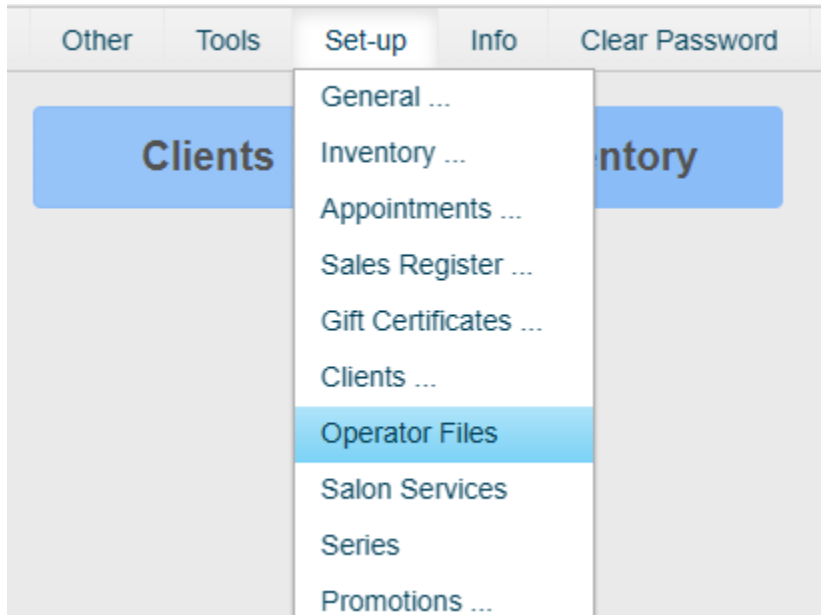
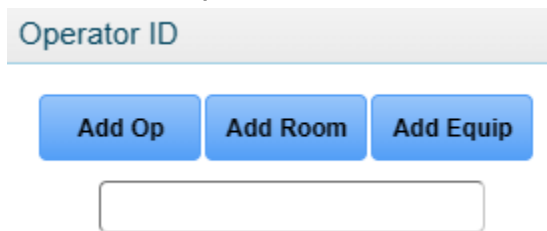


# Adding an Operator

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



2. Click 'Add Op'

A screenshot of a dialog box titled 'Operator ID'. It contains three blue buttons: 'Add Op', 'Add Room', and 'Add Equip'. Below the buttons is an empty text input field.

3. Enter the first name or nickname of the Operator and click 'ok.'

Enter Operator Name


Enter the Name of the Operator

A screenshot of a dialog box titled 'Enter Operator Name'. It contains a text input field with the name 'Hannah' entered.

Ok Cancel

- Fill out the Operator profile form as fully as possible. If this is a NON service provider, select 'No Appointments' in the top left and click 'Accept.' If this IS a service provider, click 'Provided Groups' and proceed to step 5.

Operator Information

34 **Hannah**  Male  Female 

InActive  No Appointments  Title  Stylist

**First Name**  Hannah **Last Name**  Wiggins

**Street Address**  10272 Foothill Blvd. **Start Date**

**City**  Sylmar **State**  CA **Zip Code**  91342

**Phone Number**  (800) 710-3879 **Soc Sec Number**

**Cell Phone Number**  **Driver's License**

**Email**  stephenwiggins8@gmail.com

**D.A.R.C.I. Notifications**

Bookings  Schedule  Sales

- In the 'Provided Groups' section, select each group that this Operator will be providing services within and click 'Save.'

OPERATOR GROUPS


**Group Name**  Hannah

**Operators In Group**

Color  Hair Cuts  Makeup

- Back in the Operator's profile screen, click 'Schedule'

Operator Information

34 **Hannah**  Male  Female 

InActive  No Appointments  Title  Stylist

**First Name**  Hannah **Last Name**  Wiggins

**Street Address**  10272 Foothill Blvd. **Start Date**

7. The first step in setting up the Operator’s schedule is to setup their ‘standard’ hours. Under each day of the week, click the start time (on the left) and the stop time (on the right)

OPERATOR SCHEDULE

Operator **Hannah Wiggins, Stylist** Exit

**Hannah**

Standard Schedule  Blockout  Alternate 1  Alternate 2

Standard Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM

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 Operator never works on, select ‘off.’ If they have an alternating schedule for a specific day(s), enter the hours they will be working the upcoming week.

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

- If you do not have alternating schedules, click 'Exit' and then save your changes. If you do, proceed to step 10.

OPERATOR SCHEDULE

Operator **Hannah Wiggins, Stylist** Exit

Hannah

Standard Schedule
  Blockout
  Alternate 1
  Alternate 2

Standard Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	10:00 AM - 6:00 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM

- SAVE CHANGES? -

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

Yes No

- Click the 'Alternate 1' button. In this example, we will choose to set this Operator off of work every other Wednesday. Because in the standard schedule we set this Operator to work on Wednesdays, we will now set them off of work under the alternate schedule so it rotates between the two.

OPERATOR SCHEDULE

Operator **Hannah Wiggins, Stylist** Exit

Hannah

Standard Schedule
  Blockout
  Alternate 1
  Alternate 2

All	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	Off - Off	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM
	January	2024	Apply <input type="checkbox"/>	until	January 2024		
	12/31/2023	1	2	3	4	5	6
	8:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	10:00 AM - 6:00 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM
	7	8	9	10	11	12	13
	8:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	10:00 AM - 6:00 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM	7:00 AM - 11:45 PM

11. Highlight the day of the week you wish to change. In this example we are using Wednesdays. Then select 'Apply' and from the drop down, choose 'every other week.' Lastly in the 'until' box, choose an end date. If this is a schedule that will go on indefinitely, choose a date that is two years out.

Blockout
  Alternate 1
  Alternate 2

<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>	
7:00 AM	11:45 PM	Off	Off	7:00 AM	11:45 PM

Apply
 
 until

12. Now click the first day on the calendar below that the Operator will NOT be working. In this example we are clicking the 10<sup>th</sup>. This will mean that both the 10<sup>th</sup> and 24<sup>th</sup> of this month will be set 'Off.' This will repeat until the end date you selected.

OPERATOR SCHEDULE

Operator: Hannah Wiggins, Stylist

Operator:

Standard Schedule
  Blockout
  Alternate 1
  Alternate 2

All	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	Off Off	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	January	2024	<input type="checkbox"/> Apply		until	January 2024	
	12/31/2023	1	2	3	4	5	6
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	7	8	9	10	11	12	13
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	14	15	16	17	18	19	20
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	21	22	23	24	25	26	27
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	28	29	30	31	2/1/2024	2/2/2024	2/3/2024
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM

13. Repeat those steps any other day you need to set an alternate schedule for, highlighting just one day at a time. When you are done, click ‘Exit.’

OPERATOR SCHEDULE

Operator **Hannah Wiggins, Stylist** Exit


Hannah

Standard Schedule
  Blockout
  Alternate 1
  Alternate 2

All	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	Off Off	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	January	2024	Apply <input checked="" type="checkbox"/> Every Other Week until 12/31/26	January 2024			
	12/31/2023	1	2	3	4	5	6
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	7	8	9	10*	11	12	13
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	Off Off	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	14	15	16	17	18	19	20
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	21	22	23	24*	25	26	27
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	Off Off	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM
	28	29	30	31	2/1/2024	2/2/2024	2/3/2024
	8:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	10:00 AM 6:00 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM	7:00 AM 11:45 PM

14. Back in the Operator profile, click ‘Accept.’

Operator Information

34 **Hannah**  Male  Female 

InActive  No Appointments

Title

First Name  Last Name   
 Street Address  Start Date   
 City  State  Zip Code   
 Phone Number  Soc Sec Number   
 Cell Phone Number  Driver's License   
 Email

D.A.R.C.I. Notifications

Bookings  Schedule  Sales

**Accept**

Schedule

Provided Groups

Preferred Room

Operator Color

Clear Color

Email

Cancel