LIN,C,80

APPOINTMENTS

IF YOU DO NOT WANT TO USE THE APPOINTMENT SCREEN SAY 'N' IN THE
SECURITY SCREEN. SETUP IS THE SAME.

Your main keys will be: Esc - Space Bar - Enter - PgUp PgDn .

When entering a client's name, only enter her Name and Initial,
VELTEN.B   Since there is only space for 10 letters, if you enter
her whole name, VELTEN.BEATRICE, it will end up like this on the
screen. VELTEN.BEA.

Hit Enter.
When you answer the phone, always ask for the client's phone
No first, and enter it by hitting 'Enter'. If she is a new
client, next enter her name. Hit 'Enter'. A light bar will
show on the first stylist. You now have complete control over
the screen.

If your Area Code is local, there is no need to enter it.

Type.   111 1111   CLIENT   (This is already entered.
Keep it in your file, it will come in handy.)

On the far right of the keyboard are four arrows. These will permit
you to move the Light Bar up\down or across. Above right are
also found PgUp and PgDn. These will permit you to change the day.
When you change the day, hit the Space Bar at the bottom of the
keyboard, and the screen will change to the date chosen. YOU MUST DO
THIS TO ESTABLISH THE DAY. F1 F2 F3 F4 will permit you to change
the stylist in those columns.

You can now change Stylist, appointment slot, column, day ,and by
hitting Enter or Del you can make as many appointments, or
cancellations for that client as you need. Designate the service
required by entering :
B-Blow CB-Cut\Blow P-Perm HL-High Lights T-Tint M-Manicure, or any
combination. Arrivals or departures   '-' = [1]   '+' = X

To make this a STANDING simply Hit Y BEFORE MAKING THE APPOINTMENT
Hit Enter. Move to stylist. Hit enter. Move to technician. Hit Enter
Move to Manicurist. Hit Enter.

At this time a Client File will be opened automatically. It will
show.   Client Name. Phone No. The Stylist you have designated.
the Technician you have designated, and the Manicurist you have

designated.   The Next time you enter this client's Phone No, The
screen will automatically bring up her Name. It will show on the
screen her Stylist, Technician and her Manicurist, and the light
bar will be sitting in the column of her stylist, ready to make an
appointment.

Change F1 F2 F3 F4
Now Enter   111 1111 and see what happens . Notice how the
designated people appear.

H - Help
Will show you how to use this screen.

Del.   You can use this at any time. Move with arrows and Hit
again. It will delete a name. You can use it whatever you are
doing. If you make a mistake. Hit Del and remake the appointment.
If the delation is a standing appointment, you will be asked if
you want to delate.

If a client wishes to change her appointment, simply hit Del and delete
her appointment. Then hit ENTER - Then PgUp, and her telephone no and
name will be automatically recalled. Remake the appointment.

F5 If a client phones and wants to be reminded when she has an
appointment, Hit F5.

Hit F1 and enter her phone number.

* (F1)   Hit as many times as necessary to find all her appointments.

* (F2) If a stylist is very busy, use F2 to find the next available
appointment. Place the light bar on his name and hit F2.

F6 Enter the date you would like to be at and hit Enter
It will go directly to that DATE

F7 Time off. Use arrows to move, and then use F7
to block off time.

F8 Will bring up the Customer File as a window.
You can then find a client or change a file.

F9 Will find a client's record.
Hit F9. Move light bar to client, and hit F9 again. It will find that
client file.

F10 Will allow you to change the name of a client already on the
appointment screen. Use arrows to find name. Hit F10 again and
rewrite name.

F11 Calculator

Hit F11 on the Appointment screen and the Calculator will appear. Esc

will return you to the screen.

C   Calender

Hit C on the Appointment screen and the calender will appear. Esc will
return you to the screen.

A - Accounting

If you want to print, go to the Print screen P on Main Menu
and Hit 'Y'
Hit B. A light - bar will show at the top of the screen. Use arrows and
F1 - F4 to move the bar to the name of the client on the appointment screen
Hit A again, and the accounting screen will appear
showing the name of the stylist and his accounts for that day. Hit Enter
and the Telephone No and name of the client will be automatically entered.
Enter the amounts (cut - technical) and the services. A Bill will be printed
showing the Name of the Salon, Date, Name of the client, Name of the
Stylist, Name of the Tech, Amount of each Service, GST. PST and a Total.

Do the same for a Manicure.

S - Sales
If you do not want to print, go to the Print screen P on Main Menu
and say 'N'
Hit S. A light - bar will show at the top of the screen. Use arrows and
F1 - F4 to move the bar to the name of the client on the appointment screen
Hit S again. The Sales screen will be shown. The client name will be
automatically entered. Enter the amount and the service. A Bill will
be printed showing the Name of the Salon, Date, Amount of each Service,
Quantity, Code No, GST ,PST and a Total.