

Use this checklist to properly remove staff from your system.

- Remove SalonBiz access
To ensure your salon's security is protected, go to the staff's file in Blueprints. Uncheck Allowed to Use SalonBiz?, check Don't Print on Productivity Rpt? and remove their password
- Adjust permissions in SalonBiz Central for Mobile and iPad Apps
This removes staff access to the appointment book and/or client information and history.
- Select an End Date in the staff member's SalonBiz Central employee file
This will deny staff access to SalonBiz Central.
- Block the books
Rebuild the staff's schedule template to reflect Not Working Sunday-Saturday first in schedule template and then in staff file. This will prevent any future appointments from being booked.
- Move scheduled appointments
This is a great time to reach out to clients who have an appointment on the book and invite them to see another provider to retain their business.
- Remove services in service list in staff file
Doing this is helpful to be certain that these services can no longer be accidentally or unintentionally assigned to the old staff's name on ticket or appointment book.
- Remove from appointment book
Go to Blueprints-Staff & Book and remove the staff from any assigned schedule group.
- Add a distinctive character to name in staff file
This is a visual trick to help you separate names from active staff members.

Don't DELETE staff just yet! If the staff file is removed, you will no longer be able to select that staff when running certain reports for sales and tax information. Certain customer history information may be lost as well.