

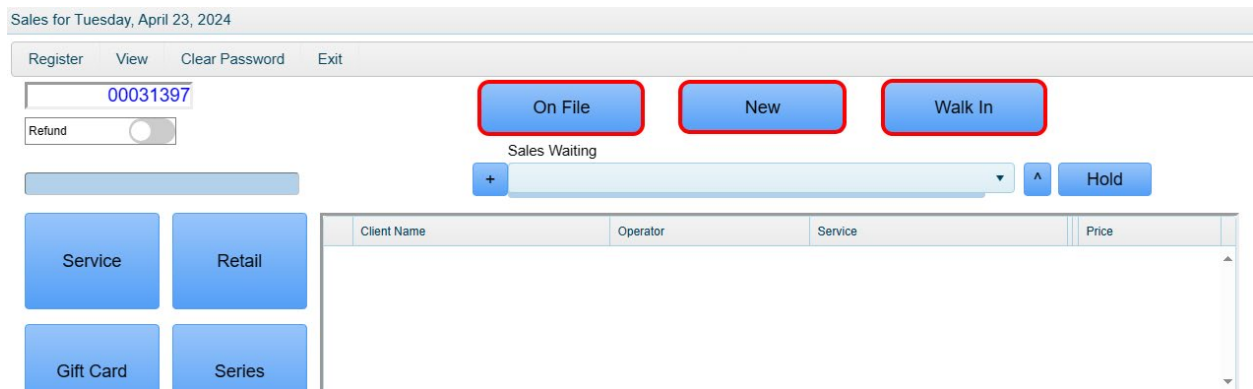
Service Sale

Creating a service ticket without an appointment

1. Click the Sales button from the main screen.



4. Click 'On File' if the customer you are checking out already exists in your database. This will bring up the client selection screen. Click 'New' if you are going to add this client into your software before checking them out. Click 'Walk In' if you do not plan on tracking any of this client's information or history.



5. Click 'Service.'

Sales for Tuesday, April 23, 2024

Register View Clear Password Exit

00031397

Refund

On File

Sales Waiting

+

Service Retail

Client Name	Opera
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6. Click the Operator that performed the service and service that was performed. If more than one service was performed, click the 'More' button. When done, click 'Last.'

SERVICES SELECTION

Operator

Brian
Cari
Cherisse
Cindie
Erika
Hannah
Jan
Jana
Jane
Karen
Kotohito
Larry
Leah

Services

Add On Condition
Bang Trim
Blowdry
Blowout
Cheeks
Color and Cut
Cut & Color
Double Booking
Double Room
Eyebrow
Eyelashes
Eyes
Full Face
Highlights
Lips
Makeup

Cancel More Last

6. Click the Payment button

REGISTER1, DRAWER1 ON MONDAY, APRIL 22, 2024 OPENED

Register View Clear Password Exit

00031376

On File New Walk In

Refund

Sales Waiting

Hold

Client Name	Operator	Service	Price
Wiggins, Stephen	Stephen	Blowout [S]	37.50

Client Name	Sold By	Description	Qty	Price	Total
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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

SUB-TOTAL 97.50
TOTAL 97.50
AMT PAID 0.00
BALANCE 97.50


Receipt

7. Select a payment type. In this example we will choose Credit Card.

Payment Types

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

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



Payee Change

Wiggins, Stephen

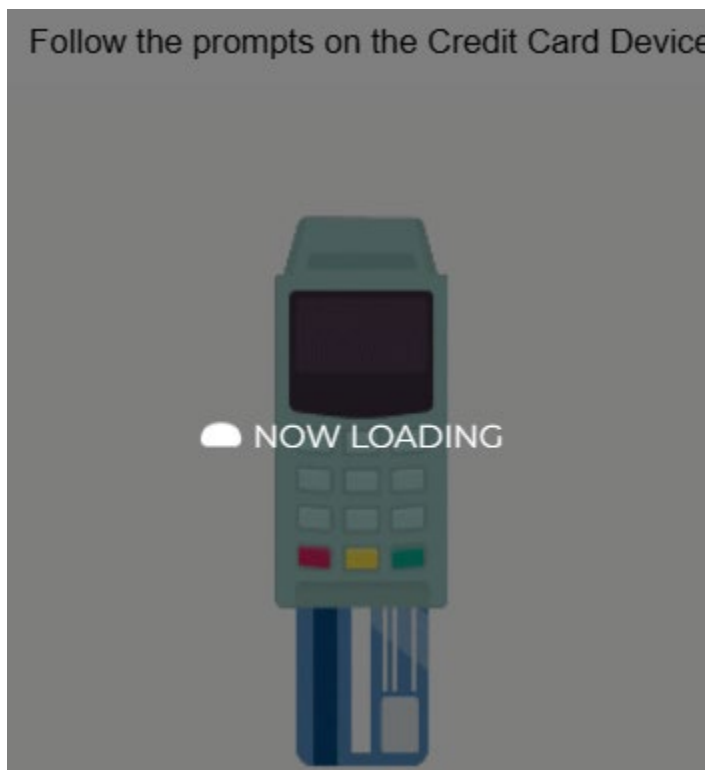
Card On File Info

Amount Tendered

97.50

PROCESS

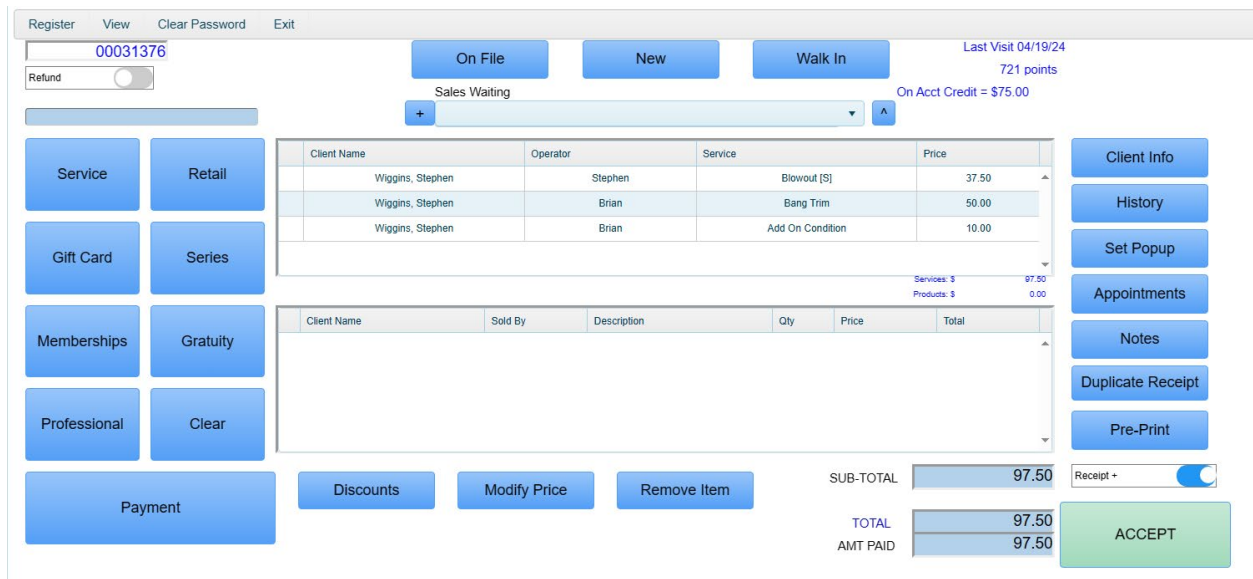
9. Follow the prompts on your credit card device to charge the card.



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



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



12. Note* If the customer will be paying by multiple payment types, you will be brought back to the payment type window after applying each method of payment until the full balance owed is paid at which time you will be taken back to the final sales window where you can then click the 'Accept' button.