

Set Online Booking Hours

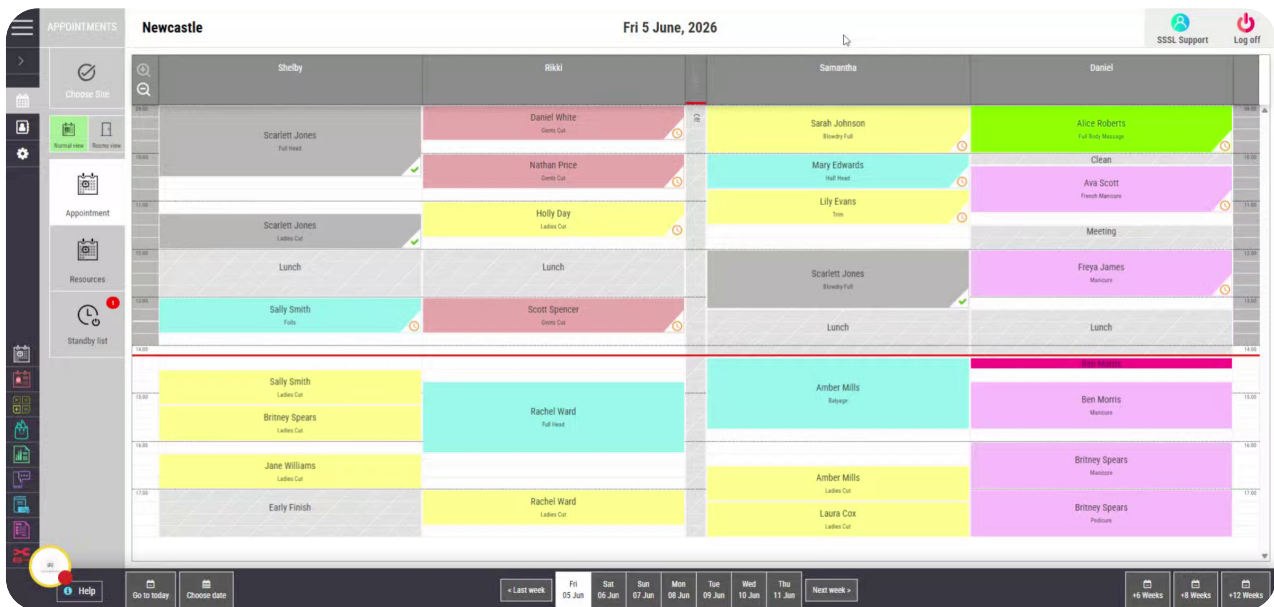
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SALON MANAGER

01 Introduction To Booking Hours

Hello, today I'm going to show you how to set your online booking hours in Salon Manager.



02 Open Online Booking Settings

In the diary go to the settings cog on the left hand side here. This will take us into our opening hours by default. To get to the online booking hours we just need to go to the online opening hours button.

The screenshot displays the 'Newcastle' online booking diary for Friday 5 June 2026. The interface is divided into a left sidebar, a main appointment grid, and a bottom navigation bar.

Left Sidebar:

- Choose Site
- Appointment
- Resources
- Standby list

Main Appointment Grid:

Shelby	Nikki	Samantha	Daniel
Scarlett Jones Full Head	Daniel White Gents Cut	Sarah Johnson Blowdry Full	Alice Roberts Full Blow Massage
Scarlett Jones Ladies Cut	Nathan Price Gents Cut	Mary Edwards Half Head	Clean
Lunch	Holly Day Ladies Cut	Lily Evans Shave	Ava Scott French Manicure
Sally Smith Falls	Lunch	Scarlett Jones Blowdry Full	Meeting
Sally Smith Ladies Cut	Scott Spencer Gents Cut	Lunch	Freya James Manicure
Briney Spears Ladies Cut	Rachel Ward Full Head	Amber Mills Relax	Lunch
Jane Williams Ladies Cut	Rachel Ward Ladies Cut	Amber Mills Ladies Cut	Ben Morris Manicure
Early Finish		Laura Cox Ladies Cut	Briney Spears Manicure
			Briney Spears Footcare

Bottom Navigation Bar:

- Go to today
- Choose date
- Navigation: < Last week, Fri 05 Jun, Sat 06 Jun, Sun 07 Jun, Mon 08 Jun, Tue 09 Jun, Wed 10 Jun, Thu 11 Jun, Next week >
- Buttons: +6 Weeks, +8 Weeks, +12 Weeks
- Help

03 Select Booking Days And Times

In here we can select the days down the left hand side that are available for people to book online, and we can choose the time that they're able to book in from. We can also choose the latest time they can book up to.

The screenshot displays the 'Opening Hours' configuration screen. On the left is a sidebar with navigation icons for 'Opening Hours', 'Appointment Books', 'Rooms', 'Classes', and 'Display Settings'. The main area has a title 'Opening Hours' and two tabs: 'Online opening hours' (active) and 'Opening hours on a date'. Below the tabs, a message states: 'Your clients are able to book appointments online within these times.' A table lists the days of the week with their respective opening and closing times.

	Opening at	Closing at
☒ Sunday	09:00	18:00
☒ Monday	09:00	18:00
☒ Tuesday	09:00	18:00
☒ Wednesday	09:00	18:00
☒ Thursday	09:00	18:00
☒ Friday	09:00	18:00
☒ Saturday	09:00	18:00

At the bottom right, there is a 'Confirm' button.

04 Confirm Booking Hours

Once you're happy with that, just click confirm.

The screenshot shows a software interface for configuring opening hours. On the left is a vertical sidebar with icons for 'Opening Hours', 'Appointment Books', 'Rooms', 'Classes', and 'Display Settings'. The main area is titled 'Opening Hours' and has two tabs: 'Salon opening hours' and 'Online opening hours' (which is selected). Below the tabs, a message states: 'Your clients are able to book appointments online within these times.' A table displays the opening and closing times for each day of the week. Each day has a green toggle switch to its left. The table has two columns: 'Opening at' and 'Closing at'. At the bottom right, there is a 'Confirm' button.

	Opening at	Closing at
☒ Sunday	09:00	18:00
☒ Monday	09:00	18:00
☒ Tuesday	09:00	18:00
☒ Wednesday	09:00	18:00
☒ Thursday	09:00	18:00
☒ Friday	09:00	18:00
☒ Saturday	09:00	18:00

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