SOFTWARE USERS GUIDE

Hair & Scalp

Treatment Spa Software

HSTSS

V/1.0-0126

HUNTER TECHNICAL GROUP

Table of Contents

Treatment Spa Services Users Guide

Overview

The Hair & Scalp Treatment Spa Software (HSTSS) is designed to help you:

• Organize client folders
• Document hair & scalp services and treatments
• Capture client intake information
• Access a treatment library
• Generate and review reports

This guide walks users through each step: from login, to navigating the main menu, to completing client records and accessing reports.

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1. Logging into HSTSS

1.1 Launching the software

1. Locate the application:• Desktop: Double-click the "Hair & Scalp Treatment Spa Software" (HSTSS) icon.
• Start menu/Applications: Select HSTSS from your program list.

2. Wait for the Login Screen:• You'll see the HSTSS login page with the Hair & Scalp branding and timestamp.

1.2 Entering your credentials

1. Username:• Enter your assigned username in the Username field.

2. Password:• Enter your secure password in the Password field.

3. Login:• Click the Login button.
• If your credentials are correct, you'll be taken to the Main Menu.

If login fails, confirm your username and password and try again. If still unsuccessful, contact your system administrator to reset your credentials.

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2. Main menu navigation

Once logged in, you’ll see the Treatment Spa main menu (Menu-Treatment Spa screen). This is your central hub to access all modules.

2.1 Main menu sections

You should see options similar to:

• Client Folders
• Client Services
• Hair & Scalp Treatment Spa Services Form
• Treatment Spa Library
• Client Intake
• Client Intake Reports
• HSTSS CMS
• Home
• Close

Each item opens a dedicated screen or function.

2.2 Basic navigation actions

• Open a module: Click on the module name (for example, Client Folders).
• Return Home: Click Home to return to the main menu from most screens.
• Close/Exit: Click Close to safely exit the application.

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3. Working with client folders

The Client Folders area is where you manage individual client records.

3.1 Creating a new client folder

1. From the Main Menu, click Client Folders.

2. On the Client Folders screen, locate the New or Add Record button (often indicated by a blank record or navigation control).

3. Enter the client’s core details:• Client Name
• Contact information (phone, email, etc., if available)

• Preferred stylist/clinician (if applicable)

4. Click Save (or move off the record if autosave is enabled).

3.2 Opening an existing client folder

1. From the Main Menu, click Client Folders.

2. Use the search field (for example, #Name?) to find the client:
• Type the client’s first name, last name, or ID.
• Press Enter or click the search/filter icon.

3. Select the desired client record from the list.

4. The client’s folder will display associated information (services, intake, notes, etc., depending on your implementation).

3.3 Navigating between client records

In the Client Folders screen, you may see navigation controls such as:

• First record
• Previous record
• Next record
• Last record

Use these controls to move through client records one at a time. The current item may be labeled Record: or Record: M in the footer or header.

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4. Managing client services

The Client Services area is where you view and record services provided to each client.

4.1 Opening client services

1. From the Main Menu, click Client Services.

2. If prompted, select or search for a client name (using a field such as #Name?).

3. Once the client is selected, you'll see a list or form of services associated with that client.

4.2 Adding a new service to a client

1. In Client Services, navigate to the appropriate client record.

2. Click New Service (or move to a blank service record).

3. Enter service details, such as:
• Service type (e.g., Hair & Scalp Treatment, Scalp Analysis, etc.)
• Date and time of service
• Provider
• Notes or observations

4. Click Save.

Tip: Ensure service entries align with the Treatment Spa Services Form structure so reporting and documentation remain consistent.

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5. Hair & Scalp Treatment Spa Services Form

The Treatment Spa Services Form is designed for consistent, detailed documentation of each hair and scalp treatment.

5.1 Opening the services form

1. From the Main Menu, click Treatment Spa Services Form or Hair & Scalp Treatment Spa Services Form.

2. Select the client you're documenting (if the form doesn't pre-filter from Client Services).

5.2 Completing a services form

1. Confirm client details: Ensure the client name and basic data are correct.

2. Record service data, such as:• Service type/protocol
• Products used
• Scalp/hair condition observations

• Before/after notes
• Recommendations and follow-up plan

3. Save the form to link it to the client's history and to enable reporting.

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6. Treatment Spa Library

The Treatment Spa Library contains reference materials and standard protocols.

6.1 Accessing the library

1. From the Main Menu, click Treatment Spa Library.

2. Browse or filter for items such as:• Standard treatment protocols
• Service descriptions
• Educational resources

6.2 Using library information during services

• While planning or delivering a service, you can
• Open the Treatment Spa Library to reference protocols.
• Align your documentation in the Services Form with library terminology and steps.

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7. Client intake and reports

The system includes Client Intake and Client Intake Reports modules to support structured onboarding and analysis.

7.1 Completing client intake

1. From the Main Menu, click Client Intake.

2. Select an existing client or create a new one if needed.

3. Complete all required intake fields, such as:• Health and scalp history
• Allergies and sensitivities
• Lifestyle and haircare habits
• Goals or concerns

4. Save the intake form to attach it to the client's folder.

7.2 Viewing client intake reports

1. From the Main Menu, click Client Intake Reports.

2. Choose the report type or filter criteria, for example:• Date range
• Provider
• Service type

3. Run or view the report.

4. Use any on-screen controls to:• Scroll through results
• Print or export (if enabled in your version)

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8. HSTSS CMS

The HSTSS CMS area is typically used to manage content, settings, or configuration elements within the software.

8.1 Opening the CMS

1. From the Main Menu, click HSTSS CMS.

2. Depending on permissions, you may have access to:
• Service lists (add/edit treatment types)
• Library items
• System settings

8.2 Updating CMS content

1. Select the data category you want to update (e.g., service types or library entries).
2. Use Add, Edit, or Delete options to maintain accurate content.
3. Save changes so they are available in forms and reports.

Only authorized users (such as administrators or lead clinicians) should modify CMS configuration to maintain data integrity.

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9. Record navigation and status indicators

9.1 Using record controls

1. Identify what each letter stands for in your internal SOP (for example:
   • A = Active
   • P = Pending
   • T = Treatment
   • D = Draft
   • S = Signed/Submitted
   • R = Reviewed
   • C = Closed
   • In = Intake

2. Click the appropriate letter to:• Filter records by status, or
• Change the status of the current record (depending on your configuration).

3. Confirm any prompts and save.

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10. Returning home and closing the software

10.1 Returning to the main menu

• From most screens, click Home to return to the Main Menu without closing the program.

10.2 Closing HSTSS

1. From the Main Menu, click Close.
2. Confirm any prompts to save changes.
3. The program will exit and return you to your desktop or operating system.