

# APPOINTMENT BOOK

Greetings Oliver Finley Students,

Here at OFA we have a unique tool available to our student body called “Appointment Book”. It is exclusive to Oliver Finley Academy. We developed the platform in partnership with Guest Vision specifically for use during your time in the Student Salon Classroom (post Basics).

“Appointment Book” is a website-based cloud platform that can be accessed on any device with a browser and internet service. It can be accessed anywhere, on or off campus.

## **APPOINTMENT BOOK’S WEB ADDRESS IS:**

**<http://appt.oliverfinley.guestvision.net/Login>**

Once you arrive at the login page using your computer, phone or iPad, we suggest creating a bookmark to easily access the site going forward. You should be using the site every day that you are here.

## **HERE’S HOW IT WORKS:**

Appointment Book accesses a dedicated server here on campus, that connects to our Guest Vision database (Guest Vision is the software we use to run the Student Salon operations and your everyday class scheduling, plus time clocks).

When you arrive at the login screen, *ENTER YOUR 4-DIGIT FAME CODE INTO THE “GV CODE” WINDOW AND HIT “LOGIN”.*

Your 4-digit Fame code can be found in the “profile” section of your OFA Student App. Our FinAid department employees can also look this up for you.

Once logged in, you are officially connected to our Guest Vision database in “realtime”.

It will pull up your schedule with options to view: *“Today, Tomorrow, One week, Two weeks, past week and Past two weeks”.*

If you click on an appointment, it will open a screen showing all the appointment details available for that particular client (past appointments, products purchased, notes, etc).

**IMPORTANT:** *You are able to add Chemical Card notes directly from inside “Appointment book”.*

For example, if you were providing a Color service, you would be able add a new Color formula, etc so the next time the client came for a service, the next student to help them would have access to this information!

As well, If you are blocked out for Dispense, sanitation, salon host or other duties, your Appointment Book schedule will show this block. Clicking on the block will show “what” you are assigned to.

“Appointment Book” is a fantastic tool for many reasons. Perhaps one of its greatest advantages is: Giving you insight into your client “before” you meet them for the first time. Imagine how this information into their past services here can help you provide a better, more personalized experience with you.

Enjoy using Appointment Book\* while you’re here with us! It will enhance your educational experience when used regularly.

*\*Please note that Appointment Book is a free “extra” we provide for you as a student of OFA. It is not guaranteed to be available at all times and is not part of what your tuition covers. This is an extra service that we provide at our expense and discretion.*