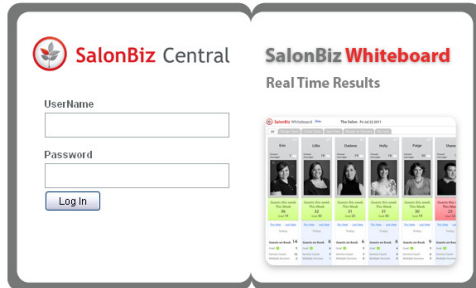




In order for the SalonBiz iPad app to function properly, please avoid using any special characters in any area of SalonBiz: & " ' < > # % * etc.



Central Log In

1. Using Firefox, log in to SalonBiz Central.
2. Enter the following url
 - US customers – <http://central.salonbiz.com>
 - European customers – <http://central.spabiz.co.uk>
3. Enter your User Name and Password.
4. Click the Login button.

Settings

Connecting to your Salon

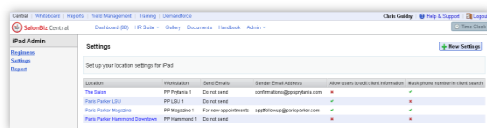
1. From your Central dashboard, go to the Admin menu and click iPad Admin.
2. Click Settings and then click the New Settings button.
3. Select the Location from the Location drop down menu you want to set up with the iPad®.
4. From the Workstation drop down menu, select the workstation (and cash drawer) to link the iPad® to.
 - ★ No matter how many iPads you have, you only have to link the workstation once and that will enable for them all.
5. Determine your courtesy email delivery, this is the email that can be sent after booking.
 - Do not send – will not send any emails
 - For new appointments – will send an email to those clients who booked a new appointment on the iPad®.
 - For rebooks and product recommendations – will send an email to those customers who rebooked an appointment and/or received a product recommendation from their service provider.
 - For all – will send an email for both new and rebooked appointments.
6. In the Sender Email Address field, type in the business email address. This is the address that the courtesy emails are from.
 - ★ If you are currently using alternate methods of email communication and do not wish to utilize the SalonBiz® iPad® courtesy emails, make sure Do Not Send is selected in the Send Emails field.
7. Place a check in the Allow users to edit client information box if you would like your staff to have the ability to access and update client contact information on the iPad® including phone and email.
 - ★ Leaving this box un-checked will prevent the ability to edit and view client contact details from the iPad®.
8. You can also determine whether or not you would like to mask or hide the first part of the client's phone number by clicking the Mask Phone Number in the Client Search box.

- Check if you would like to Disable the delete appointment function.
 - This feature is un-checked by default, which means that users will be able to delete appointments. If you place a check in the box, users will not be allowed to remove appointments from the book on their mobile.
 - ★ Admins will be able to delete appointments even if the box is checked. This only prevents users from deleting appointments.
- Click the Create Settings button.

Edit your Settings

You can access your settings to make changes at any time.

- From your Central dashboard, click on iPad Admin under the Admin drop down menu.
- Click Settings then click the name of the location you wish to edit.
- Make the necessary edits and click the Save Changes button.



Creating Recommendation Lists

Service Categories

Configuring your service categories will determine which of the two regimens to display on the iPad®.

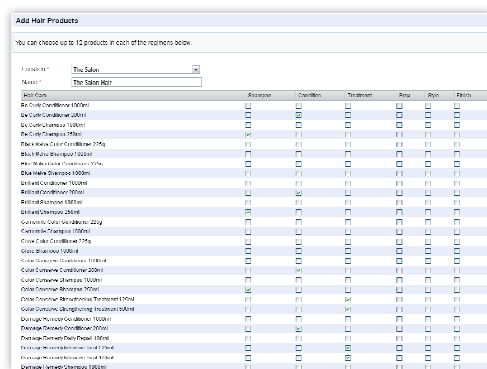
- From the Admin screen, go to Performance and then click on Service Categories.
- Click the Edit button.
- Check which service categories are Hair (includes color) and Skin. (Department columns are used for Online Booking)
- Click the Save Changes button when finished.



Product Regimens

Product recommendations support the services you provide, you do not need to create regimens for services you do not offer.

- From the iPad Admin screen click on Regimens.
- Click on the Add Hair Products button.
- Select the Location from the Location drop down menu.
- Type in the name of the regimen in the Name field.
- Select up to a maximum of 12 (twelve) products for each of the 6 product areas.
- Click the Create Hair Products button.
- From the Regimens screen, click the Add Skin Products button.
- Select the Location from the Location drop down menu.
- Type in the name of the regimen in the Name field.
- Select up to a maximum of 12 (twelve) products for each of the 4 product areas.
- Click the Create Skin Products button.



Add Services

Location *

Name *

Body Treatments - Massage	Hair	Color	Skin	Body	Nails
Warm Oil Infusion Cedar Massage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chakra Massage 60 Min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chakra Massage 90 Min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Onology Massage 60minute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Onology Massage 90minute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Onology Massage 30minute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theroid Elemental Nature 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Theroid Elemental Nature 60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Theroid Elemental Nature 90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Olympic Chair Massage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thai Massage 7 Hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thai Massage 90 Min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thai Massage 60 Min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chakra Reflexology Enhancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deep Tissue Massage 30min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deep Tissue Massage 60min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deep Tissue Massage 90min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hydruburn For Expectant Mothers 30min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Regimen

The service regimen presents a list of alternate services to choose from when booking.

1. From the iPad Admin screen click on Regimens.
2. Click the Add Services button.
3. Choose the Location from the drop down list.
4. Type in the name of the regimen in the Name field.
 - We recommend naming it with the word 'Service'
5. Select the services for each of the 5 types of services. There are an unlimited number of services you can select for each regimen.
6. Click the Save button.

Confirming the Results

At midnight, the system will send a courtesy email to the clients with their service provider's product recommendations and rebooked appointments from that day's visit or any new appointments reserved based on what is selected in the admin settings. In order to do this, a few things must be in place.

1. Client must have a valid email address in their client file.
2. For New appointments, For rebooks and product recommendations or For all is selected in the Send emails section of the iPad® Admin settings.
3. You have a business email account setup in the iPad® admin section.

From: appointmentfollowup@thesalon.com
Date: May 6, 2011
To: Patty Baker
Subject: The Salon Visit

Thank you for visiting us today.

Your service provider's product recommendations are -
 Dry Remedy Shampoo 200ml
 Dry Remedy Conditioner 200ml
 * Firm Hold Hairspray

Your next appointment is -
 Thursday June 16, 2011 at 10:00 AM with Eric for Women's cut

We look forward to seeing you,
 The Salon Team

Client Email Address

Even when a client's email address is updated during the service visit, the system is automatically updated and will send the client their recommendations and rebooked or their new appointments for that day.

iPad Report

View the report of on any emails sent through iPAD

The Salon on Thursday 03rd November 2011

Change Location | Change Date

Customer	Activity	Email Sent	Reason
Kelly Buchanan	View	✗	Journal send email
Debra Catcott	View	✗	Do not send email
Rebecca Hill	View	✗	Do not send email
Bea	View	✗	Journal send email
Andrea Adams	View	✗	Do not send email
Wendy Mouth	View	✗	Journal send email
Neil Corbett	View	✗	Journal send email
Phoebe (all) Jay	View	✗	Do not send email
Harriet Underwood	View	✗	Journal send email

Email Report

Access your eMail Report from the iPad Admin menu to view a log of emails that were sent at midnight.

1. From the iPad Admin menu, click on Report.
2. The location's report will be displayed.
3. To change locations or change dates of the report, click the corresponding links.

Access

User Access

This allows you to grant access to individual users.

1. From the SalonBiz Central Admin drop down menu, click Employees.
2. Select the employee you wish to grant access.
3. Scroll down to the SalonBiz Central Privileges section and place a check in the iPad User box to enable the staff member.
4. Then select their privileges, either to Edit All or Edit Mine.
5. Click the Save Changes button.

SalonBiz Central Privileges

Administrator

User

iPad User
 Edit All mode
 Edit Mine mode

Mobile Booking
 Edit All mode
 Edit Mine mode
 View All mode
 View mine mode

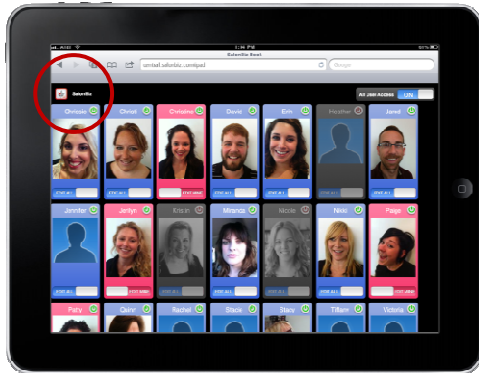
Role

Staff Category



Setting user Access from the iPad

1. Open Safari on your iPad®.
2. Enter the following url
 - US customers – <http://central.salonbiz.com>
 - European customers – <http://central.spabiz.co.uk>
3. Enter your User Name and Password.
4. Click the Login button.



Access

1. To alter user access from your iPad, click the iPad app icon on far left side of the navigation menu bar of the appointment book.
2. You can now see your staff and you have a few options:
 - You can enable all users by clicking the On button in the All User Access in the upper right corner of the screen.
 - You can deny access to the iPad® by touching staff's photo. They will then be "grayed" out.
 - You can give full access by putting staff in the Edit All mode. This is typically the way it would be used in the salon. It does not restrict any of the features that are available.
 - You can limit staff access by selecting the Edit Mine mode; this is typically the way it would be used outside of the salon or when you want to limit booking functions. In Edit Mine mode, the user would be able to view all staff, but only create and delete appointments for themselves.