Basic Features Overview	
Appointment Book	**Time**
At the end of this section you will understand:	10 min
❑ Booking a quick appointment ❑ Booking a multi-service appointment ❑ First Available / Optimized booking ❑ Modifying and moving an appointment ❑ Client appointment look-up	
Queue (Walk In Manager)	**Time**
At the end of this section you will be familiar with:	10 min
❑ Walk in clients ❑ Wait Time Calculation (pre-selected service entry) ❑ Queue Timers and badges ❑ Managing appointments and walk ins together ❑ Importance of using the queue to manage traffic flow and client expectations in the salon and BookedBy ❑ Employee stats and quick time clock access	
Sales Screen	**Time**
At the end of this section you will understand:	15 min
❑ Checking out a client ❑ Adding services and retail items ❑ The difference between promotions and discounts ❑ How the kiosk works as a guided checkout ❑ Transaction options ❑ Change and/or Void a sale	
Daily Functions	**Time**
At the end of this section you will understand:	10 min
❑ How to start your day ❑ Balancing your cash drawer ❑ Closing the day ❑ Time Clock	
Total Basics Training Investment	**45 min**

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