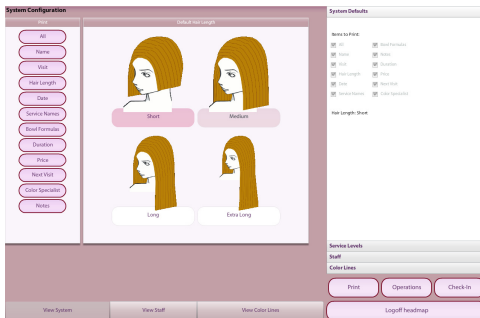
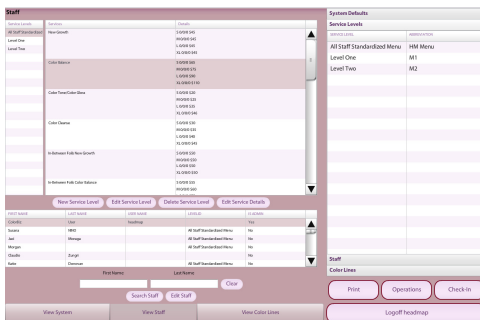


Use this guide for your ColorBiz® setup.



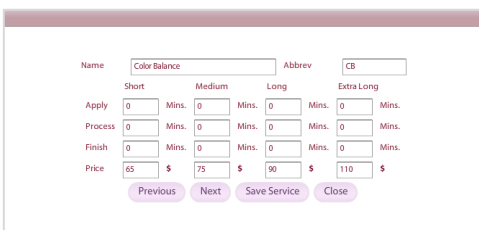
### View System

1. To access the System Configuration, click on the Options button from the ColorBiz Appointments screen.
2. Click the View System button.
3. Select from the items on the list in the Print field that you wish the system to automatically print. If you select an item to print, you will notice a check mark in the box next to the corresponding default setting on the right hand side of your screen in the System Defaults field under Items to Print.
4. In the Default Hair Length field, select an option for the system to automatically default to for the client's visit record. You will see the change in the System Defaults field under Hair Length.



### View Staff – Service Level

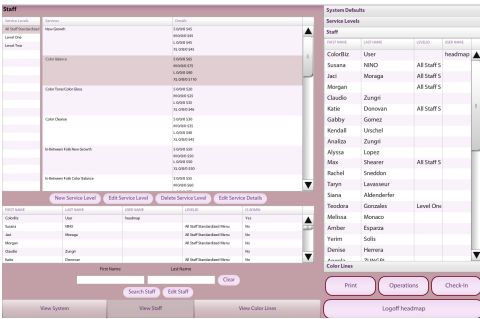
1. From the System Configuration screen, click on the View Staff button.
2. On the right hand side of your screen in the System Defaults field, click on Service Levels.
3. To enter a New Service Level, click on the New Service Level button.
4. Enter a Level Name and Abbreviation and click the OK button.
5. To edit a service level, click once on the level you wish to update and click on the Edit Service Level button.
  - You can also update items by double-clicking.
6. Make any changes necessary, and click the OK button.



### View Staff – Service Details

*The 18 HeadMapping® services come pre-loaded with the software. You may edit the service abbreviation in the Abbrev field. You will be unable to alter the pre-loaded services in the Name field.*

1. Each color service has times and prices set according to the length of the client's hair. To update these services, double-click the service or click once on the service you wish to update and click the Edit Service Details button.
2. Make the necessary changes to the service, and click the Save Service button.
  - ❖ No changes will be saved unless you click the Save Service button.

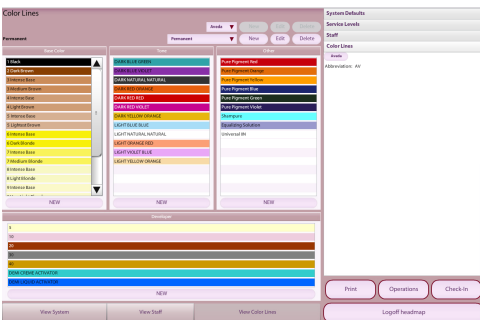


## View Staff – Staff

1. From the System Configuration screen, click on the View Staff button.
2. On the right hand side of your screen in the System Defaults field, click on Staff.

- To search for a staff member, type in the first few letters of the staff member's first and last name, and then click on the Search Staff button.
- To edit an existing staff member, double click the staff name, or highlight by clicking once on the staff member you wish to edit, and click the Edit Staff button. Edit the necessary fields and then click the OK button.

❖ *ColorBiz is integrated with SalonBiz®/SpaBiz®; changes made to your staff files in ColorBiz® SalonBiz®/SpaBiz® will alter your staff records in SalonBiz®/SpaBiz®. Please use caution when editing staff files in ColorBiz®.*



## View Color Lines

The AVEDA® color line comes pre-loaded with the software.

*As color lines are updated from the manufacturer, you will be responsible for maintaining your color line.*

1. From the System Configuration screen, click on the View Color Lines button.

- To add a new item, click the New button in the appropriate field. Complete each field with the required information including ratio. Click the OK button when finished.
- To edit an existing item, double-click or select the desired series and click the Edit button. Edit the necessary fields then click the OK button when you have finished.
- To delete an item, select the desired series you wish to delete and click on the Delete button.
  - ❖ This will cause ingredients to no longer show up in color bowls for addition or removal.