Basic Setup: The Preferences Wizard

Note: This information is a supplement to the Spectra training video "Basic Setup: The Preferences Wizard."

Use the following table to find the Spectra maintenance screen that is associated with each type of information contained in the **Preferences Wizard**.

Wizard Information	Corresponding Maintenance Screen
Company Information & Logo	Maintenance > Preferences > Studio Preferences > Studio Info
Users	Maintenance > Studio > Users
Resources	Maintenance > Appointments > Resources
Business Hours	Maintenance > Preferences > Studio Preferences > Calendar
Client Groups	Maintenance > Client > Client Groups
Lead Sources	Maintenance > Client > Lead Sources
Session Types	Maintenance > Session > Session Types
Appointment Types	Maintenance > Appointment > Appointment Types
Default Sales Tax	Maintenance > Preferences > Studio Preferences > Invoicing (Click **Sales Tax Maintenance**)