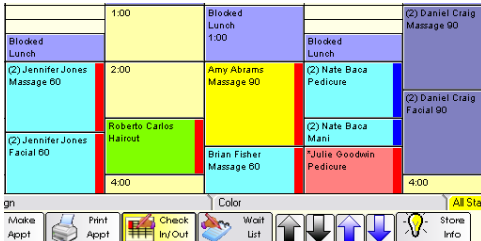


check in/check out

Service clients can also be checked in and checked out without leaving the appointment book. Use this as a quick reference guide to check your clients in and out from the appointment book.

Check In

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click on the customer's name to be checked in.
3. Click the Check In/Check Out button.
4. The appointment will change to gray in color on the appointment book indicating the appointment has been checked in.



Check Out

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click on the customer's name to be checked out.
3. Click the Check In/Check Out button. This will take you directly to the customer's open ticket.
4. After processing the ticket, the appointment will change to black in color on the appointment book.

