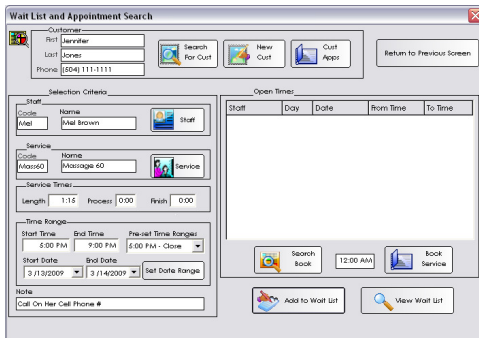


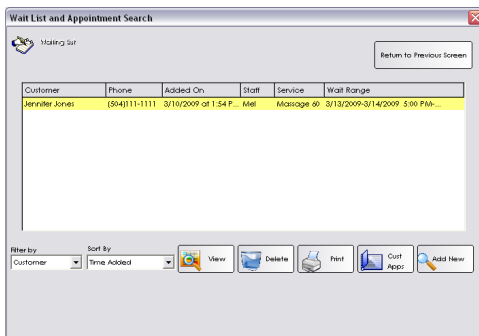
wait list & appointment search

Use this powerful tool to maximize your appointment book.



Wait List

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click on the Wait List button.
3. Type in the first and last name of the client that would like to be placed on the wait list.
4. Once the Search for Customer screen appears, select a customer by double clicking on their name or highlight their name and click the Select button.
5. Selection Criteria
 - Enter Staff (Note: If the client is not requesting a specific staff member you may leave this field blank and add the client for the specific service requested only).
 - Enter the service the client is requesting.
6. Time Range
 - Enter a specific time range or select a pre-set time range from the drop down menu.
 - Enter the date range.
7. Type in any additional notes needed in the Note field.
8. Click the Add to Wait List button.
9. The Waiting List screen will appear for your review.
10. Click the Return to Previous Screen button.

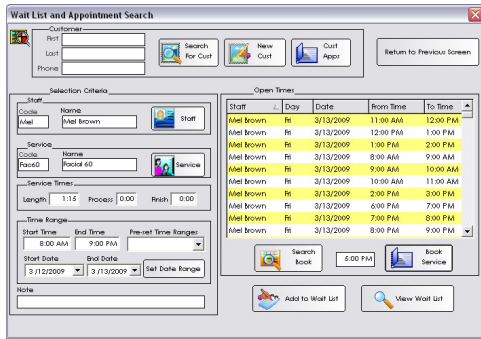


Customer	Phone	Added On	Staff	Service	Wait Range
Jennifer Jones	(04) 111-1111	3/10/2009 at 1:54 P.	Mel	Massage 60	3/13/2009-3/14/2009 5:00 PM

To View the Waiting List

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click on the Wait List button.
3. Click on the View Wait List button.
4. You must filter and sort what you would like to view.
5. You may view, delete, print, view customer appointments and continue to add to the wait list from this screen.
6. Click the Return to Previous Screen button when finished.





Appointment Search

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click on the Wait List button.
3. Type in the first and last name of the client that is searching for an appointment.
4. Once the Search for Customer screen appears select customer by double clicking on their name or highlight their name and click the Select button.
5. Selection Criteria
 - Enter Staff (Note: If the client is not requesting a specific staff member you may leave this field blank and all open appointments for the service will be posted.)
 - Enter Service
6. Time Range
 - Enter a specific time range or select a pre-set time range from the drop down menu.
 - Enter the date range.
7. Click on the Search Book button.
8. You may book the service from this screen or click on the Return to Previous Screen button.
9. To book the service from this screen, simply highlight the desired appointment by clicking once.
10. Click on the Book Service button.
11. Select a request reason from the options available.
12. The appointment book will appear at this point you can verify correct time, service and staff with the customer.
13. Click the Done button when finished.

