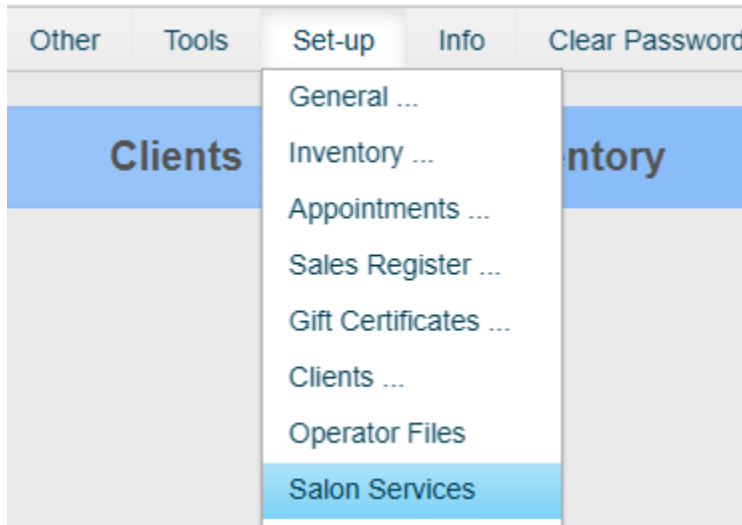
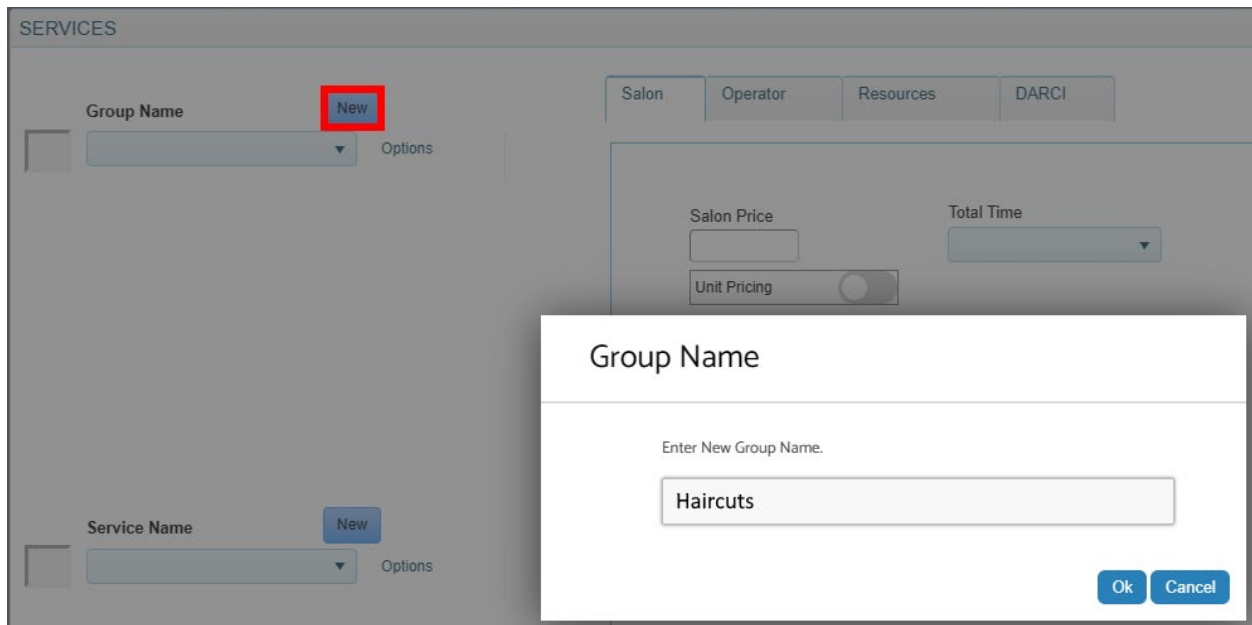


Adding or Modifying a Group or Service

1. From the main screen, select Setup / Salon Services. (This may be called Spa Services, Shop Services etc.)




2. Within the services screen, click the “New” button next to “Group Name” and enter a name. (ie. Haircuts, Massage, Waxing, Nails, Body Treatments). If you are modifying an already existing group, just click the drop-down box below ‘Group Name’ and select your group.




3. If you prefer to have this group name appear differently for your client's when they book online, you can change the name below 'Online Group Name.' You can also include additional information under 'Group Description'


SERVICES

1039 Group Name New

 Haircuts Options

 Online Group Name


Haircuts

 Group Description

4. The 'Options' dropdown allows you to update the Group name, delete the group or change its default color so all services within this group automatically appear this specific groups color.

SERVICES

1039 Group Name New

 Haircuts Options

Online Group Name

Haircuts

Set Group Color
Modify Group Name
Delete Group

5. Next to 'Service Name' click the 'New' button and enter a new service name. If you are looking to modify an already existing service, just click the down arrow on the dropdown box and choose from the list.

SERVICES

1039 Group Name New

Haircuts Options

Online Group Name
Haircuts

Group Description

Service Name New

Salon Operator Resources DARCI

Salon Price

Service Name

Enter New Service Name.

Blowout

Ok Cancel

6. As we already did with the group, the service can have a different online booking name and description.

210 Service Name New

Blowout Options

Online Service Name
Blowout

Service Description
With a blowout, you can create curly hair, straight hair or subtle waves without any curling or flat iron involved. No matter which style you go for, you'll achieve a smooth, beautiful look and feel amazing!

7. The next step is configuring the price and length of time for this individual service under the 'Salon' tab. These will be the defaults unless overridden by the individual Operator's price and time which we will cover later in this tutorial.

Salon Operator Resources DARCI Save Cancel

Blowout

Salon Price: 50.00

Total Time: 01:45

Clean-up Time: 00:15

Unit Pricing:

Do not discount:

Uses a Formula:

Sell Online:

Charge Tax:

Single Double Triple

Block Operator:

Block Room:

Block Equipment:

%

8. Beginning with the price, enter how much you will charge for this service. Next, using the drop down, select the total length of time for this service.

Blowout

Salon Price: 50.00

Total Time: 01:45

Unit Pricing:

Do not discount:

9. Our next step is deciding the ‘type’ of service this is going to be. We have 3 options to choose from. Single, which means the Operator is working with the customer the whole time. Double, which has an initial application time where the Operator will be blocked out, followed by a processing time. During the processing time, the Operator will be available to perform another service. Whatever the leftover time is between the 1st application time and 1st processing time, will automatically be blocked out as ‘Finishing’ time on the appointment book and the Operator will once again be blocked out. The same logic applies for the Triple booking. Double and Triple bookings are generally for appointments that involve hair coloring.

Single	Double	Triple
<p>Total Time</p> <p>01:45 ▾</p> <p><input checked="" type="radio"/> Single</p> <p><input type="radio"/> Double</p> <p><input type="radio"/> Triple</p>	<p>Total Time</p> <p>01:45 ▾</p> <p>1st Application Time</p> <p>00:30 ▾</p> <p>1st Processing Time</p> <p>01:00 ▾</p> <p><input type="radio"/> Single</p> <p><input checked="" type="radio"/> Double</p> <p><input type="radio"/> Triple</p>	<p>Total Time</p> <p>02:00 ▾</p> <p>1st Application Time</p> <p>00:15 ▾</p> <p>1st Processing Time</p> <p>00:30 ▾</p> <p>2nd Application Time</p> <p>00:15 ▾</p> <p>2nd Processing Time</p> <p>00:45 ▾</p> <p><input type="radio"/> Single</p> <p><input type="radio"/> Double</p> <p><input checked="" type="radio"/> Triple</p>

10. If you require clean-up time after this service is performed, you can select a time from the drop down. The options below will allow you to add this clean-up time to the Operator, Room, or Equipment where applicable.

Clean-up Time

00:15 ▾

Block Operator

Block Room

Block Equipment

11. Below the service price we have additional options which you can choose to implement. 'Unit Pricing' means that at checkout, you will be prompted for how many units were used and each unit will increase the dollar amount by the service price. This is generally used for services such as Botox. 'Do not discount' will prevent this service from being discounted at checkout. 'Uses a Formula' will then make this service available in client profiles so a formula can be created and deducted from inventory at checkout. 'Sell Online' allows this service to be booked online by customers both from your website and the Paired Plus app. 'Charge Tax' makes this service taxable.

Blowout

Salon Price

50.00

Unit Pricing



Do not discount



Uses a Formula



Sell Online



Charge Tax



%

12. Under the 'Operator' tab, you can assign prices and times that will override the default Salon time when this Operator is booked. If the Operator works within this Group but cannot perform this individual service, select 'Operator does not do this service.'

Salon **Operator** Resources DARCI

Blowout

Operator Price: Brian ▼

Clear

Total Time: 01:45 ▼

Price: 75.00

Operator does not do this service

13. The Resources tab allows you to associate this service to a room or piece of equipment. When this service is booked, you will be prompted to associate it with an available room or equipment and if none are available, the appointment will be unable to be booked.

Salon Operator **Resources** DARCI

Blowout

Rooms for this Service

- * room 1
- * room 2
- * room 3
- * room 4
- * room 5
- * room 6
- *room6 II
- *indoor

Equipment for this Service

- +EQUIP
- +EQUIP2

14. Under the DARCI tab we have another set of additional options. 'Attach E-form' will send out an E-form alongside your appointment reminder for this service. After selecting this function, you can choose from your list of forms using the drop-down window. By selecting 'Do not confirm with D.A.R.C.I.' no appointment reminder will be sent for this service. This should be chosen for discreet/private services. The 'D.A.R.C.I. Come Again' allows you to write a message that will automatically be emailed to any customer who had this service in the past but has not been back since the time you selected in the drop down. This email will not be sent if the customer has a future appointment scheduled within the same Group.

Salon Operator Resources **DARCI**

Attach E-form Curly Hair ▼

Do not confirm with D.A.R.C.I.

D.A.R.C.I. 'Come again' 4 Weeks ▼

Subject
We Miss You!

Body
Hi Hannah! It's been a while since we've seen you. If your hair is in need of some TLC, click the 'Book Appointment' button below and we'll take care of you!
Your Favorite Salon

15. Lastly, we will cover the final additional options at the bottom of the service setup screen.

Peak Pricing Group Members Operator Services Std Formulas Price List Move Service

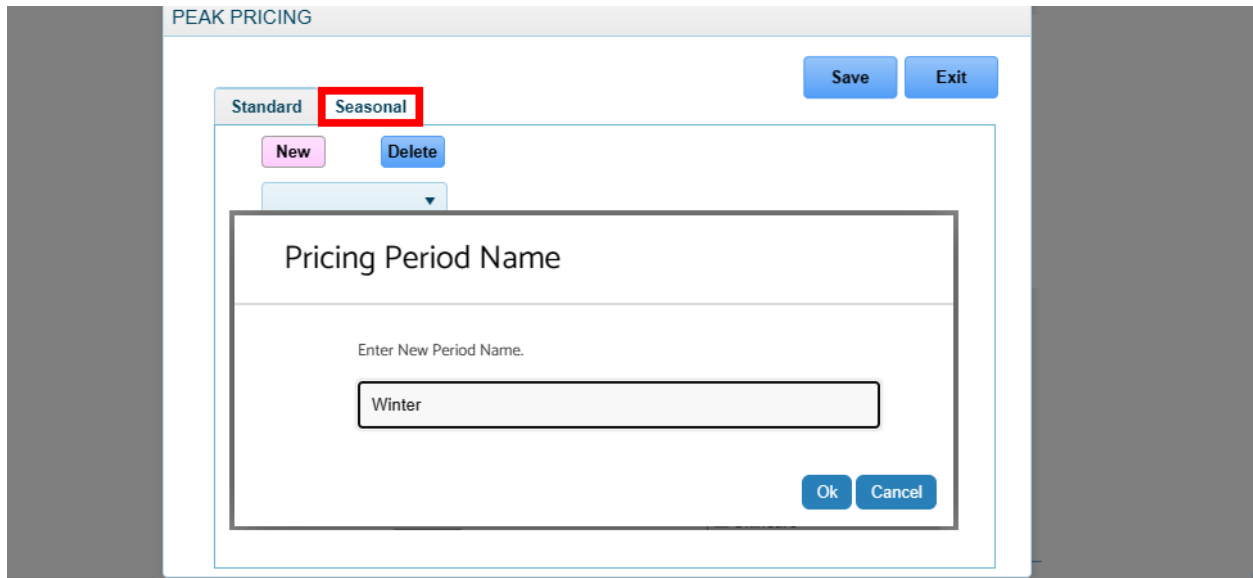
16. Peak Pricing: Standard - The Standard tab allows you to choose individual days of the week and associate a price hike by a percentage. In this example below, any service within the Hair Cuts Group will automatically have its price raised by 25% on Saturdays only. This will be reflected at checkout.

The screenshot displays the 'PEAK PRICING' window with two tabs: 'Standard' (highlighted with a red box) and 'Seasonal'. At the top right are 'Save' and 'Exit' buttons. The main area is divided into two sections:

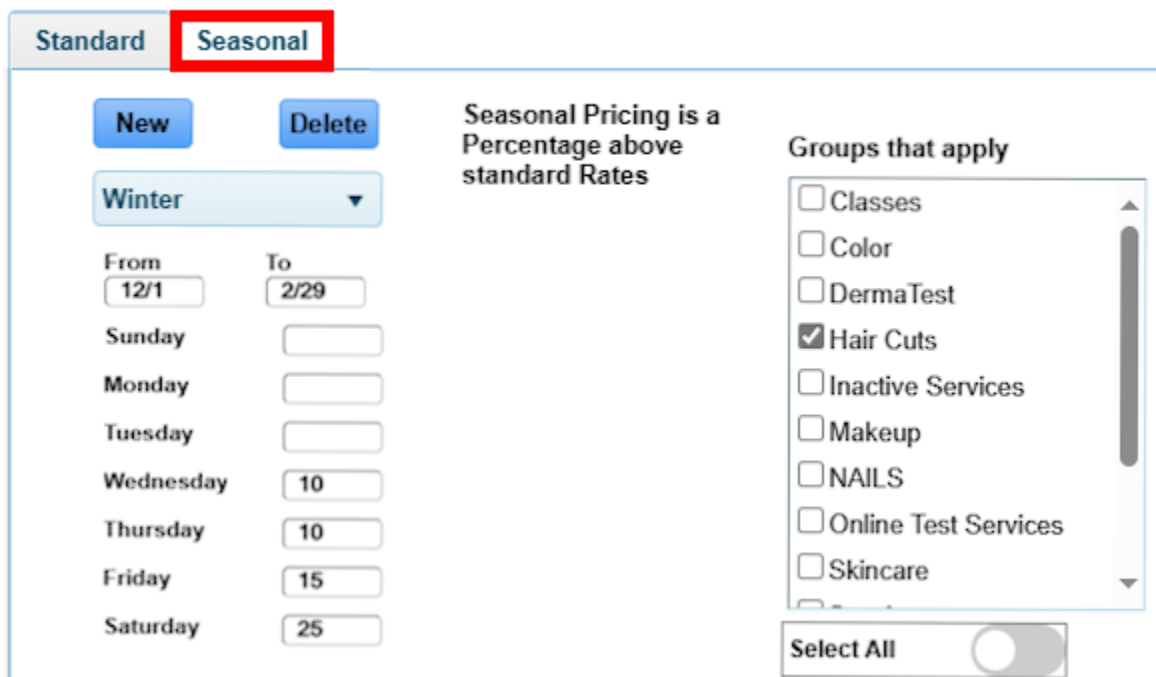
- Peak Day Pricing is a Percentage above standard Rates:** A list of days with input fields for percentages. The 'Saturday' field contains the value '25' and is pointed to by a red arrow.
- Groups that apply:** A scrollable list of service groups with checkboxes. 'Hair Cuts' is checked, while 'Classes', 'Color', 'DermaTest', 'Inactive Services', 'Makeup', and 'NAILS' are unchecked. Below this list is a 'Select All' toggle switch.

At the bottom of the window is a navigation bar with several buttons: 'Peak Pricing' (highlighted with a pink box), 'Group Members', 'Operator Services', 'Std Formulas', 'Price List', and 'Move Service'.

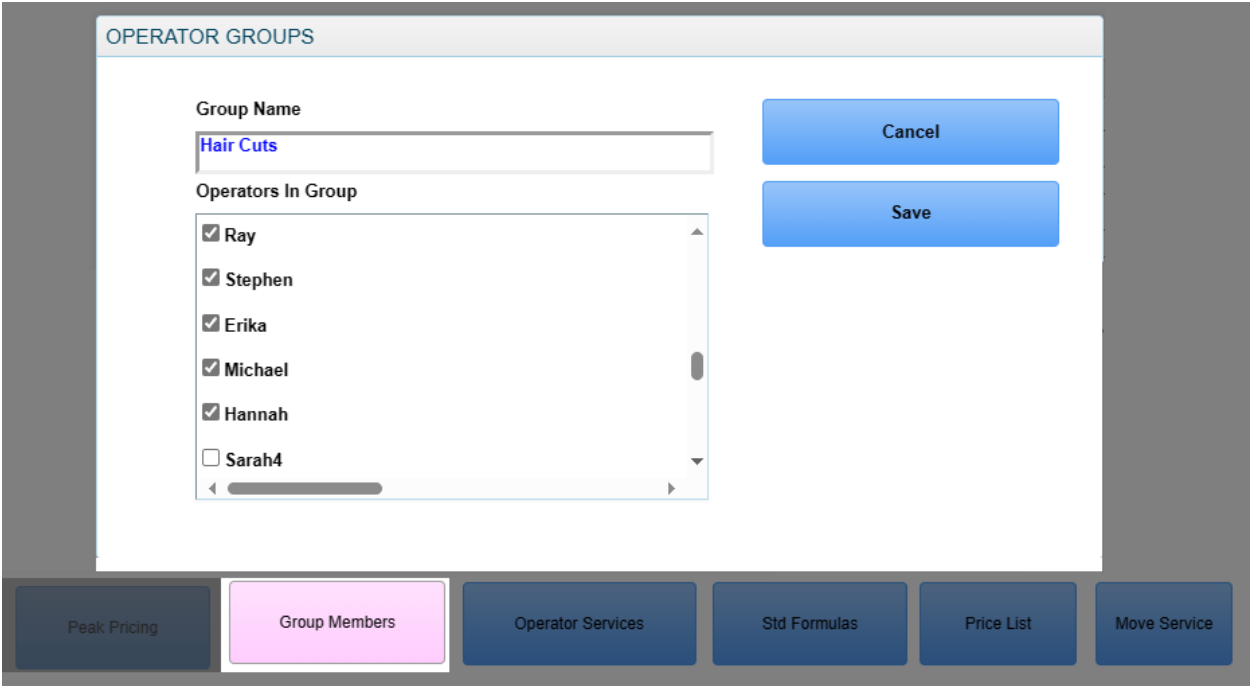
17. Peak Pricing: Seasonal – The first step in setting up Seasonal pricing is to click the ‘New’ button and enter a season name. For this example, we will create ‘Winter.’ Please note, Seasonal pricing OVERRIDES Standard Pricing.



A. Next you select a ‘From’ and ‘To’ date. Please note that regardless of the year that is selected, only the months will matter. This Seasonal rate will stay in affect year after year until it is deleted. When done, be sure to click ‘Save.’



18. Group Members allows you to associate or remove Operators, Rooms and Equipment from working within this Group.



19. Operator Services allows you to select an individual operator and restrict them from individual services on a bulk level instead of having to do it one at a time.



20. Standard Formulas allows you to associate a certain amount of product that will be deducted automatically when this service is checked out. You can either type the product's SKU number and click 'Enter' on the keyboard or do a search for the product. Next, click 'add line' to move the product to the box below. You can repeat these steps for as many products that are necessary to perform the highlighted service on the left.

STANDARD SERVICE FORMULAS

Service

- Highlights
- Lips
- Makeup
- Manicure
- Mens Haircut
- Only / Stephen
- Pedicure**
- Perm
- Shampoo/Blow Dry

Instructions

This is where you would enter any necessary instructions for this service's formula

SKU	Qty	U/Meas	Description
550	3	TUBE	Elastine Jour

000550 3.000 Oz Elastine Jour

Exit

Save

Add Line

Del Line

Search

Print

1 Item

Peak Pricing

Group Members

Operator Services

Std Formulas

Price List

Move Service

21. Price List allows you to view and print all the service's prices that the business provides. You can use the drop-down window to choose an individual Operator and display only their individual service prices.

The screenshot displays a software interface titled "SERVICE PRICE LIST". At the top left, there is a label "Operator" above a dropdown menu currently showing "Salon Services". To the right of the dropdown are two blue buttons: "Exit" and "Print". Below these elements is a table with two columns: "Service" and "Price". The table lists the following services and prices:

Service	Price
Blowout	50.00
Braids	0.00
Cheeks	25.00
Color and Cut	100.00
Cut & Color	50.00
Double Booking	30.00

At the bottom of the interface is a horizontal navigation bar with six buttons: "Peak Pricing", "Group Members", "Operator Services", "Std Formulas", "Price List" (which is highlighted in pink), and "Move Service".

22. Move Service allows you to move a service from its existing group, to a new group. Simply choose your service from the above drop-down, then using the drop-down below, select the group you wish to move it into and click 'Move.'

MOVE SERVICE

Service To Move
Bang Trim

Current Group
Hair Cuts

Move to Group

Move

Cancel

Peak Pricing Group Members Operator Services Std Formulas Price List **Move Service**

23. When you are done setting up or modifying a service, you must click the 'Save' button in the top right before moving on to a new service.

SERVICES

1021 Group Name New

Hair Cuts Options

Online Group Name
Hair Cuts

Group Description

210 Service Name New

Blowout Options

Online Service Name
Blowout

Service Description
With a blowout, you can create curly hair, straight hair or subtle waves without any curling or flat iron involved. No matter which style you go for, you'll achieve a smooth, beautiful look and feel amazing!

Salon Operator Resources DARC1 Save Cancel

Blowout

Salon Price: 50.00

Total Time: 01.00

Unit Pricing:

Do not discount:

Uses a Formula:

Sell Online:

Charge Tax:

Clean-up Time:

Single

Double

Triple

Block Operator:

Block Room:

Block Equipment:

Peak Pricing Group Members Operator Services Std Formulas Price List Move Service