

Kitomba™ Service Select

Kitomba's™ Service Select feature is the new and improved way of managing and adding services to Kitomba appointments.

Enabling Service Select in Kitomba™

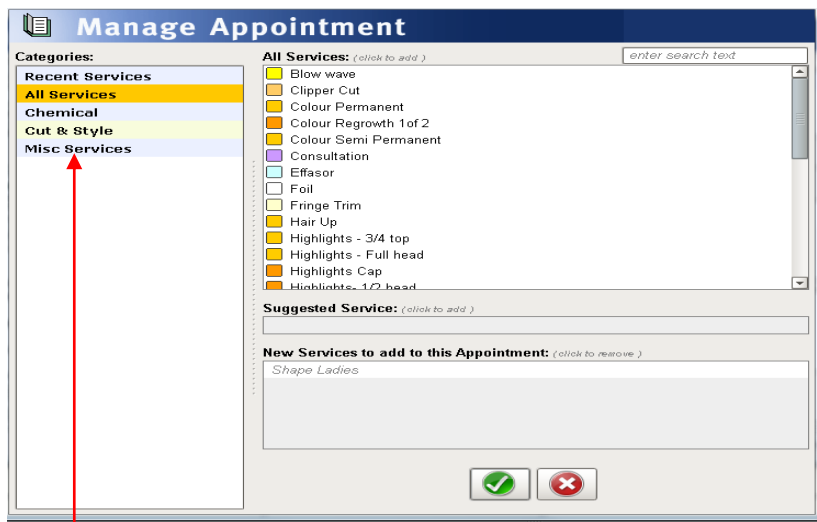
To start using Service Select, go to the 'Admin' tab at the top of Kitomba™ and select 'Preferences' from the left-hand side.

Under the heading 'Calendar' go to 'Use Category Dialog for service selection' and put a tick in the box if there is not one there.

You will now be able to use the latest Service Select feature.

How to use Service Select

Make an appointment in the Kitomba™ calendar and select the customer in the same way that you always have. When you click 'Next' on the 'Edit Appointment' screen you will now be presented with the new Service Select screen.



From here you have 3 options

- Select a service from 'Recent Services' booked by that customer
- Select a service from a specific category
- Select a service from a list of 'All Services'

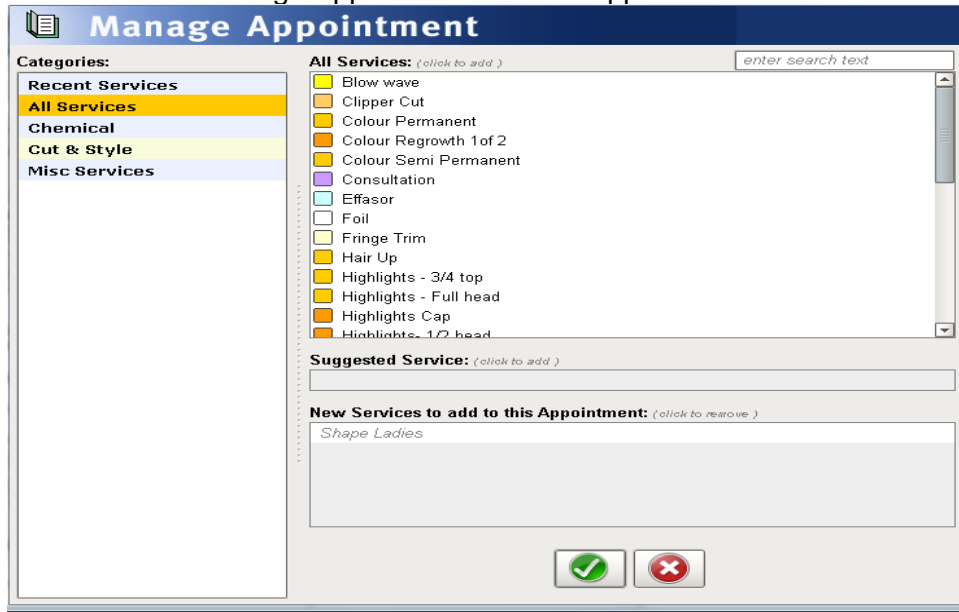
Once you have chosen the first service you will see that it now comes up under 'New Services to add to this Appointment'. You can now choose another service in the same way as the first or you can pick the 'Suggested Service' which will be the usual follow on service.

Adding a Service

If you need to add multiple services to an appointment it could not be simpler. Just click the big green plus symbol that sits next to the Date field in the Appointment tab.

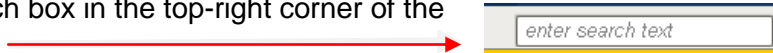


From here the Manage Appointment box will appear:

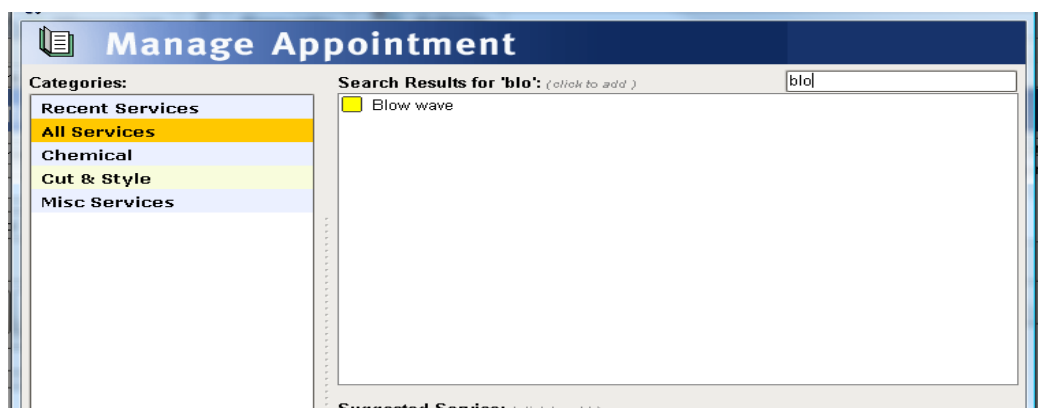


Appointment Search

If you can't find the service you want to add, you can search for it by typing part or the entire service name in the search box in the top-right corner of the Service Selector screen:

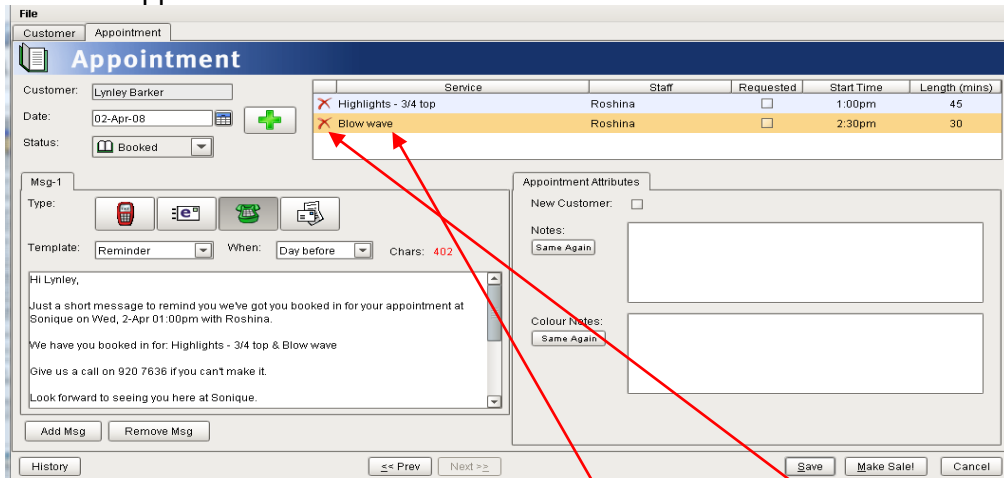


The Service Selector will show any services that match your search:




The New Look Appointment screen

The new appointment screen looks like this



You can see that the Selected Appointments are now more pronounced and easier to amend or change.

To delete an unwanted service from an appointment, click on the red  This will remove the unwanted service.

To change a particular service, click on the service name. This will give you a new "Manage Appointment" screen where you will be able to select the new service that you want to change to.

