

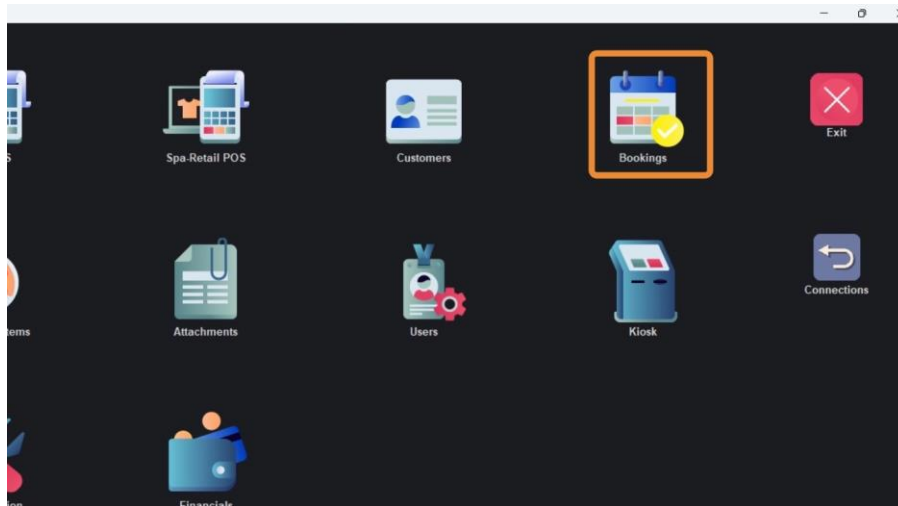


Spa – Adding Dry Events to a Therapist

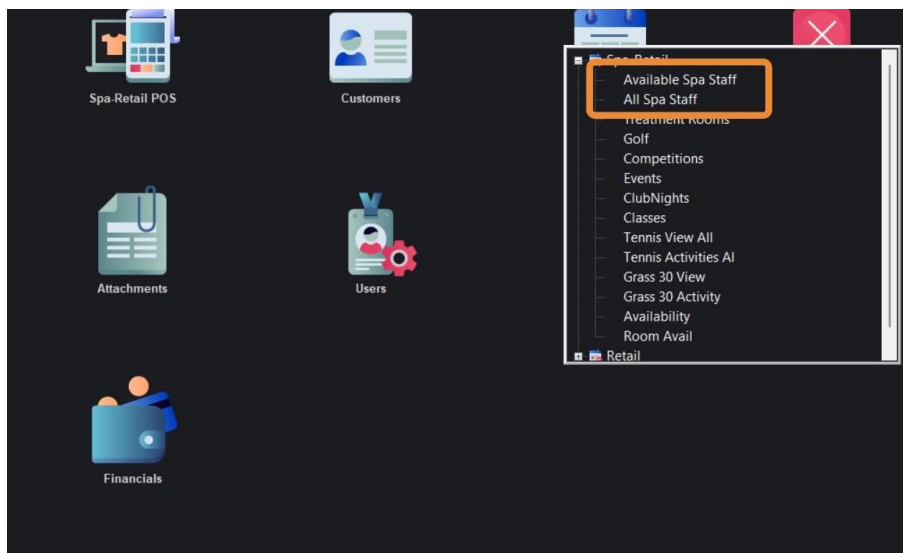
Dry Events are an essential part of managing a therapist diary and to prevent booking treatments when a member staff is unavailable.

Adding Dry Events to a Therapist

1. To add a staff event or dry event to a spa therapist, select **Bookings** from the **Elite Desktop**.



2. Select one of the **Spa Staff** options, depending on what you wish to change.



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Registered No: 2550976



Spa – Adding Dry Events to a Therapist

3. If a date change is required select **Sel Date** or press **tab** on your keyboard.

Sel Date	Mark Ramsden	Mark Ramsden	Peter	Betty Boothroyd
14:45				
15:00				
15:15				
15:30				
15:45				
16:00				
16:15				
16:30				
16:45				
17:00				

4. Navigate to the date that you wish to change and then press **OK**.

Mark Ramsden	Peter	Betty Boothroyd	Mike J	Nikos Constantopol	Bob H	Robert Howe	Stace Jayne
14:45							
15:00							
15:15							
15:30							
15:45							
16:00							
16:15							
16:30							
16:45							
17:00							
17:15							

5. Locate the therapist that you wish to add the Dry Event to and click on the start time that you wish to add this.

Mark Ramsden	Peter	Betty Boothroyd	Mike J	Nikos Constantopol	Bob H	Robert Howe	Stace Jayne
09:15							
09:30							
09:45							
10:00							
10:15							
10:30							
10:45							
11:00							
11:15							
11:30							
11:45							
12:00							

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- Whilst holding down the **left hand button** on the mouse, drag and select all of the time slots that you wish to apply the dry event to.

	Mark Ramsden	Peter	Betty Boothroyd	Mike J	Nikos Constantopoul	Bob H	Robert Howe	Stacey Jayne
09:15								
09:30								
09:45								
10:00								
10:15								
10:30								
10:45								
11:00								
11:15								
11:30								
11:45								
12:00								

- Once you have selected the final time slot, then select the **Action Clapperboard**.

Sel Date	Karen Williams	Mark	Mark Ramsden	Peter	Betty Boothroyd	Mike J	Nikos Constantopoul	Bob H
11:00								
11:15								
11:30								
11:45								
12:00								
12:15								
12:30								

- Select **Add Staff Event**.

	Mark Ramsden	Peter	Betty Boothroyd	Mike J	Nikos Constantopoul	Bob H	Robert Howe	Stacey Jayne
11:00								
11:15								
11:30								
11:45								
12:00								
12:15								
12:30								
12:45								
13:00								
13:15								

Bookings Action Menu

- Treatment Pricing
- Staff Record
- Add Staff Event
- Re-Allocate Bookings To Alternative Staff Member
- Configuration

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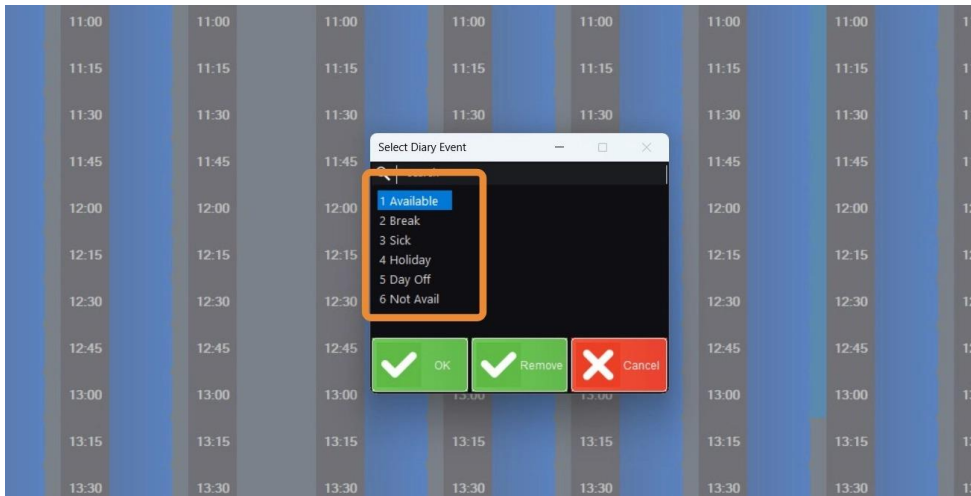
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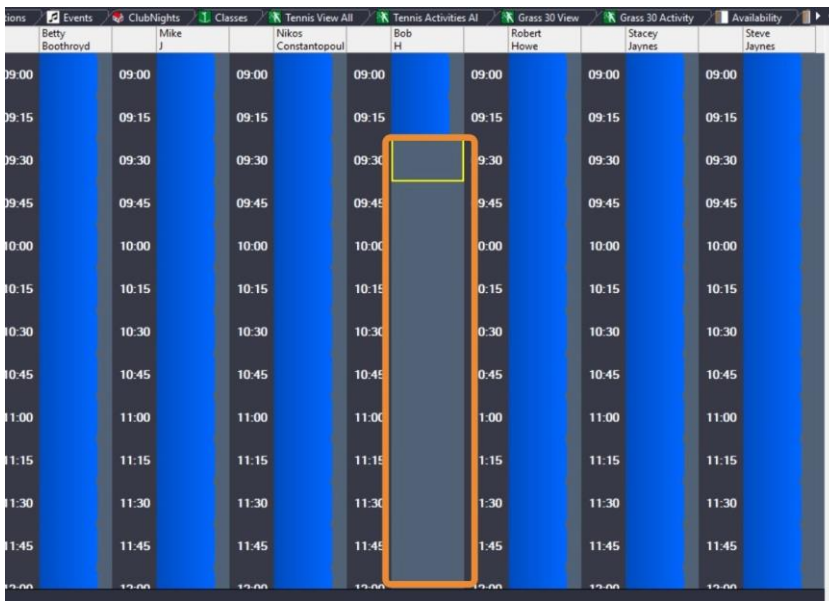


Spa – Adding Dry Events to a Therapist

9. From the list on screen, select the dry event or staff event you wish to use.



10. This has now added the event to the Therapist.



11. Once you've finished adding your staff events, you can **Exit** from the booking diary back to your main desktop.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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