



Main Setting Brand Standards

It is recommended to adjust these settings on the web portal. Settings are listed in order displayed. You can also use the search box to find the specific setting.

Settings

Menu→Tools→Settings (all settings are store specific and must be entered per store)

= indicates a device specific setting, choose your computer from the device list next Search to configure

Device

All

All

YOUR COMPUTER LISTED HERE Last launched: 9/15/24, 7:00AM

✓	Topic	Setting Name	Setting Value	Notes
	Appointment Book	Prompt to print same day appt book tickets	Toggle - OFF	
		Show Sales	Net Sales	
		Enable booking for first available appointments	Toggle - ON	
		Client Confirmations	Email and SMS default	
	Clients	Require gender	Toggle - OFF	
		Require card on file	TOGGLE ON WHEN READY	This should be toggled on ONLY after you transfer your initial appointments over
	Email	Email Setup Options	Enter Store name and main email to all reply address info	
		Email Receipts	Never	suggest Never, but can always go back
Loyalty – NO ACTION NEEDED				

✓	Topic	Setting Name	Setting Value	Notes
	Payroll	Employee Tips Payment Mode	Owner Choice	<i>SPECIFIC TO THE OWNER and LOCATION</i> – read options and choose what works for your business
		Pay time and a half for overtime	Owner Choice	<i>SPECIFIC TO THE OWNER and LOCATION</i> – read options and choose what works for your business
		Always counts Sunday as Overtime	Owner Choice	<i>SPECIFIC TO THE OWNER and LOCATION</i> – read options and choose what works for your business
Purchase Orders – NO ACTION ON SETUP, CAN BE DONE AFTER GO LIVE				
	Sales Screen	Retail Tax	Location Specific	<i>SPECIFIC TO THE LOCATION</i> – enter appropriate amount
		Allow price change of zero-price items	Toggle - ON	
		Require Reason for Price Changes and Discounts	Toggle - ON*	*ONLY after you have promo codes entered
		Use receptionist code	Toggle - ON	
		Walk in Client	Retail Only	
		Gift Certificate Expiration	99	
		Disable GC Price changes	Toggle - ON	
		 Sales Screen Type	New Touch Version	
		Compute Total Automatically	Toggle - ON	
		Ask rebook question	Toggle - OFF	
		Require Reason for product returns	Toggle - ON	
		Track Requests	Toggle - ON	
		Track Tips	Toggle - ON	
	Client Queue	Time before appointment is moved to client queue	60 min	
		Allow provider to perform simultaneous services	Toggle - ON	
		In queue, select services by category	Toggle - ON	
		Show provisional assignment	Toggle - ON	
		Automatically assign to FA	Toggle - ON	
		Clean Up time	5 minutes	
		Show walk-ins in the appointment book	Toggle - ON	
		Pre-selected Service (both walk-in and new client walk-in)	The Heavyweight	

✓	Topic	Setting Name	Setting Value	Notes
	Client Queue (continued)	Show Other Time Punch-Ins in the Appt Book	Toggle - ON	
		Track Reason for No-Show and Walkout	Toggle - ON	
		Configure Reasons	Wait Too Long, Emergency, Rescheduled	
		Allow 'Other' Reasons	Toggle - ON	
		Allow to be removed from queue	Toggle - ON	
	Company Info	Store Number	ENTER KO Corporate Assigned Store Number	
		Address		
Hardware – LOCATION SPECIFIC				
	Payment Types	Web Payments	Bolt	Need Fiserv account and login credentials, support can assist with this setup
		 Credit Card Processing Settings	Bolt – FirstData	THIS SHOULD BE DONE ON LOCATION Need Fiserv account, terminal and be on location to complete, support will assist with this
	Security	Max allowed cash refund per transaction	\$.01	
		Number of days to Void/Change transaction	14	
		Clear selected receptionist on log out	Toggle – ON	
		Always use logged in user	Toggle – ON	
		 Hide Menu items that current user cannot access	Toggle – ON	
		Hide Reports that current user cannot access	Toggle – ON	

	Theme and Display	Theme	Red	
		 Use Touch-Friendly Menu	YES	
		Show employee name on View Sales	Toggle - ON	
		Available Formula Types	Color, Skin, Hair	
		Default Formula	Hair	
		Print to Ticket	Notes	
		Formula Types to Print	Color, Skin, Hair	
		Note Types to Print	All	
		Tip options for kiosk	Percent 20, 30, 40	
		For tickets with multiple service providers, split tips	By Service Price	

*Main system settings are store specific and do need to be configured individually per store.