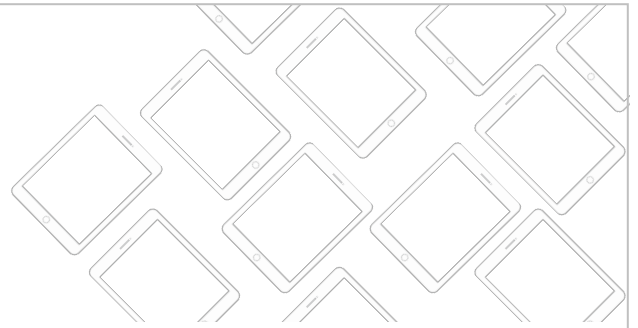




SalonBiz®

iPad App Checklist



In order to successfully implement new systems, we know that it takes a champion! It's important to have a go-to person that knows the ins and outs of your guest flow and the impact the new technology plays in making it great. Here is a checklist for the iPad App champion to get you up and running in no time!

Administrative Tasks

- How many iPads will you need to maximize a new social distance checkout flow?
Order iDynamo swipes for each iPad and get your PaySimple account setup
- Will my router support multiple mobile devices?
Is your wifi reliable enough or will you need to get a separate data plan?
- Where will my iPads live?
Make sure to keep your iPads charged (do you have a charging station near staff?)
- Before you open, fully charge your iPads and link the merchant info for each device.
- Create a plan for opening. Your iPad tickets go on the shift it's linked to.
- Setup your email receipt header and footer
- Set staff privileges. Will your staff have their own device or use a generic user and share devices?

Prior to Launch

Before going live with any new additions or modifications to your guest flow you should go on a few dry runs and role play common scenarios with staff, family and friends.

- | | |
|---|--|
| <input type="checkbox"/> Open your shift | <input type="checkbox"/> Create and add items to tickets |
| <input type="checkbox"/> Make Appointments | <input type="checkbox"/> Search for tickets |
| <input type="checkbox"/> Move Appointments | <input type="checkbox"/> Apply a discount to a ticket |
| <input type="checkbox"/> Pre-Book the next visit | <input type="checkbox"/> Use store credit as payment |
| <input type="checkbox"/> Send a message to a client | <input type="checkbox"/> Use credit card as payment |
| <input type="checkbox"/> Update client contact info and opt-in for communications | <input type="checkbox"/> Process tickets |
| <input type="checkbox"/> Add and access formulas | <input type="checkbox"/> Void payments |
| <input type="checkbox"/> Add and view product recommendations | |