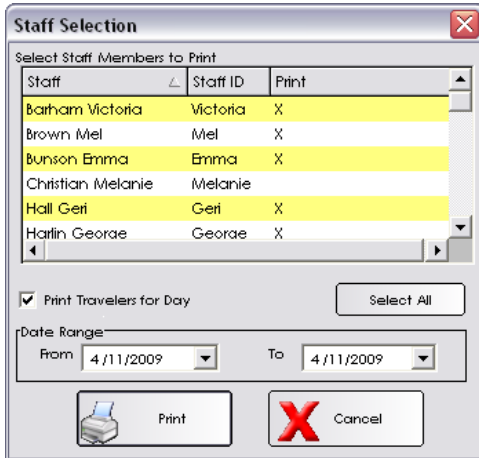


# printing staff schedules

Follow these steps for a quick and easy way to print daily schedules.



## Printing Staff Schedules

1. From the SalonBiz®/SpaBiz® menu bar, click on the Check In/Check Out icon.
2. Click the Print Staff Schedules button.
3. In the Staff Selection box, click once on the name of the staff member whose schedule you wish to print. Note the “X” in the Print column. If you are printing all schedules click the Select All button.
4. To print travelers for each staff schedule click in the Print Travelers For Day box.
5. Select a day to print from the Date Range drop down menu.
6. Click The Print button.
7. In the Copies dialog box, enter the number of each to print.
8. Click the OK button.

## Printing a Traveler

1. From the SalonBiz®/SpaBiz® menu bar, click on the Check In/Check Out icon.
2. Select an appointment to print.
3. Click the Print Traveler button.

## Printing a Traveler to the Screen

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. Click the Set Default Settings button.
4. Scroll down to the question “Allow Travelers to be Previewed on Screen?” highlight it by clicking once.
5. In the Answer Here field use the drop down menu to select Yes.
6. Click the Save Answer button.
7. Click the Return to Previous Screen button.
8. Click the Return to Previous Screen button again.
9. From the menu bar, click on the Check In/Check Out icon.
10. Select an appointment to print.
11. Click the Print Traveler button.
12. Answer Yes to the message “Print Traveler to the screen?”
13. You can print the traveler or simply click the Return button.

