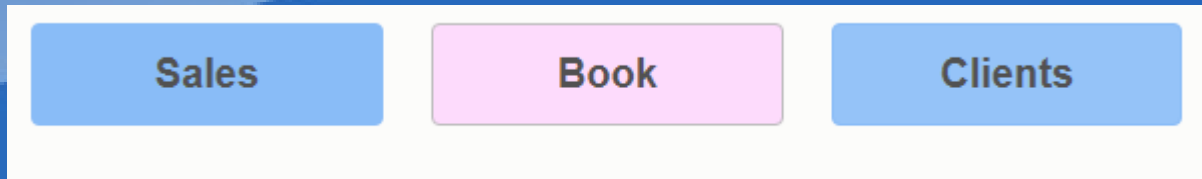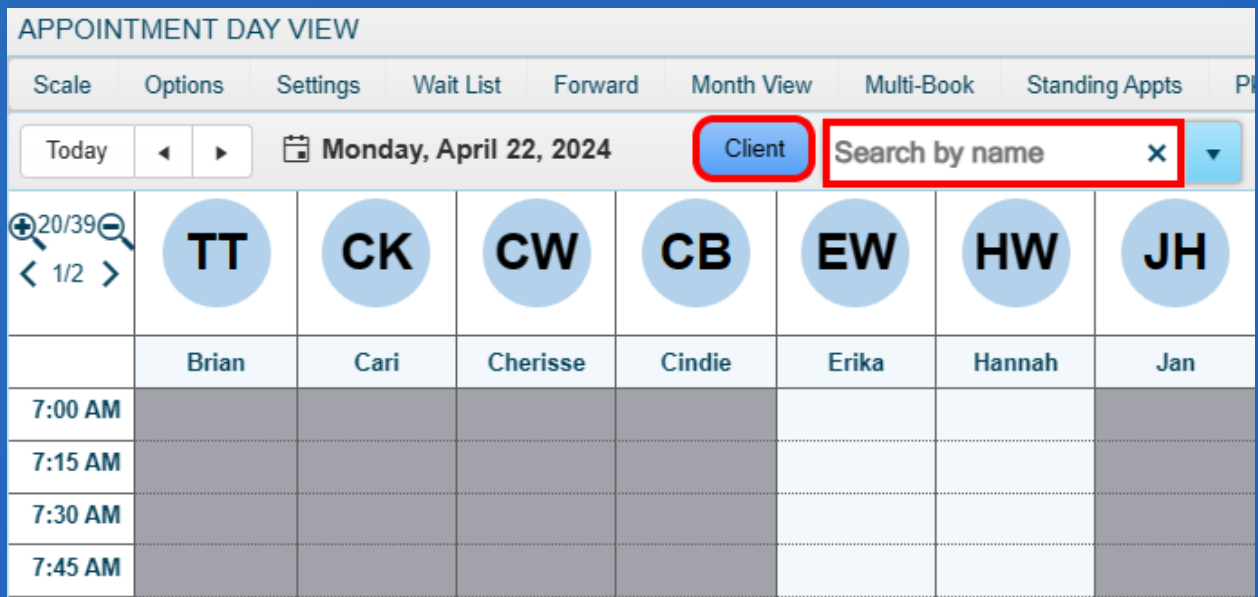# Standard Booking

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.

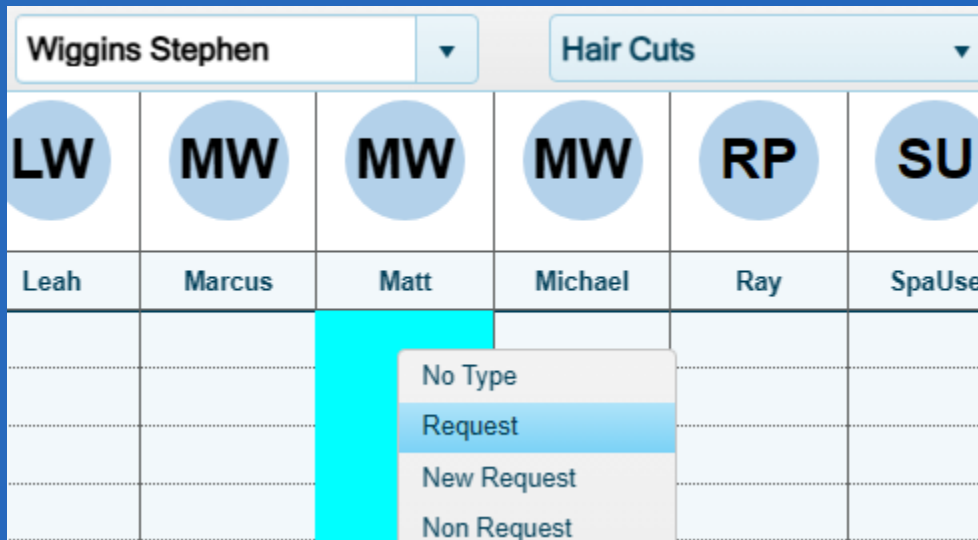4. Using the service drop down, choose the specific service you will be booking.

Client	Wiggins Stephen ▼	Hair Cuts ▼	Service	

Service drop down options:
- Bang Trim
- Blowdry
- Blowout
- Cut & Color
- Men's Haircut
- Womans Haircut

ID	LW	MW	MW	MW	RP	SU	SW
ane	Leah	Marcus	Matt	Michael	Ray	SpaUse	Stephen

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.

Wiggins Stephen ▼		Hair Cuts ▼			
LW	MW	MW	MW	RP	SU
Leah	Marcus	Matt	Michael	Ray	SpaUse

Right-click menu:
- No Type
- Request
- New Request
- Non Request

6. Congratulations, you've booked an appointment!

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