

Feature	Where	Permissions Required
Access books other than your own book	Tap Select Staff/ Location from the app menu, then select staff from list	Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power buttons  View All or Edit All privilege (as opposed to Mine) SalonBiz Central Employee File – Radio buttons <b>OR</b> Mobile Admin's User Access page – toggle switches
Access books or stats from locations other than your own location	Tap Select Staff/ Location from the app menu, then elect location from the dropdown	Manager role SalonBiz Central Employee File – Role dropdown
Access stats	Tap Stats from app the menu	SalonBiz Central User SalonBiz Central Employee File – User checkbox
Create Appointment	Tap on a current or future day's empty space on appointment book	Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button  View All or Edit All privilege SalonBiz Central Employee File – Radio buttons <b>OR</b> Mobile Admin's User Access page – toggle switches
Create Block	Tap on a current or future day's empty space on appointment book, then tap Create Block	Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button  Edit All or Edit Mine privilege SalonBiz Central Employee File – Radio buttons <b>OR</b> Mobile Admin's User Access page – toggle switches  SalonBiz security access to Appt. Book – Block/Unblock SalonBiz Blueprints/Security  <i>One of the two options below:</i> SalonBiz Central Role of Manager or Front Desk or Service Provider* *If Service Provider, "Allow Service Provider role to Block Time" setting must be enabled. SalonBiz Central Employee File – Role dropdown Mobile Admin Settings  <b>OR</b>  Central Administrator SalonBiz Central Employee File – Administrator checkbox

Feature	Where	Permissions Required
Delete Block	Tap on a current or future day's block on the appointment book, then tap Delete Block	<p>Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button</p> <p>Edit All or Edit Mine privilege SalonBiz Central Employee File – Radio buttons <b>OR</b> Mobile Admin's User Access page – toggle switches</p> <p>SalonBiz security access to Appt. Book – Block/Unblock SalonBiz Blueprints/Security</p> <p><i>One of the two options below:</i></p> <p>SalonBiz Central Role of Manager or Front Desk or Service Provider* *If Service Provider, "Allow Service Provider role to Block Time" setting must be enabled. SalonBiz Central Employee File – Role dropdown Mobile Admin Settings</p> <p><b>OR</b></p> <p>Central Administrator SalonBiz Central Employee File – Administrator checkbox</p>
View Info	Tap on any day's appointment, then tap View Info	<p>Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button</p>
Check In	Tap on a current day's appointment which has not been checked in, then tap Check In	<p>Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button</p> <p>Edit All or Edit Mine privilege SalonBiz Central Employee File – Radio buttons <b>OR</b> Mobile Admin's User Access page – toggle switches</p>
Consultations	Tap on any day's appointment, then tap Consultations	<p>Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button</p>
View Future Appointments	Tap on any day's appointment, then tap Future Appointments	<p>Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button</p>
Delete Appointment	Tap on any current or future day's appointment which has not been checked out, then tap Delete	<p>Mobile Booking access SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b> Mobile Admin's User Access page – power button</p> <p>Edit All or Edit Mine privilege SalonBiz Central Employee File – Radio buttons <b>OR</b> Mobile Admin's User Access page – toggle switches</p> <p>Unchecked "Disable delete appointment function" setting Mobile Admin Settings</p> <p><b>OR</b></p> <p>Central Administrator SalonBiz Central Employee file - Administrator checkbox</p>

Feature	Where	Permissions Required
Add service to ticket	Tap on any current day's appointment which has been checked in, then tap Add service to ticket	<p>Mobile Booking access  SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b>  Mobile Admin's User Access page – power button</p> <p>Edit All or Edit Mine privilege  SalonBiz Central Employee File – Radio buttons <b>OR</b>  Mobile Admin's User Access page – toggle switches</p>
View Client's contact number (View Info)	Tap View Info on any day's appointment	<p>Mobile Booking access  SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b>  Mobile Admin's User Access page – power button</p> <p>Unchecked "Mask client phone numbers" setting  Mobile Admin Settings</p> <p><b>OR</b></p> <p>SalonBiz Central Administrator  SalonBiz Central Employee file - Administrator checkbox</p>
Add Formula (View Info)	Tap View Info on any day's appointment and view Formulas tab. Tapping the + adds a new one.	<p>Mobile Booking access  SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b>  Mobile Admin's User Access page – power button</p>
Add Note	Tap View Info on any day's appointment and viewing Notes tab. Tapping the + adds a new one.	<p>Mobile Booking access  SalonBiz Central Employee File – Mobile Booking checkbox <b>OR</b>  Mobile Admin's User Access page – power button</p>
Mask sales stats from select staff with a "No Entry" sign	Tap Stats from the app menu	<p>Mobile Stats access  SalonBiz Central Employee File – Hide Actuals in Staff Stats checkbox</p>