

## THANK YOU FOR CHOOSING BEAUTYWARE !

Please read carefully these instructions before you complete your set up manual.

How to complete this manual:

**1 TAKE YOUR TIME** Your software will be configured with the information you provide in this document, but don't worry, you can add, remove or edit at anytime.

**2 SAVE AS YOU GO** Edit this document and hit the save button as you go. When necessary, select from one of the options provided.

**3 ASK FOR HELP IF YOU NEED IT** We are here to help, if you are unsure, get in touch with our team at 1300 880 582 or [support@beautyware.com.au](mailto:support@beautyware.com.au)

About the installation of your software:

**1 SEND IT BACK** Once completed, send this form to [setup@beautyware.com.au](mailto:setup@beautyware.com.au) so your software is customised to your salon and ready before the installation.

**2 BE PREPARED** Please have any cable holes and shelves ready for the computer / POS system (if we are supplying the POS system) before we arrive.

**3 READY TO GO** Once your software is set up, it will already have all this information pre-installed. In the meantime, check out our how-to videos at: [www.hairwarebeautyware.com.au/support/support-videos/](http://www.hairwarebeautyware.com.au/support/support-videos/)

## INFO ABOUT YOUR SALON

In this section please provide general information about your business. Where many options are available, please select the correct answer from the drop-down list, or if you are filling the form by hand, circle the right option. If your answer is not in the list, write it on the next available space to the right.

**SALON NAME:** \_\_\_\_\_

**ABN:** \_\_\_\_\_

**ADDRESS LINE 1:** \_\_\_\_\_

**ADDRESS LINE 2:** \_\_\_\_\_

**SUBURB:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**OWNERS NAME:** \_\_\_\_\_

**OWNERS NAME:** \_\_\_\_\_

**SALON PHONE:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**1ST DAY OF THE WEEK:** \_\_\_\_\_

**CLIENT REBOOKING CYCLE:**

4 WEEKS

5 WEEKS

6 WEEKS

**STAFF PURCHASE PRICE:**

RETAIL

COST + ..... %

RETAIL - ..... %

COST

**APPOINTMENT BOOK:**

5 MINS

10 MINS

15 MINS

## YOUR SALON SERVICES - INTRODUCTION

Here is an explanation of all the fields to be completed in this section:

### 1. Category

This area allows a maximum of 20 characters to describe the servicing category, this will also separate category for reporting and appointment will be easier to make. Examples: Facials, Body Wax, Massage, etc. You can create as many of these separate categories are as you require.

### 2. Description

This is where you describe each service within the Category (see 1. above). This description will appear on your Appointment Book and client history along with several other reports and marketing selections. You have a maximum of 35 characters for each service in this area.

**NOTE:** Try to describe each service differently, especially if the same type of service appears in more than one "Service Type (1.)" For example: "Waxing" could appear in "Service Type" for facial waxing or body waxing. One possible way around to describe them would be to describe them as:

Body Waxing - Facial Waxing

### 3. Discountable

Your choice here is either "Y" or "N". In most cases we tend to allow discount on our services (Pensioners, VIP, etc.), if this is the situation then "Y" is appropriate.

### 4. Price

This is the price you charge for each of your services including GST.

## YOUR SALON SERVICES - INTRODUCTION CONTINUED

### 5. From prices

If you have a service with a “From price”, enter the minimum price you wish to charge in the “Price ( GST incl.)” . Then write a “Y” in the “From Price” column. Prices cannot be adjusted below that minimum price when “from price” is used.

### 6. Online Booking

If you would like the services to appear as part of your online booking, please place a Y on this section.

### 7. Appointment Book

Your time Allocation for Beautyware are normally set to 15 min segments. (5 min or 10 min segments are also available upon request, but not all). In order for the Appointment Book to allocate the correct amount of time for each service and or procedure automatically when we book in a client, we must first include the times into the Services details. This is done via the “Appointment Book Service Time” column.

**EXAMPLE:** If a service takes an hour and a half to be completed, for example “Executive Facial”, then write: “90” in “Appointment Book Service Time” column.

### 8. SMS Auto Confirmation

To have an Appointment Confirmation Message automatically sent to your client the day before their appointment, the service must be SMS Enabled. All of the services that you wish to have confirmed automatically must be indicated by a “Y” in the “SMS AUTO CONFIRMATION” enable column.

**EXAMPLE:** Below, you will find a sample on how the completed sheets will look. You may personalise in your descriptions as you like. “Keeping it simple” is usually the best way. If you have any further questions or need any assistance with completing any part of these sheets please give us a call at 1300 880 582

EXAMPLE OF SERVICES AND VALUES:

SERVICE TYPE	DESCRIPTION	DISCOUNTABLE (Y/N)	PRICE (GST INCL.)	FROM PRICE (Y/N)	ONLINE BOOKING	APPOINTMENT BOOK SERVICE TIME (MINS)	SMS AUTO CONFIRMATION (Y/N)
FACIALS	ESSENTIAL FACIAL	Y	50	N	Y	60	Y
	EXECUTIVE FACIAL	Y	55	N	Y	90	Y
MASSAGE	BACK NECK MASSAGE	Y	40	N	Y	20	Y
	FULL BODY	Y	75	N	Y	60	Y
WAXING	FULL LEG INCL BIKINI	Y	35	N	Y	50	Y
	FULL LEG WAX	Y	30	N	Y	30	Y
	3/4 LEG WAX	N	26	N	Y	20	Y
	1/2 LEG WAX	N	24	N	N	20	Y
	THIGHT + BIKINI WAX	Y	30	N	Y	50	Y
EYES	LASH TINT	Y	12	N	Y	30	N
	BROW TINT	Y	12	N	Y	30	N
	LASH + BROW TINT	Y	19	N	Y	50	N
LASER HAIR REMOVAL	LEGS	Y	50	N	Y	20	Y
PACKAGES	PAMPER PACKAGE	Y	200	Y	Y	180	Y
	COUPLES MASSAGE	Y	150	N	Y	90	Y

**YOUR SALON SERVICES:**

CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR
FACIALS	ESSENTIAL FACIAL	Y	45	N	Y	60	Y
	EXECUTIVE FACIAL	N	65	N	Y	90	Y

\*Examples in red

YOUR SALON SERVICES:

CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR

**YOUR SALON SERVICES:**

CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR



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CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR

YOUR SALON SERVICES:

CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR



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CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR

**YOUR SALON SERVICES:**

CATEGORY (20 characters max.)	DESCRIPTION (35 characters max.)	DISCOUNT (Y/N)	PRICE (GST incl.)	FROM PRICE	ONLINE BOOKING	APP. BOOK SERVICE TIME	SMS CONFIR

**YOUR SALON OPERATORS:**

Operator 1

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

Operator 2

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

\* Employment: full-time, casual, part-time, etc. \* Position: Owner, Manager, Senior, Apprentice, Nail Artist, Receptionist.

**YOUR SALON OPERATORS:**

Operator 3

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

Operator 4

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

\* Employment: full-time, casual, part-time, etc. \* Position: Owner, Manager, Senior, Apprentice, Nail Artist, Receptionist.

**YOUR SALON OPERATORS:**

Operator 5

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

Operator 6

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

\* Employment: full-time, casual, part-time, etc. \* Position: Owner, Manager, Senior, Apprentice, Nail Artist, Receptionist.

**YOUR SALON OPERATORS:**

Operator 7

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

Operator 8

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

\* Employment: full-time, casual, part-time, etc. \* Position: Owner, Manager, Senior, Apprentice, Nail Artist, Receptionist.



**YOUR SALON OPERATORS:**

Operator 9

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

Operator 10

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

\* Employment: full-time, casual, part-time, etc. \* Position: Owner, Manager, Senior, Apprentice, Nail Artist, Receptionist.

**YOUR SALON OPERATORS:**

Operator 11

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

Operator 12

TITLE	
NAME	
ONLINE NAME	
ADRESS	
SUBURB	
STATE	
POSTCODE	
HOME PHONE	
MOBILE PHONE	
BIRTHDAY	
SERVICE CHARGE	
EMPLOYMENT	
POSITION	
START DATE	
DISPLAY OPERATOR ON APPOIN. BOOK (YES/NO)	

\* Employment: full-time, casual, part-time, etc. \* Position: Owner, Manager, Senior, Apprentice, Nail Artist, Receptionist.

YOUR SALON DISCOUNTS:

DISCOUNT DESCRIPTION	SERVICE & RETAIL % DISCOUNT	\$ DISCOUNT SERVICE ONLY	\$ DISCOUNT RETAIL ONLY
10% DISCOUNT	10%		
\$5 BIRTHDAY DISCOUNT		\$5	
\$2 OFF ANY RETAIL			\$2

\*Examples in red

YOUR SALON MARKUPS (SURCHARGE):

DESCRIPTION	% MARKUP	\$ MARKUP
Thursday night	5%	
Sunday		\$10

\*Examples in red