

# 2.Master Setup

## g.Service

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Start		2013 © Linear Sense Technologies (M) Sdn Bhd	

• Click Add New



### **Step 1 Add New Service**

Department - Category	SPA - SPA EXPERIENCE	¥
Service Name	First Try On Body Spa	
Short Name	First Try On Body Spa	
Charge	200	
Service Code	Spa 001	
Fixed Commission		
Sequence No		
Service Hour (in minute)		
Fore Color		
Display Color		
Auto Assign - Assistant		
ls Specialist		
Show	<b>v</b>	
	Save Cancel	

- Select Department Category\*
- Key Service Name\*
- Key In Short Name\*
- Key In Charge\*
- Key In Service Code\*
- Choose Commission Type
- Key In Sequence No ,Service Hour (in minute)
- Select Fore Colour, Select Display Colour
- Tick Show ( Go To Assistant Pages)
- Click Save

#### \*Must Complete

#### SAMPLE :

Department – Category : Spa – Spa Experience Service Name – First Try on Body Spa Short Name - First Try on Body Spa Charge - 200 Service Code - Spa 001 Show - Tick (Assistant Commission)



### **Step 2 Assistant Details**

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#### -After Click Save

#### -The Assistant Details Pages will auto load out.

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Customer >						
User >	Assistant Details					
					New Assist	ant Details Adde
Report ▶						
Report 🕨	No Services N	lame	Value By Type	Extra Commission	Fixed Commission	Action
Report ▶	No Services N	lame	Value By Type	Extra Commission	Fixed Commission	Action Add
Report →	No Services N	lame 10.00	Value     By Type       O Value     9       Percentage	Extra Commission	Fixed Commission	Action Add edit   delete
Report →	No Services N 1 Body Spa Stage1	lame 10.00	Value     By Type       O Value     9       Percentage	Extra Commission	Fixed Commission	Action Add edit   delete
Report →	No Services N 1 Body Spa Stage1	lame 10.00	Value     By Type       O Value     9       Percentage	Extra Commission	Fixed Commission	Action Add edit   dele

- Key In Service Name\* ٠
- Key In Value\* •
- Select Type\* •
- Tick Extra Commission ,Fixed Commission(FollowCompany Commission Scheme)\* ٠
- Click Add\* \*Must Complete
- Assistant Details can be edit or delete. ٠
- Select Fore Colour, Display Colour .
- **Click Save** ٠



### Step 3. Service Branch

-After Key In Assistant Details -Scroll Down

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					1	Save Cancel					
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- Select Service Branch
- Click Save

(Once Other Branch Selected , which mean the Service will be shown in that branch as well)



### Step 4.Edit Service or Inactive Service

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<i>■</i> Report →	Add 10 [	v records per page				Search:	
	No	Service Name	Short Name	Department - Category	Service Code	Charge	Action
	1	First Try On Body Spa	First Try On Body Spa	SPA - SPA EXPERIENCE	Spa 001	200.00	e ×
	Showin	g 1 to 1 of 1 entries				← Prev	1 Next $\rightarrow$

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- Every Existing Service can be editing or Inactive.
- Click on the 🥒 (Pencil Logo) to make editing or to make the Service Inactive.

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B Dashboard	00
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Transaction Service Branch	
Markerting	
E Sense Deal   No Service Branch  ELSA'S BEAUTY WORKS	Action
Customer     ANNA'S BEAUTY WORKSHOP	delete
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Report	
Status Active	
Save Cancel	
Appointment	

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- After Edited or Inactive Service.
- Click Save.



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	Status	Active	Display All	
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### Step 5.Search Service (Service Filtering Option)

- Select Service
- Select Department
- Select Category
- Select Status / Tick Display All
- Click Select \*Selected Service will be shown as below

≡ Servi	≡ Services List									
Add New-										
10 v records per page Search:										
No	Service Name         Short Name         Department - Category         Service Code					Action				
1	First Try On Body Spa     First Try On Body Spa     SPA - SPA EXPERIENCE     Spa 001     200.									
Showing	g 1 to 1 of 1 entries				← Prev	1 Next $\rightarrow$				