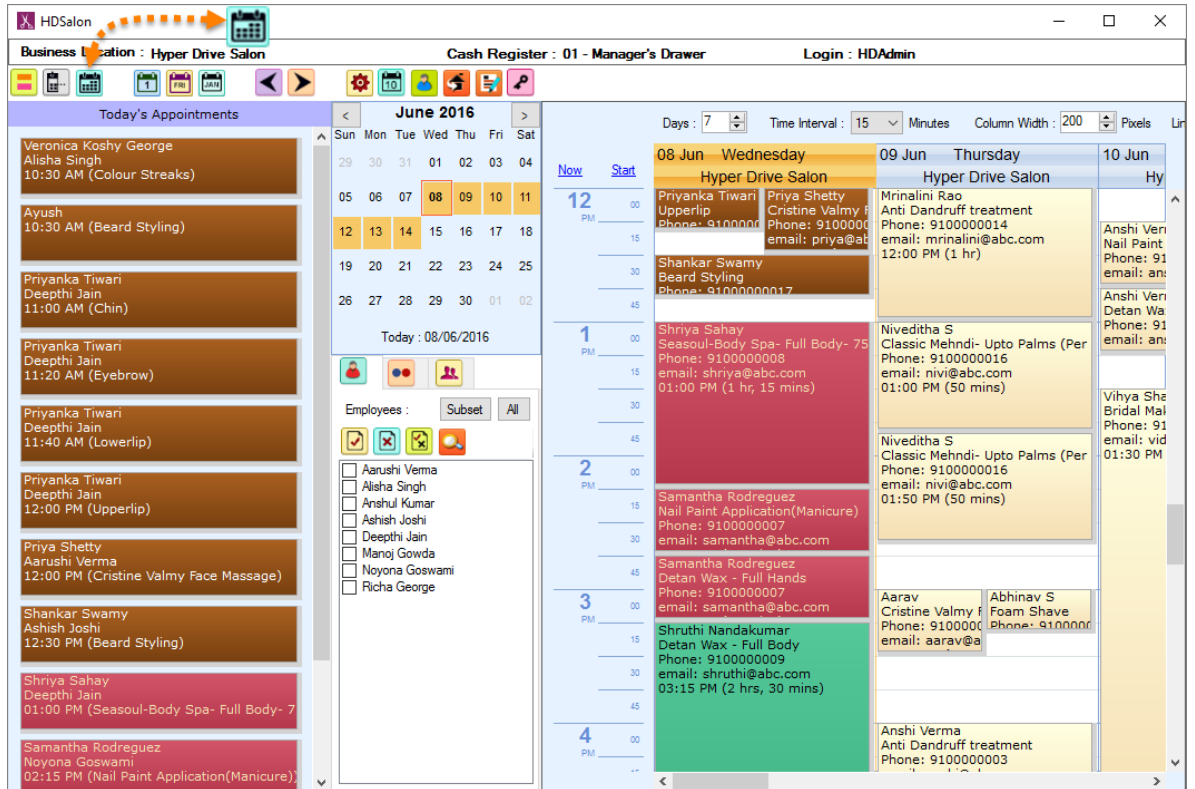


# How to define working hours for Salon?



To define working hours for your salon, please follow the steps given below:

1. Run **HDSalon**
2. Click on **Calendar Settings**  toolbar button



The screenshot displays the HDSalon software interface. The top menu bar includes 'Business Location: Hyper Drive Salon', 'Cash Register: 01 - Manager's Drawer', and 'Login: HDAdmin'. The main window is divided into several sections:

- Today's Appointments:** A list of appointments for the current day, including names, times, and services like 'Veronica Koshy George 10:30 AM (Colour Streaks)' and 'Shriya Sahay 01:00 PM (Seasoul-Body Spa- Full Body- 7)'. Below this list is an 'Employees' section with checkboxes for staff members like Aarushi Verma, Alisha Singh, and Anshul Kumar.
- Calendar:** A monthly calendar for June 2016, with the 8th of June highlighted. A 'Today: 08/06/2016' label is present.
- Appointment Details:** A detailed view of appointments for 08 Jun (Wednesday) and 09 Jun (Thursday). It shows a grid with time slots (12 PM, 1 PM, 2 PM, 3 PM, 4 PM) and lists services such as 'Priyanka Tiwari Upperlip', 'Shriya Sahay Seasoul-Body Spa- Full Body- 75', and 'Samantha Rodriguez Nail Paint Application(Manicure)'. Each entry includes contact information like phone numbers and email addresses.

3. Define your working hours in the **General** section of **Appointments Calendar Settings**





**Appointments Calendar Settings**

Status :  
Blocked  
Break  
Cancelled  
CheckedIn  
Completed  
Confirmed  
NoShow  
Off  
Overdue  
Pending

Status Settings  
Display As : Blocked  
Top Color: #642065  
Bottom Color: #5F0046  
Text Color: #FFFFFF  
Change Font...  
Verdana,8.25,style=Regular

Actions  
Action Text:  
Block Time Slot  
Cancel  
Check In  
Confirm  
Copy  
Cut  
Delete  
Make Invoice  
Modify

View  
 Day View  Week View  Month View  Today View

Text Template:  
{{Customer}}  
{{[APPOINTMENTTITLE]}}  
{Phone: [CustomerMobileNumber]}  
{email: [CustomerEmail]}  
{[StartTime] {[Duration]}}

Preview:  
Customer Name  
Appointment Title  
Phone: (800) 555-1212  
email: Customer@Customer.com  
05:14 PM (30 mins)

Reset  
Reset to Installation Default  
Reset to System Default

General  
Working Hours in Day View  
Start Time : 10:00 AM  
End Time : 07:30 PM

Week Start Day in Week View:  
Sunday

Show Employee Information On Mouse Over  
 Show Appointment Details On Mouse Over

Selection  
Top Color: #FFA040  
Bottom Color: #54B8E6  
Text Color: #FFFFFF

Visit Selection  
Top Color: #FFFF32  
Bottom Color: #379AC8  
Text Color: #000000

Set As System Default  Set For Only My Login

OK Cancel

- i. **Start Time:** Enter the time from when your salon is open.
  - ii. **End Time:** Enter the time upto which your salon is open.
4. Click on **OK**.

