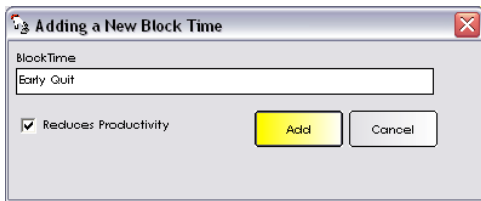


blocking time

Follow these steps to block time on your appointment book.

The productivity report is designed to show the difference between how often service team members are serving clients (Booked Hours) compared to how often you have planned for them to be serving clients (Potential Hours).

Consider a block time reason as productive or non-productive, giving you the power to calculate productivity with greater accuracy.



Creating or Editing a Block Time Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Staff & Book button.
3. In the Table to Edit box, click on Block Time.
4. Click the Add button, or select an existing reason and click the Edit button.
5. Type or edit a block reason.
6. Reduces Productivity box:

✓ Reduces Productivity

Placing a check in the box will indicate that the block reason reduces staff productivity (counts against them), for example, a staff member arriving late, leaving early etc.

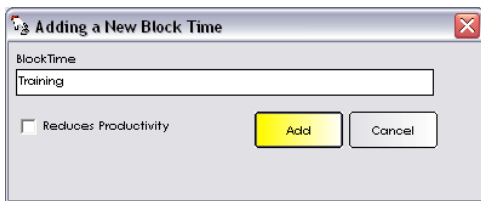
For example, if the staff member was available for services eight potential hours during the day and needed to leave an hour early, you could use the Early Quit block reason to block their book. Since this block reason is going to reduce the service member's productivity they will be unable to book an appointment during the block, but their potential hours will still be eight. If that staff member was booked solid for those seven hours the productivity report would only show 90% booked.

☐ Reduces Productivity

Not checking the box will indicate that the staff member is not available to take appointments and it will not reduce productivity. For example, a staff member is attending a Training or a Meeting (unavailable to take appointments).

For example, if the staff member was available for services eight potential hours during the day and needed to be in a one-hour training, you could use the Training block reason to block their book. This would calculate their productivity based eight hours.

7. Click the Save button.
8. Click the Return to Previous Screen button.



Blocked Time

Block Off Time for Staff Member

Staff: John

Starting at: 3 /10/2009 3:30 PM

Ending at: 3 /10/2009 8:00 PM

Select Date

Multiple

Reason: Early Quit

Note:

Block Time Return to Previous

Open Block Delete Entire Block

Blocking Time

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click the Block Time button.
3. In the staff drop down menu, select the staff member that needs to be blocked.
4. Select a starting date and time.
5. Select an ending date and time.
6. From the Reason drop down menu, select a block reason from the list.
7. Type any notes in the Note field.
8. Click the Block Time button.

Blocking Multiple Time

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Click the Block Time button.
3. Click in the Multiple box.
4. Highlight by clicking once on the staff members that need to be blocked.
5. Select a starting date and time.
6. Select an ending date and time.
7. From the Reason drop down menu, select a block reason from the list.
8. Type any notes in the Note field.
9. Click the Block Time button.
10. Click OK on the confirmation message that says Staff Times Blocked.
11. Click the Return to Previous Screen button.

Blocked Time

Multi Block Staff

Geri
Emma
Mel

Starting at: 3 /10/2009 10:00 AM

Ending at: 3 /10/2009 10:00 AM

Select Date

Reason: Meeting

Note: Team Meeting

Block Time Return to Previous

Deleting a Block Time

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Double click on the Block Time on the appointment book itself that needs to be deleted.
3. Click the Delete Entire Block button.
4. Answer Yes to the message "Are you sure you wish to delete this Block?"

Opening a Block Time

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment Book icon.
2. Double click on the Block Time on the appointment book itself that you wish to open. Opening block times gives you the option to partially open a block whereas deleting a block will delete the entire block from the book.
3. Enter in a start time to open.
4. Enter in an end time to open.
5. Type in any necessary notes in the Note field.
6. Click the Open Block button.

Blocked Time

Block Off Time for Staff Member

Staff: Melanie

Starting at: 3 /10/2009 12:00 PM

Ending at: 3 /10/2009 1:00 PM

Select Date

Multiple

Reason: Lunch

Note:

ReBlock Time Return to Previous

Open Block Delete Entire Block

