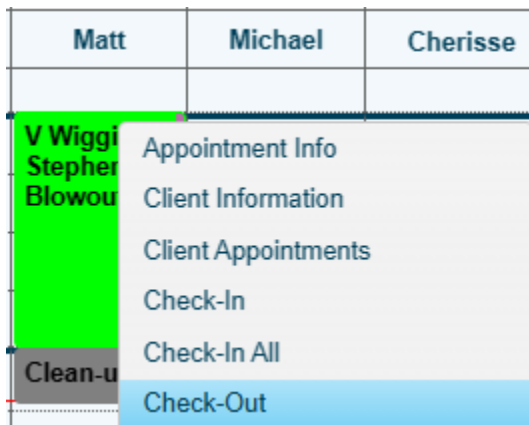


Service Sale

Creating a ticket from an existing appointment

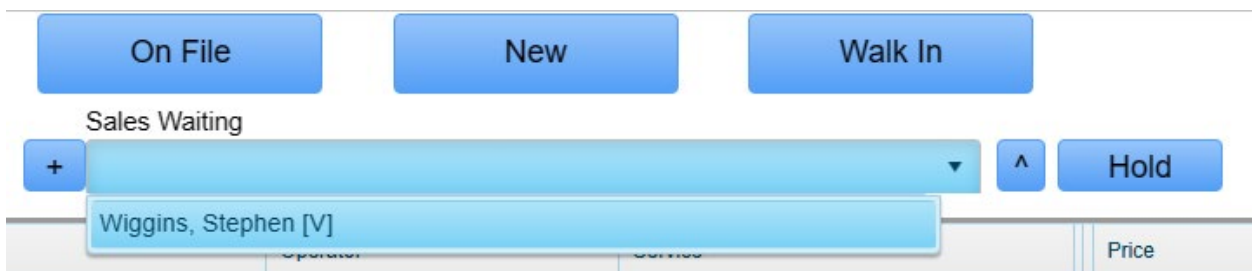
1. There are two ways to initiate the sale of an existing appointment. The first is by right clicking an existing appointment and selecting 'Checkout.'



2. The second way is to first click the Sales button from the main screen.



3. Once in the sales screen, click the 'Sales Waiting' drop down to select the customer you wish to checkout.



4. If this client had an add on service that was not on the appointment book, you can add it now by clicking the 'Service' button. Otherwise, skip to step 6.

REGISTER1, DRAWER1 ON MONDAY, APRIL 22, 2024 OPENED

Register View Clear Password Exit

00031376

Refund

On File New Walk In

Sales Waiting

+ [Dropdown] ^ Hold

Client Name	Operator	Service	Price
Wiggins, Stephen	Stephen	Blowout [S]	37.50
Wiggins, Stephen	Brian	Bang Trim	50.00

Services: \$ 87.50
Products: \$ 0.00

Buttons: Service, Retail, Gift Card, Series

5. Select the Operator that performed the add on service, then select the service itself from the list on the right followed by clicking the 'Last' button.

SERVICES SELECTION

Operator

[Dropdown: Brian, Cari, Cherisse, Cindie, Erika, Hannah, Jan, Jana, Jane, Karen, Kotohito, Larry, Leah]

Services

[Dropdown: 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]

Buttons: Cancel, More, Last

6. Click the Payment button

REGISTER1, DRAWER1 ON MONDAY, APRIL 22, 2024 OPENED

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On File New Walk In Last Visit 04/19/24
721 points

Refund

Sales Waiting On Acct Credit = \$75.00

Hold

Client Name	Operator	Service	Price
Wiggins, Stephen	Stephen	Blowout [S]	37.50
Wiggins, Stephen	Brian	Bang Trim	50.00
Wiggins, Stephen	Brian	Add On Condition	10.00

Services: \$ 97.50
Products: \$ 0.00

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

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

Payment

Discounts Modify Price Remove Item

SUB-TOTAL 97.50
TOTAL 97.50
AMT PAID 0.00
BALANCE 97.50

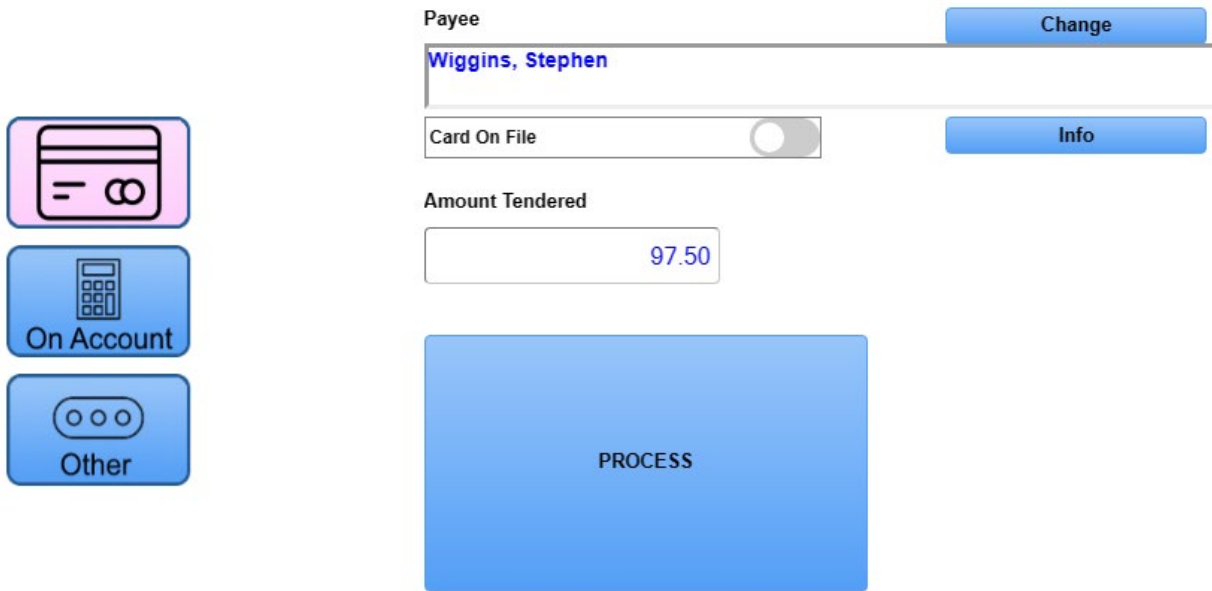
Receipt +

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

Payment Types



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.'



The image shows a payment interface with the following elements:

- Payee:** A dropdown menu showing "Wiggins, Stephen" with a "Change" button to its right.
- Card On File:** A toggle switch that is currently turned off, with an "Info" button to its right.
- Amount Tendered:** A text input field containing the value "97.50".
- Buttons:** A large blue button labeled "PROCESS" is positioned below the amount field.
- Navigation:** On the left side, there are three stacked buttons: "On Account" (with a calculator icon) and "Other" (with a three-dot icon) are blue, while the top button (with a card icon) is pink.

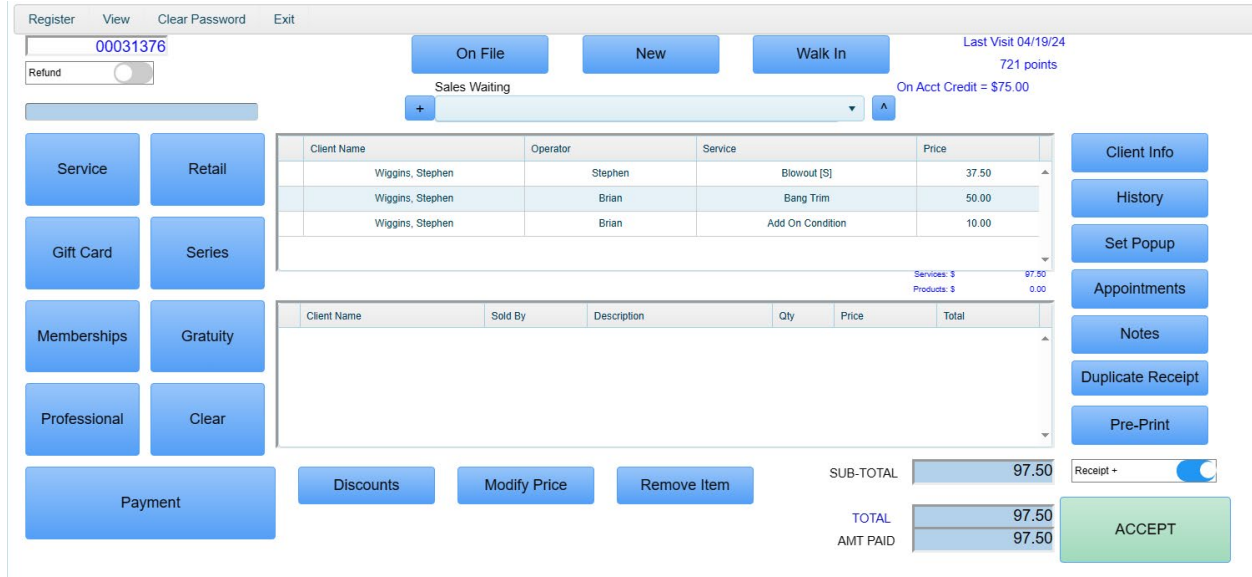
9. Follow the prompts on your credit card device to charge the card.



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.