

Setup checklist: beauty and hair salons

We are with you at every step of setup. Set it up yourself in the panel, or fill in this list and send it, and we will do the setup. Whatever you want to add later, support is there for you.

The setup and onboarding support package is charged once on the Salon MedorAI package; it covers the setup and the intensive support during the start-up period.

Must-haves

Your booking page needs these to offer times to your customers.

1. Your website

Your website (if the information is up to date): we prepare your services, address, opening hours and specialists from it; you approve.

Example: www.examplesalon.example

2. Business name, type, address and phone

What is your business's name as customers see it, its type (hairdresser, beauty centre, nail studio, lash and brow studio, skin care centre; more than one may apply), its full address and phone number?

Example: Example Beauty Salon · beauty centre · 12 Papatya St., Kadıköy/Istanbul · 0216 000 00 00

3. Opening hours

On which days of the week and between which hours are you open? Is there a lunch break?

Example: Monday-Saturday 10:00-20:00, Sunday closed; no lunch break

4. Specialists

What are the names of the specialists who take appointments?

Example: Elif Aksoy, Can Yıldırım

5. Specialists' working hours

On which days and at which hours does each specialist take customers?

Example: Elif Aksoy: Tuesday-Saturday 10:00-19:00

6. Services and their durations

Which services do you offer, how many minutes does each take, and which specialist performs it? From a ready-made list of 94 services, the ones that fit your business type come with durations; you adjust them to your own list.

Example: Haircut 45 min (Elif Aksoy), Manicure 45 min (Can Yıldırım), Facial 60 min

7. Service prices

How should we share the price of each service: fixed price, range or starting price? What are the figures?

Example: Haircut: fixed 650 ₺ · Hair colouring: range 1.800-3.200 ₺ · Bridal hair: from 4.200 ₺

Can be added later

Add them whenever you like; the panel and your booking page work without them.

8. Online booking

Should your customers be able to book online? How many hours ahead at the earliest and how many days ahead at the latest may they book? For which services is a booking confirmed right away, and for which do you confirm it?

Example: On · at least 2 hours and at most 30 days ahead · haircut instant, full colour on request

9. Your booking page: logo and colour

Do you have a logo and a cover image? What is your brand colour? What are your map link and social media accounts? Should prices show on the page?

Example: Logo (PNG) · colour #7A4E6D · Instagram @ornekguzelliksalonu · show prices

10. WhatsApp and Instagram connection

Which WhatsApp number and which Instagram account will we connect?

Example: +90 5XX XXX XX XX · @ornekguzelliksalonu

11. Team accounts

Who will sign in to the panel? What are their names and e-mail addresses?

Example: Selin Kaya, reception, selin@orneksalon.com

12. Frequently asked questions and your answers

The questions customers ask most often, and your answers. Do not send screenshots that show a customer's name, phone number or photo; write only the question and the answer.

Example: Question: "Are you open on Sundays?" · Answer: "We are closed on Sundays."

13. Saved replies (recommended on the Salon Panel package without AI)

Are there questions you always want to answer with the same sentence?

Example: Question: "Is there parking?" · Answer: "The parking behind the building is reserved for our customers."

14. Welcome message

How would you like to greet a customer who writes for the first time?

Example: Welcome to Example Beauty Salon. How can we help you?

15. Current calendar

Where do you keep your appointments now (Google Calendar, another program, a paper appointment book)?

Example: Google Calendar

MedorAI, the AI assistant

MedorAI is offered with the Salon MedorAI package; with the Salon Panel package your team answers the messages.

Before connecting WhatsApp

If you wrote a welcome message in the panel, turn off the greeting message and the away message in the WhatsApp Business app; otherwise the customer receives two greetings.

