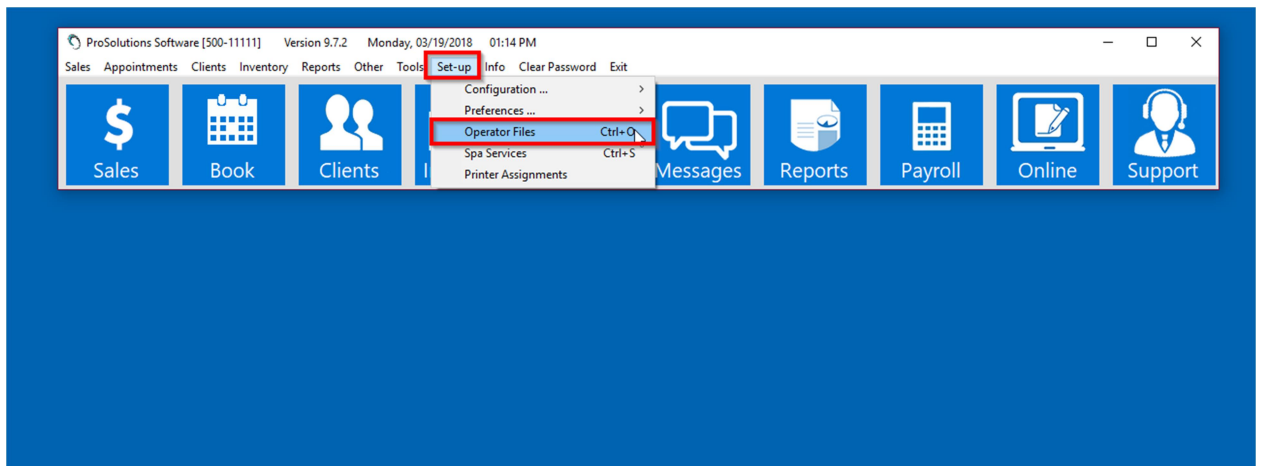


Setting up Recurring Blockouts

This document will show you how to setup a recurring blockout for your employee. This can be used to schedule a standing lunch, meeting, or any other non-service related appointment.

- 1.) Go to **Setup>Operator Files** (may say Stylist Files, Technician Files, Artist Files etc.) and select the **Operator** in question



Operator ID

Claire

Kelly

Morgan

Nicole

Nikki

Tamara

Tiana

*Room

+Equipment

X Modify Name

X Delete Operator

Done

2.) In the **Operator Information** select the **Schedule** option to bring up the **Operator Schedule** screen.

The screenshot shows the 'Operator Information' form for a user named Claire Guebreyan. The form includes fields for personal information, contact details, and a 'D.A.R.C.I. Notifications' section. The 'Schedule' button is highlighted with a red box. The 'Can Work @' field is empty.

Operator Information

13 Male Female

Inactive No Appointments **Title**

First Name **Last Name**

Street Address **Start Date**

City **State** **Zip Code**

Phone Number **Soc Sec Number**

Cell Phone Number **Drivers License**

S M T W T F S
✓ ✓ ✓ ✓ ✓ ✓ ✓

Email

D.A.R.C.I. Notifications

Bookings Schedule Sales

Can Work @

Biography

Buttons: Accept, Schedule (highlighted), Op Groups, Room Pref, Set Op Color, Clear Op Color, Message, Cancel

3.) In the **Operator Schedule** screen click the tab labeled **Blockouts**. Then select the **Blockout** type from the provided dropdown. Next click the day you want to schedule the **Blockouts** for so it shows in red and input the times you want the **Blockout** to be scheduled. Next select the month you would like this to begin, check **Apply**, choose the frequency from the dropdown, and input the ending

date for this **Blockout** in the **Until** field.

OPERATOR SCHEDULE

Operator
Claire

Claire Guebreyan, Service Provider

Exit

Standard Schedule **Blockouts** Alternate 1 Alternate 2

Lunch

All

Sun	Mon	Tue	Wed	Thr	Fri	Sat
? ?	? ?	11:00A 12:00P	? ?	? ?	? ?	? ?

April 2018 Apply Every Week until 12/31/18 April

1 8:00A 8:00P	2 8:00A 8:00P	3 8:00A 8:00P	4 8:00A 8:00P	5 8:00A 8:00P	6 8:00A 8:00P	7 8:00A 8:00P
8 8:00A 8:00P	9 8:00A 8:00P	10 8:00A 8:00P	11 8:00A 8:00P	12 8:00A 8:00P	13 8:00A 8:00P	14 8:00A 8:00P
15 8:00A 8:00P	16 8:00A 8:00P	17 8:00A 8:00P	18 8:00A 8:00P	19 8:00A 8:00P	20 8:00A 8:00P	21 8:00A 8:00P
22 8:00A 8:00P	23 8:00A 8:00P	24 8:00A 8:00P	25 8:00A 8:00P	26 8:00A 8:00P	27 8:00A 8:00P	28 8:00A 8:00P
29 8:00A 8:00P	30 8:00A 8:00P	1 8:00A 8:00P	2 8:00A 8:00P	3 8:00A 8:00P	4 8:00A 8:00P	5 8:00A 8:00P

4.) Using the calendar below click on the first day that this **Blockout** takes effect. When it says **Schedule Set** click **Ok** then click **Exit**.

OPERATOR SCHEDULE

The screenshot displays the 'OPERATOR SCHEDULE' interface for Claire Guebreyan, Service Provider. At the top, the operator's name is shown in a dropdown menu, and an 'Exit' button is highlighted with a red box. Below this, there are tabs for 'Standard Schedule', 'Blockouts', 'Alternate 1', and 'Alternate 2'. The 'Blockouts' tab is active, showing a 'Lunch' blockout. The calendar below shows the month of April 2018. The 'Tue' column is highlighted with a red box, and the date '10' is also highlighted with a red box. A dialog box titled 'ProSolutions' with the message 'Schedule Set.' and an 'OK' button (highlighted with a red box) is overlaid on the calendar. The 'OK' button is highlighted with a red box.