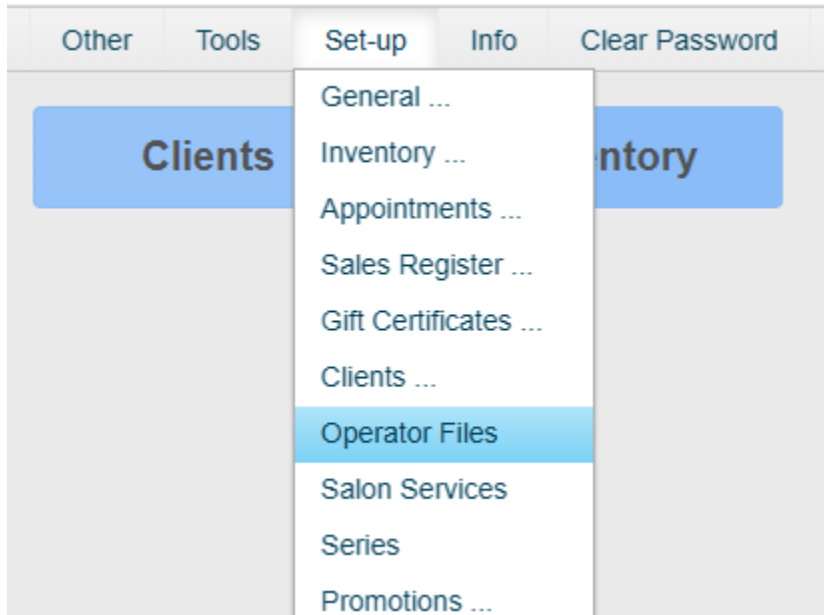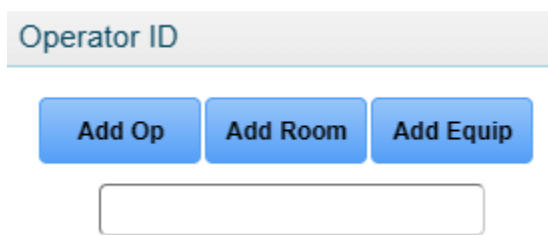# Adding a Room

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



2. Click 'Add Room'

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

## Enter Room Name

Enter the Name of the Room

Hot Stone

Ok   Cancel

4. Click 'Groups' to select which groups this room will be associated with.

RESOURCE Information

54 *Hot Stone      InActive        Accept        Cancel

Schedule        Groups        Room Color    Clear Color

5. In the 'Operator Groups' section, select each group that this Room will be able to have services done within and click 'Save.'

**OPERATOR GROUPS**

Group Name

*Hot Stone

Operators In Group

☑ Massage

☐ Skincare

Cancel

Save

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

**RESOURCE Information**

54 *Hot Stone    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)



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 Room will never be available on, select 'off.'

9. click 'Exit' and then save your changes.



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

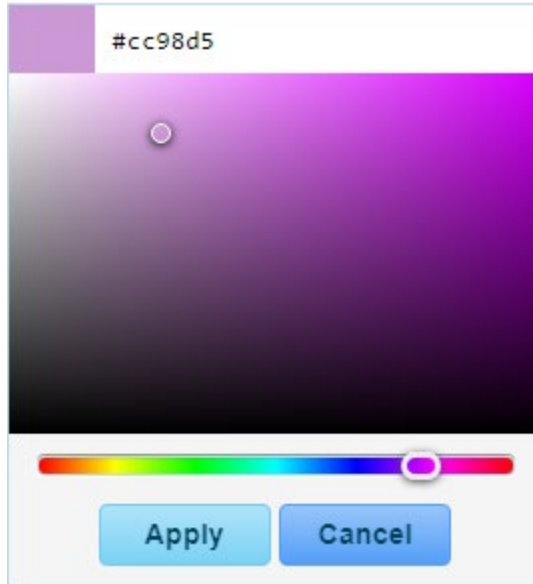11. Select your color and click 'Apply'

#cc98d5

Apply    Cancel

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

RESOURCE Information

54 *Hot Stone    InActive    Accept    Cancel

Schedule    Groups    Room Color    Clear Color