



Send Text Messages To Clients From The Diary

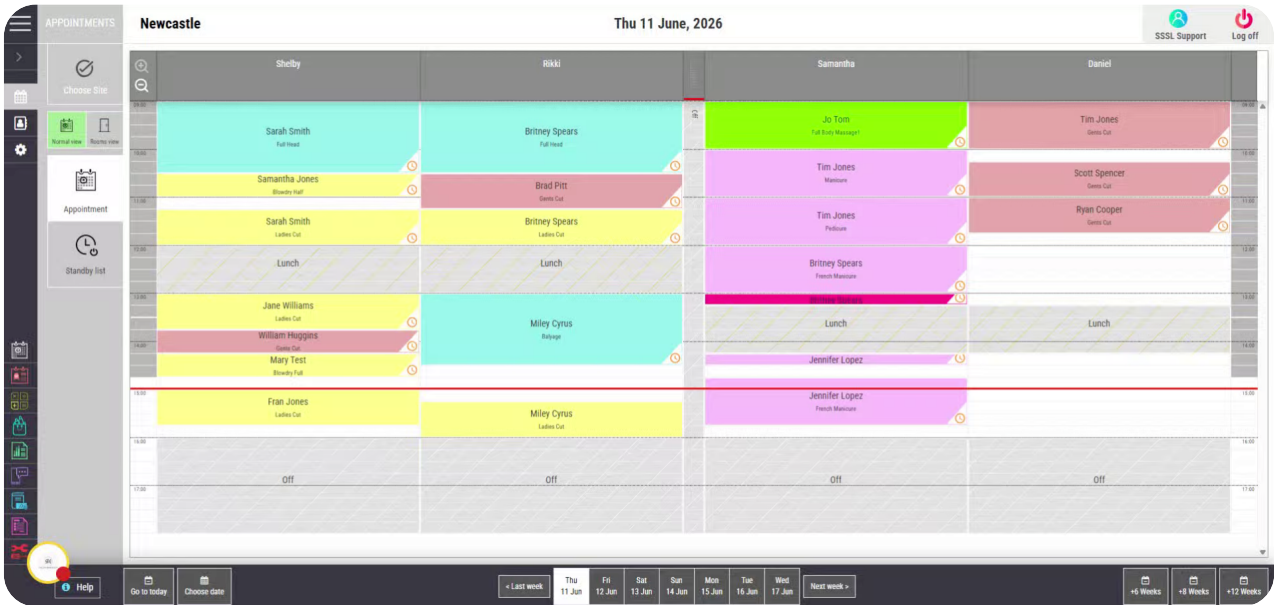
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SALON MANAGER

01 Introduction To Text Messaging

Hello, today I'm going to show you how to send a text message to a client from the appointment book.



02 Select Client From Appointment Book

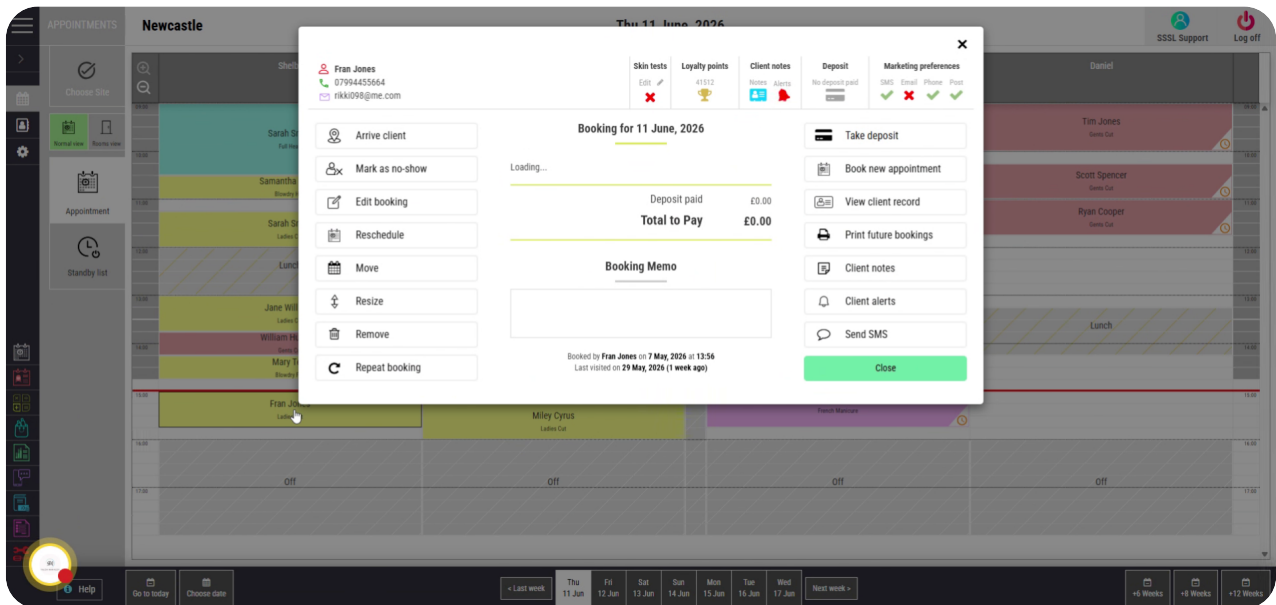
First we need to go find the client who we need to send a text to and double click on their appointment.

The screenshot displays a digital appointment book for a hair salon in Newcastle. The date is Thursday, June 11, 2026. The interface is organized into columns for each stylist: Shelby, Rikki, Samantha, and Daniel. Each column shows a vertical timeline of appointments from 9:00 AM to 7:00 PM. Appointments are represented by colored blocks with the client's name and the service type. For example, Sarah Smith has a Full Head appointment with Shelby at 10:00 AM. The interface also 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
9:00				
10:00	Sarah Smith (Full Head)	Britney Spears (Full Head)	Jo Tom (Full Body Massage)	Tim Jones (Gents Cut)
10:30	Samantha Jones (Blowdry 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)	
12:00	Jane Williams (Ladies Cut)	Miley Cyrus (Briqve)	Lunch	Lunch
12:30	William Huggins (Gents Cut)		Jennifer Lopez	
13:00	Mary Test (Blowdry Full)			
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				

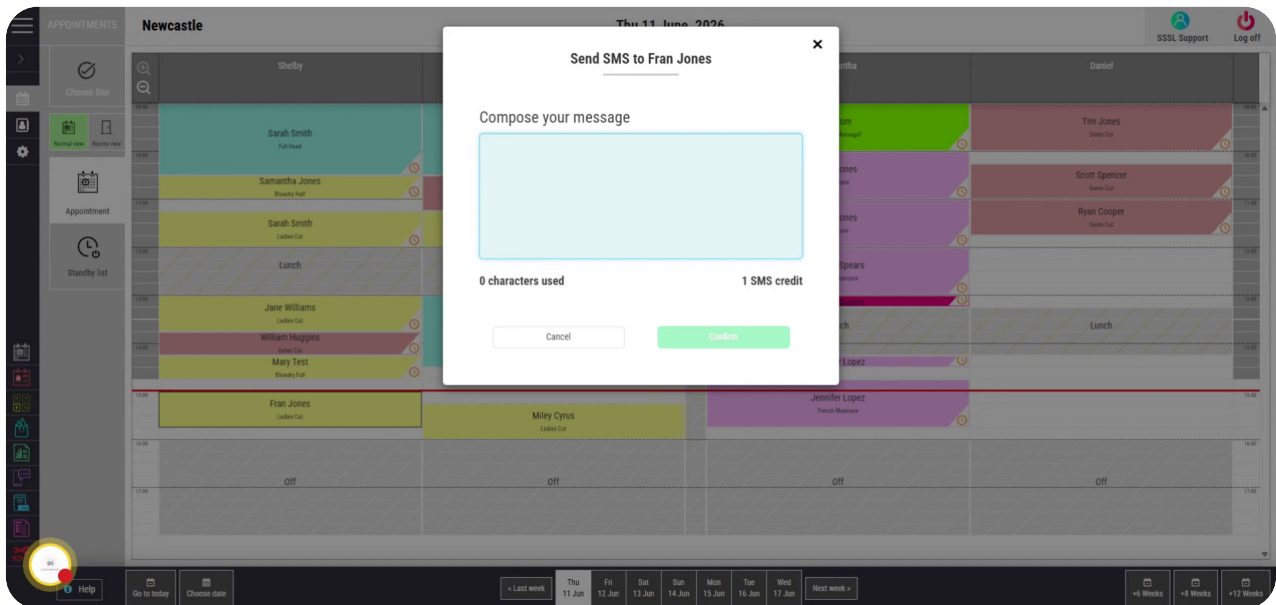
03 Click Send SMS Button

Once we double click that, a menu will appear, and on the right hand side, we can click the send SMS button.



04 Compose And Send Text Message

A box will pop up where we can compose our message. It will confirm how many characters we're using and how many SMS credits it will cost to send that message. Once we're happy with the message we just hit the confirm button and it will send them a text.



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