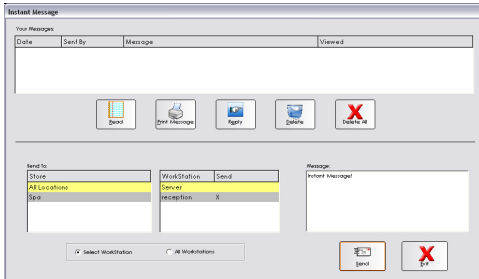


# instant message

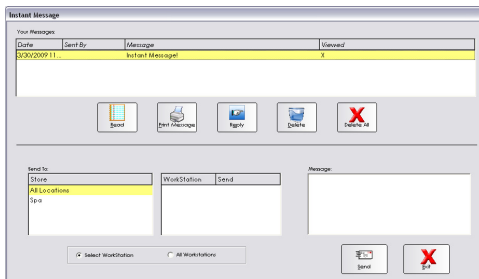
*an enterprise only feature*

**Stop wasting time calling! Send messages in an instant.**



## Sending a Message

1. From the SpaBiz® menu bar, click on the Appointment Book icon.
2. Click on the Send Msg button.
3. Type in your password and press enter.
4. Select by double clicking the location you would like to send your message to in the Store field.
5. Now that the location is selected, all workstations in that location will appear in the Workstation/Send field.
6. Select which workstations you would like to send a message by double clicking each workstation. Each workstation that should receive the message will have an “X” next to the workstation name.
7. If you are sending a message to all workstations, click in the All Workstations button.
8. Type in your message in the Message field.
9. Click on the Send button.
10. You will get a confirmation message “Message Sent!” click the OK button.
11. Click the Exit button when finished.



## Receiving a Message

1. From the SalonBiz®/SpaBiz® menu bar, click on the Appointment book icon.
2. If you are currently receiving a message the date and time bar will flash.
3. To view your message, double click on the flashing date and time bar.
4. Or click on the Send Msg button.
5. Type in your password and press enter.
6. Your message will be listed in the Your Messages field.
7. Click once on the message you wish to view and click the Read button.
8. Or simply double click the message to read.
9. From here you may print, reply and delete any or all messages.
10. Click the Exit button when finished.

