

Last updated 21 July 2016

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Product: Shortcuts Fusion

Software version no: 8.0.16.1

Document version no: 1.0

Country: Australia

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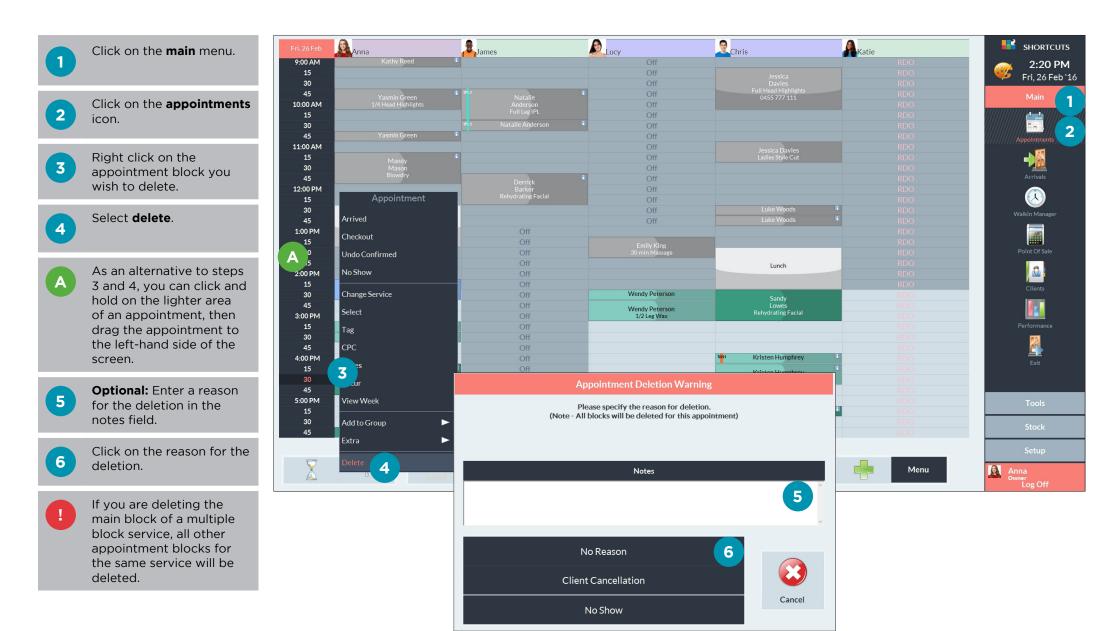
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ABOUT THIS DOCUMENT

Deleting unneeded appointments will allow you to maximise the time available for new bookings, while keeping your Appointment Book clutterfree. For example, you may wish to delete an appointment due to a no show or client cancellation.

Shortcuts keeps a record of all appointment deletions, allowing you to easily see when a client has had a previous cancellation or no show. You can also enter the reason for deleting a booking, which may assist with reducing future appointment cancellations.

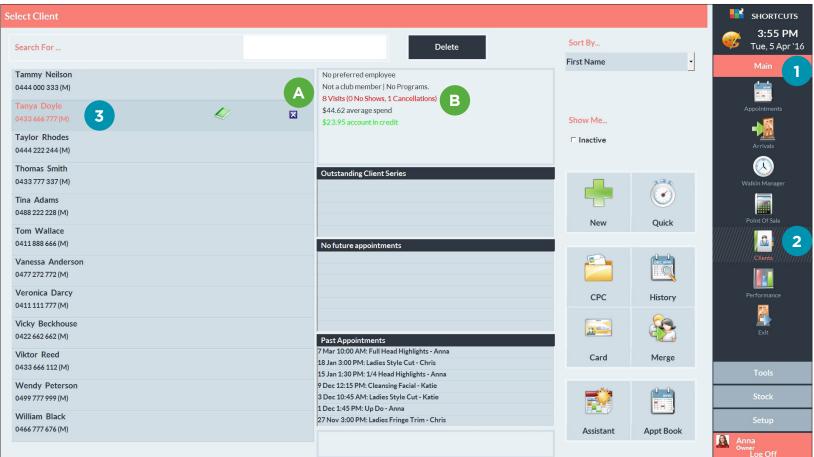
DELETING AN APPOINTMENT



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CANCELLATIONS / NO SHOWS IN THE CLIENT LIST







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