

Use this guide to set up Web Openings in SalonBiz Central.

**Location :** Paris Parker Prytania

Enable online booking  Enable Web Openings

Online Booking Request Reason:

Web Openings Request Reason:

Online Cancellation Reason:

Enable booking requests

Display service descriptions

Request Notification Email Address:

Also notify when appointments are booked online

Location Phone Number:

Location Description:

### Location Settings

1. From SalonBiz Central™, click on Admin, then go to Online Booking.
2. Click Settings.
3. Click on the location you wish to edit
  - Check the Enable Web Openings box
  - Set the Web Openings Request Reason to Web Openings.
  - Set the Online Cancellation Reason, if not previously set for Online Booking.
    - ❖ This reason will be used for both Online Booking and Web Openings cancellations.
4. Click the Save Changes button when you are finished.

**Shared Services - Edit**

Define which services you would like to offer for online bookings and which are for viewing only.

Service	Book Online	Request Online	Web Openings	Shipping Items
Blush Treatments - Massage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Back Treatment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Back Treatment - Value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Body Wrap - Caribbean Therapy - Value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Body Wrap - Rosemary Mint Awakening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Body Wrap - Rosemary Mint Awakening - Value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Body Wrap - Caribbean Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chignon Service - Massage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Message - Aveda Fusion Stone - 60 min	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

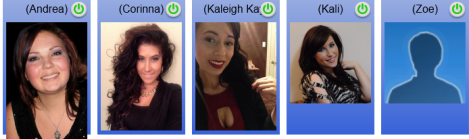
### Service Settings

- From the Online Booking Settings screen, click on Services.
- Click on Edit.
- In the Web Openings column, place a check mark next to each service you wish to allow booking for via Web Openings.
- Click the Save Changes button when you are finished.

**Location :** Paris Parker Prytania

Define availability for staff in Web Openings.

(Andrea)  (Corinna)  (Kaleigh Ka)  (Kali)  (Zoe)



### Staff Settings

1. From the Online Booking Settings screen, click on Staff.
2. In the Web Openings Locations column, click on the location for which you wish to manage staff availability.
3. Click on Edit.
4. Click the Power Button on each staff's picture to allow or disallow booking via Web Openings.
5. Click the Save Changes button when you are finished.

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc	Type	Discount	Ext Price
1	MU - Glamour	Makeup Application	Special Event	Gia Enry	400.00	Web		51.00	349.00

SubTotal: 349.00  
 Discount: 0.00  
 Tax: 0.00  
 Gratuity: 0.00  
 Total: 349.00  
 Payments: 349.00