

Create Bookouts

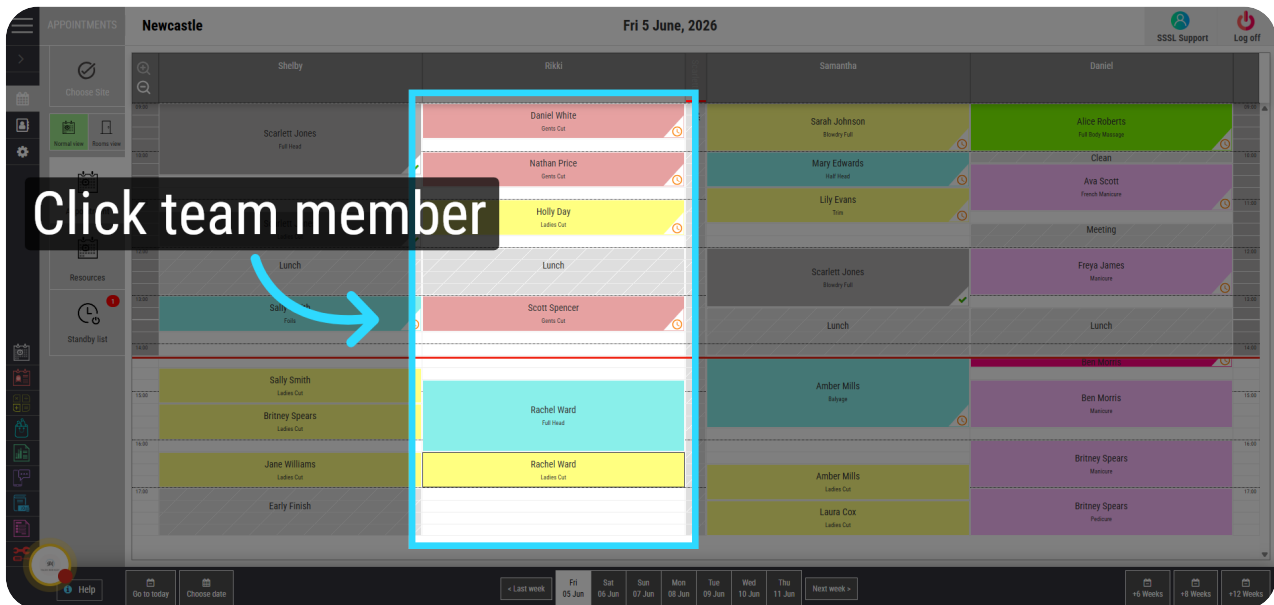
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SALON MANAGER

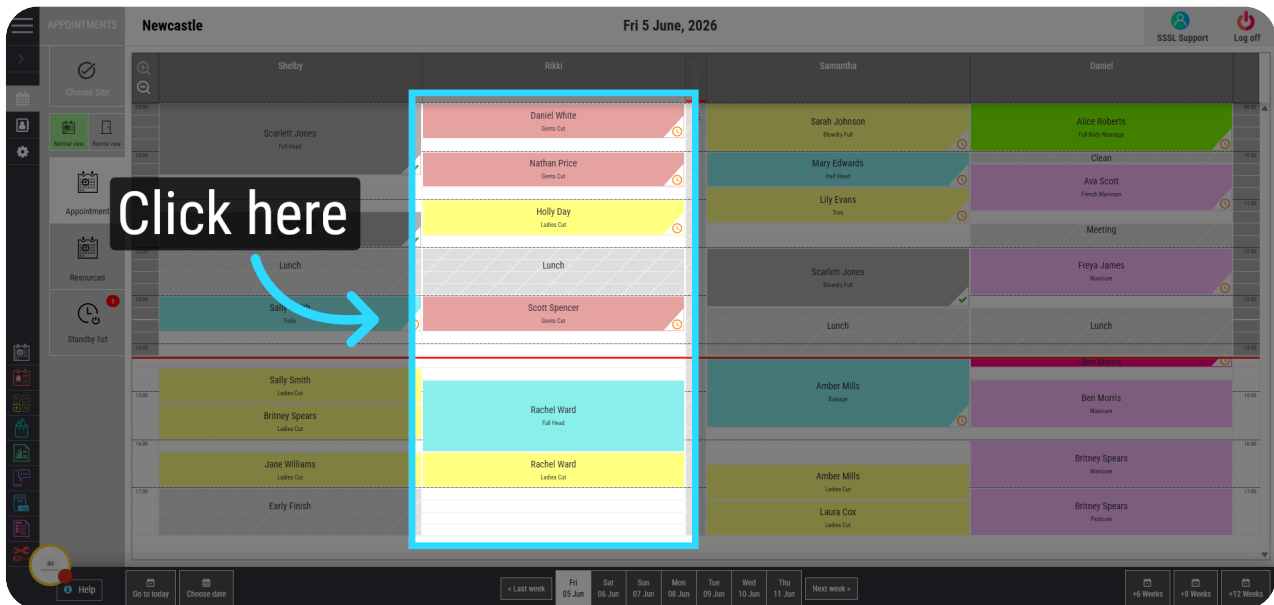
01 Select Team Member And Date

First we need to go to the date where we want to create the bookout and find the relevant team member, we're going to create the bookout for Rikki. Go to the time where we wish to create the bookout and click the time slot.



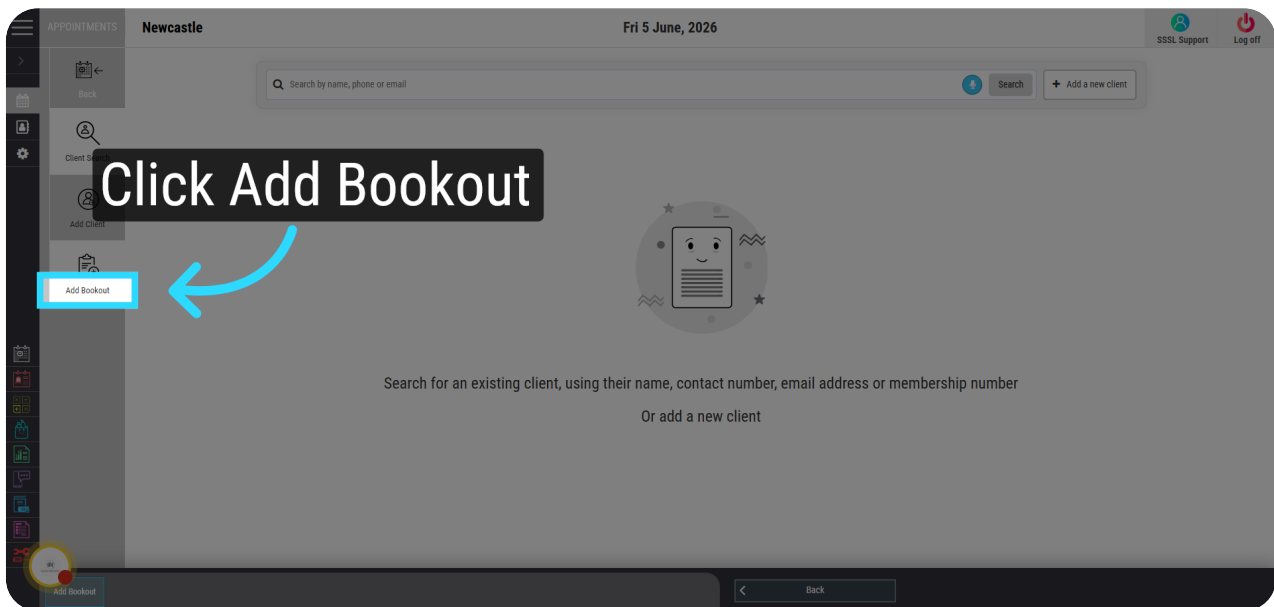
02 Access Client Search Screen

This will take you to the client search screen, on the left-hand side you have an option for adding a lookout.



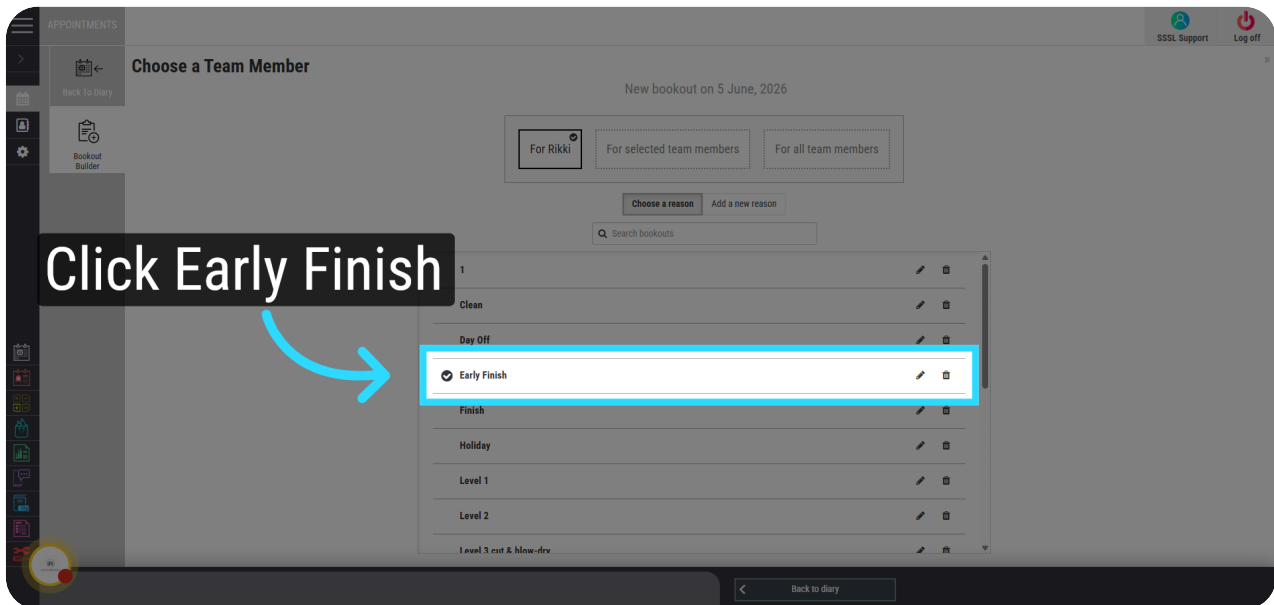
03 Open Add Bookout Page

Click Add Bookout. This will take you to a new page where we're able to create the bookout.



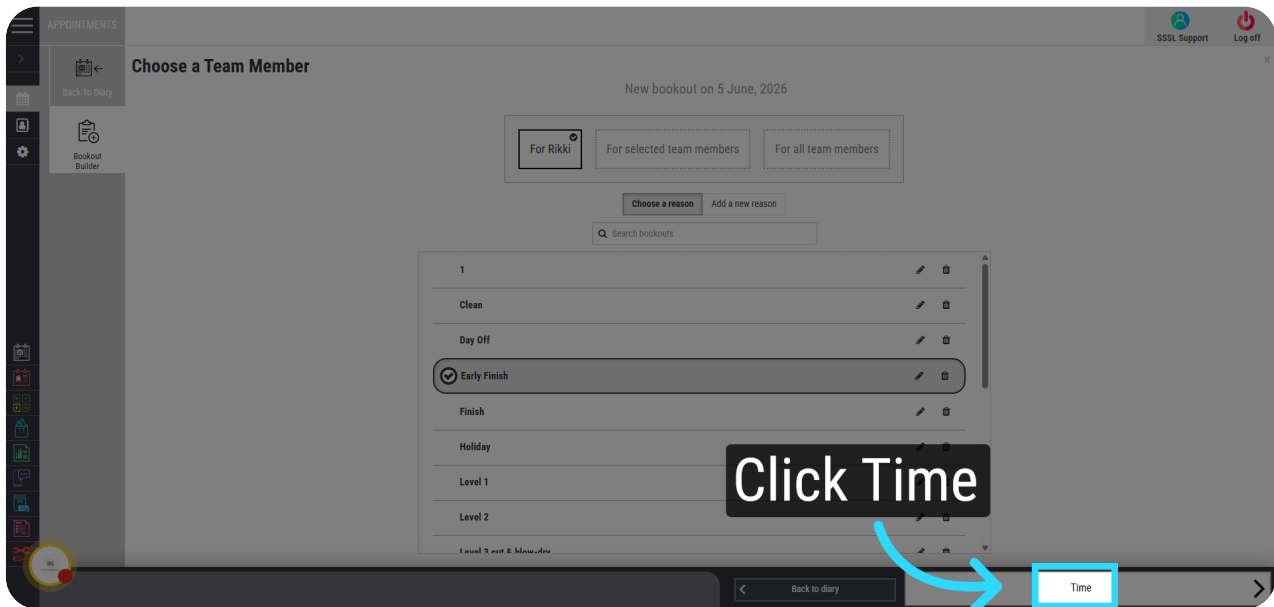
04 Choose Bookout Reason

You can now choose the reason for the bookout, if you're going to do this bookout for more than one team member, you have the options at the top. Once we've picked the reason, select time at the bottom.



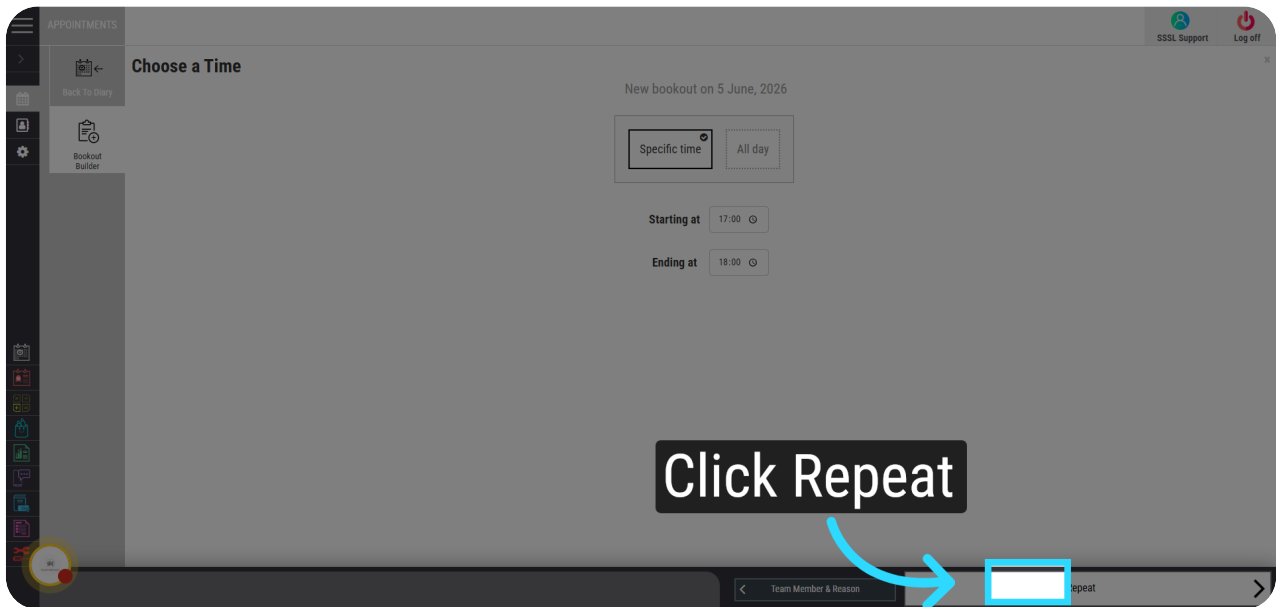
05 Specify Bookout Time

You now have the option to specify the time. By default it will always be an hour from the time you have selected. You have also got the option to select "all day" if this is required.



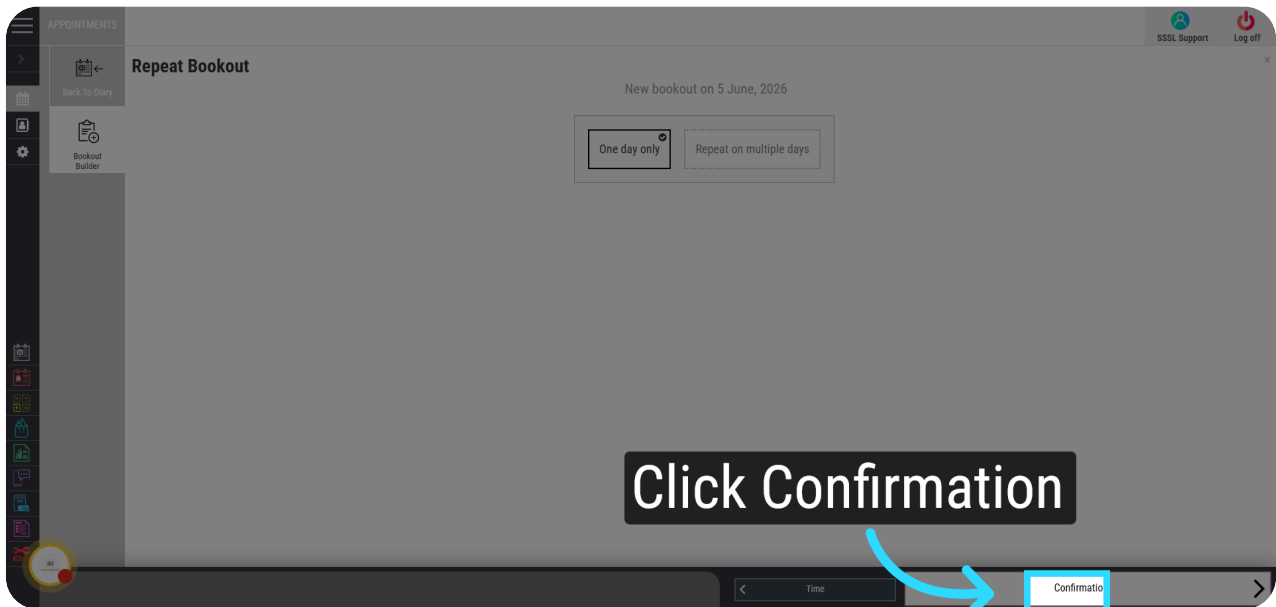
06 Set Bookout Repeat Options

Once you're happy with the time you've selected, click Repeat. You will then have the option to choose whether it's just for today or over multiple days.



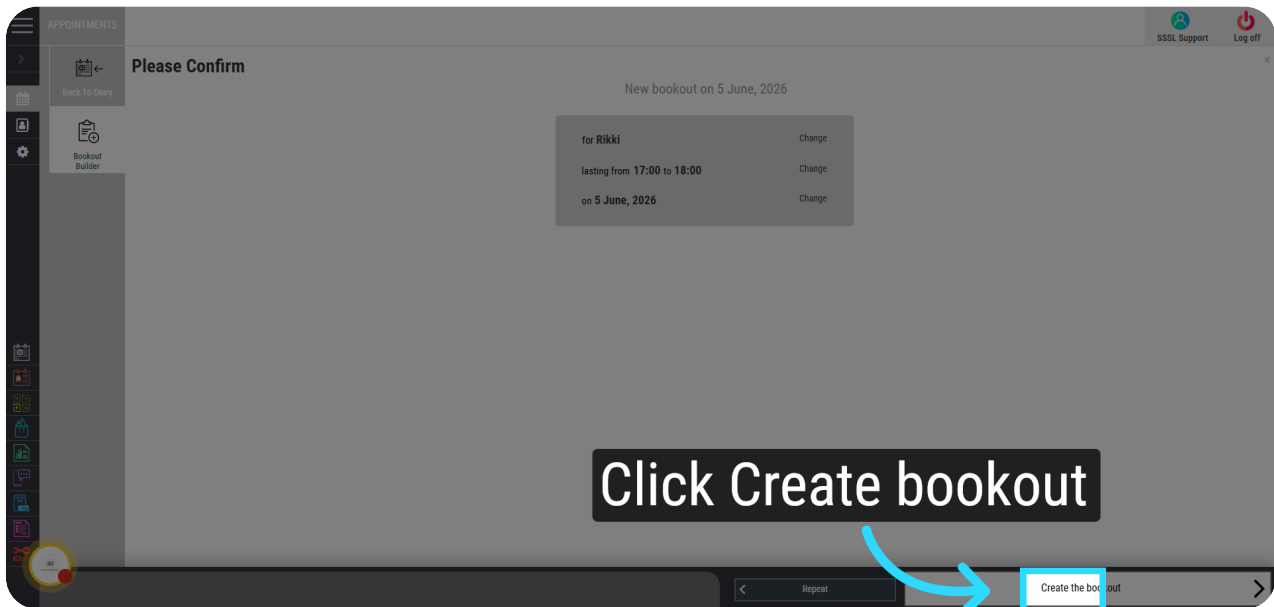
07 Confirm Bookout Details

Once you're happy with the selection, click Confirmation at the bottom right. you will see the confirmation screen.



08 Create The Bookout

You can now doublecheck everything is correct, if it is, select "Create the bookout" in the bottom right. You will now see the book out appear in the diary.



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