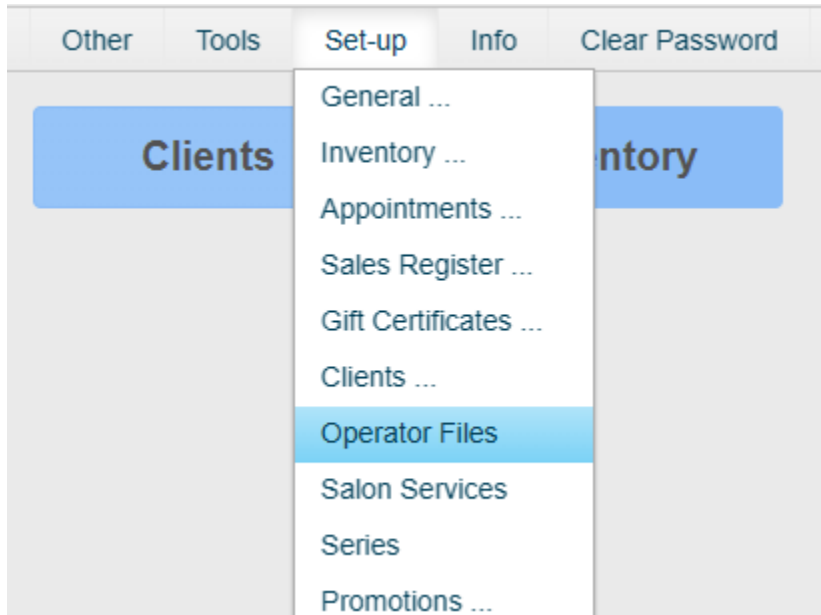
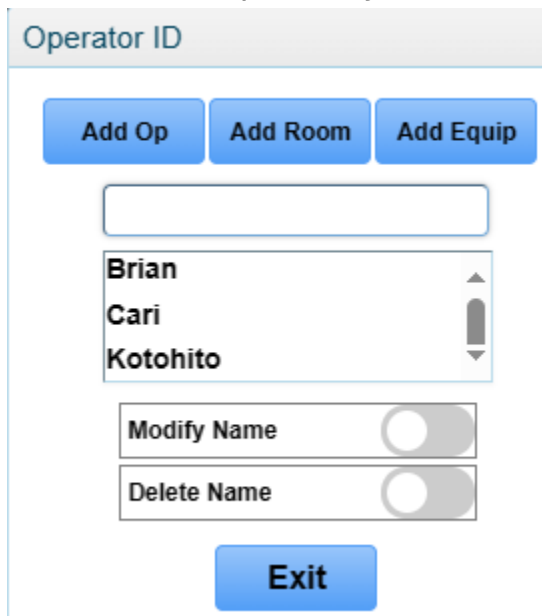


Changing a Schedule

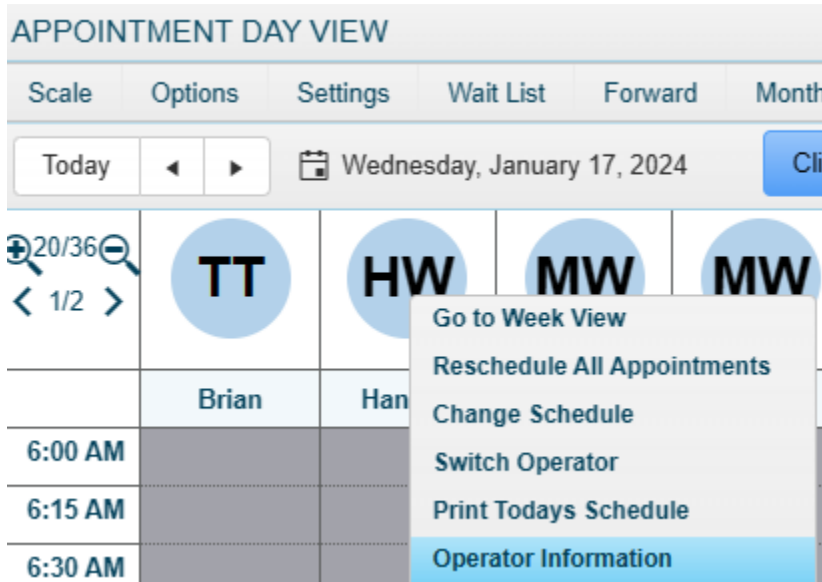
1. From the main screen select Setup/Operator Files. (It may be called Stylist Files, Therapist Files, Artist Files etc.)



2. Click on the Operator you wish to change




* An alternate way of accessing the Operator profile is right clicking the Operator's name within the appointment book and selecting 'Operator Information'



3. In the Operator's profile screen, click 'Schedule'

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**

4. The first step in changing 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

5. 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, 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	Accept
2	05	<input type="radio"/> PM	Cancel
3	10	<input type="radio"/> Off	
4	15		
5	20		
6	25		
7	30		
8	35		

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

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?

- 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

8. 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

Tuesday		Wednesday		Thursday	
7:00 AM	11:45 PM	Off	Off	7:00 AM	11:45 PM

Apply
Every Other Week ▾
until 12/31/26

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

OPERATOR SCHEDULE

Operator: Hannah Wiggins, Stylist Exit

▾

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
<input type="text" value="January"/> ▾ <input type="text" value="2024"/> ▾ <input type="checkbox"/> Apply ▾ until <input type="text"/>		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

10. 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

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

Operator Information

34 **Hannah** Male Female 

InActive Title
No Appointments

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