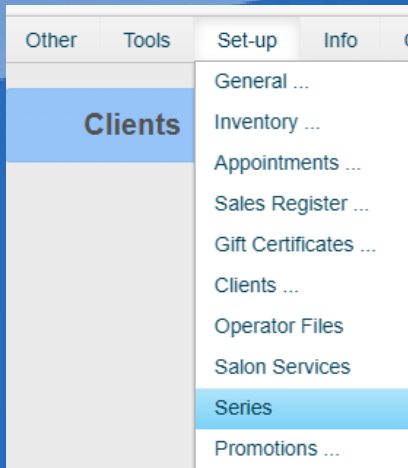


Series Setup

1. From the main screen select Setup > Series



2. In this example, we will work with a package of 5 consisting of one single service. Type in a name for this series and then using the drop down under 'For Service,' select the service you wish to assign to this series.

SERIES

Series Name	<input type="text" value="Swedish Massage (5 Pack)"/>			<input type="checkbox"/> Modify	<input type="button" value="Cancel"/>			
For Service	<input type="text" value="Swedish (60)"/>	Quantity	<input type="text" value="5"/>	Value Each	<input type="text" value="130.00"/>	Total Price	<input type="text" value="650.00"/>	<input type="button" value="Accept"/>
For Service	<input type="text" value=""/>	Quantity	<input type="text" value=""/>	Value Each	<input type="text" value=""/>	Total Price	<input type="text" value="0.00"/>	
For Service	<input type="text" value=""/>	Quantity	<input type="text" value=""/>	Value Each	<input type="text" value=""/>	Total Price	<input type="text" value="0.00"/>	
For Service	<input type="text" value=""/>	Quantity	<input type="text" value=""/>	Value Each	<input type="text" value=""/>	Total Price	<input type="text" value="0.00"/>	
For Service	<input type="text" value=""/>	Quantity	<input type="text" value=""/>	Value Each	<input type="text" value=""/>	Total Price	<input type="text" value="0.00"/>	
Grand Total							<input type="text" value="650.00"/>	

3. Generally speaking, Series provide the ability to purchase multiples of the same service at a discounted price. After entering the quantity of the service, you can either manually adjust the 'Value Each' field to represent the discounted value of each service, or you can just type in a new 'Total Price' and it will automatically adjust the 'Value Each' field. *Please note, commissions setup as a percentage will be based upon the 'Value Each' and not the full stand-alone price.

For Service	Quantity	Value Each	Total Price
Swedish (60) ▼	5	130.00	650.00

4. The process is the same if you wish your Series to consist of more than one service. You can have up to 5 different services per Series. The quantities of each service do not have to match. In this example we could have selected 5 Manicure's and only 2 Pedicure's if we had wanted to.

SERIES

Series Name: Mani / Pedi Combo (10 Pack) ▼ Modify Cancel

For Service	Quantity	Value Each	Total Price
Manicure ▼	5	25.00	125.00
Pedicure ▼ Clear	5	25.00	125.00

Accept

5. If you wish to remove a service line item, you can do so by clicking the 'Clear' button. When you have finished setting up your Series, click the 'Accept' button.

Series Name: Mani / Pedi Combo (10 Pack) ▼ Modify Cancel

For Service	Quantity	Value Each	Total Price
Manicure ▼	5	25.00	125.00
▼ Clear			

Accept

6. If you would like to adjust a Series that was previously setup, after selecting the Series Name, click the “Modify” button so it turns blue. Make any adjustments you need followed by clicking the ‘Accept’ button.

SERIES

Series Name				Modify <input checked="" type="checkbox"/>	Cancel
Hair Care (3 Pack) x ▼					
For Service	Quantity	Value Each	Total Price		
Shampoo/Blow Dry ▼	3	15.00	45.00	Accept	