MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

SHORTCUTS FUSION

APPOINTMENT BOOK

USING TAGS

HOME & MOBILE

BEAUTY

SHORTCUTS

SMARTER BUSINESS TECHNOLOGY

it suits you

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ABOUT THIS DOCUMENT

Tags are a handy tool used to provide extra information about a client at a glance on the Appointment Book. The tags feature allows you to create labels up to 4 characters long, which will be displayed in the top left corner of your appointment blocks. Tags can be fully customised to suit your business needs; they could represent anything from a new client to an online booking - it's totally up to you. For example, if you wanted to set up a tag for clients requesting an employee, you could create a tag called 'REQ'.

ADDING A TAG TO AN APPOINTMENT

1 Click on the **main** menu.

2 Click on the **appointments** icon.

A A tag is displayed in the top left corner of an appointment.

3 Navigate to the desired day on the Appointment Book.

4 Click on the relevant time slot in the relevant employee's column.

SHORTCUTS

11:25 AM
Fri, 15 Apr '16

Main **1**

Appointments **2**

Arrivals

Walkin Manager

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Setup

Anna
Owner
Log Off

Fri, 15 Apr

	Anna	Lucy	Chris	James	Katie
9:00 AM		Off	SAL		RDO
15		Off	Sarah Jane Walters		RDO
30		Off	Ladies Style Cut	Regina Windsor	RDO
45		Off	TAN Sarah Jane Walters	SAL Body Scrub	RDO
10:00 AM		Off		Regina Windsor	RDO
15		Off		Cleansing Facial	RDO
30	REQ James King	Off	REQ A Britney		RDO
45	Mens Style Cut	Off	Curtis		RDO
11:00 AM	James King	Off	Full Head Highlights 0412344444		RDO
15		Off			RDO
30		Off			RDO
45	SAL Joanna	Off		IPL1 Jenna Wilson	RDO
12:00 PM	Fitzroy	Off	Britney Curtis	1/2 Leg IPL	RDO
15	1/2 Head Highlights	Off			RDO
30		Off			RDO
45		Off	Lunch		RDO
1:00 PM	Joanna Fitzroy	NEW Ellie Brady		Off	RDO
15		1/4 Head Highlights		Off	RDO
30				Off	RDO
45	Lunch			Off	RDO
2:00 PM		Ellie Brady	**4**	Off	RDO
15				Off	RDO
30				Off	RDO
45				Off	RDO
3:00 PM			Zoe Stevenson Conditioning Treatment	Off	RDO
15	Taylor Rhodes	Jessica		Off	RDO
30	30 min Massage	Davies	NEW Helen	Off	RDO
45		1/2 Head Highlights	Rogers	Off	RDO
4:00 PM			Full Leg Wax	Off	RDO
15				Off	RDO
30				Off	RDO
45	SAL Kristen	Jessica Davies		Off	RDO
5:00 PM	Humphrey			Off	RDO
15	Full Leg Wax		Veronica Darcy	Off	RDO
30			Veronica Darcy	Off	RDO
45			1/2 Leg Wax	Off	RDO

Fri, 15 Apr 2016

< Week | < Day | Today | Day > | Week > **3**

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5 Select the relevant client.

6 Click **done**.

7 Select the relevant tag.

8 Click **done**. Continue with selecting the desired services and making the appointment as usual.

Select Client

Search For ...   Delete

☑ Schedule a Task

#BUSINESS

#CLASS

#EXPENSE

#GROUP

#STAFF

#WALK IN

Aaron Douglas
0404 440 004 (M) 07 3333 7373 (H)

Allisa Cameron
0477 111 171 (M)   **5**

Allison Tenby
0488 338 888 (M)

Amber Ashton
0422 111 888 (M)

Amy Newman
0411 777 888 (M)

A	M	Y
B	N	Z
C	O	0
D	P	1
E	Q	2
F	R	3
G	S	4
H	T	5
I	U	6
J	V	7
		8
		9

Sort By...
First Name

Show Me...

☐ Inactive

New   Quick

CPC   History

Card   Merge

6 Done   Cancel

Choose a Tag

Tag	Description
	Clear Tag
NEW	New Client **7**
REQ	Requested Stylist
SAL	Salon Client

Edit   Delete   New   **8** Done   Cancel

SHORTCUTS
3:28 PM
Mon, 29 Feb '16
Main
Appointments
Arrivals
Walkin Manager
Point Of Sale
Clients
Performance
Exit
Tools
Stock
Setup
Anna
Owner
Log Off

CREATING, EDITING AND DELETING A TAG

1 Click on the **main** menu.

2 Click on the **appointments** icon.

3 Click on the relevant cell on the Appointment Book.

4 Select a client.

5 Click **done**.

6 If you want to create a tag, click **new**.

Enter the name and a description for the tag.

Click **done**.

7 If you want to edit a tag, select the tag and click **edit**.

Enter the new tag name or description.

Click **done**.

8 If you want to delete a tag, select the tag and click **delete**.

Click **yes** to confirm.

9 When you're finished, click **done** to continue adding the selected tag to an appointment, or click **cancel** to exit the tag window.

Select Client

Search For ...

Delete

Schedule a Task

#BUSINESS

#CLASS

#EXPENSE

#GROUP

#STAFF

#WALK IN

Aaron Douglas
0404 440 004 (M) 07 3333 7373 (H)

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0477 111 171 (M)   **4**

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0422 111 888 (M)

Amy Newman
0411 777 888 (M)

A	M	Y
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D	P	1
E	Q	2
F	R	3
G	S	4
H	T	5
I	U	6
J	V	7
		8
		9

Sort By...

First Name

Show Me...

☐ Inactive

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CPC   History

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5 Done   Cancel

Choose a Tag

Tag	Description
	Clear Tag
NEW	New Client
REQ	Requested Stylist
SAL	Salon Client

7 Edit   **8** Delete   **6** New   **9** Done   Cancel

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