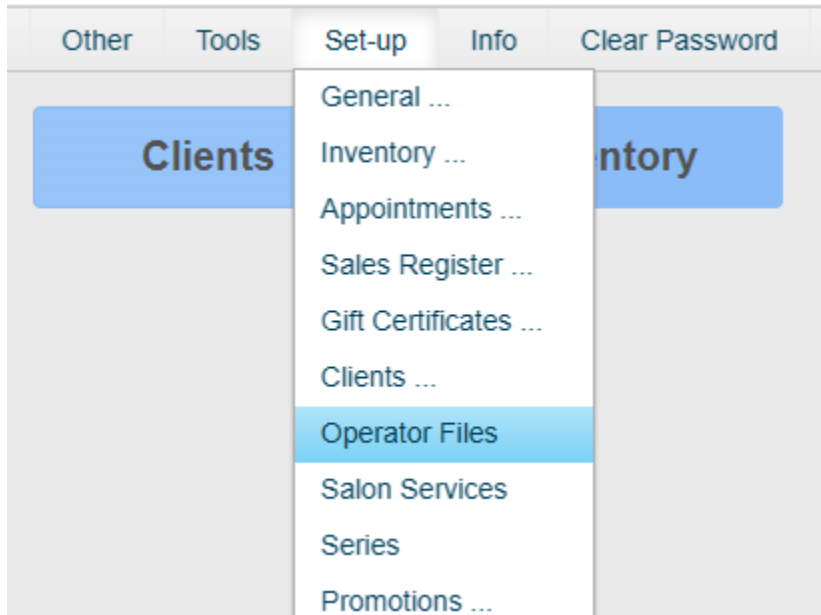
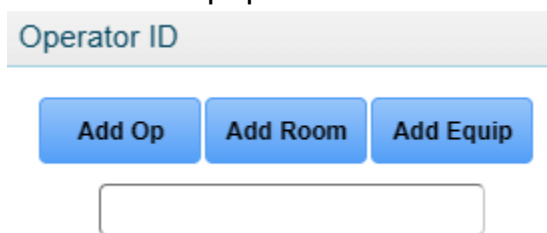


Adding Equipment

1. From the main screen select Setup>Operator Files. (It may be called Stylist Files, Therapist Files, Artist Files etc.)



2. Click 'Add Equip'

A screenshot of a software interface titled 'Operator ID'. Below the title, there are three blue buttons: 'Add Op', 'Add Room', and 'Add Equip'. The 'Add Equip' button is highlighted. Below the buttons, there is a white rectangular input field.

3. Enter the name of the equipment and click 'ok.'

Enter Equipment Name

Enter the Name of the Equipment

Micro Machine

Ok

Cancel

4. Click 'Groups' to select which groups this piece of equipment will be associated with.

RESOURCE Information

55

+Micro Mac

InActive



Accept

Cancel

Schedule

Groups

Room Color

Clear Color

5. In the 'Operator Groups' section, select each group that this equipment will have services associated with and click 'Save.'

OPERATOR GROUPS

Group Name

Operators In Group

Massage

Skincare

Cancel

Save

6. Back in the Resource Information screen, click 'Schedule'

RESOURCE Information

55 InActive

Accept Cancel

Schedule Groups Room Color Clear Color

7. Under each day of the week, click the start time (on the left) and the stop time (on the right)

OPERATOR SCHEDULE

Operator Exit

+Micro Mac

Standard Schedule Blockout Alternate 1 Alternate 2

Standard Weekly Schedule

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off

8. Once you have given a start time, do so for the stop time, clicking 'Accept' after each. Repeat this process for each day of the week. If there is a specific day the equipment will never be available on, select 'off.'

SET TIME

Hour	Min.		
1	00	<input checked="" type="radio"/> AM	Accept
2	05	<input type="radio"/> PM	Cancel
3	10	<input type="radio"/> Off	
4	15		
5	20		
6	25		
7	30		
8	35		
9	40		
10	45		
11	50		
12	55		

9. click 'Exit'.

OPERATOR SCHEDULE

Operator Exit

+Micro Mac

Standard Schedule Blockout Alternate 1 Alternate 2

Standard Weekly Schedule

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Off	Off	7:00 AM	10:00 AM	Off	Off	9:00 AM	6:00 PM	9:00 AM	7:00 PM	Off	Off	Off	Off

10. Click 'Yes' to the 'Save Changes?' message.

- SAVE CHANGES? -

#908 Do you want to save the changes made to the Standard Weekly Schedule?

Yes No

11. If you wish to apply a background color to this individual room that will display in the appointment book, click 'Room Color.'

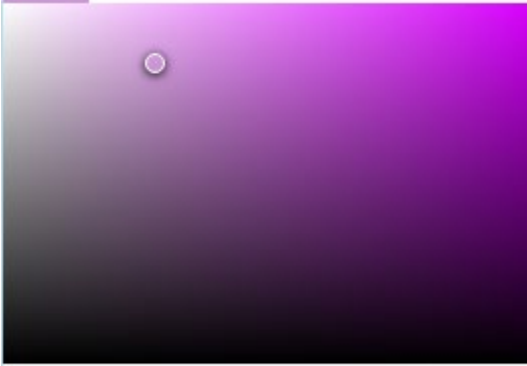
RESOURCE Information

55 **+Micro Mac** InActive **Accept** **Cancel**

Schedule **Groups** **Room Color** **Clear Color**

12. Select your color and click 'Apply'

#cc98d5



Apply Cancel

14. Back in the Resource Information screen, click 'Accept.'

RESOURCE Information

55 **+Micro Mac** InActive **Accept** **Cancel**

Schedule **Groups** **Room Color** **Clear Color**