AL Beauty Shop

AL Beauty Shop Access Screen

Beauty Shop	Charting	Schedule	Other
	Services/ Charges	Beauty Shop - Schedule	Send Internal Message
		Beauty Shop - View	View Messages

If you happen to close the Access screen, click the Easy button to open the Access screen again.

Access Screen Options

Services / Charges – This button will take you to the area where you can enter any Beauty Shop services/charges that were provided. Select the appropriate option and select the effective date the service was provided. When finished, click the Sign icon to save the data and return to the Access screen.
Beauty Shop – Schedule – This button takes you to the schedule where you can schedule beauty shop services.
Beauty Shop – View - This button takes you to the schedule where you can view the beauty shop services for the day.
Send Internal Message – This button will take you to an area where you can document a message to send to the staff (users) in the system. When documenting messages, you will always use the client Internal Message. After you have documented the message, click the Sign button. This will present a user selection screen. Select the user(s) to whom you would like to send the message. The screen will close and return you to the Access screen.
View Messages – This button will open the View Messages (internal communications) screen to view any messages you may have.

Viewing Documentation

1. Click the green View icon.
2. Select the client and click OK.
3. Once the View screen generates, click the Topic button.
4. Select the AL Departments tab and the Beauty Shop Services folder. Click OK.
5. When you are back at the View screen, you MUST click the Go button for the system to begin its search for the data.
6. When finished viewing, click the Exit button to close the View Entries screen.

Editing Documentation

When using ECS, there are times when editing data is necessary. Whenever there is a charge that was entered incorrectly, it must be Archived out of the system and a new/corrected entry must be made.

1. Follow steps 1 – 5 from Viewing Documentation.
2. Locate the entry that is incorrect. Click on it to highlight it (it will turn red).
3. Click the **Edit** button and select **Archive**. Click **Yes** to confirm.
4. Click the **Go** button, and the entry will now be gone.
5. Click **Exit** to close the View screen.
6. You will need to re-enter the correct charge. Use the Services / Charges button on the Access screen to enter in the new/correct charge.

Filtering

The list of names appearing on the screen may be altered to include clients in a location or of a status (e.g., clients on the 1st floor who are either in-house or discharged). This feature is often utilized by all users in the system. The image below is a snapshot of the Filter screen.

1. Click the desired button from the Access screen. This will present the Name Selection screen.
2. At the bottom of the Name Selection screen, click **Filter**. You will be presented with the screen above.
3. Make the desired selection (e.g., 1st floor, in-house, and discharged), and click **OK.**
4. This will change the client listing based on the settings that you chose.
5. If you would like to see the full client listing, on the Name Selection screen, click **Refresh** (just under the Filter button). This will refresh the client list for you.