



Create Repeat Bookings

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SALON MANAGER

01 Locate Booking To Repeat

Hello, today I'm going to show you how to repeat a booking in Salon Manager. First, we need to find the booking we want to repeat.

The screenshot shows the Salon Manager software interface for a location named "Newcastle" on "Thu 21 May, 2026". The interface is divided into a sidebar on the left and a main appointment grid. The sidebar contains navigation icons and labels: "APPOINTMENTS", "Appointment", "Resources", and "Standby list". The main grid displays appointments for four staff members: Shelby, Rikki, Sargantha, and Daniel. The appointments are listed in a grid format with columns for staff and rows for time slots. The appointments are color-coded: orange for standard appointments, pink for "Ben Morris", and yellow for "Fran Jones". A red circle highlights the booking for Fran Jones at 10:00 AM. The bottom of the interface features a navigation bar with "Go to today", "Choose date", and a week view selector showing "Thu 21 May" as the selected day. Other days in the week are visible: Fri 22 May, Sat 23 May, Sun 24 May, Mon 25 May, Tue 26 May, and Wed 27 May. There are also buttons for "Last week", "Next week", and "Go to today".

Time	Shelby	Rikki	Sargantha	Daniel
09:00				
09:30	Sarah Smith Full Head	Britney Spears Full Head	Jo Tom Full Body Massage	Tim Jones Beds Cut
10:00	Samantha Jones Beds Cut	Brad Pitt Beds Cut	Tim Jones Manicure	
10:30	Sarah Smith Ladies Cut	Britney Spears Ladies Cut	Tim Jones Pedicure	
11:00	Lunch	Lunch	Britney Spears French Manicure	
11:30	Jane Williams Ladies Cut	Miley Cyrus Beds Cut	Britney Spears Ladies Cut	
12:00	William Huggins Beds Cut		Lunch	Lunch
12:30	Mary Test Beds Cut		Jennifer Lopez	
13:00	Fran Jones Tint	Miley Cyrus Ladies Cut	Jennifer Lopez French Manicure	Ben Morris Beds Cut
13:30				
14:00	Off	Off	Off	Off
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				

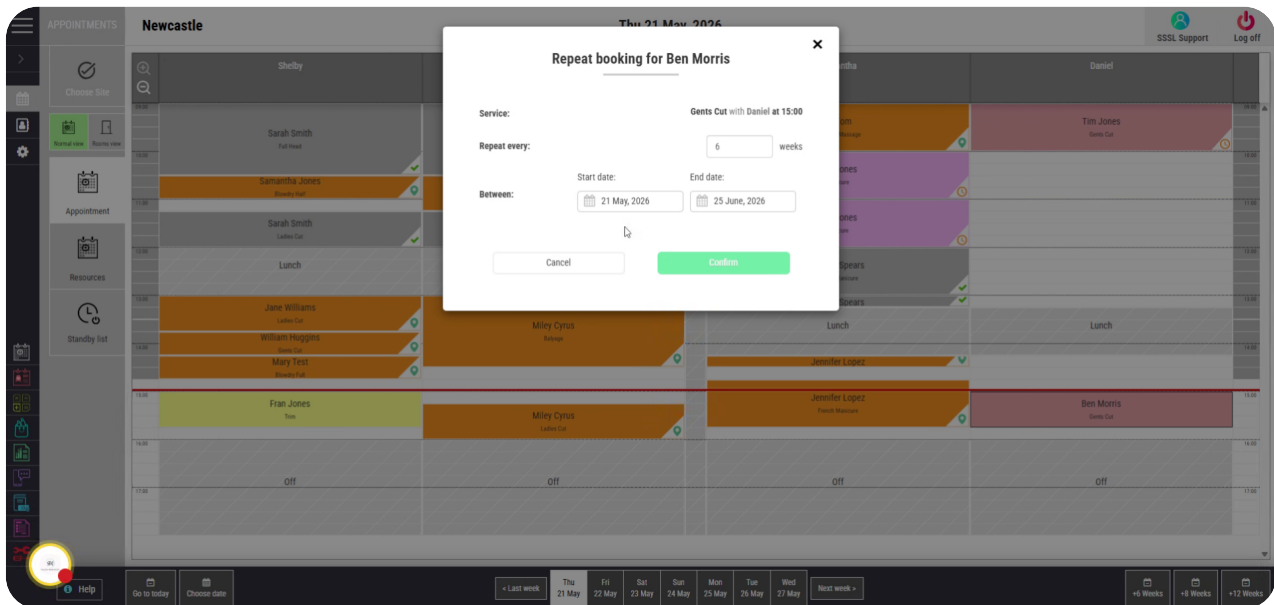
02 Set Repeat Booking Parameters

Once we've found it, we double click it, and then we go to the left hand side menu and click repeat booking. , A new menu will load, you have confirmation of the service we're repeating and who we're repeating it with. We can set how many weeks we wish to repeat this for. We can also set the date range we wish to repeat it for as well.

The screenshot displays a scheduling application for a location named 'Newcastle' on the date 'Thu 21 May, 2026'. The interface is divided into a main grid and a left-hand sidebar. The sidebar includes navigation icons and labels: 'APPOINTMENTS', 'Choose Site', 'Normal view', 'Standby view', 'Appointment', 'Resources', and 'Standby list'. The main grid shows appointments for four therapists: Shelby, Rikki, Samantha, and Daniel. Each therapist's column contains a series of appointment slots, some of which are filled with colored bars representing appointments. These bars include the name of the client and the service being provided. For example, under Shelby, there are appointments for Sarah Smith (Full Head), Samantha Jones (Blowdry Hair), Sarah Smith (Ladies Cut), Jane Williams (Ladies Cut), William Huggins (Ladies Cut), Mary Test (Blowdry Cut), and Fran Jones (Tint). Under Rikki, appointments include Britney Spears (Full Head), Brad Pitt (Ladies Cut), Britney Spears (Ladies Cut), Miley Cyrus (Blowdry), and Miley Cyrus (Ladies Cut). Under Samantha, appointments include Jo Tom (Full Body Massage), Tim Jones (Manicure), Tim Jones (Pedicure), Britney Spears (French Manicure), Britney Spears (French Manicure), Jennifer Lopez, and Jennifer Lopez (French Manicure). Under Daniel, appointments include Tim Jones (Ladies Cut) and Ben Morris (Ladies Cut). The bottom of the interface features a navigation bar with buttons for 'Go to today', 'Choose date', and a week view from Thursday to Wednesday. There are also buttons for 'Last week', 'Next week', and a 'Help' button.

03 Confirm Repeat Booking

Once I've selected these parameters, I just hit confirm, and a message will pop up to confirm that the bookings were saved successfully. If there are days where the time wasn't available it will also confirm these as well.



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