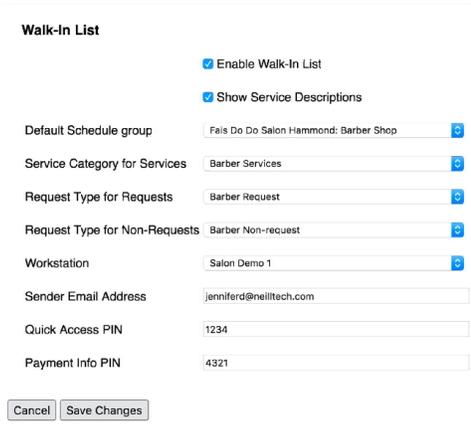


SalonBiz Barber is a tool customized for the walk-in environment of a barber shop. This on-demand service app functions on an iPad, enabling barbershops and salons to offer a self-serve kiosk in the location.



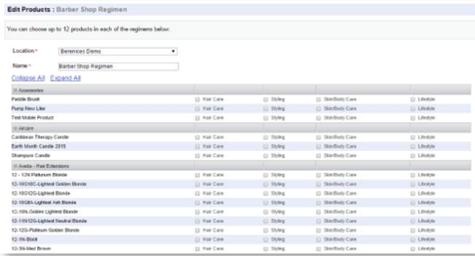
### Connecting to your Salon

1. Log in to SalonBiz Central, from your Central Admin dashboard, go to the Admin menu, and click Walk-In List.
2. Click Settings.
3. Select the Location you'd like to set up with Walk-In List.
4. Place a check in the Enable Walk-In List box.
5. Place a check in the Show Service Descriptions box if you'd like your clients to view service descriptions when selecting a service.
6. Select the schedule group that will be used for staff in the Barber Shop. Staff can be in more than one schedule group, but to be visible in SalonBiz Barber, they MUST be in this schedule group.
7. Select the service category that will hold the services offered in the Barber Shop. These are the only services that will be visible in SalonBiz Barber. They will be displayed with their default times and prices.
  - ★ Wait times use the default service times, so all service providers should have the same timing per service.
8. Select the request type that will be used when clients select a specific service provider.
9. Select the request type that will be used when clients select First Available as their service provider.
10. Select the workstation that will be used for tickets processed in the SalonBiz Barber app.
11. Set the email address in the Sender Email Address field. This will be the "From" email when emails are sent to customers regarding their accounts.
12. Enter a 4-digit number for the Quick Access PIN. This will be required for all staff functions within the app.
13. Enter a different 4-digit number for the Payment Info PIN. This will be required for manager/Admin settings such as voiding payments and changing your Mercury credentials.
14. If you'd like Product Recommendations to be saved to the client's formula for future reference, select a formula type from the list.
15. Set up the Business Hours if you'd like SalonBiz Barber to display a true closing time to your clients.
  - ★ If nothing is set, the end time of the appointment book will be displayed as the closing time.
16. At the bottom of the Settings page, you will find the URLs that display wait times on the Shop Window and In-Shop monitors. You will want to bookmark these on the computers used for those displays.

### Edit your Settings

*You can access your settings to make changes at any time.*

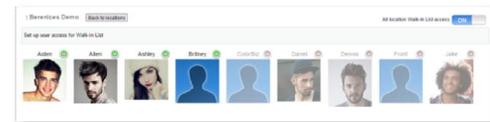
1. From your Central dashboard, click on Walk-In List under the Admin drop down menu.
2. Click Settings, and click the name of the location you wish to edit.
3. Make the necessary edits and click the Save Changes button.



## Product Regimens

Product recommendations support the services you provide. The selections are saved to the client's ticket note, to be viewed at check out.

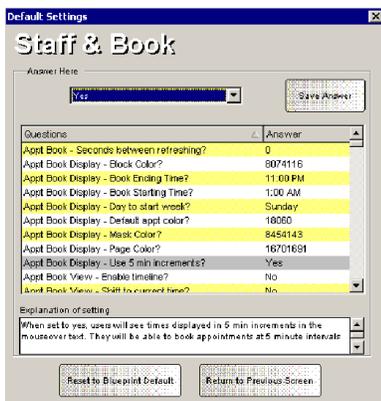
1. From the Walk-In List Admin screen, click on Regimens.
2. Click on the Add Products button.
3. Select the Location from the Location drop down menu.
4. Type in the name of the regimen in the Name field.
5. Select up to a maximum of 12 (twelve) products for each of the 4 product areas.
6. Click the Save Changes button.



## User Access

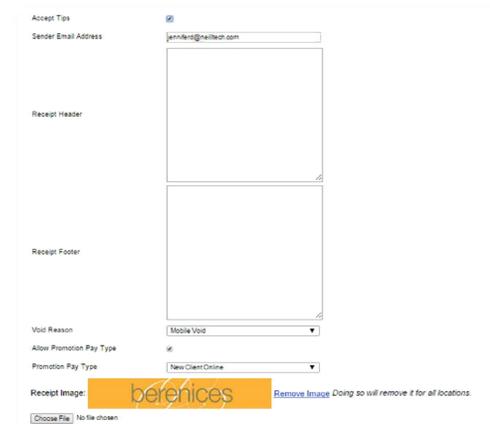
This allows you to grant access to individual users.

1. From the Walk-in List Admin screen in SalonBiz Central, click User Access.
2. Select the location for which you want to set up user access.
3. All non-Admin employees with a Central file will be listed here. To assign access to all users, toggle the On/Off switch at the top right corner of the screen to On.
4. To assign access by staff, click the staff's picture so that the "Power" button turns green.
5. Click the Back to Locations button when you're finished.
  - ★ The staff will use their Central logins to access SalonBiz Barber.



## SalonBiz Default Setting

In order to make real-time appointments more accessible from the SalonBiz Appointment Book, set the "Appt Book Display - Use 5 min increments?" question to Yes. This setting is found in Blueprint - Staff & Book Default Settings.



## Tablet Checkout Settings

In SalonBiz Central, select iPad Admin from the Admin menu, and click on Checkout.

1. Click on General Settings.
2. Place a check in the box if you would like to accept tips.
3. Enter the 'from' email address. This is the address that the emailed receipts will be from.
4. Enter your receipt header and footer text.
5. To select a receipt image, click the Choose file button and locate the file from your computer making sure it is within the specifications listed on the screen.
6. Click the Save Changes button.

Pure Privilege Settings: Berenices Demo

Program Number	<input type="text" value="89"/>
Site Number	<input type="text" value="999"/>
Aveda Manufacturer	<input type="text" value="Aveda"/>
Pure Privilege card type	<input type="text" value="Pure Privilege (Aveda Barber Shop)"/>
Pure Privilege card type #2	<input type="text" value="Renewable Membership (Aveda Barber Sho)"/>
Member card prefix	<input type="text" value="71714"/>

### Pure Privilege Settings (if applicable)

The following are settings for those locations who participate in the Aveda Pure Privilege program. If you do not participate, skip this section.

- Our team will complete this section for you with your Pure Privilege information.
- If you do not participate in the Aveda Pure Privilege program, you will not see these settings.

Checkout Settings

[Checkout Settings](#)  
[Giftcard Settings](#)

**Giftcard Settings**

Expiration Default	<input type="text" value="Giftcards can expire, default to never expire"/>
Years before expiration	<input type="text" value="9 years"/>

### Gift Card Settings

These settings will determine your gift card expiration settings.

1. From the Checkout Settings screen, click on Giftcard settings (you'll see it in the navigation bar on the left-hand side of the screen).
2. Select your desired Expiration default.
3. Select the value for the Years before expiration.