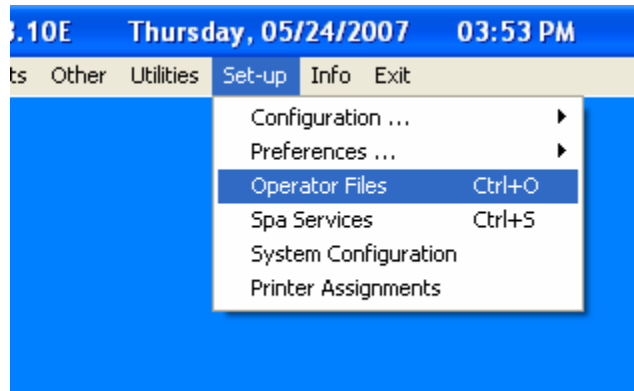
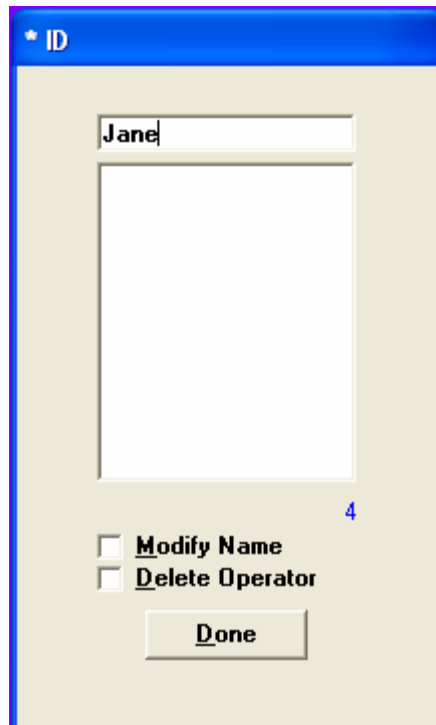


Setting up your Operator Files

- 1) To setup your operator files go to the main screen of Pro Solutions, then Setup/Operator files (This may read Technician Files or Esthetician files depending on what you have designated).



- 2) In the Operator ID window type in the name of the first operator you wish to enter, what is entered here will determine how the program will reference the operator (usually first name is used). Click the 'enter' key on your keyboard to add this operator.



- 3) When you click the enter key, you will be taken to the operator information window. In here you MUST fill out the 'First Name', 'Last Name', and 'Title' fields (the others are optional).

The screenshot shows a window titled "Operator Information" with a blue header. The form contains the following fields and controls:

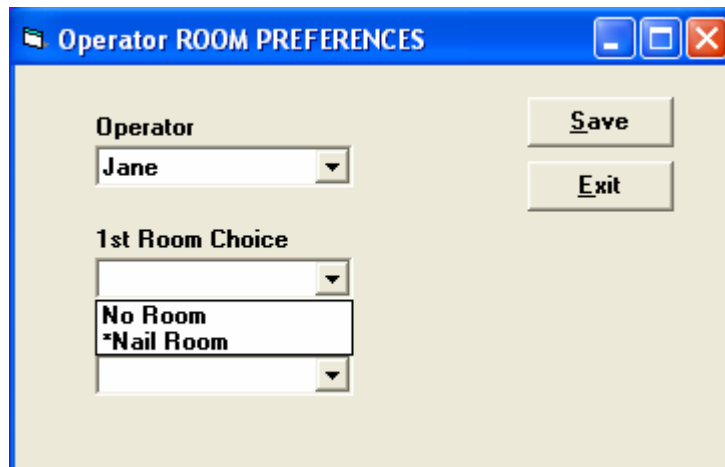
- Operator ID: 2
- Name: Jane (highlighted in yellow)
- Gender: Male, Female
- Title: Stylist
- No Appointments
- Buttons on the right: Accept, Schedule, Op Groups, Room Pref, Cancel
- Form fields:
 - First Name: Jane
 - Last Name: Doe
 - Street Address: (empty)
 - Start Date: (empty)
 - City: (empty)
 - State: (empty)
 - Zip Code: (empty)
 - Phone Number: (empty)
 - Soc Sec Number: (empty)
 - Cell Phone Number: (empty)
 - Days of operation: S M T W T F S, with checkmarks under M, T, W, T, F, S.
 - Cell Provider: (empty)
 - Driver's License: (empty)
 - Select cell provider: Cell Providers (dropdown menu)

- 4) In this window we can: A) assign them to groups that have been created (see Groups and Services Setup FAQ or Video) or B) assign a preferred room that this operator will work in.

5) In the Operator information window, click the “Op Groups” button. In this window, if you have already setup your Groups and Services (See Groups and Services Setup video or FAQ), you can check the groups that this operator will be performing services in. click ‘Save’. (If you have not already setup the groups and services, you may skip this step to do later or in the Groups and Services window).



6) In the operator information window, select the ‘Room Pref’ button. In this window you can select the room that this operator prefers to perform their services in, you may even select a second room if the first is already booked out. This does not lock the operator into these rooms, but services booked will default to these rooms first if available.



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