

editing an appointment

Follow these steps to edit an appointment.

Editing an Appointment

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Locate the appointment you wish to edit.
3. Double click on the appointment you wish to edit.

- To cancel one service from multiple services booked on one appointment:
 - Highlight the individual service you wish to cancel and press the Delete button on your keyboard.
 - Answer Yes to the message “Are you sure you wish to cancel the ‘_____’ service from the appointment?”
- Change the Service
 - Click once on the service in the Service column.
 - Press the delete button on your keyboard.
 - Answer Yes to the message “Are you sure you wish to cancel the ‘_____’ service from the appointment?”
 - Add a new service to the appointment.
- Change the service Staff
 - Double click on the staff code in the Staff column.
 - Select a new staff from the list by double clicking on their name.
- Change the Starting time of the service
 - Click once on the time in the Start column.
 - Type in the new start time.
 - Press the Enter key on your keyboard.
- Change the Length of the service
 - Click once on the time in the Length column.
 - Type in the new service length. Make sure the length is in 15minute increments.
 - Press the Enter key on your keyboard.
- Change the Resource (if you have them set up)
 - Double click on the resource in the Res. column.
 - Select a resource from the list by double clicking on the resource name.
- Change the Request Reason
 - Double click on the request reason code in the Req column.
 - Select a request reason from the list by double clicking on the request name.

Customer Information

First Jennifer
Last Jones
Call (504)111-1111

Search For Cust
Add New
Cust App
Cust History
View Info

Appointment Service(s)

Booked on 3/9/2009 at 3:10 PM
Status Not Confirmed
Appt Note

Service	Staff	Start	Length	Res.	Req
Massage	Mel	2:00 PM	1:15		RR
Facial 60	Mel	3:15 PM	1:15		RR

Add Service
Move Service
Move Appt
Waiting List
Search
Print Traveler
View Mode
Appt Details
Cancel Appt
Done & Cont.
Done

