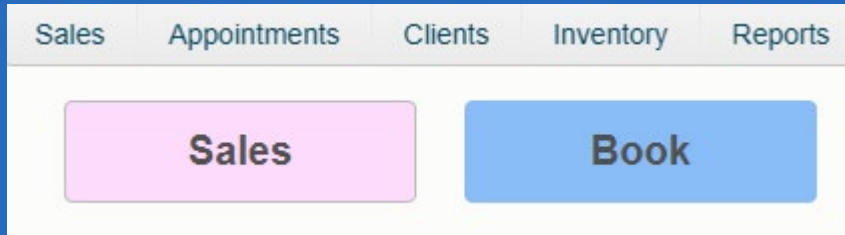


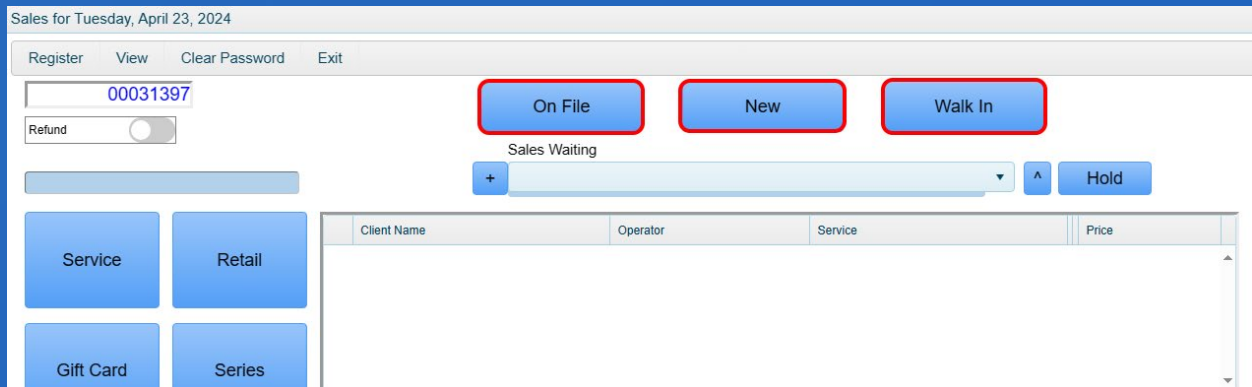
Service Sale

Creating a service ticket without an appointment

1. Click the Sales button from the main screen.



2. 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.



3. Click 'Service.'

Sales for Tuesday, April 23, 2024

Register View Clear Password Exit

00031397

Refund

On File

Sales Waiting

+

Client Name	Opera
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Service Retail

4. 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

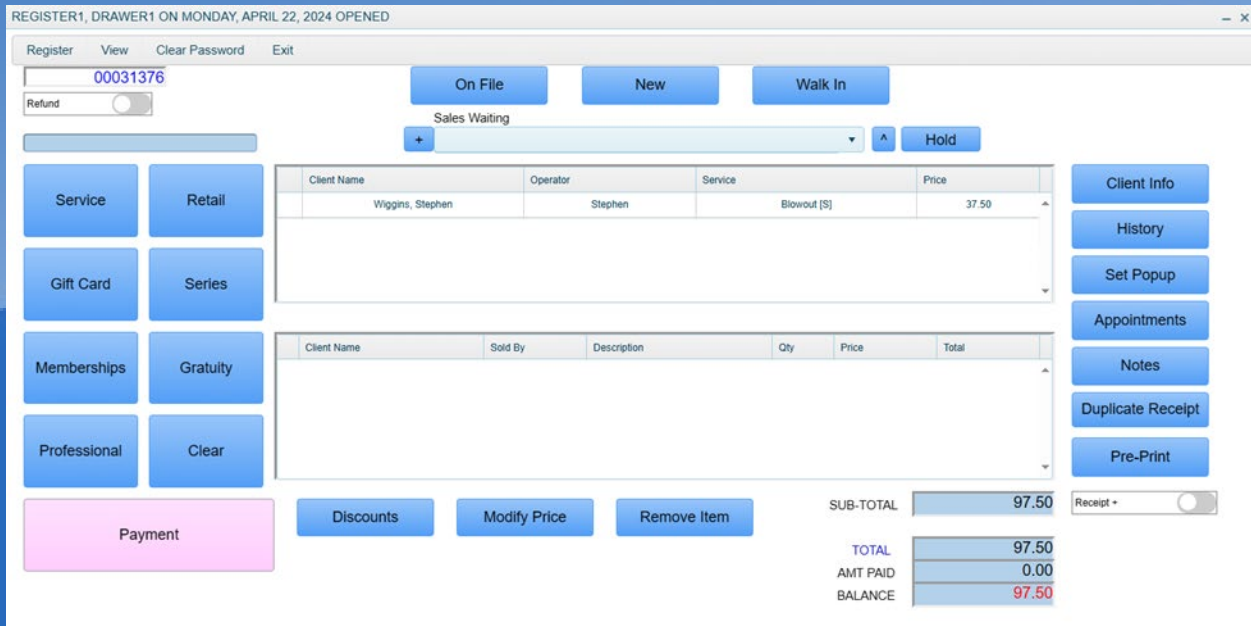
Brian
Cari
Cherisse
Cindie
Erika
Hannah
Jan
Jana
Jane
Karen
Kotohito
Larry
Leah

Services

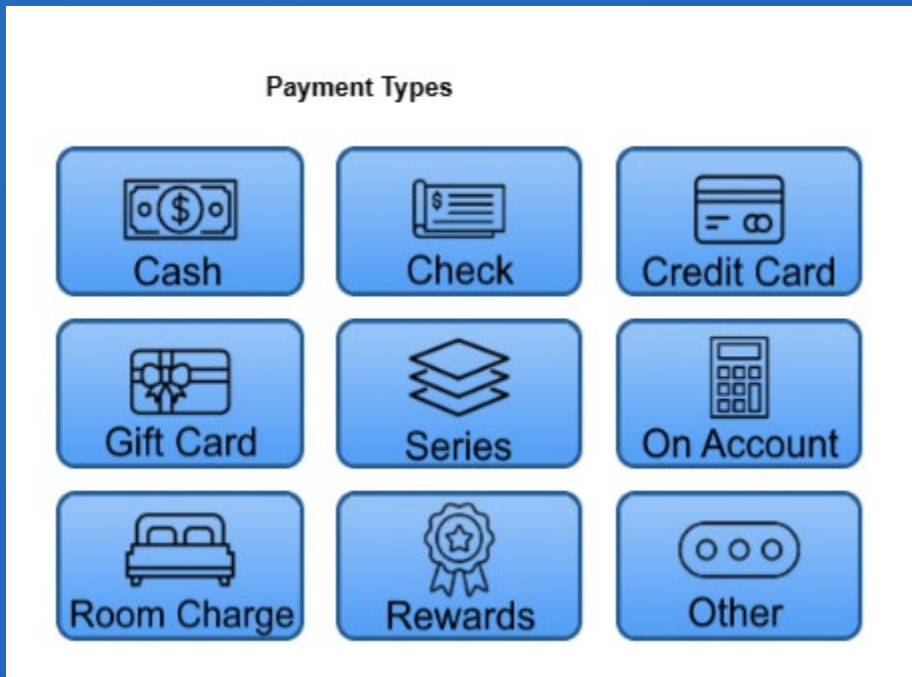
Add On Condition
Bang Trim
Blowdry
Blowout
Cheeks
Color and Cut
Cut & Color
Double Booking
Double Room
Eyebrow
Eyelashes
Eyes
Full Face
Highlights
Lips
Makeup

Cancel More Last

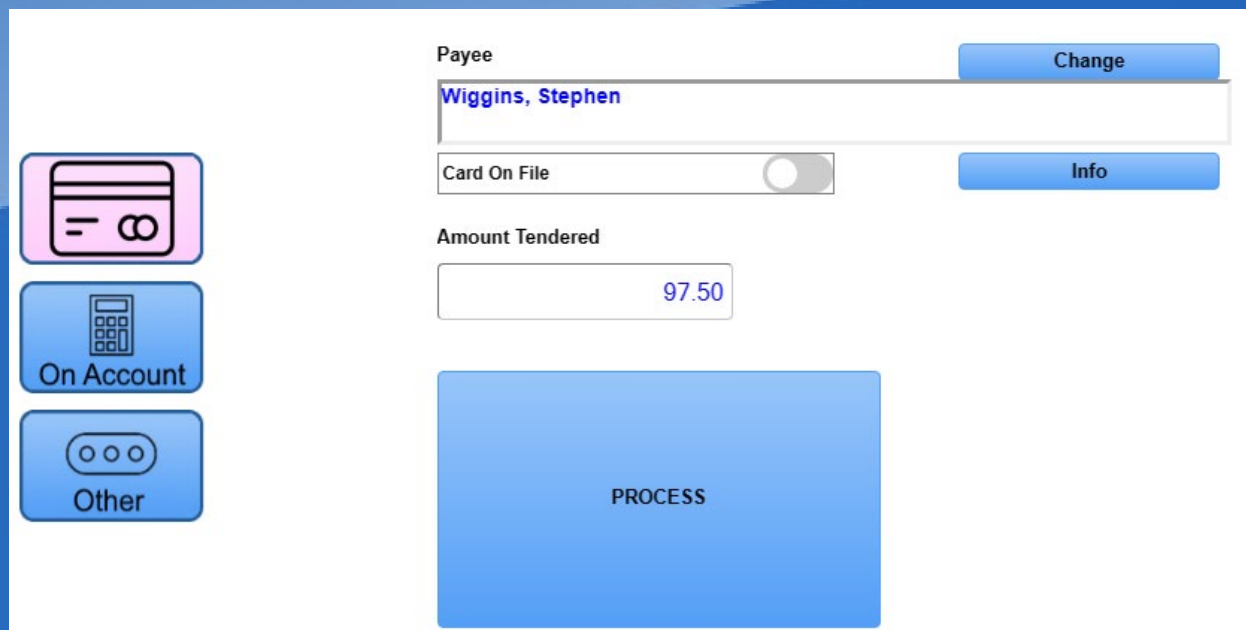
5. Click the Payment button



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

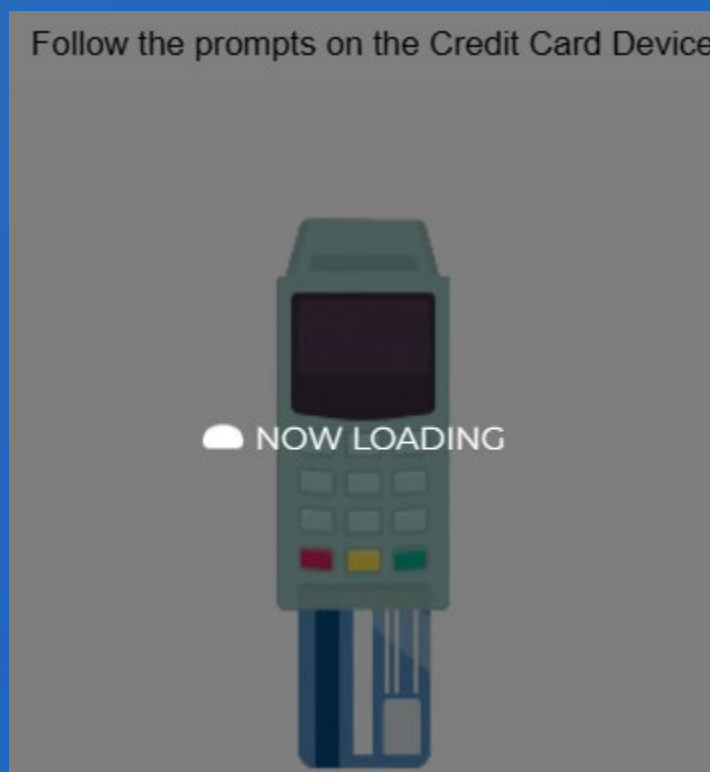


7. If this customer wishes to charge a card they already have on file with you, select 'Card on File' before clicking the 'Process' button, otherwise just click 'Process.'



The screenshot displays a payment processing interface. On the left, there are three vertically stacked buttons: a pink button with a credit card icon, a blue button labeled 'On Account' with a calculator icon, and a blue button labeled 'Other' with a three-dot menu icon. The main area contains a 'Payee' field with the text 'Wiggins, Stephen' and a 'Change' button to its right. Below this is a 'Card On File' toggle switch, which is currently turned off, and an 'Info' button to its right. Underneath is an 'Amount Tendered' field containing the value '97.50'. At the bottom center is a large blue button labeled 'PROCESS'.

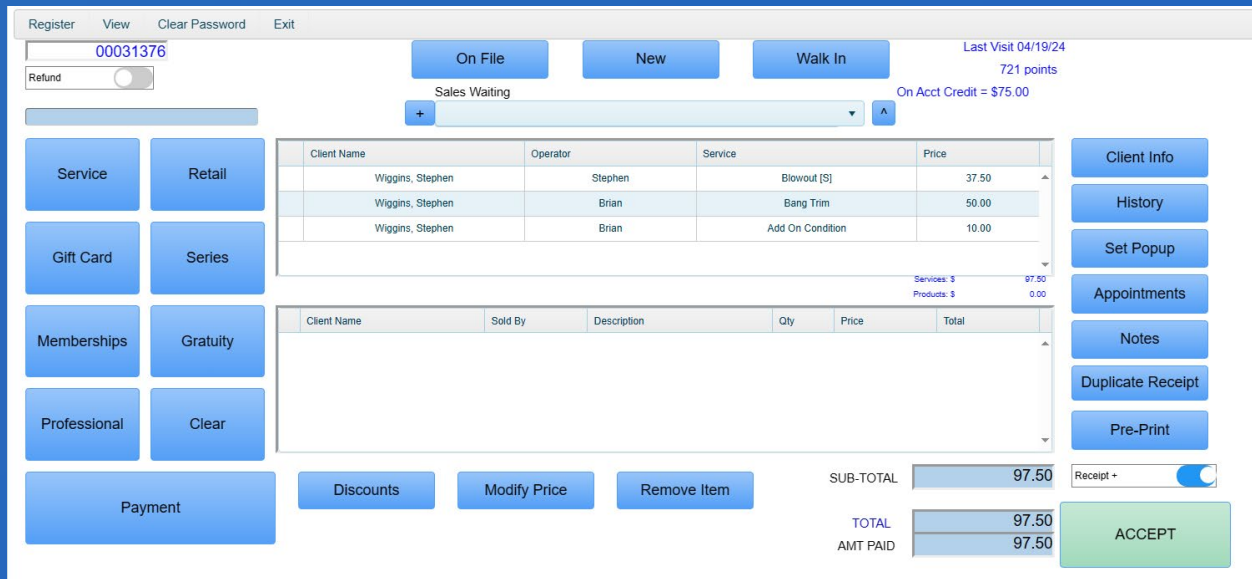
8. Follow the prompts on your credit card device to charge the card.



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



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



11. 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.