

MULTI-SITE

WALK-IN

SPA

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SHORTCUTS FUSION
APPOINTMENT BOOK
MAKING AN APPOINTMENT
FOR AN EXISTING CLIENT

HOME &
MOBILE

BEAUTY


SHORTCUTS
SMARTER BUSINESS TECHNOLOGY

it suits you

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Country: Australia

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MAKING AN APPOINTMENT FOR AN EXISTING CLIENT..... 1

ABOUT THIS DOCUMENT

You can make an appointment for an existing client in just a few short clicks. All you need to do is select the appointment time, select the client, and add their desired services. Simply follow the steps below to start filling up your Appointment Book.

MAKING AN APPOINTMENT FOR AN EXISTING CLIENT

- 1 Click on the **main** menu.
- 2 Click on the **appointments** icon.
- 3 Move to the desired day using the navigation buttons at the bottom of the Appointment Book. Alternatively, you can click on the date in the top left corner of the screen to select a date from the calendar.
- 4 Click on the relevant time slot in the relevant employee's column.

The screenshot displays a digital appointment book for Friday, 1 April 2016. The interface is organized into columns for each employee: Anna, James, Lucy, Chris, and Katie. The time slots range from 9:00 AM to 5:00 PM in 15-minute increments. Appointments are represented by colored blocks with details such as the client's name and the service being performed. For example, Carl Reed has a 'Mens Style Cut' at 9:30 AM, and Chelsea Grey has a 'Full Leg IPL' at 9:45 AM. A 'Lunch' block is present for Chris from 12:00 PM to 1:00 PM. The right sidebar provides quick access to various system features, and the bottom navigation bar allows for navigating between different views (Week, Day, Today) and accessing the main menu.

- A** The 'sort by' drop-down list allows you to choose the search criteria (eg. first name, last name, phone number). This also affects the order clients are displayed in.
- B** You can search for a client at the top of the screen.
- C** When you select a client, their information will be displayed on the client dashboard (eg. number of previous visits, average spend).
- 5** Select the relevant client.
- 6** Click **done**.
- 7** Select the relevant tag. Tags provide extra information about the client at a glance on the Appointment Book.
- 8** Click **done**.

Select Client

B

Delete

Sort By... A

Schedule a Task

Phoebe Kelly 0488 777 666 (M)
Pia Sharma 0455 222 101 (M)
Quinn Parker 0477 227 772 (M)
Quinta Davies 0466 222 171 (M)
Rachael Clarke 0444 884 488 (M)
Rachel Walters 0444 242 404 (M)
Raymond Landry 0455 888 555 (M) 5
Rebecca Love 0455 888 222 (M)
Regina Windsor 0411 666 000 (M)
Ruby Marsden 0422 777 222 (M)
Sally Bentley 0455 333 222 (M)

No preferred employee
 Not a club member | No Programs.
 3 Visits (0 No Shows, 0 Cancellations)
 \$63.65 average spend
 \$0.00 outstanding on account

C

Outstanding Client Series

No future appointments

Past Appointments

21 Mar 12:15 PM: Blowdry - Chris
 16 Mar 9:00 AM: Ladies Style Cut - Chris

Show Me...

+
New

Quick

Inactive

CPC

History

Card

Merge

6
Done

X
Cancel

Choose a Tag

Tag	Description
NEW	Clear Tag
NEW	New Client
REQ	Requested Stylist
SAL	Salon Client

Edit

Delete

+
New

8
Done

X
Cancel

SHORTCUTS
12:13 PM
Fri, 1 Apr '16

Main

Appointments

Arrivals

Walkin Manager

Point Of Sale

Clients

Performance

Exit

Tools

Stock

Setup

Anna
 Owner
 Log Off

- D** You can click on the client's name in the top left corner to select from a list of their previous services.
- 9** Click on the relevant service category. This will display the services within the category.
- 10** Click on the relevant service.
- 11** Repeat steps 9 and 10 as required.
- E** The selected services section will display all the services you have selected.
- F** You can remove a selected service by clicking on the recycle bin next to it.
- 12** Once all the required services have been selected, click **done**.

Service Selection - Lucy

Categories

Phoebe Kelly D

Body Treatments

Facials

Hair Colouring

Hair Styling

Injectables

IPL

Ladies Cuts 9

Makeup

Mens Cuts

Spa Packages

Tanning

Available Services

Category	Name	Last Purchased
Ladies Cuts	Ladies Fringe Trim	
Ladies Cuts	Ladies Style Cut 10	16/03/2016
Ladies Cuts	Ladies Trim	

Selected Services/Series

Category	Name	Employee	Price	Start	Available
Ladies Cuts	Ladies Style Cut E	Lucy	\$55.00	2:45 PM	✓

Services Selected: 1 Total Price: \$55.00 Total Duration: 45 mins

Show Me

All Services

Services for Lucy

Employee

Assistant

History

12

Done

Cancel

SHORTCUTS

12:14 PM
Fri, 1 Apr '16

Main

Appointments

Arrivals

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Anna Owner
Log Off

G The appointment will then be displayed on the Appointment Book.

Fri, 1 Apr	Anna	James	Lucy	Chris	Katie
9:00 AM			Off	Off	RDO
15			Off	Off	RDO
30		Carl Reed Mens Style Cut	Off	IPL-1 Chelsea Grey Full Leg IPL	RDO
45			Off		RDO
10:00 AM	Tallah Gibson Ladies Style Cut		Off		RDO
15			Off		RDO
30			Off		RDO
45		Ruby Marsden Ladies Style Cut	Off		RDO
11:00 AM			Off		RDO
15			Off	Darrel Roberts Microdermabrasion	RDO
30			Off		RDO
45	REQ Brooke James Full Head Highlights 0477 999 333		Off		RDO
12:00 PM			Off		RDO
15			Off		RDO
30			Off		RDO
45			Off		RDO
1:00 PM		Off	REQ Viktor Reed Mens Clipper Cut	Lunch	RDO
15		Off	Off		RDO
30	Brooke James	Off			RDO
45		Off		SAL Vanessa Anderson Full Head Highlights 0477 272 772	RDO
2:00 PM	Lunch	Off	TAT-1 Ebony Phillips		RDO
15		Off			RDO
30		Off			RDO
45		Off	REQ Phoebe Kelly Ladies Style Cut		RDO
3:00 PM		Off			RDO
15		Off			RDO
30	SAL Sasha King Rehydrating Facial	Off		Vanessa Anderson	RDO
45		Off			RDO
4:00 PM		Off	Samuel Costello 60 min Massage 0466 333 202		RDO
15		Off			RDO
30		Off			RDO
45		Off			RDO
5:00 PM		Off			RDO
15		Off			RDO
30		Off			RDO
45		Off			RDO

Fri, 1 Apr 2016

< Week < Day Today Day > Week >

+ Menu

SHORTCUTS

12:15 PM
Fri, 1 Apr '16

Main

- Appointments
- Arrivals
- Walkin Manager
- Point Of Sale
- Clients
- Performance
- Exit

Tools

Stock

Setup

Anna
Owner
Log Off



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it suits you

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