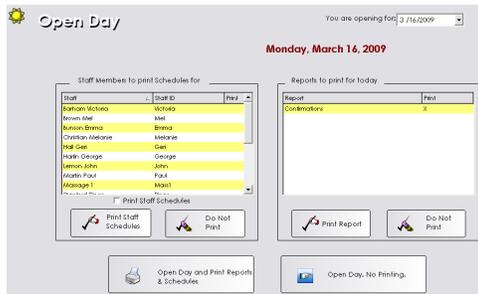


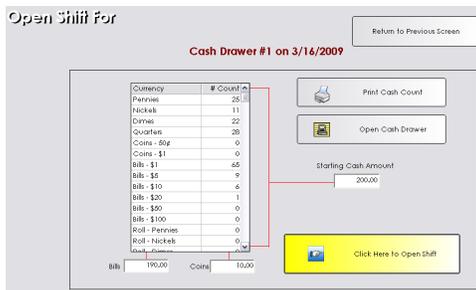
# opening the day

Opening the day allows you to complete transactions and alter your inventory.



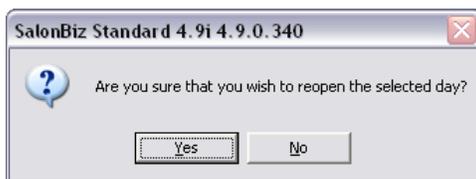
## Open the Day

1. Locate the SalonBiz®/SpaBiz® icon on your desktop and open it by double clicking.
2. The Open Day screen will appear with the current date.
3. From the Open Day screen you can print the working staff schedules for the day and any reports you have set to automatically print during the opening. Or simply click the Open Day Now! No Printing button.
4. To select or deselect the staff schedules or reports to print for the day double click on the staff name or report. If you would like to print a certain staff schedule or report, make sure there is an "X" in the row and column that says print. After you have made your selections click the Open Day and Print Reports and Schedules button.



## Open the Shift

1. Now that the Day is open, you must open a Shift. In the Open Shift screen note the correct day and cash drawer number. You will most likely need to use a key to unlock your cash drawer then you can click the Open Cash Drawer Button to actually “pop” open the drawer.
2. Count the contents of your cash drawer. For example, if you have six, five dollar bills you would enter a 6 not 30. Verify your total cash in the Starting Cash Amount field.
3. Click the Print Cash Count button (not necessary to open, usually a procedure practiced by management).
4. Select the Click Here to Open Shift button.
5. Click OK in the pop up box asking to reconfirm the date of the Shift you are opening.
6. Double click the desired day, or highlight the day by clicking one time and then click the Select Date button. Now your Day and Shift are open.



## Re-Opening the Day

1. From the menu bar, click on the Operations icon (Sun/Moon).
2. Choose Day in the View List field.
3. Choose Past Dates in the Filter By field.
4. Choose the day from the Select Day screen, and then click the Select Date button.
5. Click on the day listed, and then click the Reopen Day button.
6. Answer Yes to the confirmation screen “Are sure that you wish to reopen the selected day?”
7. The Open Shift screen will be displayed. If you do not wish to open a shift, simply click the Return to Previous Screen button. To open a shift, follow the instructions above on opening a shift.



# frequently asked questions

## **What if my schedules are not printing?**

Double-check your default settings in Blueprints, Staff and Book. Verify the answer to the question 'When to Auto Print Staff Schedules', either at the Open Day or Close Day.

## **Do I have to open the Day every time I go to check out?**

No, you only have to open the day one time usually first thing in the morning before your staff and clients arrive.

## **Why do I have to open a shift?**

The shift is specific to a certain cash drawer. You must open a shift to work with tickets. If you have a workstation that is view only then opening a shift is not necessary.

## **What if I have more than one cash drawer?**

Since the shift is specific to a certain cash drawer, you must open a shift to work with tickets for every workstation that has a cash drawer that you plan on using during point of sale transactions.

## **What if my reports are not printing?**

Check the reports you wish to automatically print, in Blueprints, Reports, highlight Reports in the Table to Edit box and double click on the report you wish to print during Opening the Day and make sure there is a check mark in the box that says Print When Opening the day.

## **Can I reopen the same day?**

Yes, if a day was prematurely closed by mistake you most certainly can reopen the day. In order to work with sales tickets and alter inventory levels, you must also re-open a new shift.

## **Can I reopen previous days?**

No, SalonBiz®/SpaBiz® will not allow you to reopen shifts or days that have passed. The software recognizes the date on your computer to be accurate and present. You can always close open tickets from a previous day on the current day.

