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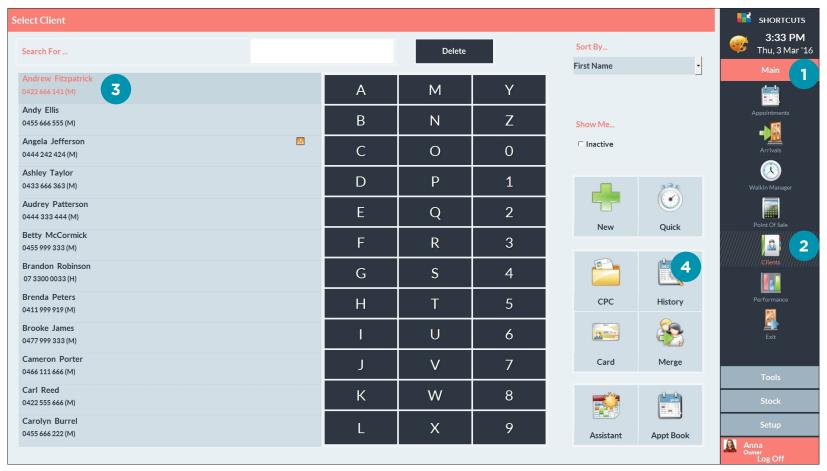
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ABOUT THIS DOCUMENT

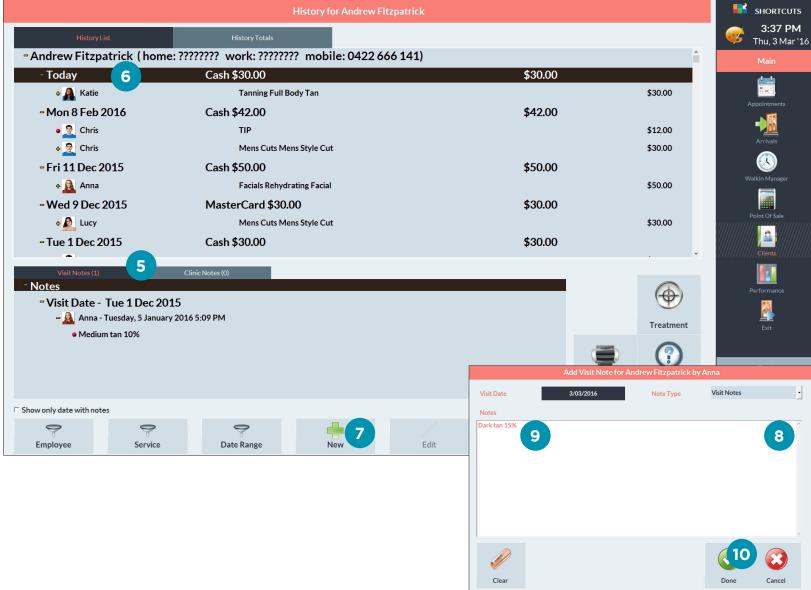
Client history notes allow you to record extra information about a client's services and personal preferences. For example, if you take notes on how your client prefers their haircut, next time they come in for a visit you can take a quick look at their history notes and ask if they want the same style again. Client history notes can be accessed at any time via the client history screen. This will help you provide a more personalised experience for each and every client.

ADDING CLIENT HISTORY NOTES



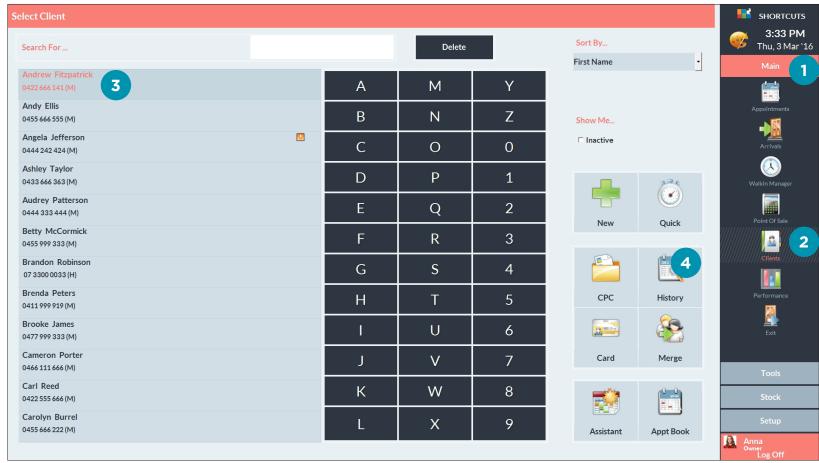




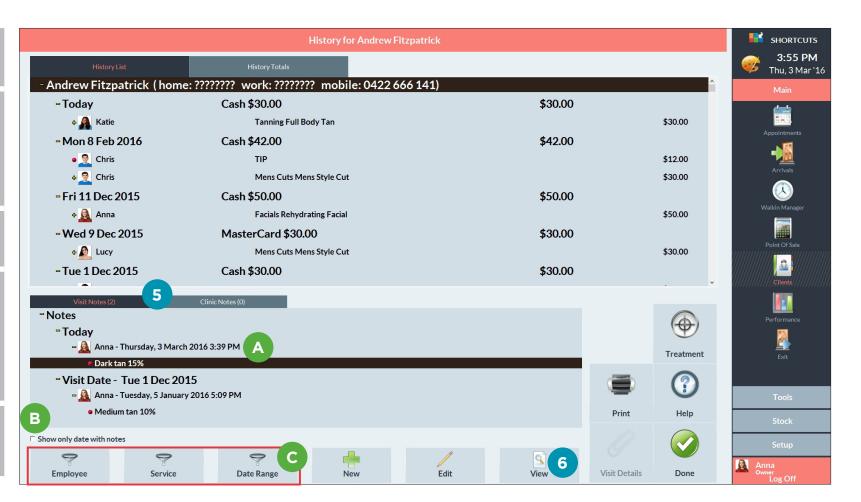


VIEWING CLIENT HISTORY NOTES



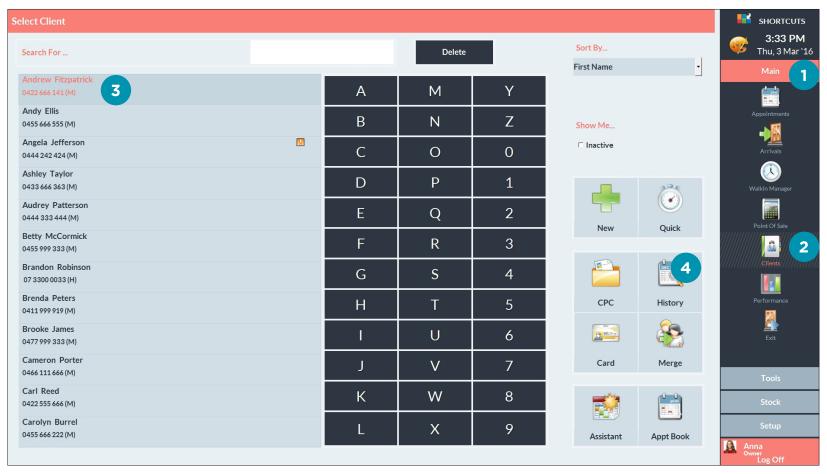


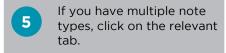
- If you have multiple note types, click on the relevant tab.
- When history notes are added, they are stamped with the date, time and the employee who added the note. You can expand and hide information by double clicking on it.
- B This checkbox acts as a quick filter to only show dates with notes.
- You can use the filters at the bottom of the screen (employee, service and date range) to view particular history notes. Click on the filter button again if you want to remove the applied filter.
- Select a note and click view to open the note in a new window. This is useful for viewing longer notes.

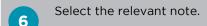


EDITING AND DELETING CLIENT HISTORY NOTES











If you want to edit the note, click within the notes field and make the desired changes.

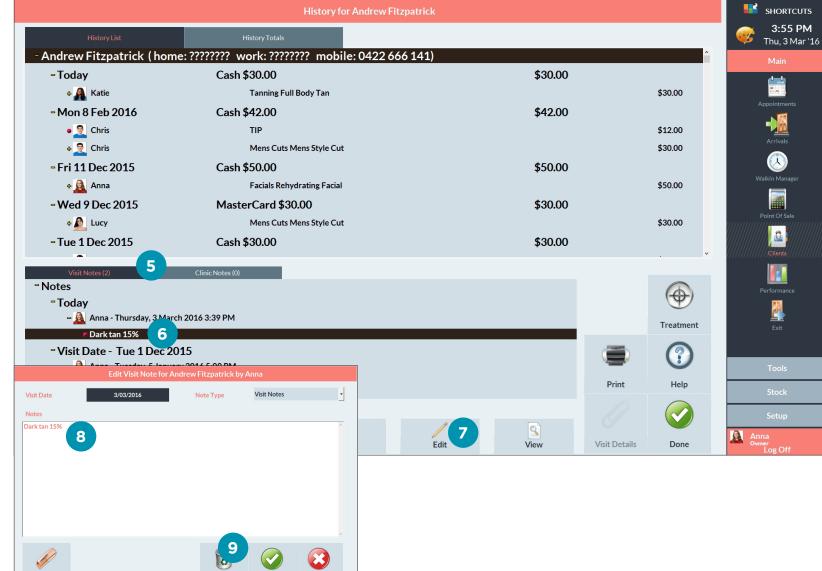
Click done to save.

The employee, date and time attached to the note will then be updated.

9 If you want to delete the note, click **delete**.

Click **yes** to confirm.

Clear



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