

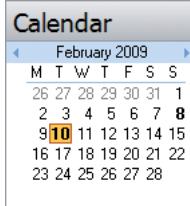


KRONOS BOOKING  
SOLUTIONS

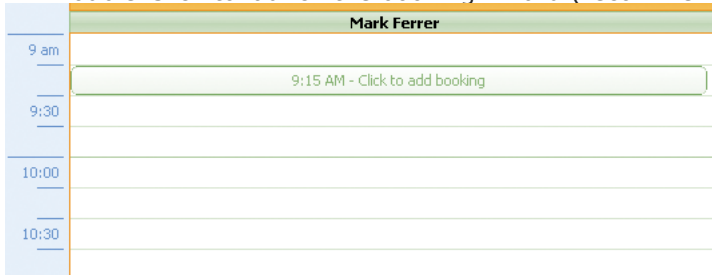
# Booking Guide

# Creating a booking

1. Select a date on the bookings calendar.



2. With your mouse, Hover over the desired booking time.
  - Click the “**Click to add booking**” button.
  - or
  - Double-Click to launch the booking wizard (recommended).



3. The booking has now been created.



4. You can move or increase the time by dragging the booking with your mouse.
5. To add Client, Service or Comments to the booking, Double-Click the newly created booking.

# Editing a booking

To edit a newly created booking or an existing booking, Double-Click the booking on the main calendar.

The booking wizard will display.

1. Enter your client's details.

- If they are a previous client, use the **Search** button to find their details.
- Previous treatments can be re-booked by ticking the **Rebook** box next to the service.

The screenshot shows the 'Booking Wizard' window with the 'Client Details' section. The 'Name' field contains 'Alan Jones', and the 'Search' button is highlighted. Below it, the 'Phone Number' is '(02) 5454 5454', 'Work Number' is '(04) 1556 6597', and 'Date of Birth' is a dropdown menu. A 'Customer 5/5 selected' message is visible. The 'Previous Services' section has a table with columns 'Date', 'Item', 'Description', 'Value', and 'Rebook'. The table contains three rows: '10/02/2009 PHC Hair Cut' with a value of '\$13.00' and a checked 'Rebook' box; '10/02/2009 HSD Blow Dry' with a value of '\$20.00' and a checked 'Rebook' box; and '10/02/2009 TRT Treatment' with a value of '\$10.00' and a checked 'Rebook' box. At the bottom, the 'Next' button is highlighted.

Click **Next** to continue.

2. Add the services

- Select the service you want to book from the **Service** drop down box and click the **Add to Booking** button.
- A new service can be created by clicking the **New Service** Button.

The screenshot shows the 'Booking Wizard' window with the 'Services' section. The 'Category' dropdown is set to 'Hair Services' and the 'Service' dropdown is set to 'Cut and Blowdry'. The 'Add to Booking' button is highlighted. Below, the 'Booked Services' table has columns 'Description', 'Length', and 'Price'. The table contains one row: 'Cut and Blowdry' with a length of '40 Minutes' and a price of '\$55.00'. At the bottom, the 'Estimated Time: 40 Minutes' is shown, and the 'Finish' button is highlighted.

Click **Finish** to complete the booking or **Next** to continue.



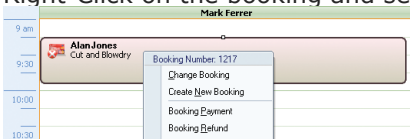
# Booking Payments

## To complete payment of a booking:

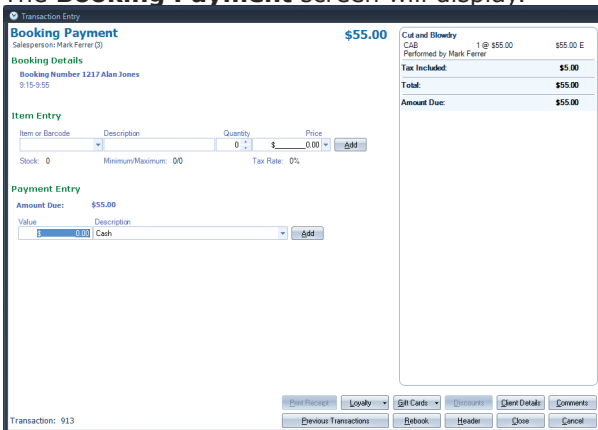
1. Unpaid bookings will show a red cross in the top left corner.



2. Right-Click on the booking and select "Booking Payment".

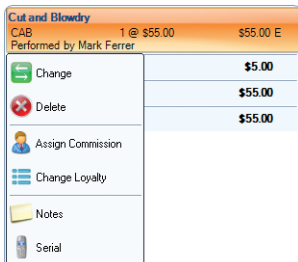


3. The **Booking Payment** screen will display.



4. Confirm treatment prices are correct.

If a treatment has the wrong price, click the service and select the **Change** button.




- To add a product or service to the transaction
  - In the **Item Entry** section, enter the item code or use the drop down box (circled).
  - Change the **Quantity** and **Price** as required.

Or; using the bar code scanner, scan the product.

#### Item Entry

Item	Description	Quantity	Amount	
BBBWHT	Bubble White	1	5.00	Add
Stock 0		Minimum/Maximum 0/0		

- To add a payment to the transaction
  - In the **Value** field, enter the amount tendered.
  - In the **Description** field, click on the  icon to select from the drop-down list of Payment Types.
  - Scroll down and then select the payment type from the list
  - Press **[Enter]**. The payment will flash in the transaction list.

#### Payment Entry

Amount Due: \$55.00

Value	Description	
\$ 55.00	Cash	Add

Cash

Cheque

Electronics Funds Transfer

Gift Card

Loyalty Dollars

Money Order

Voucher Redeemed

- Complete the transaction.
  - Once the products, treatments and payments have been entered, In the **Payment Entry** section, Press **[Enter]**

Transaction Entry

**Booking Payment** \$55.00

Salesperson: Mark Ferrer (2)

**Transaction Complete**

Cash	\$55.00
------	---------

Change Due: \$0.00

Cut and Blowdry 1 @ \$55.00 \$55.00 |

CAB Performed by Mark Ferrer

**Tax Included: \$5.00**

**Total: \$55.00**

Cash \$55.00 |

Payment Date 10/02/2009 9:23:43 PM

**Amount Due: \$0.00**

Edit Payments

Transaction: 913

# Kronos Support

Email: [Support@KronosSalon.com.au](mailto:Support@KronosSalon.com.au)  
Web: [www.KronosSalon.com.au](http://www.KronosSalon.com.au)  
Knowledgebase: [www.KronosSalon.com.au/KB/](http://www.KronosSalon.com.au/KB/)

## Helpful Tips:

- Pressing the **[F12]** key will open your cash drawer (if installed).
- Pressing the **[F3]** key will start a new **Cash Sale** transaction.
- Mark bookings as “No Show” if the customer does not turn up for their booking. The number of No-Shows for a client will be shown when creating a new booking.
- Press **[CTRL]+[E]** on any search screen to transfer that information into Excel.
- Keep your stock holdings correct. If you use or break a product, write it off.
- Always receive stock into Kronos when it arrives in your store.
- Always pay for a booking while the client is in the store. Do not wait until the end of the day to enter the transaction.
- Always select the correct payment types when completing sales.

## Manual

Kronos user manual is located on the Help menu.  
Additional guides and videos can be found on our website.

