SalonUltimate
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Webinar Training Outline – Manager Functions

Time Stamp	Topic
0:00	**Intro**
0:21	**Employees / Users**
0:49	Setting up a User
2:15	Employee Transfer (Multi-location)
3:03	Editing a Time Card
3:52	Add Break or Other Time to Time Card
4:37	Regular and Non-Store Hours Time
5:11	Edit Schedule
5:22	Edit Via Employee Maintenance
5:41	Edit Via Employee Schedule
5:56	Edit Via Appointment Book
6:50	Edit Via Daily Schedule
7:27	Tips Tracking / Reporting
8:03	Employee Metrics - Client Queue
8:18	View Sales
	Sales
8:53	Void / Change Transaction
	Inventory
10:32	Assign Retail Item to BackBar Usage
11:11	Transfer Out of Stock
11:45	Product Return
	Clients
13:10	Appointment Confirmations (Manual)
14:00	Work Tickets
14:07	Work Ticket Menu (in advance)
14:24	Printing Via Appointment Book
14:40	Printing Via Client Queue
15:06	**Help Options**