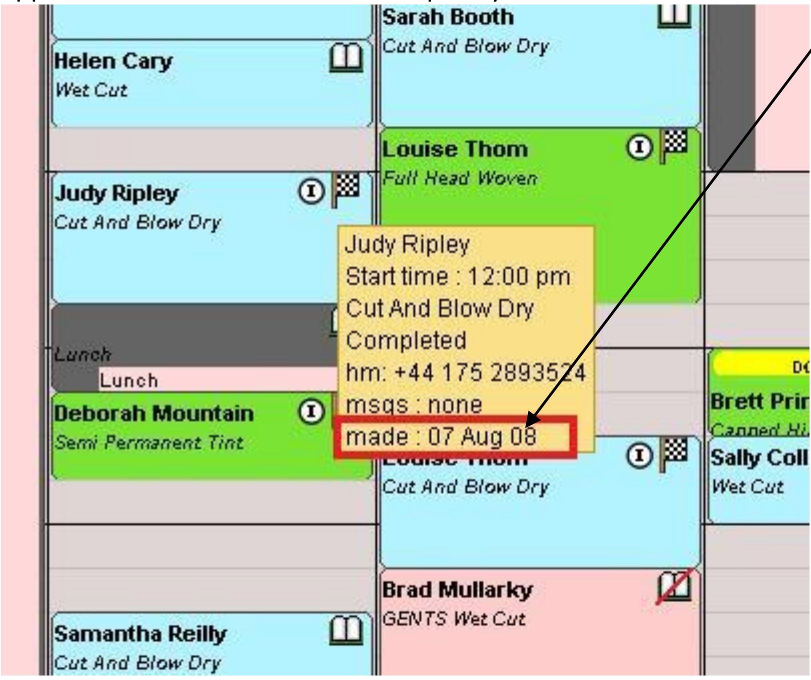
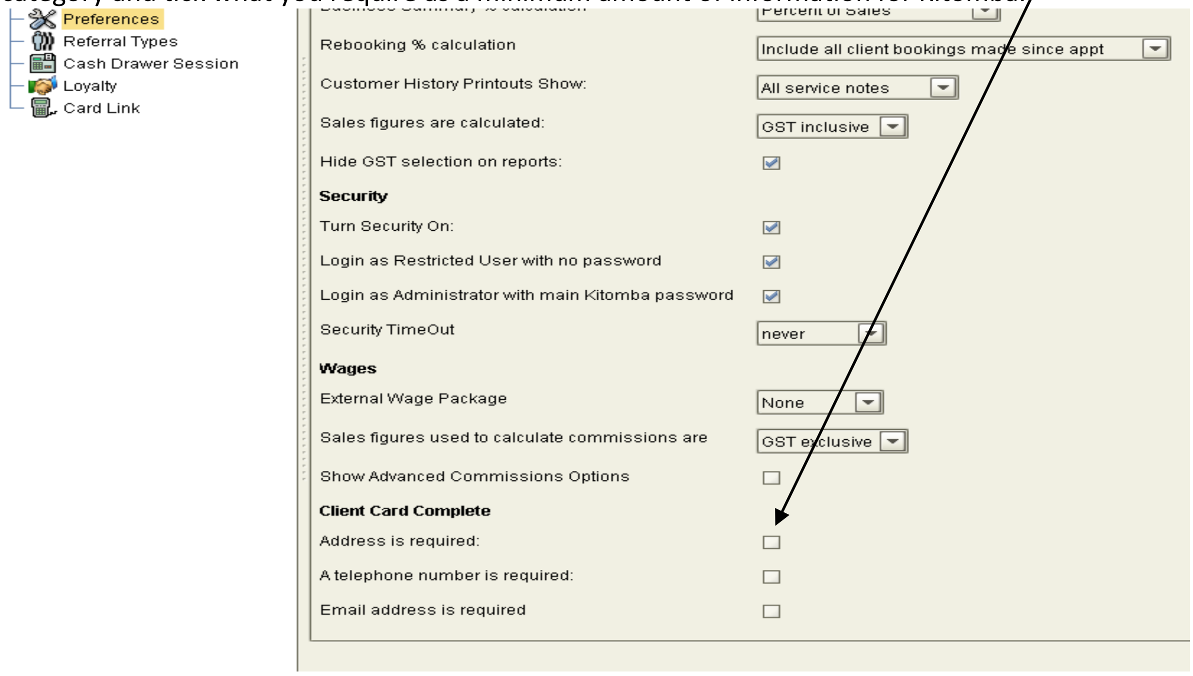
Appointment Audit

With Kitomba Series 5.0 you now have the ability to check to see when an appointment was made. Simply hold the mouse cursor over an appointment status icon and the date of when the appointment was made will come up for you.

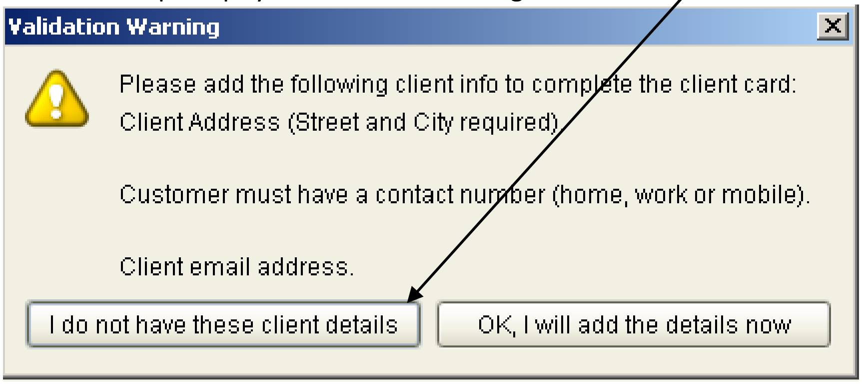


Customer Information Validation

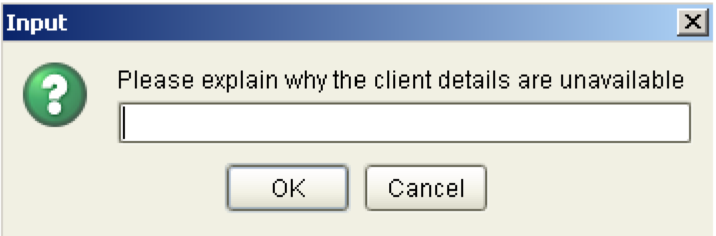
Kitomba Series 5.0 now lets you check what information you are recording when setting up your new customers. Customer Information Validation is a Preference setting in the Admin Tab. Go to the Admin tab. Click on Preferences from the left hand menu. Scroll down to the Client Card Complete category and tick what you require as a minimum amount of information for Kitomba.



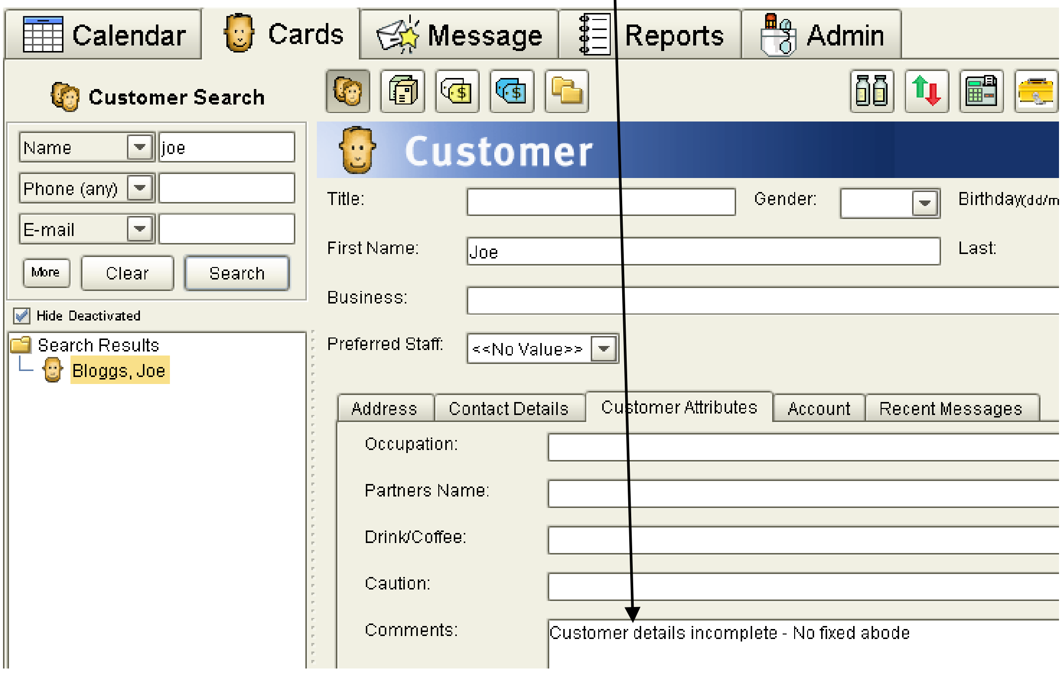
Once this information has been saved all new clients will have a minimum amount of information required before being able to make them as a “new Client”. If you don’t have the information Kitomba will prompt you to add the missing information.



If you select “I do not have these client details” you will receive a prompt to explain why the details are unavailable.

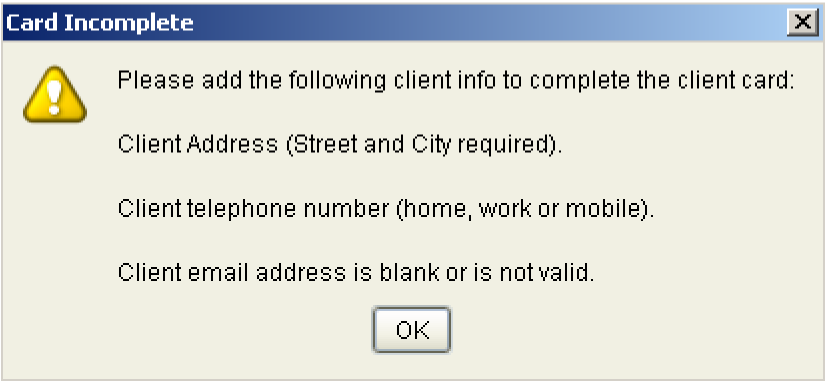


Once you’ve added the explanation it will appear in the customer’s client. The information will be in Customer Attributes tab under the Comments box.



If the client details remain incomplete a Card Incomplete icon will appear in the bottom right hand corner of the client record screen.

When you click on the question mark the Card Incomplete box will appear and show you the information that needs to be added.



If you add the incorrect information to the Contact Details tab, Kitomba will prompt you with a Incorrect Formats box. If you add incomplete details for phone or email you will receive the box below. E.g. @kingkong.com is an incomplete email address.