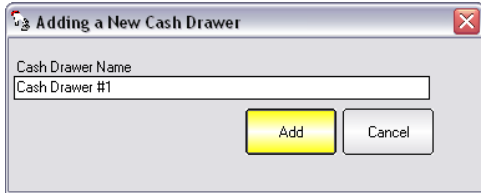


cash drawer/workstation

Use this guide to create a cash drawer and a workstation.

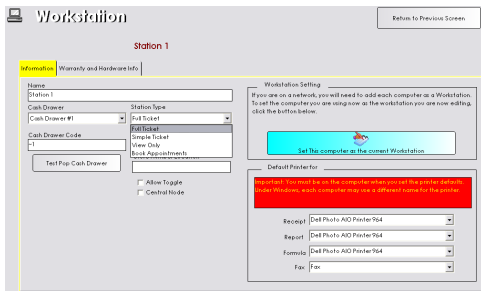
Creating a Cash Drawer

Before creating a Workstation you will need to create a Cash Drawer to link to the new Workstation unless you are creating a View Only Workstation.



1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Computer System button.
3. In the Table to Edit box, click on Cash Drawer.
4. Click the Add button.
5. Type the name for the cash drawer in the Cash Drawer Name field.
6. Click the Add button.

Creating a Workstation



1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Computer System button.
3. In the Table to Edit box, highlight by clicking once on Workstation.
4. Click the Add button.
5. Type in the name for the workstation in the Workstation Name field.
6. Click the Add button.
7. Select the Cash Drawer you just created under the Cash Drawer drop down menu unless you are creating a View Only Workstation.
8. Station Type:

Full Ticket

Allows full function of all areas

Simple Ticket

Allows

Checking in clients
Adding formulas
Report icon
Inventory icon
Communication icon

Limits

Booking appointments
Check out
Merging customers
Editing tickets
Drawer entry

View Only

Allows

Checking in
Adding formulas
Communication icon
Inventory Icon



Book Appointments

Allows

Process tickets

Merging clients

Reports icon

Making, moving, deleting appointments

Limits

Check out

Inventory

9. Select printers
10. Click the Set this computer as the current workstation button.
11. Click the Return to Previous Screen button.

