

Salon Custom time

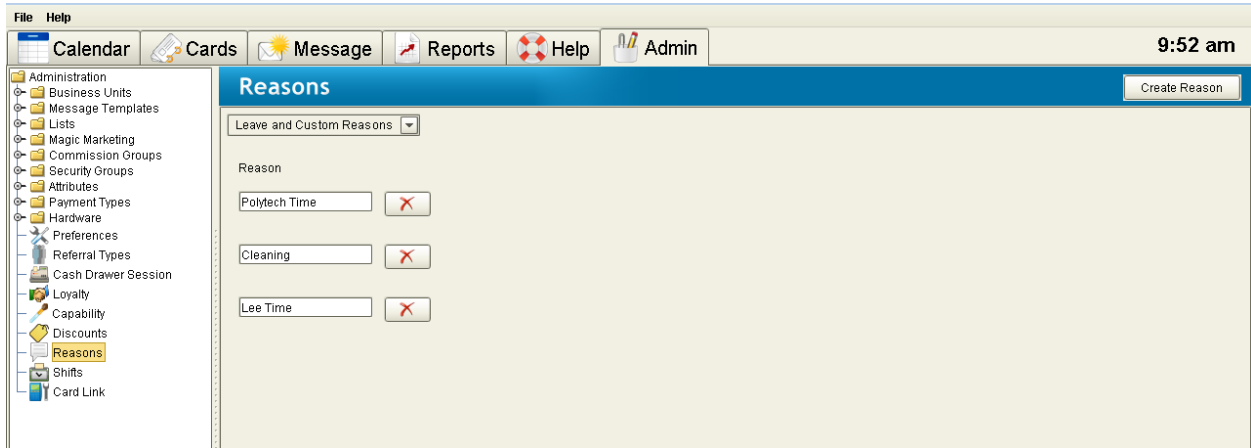
Series 6.5 allows you to set aside Custom Time in your appointment book for regular or non regular 'events'. For example, you can create custom time in your appointment book to show:

- (i) Polytechnic Custom Time in an apprentice column,
- (ii) Admin Custom Time in the owners column
- (iii) Front desk/reception Custom Time in a juniors column.

Plus, Series 6.5 lets you specify whether Custom Time is paid or unpaid, which feeds through to your staff utilisation and wages reports!

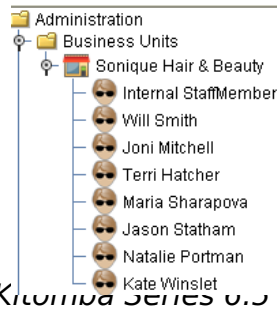
To begin go to the Admin Tab at the top of Kitomba, on the left hand side you will see Reasons

From here you will be able to create the reasons for your Custom Time that will go into your Calendar page.



Once you have inputted your reasons you need to allocate these to your staff.

Go to Business Units and select the person you wish to add custom time too and go into Timetables



First Name:
 Last Name:
 Staff Level: Staff speed:
 Dont show this Staff Person on the Calendar Always Retains Commission

Address | Contact Details | **TimeTables** | Leave | Security | Commission

Timetables:
 Role Start: Role End:

Double click timetable below to change Name and Start Date

Wed 03 March 2010 onwards - Unnamed Timetable

From here click into the current time table and a new box will pop up for you

Edit Timetable X

Assign Rota

Start date:
 End Date:

Click on "create custom rota"

Edit Timetable

Rota Details

Description:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Working	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Not Working	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start		9:00AM	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM
Lunch Start		12:00PM	12:00PM	12:00PM	12:00PM	12:00PM	12:00PM
Lunch Duration		0	0	0	0	0	0
Break Start		3:00PM	3:00PM	3:00PM	3:00PM	3:00PM	3:00PM
Break Duration		0	0	0	0	0	0
End		6:00PM	6:00PM	6:00PM	6:00PM	6:00PM	6:00PM
		Add Custom Time	Add Custom Time	Add Custom Time	Add Custom Time	Add Custom Time	Add Custom Time

Select Existing Rota Copy Details from this Rota

Click into "add Custom Time"

From here you will be able to add your custom time, when it starts, finishes etc

Custom Time - Monday

Custom Time

First Custom Time

Custom Start:

Custom End:

Custom Name:

Second Custom Time

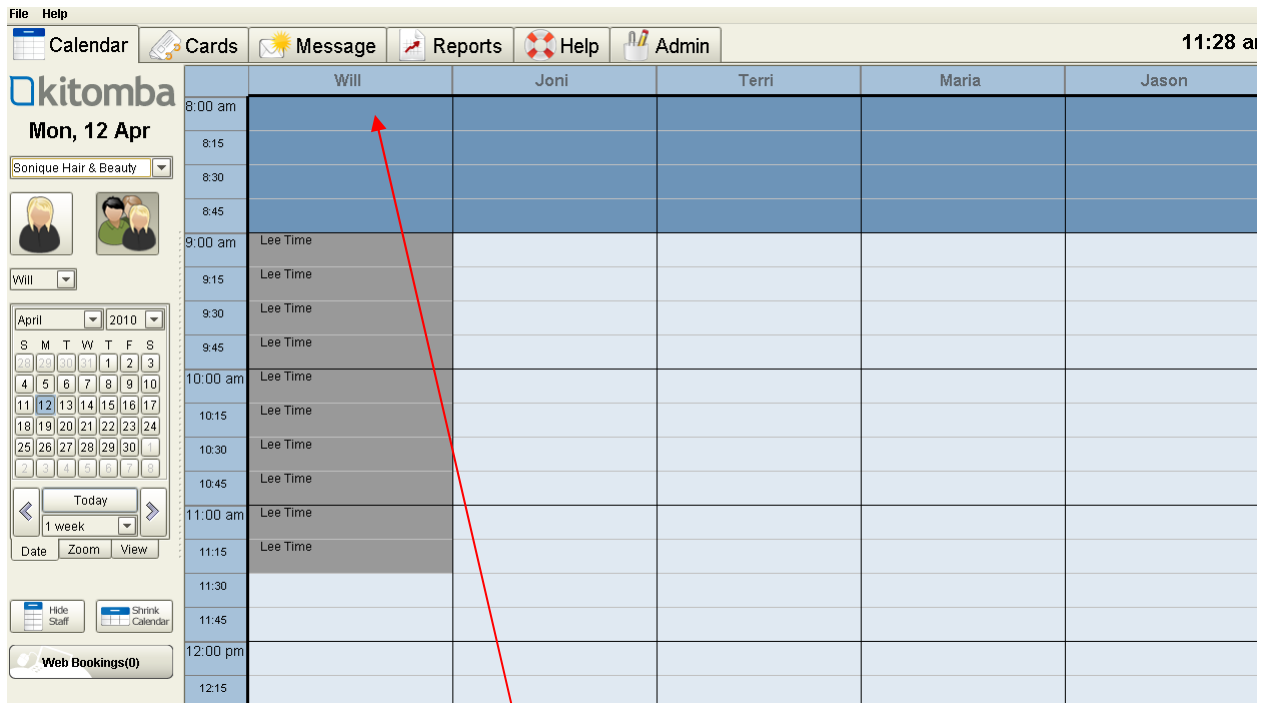
Custom Start:

Custom End:

Custom Name:

Paid Time

Once you have done this and Saved it your Calendar page will now come up with your new custom times



If you want to make one off amendments to the Custom time you can do this by double clicking on the person's name in the Calendar. From here another pop up will come up that you can change you custom time as before.

