Basic Setup / Intro Training (Owner / Manager)	
Overview	**Time**
At the end of this section you will be familiar with:	5 min
❑ How to log in and navigate around the software ❑ Main Menu ❑ Central Office and Store Selector ❑ Maintenance Screen Grid View	
Business Setup	**Time**
At the end of this section you will:	5 min
❑ Confirm your business details are correct ❑ Understand the Settings and guided information Help Text ❑ Be familiar with the search function in settings ❑ *Plan for homework to review your Settings*	
Tax & Tips Setup	**Time**
At the end of this section you will have:	5 min
❑ A basic understanding of where to manage your taxes ❑ A basic understanding of your tips collection settings	
Payment and Card on File Setup	**Time**
At the end of this section you will have:	10 min
❑ Connected your physical credit card terminal ❑ Enabled your Web Payment / Ecomm account ❑ *Run 1 test transaction (if a service and employee is available)*	
Service Setup	**Time**
At the end of this section you will be familiar with:	15 min
❑ Entering your services ❑ Online and kiosk settings for that service ❑ Time and cost Overrides for em7/8 Nloyees ❑ You will enter a service or edit an existing service ❑ *HOMEWORK - finish entry of your Services*	
Employee Setup	**Time**
At the end of this section you will be able to:	15 min
❑ Enter an employee ❑ Understand the Employment settings and differentiate providers vs support staff ❑ Manage Services per employee including time and cost overrides ❑ Complete an online profile and photo for an employee ❑ *HOMEWORK - finish entry of your staff*	
Store and Employee Schedules	**Time**
At the end of this section you will have:	15 min
❑ Completed entry of your Store Schedule ❑ Navigate the Employee Schedule ❑ Understand move and copy functions ❑ Access the employee schedule from Main Menu, Appointment Book or Daily Schedule ❑ *HOMEWORK – complete entry of employee's schedules*	
Session 1 Training Investment	**1 hr 15 min**

Basic Setup / Intro Training (Owner / Manager) – Session 2	
Inventory Setup	**Time**
At the end of this section you will be familiar with:	10 min
❑ Product entry ❑ Understanding classifications of retail, backbar, color and sundries ❑ Preparation for utilizing the Purchase Order System ❑ Understand the purchase order entries ❑ *HOMEWORK - enter your existing inventory for sale (retail) or usage (backbar/color)*	
Client Entry	**Time**
At the end of this section you will understand:	10 min
❑ Full client profile options ❑ Client History and Notes and Formulas Details ❑ Merging duplicate client profiles through the queue or Client Maintenance ❑ *HOMEWORK - enter your client list*	
Coupons, Promotions and Discount Setup	**Time**
At the end of this section you will be familiar with:	15 min
❑ The different types of discount offered ❑ Setting up promotion code discounts and details ❑ Confirming your Settings to manage or restrict discounts and price changes ❑ *HOMEWORK – enter your promotions for use*	
Security Roles	**Time**
At the end of this section you will understand:	10 min
❑ Security tasks and screens ❑ Hierarchy of roles (reordering) ❑ Add, Duplicate, Restore and Rename Roles ❑ Search for role access ❑ *HOMEWORK – confirm your employee role access*	
BookedBy Setup	**Time**
At the end of this section you will be familiar with:	10 min
❑ BookedBy Client Site design, theme and setup ❑ Configure your booking setup (booking, check in, both) ❑ Enable and design your online gift cards ❑ Connect your social media accounts ❑ Visit Web Options to complete booking configuration options like showing durations, names and allowing cancelations ❑ How to utilize the Card on File settings with your Ecomm Web Payment account	
Client Communication and Notification Setup	**Time**
At the end of this section you will be familiar with:	10 min
❑ Where to enter your appointment confirmation settings ❑ Reminders and notifications for appointments (for clients and employees) ❑ Where to configure your wait time notifications (Settings)	
Session 2 Training Investment	**1 hr 5 min**