

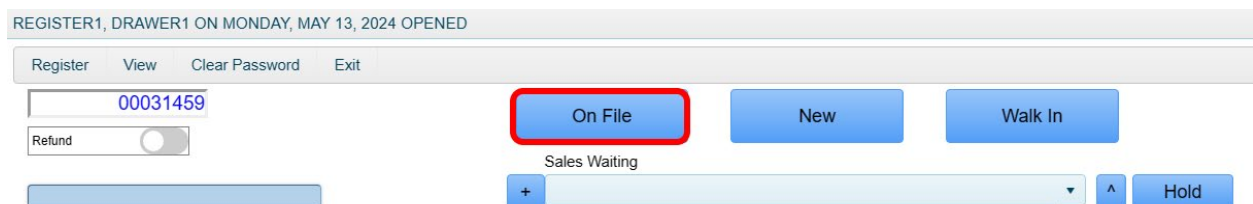
# Selling & Redeeming a Series on the Same Ticket.

This will be done when a client is receiving a service today and looking to purchase a series which will then be used to pay for today's service.

1. Click the Sales button from the main screen.



2. Even if the client is on the book, click 'On File' to select them. The series must be the first item in the transaction. Do not use 'Sales Waiting' at this time.



3. Click 'Series'

REGISTER1, DRAWER1 ON MONDAY, MAY 13, 2024 OPENED

Register View Clear Password Exit

00031459

Refund

On File

Sales Waiting

+

Service Retail

Gift Card Series

Client Name	Operator
Wiggins, Stephen	

4. Select the Series you'll be selling. By default, the Series is set to expire after one year. This can be changed to any date in the future in this screen. Please note that even if a client's series has expired, you can still choose to use it.

SERIES

WIGGINS, STEPHEN

Cancel Accept

Series Name Series Price Expires On

Hair Combo 150.00 05/13/24

For Service	Qty	Unit Value
Bang Trim	2	37.50
For Service	Qty	Unit Value
Blowout	2	37.50
For Service	Qty	Unit Value
Womans Haircut	7	12.00

5. Now if the client you're selling the Series to is currently on today's book, select their name from 'Sales Waiting,' otherwise click 'Service' and bring up their service that way.

The screenshot shows a software interface. At the top right, there is a dropdown menu labeled 'Sales Waiting' with a plus sign on the left and a downward arrow on the right. Below this, there are two blue buttons: 'Service' and 'Retail'. To the right of these buttons is a table with three columns: 'Client Name', 'Operator', and 'Service'. The table contains one row of data.

Client Name	Operator	Service
Wiggins, Stephen	Series	Hair Combo

6. You will now receive the following prompt notifying you that this Series is available to pay for the service they received.

The screenshot shows a notification prompt box. At the top, it says '- PLEASE NOTE -'. Below that, it says '#586 The client has a Series on file for this service with 7 services remaining.' At the bottom right, there is a blue button labeled 'Ok'.

## 7. Click the payment button

REGISTER1, DRAWER1 ON MONDAY, MAY 13, 2024 OPENED

Register View Clear Password Exit

00031459

Refund

On File New Walk In

Sales Waiting

+ [Dropdown] ^ Hold

Client Name	Operator	Service	Price
Wiggins, Stephen	Series	Hair Combo	150.00
Wiggins, Stephen	Hannah	Womans Haircut [S]	12.00

Services: \$ 162.00  
Products: \$ 0.00

Client Name	Sold By	Description	Qty	Price	Total
-------------	---------	-------------	-----	-------	-------

Service Retail  
Gift Card Series  
Memberships Gratuity  
Professional Clear

Payment

Discounts Modify Price Remove Item

Sv%=25.00 Rt%=10.00

SUB-TOTAL 162.00  
TOTAL 162.00  
AMT PAID 0.00  
BALANCE 162.00

8. Click 'Series' as the method of payment then select the corresponding series using the 'Series on File' dropdown. If you'll be redeeming more than one, you can change your quantity to use. The 'Amount Tendered' will automatically change to the value of the service the Series is being redeemed for. Then click 'Accept.'

Payment Types

Cash Check Credit Card  
Gift Card On Account  
Room Charge Rewards Other

Payee  Change

Info

Amount Tendered

Series on File

Qty to Use  Status

Cancel

Accept

7. You will instantly be taken back to the payment window so the client can pay off the remaining balance owed for the actual Series itself. In this example we will choose Credit Card.

### Payment Types



8. If this customer wishes to charge a credit card they already have on file with you, select 'Card on File' before clicking the 'Process' button, otherwise just click 'Process.'

The screenshot shows a payment processing interface. On the left, there are three vertically stacked buttons: a pink 'Credit Card' button, a blue 'On Account' button, and a blue 'Other' button. The main interface has a 'Payee' field containing 'Wiggins, Stephen' with a 'Change' button to its right. Below this is a 'Card On File' toggle switch, currently turned off, with an 'Info' button to its right. Underneath is an 'Amount Tendered' field containing '150.00'. At the bottom center is a large blue button labeled 'PROCESS'.

9. Follow the prompts on your credit card device to charge the card.



10. Once you receive the on-screen approval code, click the Accept button in the payment window.



11. Lastly, click the final 'Accept' button to finalize the transaction.

REGISTER1, DRAWER1 ON MONDAY, MAY 13, 2024 OPENED

Register View Clear Password Exit

00031459

Refund

On File New Walk In

Sales Waiting

+ [Dropdown] ^

Client Name	Operator	Service	Price
Wiggins, Stephen	Series	Hair Combo	150.00
Wiggins, Stephen	Hannah	Womans Haircut [S]	12.00

Services: 3 162.00  
Products: 3 0.00

Client Name	Sold By	Description	Qty	Price	Total
-------------	---------	-------------	-----	-------	-------

Client Info  
History  
Set Popup  
Appointments  
Notes  
Duplicate Receipt  
Pre-Print

Service Retail  
Gift Card Series  
Memberships Gratuity  
Professional Clear

Payment Discounts Modify Price Remove Item

Sv%=25.00 Rt%=10.00

SUB-TOTAL 162.00  
TOTAL 162.00  
AMT PAID 162.00

Receipt

ACCEPT