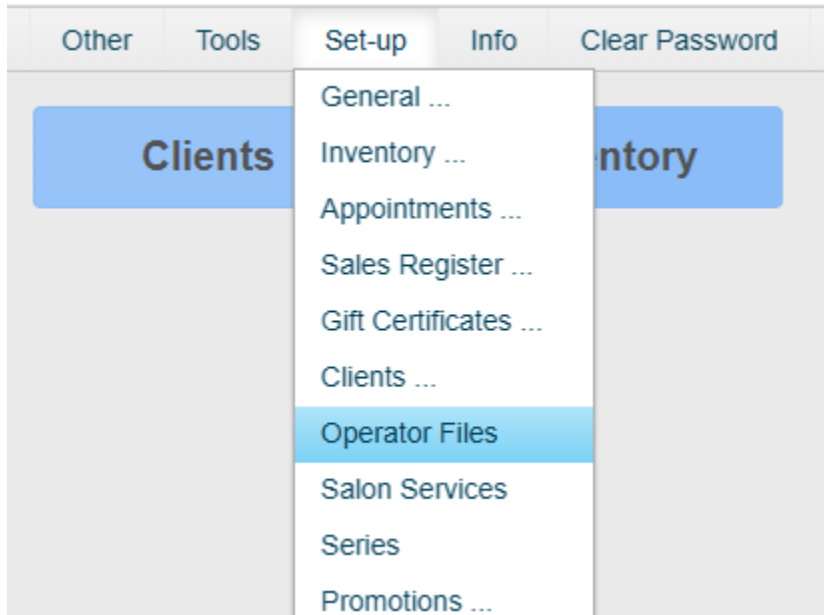
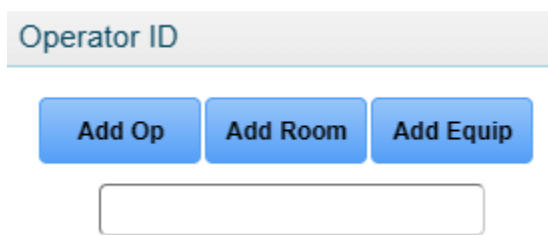


Adding a Room

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



2. Click 'Add Room'

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 Room' button is highlighted. Below the buttons, there is a white rectangular input field.

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

Enter Room Name

Enter the Name of the Room

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)

OPERATOR SCHEDULE

Operator Exit

Hot Stone

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

SET TIME

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

Accept

Cancel

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

OPERATOR SCHEDULE

Operator
*Hot Stone

Standard Schedule Blockout Alternate 1 Alternate 2

Standard Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	9:00 AM - 10:00 PM	Off	10:00 AM - 4:00 PM	10:00 AM - 5:00 PM	Off	Off

Exit

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

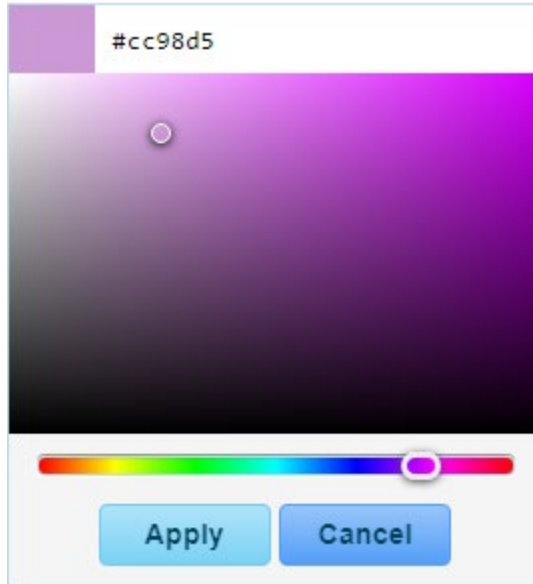
RESOURCE Information

54 *Hot Stone InActive

Accept Cancel

Schedule Groups Room Color Clear Color

11. Select your color and click 'Apply'



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

