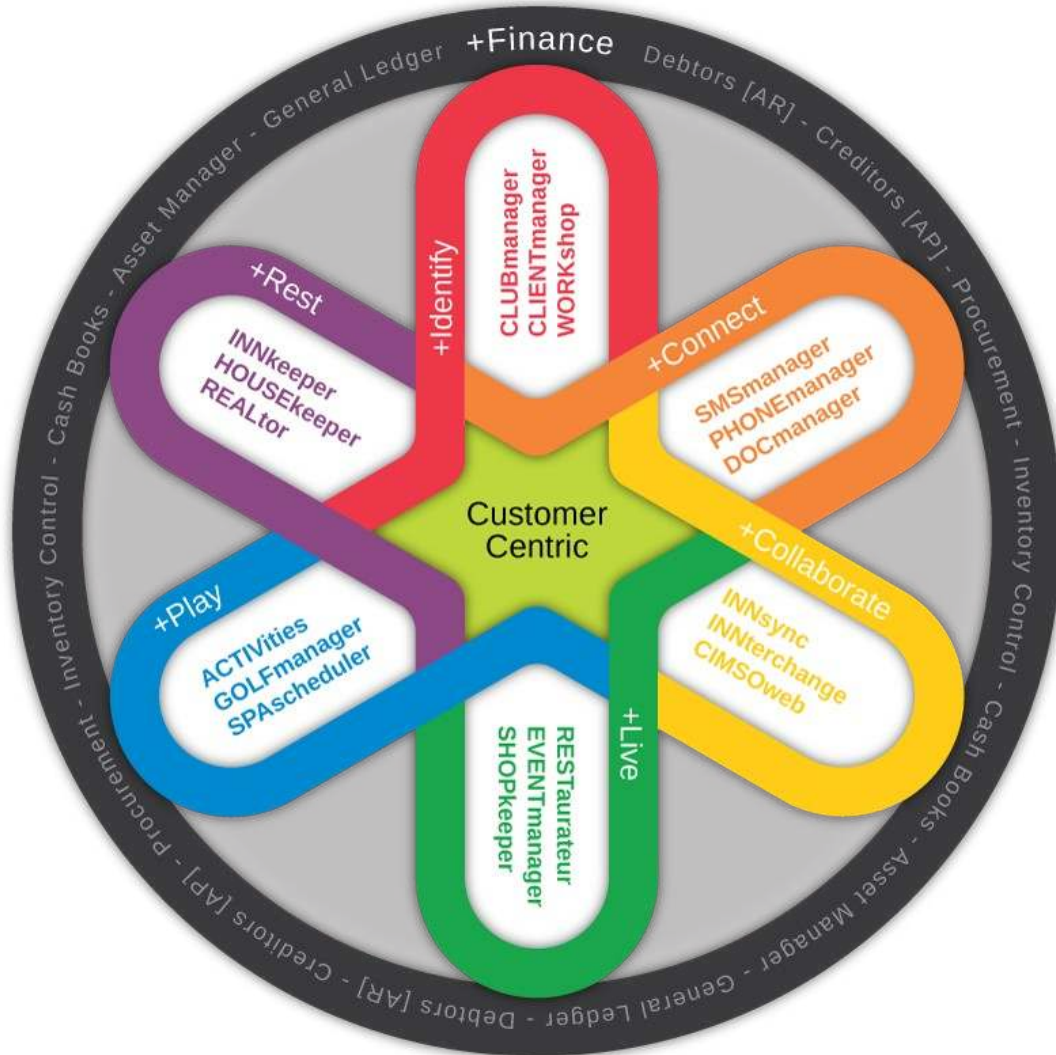




The Staff Report Process Manual

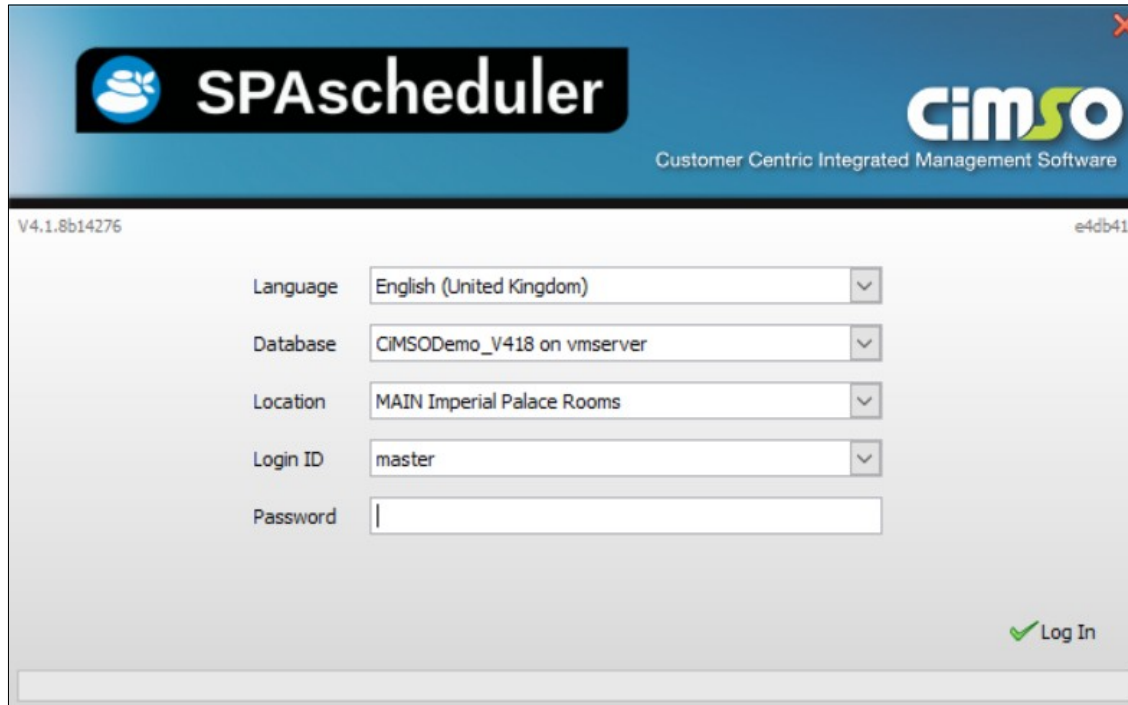
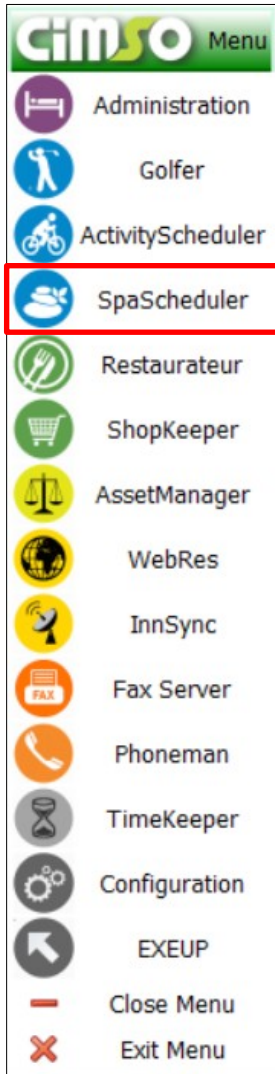
What Is A Report?

A Report is a document that presents information in an organized format for a specific audience and purpose.



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet



SPAscheduler

Customer Centric Integrated Management Software

V4.1.8b14276 e4db41a


Language: English (United Kingdom)

Database: CIMSODemo_V418 on vmserver

Location: MAIN Imperial Palace Rooms

Login ID: master

Password:

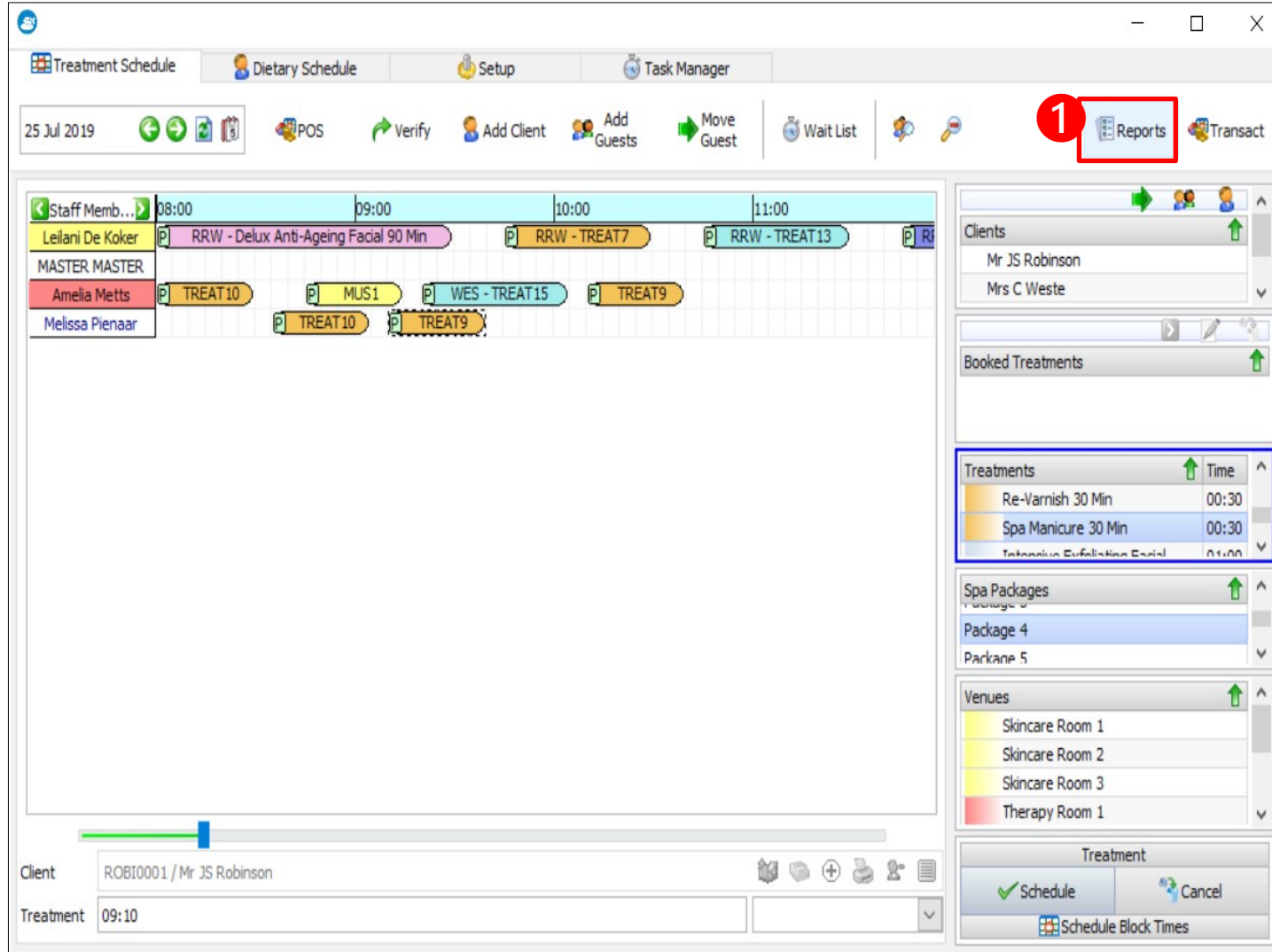
 Log In

Start your **CiMSO Menu**, select the **SPAscheduler**. Use your given **Login ID** and **Password** to log in

The screenshot displays the SPAscheduler software interface. At the top, there are tabs for 'Treatment Schedule', 'Dietary Schedule', 'Setup', and 'Task Manager'. Below the tabs is a toolbar with various icons and text labels: '24 Jul 2019', 'POS', 'Verify', 'Add Client', 'Add Guests', 'Move Guest', 'Wait List', 'Reports', and 'Transact'. The main area is a grid with columns for time slots (08:00, 09:00, 10:00, 11:00) and a row for 'Clients'. The 'Treatments' sidebar on the right is highlighted with a blue border and contains a list of treatments with their durations and times. Below the sidebar are sections for 'Spa Packages', 'Staff Members', and 'Venues'. At the bottom, there are input fields for 'Client' and 'Treatment', and a 'Treatment' dialog box with 'Schedule', 'Cancel', and 'Schedule Block Times' buttons.

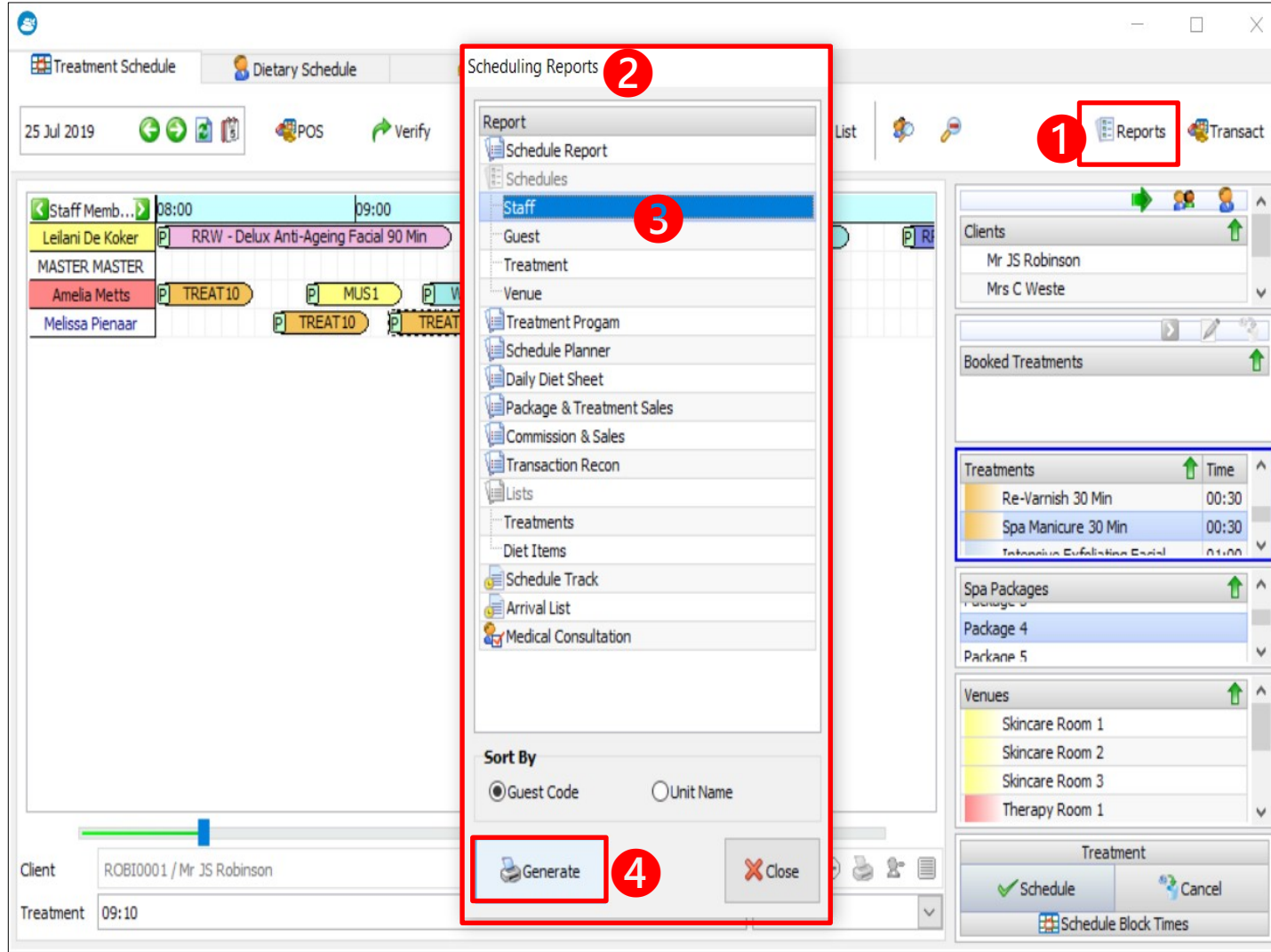
Treatments	Time
Delux Anti-Ageing Facial 90 Min	01:30
Spa Pedicure 30 Min	00:30
Reflexology 60 Min	01:00

Once logged into **SPAscheduler**, You are able to navigate through the Database



Navigation: The Staff Report Process

- 1 Select the **Reports** button



The Staff Report Process:

- 1 Select the **Reports** button
- 2 **Scheduling Reports** window
- 3 **Locate & Select:** select a report from the list – **Staff Report**
- 4 Select the **Generate** button

Print Preview - Staff Schedule

Staff Schedule
Staff Member: Leilani De Koker Date: Thursday, 25 Jul 2019

Time	Guest	Unit	Dur & Treatment	Venue	TXN	Signature
08:00	Mrs C Weste	N/A	90 min Daux Anti-	Sincare Room		
09:45	Mrs C Weste	N/A	45 min Paraffin Dip 45	Sincare Room		
10:45	Mrs C Weste	N/A	45 min Swedish Full	Sincare Room		
11:45	Mrs C Weste	N/A	50 min Shiatsu 50 Mh	Sincare Room		
13:00	Mrs C Weste	N/A	30 min Thai Half Body	Sincare Room		

Staff Schedule
Staff Member: Amelia Metts Date: Thursday, 25 Jul 2019

Time	Guest	Unit	Dur & Treatment	Venue	TXN	Signature
08:00	Ms M Waste	N/A	30 min Spa Pedicure	Wet Room 2		
08:45	Ms M Waste	N/A	30 min Music	Music Room 1		
09:20	Ms M Waste	N/A	45 min Thai Full Body	Wet Room 2		
10:10	Ms M Waste	N/A	30 min Spa Pedicure	Wet Room 2		

Printed: 2019/07/25

Page 1 of 2

Progress Zoom

Print Setup Print Fax E-mail Load Report Save Report Close Cancel

The **Print Preview**, you are able to **Print, Save, Fax, or Email** the report

Thank you!