



MY SPA 4.2 – New in this Version

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Managing flexible working hours

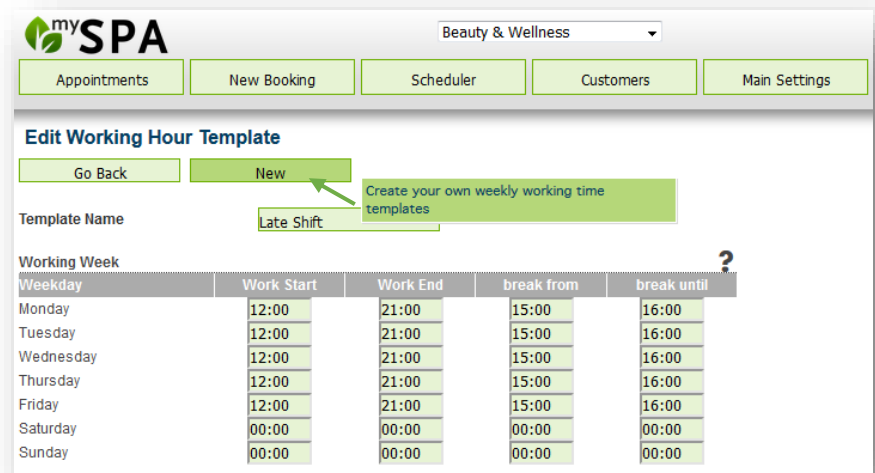
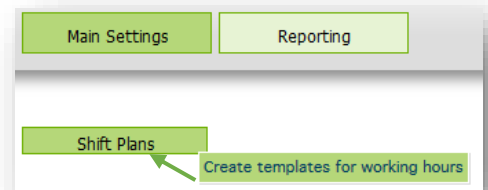
You now have the option of creating different weekly working times in addition to the regular employees' weekly working times and saving these as general templates for shift plans.

Creating Shift Plans

Under Main Settings - Administration you will find the new item 'Shift Plans':

With a click on 'New' you can create your own weekly work schedule template and save it permanently for quick assignment to employees.

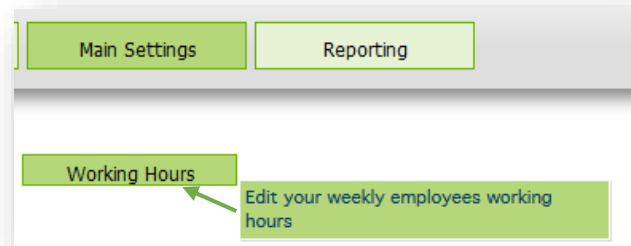
Assign a name freely, which you can quickly recognize for later assignment to the employee.



Edit the 'Employee' Data

Under Main Settings - Employees you will find the new item 'Working Hours':

You will now see the list of your active employees for one week, with the current week preselected at the beginning.



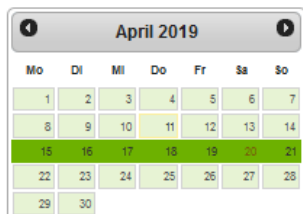
The 'Work Time' interface includes a search bar with 'Start Search', 'Extended Search', 'New', and 'Working Hours' buttons. Below the search bar is a calendar for April 2019 with the week of 04/15/2019 to 04/21/2019 selected. Below the calendar is a table showing working hours for three employees: Alexandra Adams, Andreas Olenberg, and Anja Lindherr. The table has columns for each day of the week and rows for each employee, with green bars indicating working hours.

Employee	Monday, 04/15/2019	Tuesday, 04/16/2019	Wednesday, 04/17/2019	Thursday, 04/18/2019	Friday, 04/19/2019	Saturday, 04/20/2019	Sunday, 04/21/2019
Alexandra Adams	Working	Working	Working	Working	Working	Working	Working
Andreas Olenberg	Working	Working	Working	Working	Working	Working	Working
Anja Lindherr	Working	Working	Working	Working	Working	Working	Working

By clicking on the magnifying glass next to the employee name, you can enter the employee's different working times for this week, or load a working time schema from your previously created working time templates.

The 'Edit Week Working Hours' dialog box shows details for Mrs Alexandra Adams for week 16/2019. It includes a 'Template' dropdown menu currently set to 'Frühschicht'. Below is a table with columns for 'Weekday', 'W' (working indicator), 'Work End', 'break from', and 'break until'. A 'Save' button is at the bottom.

Weekday	W	Work End	break from	break until
Monday	1	12:00	15:00	16:00
Tuesday	1	12:00	15:00	16:00
Wednesday	1	12:00	15:00	16:00
Thursday		12:00	21:00	15:00
Friday		12:00	21:00	15:00
Saturday		00:00	00:00	00:00
Sunday		00:00	00:00	00:00



Click on the calendar to switch to a specific week.



Working Hours Report

Under the menu item Reporting - Commission report you will find a CSV 'Export Working Hours' for your further processing in the personnel administration. In the table you will find the working times, breaks and overtime for your employees per month documented.

Online Booking

Your services are shown divided by categories if more than two offer categories have been assigned under Main Settings - Administration - Offer categories.

The screenshot displays the mySPA web application interface. The top navigation bar includes 'Termin', 'Neue Buchung', 'Kalender', 'Kunden', 'Stammdaten', and 'Reporting'. The main content area is titled 'Spa-, Sport- und Aktivitäten-Kategorien' and shows a search result for 'Beauty & Wellness' with 4 results. The results are listed in a table:

Bezeichnung	Anzeigesortierung
Sport	4
Cosmetic	1
Watersport	3
Wellness	2
	1

Below the search results, there is a section for 'Wellness' and 'Sport'. The 'Sport' section is expanded to show a 'Yoga' service. The Yoga service description reads: 'Hatha Yoga Level 1 und 2 Hatha Yoga umfasst eine Reihe von Yoga Haltungen, die deinen Körper, deine Muskeln und deinen Geist stärken und ausrichten.' A 'mehr...' button is visible below the description.

Miscellaneous

The article quick search now also searches by name components.

Upcoming Versions

- Couple Treatments: two guests, two therapists, one room, one payment
- New Calendar View Resource Optimizer: view rooms and employees for an application to optimizes capacities
- Reservation of specific or multiple resources without employee assignment
- Combine course modules to event weeks: book participants for the entire event.

