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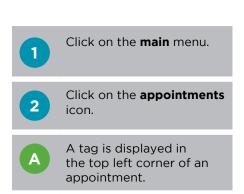
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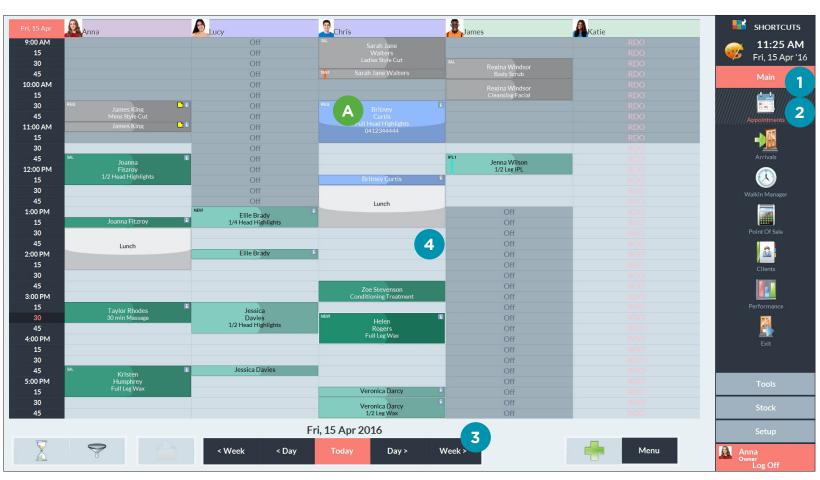
#### **ABOUT THIS DOCUMENT**

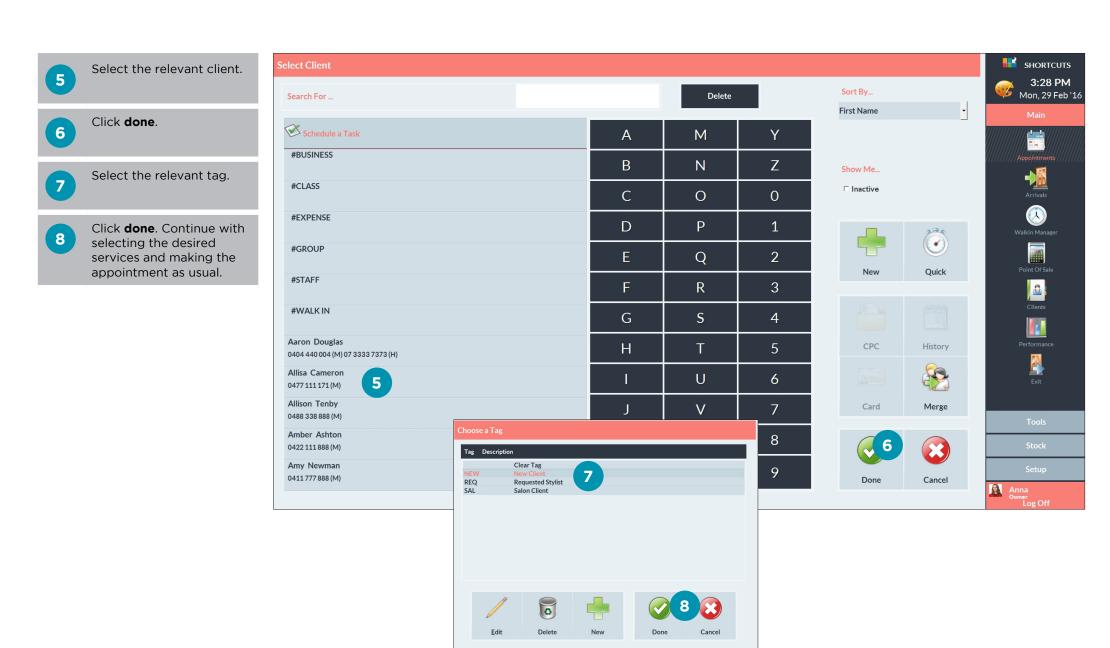
Tags are a handy tool used to provide extra information about a client at a glance on the Appointment Book. The tags feature allows you to create labels up to 4 characters long, which will be displayed in the top left corner of your appointment blocks. Tags can be fully customised to suit your business 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



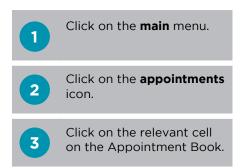
- Navigate to the desired day on the Appointment Book.
- Click on the relevant time slot in the relevant employee's column.

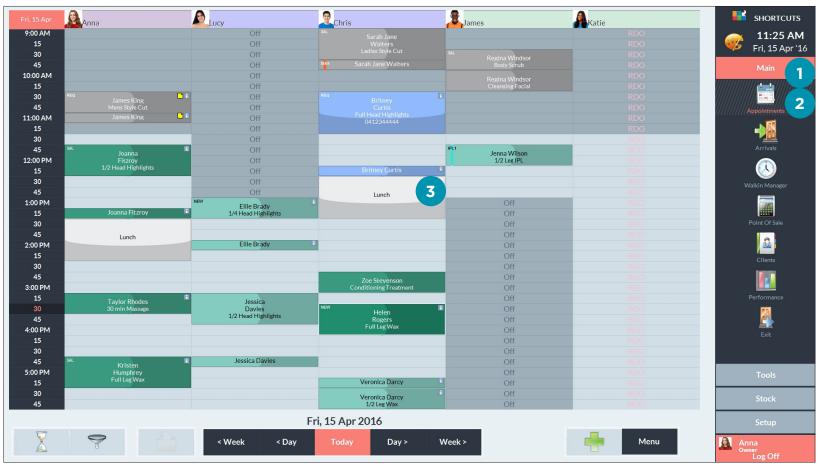




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# CREATING, EDITING AND DELETING A TAG

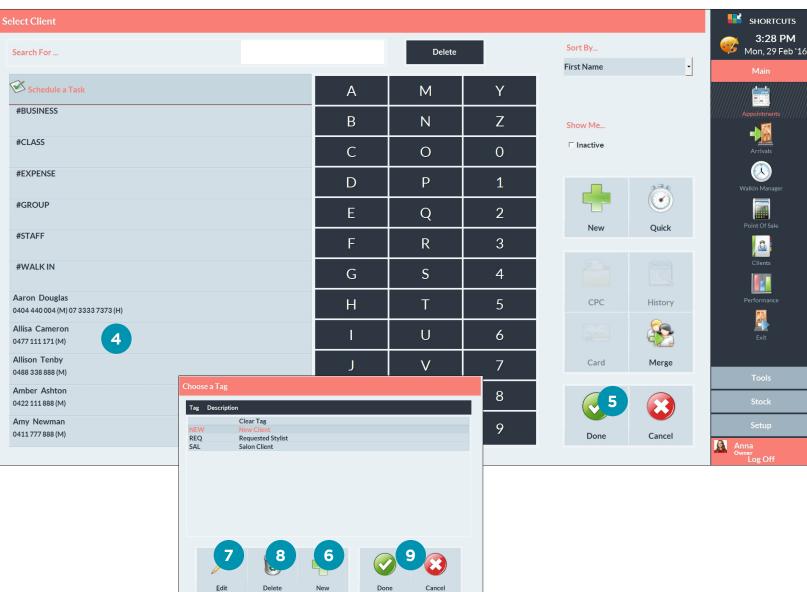






to an appointment, or click **cancel** to exit the tag

window.



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