

Add Permanent Extra Booking Time To Client Appointments

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SALON MANAGER

01 Add Extra Booking Time

Hello, today I'm going to show you how to add extra booking time to a client so if they've got particularly longer or thicker hair there's more time automatically added to their bookings. Once you've found the client that you wish to make this change for you just go to edit client at the bottom left.

The screenshot shows a client management dashboard for a client named Ben Morris. The dashboard is organized into several sections:

- 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.
- Notes:** 11 June, 2026, Client notes here.
- Alerts:** No alerts.
- Last SMS:** No SMS message sent.
- Course Purchases:** No courses purchased.
- Product Purchases:** No products purchased.
- Client Referrals:** Referred 0 clients.
- Edit Client:** Button to edit the client.

The dashboard also includes a sidebar with navigation options like Client List, Client Record Card, Client Timeline, and Courses. At the top right, there are links for SSSL Support, Log off, and various settings like Skin tests, Loyalty points, Client notes, Deposit, and Marketing preferences.

02 Adjust Client Booking Settings

This will load us into the client settings page. We just need to scroll down to the settings and switches section here. What we've got is an extra booking time minutes drop box where we're able to select increments of five minutes to add time to their appointment. Once you're happy with the changes, you just need to hit update client to save these.

CLIENTS

Home

Edit Client

SSSL 5 Log off

Client details

Title

First name *

Last name *

Mobile phone *

Home phone

Work phone

Email address *

Client has no Email ☐

Address

Address line 1

Address line 2

Address line 3

Postcode

Extra info

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

Membership number

Settings & switches

Delete Client Back Update client

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