ROLLOUT PLAN

SalonBiz®

SYSTEM ADMINISTRATORS

The SalonBiz Admin will drive the rollout plan. Take it one day at a time and a few small changes to your daily activity will lead to a big shift by the end of just two weeks. Identify your slowest day of the week and make that the start.

✅ ADMIN CHECKLIST

☐ **Check staff login info**
Go to each staff file and make sure everyone has their login info. They'll need their username, password, and pin.

☐ **Authorize workstations**
Go to each computer that you will allow staff to clock-in and authorize those workstations.

☐ **Setup your workstations**
This will allow you to use SalonBiz just like before, using the same security checkpoints. You will also enable the ability to print receipts.

📅	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
DATE	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
WEEK 1	Admin completes setup tasks	Identify Champion	Champion explores and completes checklist	Champion uses the appointment book and ticket today!	
WEEK 2	Team kick off meeting	Champion shares knowledge, favorite features and "ah-ha's"	Team uses the book and ticket today	Team shares takeaways and how the new system positively impacts daily ops	
WEEK 3	Remove old shortcuts	New SalonBiz all day, everyday!!			