CLIENT ARRIVALS

The Client Arrivals report displays a list of upcoming appointments for the day. The report includes any clients who have an appointment on the given day that have not yet been checked out. Appointments are listed in order of earliest to latest start time. For each appointment, you can view the client, start time, services, duration, employee, notes, appointment status and resources. This report is a great way for employees to easily view their upcoming appointments, without having to scroll through the Appointment Book.

Tools > Reports > Appointments > Client Arrivals

DURATION
This column shows the duration of each service, as well as the total appointment duration.

EMPLOYEE
The employee that the service is booked with.

APPOINTMENT NOTES
This column shows any notes that were added to the appointment on the Appointment Book.

Client Arrivals

PEPPERMINT PARK

| Report Date: | Wednesday, 9 November, 2016 | | | | | | **Peppermint Park** |

| For Employee: | All Employees | | | | | | |

Start	Group	Service	Duration	Employee	Appt Notes	Status	Resource
Jenna Wilson			**60min**				
2:15 pm		Full Head Highlights	60min	Anna		Confirmed and Arrived	
Felix Hudson			**60min**				
2:30 pm		Rehydrating Facial	60min	Chris		Arrived	
Elaine Ward			**30min**				
3:00 pm		Body Scrub	30min	Anna		Arrived	
Giselle Sims			**15min**				
3:00 pm		Filler	15min	Lucy		Arrived	
Kassandra Haywood			**30min**				
3:00 pm		30 min Massage	30min	Katie		Arrived	
Penelope Stanley			**30min**				
3:15 pm		Full Body Tan	30min	Lucy		Arrived	Tanning Booth
Helen Rogers			**60min**				
3:30 pm		Full Leg IPL	45min	Katie		Normal	IPL Machine 1
4:15 pm		Legs Only Tan	15min	Lucy		Normal	Tanning Booth
Pia Sharma			**45min**				
3:30 pm		Full Leg Wax	45min	Chris		Normal	
Violet Burton			**30min**				
3:45 pm		Ladies Style Cut	30min	Lucy		Normal	
Bianca Lopez			**30min**				
4:00 pm		Cleansing Facial	30min	Anna		Confirmed	
Danny Atwood			**30min**				
4:15 pm		Mens Clipper Cut	30min	Chris		Normal	
Greg Nelson			**30min**				
4:15 pm		Mens Clipper Cut	30min	Katie	Said he will be 10 minutes late	Confirmed	
William Black			**15min**				
4:30 pm		Beard Trim	15min	Anna		Normal	

SERVICES
The services that are booked.

START TIME
The time when the service is scheduled to start.

STATUS
The status of the appointment.

RESOURCE
This column shows any resources that have been allocated to the appointment.