

Delete Client Records

Powered by [guidde](#)



SALON MANAGER

01 Introduction To Client Deletion

Hello, today I'm going to show you how to delete a client's record card in Salon Manager.

The screenshot displays the 'CLIENTS' interface for a client named Ben Morris. The client's contact information includes a phone number (0777777) and a note that there is no email. The interface is divided into several sections:

- Next Appointment:** Shows an appointment for Tuesday, 16 Jun 2026, from 10:00 to 10:45 with Daniel in Newcastle.
- Notes:** A yellow box with a '+ New note' button, containing a note dated 11 June, 2026 with the text 'Client notes here!'.
- Alerts:** A red box with a '+ New alert' button, currently empty.
- Account Balance:** Shows a balance of £10.00 credit, with a note that £0.00 deposit was taken.
- Loyalty Points:** Shows 0 points with an 'Edit' button.
- Visit Frequency:** Shows 0 weeks.
- Average Spend:** Shows £0.00 per visit.
- Last SMS:** A purple box with a '+ Send SMS' button, containing the text 'No SMS message sent.'
- Edit Client:** A grey button with a person icon.
- Client Referrals:** Shows 'Referred 0 clients'.
- Course Purchases:** Shows 'No courses purchased'.
- Product Purchases:** Shows 'No products purchased'.

At the top right, there are utility buttons for 'Skin tests', 'Loyalty points', 'Client notes', 'Deposit', 'SSSL Support', and 'Log off'. Below these are status indicators for 'Notes', 'No alerts', 'No deposit paid', and 'Marketing preferences' (SMS, Email, Phone, Post).

02 Open Client Record Card

Once you've searched and found the client you're after, go into their record card and click Edit Client at the bottom left.

The screenshot shows a client record card for Ben Morris. The interface includes a sidebar with navigation options like Client List, Client Record Card, Client Timeline, and Courses. The main content area displays various client metrics and actions:

- Client Information:** Ben Morris, 0777777, No email.
- Next Appointment:** Tue 16 Jun 2026, 10:00 to 10:45 with Daniel, Newcastle.
- Account Balance:** £10.00 credit, £0.00 deposit taken.
- Loyalty Points:** 0 points.
- Visit Frequency:** 0 weeks.
- Average Spend:** £0.00 per visit.
- Last SMS:** No SMS message sent.
- Course Purchases:** No courses purchased.
- Product Purchases:** No products purchased.

Additional features include a Notes section with a '+ New note' button, an Alerts section with a '+ New alert' button, and a 'Marketing preferences' section with checkboxes for SMS, Email, Phone, and Post. A top navigation bar includes 'SSSL Support' and 'Log off'.

03 Delete Client Record

When you click this, down at the bottom left is a button for Delete Client. If you click this it will delete the client and remove any details you have for them on the system.

The screenshot displays a web application interface for managing client records. The interface is organized into several sections:

- Client details:** Includes fields for Title, First name, Last name, Mobile phone, Home phone, Work phone, and Email address. A toggle switch for "Client has no Email" is present.
- Address:** Includes fields for Address line 1, Address line 2, Address line 3, and Postcode.
- Extra info:** Includes fields for Gender (Female, Male, Not given), Date of birth (Day, Month, Year), Select a year or (13 years or older, Under 13 years), How did they hear (did not specify how they heard), Referred by (was not referred), and Membership number.

At the bottom of the interface, there is a navigation bar with the following elements:

- Delete Client:** A button located at the bottom left.
- Back:** A button located at the bottom center.
- Update client:** A button located at the bottom right.

Powered by [guidde](#)