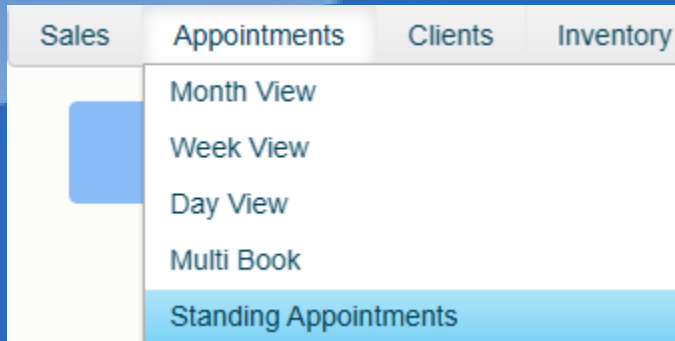
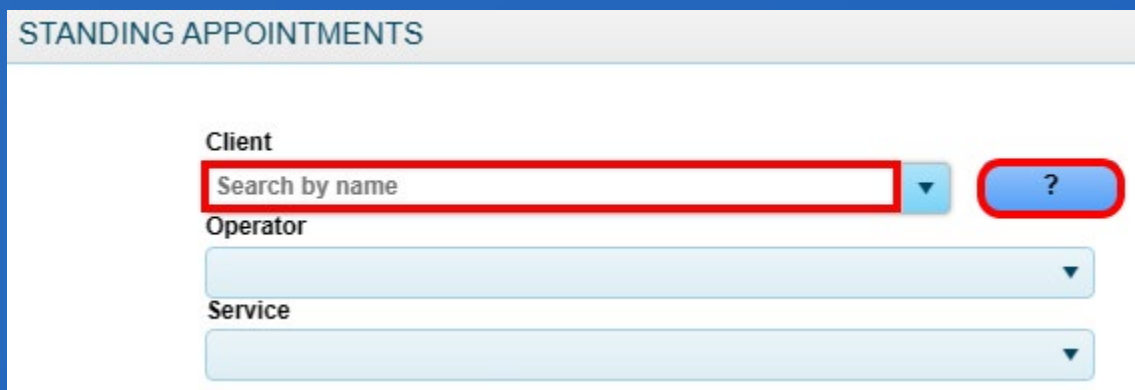


Standing Appointment

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.

A screenshot of a form titled "STANDING APPOINTMENTS". The form has four fields: "Client" with a search box containing "Search by name" and a blue button with a question mark; "Operator" with a dropdown arrow; "Service" with a dropdown arrow; and a blank field below "Service".

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

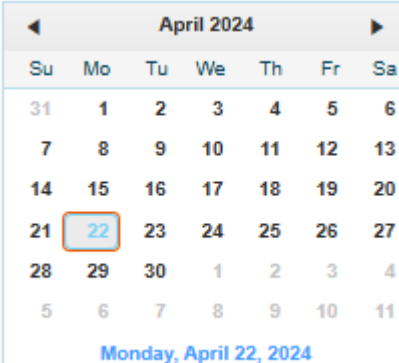
A screenshot of the "STANDING APPOINTMENTS" form. The "Client" field now displays "Wiggins Stephen" and the search button is blue. The "Operator" dropdown is set to "Brian" and the "Service" dropdown is set to "Bang Trim". Two red arrows point to the "Operator" and "Service" dropdowns.

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 un-booked, 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.

The screenshot shows a booking interface with the following elements:

- Client:** Wiggins Stephen
- Operator:** Brian
- Service:** Bang Trim
- Request Type:** Request
- Service Time:** 1 Hr 45 Mins
- Calendar:** April 2024, with the 22nd highlighted.
- Time of Day:** 10:00A
- Frequency:** Every 4 Weeks
- # of Visits:** 6
- Buttons:** Show (pink), Book (blue), Cancel (blue), Print (blue), and an Auto-Standing toggle.
- Table:** A table with columns: Date, Time, Status, Operator, Service. It lists four appointments, all with a status of 'OK'.

Date	Time	Status	Operator	Service
Monday 04/22/24	10:00A	OK	Brian	Bang Trim
Monday 05/20/24	10:00A	OK	Brian	Bang Trim
Monday 06/17/24	10:00A	OK	Brian	Bang Trim
Monday 07/15/24	10:00A	OK	Brian	Bang Trim

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.

This screenshot shows the same interface as above, but with the 'Alternate Op' and 'Alternate Times' dropdown menus highlighted in a red box. The table below shows the appointment for Monday 06/17/24 with a status of 'XX'.

Date	Time	Status	Operator	Service
Monday 04/22/24	10:00A	OK	Brian	Bang Trim
Monday 05/20/24	10:00A	OK	Brian	Bang Trim
Monday 06/17/24	10:00A	XX	Brian	Bang Trim

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

A vertical stack of four buttons:

- Show (blue)
- Book (pink)
- Cancel (blue)
- Print (blue)