How to Use the Biz Schedule and Find Your Appointments

Haircut Now Biz App · https://haircutnow.com/docs/how-to-use-the-biz-schedule-and-find-your-appointments/

Open **Schedule** to view the appointment access connected to your Biz account.

View the calendar

Check the calendar’s location/account label and time zone. Use the month arrows, **Today**, and date selection controls available in your version.

Open a listed appointment to see its saved details. Where available, switch between calendar and list views or use **Search & filter**.

Marketplace and Same-Day

Marketplace appointments use the connected booking calendar. The **Same-Day** action opens the separate same-day appointment workflow.

A clear Marketplace calendar does not prove that you have no same-day appointments. Check the correct source.

Open an appointment

Review the client, service, date, time, duration, and status shown. Contact details and notes appear when available.

Use the displayed status rather than treating every calendar entry as a confirmed upcoming appointment.

Find history

Use **History** for the history destination provided by your app. Search/filter controls may depend on your appointment access.

Calendar not ready

If the app says no appointment access is assigned or your calendar is not ready:

1. Confirm the signed-in barber account.
2. Check Marketplace ownership and booking setup.
3. Review your plan and available permissions.
4. Use **Retry schedule** after resolving the setup issue.

Biz’s individual calendar does not provide shop-wide staff administration. Shop booking management belongs in Haircut Now Shops for authorized shop accounts.