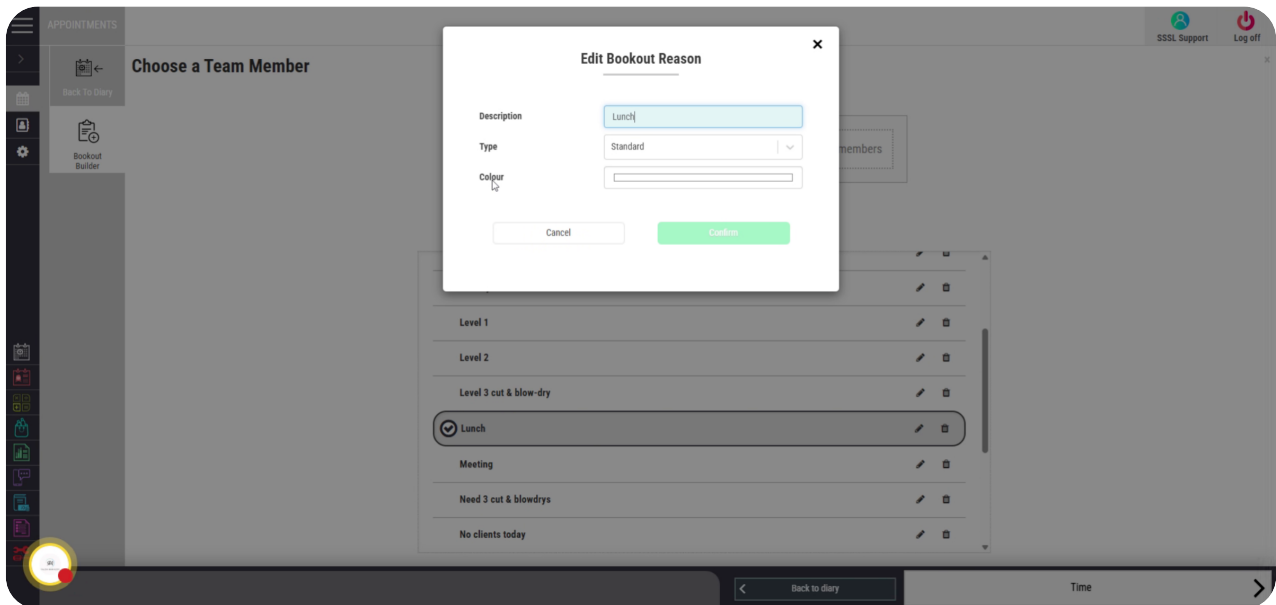
First in the diary, we need to click an empty spot to bring up the client search menu. Then we go to add bookout on the left-hand side. Once we've clicked this, the list of our bookout reasons will appear in the middle. We just need to scroll down and find the bookout which colour we wish to change.

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 client names and service types. A bookout reason 'Jo Tom' is highlighted in green for Samantha at 10:00. The interface includes a sidebar with navigation options like 'Appointment' and 'Standby list', and a bottom navigation bar with date and week controls.

| Time  | Shelby                        | Rikki                       | Samantha                         | Daniel                    |
|-------|-------------------------------|-----------------------------|----------------------------------|---------------------------|
| 09:00 |                               |                             |                                  |                           |
| 10:00 | Sarah Smith (Full Head)       | Britney Spears (Full Head)  | Jo Tom (Full Body Massage)       | Tim Jones (Gents Cut)     |
| 10:30 | Samantha Jones (Blowdry Hair) | 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) |                           |
| 12:00 | Jane Williams (Ladies Cut)    | Miley Cyrus (Beybe)         |                                  | Lunch                     |
| 12:30 | William Huggins (Gents Cut)   |                             |                                  |                           |
| 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 |                               |                             |                                  |                           |

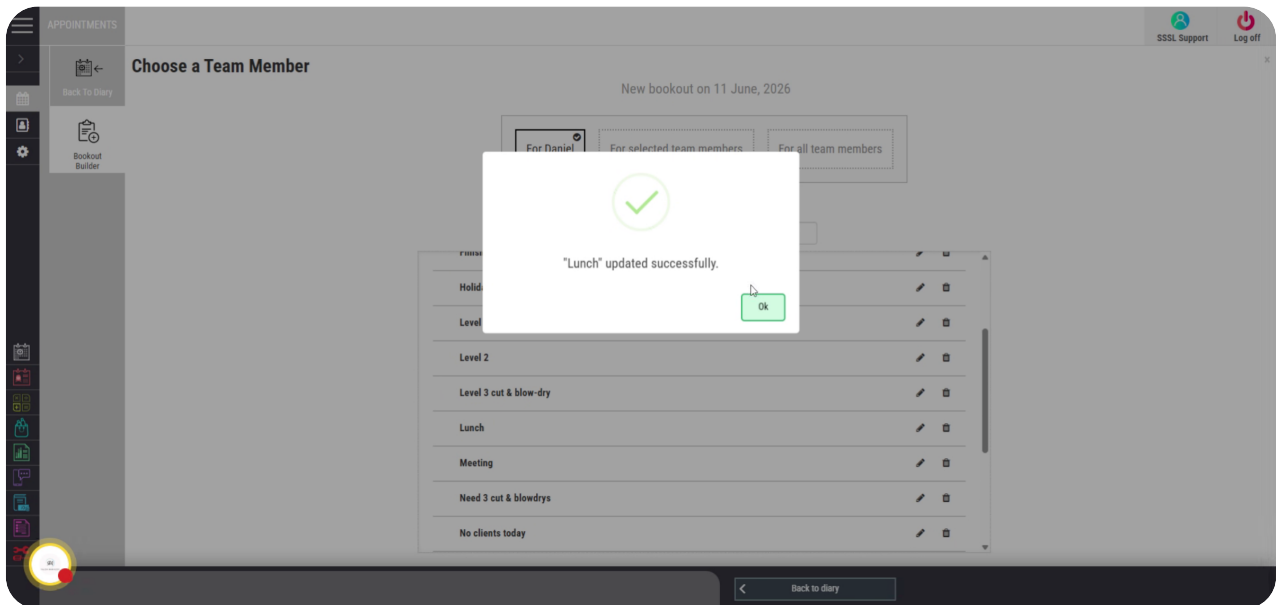
### 03 Select New Colour

Click the little pencil symbol to edit. This will bring up an edit menu, The colour is the last option here. I can use the slider, and then I can select the colour here.



## 04 Confirm Colour Change

Once done, I can click confirm and click back to the diary at the top left. As you can see, now the lunch book outs have got a little orange in them



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