

MINI-GUIDE: Use Rooms & Equipment in Kitomba

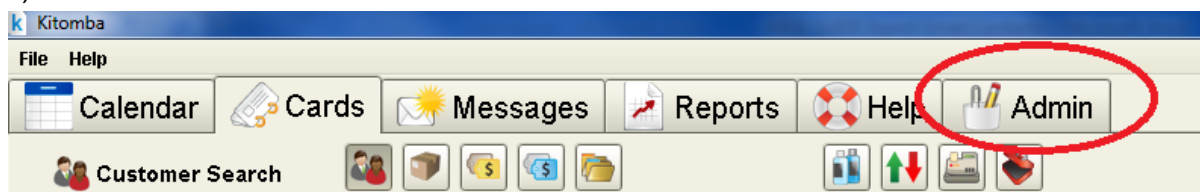
Rooms & equipment is a feature in Kitomba that allows you to assign a room or a piece of equipment to an appointment.

In this mini guide we'll cover:

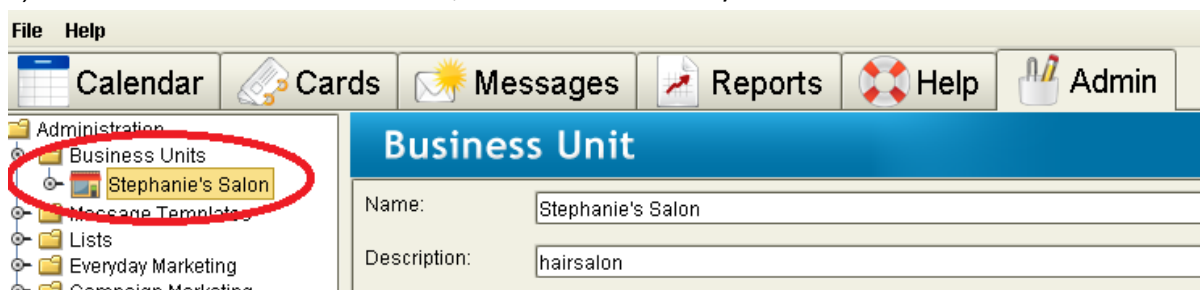
1. Setting up rooms and equipment in Kitomba
2. Setting up the capabilities of a room or equipment in Kitomba
3. Booking a room or equipment for your appointment in Kitomba
4. See which room or equipment is booked for an appointment in Kitomba

1 - Set up rooms/equipment in Kitomba

- 1) Go to the **Admin** tab



- 2) In the **Business Units** section, click on the name of your business



- 3) At the bottom of your screen, click **Add Room/Equipment**

The screenshot shows a software interface with a sidebar menu on the left containing categories like Administration, Business Units, and Reports. The main area displays the 'Business Unit' form. At the bottom of the form, there are two buttons: 'Add Staff' and 'Add Room/Equipment'. The 'Add Room/Equipment' button is circled in red.

- 4) The **Rooms and Equipment** screen will appear. Complete the details of the room or equipment
- **Name:** The name that you know the room or equipment by e.g. Blue Treatment Room, Tanning Booth 1
 - **Description:** this is optional – you could describe the room or equipment so that your team know which room or equipment you’re referring to e.g. room nearest the store room, Mystic Tan booth, Glow Tan booth
 - **Colour:** choose a colour for your room or equipment so that you can easily identify it on your calendar

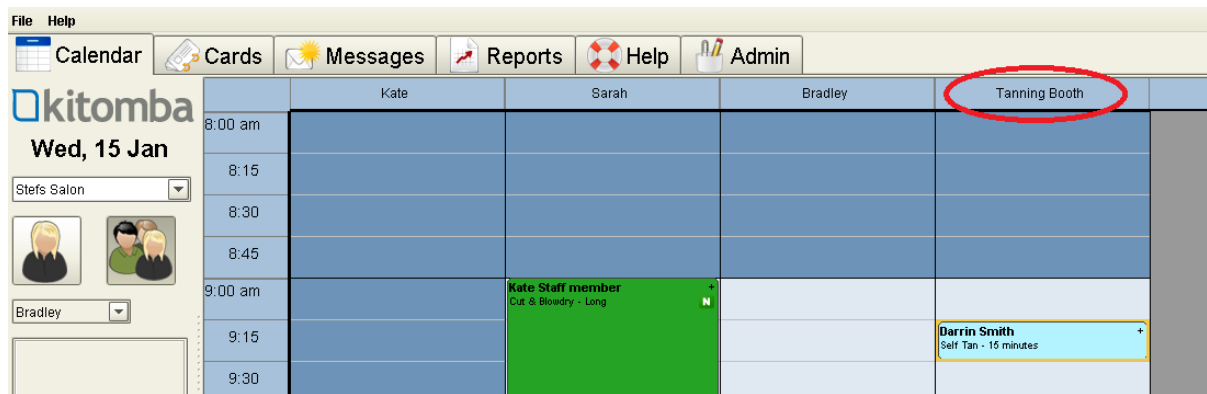
If you need a staff person to be booked at the same time as the room or equipment is booked, make sure the box that says “This room/equipment requires a staff member to be present when performing services” is **ticked**. A massage room is a good example of this – you need a therapist in the massage room for the service to go ahead.

The screenshot shows the 'Rooms & equipment' form. It includes input fields for 'Name' (filled with 'Massage Room One'), 'Description' (filled with 'The blue room with two beds in it'), and 'Colour' (a blue color picker). Below these is a checkbox that is checked, with the text: 'This room/equipment requires a staff member to be present when performing services. Untick if it's only used for unattended services (e.g. a tanning bed). It will appear as its own column on the calendar.' At the bottom, there are three buttons: 'New Timetable/Rota', 'Remove Selected Timetables', and 'Repeat Selected Timetables'.

- 5) Click **Save**

You have the option to set up the room or equipment to have its own column on your calendar. This can be useful if you want to be able to book out a service directly on the room or equipment without having to involve a member of staff.

To do this, leave the box next to “This room/equipment requires a staff member to be present when performing services” **unticked**. This will mean that the room or equipment will have its own column on the calendar (example below).



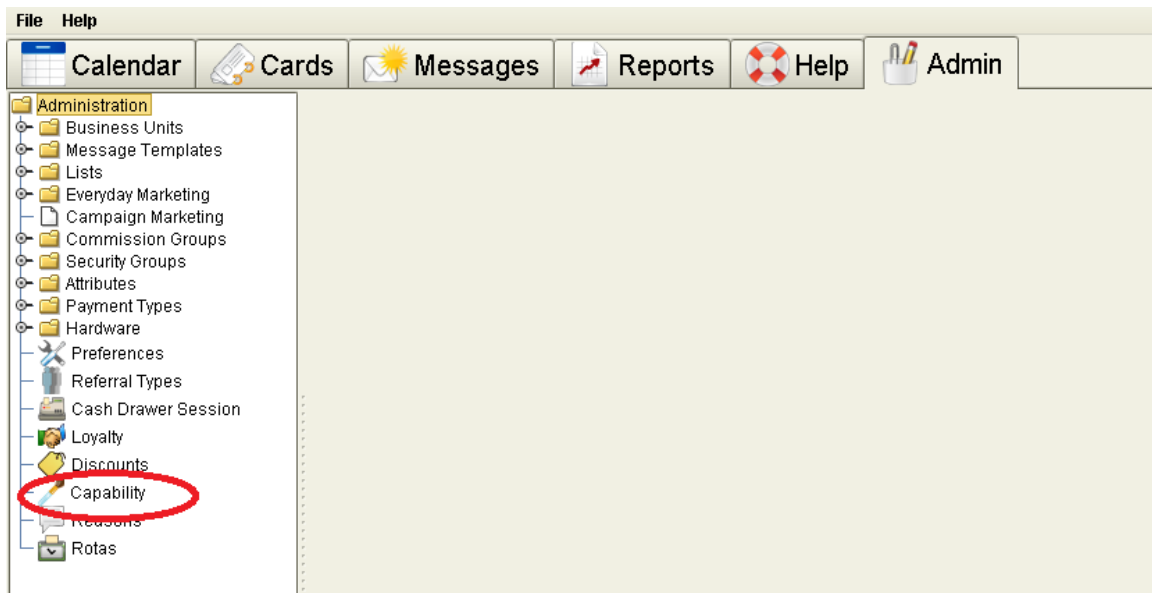
2 - Setting up room and equipment capabilities in Kitomba

You can specify which services a room/equipment is capable of being booked with. For example, a massage room would have the capability of all massage services, but not tanning or laser treatments.

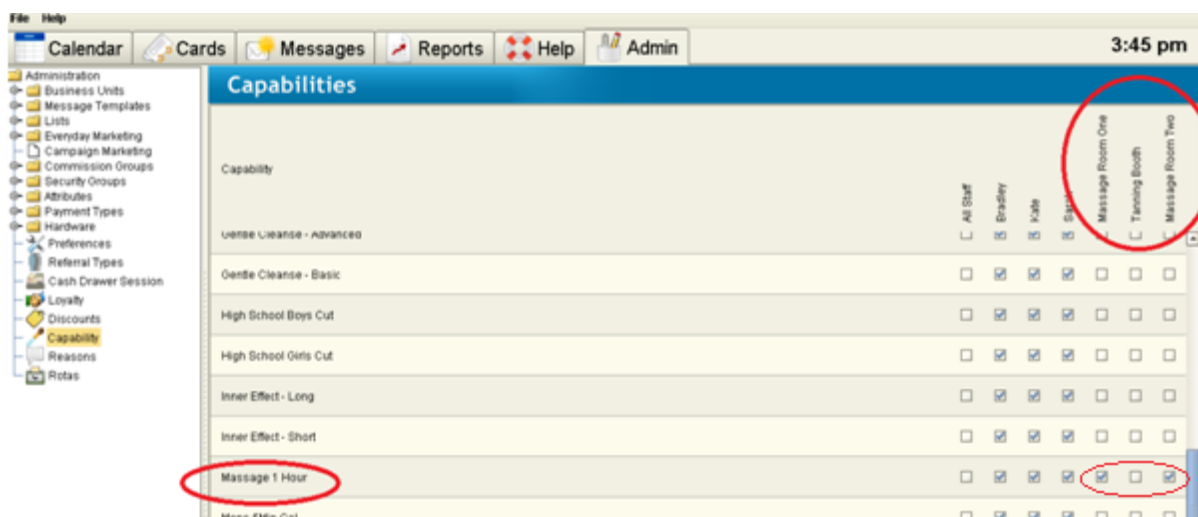
Setting capabilities for each room and equipment is optional, but will help you avoid booking the wrong type of room or equipment for a wrong service.

This is done in exactly the same way as setting staff capabilities.

- 1) Go to the **Admin** tab in Kitomba
- 2) Select **Capability** from the left hand side menu



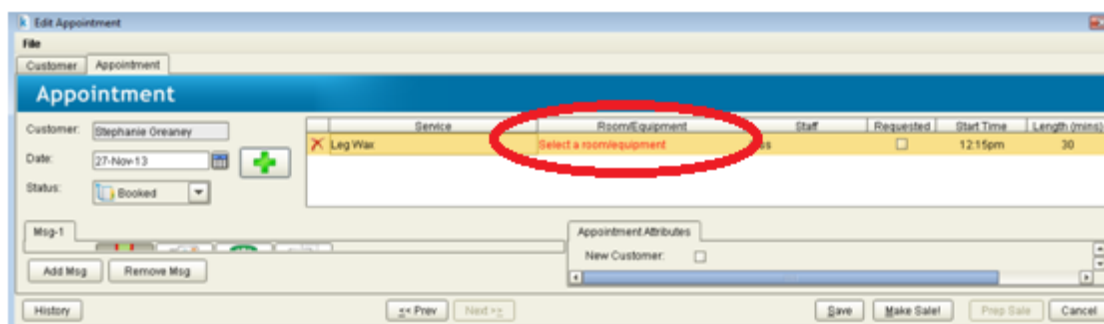
- 3) You will see your rooms and equipment as columns, with your services as rows. Select which services each room or equipment can be used for. In the example below we have specified that each of our massage rooms can be used for the service 'Massage 1 Hour' and that our tanning booth can't be used for that service.



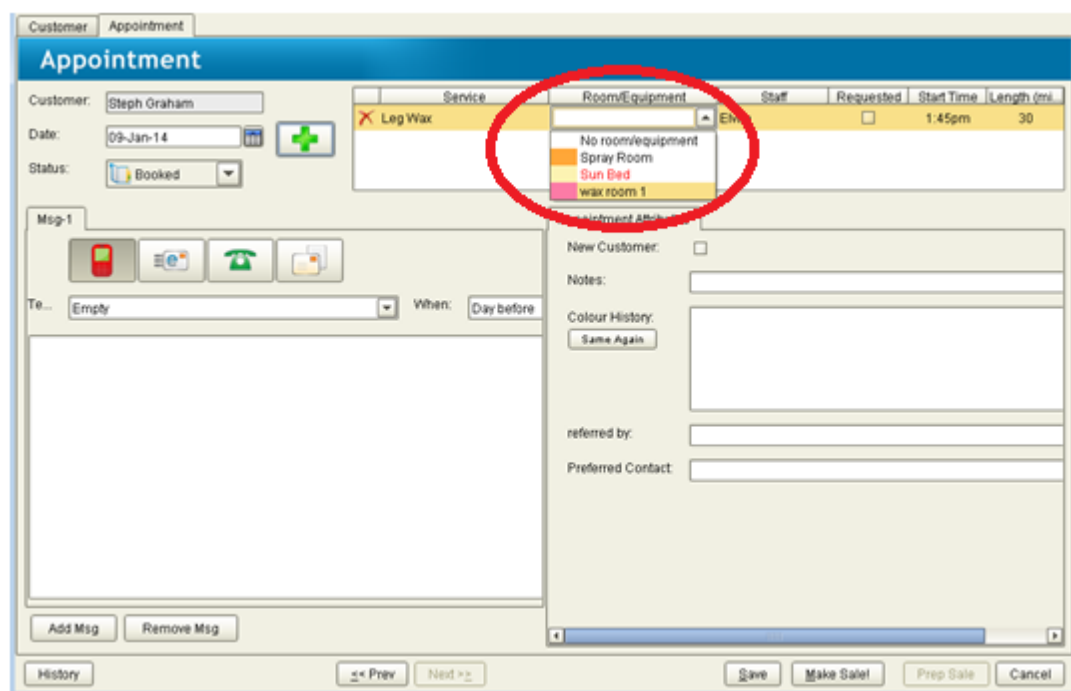
- 4) Click **Save**

3- Book a room or equipment with an appointment in Kitomba

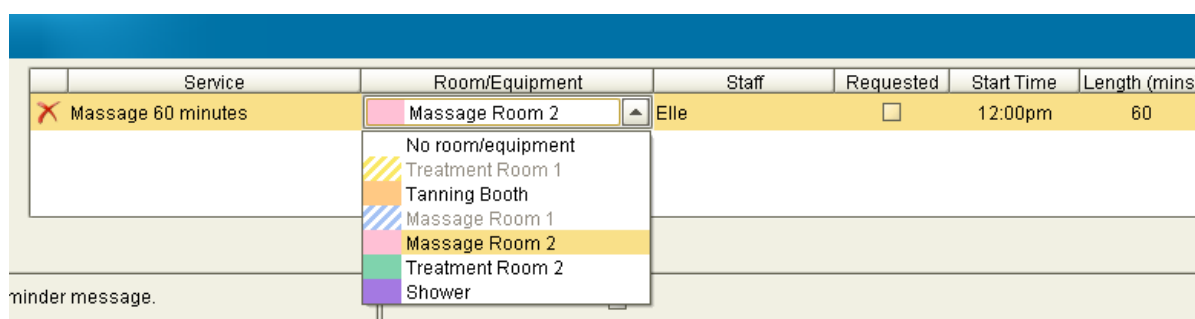
- 1) Make an appointment as usual - select your client and service.
- 2) Select a room or equipment for the appointment. To do this, click in the rooms/equipment column (circled below) and select the room or equipment you want to book.



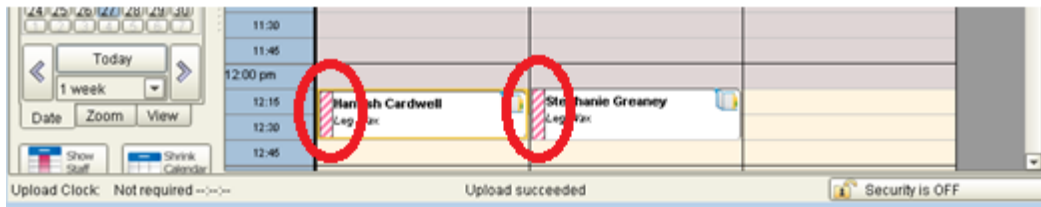
If the room name shows up in red this means the room/equipment is not capable of providing or being used for this service. In the example below, the equipment **sunbed** is not capable of being booked for the service **leg wax**.



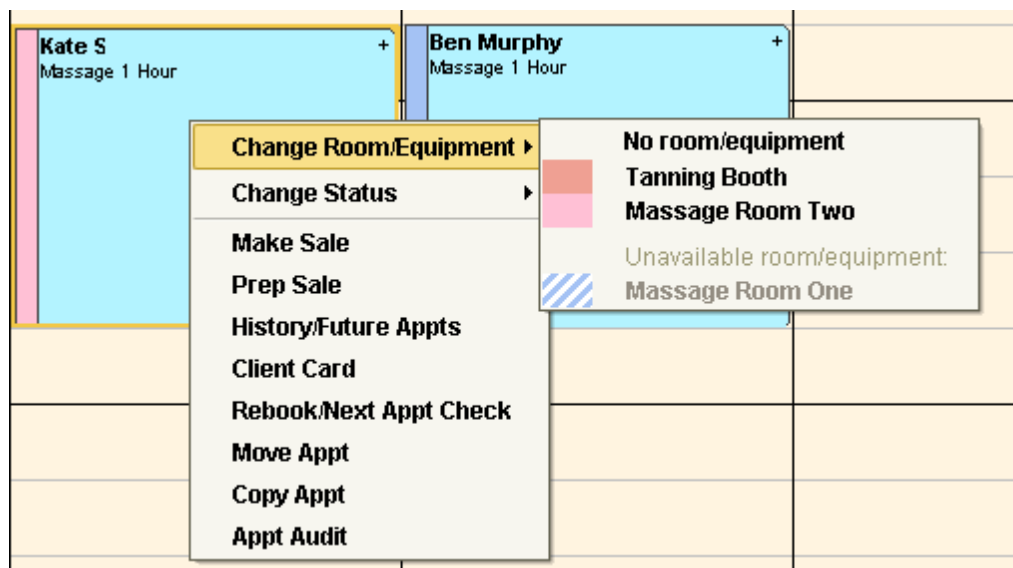
If the room or equipment is showing in stripes, as in the example below, this means the room is already booked for this time slot.



You can still book a room or equipment that is showing as unavailable, but this means that it will show as double booked, like this:

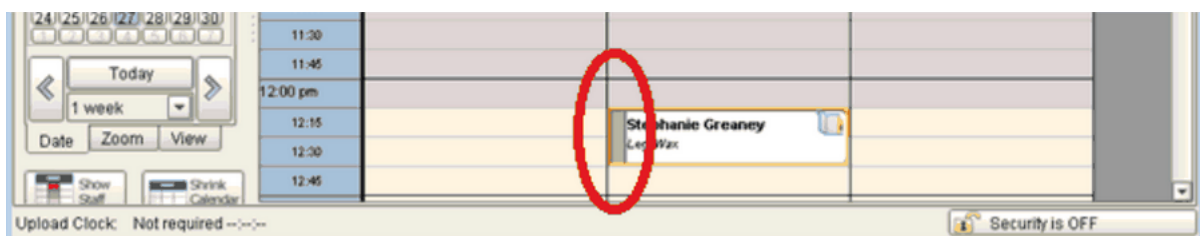


3) Another way of assigning or changing a room/equipment to an appointment is by right-clicking on the appointment and choosing a different room under **Change Room/Equipment**. Once again, any unavailable rooms/equipment will show in the grey 'unavailable room/equipment' section.



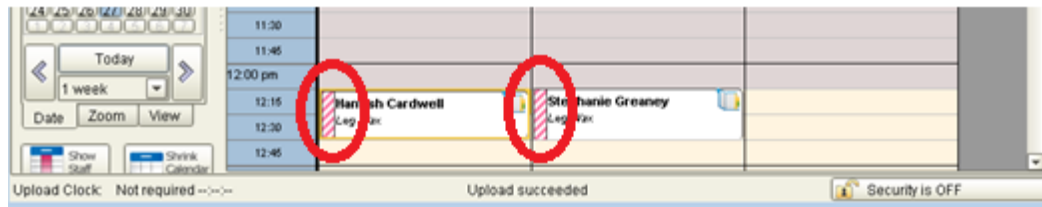
4 - See which room or equipment is booked for an appointment in Kitomba

On the calendar, if a room or equipment has been assigned to an appointment it will be represented by a coloured bar on the left hand side.



Each colour represents a different room or equipment and is the colour which you set when you first created the room/equipment in Kitomba.

If you have two appointments booked with the same room/equipment at the same time (double booked), the coloured bar on the appointment will appear in stripes.



Note if **all** of your services use a bookable room or equipment (this is usually the case for beauty businesses), we recommend using the Room/equipment colours' option for colouring your appointments. This setting is covered in more detail in the Mini Guide: "Set the appointment colour theme for your calendar in Kitomba".