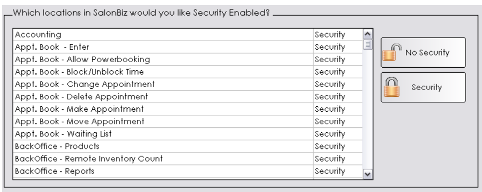
appointment log

The appointment log is the most comprehensive tool to use when searching for appointment information.

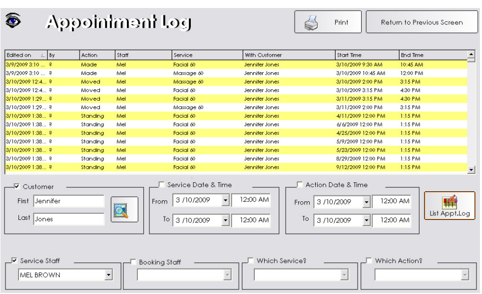


Setting Security

To properly utilize the appointment log you must properly set security on the appointment book.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Security button.
3. Enable security for deleting, moving, editing and making appointments.

When using the appointment log remember less is more and more is less. The more information or search criteria you can give the narrower your outcome will be. On the other hand the more broad the information input the greater amount of information will result.



Appointment Log

1. From the SalonBiz®/SpaBiz® menu bar, click on the Check In/Check Out icon.
2. Click on the View Appt Log button.

Search by Customer

- Place a check in the Customer box.
- Type in the customer's first and last name.
- Click on the List Appt. Log button.

Search by Service Date

- Place a check in the Service Date & Time box.
- Enter a date or a date range from the calendar drop down menu.
- Enter a start and end time.
- Click on the List Appt. Log button.

Search by Action Date

- Place a check in the Action Date & Time box.
- Enter a date or a date range from the calendar drop down menu.
- Enter a start and end time.
- Click on the List Appt. Log button.

Search by Service Staff

- Place a check in the Service Staff box.
- In the Service Staff drop down menu, select a staff from the list.
- Click on the List Appt. Log button. All appointments made for the staff selected will appear.

Search by Booking Staff

- Place a check in the Booking Staff box.
- In the Service Staff drop down menu, select a staff from the list.
- Click on the List Appt. Log button. All appointments made by the booking staff selected will appear.

Search by Service

- Place a check in the Which Service? box.
- In the drop down menu, select a service from the list.
- Click on the List Appt. Log button.

Search by Action

- Place a check in the Which Action? box.
- In the Which Action drop down menu, select an action from the list.
- Click on the List Appt. Log button.

If you have entered your search criteria and you receive a message saying nothing found, most likely you have entered too much information and you will need to broaden your search. Try eliminating one or two search criteria, for example, if you know an appointment was deleted with a particular service staff but not sure of the date. Select the service staff and which action only. If the appointment was moved and not deleted you might try just listing appointments for the service staff and the customer involved.