



# Exclude Clients From Service Messages

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SALON MANAGER

## 01 Access Client Settings

Hello, today I'm going to show you how to exclude a client from receiving service messages in Salon Manager. Once we've found the client we wish to exclude from these messages, we go to the edit client button at the bottom left of their client record card. This takes us into their settings. If we scroll down to the bottom, we reach the settings and switches area. The first option here is to exclude from service messages. We tick that and then update the client.

The screenshot displays the 'CLIENTS' section of the Salon Manager interface. The client profile for 'Ben Morris' (0777777, No email) is shown at the top. The 'Next Appointment' is scheduled for Tue 16 Jun 2026 at 10:00 to 10:45 with Daniel in Newcastle. The 'Account Balance' is £10.00 credit, and 'Loyalty Points' are 0. The 'Visit Frequency' is 0 weeks, and 'Average Spend' is £0.00 per visit. The 'Notes' section is empty, and the 'Alerts' section is also empty. The 'Last SMS' section shows 'No SMS message sent.' The bottom section contains buttons for 'Edit Client', 'Client Referrals' (Referred 0 clients), 'Course Purchases' (No courses purchased), and 'Product Purchases' (No products purchased). The right sidebar includes links for 'Skin tests', 'Loyalty points', 'Client notes', 'Deposit', and 'Marketing preferences'.

| Next Appointment                                           | Notes                               | Alerts |
|------------------------------------------------------------|-------------------------------------|--------|
| Tue 16 Jun 2026<br>10:00 to 10:45 with Daniel<br>Newcastle | 11 June, 2026<br>Client notes here! |        |

| Account Balance                      | Loyalty Points |
|--------------------------------------|----------------|
| £10.00 credit<br>£0.00 deposit taken | 0 points       |

| Visit Frequency | Average Spend   |
|-----------------|-----------------|
| 0 weeks         | £0.00 per visit |

| Last SMS             |
|----------------------|
| No SMS message sent. |

| Edit Client | Client Referrals   | Course Purchases     | Product Purchases     |
|-------------|--------------------|----------------------|-----------------------|
|             | Referred 0 clients | No courses purchased | No products purchased |

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