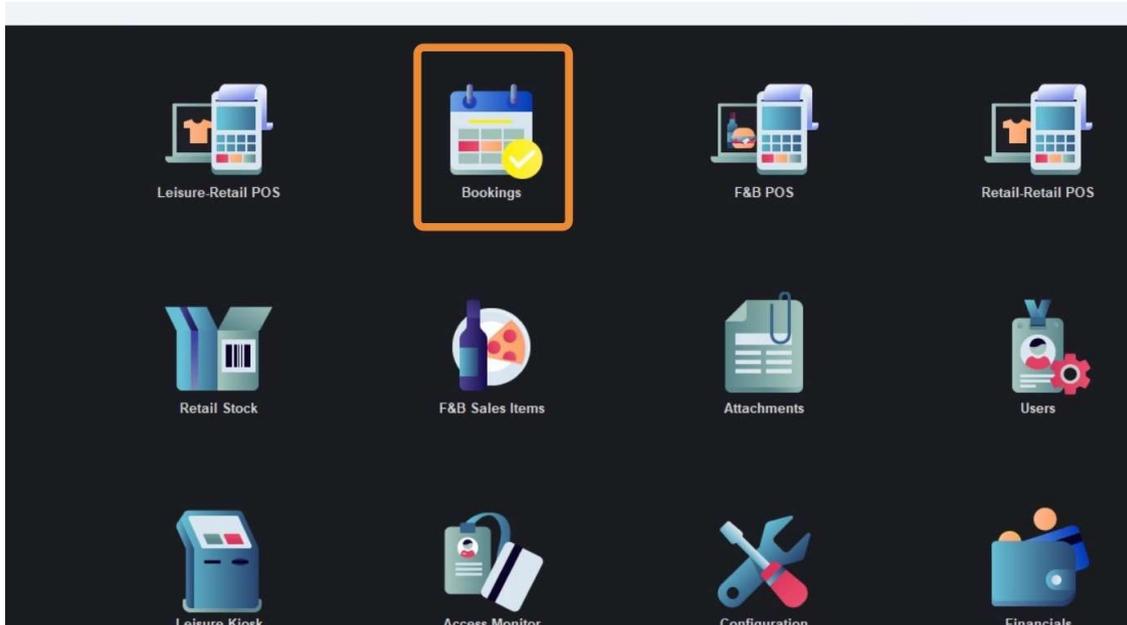
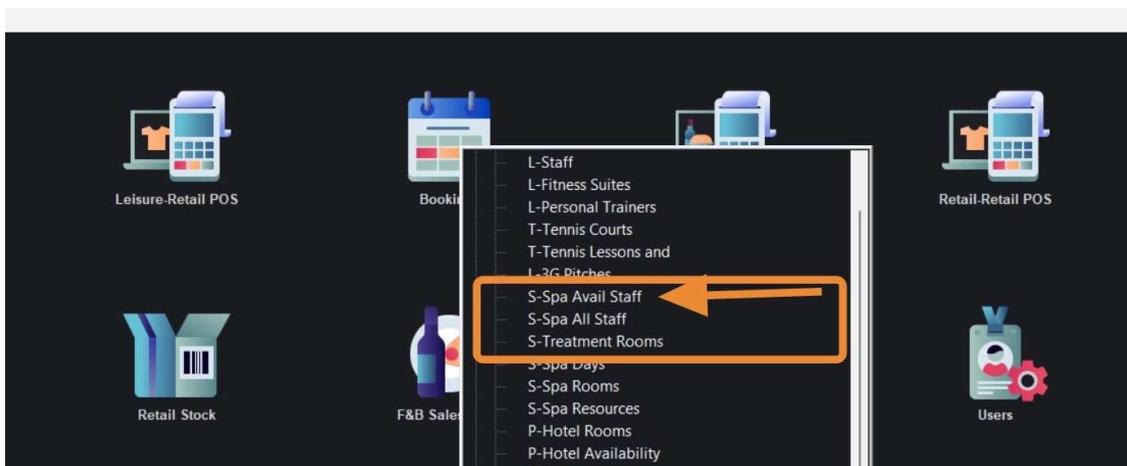


Creating a Spa Treatment Booking with a Chosen Therapist.

1. To make a booking within the spa booking system, you will first access it via the booking diary.



2. When you click on the booking diary, you'll be greeted with a tree menu similar to this. You will have two options at this point. Book via the treatment room or book via the staff member. This instance, we are going to book via the staff member.



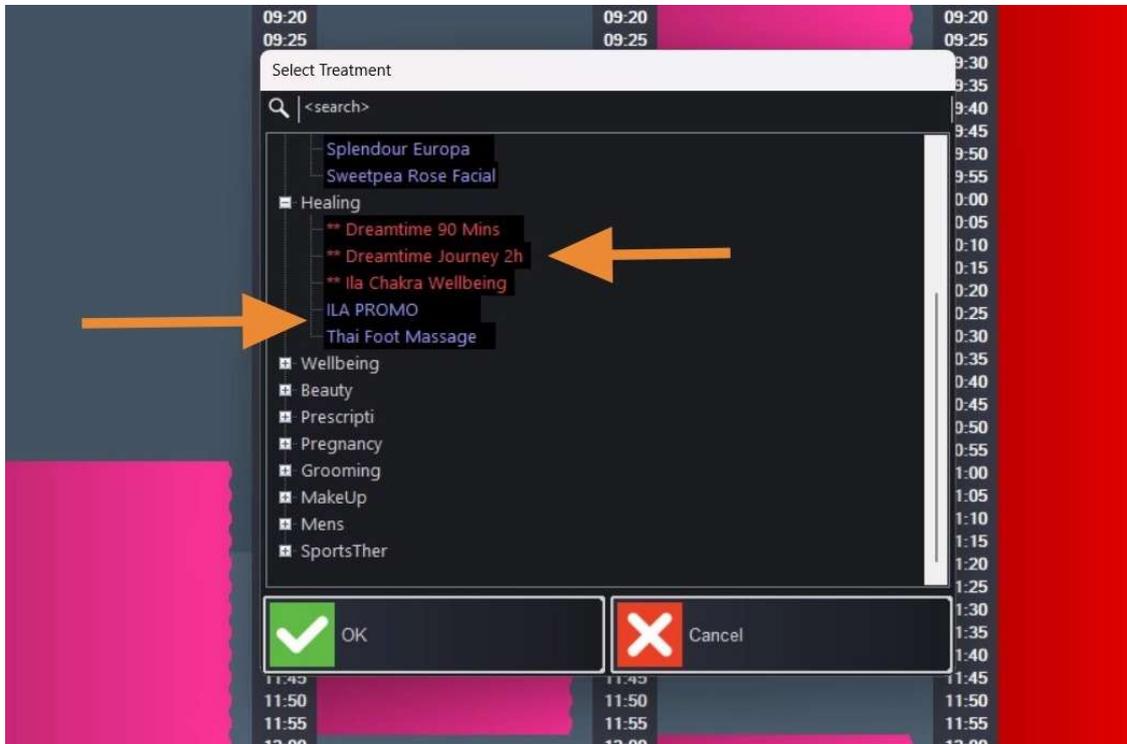
3. On this page, you'll see where staff members are both available and unavailable due to the differing colours on the screen. Grey is Available and Other Colours unavailable.

Time	Helen Massey	Lili R	Claire Kane	Unallocated Therapists
09:15	Grey	Grey	Grey	Red
09:20	Grey	Grey	Grey	Red
09:25	Grey	Grey	Grey	Red
09:30	Grey	Grey	Grey	Red
09:35	Grey	Grey	Grey	Red
09:40	Grey	Grey	Grey	Red
09:45	Grey	Grey	Grey	Red
09:50	Grey	Grey	Grey	Red
09:55	Grey	Grey	Grey	Red
10:00	Grey	Grey	Grey	Red
10:05	Grey	Grey	Grey	Red
10:10	Grey	Grey	Grey	Red
10:15	Grey	Grey	Grey	Red
10:20	Grey	Grey	Grey	Red
10:25	Grey	Grey	Grey	Red
10:30	Grey	Grey	Grey	Red
10:35	Grey	Grey	Grey	Red
10:40	Grey	Grey	Grey	Red
10:45	Grey	Grey	Grey	Red
10:50	Grey	Grey	Grey	Red
10:55	Grey	Grey	Grey	Red
11:00	Grey	Grey	Grey	Red
11:05	Grey	Grey	Grey	Red
11:10	Grey	Grey	Grey	Red
11:15	Grey	Grey	Grey	Red
11:20	Grey	Grey	Grey	Red
11:25	Grey	Grey	Grey	Red
11:30	Grey	Grey	Grey	Red
11:35	Grey	Grey	Grey	Red
11:40	Grey	Grey	Grey	Red
11:45	Grey	Grey	Grey	Red
11:50	Grey	Grey	Grey	Red

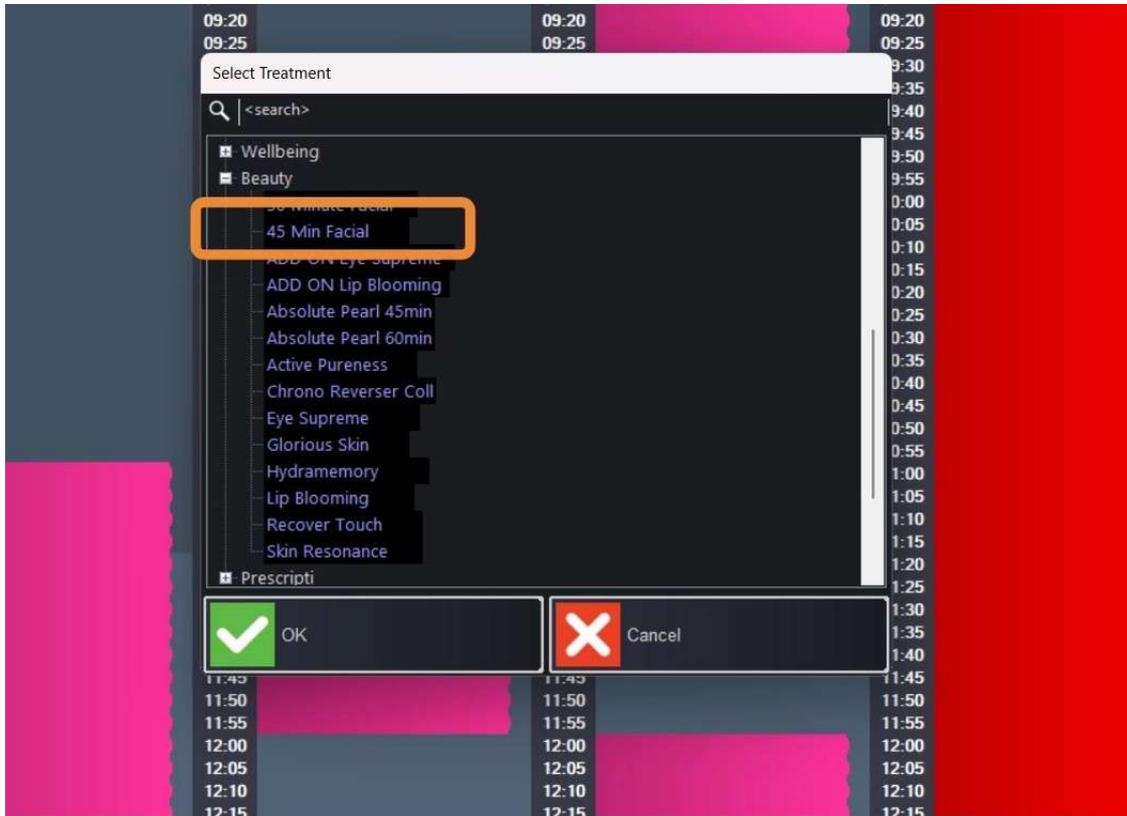
4. When you select. The staff. The time that you wish to book for this will bring up a list of all of the available treatments.

Time	Massey	R	Kane	Therapists
09:15	Grey	Grey	Grey	Red
09:20	Grey	Grey	Grey	Red
09:25	Grey	Grey	Grey	Red
09:30	Grey	Grey	Grey	Red
09:35	Grey	Grey	Grey	Red
09:40	Grey	Grey	Grey	Red
09:45	Grey	Grey	Grey	Red
09:50	Grey	Grey	Grey	Red
09:55	Grey	Grey	Grey	Red
10:00	Grey	Grey	Grey	Red
10:05	Grey	Grey	Grey	Red
10:10	Grey	Grey	Grey	Red
10:15	Grey	Grey	Grey	Red
10:20	Grey	Grey	Grey	Red
10:25	Grey	Grey	Grey	Red
10:30	Grey	Grey	Grey	Red
10:35	Grey	Grey	Grey	Red
10:40	Grey	Grey	Grey	Red
10:45	Grey	Grey	Grey	Red
10:50	Grey	Grey	Grey	Red
10:55	Grey	Grey	Grey	Red
11:00	Grey	Grey	Grey	Red
11:05	Grey	Grey	Grey	Red
11:10	Grey	Grey	Grey	Red
11:15	Grey	Grey	Grey	Red
11:20	Grey	Grey	Grey	Red
11:25	Grey	Grey	Grey	Red
11:30	Grey	Grey	Grey	Red
11:35	Grey	Grey	Grey	Red
11:40	Grey	Grey	Grey	Red
11:45	Grey	Grey	Grey	Red
11:50	Grey	Grey	Grey	Red
11:55	Grey	Grey	Grey	Red
12:00	Grey	Grey	Grey	Red
12:05	Grey	Grey	Grey	Red

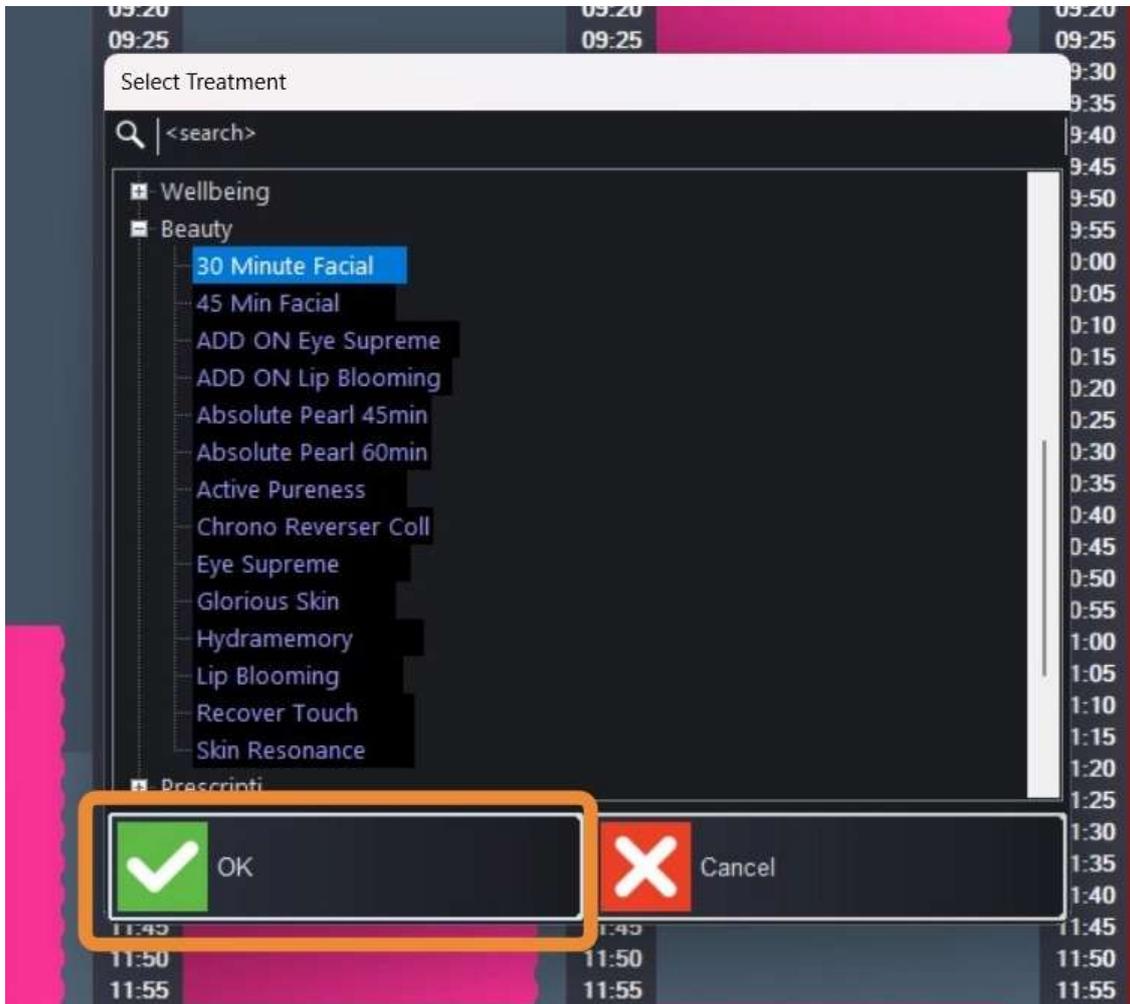
5. Where you see the treatment in purple. These treatments are available to be carried out by your chosen therapist where you see the treatment in red. This will mean that the therapist cannot. Conduct this treatment.



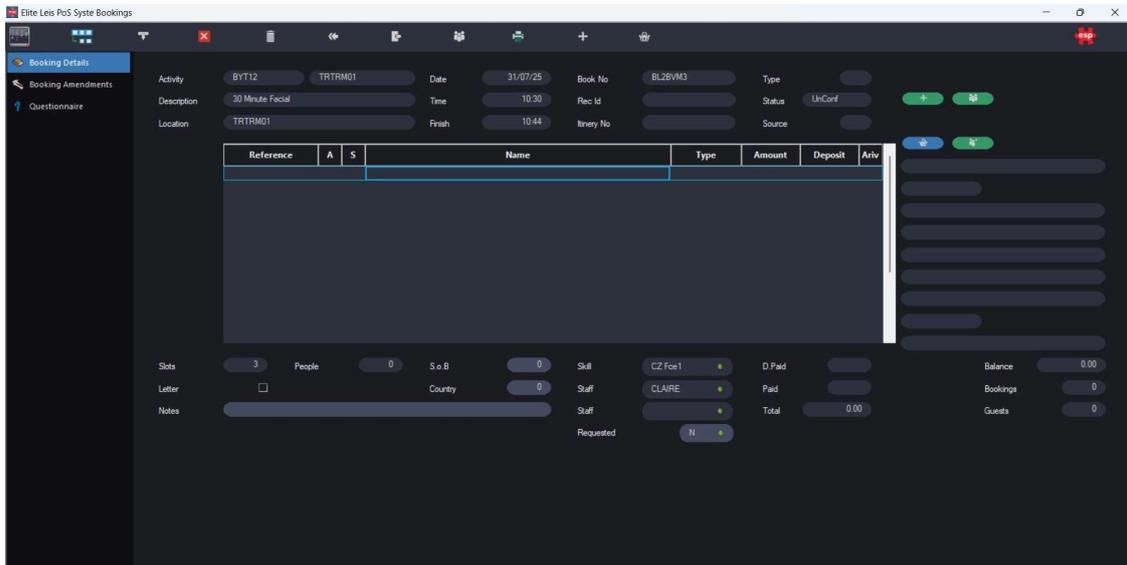
- When you've chosen your treatment, you will click on the treatments either by double clicking



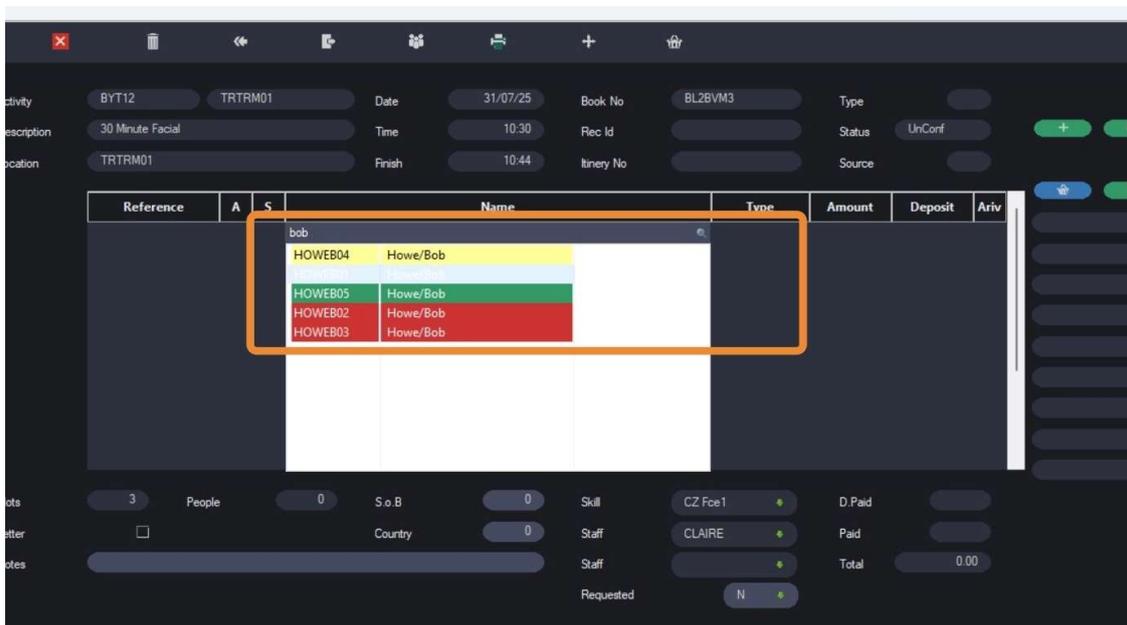
7. or single clicking and pressing. Ok.



8. This brings you to the spa booking screen.



9. Now you can either enter the person's name. Or just start to type it in. If the customer is known to you, they will appear on the filter bar. If they are not known to you, you can either just type in their name. Or create a customer record.



10. Now the booking has been created, you can press exit to save. And you can see that the booking has now been made within the booking diary.

