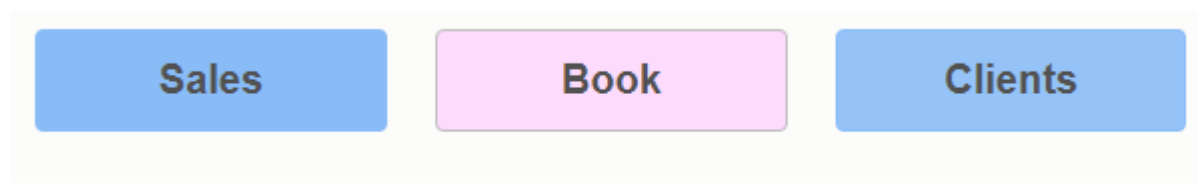
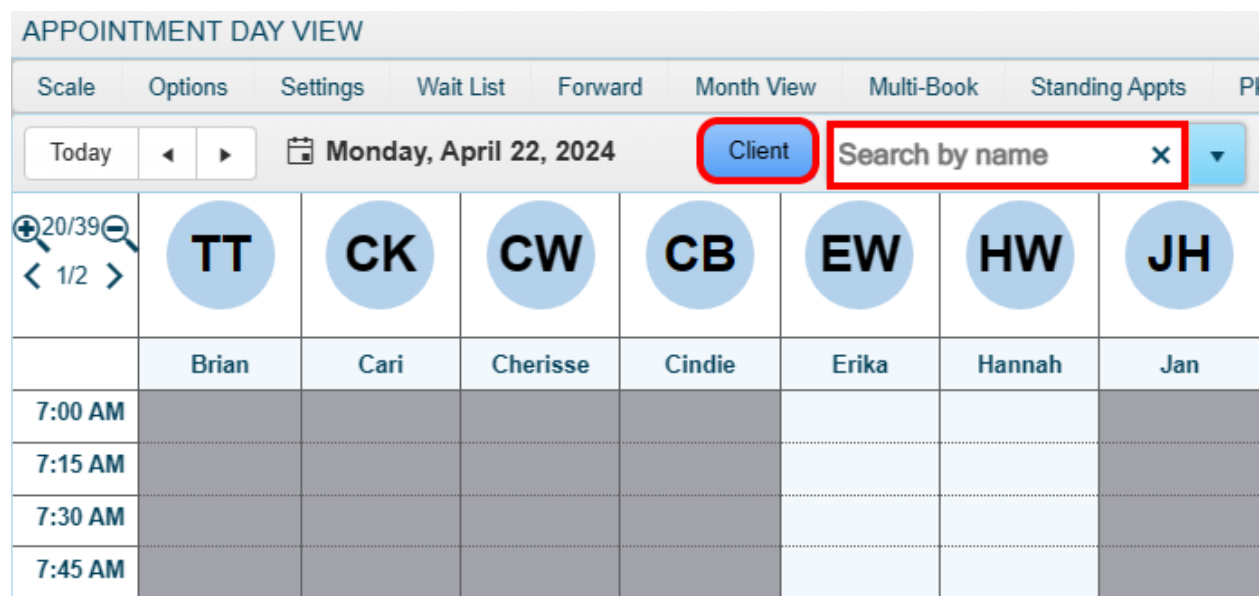


# Standard Booking

1. From the main screen click the 'Book' button. This will take you to the 'Day View' screen.



2. Next, select your client. You can do so in 2 ways. Either type the name into the 'Search by name' box and click 'enter' on your keyboard, or click the Client button to the left to bring up the full client search screen.



3. Once you have selected your client, use the drop down to choose the specific group the service you will be booking is in.



4. Using the service drop down, choose the specific service you will be booking.

The screenshot shows a booking interface. At the top, there are two dropdown menus: 'Client' set to 'Wiggins Stephen' and 'Service' set to 'Hair Cuts'. To the right, a service menu is open, listing options: 'Bang Trim', 'Blowdry', 'Blowout', 'Cut & Color', 'Men's Haircut', and 'Womans Haircut'. Below these is a calendar grid with columns for days of the week (D, LW, MW, MW, MW, RP, SU, SW) and rows for client names (Leah, Marcus, Matt, Michael, Ray, SpaUse, Stephen). The grid cells are shaded in a light blue and grey pattern.

5. Left click on the time slot you wish to book for, then right click to choose a 'Client Type.' If you do not care to track client types, you may simply double left click on the time slot.

The screenshot shows the same booking interface as above. The 'Client' dropdown is set to 'Wiggins Stephen' and the 'Service' dropdown is set to 'Hair Cuts'. The calendar grid shows days of the week (LW, MW, MW, MW, RP, SU) and client names (Leah, Marcus, Matt, Michael, Ray, SpaUse). A context menu is open over the 'Matt' cell, showing options: 'No Type', 'Request', 'New Request', and 'Non Request'. The 'Request' option is highlighted in blue.

6. Congratulations, you've booked an appointment!

LW	MW	MW	MW
Leah	Marcus	Matt	Michael
		Wiggins, Stephen. Blowout.	