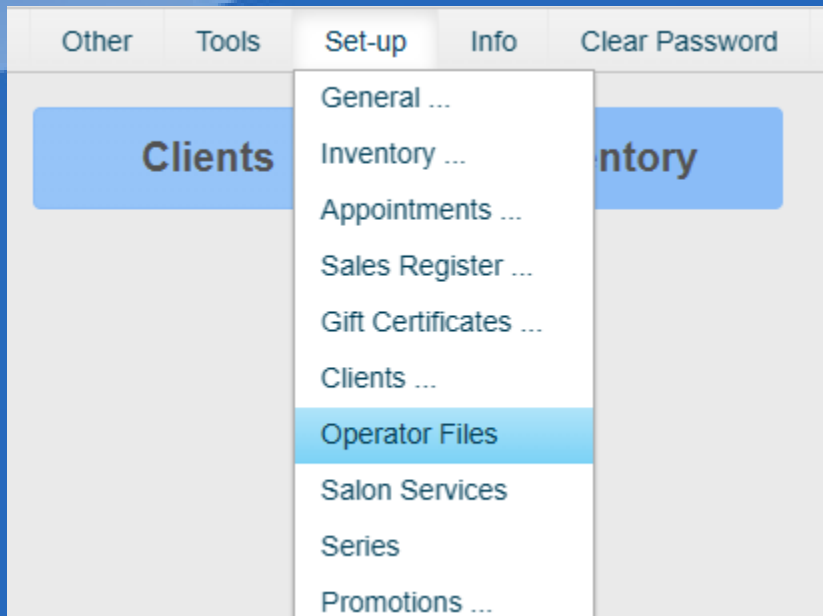
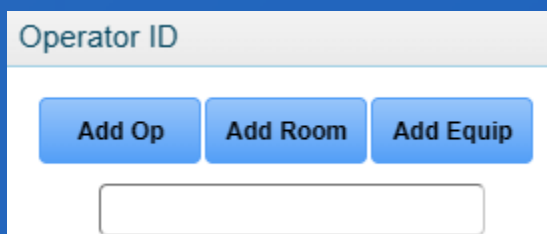


Adding a Room

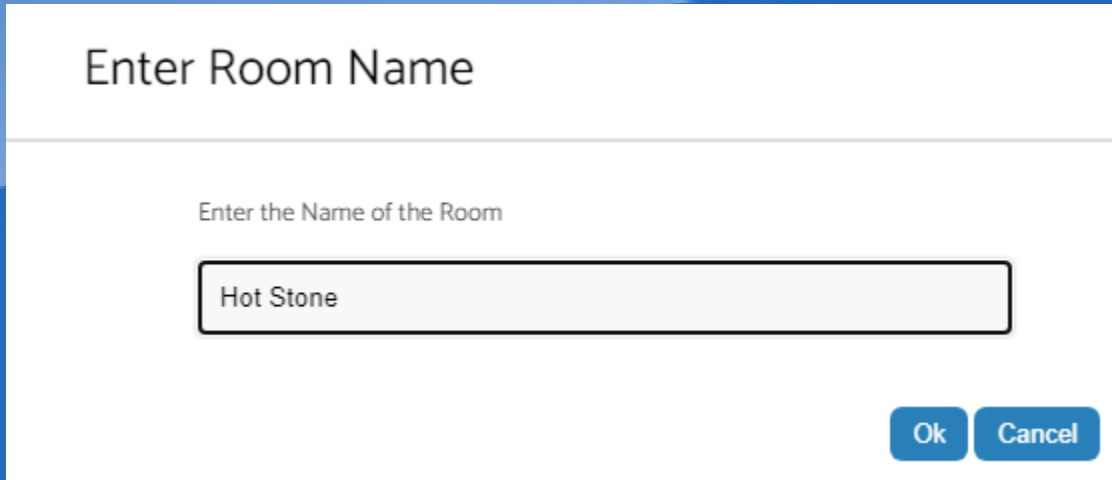
1. From the main screen select Setup>Operator Files. (It may be called Stylist Files, Therapist Files, Artist Files etc.)



2. Click 'Add Room'

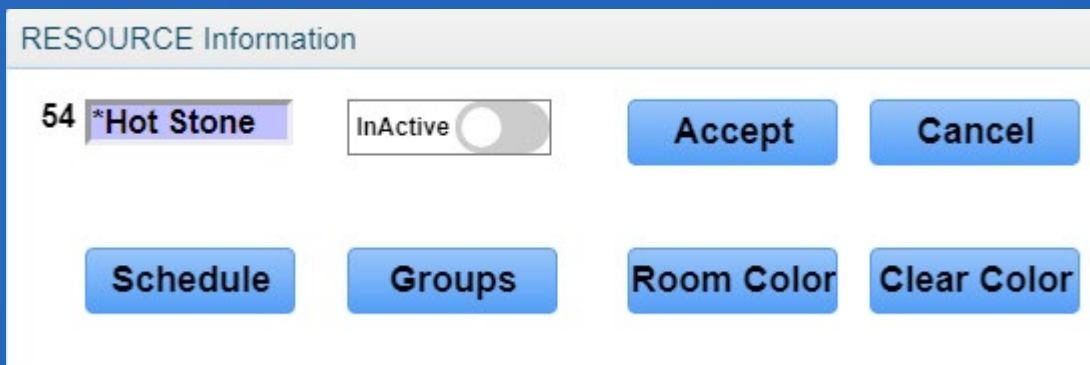


3. Enter the name of the Room and click 'ok.'



The screenshot shows a dialog box titled "Enter Room Name". Below the title is a text input field with the placeholder text "Enter the Name of the Room". The input field contains the text "Hot Stone". At the bottom right of the dialog box are two buttons: "Ok" and "Cancel".

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



The screenshot shows a dialog box titled "RESOURCE Information". It displays the resource name "54 *Hot Stone" and an "InActive" toggle switch which is currently turned off. Below the resource name and toggle are several buttons: "Accept", "Cancel", "Schedule", "Groups", "Room Color", and "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

- Under each day of the week, click the start time (on the left) and the stop time (on the right)

OPERATOR SCHEDULE

Operator
*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

- 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
2	05
3	10
4	15
5	20
6	25
7	30
8	35
9	40
10	45
11	50
12	55

AM
 PM
 Off

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

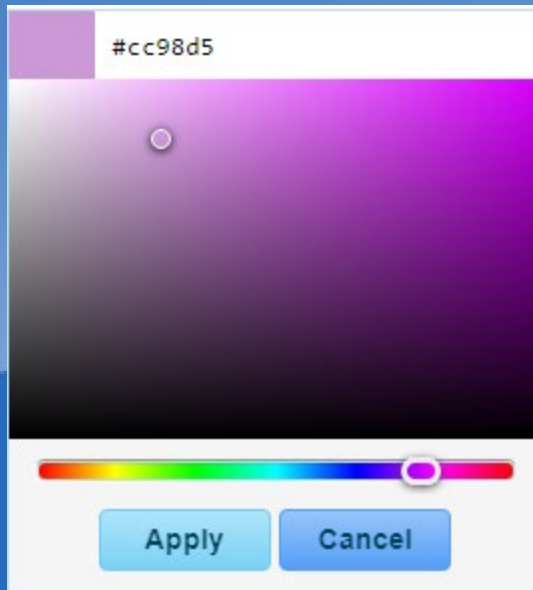
54 *Hot Stone

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.'

