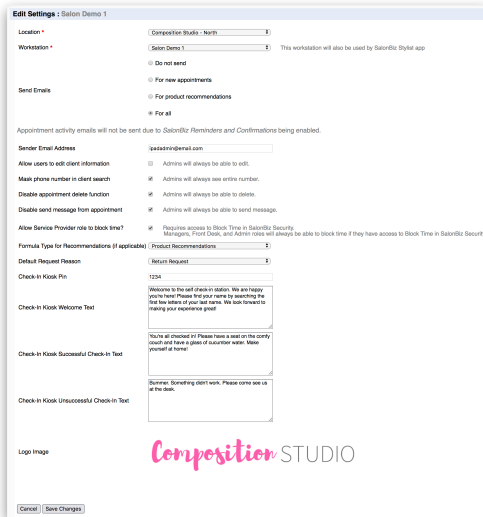


The self-checkin kiosk feature for the SalonBiz iPad app, allows clients to skip the front desk & check themselves in (think of your best airport experience). When the client checks in, your staff receives a notification via the Stylist App, providing a seamless visit and minimizing wait-time.

Setup

1. Log in to Central, and go to the Admin menu and click iPad Admin.
2. Enter a PIN to prevent your guests from exiting the kiosk and viewing your appointment book.
3. Enter Welcome Text to display on the kiosk to welcome your guests and guide them on how to find their name.
4. Enter Successful Check-In Text to display on the kiosk when a guest checks in to let them know what happens next.
5. Enter Unsuccessful Check-In Text to display when the guest is unable to find their appointment, or the check-in fails for any reason to let them know how to get assistance.
6. Upload your logo to display on your kiosk. We recommend a size of 1200x400.
7. Click the Create Settings button or Save Changes.



Self Check-in Kiosk

1. Log in to the SalonBiz App on your iPad and tap the menu in the upper left corner.
2. Proceed into the kiosk.
3. The logo, welcome text, and check-in messages that were setup by your company Administrator will be displayed.
4. Search for today's guests by typing a few letters of their last name.
5. Tap the guest's name on the right to check them in.
6. If you do not see the name listed, tap the "I'm not listed" button for further instructions.
7. To exit the kiosk, or refresh today's appointments before the scheduled 5 min refresh, tap the menu and enter your PIN.

