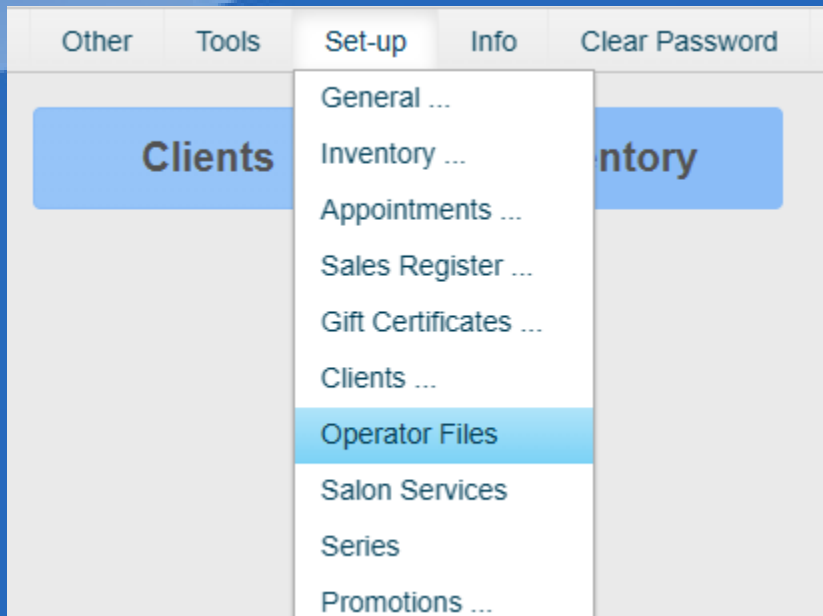
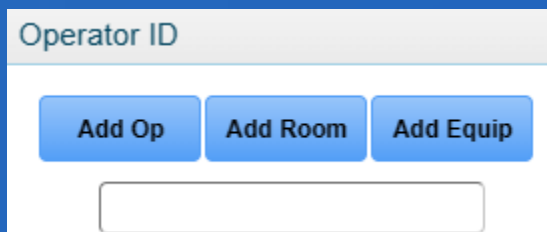


# Adding an Operator

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



2. Click 'Add Op'



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

Enter Operator Name

Enter the Name of the Operator

Hannah

Ok Cancel

4. 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

Accept Schedule **Provided Groups** Preferred Room Operator Color Clear Color Email Cancel

5. 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

Cancel Save

6. Back in the Operator's profile screen, click 'Schedule'

Operator Information

34 **Hannah**  Male  Female 

InActive  No Appointments

Title:

Buttons:

First Name:  Last Name:

Street Address:  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**

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
2	05
3	10
4	15
5	20
6	25
7	30

AM  PM  Off

Buttons:

9. 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

10. 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     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     
 Every Other Week ▼     
 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

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	7:00 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	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	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	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	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

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 <input type="text" value="Hannah"/>	Last Name <input type="text" value="Wiggins"/>	
Street Address <input type="text" value="10272 Foothill Blvd."/>	Start Date <input type="text"/>	
City <input type="text" value="Sylmar"/>	State <input type="text" value="CA"/>	Zip Code <input type="text" value="91342"/>
Phone Number <input type="text" value="(800) 710-3879"/>	Soc Sec Number <input type="text"/>	
Cell Phone Number <input type="text"/>	Driver's License <input type="text"/>	

Email

D.A.R.C.I. Notifications

Bookings  Schedule  Sales

**Accept**