



SalonManager Quick Start Guide Let's Get Started.

Thank you for purchasing a license for genuine SalonTechnologies software. Follow these simple steps to install and begin using your SalonManager software. Please remember that this is just a Quick way to get started and we do suggest that you read the User Guide before you setup your salon information.

1. Insert the software CD into your computer CD/DVD drive. You will be prompted to follow instructions to complete the software download.
2. Double click on the SalonManager icon on your desktop and let's get started.
3. Click [Settings] then [Company] and fill in your Company information and Appointment Interval (15 or 30 minute appointment intervals), then click [Save] and [Close]. **Remember to always click [Save] whenever you are entering information before you [Close] a screen.** For more information, please see the User Guide.
4. Click [Settings] then [Salon Services]. There are pre-set Groups and Services related to each group. Click on a group then the Service related to that Group, then enter in a Price and [Save]. You can add Groups and more Services (see User Guide). **You must add All of your Services prior to entering your Operators.** For more information on Salon Services, please see the User Guide.
5. Click [Settings] then [Operators]. Enter your Operators information, then click [Operator Type] (Chair Renter, Commission, and Salary). Click [Save] and [OK]. To add more Operators, click [Clear] and then repeat the previous steps. When you are finished, click [Close]. For more information, please see User Guide. Now you are ready to quickly begin scheduling Appointments.
6. Click [Schedule]. You can navigate to different days by clicking the Red and Green arrows and you can always get back to "Today" by clicking the silver button between the arrows. For in depth navigation, please see User Guide.
7. To schedule an appointment, right click on the appropriate time under the desired Operator and click [Add Appointment]. Select a Client Name from the drop down box or click [New]. Enter your clients' information for the first time, then click [Save] and [Close]. Now click the drop down box next to Service and click the appropriate Service, then click [Save].
8. **Call for your Registration Key to turn your software on for a year.** For your security and ours, all of our software products are scheduled to turn off every 12 months. Just call for your New Registration Key. 1-877-524-1186

It's That Easy!

www.salontechnologies.com