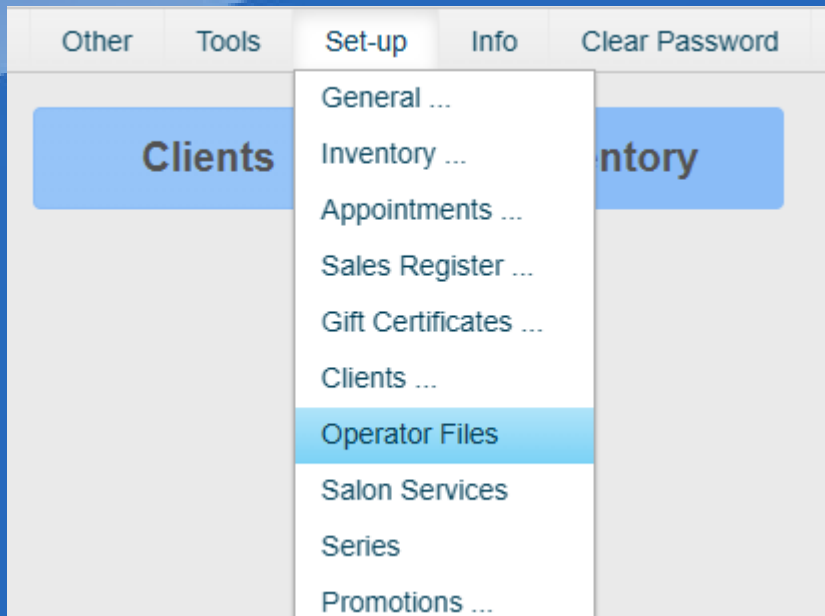
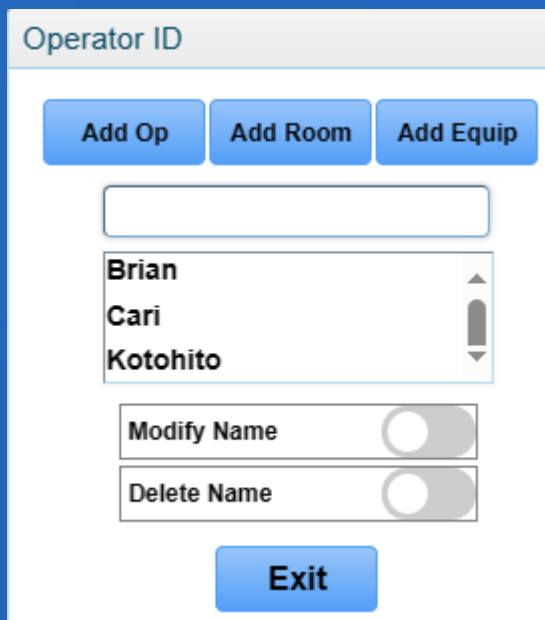


Changing a Schedule

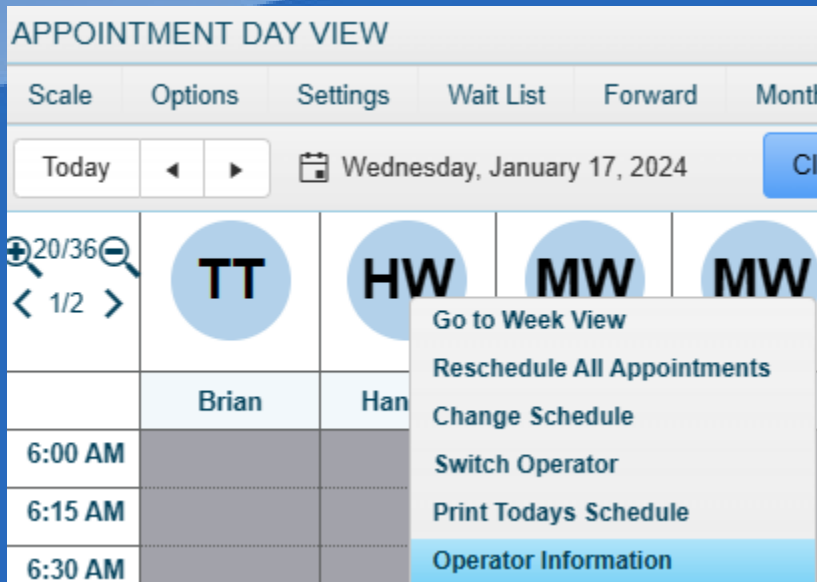
1. From the main screen select Setup/Operator Files. (It may be called Stylist Files, Therapist Files, Artist Files etc.)



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'

The screenshot shows the 'Operator Information' profile screen for Hannah Wiggins. The operator's name is '34 Hannah' and her title is 'Stylist'. She is female. The form includes fields for 'First Name' (Hannah), 'Last Name' (Wiggins), 'Street Address' (10272 Foothill Blvd.), 'City' (Sylmar), 'State' (CA), 'Zip Code' (91342), 'Phone Number' ((800) 710-3879), 'Cell Phone Number', 'Soc Sec Number', and 'Driver's License'. There are also fields for 'Email' (stephenwiggins8@gmail.com) and 'Start Date'. At the bottom, there are 'D.A.R.C.I. Notifications' for 'Bookings', 'Schedule', and 'Sales'. On the right side, there are several buttons: 'Accept', 'Schedule' (highlighted in pink), 'Provided Groups', 'Preferred Room', 'Operator Color', 'Clear Color', 'Email', and 'Cancel'.

- 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

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

Accept

Cancel

6. 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

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

7. 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

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	

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

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

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

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 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

Schedule

Provided Groups

Preferred Room

Operator Color

Clear Color

Email

Cancel