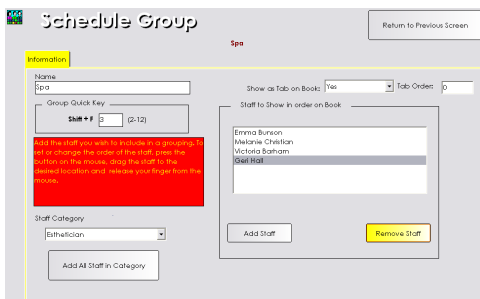
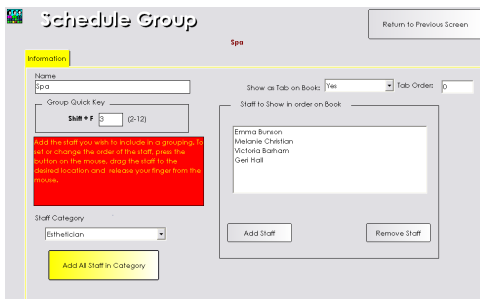
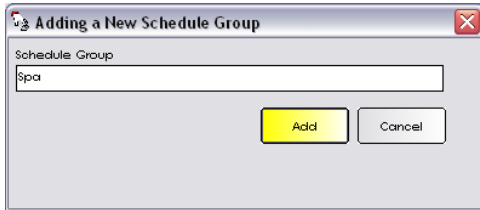


# schedule groups

Follow these steps to add and update schedule groups.



## Adding a Schedule Group

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. In the Table to Edit box, select Schedule Group.
4. Click the Add button, type in the name of the new schedule group.
5. Click the Add button.
6. Type in a number 2-12 in the Group Quick Key field.
7. You may choose to add all of the staff in a category by selecting from the Staff Category drop down menu, click the Add All Staff in Category button.
8. To add individual staff in the group, click the Add Staff button.
9. Select from the list of the entire staff in the Search for Staff Member screen.
10. Double click on the staff member you wish to add, or highlight their name by clicking once and then clicking the Select button.
11. Select from the Show as Tab on Book drop down menu. Choose Yes, if you would like the new schedule group to appear as a tab on the appointment book.
12. Select your tab order in the Tab Order field. Entering in a '1' will place that schedule group tab in the first position reading right to left on the appointment book.
  - ❖ Leaving all tab order fields set to zero will result in a random placement of schedule tabs.
  - ❖ All tabs must be assigned a tab order number for proper placement; you cannot leave any tab at zero.
13. Click the Return to Previous Screen button.

## Editing a Schedule Group

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. In the Table to Edit box, select Schedule Group.
4. Select a schedule group from the list, click once on the name of the group and then click the Edit button.
5. You may update the name of the group.
6. You may change the group quick key.
7. You may add additional staff categories.
8. You may change the Show Tab on Book answer.
9. You may change the order in which each stylist appears on the book by clicking their name and dragging it to the desired position.
10. To remove a staff member from a group, simply highlight their name by clicking once and then clicking the Remove Staff button.
11. Click the Return to Previous Screen button.

