

# salon / spa info

Use this guide to navigate and update your location information.

## Salon/ Spa Information

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Salon or Spa button.
3. Complete the fields in the Information tab.

The screenshot shows the 'Salon/Spa Information' tab. It includes fields for Salon Name, Salon Type, Address, City, State, Zip Code, Phone Number, and Retail Tax ID. There is a 'Starting Period For Year' dropdown and a 'Registration Information' section with checkboxes for business days (Monday-Saturday). A table on the right lists 12 periods with columns for Name, Begin, and To.

Period	Name	Begin	To
Period 1	Jan	01/01	01/31
Period 2	Feb	02/01	02/29
Period 3	Mar	03/01	03/31
Period 4	Apr	04/01	04/30
Period 5	May	05/01	05/31
Period 6	Jun	06/01	06/30
Period 7	Jul	07/01	07/31
Period 8	Aug	08/01	08/31
Period 9	Sep	09/01	09/30
Period 10	Oct	10/01	10/31
Period 11	Nov	11/01	11/30
Period 12	Dec	12/01	12/31

## Currency Setup

1. From the Salon/Spa info screen, click on the Currency Setup tab.
2. Add or edit currency as necessary.
3. To change the order the currency will appear, highlight on an item by clicking once and then click the move up/down button.

The screenshot shows the 'Currency Setup' tab. It features a table of currencies with columns for Name, Value, and Type. Below the table are fields for Name, Value, and Type, along with 'Add Currency' and 'Remove Currency' buttons. 'Move Up' and 'Move Down' buttons are also present for reordering items.

## Other Information

1. From the Salon/Spa info screen, click on the Other Information tab.
2. Use the space provided to document pertinent information about your location. This is the information that will appear when the Store Info button is accessed on the appointment book. It is typical to include store hours, contact numbers and directions.

The screenshot shows the 'Other Information' tab. It contains a large text area for notes, a 'Phone Number' field, and a 'Square Footage' field. There are 'Save' and 'Clear' buttons.

## User Alerts

Set up specific pop-up messages for your staff. SalonBiz/SpaBiz will present the message when a staff member on the list accesses the specified program location.

1. From the Salon/Spa info screen, click on the User Alerts tab.
2. Click the Add button, type the alert message in the Note field.
3. Set a date range to display the message using the Start and End date drop down calendars.
4. Click the Set Users button; select the staff members that need to see the message from the Staff Selection screen. Click the Save and Exit button when finished.
5. Click the Set Location button; select the locations of the software that will display the message when accessed.

The screenshot shows the 'User Alerts' tab. It includes a 'Note' field, 'Start Date' and 'End Date' dropdowns, and buttons for 'Add', 'Delete', 'Set Users', and 'Set Location'. A list of staff members and a list of locations are visible at the bottom.

