

# powerbooking

Use these steps to enable PowerBooking (doublebooking) appointments on your book, including limiting the functionality to specific staff, services, and service pairings.

## Enable PowerBooking

1. From the menu bar, go to Blueprints and click on Spa
2. Check off Allow Powerbooking?
3. Click on Return to Previous
4. Click on Staff & Book
5. Click on the Set Default Settings button.
6. Click on: Overlapping – Maximum allowable overlap time? This time frame selected is the amount of time that will be allowed to overlap an appointment throughout the day.
7. Click on Save Answer
8. Click on Return to Previous

Password:

Verify:

Employee ID:

Print Travelers with daily schedules?

Allowed to use SpaBiz?

Don't Print on Productivity Rpt?

Allow Powerbooking?

## Setting up PowerBooking Rules by Staff and Service

1. From the menu bar, click on the Blueprints icon.
2. Click on Staff & Book.
3. From the Staff list, enter the file of any staff member for which you'd like to allow powerbooked appointments.
4. Check the Allow Powerbooking box.
5. Click on Return to Previous.
6. From the menu bar, click on the Blueprints icon.
7. Click on Service.
8. From the service list, enter the file of any service you'd like to be powerbooked.
9. Check the Allow Powerbooking box.
10. Click on Return to Previous.
11. From the menu bar, click on the Blueprints icon.
12. Click on Staff & Book.
13. Click on the Set Default Settings button.
14. Click on: Powerbooking – Apply rules by staff/service? Select Yes.
15. Click on Save Answer.

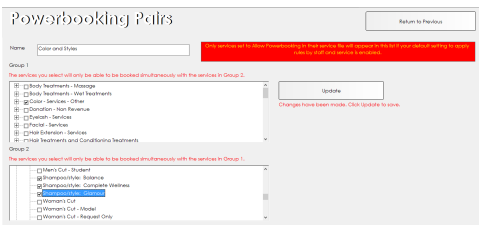
Call  days after service

Do you pay commissions?

Allow Powerbooking?

Exclude from Appt Guarantee?

Pop-up below when booking



## Setting up PowerBooking Pairs

PowerBooking Pairs allows you to limit which services can be powerbooked with other services.

1. From the menu bar, click on the Blueprints icon.
2. Click on Staff & Book.
3. From the Tables to Edit list, click on PowerBooking Pairs.
4. Click the Add button, and type a name for the Pair setup.
5. In Group 1, click on the boxes of individual services or categories of services to allow those services to be powerbooked with services in Group 2.
6. In Group 2, click on the boxes of individual services or categories of services to allow those services to be powerbooked with services in Group 1.
  - ❖ If you have selected Yes to “Powerbooking – Apply rules by staff/service?”, only those services with Allow Powerbooking box checked will be displayed.
7. Click the Update button to save your selections.
8. Click Return to Previous.

	11:30	11:30
	Blocked Lunch 12:00	Blocked Lunch 12:00
	12:45 PM Linda CLIENT Pregnancy Massage	Blocked Lunch 12:30
		David Caffey Massage
		1:30
		2:00
	David Caffey	
	2:30	2:30

## PowerBooking / DoubleBooking

PowerBooking or DoubleBooking gives you the ability to book multiple appointments that occupy the same time on one schedule.

1. Create a new appointment, type the start and end time into the appointment details.
2. You will receive a warning alerting you of the overlapping of the appointments. Click OK and Yes to continue the DoubleBooking.
3. Fill in the remainder of the appointment information and then click the Done button to complete your appointment.