How to View and Add Shop Booking Appointments

Shop Bookings · https://haircutnow.com/docs/how-to-view-and-add-shop-booking-appointments/

Package requirement: Shop Bookings is included only with **Shop Complete**.

Use **Appointments** to review and add bookings for a selected provider.

View appointments

1. Open **Booking → Appointments**.
2. Choose **Team member**.
3. Review the client, service, and start time shown for each appointment.

Choose a calendar month or day, or use **From** and **Through** to set a date range. Use **Search** and **Status**, then **Apply filters**. Choose **Show whole month** or load more results when offered. An empty list means no appointments match the current filters.

Add an appointment

1. Under **Add appointment**, choose the named **Service**.
2. Use **Find existing customer** and select the customer, or choose **New customer** and enter their name and available contact details.
3. Choose **Date and time** in the shop’s displayed time zone.
4. Add **Private notes** if needed.
5. Choose **Add appointment** and wait for **Saved.**
6. Confirm the appointment appears for the correct provider, service, and time.

Use the date/time picker and the displayed shop time zone. You do not need to enter a service number or calculate a time-zone offset.

If the form is unavailable, turn booking on for the team member and assign an active service. If a conflict appears, refresh and choose another available time. After an interrupted save, check the appointment list before adding it again.