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## **ABOUT THIS DOCUMENT**

Shortcuts allows you to add a new client and create an appointment for them in a single streamlined process. Rather than adding a new client in the client list, then going back to the Appointment Book, you can do both at the same time.

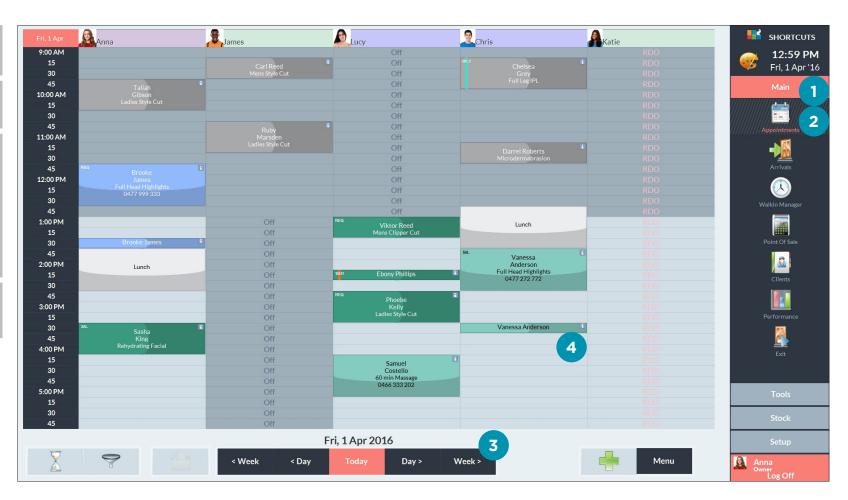
Making an appointment for a new client is simple; all you need to do is enter the new client's details rather than selecting a client from the list. Their details will then be saved in the client list for easy selection next time they make an appointment.

## MAKING AN APPOINTMENT FOR A NEW CLIENT

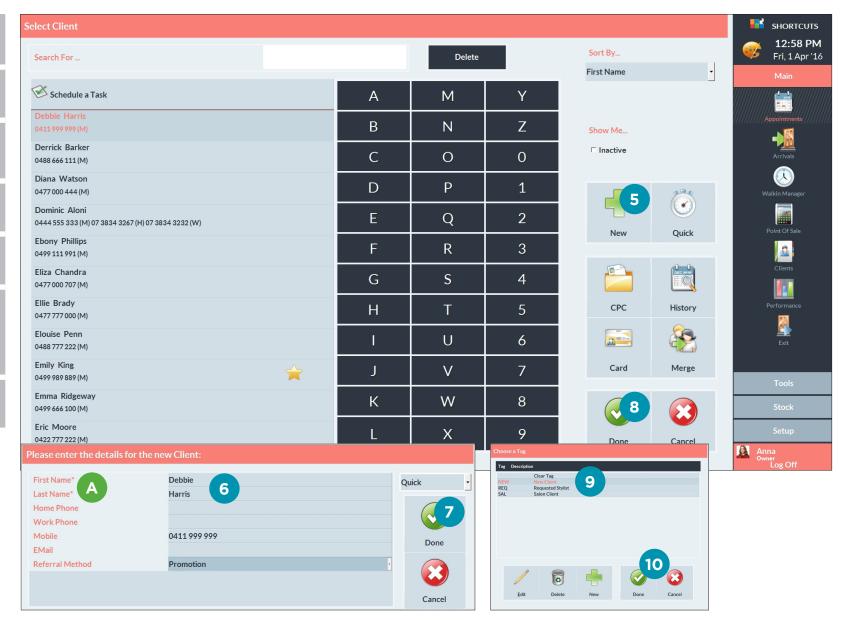


- Move to the desired day using the navigation buttons at the bottom of the Appointment Book.
  Alternatively, you can click on the date in the top left corner of the screen to select a date from the
- Click on the relevant timeslot in the relevant employee's column.

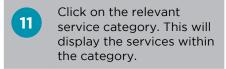
calendar.



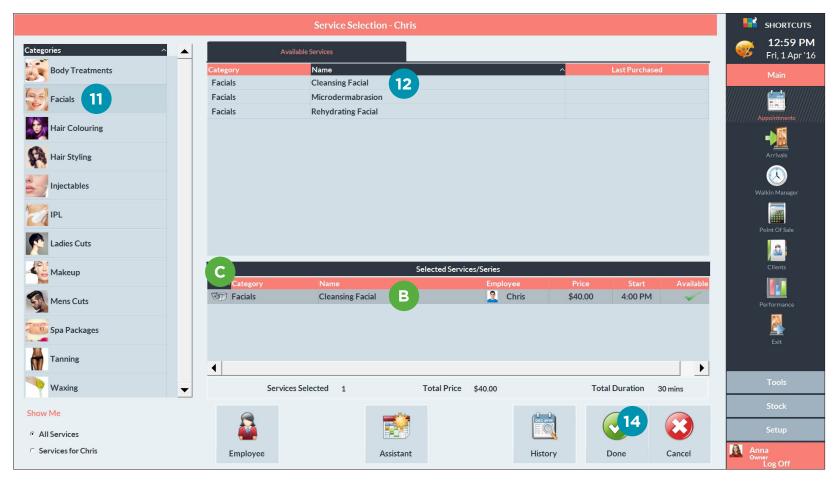


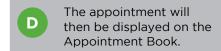


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- Click on the relevant service.
- Repeat steps 11 and 12 as required.
- The selected services section will display all the services you have selected.
- You can remove a selected service by clicking on the recycle bin next to it.
- Once all the required services have been selected, click **done.**









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