

MINI-GUIDE: Use Rooms & Equipment in Kitomba One (K1)

Rooms & equipment is a feature in Kitomba that allows you to assign a room or a piece of equipment to an appointment. Although you need to **manage your rooms and equipment in Kitomba** for your salon, you can book out a room or equipment using the appointment book in Kitomba One (K1).

In this mini guide we'll cover:

1. Booking a room or equipment in the K1 appointment book
2. See which room or equipment is booked for an appointment in the K1 appointment book
3. Changing the booked room or equipment in the K1 appointment book

Book a room or equipment in Kitomba One

- 1) Log in to Kitomba One and go to the Appointment Book.
- 2) Double-click on the time slot that you wish to book the appointment e.g. 10.45am.
- 3) The **New Appointment** window will appear. Select the appropriate service(s) for your appointment.

New appointment

Search for a client...

Categories	Services	Selected services
All Services and Tasks		
SERVICES		
Beauty Services	1/2 Back IPL	No services selected
Advanced Treatments	2nd Treatment Free	
IPL	3/4 Leg	
Birthday Treatments	Acrylics - 2 week Back Fill	
Depilar - Hair Retardant	Acrylics - 3 week Back Fill	
Electrolysis	Acrylics - 4 week Back Fill	
EYE BAR	Acrylics - Drill Out	
FACIALS	Acrylics - Full Set	
Relaxation Facials	Acrylics - Removal	
	Acrylics - Single Repair	

Done

cancel

- 4) Use the client search box to find and select your client.

New appointment

Categories

- All Services and Tasks
- SERVICES
- Beauty Services
- Advanced Treatments
- IPL
- Birthday Treatments
- Depilar - Hair Retardant
- Electrolysis
- EYE BAR
- FACIALS
- Relaxation Facials

Services

- 1/2 Back IPL
- 2nd Treatment Free
- 3/4 Leg
- Acrylics - 2 week Back Fill
- Acrylics - 3 week Back Fill
- Acrylics - 4 week Back Fill
- Acrylics - Drill Out
- Acrylics - Full Set
- Acrylics - Removal
- Acrylics - Single Repair
- Action Man Package

Selected services

No services selected

Done
cancel

- 5) When you have selected your client and services, click **Done**
- 6) You now have an appointment in the timeslot you picked plus an appointment summary on the left hand side of your appointment book.

Add client Create appointment

Sue B

041 234567

Client history

Appointment summary

Date: Wed 15 Jan 2014
[Change date](#)

Status: Started

Message 60 minutes
 10:45 am with Claudius

Message Room 1

Service edit
Rebook
Delete

Notes
 Click to edit

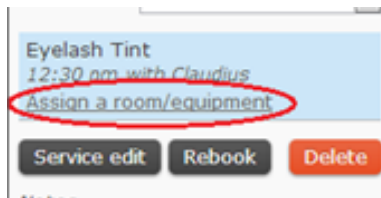
Colour Notes
 Click to edit

	Elle	Christy	Linda	Claudius
8AM				
9AM	Meeting		Rebecca Didio Massage 60 minutes	
10AM		Sarah Massage 60 minutes		
11AM		Vince Siena Massage 60 minutes		Sue B Massage 60 minutes
12PM		Sarah Eyelash Tint	Andrea Davis Massage 60 minutes	
1PM			Andrea Davis Exfoliation - Full Body	
2PM			Andrea Davis	
3PM			Andrea Davis	
4PM				

Select the room or equipment you require. This will now show in the appointment summary on the

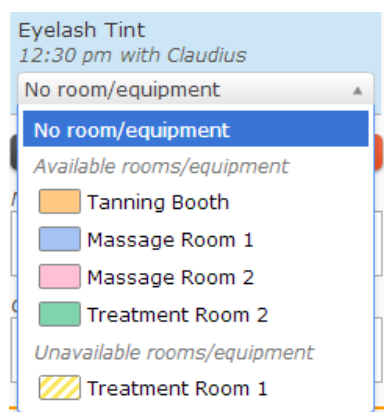
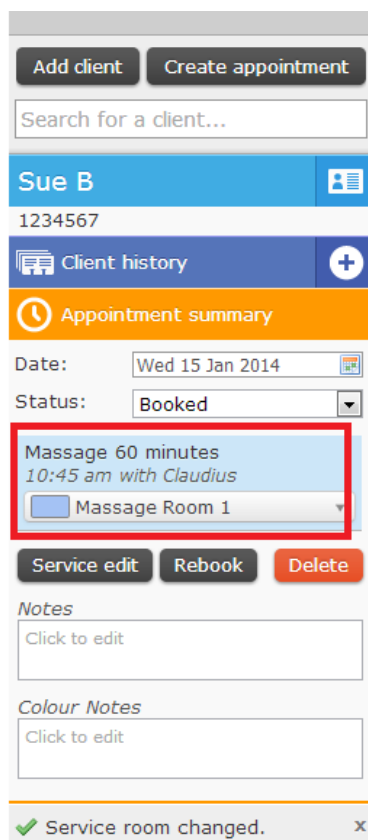
left-hand side.

- 7) If you have one or more rooms or equipment set up, you be able to **Assign a room/equipment** to each service on the appointment summary.



You can optionally specify whether each service *requires* a room. You can find this setting in the services section of K1 or Kitomba. See the Mini Guide: “Set up your Services to Require a Room or Equipment to be booked”.

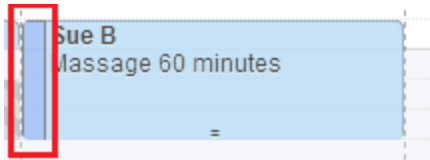
- 8) Click on the text to open a list of available rooms and equipment. Any unavailable rooms or equipment will show in the section at the bottom of the list. In the example below, *Treatment Room 1* is unavailable during this appointment time.



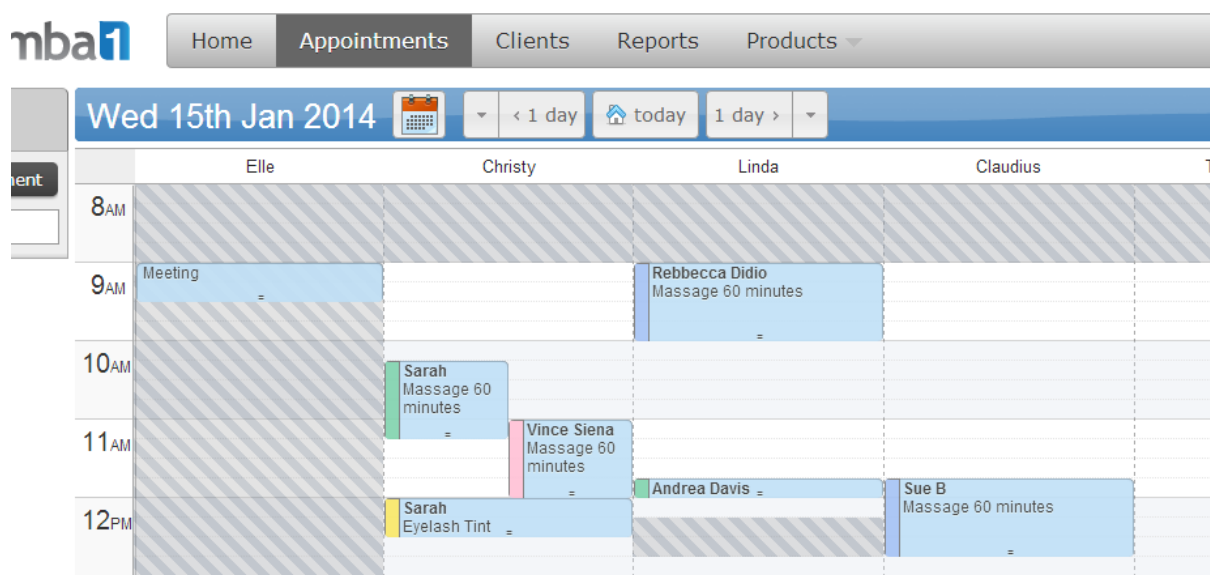
- 9) Your appointment now has a client, service, staff person (if applicable) and room or equipment booked.

See which room or equipment is booked for an appointment.

In Kitomba 1 you can see which room or equipment is booked for an appointment by looking at the coloured bar on the left of the appointment. The room/equipment colours are the same as what you set in your salon Kitomba.



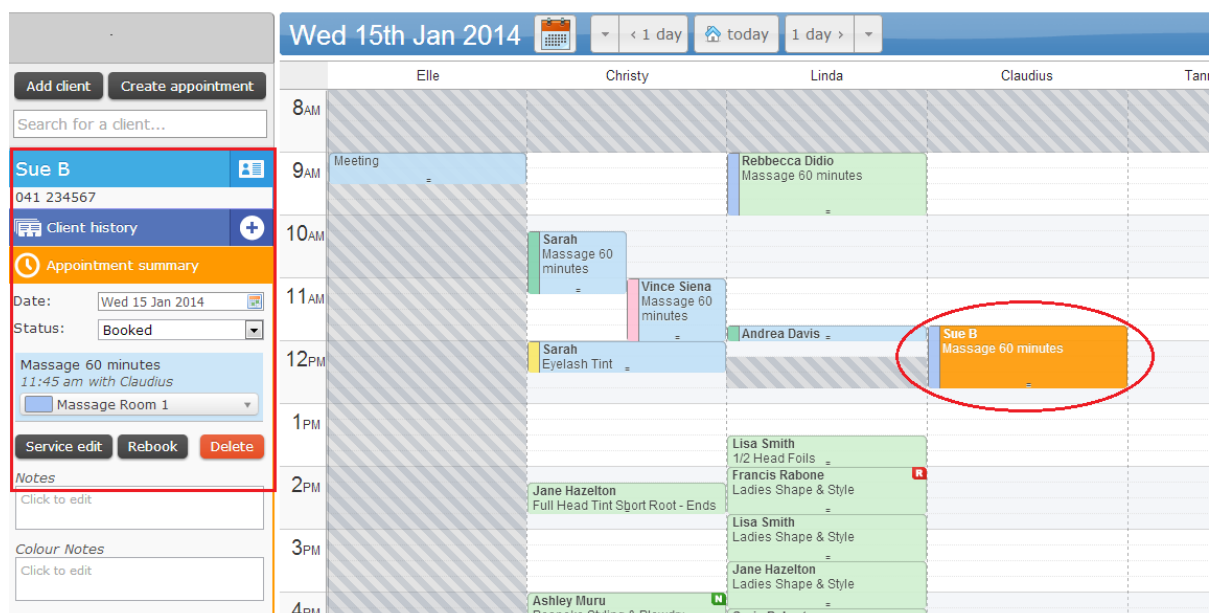
In the picture below, you can see that there are different coloured bars on the appointments to show which room or equipment is booked.



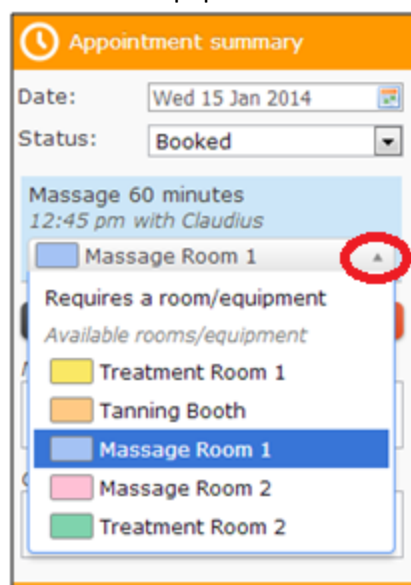
The colour in the rest of the box reflects which status the appointment has - blue for booked, green for confirmed and so on.

Change the booked room or equipment for an appointment

- 1) In your K1 appointment book, click on the appointment that you wish to change. It will change to an orange colour to show it is selected, and the appointment summary will appear on the left hand side of your screen, and will show which room/equipment (if any) is booked for each service.



- 2) Click on room/equipment dropdown menu that is already booked. This will open a menu of available rooms and equipment



- 3) Select an alternative room or equipment from the list by clicking on it. This is now booked for the appointment.

