SalonBiz®

Central Handbook

The Central Handbook houses your company's policy and procedures manual. To access the Handbook, click on it in the HR menu.

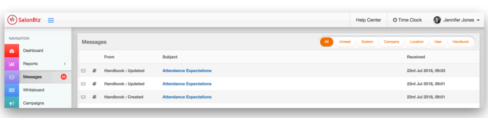
Views

1. Click on Collapse All to collapse the company handbook into sections.
2. Click on + next to the section you wish to expand.
3. Click on Expand All to expand the company handbook so that you can see the contents of each section.

History

1. Click on a section and then click History to view the history of the entry.
2. Click View Changes to see the changes that occurred by viewing a before and after account of the entry.
3. Click Back to History to return to the history listing.

Home Screen Alerts



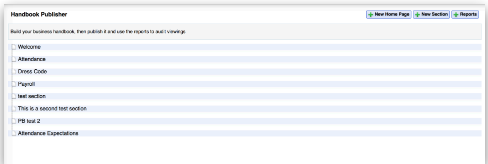
When changes are made to the Handbook, employees will receive a message on their Home Message board.

1. From the Central Home screen, click on the subject of the Handbook notification in the My Messages area.
2. If an existing page was edited, the changes will be displayed.
3. By viewing the message, the action is recorded creating an audit for management.
4. Click the back to Messages link.

Handbook Homepage

Creating and maintaining the company handbook is a task reserved for the administrator.

1. To create your handbook homepage, click on Handbook Publisher under the Communications category in the Admin section of the Central menu.
2. Click on the Handbook Homepage button.
3. You have two options:
   - Text Format – content that contains only text
     - ✴ To copy and paste from another document, click the Clear MSOffice tags icon to prevent errors.
   - Image Format – content that contains an image, links and can also include text

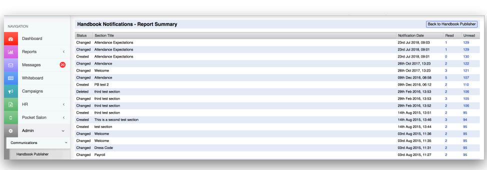


New Handbook Section

1. To create a new handbook section, click on Handbook Publisher under Communications in the Admin section of the Central menu.
2. Click on the New Section button.
3. The system is set up to automatically create a notification when you create a new section.
   - We suggest that you choose to not create a notification during the initial process by un-checking this field. This will prevent employees from receiving a large amount of notifications while you are building your handbook.
4. Enter a Section Title.
5. Type the information in the Handbook Content area.
6. To copy and paste information, click the Clear Microsoft Office Tags icon to prevent errors.
7. Using the formatting tools, change the font, size, color, alignment, etc.
8. To insert a link to a webpage into the section content, type in the content, highlight it, and then click on the Insert Web Link icon.
9. An Insert/Modify Link screen will be displayed.
10. In your web browser, find the url you wish to insert by navigating to that page on your website of choice. Copy the url (Ctrl C).
11. In the URL field, enter the url you copied (Ctrl V).
12. Click the Ok button.
13. The text will be displayed as a link in the handbook and users who click on the link will be directed to the website you attached.
14. Click the Create Section button.

Editing Pages

1. Access any pages by clicking directly on them.
2. Make the edits and click the Save Changes button.
3. Once you begin building onto your handbook use drag and drop functionality to organize the pages into the sections you create. The folder Sections can be expanded or collapsed depending on your preference.
4. When changes are made to existing policy it is noted in the actual notification sent to all employees.



Handbook Audit Report

1. Click on Handbook Publisher under Communications in the Admin section of the Central menu.
2. Click on the Reports button. A list of all Handbook sections, their status (created, changed or deleted) will be displayed along with the date the notification was sent.
3. Those that were read and not read will have a link to all employees that fit the specified criteria.
4. Click on the Unread link to view employees who have not read the handbook update.