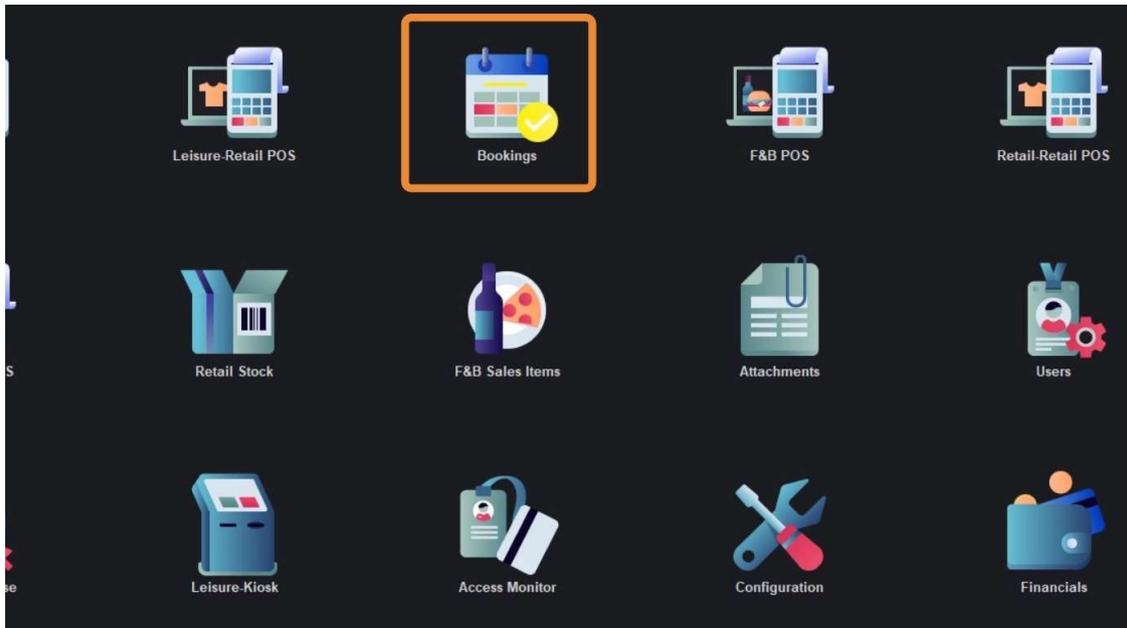


## Creating a Spa Treatment Booking via the Treatment Room

1. To make a spa treatment booking via the treatment room, you will first have to select the booking icon on your main desktop.





4. and show you in Red where the Treatment Room is Unavailable.

Date	Violet	Gentian	Yew	Spindle	Feverfew	Primrose
09:45		09:45	09:45	09:45	09:45	09:45
09:50		09:50	09:50	09:50	09:50	09:50
09:55		09:55	09:55	09:55	09:55	09:55
10:00		10:00	10:00	10:00	10:00	10:00
10:05		10:05	10:05	10:05	10:05	10:05
10:10		10:10	10:10	10:10	10:10	10:10
10:15		10:15	10:15	10:15	10:15	10:15
10:20		10:20	10:20	10:20	10:20	10:20
10:25		10:25	10:25	10:25	10:25	10:25
10:30	Howe/Bob M	10:30	10:30	10:30	10:30	10:30
10:35		10:35	10:35	10:35	10:35	10:35
10:40		10:40	10:40	10:40	10:40	10:40
10:45		10:45	10:45	10:45	10:45	10:45
10:50		10:50	10:50	10:50	10:50	10:50
10:55		10:55	10:55	10:55	10:55	10:55
11:00		11:00	11:00	11:00	11:00	11:00
11:05		11:05	11:05	11:05	11:05	11:05
11:10		11:10	11:10	11:10	11:10	11:10
11:15		11:15	11:15	11:15	11:15	11:15
11:20		11:20	11:20	11:20	11:20	11:20
11:25		11:25	11:25	11:25	11:25	11:25
11:30		11:30	11:30	11:30	11:30	11:30
11:35		11:35	11:35	11:35	11:35	11:35
11:40		11:40	11:40	11:40	11:40	11:40
11:45		11:45	11:45	11:45	11:45	11:45
11:50		11:50	11:50	11:50	11:50	11:50
11:55		11:55	11:55	11:55	11:55	11:55
12:00		12:00	12:00	12:00	12:00	12:00
12:05		12:05	12:05	12:05	12:05	12:05
12:10		12:10	12:10	12:10	12:10	12:10
12:15		12:15	12:15	12:15	12:15	12:15
12:20		12:20	12:20	12:20	12:20	12:20
12:25		12:25	12:25	12:25	12:25	12:25
12:30		12:30	12:30	12:30	12:30	12:30
12:35		12:35	12:35	12:35	12:35	12:35

5. To create a booking, go to your chosen treatment room and chosen time slots.

Gentian	Yew	Spindle	Feverfew	Primrose	Larch	SweetPea	Pine	Butterwort
09:45		09:45	09:45	09:45	09:45	09:45	09:45	09:45
09:50		09:50	09:50	09:50	09:50	09:50	09:50	09:50
09:55		09:55	09:55	09:55	09:55	09:55	09:55	09:55
10:00		10:00	10:00	10:00	10:00	10:00	10:00	10:00
10:05		10:05	10:05	10:05	10:05	10:05	10:05	10:05
10:10		10:10	10:10	10:10	10:10	10:10	10:10	10:10
10:15		10:15	10:15	10:15	10:15	10:15	10:15	10:15
10:20		10:20	10:20	10:20	10:20	10:20	10:20	10:20
10:25		10:25	10:25	10:25	10:25	10:25	10:25	10:25
10:30		10:30	10:30	10:30	10:30	10:30	10:30	10:30
10:35		10:35	10:35	10:35	10:35	10:35	10:35	10:35
10:40		10:40	10:40	10:40	10:40	10:40	10:40	10:40
10:45		10:45	10:45	10:45	10:45	10:45	10:45	10:45
10:50		10:50	10:50	10:50	10:50	10:50	10:50	10:50
10:55		10:55	10:55	10:55	10:55	10:55	10:55	10:55
11:00		11:00	11:00	11:00	11:00	11:00	11:00	11:00
11:05		11:05	11:05	11:05	11:05	11:05	11:05	11:05
11:10		11:10	11:10	11:10	11:10	11:10	11:10	11:10
11:15		11:15	11:15	11:15	11:15	11:15	11:15	11:15
11:20		11:20	11:20	11:20	11:20	11:20	11:20	11:20
11:25		11:25	11:25	11:25	11:25	11:25	11:25	11:25
11:30		11:30	11:30	11:30	11:30	11:30	11:30	11:30
11:35		11:35	11:35	11:35	11:35	11:35	11:35	11:35
11:40		11:40	11:40	11:40	11:40	11:40	11:40	11:40
11:45		11:45	11:45	11:45	11:45	11:45	11:45	11:45
11:50		11:50	11:50	11:50	11:50	11:50	11:50	11:50
11:55		11:55	11:55	11:55	11:55	11:55	11:55	11:55
12:00		12:00	12:00	12:00	12:00	12:00	12:00	12:00
12:05		12:05	12:05	12:05	12:05	12:05	12:05	12:05
12:10		12:10	12:10	12:10	12:10	12:10	12:10	12:10
12:15		12:15	12:15	12:15	12:15	12:15	12:15	12:15
12:20		12:20	12:20	12:20	12:20	12:20	12:20	12:20
12:25		12:25	12:25	12:25	12:25	12:25	12:25	12:25
12:30		12:30	12:30	12:30	12:30	12:30	12:30	12:30
12:35		12:35	12:35	12:35	12:35	12:35	12:35	12:35

6. Double click on it to bring up the treatment list.

	Spindle	Feverfew	Primrose	Larch	SweetPea	Pine
09:45	09:45	09:45	09:45	09:45	09:45	09:45
09:50	09:50	09:50	09:50	09:50	09:50	09:50
09:55	09:55	09:55	09:55	09:55	09:55	09:55
10:00						
10:05						
10:10						
10:15						
10:20						
10:25						
10:30						
10:35						
10:40						
10:45						
10:50						
10:55						
11:00						
11:05						
11:10						
11:15						
11:20						
11:25						
11:30						
11:35						
11:40						
11:45						
11:50						
11:55						
12:00						
12:05						
12:10						
12:15						
12:20						
12:25						
12:30						

Select Treatment

Q <search>

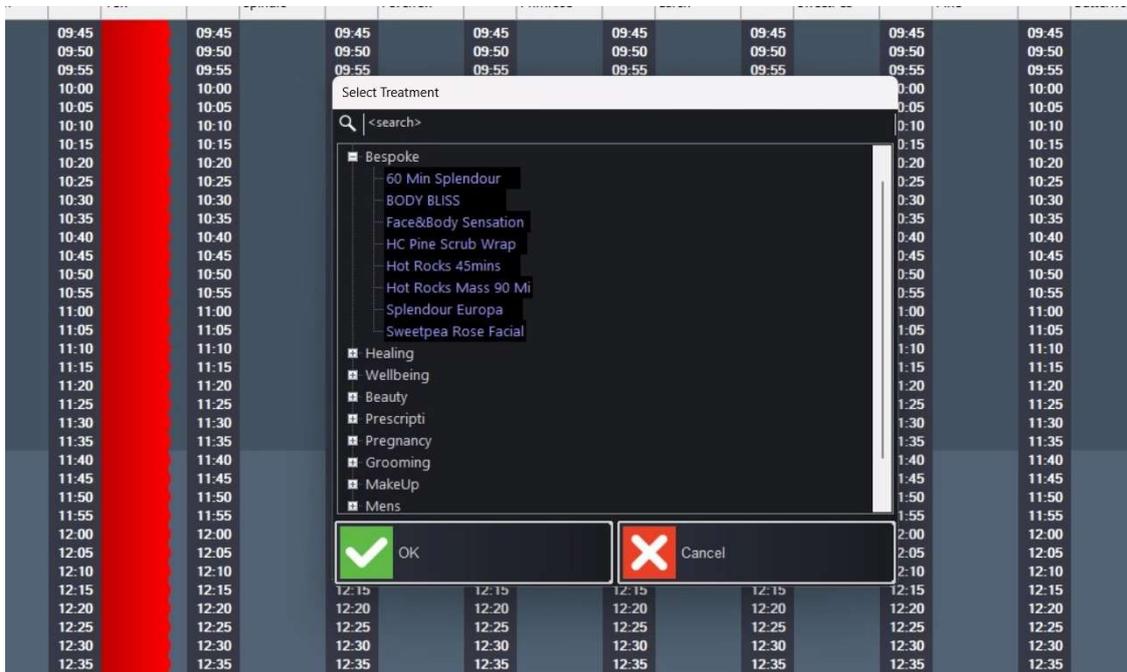
- Bespoke
  - 60 Min Splendour
  - BODY BLISS
  - Face&Body Sensation
  - HC Pine Scrub Wrap
  - Hot Rocks 45mins
  - Hot Rocks Mass 90 Mi
  - Splendour Europa
  - Sweetpea Rose Facial
- Healing
- Wellbeing
- Beauty
- Prescripti
- Pregnancy
- Grooming
- MakeUp
- Mens

✓ OK
 ✗ Cancel

7. If you select a treatment where there are no staff members available, either due to time or due to skills. The no treat members of staff available icon will appear on screen.



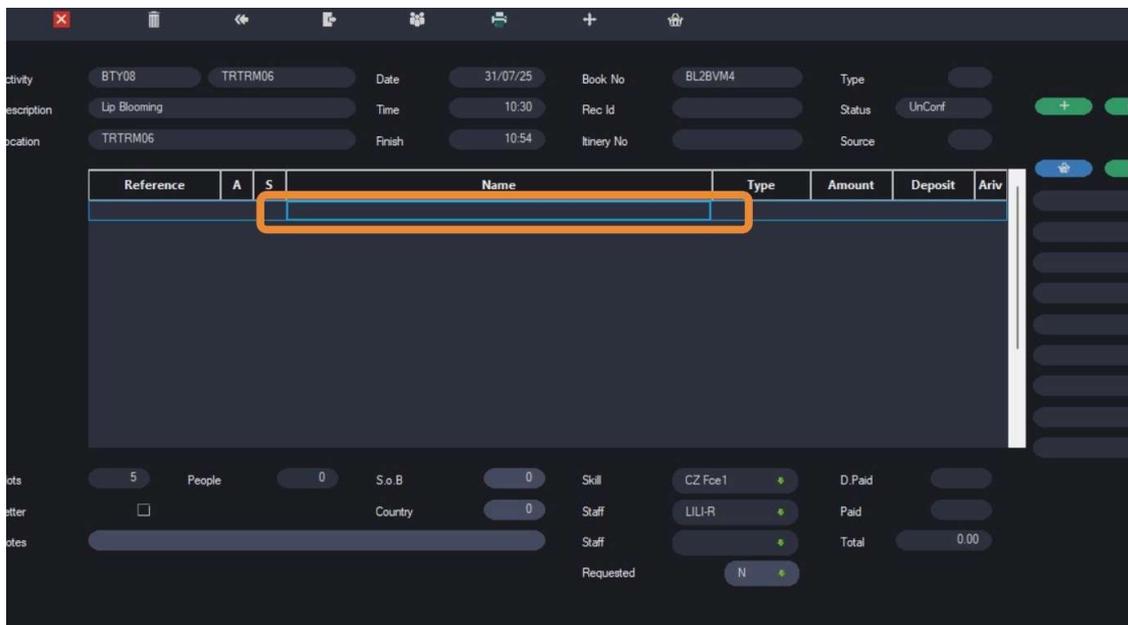
8. When you select a treatment where there is availability of a staff member.



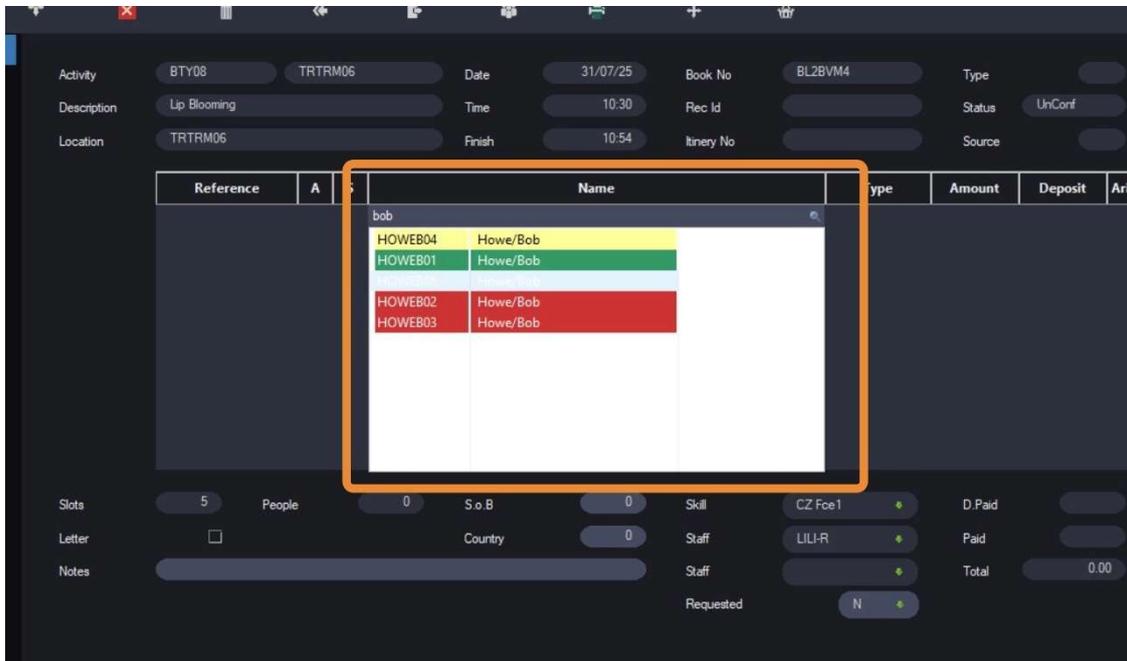
9. A list of the available staff members will appear. You can now select from the list which staff member you wish to book the treatment with.



10. This will then take you to the booking screen where you can fill in the customer's name by starting to type their name.



11. If they are known to your business, they will appear on the filter screen. If they are not known to your business, you can create them as a customer or just type. In their name.



12. Once the member of staff has been allocated to the booking and the customer has been entered, you can then click on exit to save your booking.

