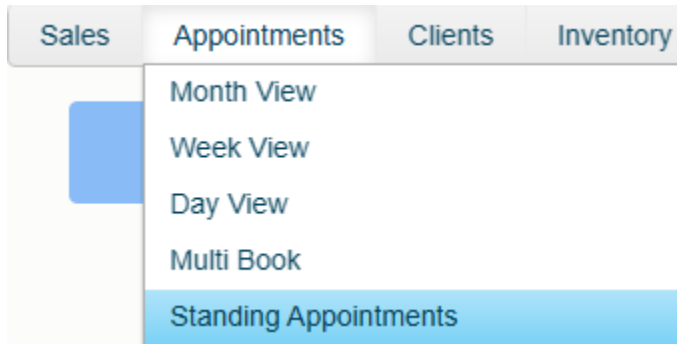# Standing Booking

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.

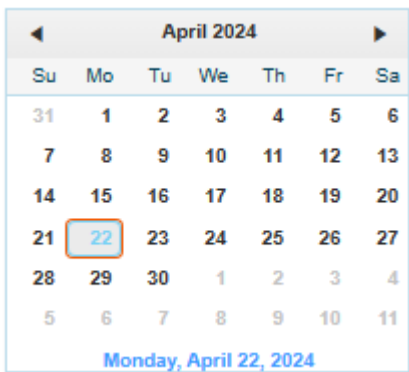3. Next, select which operator and service this will be for by using the drop-down arrows.

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.

◀		April 2024				▶
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Monday, April 22, 2024

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

10:00A ▼

Frequency

Every 4 Weeks ▼

# of Visits

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.

Auto-Standing ⬤

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.

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

Show

Book

Cancel

Print