

Onboarding Checklist



- Clinic Details - Name, Business name, Address, Contact information (phone, email, website)
- Clinic logo (high-resolution PNG), Clinic photos (reception, treatment rooms, team shots)
- Team Details, Full name of each staff member, Unique email address for each user (required for login access), Bio (short professional summary or fun introduction), Professional photo (headshot or uniform photo), Specialty or role in clinic (e.g., Dermal Therapist, Laser Technician), Certificates
- Service Library. Complete treatment and service list.
Pre-care advice for each service
Post-care advice for each service
- Product Library -Full list of retail and product ranges. Product Size. Product Description, Product Highlights, Product usage, Product Ingredients. Individual product photos
Usage how to - (AM/PM, frequency, contraindications)
Tip: Ask your product brands for this data — they usually have it ready to share!