

# changing a schedule

Follow these steps to make a change to a service staff schedule.

## Schedule Change

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Staff & Book button.
3. In the Table to Edit box, highlight by clicking once on Schedule Template.
4. Click on the Add button.
5. Type in the name of staff member whose schedule you wish to change. Since we are essentially creating a new schedule, differentiate the name of the schedule for example Mel2010, or MelNew.
6. Click on the Add button.
7. If you utilize mask times enter in the mask time length in the Mask Time field. If you do not use mask times simply leave zeros in the Mask Time field.
8. From the drop down menu Not Working Reason select a reason.
9. From the drop down menu Lunch Reason select a reason.
10. Uncheck the days that the staff member is NOT working.
11. If the staff member does not take a set scheduled lunch uncheck all of the Lunch boxes.
12. If the staff member does take a set scheduled lunch keep the Lunch box checked and enter in the time that they are blocked out to go to lunch. This will show that they are unavailable for appointments during this time.
13. Enter in the working times for the staff member. This is the time that they are available for appointments.
14. Double check the working schedule including lunches if any.
15. Click on the Rebuild the Schedule Template button.
16. Answer Yes to the message “Warning: All of your settings will be deleted and reset! If you need to make a small change you should manually edit the template. Are you sure you wish to continue?”
17. Review the new schedule, if changes need to be made click on the Return to Edit button and make any necessary corrections.
18. Review the schedule if everything is correct click on the Return to Previous Screen button.

**Mel New**

Name: [Blank] Mask Time: [0:00] Not Working Reason: [Not Working] Lunch Reason: [Lunch]

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input checked="" type="checkbox"/> Working						
Starting Time: 8:00 AM						
End Lunch: 12:00 PM						
Ending Time: 1:00 PM						
Ending Time: 1:00 PM						

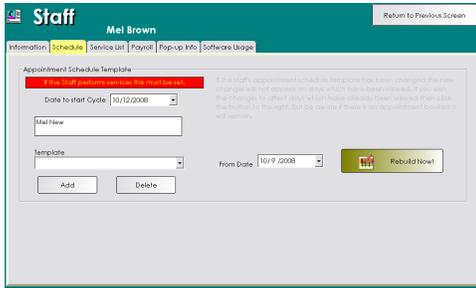
Buttons: Rebuild the Schedule Template, Show and Edit Schedule

**Mel New**

Open for Service  Blocked Reason

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00 AM	Not Working	Not Working	Not Working	Open	Open	Open	Open
9:00 AM	Not Working	Not Working	Not Working	Open	Open	Open	Open
10:00 AM	Not Working	Not Working	Not Working	Open	Open	Open	Open
11:00 AM	Not Working	Not Working	Not Working	Open	Open	Open	Open
12:00 PM	Not Working	Not Working	Not Working	Lunch	Lunch	Lunch	Lunch
1:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
2:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
3:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
4:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
5:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
6:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
7:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
8:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
9:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open
10:00 PM	Not Working	Not Working	Not Working	Open	Open	Open	Open





## Linking a New Schedule to the Staff File

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. From the Table to Edit box, click on Staff.
4. Double click on the staff member with the new schedule.
5. Click on the Schedule tab.
6. Highlight by clicking once on the “old” schedule.
7. Click the Delete button.
8. Answer Yes to the message “Are you sure you wish to delete this cycle?”
9. Click the drop down arrow under the Template field and choose the new template for that staff member.
10. Click the Add button. If this is done correctly, the new template name will appear in the white box above.
11. Type in the date to start the new schedule in the From Date.
12. Click the Rebuild Now! button.
13. Answer Yes to the message “Are you sure you wish to rebuild this staff's schedule?”
14. Click the Return to Previous Screen button.

