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## **CONTENTS**

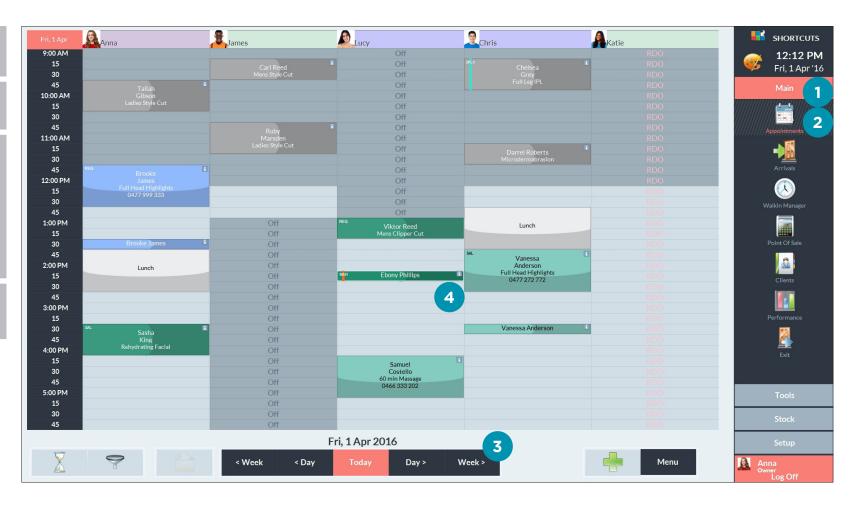
MAKING AN APPOINTMENT FOR AN EXISTING CLIENT.	
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## **ABOUT THIS DOCUMENT**

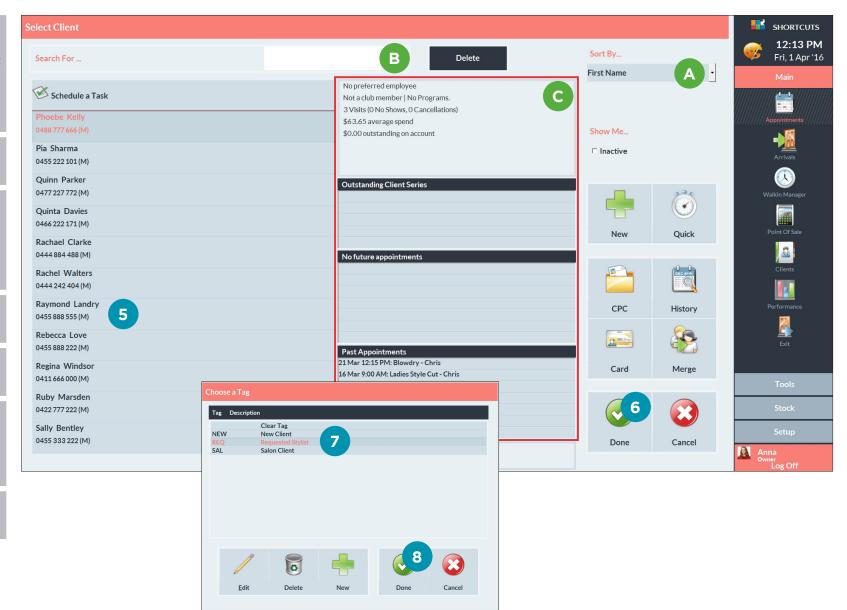
You can make an appointment for an existing client in just a few short clicks. All you need to do is select the appointment time, select the client, and add their desired services. Simply follow the steps below to start filling up your Appointment Book.

## MAKING AN APPOINTMENT FOR AN EXISTING CLIENT

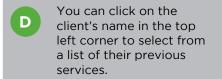
- Click on the **main** menu.
- Click on the appointments icon.
- Move to the desired day using the navigation buttons at the bottom of the Appointment Book.
  Alternatively, you can click on the date in the top left corner of the screen to select a date from the calendar.
- Click on the relevant time slot in the relevant employee's column.



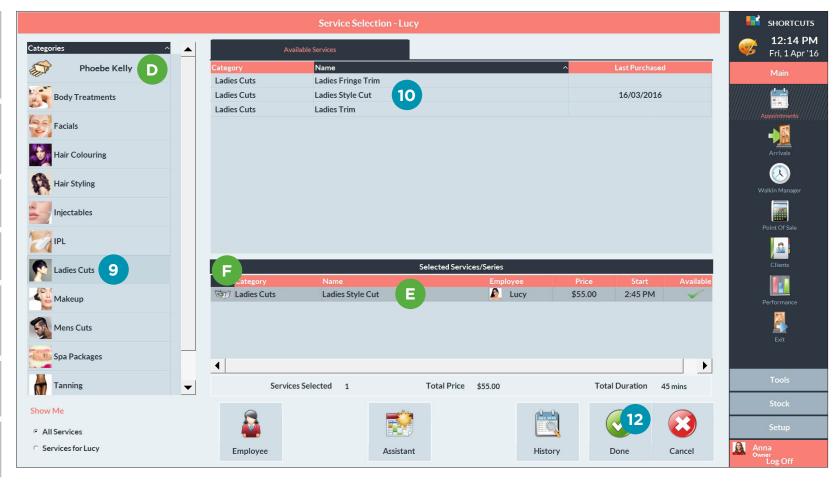
- The 'sort by' drop-down list allows you to choose the search criteria (eg. first name, last name, phone number). This also affects the order clients are displayed in.
- You can search for a client at the top of the screen.
- When you select a client, their information will be displayed on the client dashboard (eg. number of previous visits, average spend).
- Select the relevant client.
- Click done.
- 7 Select the relevant tag.
  Tags provide extra
  information about the
  client at a glance on the
  Appointment Book.
- Click done.

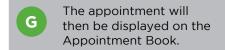


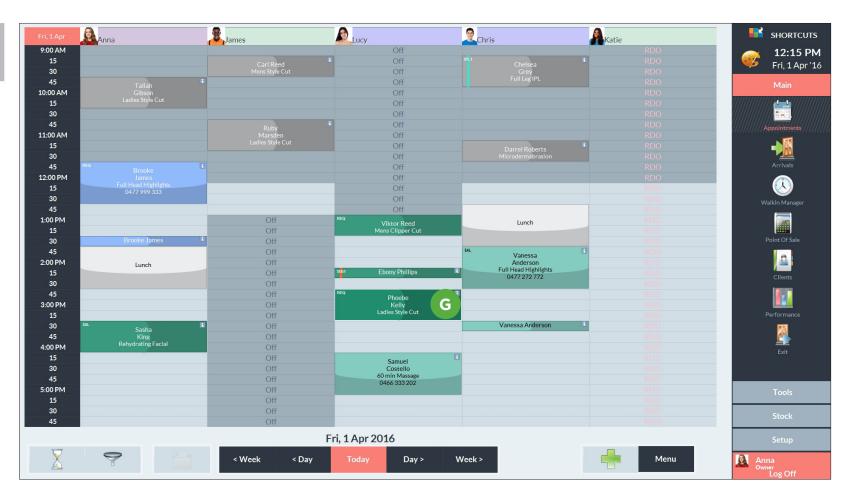
Page 2



- 9 Click on the relevant service category. This will display the services within the category.
- Click on the relevant service.
- Repeat steps 9 and 10 as required.
- The selected services section will display all the services you have selected.
- You can remove a selected service by clicking on the recycle bin next to it.
- Once all the required services have been selected, click **done.**









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