## **Standing Booking**

1. From the main screen, click the Appointments dropdown followed by clicking Standing Appointments.



2. Select your client by either typing their name into the 'Search by name' field and clicking 'Enter on your keyboard or clicking the search box to bring up the full client search screen.

## STANDING APPOINTMENTS

Search by name	▼ ?
Operator	
	•
Service	

3. Next, select which operator and service this will be for by using the drop-down arrows.

## STANDING APPOINTMENTS



4. By default the Request Type will choose Request and the Service Time will be the operator's/client's time. If you wish to change either of these, use the drop downs

Request Type	
Request	•
Service Time	
1 Hr 45 Mins	•

5. Using the calendar, choose the date of the first appointment this standing will take place.



6. Using the dropdowns, the time of day the appointment will be fore, how often and the total number of visits. Note: The last standing appointment will appear as a different color than the rest, notifying you that this is their last appointment.

Time of Day		Frequency		# of Visits		
10:00A	•	Every 4 Weeks	•	6	•	
					_	

7. If you wish this standing appointment to go on indefinitely, while you still must initially select a number of visits, click the 'auto standing' button. By clicking that button, each time an appointment is checked out or unbooked, another will be booked at the end of the current last appointment.



Wiggins Step	hen			• ?					Show	
Operator					Request Type				Book	
Brian				•	Request			•	-	
Service					Service Time				Cancel	
Bang Trim				•	1 Hr 45 Mins			•	Print	
•	April 2024	•							Print	
Su Mo Tu	u We Th	Fr Sa							Auto-Standing	0
31 1 2		5 6								0
7 8 9		12 13								
14 15 16		19 20								
21 22 23	24 25	26 27								
28 29 30		3 4								
<b>28 29 30</b> 5 6 7	8 9	10 11								
28 29 30 5 6 7 Monda		10 11		Fraguancy			# of Visits			
28 29 30 5 6 7 <u>Monda</u> Time of Day	8 9	10 11		Frequency			# of Visits			
28 29 30 5 6 7 Monda	8 9	10 11		Frequency Every 4 Weeks		×	# of Visits 6		•	
28 29 30 5 6 7 Monda Time of Day 10:00A	8 9	10 11			Status	V		Service	¥	
28 29 30 5 6 7 Monda Time of Day 10:00A	8 9	10 11	•		Status OK	Operator		Service	▼ Bang Trim	
28 29 30 5 6 7 Monda Time of Day 10:00A	8 9 y, April 22, 2024	/24	•	Every 4 Weeks		Operator	6	Service		
28 29 30 5 6 7 Monda Time of Day 10:00A	8 9 y, April 22, 2024 Monday 04/22	10 11	•	Every 4 Weeks 10:00A	ок	Operator Bi	6 rian	Service	Bang Trim	

8. Click the 'Show' button to load up all of the appointments that will be booked.

9. If the Status is XX (not available) or you simply wish to change the time of a specific appointment, click the line item you wish you change. This will now allow you to change to a different time of day or a completely different operator. Note that you cannot change the date, only the time.

				Alternate Op Alternate Times	•
Time of Day	Frequency		# of Visits		
10:00A 🔻	Every 4 Weeks		▼ 6	•	
					_
Date	Time	Status	Operator	Service	
Monday 04/22/24	10:00A	ок	Brian	Bang Trim	1
Monday 05/20/24	10:00A	ОК	Brian	Bang Trim	
Monday 06/17/24	10:00A	XX	Brian	Bang Trim	

10. If everything looks good, click the 'Book' button.

