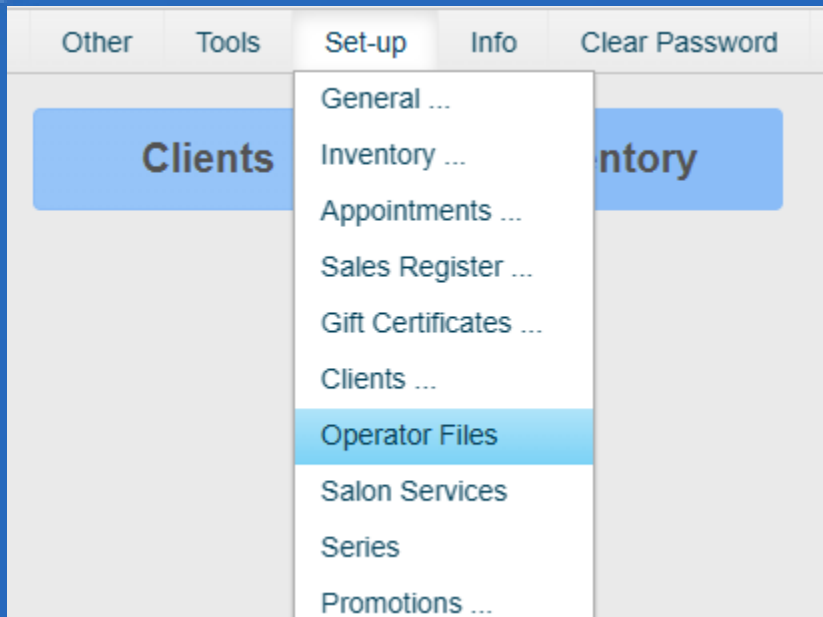
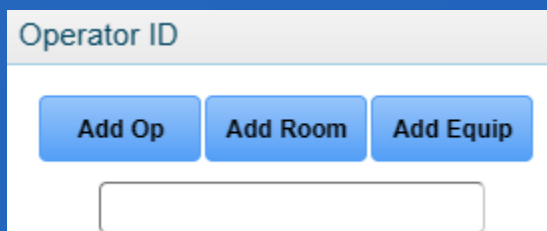


Adding Equipment

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



2. Click 'Add Equip'



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

Enter Equipment Name

Enter the Name of the Equipment

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

+Micro Mac

Operators In Group

Massage

Skincare

Cancel

Save

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

RESOURCE Information

55 +Micro Mac 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)

The screenshot shows a software interface titled "OPERATOR SCHEDULE". At the top left, there is a dropdown menu for "Operator" currently set to "+Micro Mac". To the right of this is an "Exit" button. Below the operator name, there are three radio button options: "Standard Schedule" (which is selected), "Blockout", "Alternate 1", and "Alternate 2". Underneath these options, the text "Standard Weekly Schedule" is displayed. The main part of the interface is a grid of seven columns, one for each day of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each day's column contains two buttons labeled "Off". The "Off" button for Monday is highlighted in pink, indicating it is the current selection.

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	
3	10	<input type="radio"/> Off	Cancel
4	15		
5	20		
6	25		
7	30		
8	35		
9	40		
10	45		
11	50		
12	55		

9. click 'Exit'.

OPERATOR SCHEDULE

Operator: +Micro Mac Exit

Standard Schedule Blockout Alternate 1 Alternate 2

Standard Weekly Schedule

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

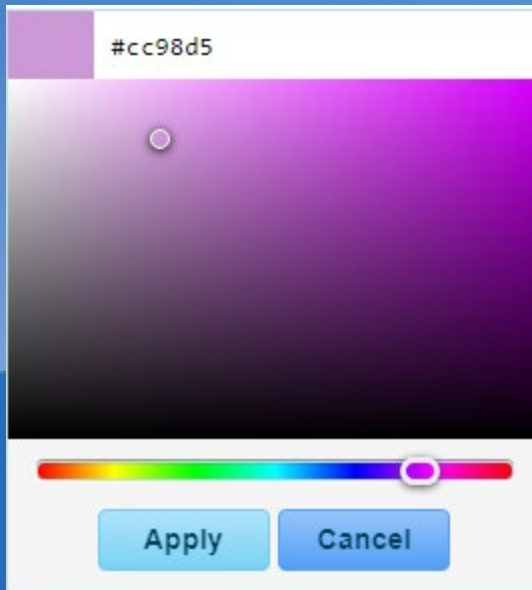
RESOURCE Information

55 **+Micro Mac** InActive

Accept Cancel

Schedule Groups Room Color Clear Color

12. Select your color and click 'Apply'



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

