

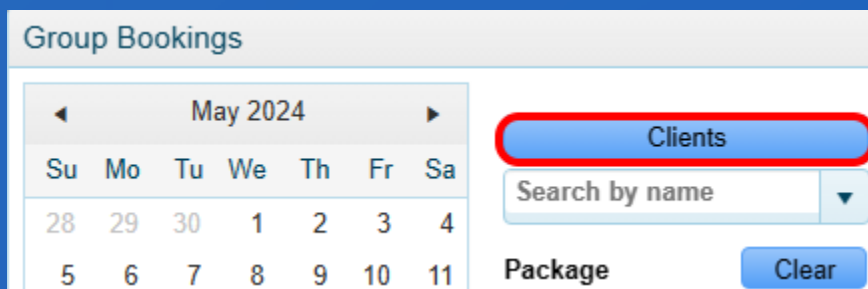
Group Booking

In this example we will use a women's bridal party as the type of group we are booking for.

1. Click the Appointments drop down button and select 'Group Bookings.'



2. Choose the name of the client making the reservation for her bridal party. To do this, either type in the last name into the 'Search by name' field, or left click 'Clients' to do a full search. If they are a new client not currently in your database, right click the 'Clients' button to add them new.




3. Use the Package drop down to choose from pre-setup packages you offer. Otherwise, you can use the 'Service Name' and 'Operator Name' drop downs to create a custom package on the fly.

The screenshot shows the 'Group Bookings' interface. On the left is a calendar for May 2024 with the date 13 highlighted. To the right, there are several dropdown menus: 'Clients' (Wiggins, Hannah), 'Package' (Bridal Party), 'Service Name' (Blowout, Lips, Eyes, Eyelashes), 'Operator Name' (Any Operator), and 'Time' (1:00, 0:30). A 'Clear' button is also present.

4. Using the calendar on the left-hand side of the screen, choose the date this group booking will take place on and then click the 'Starting Date' box which will change the date to the calendar date.

The screenshot shows the 'Group Bookings' interface with the calendar set to July 2024. The date 18 is highlighted. The 'Starting Date' and 'Ending Date' fields are both set to 07/18/24. The 'Package' dropdown is set to 'Bridal Party'.

5. Using the dropdowns, choose a start and stop time to change the timeframe these appointments can be booked within, otherwise it will default to the full business hours. Next, select the number of packages (clients) you will be booking. Lastly, use the color box to color coordinate how these appointments will appear on your book.

28 29 30 31 1 2 3 4 5 6 7 8 9 10 Monday, May 13, 2024	Starting Date 07/18/24	Ending Date 07/18/24
	Start Time 08:00A ▼	Stop Time 08:00P ▼
	Number of Packages 4 ▼	

6. Click 'Search' to find availabilities for the parameters you've entered.

Start Time 08:00A ▼	Stop Time 08:00P ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
		<input type="text"/>	<input type="text"/>	<input type="text"/>	-
Number of Packages 4 ▼		<input type="text"/>	<input type="text"/>	<input type="text"/>	-
Search Book Assign Print					

7. If the software can find availabilities, they will display on the right-hand side of the screen. Each package will be listed in order. In this example, this Bridal party package consists of 4 services so the first four will be listed before displaying the second set.

Date	Time	Operator	Service	Ends@
07/18/24	8:00 AM	Toni	Blowout	
07/18/24	9:00 AM	Jane	Lips	
07/18/24	9:30 AM	Jane	Eyes	
07/18/24	10:00 AM	Jane	Eyelashes	10:30 AM
07/18/24	8:00 AM	SpaUse	Blowout	
07/18/24	9:00 AM	Stephen	Lips	
07/18/24	9:30 AM	Stephen	Eyes	
07/18/24	10:00 AM	Stephen	Eyelashes	10:30 AM
07/18/24	8:00 AM	Jane	Blowout	
07/18/24	9:00 AM	Michael	Lips	
07/18/24	9:30 AM	Michael	Eyes	
07/18/24	10:00 AM	Michael	Eyelashes	10:30 AM

8. If everything looks good, click the Book button.

Start Time: 08:00A
Stop Time: 08:00P
Number of Packages: 4

Search Book Assign Print

9. By default, all appointments will be booked under the one client's name that you selected in the second step. This eliminates the need to get everyone's name at time of booking. There are 2 different ways to assign the other client's names. The first is to click the 'Assign' button. This can be done right after booking the group or at any time by simply coming back into this screen and clicking 'Assign.'

The screenshot shows a booking interface with the following elements:

- Start Time:** 08:00A
- Stop Time:** 08:00P
- Number of Packages:** 4
- Buttons:** Search, Book, Assign (highlighted with a red border), Print

10. Select the group from the dropdown then highlight one of the packages and either click 'On File' to assign an existing client from your database, or 'New' to add them to your database and assign them at the same time. Please note that groups will automatically be removed from the dropdown list once the date of their appointment has passed.

The screenshot shows the 'GROUP BOOKING ASSIGNMENTS' screen with the following elements:

- Group:** Wiggins, Hannah
- Radio Buttons:** Show Reserved, Show Assigned
- Buttons:** Exit, On File, New, Unassign, Print
- Reserved Appointments Table:**

DATE	SERVICE
07/18/24 8:00 AM	Blowout with Toni, Lips with Jane, Eyes with Jane, Eyelashes with Jane
07/18/24 8:00 AM	Blowout with SpaUse, Lips with Stephen, Eyes with Stephen, Eyelashes with Stephen
07/18/24 8:00 AM	Blowout with Jane, Lips with Michael, Eyes with Michael, Eyelashes with Michael

11. The second way to assign the client is to right click on one of the services within the appointment book and choosing 'Change Client.' You only have to do this once as it will automatically change all the services within this specific package to the client you have chosen. Please note that to do it this way, you must first add the client to your database if they don't already exist.

	Wiggins, Hannah. Lips.	Change Appointment Duration
		Change Client Type
	Wiggins, Hannah. Eyes.	Change Client
		Select Room/Operator
	Wiggins, Hannah. Eyelashes.	Mark as Package
		Set Color
		Mark as Standing