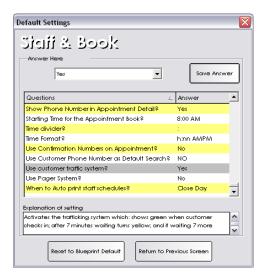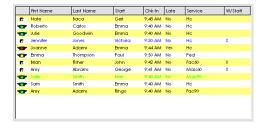# traffic system

A great way to monitor the status of your waiting customers, whether they are with their service provider and which service provider is presently serving the customer.

Default Settings

Staff & Book

Answer Here

| Yes | ▼ | Save Answer |

Questions	△	Answer
Show Phone Number in Appointment Detail?		Yes
Starting Time for the Appointment Book?		8:00 AM
Time divider?		:
Time Format?		h:nn AMPM
Use Confirmation Numbers on Appointment?		No
Use Customer Phone Number as Default Search?		NO
Use customer traffic system?		Yes
Use Pager System?		No
When to Auto print staff schedules?		Close Day

Explanation of setting

Activates the trafficking system which: shows green when customer checks in; after 7 minutes waiting turns yellow; and if waiting 7 more

| Reset to Blueprint Default | Return to Previous Screen |

Traffic Set-Up

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Staff & Book button.
3. Click on the Set Default Settings button.
4. Scroll down to the question "Use customer traffic system?"
5. Highlight the question by clicking once.
6. In the Answer Here drop down menu select Yes.
7. Click the Save Answer button.
8. Click the Return to Previous Screen button.

First Name	Last Name	Staff	Chk-In	Late	Service	W/Staff
Nate	Baca	Geri	9:48 AM	No	Hc	
Roberto	Carlos	Emma	9:40 AM	No	Hc	
Julie	Goodwin	Emma	9:40 AM	No	Hc	
Jennifer	Jones	Victoria	9:30 AM	No	Hc	X
Joanne	Adams	Emma	9:44 AM	Yes	Hc	
Emma	Thompson	Paul	9:50 AM	No	Ped	
Brian	Fisher	John	9:42 AM	No	Fac60	X
Amy	Abrams	George	9:41 AM	No	Mass60	X
Sally	Smith	Mel	9:40 AM	No	Mass90	
Sam	Smith	Emma	9:40 AM	No	Hc	
Amy	Adams	Ringo	9:40 AM	No	Fac90	

Traffic System

1. From the SalonBiz®/SpaBiz® menu bar, click on the Check In/Check Out icon.

- When a client checks in a green traffic light appears next to their name.

- When a customer has waited seven minutes past their appointment time a yellow light appears next to their name.

- When a customer has waited fourteen minutes past their appointment time a red light appears next to their name.

- When a customer is met by their service provider and begins receiving their service, select the client's name in the Check Out list and press the F10 key.

- The Check Out screen lists the staff member's code in the Staff column and the service code in the Service column.

- When the customer moves to another service, select the customer's name and press the Shift+F11 key combination. This key combination updates the staff code and service name and places an "X" in the W/Staff column.