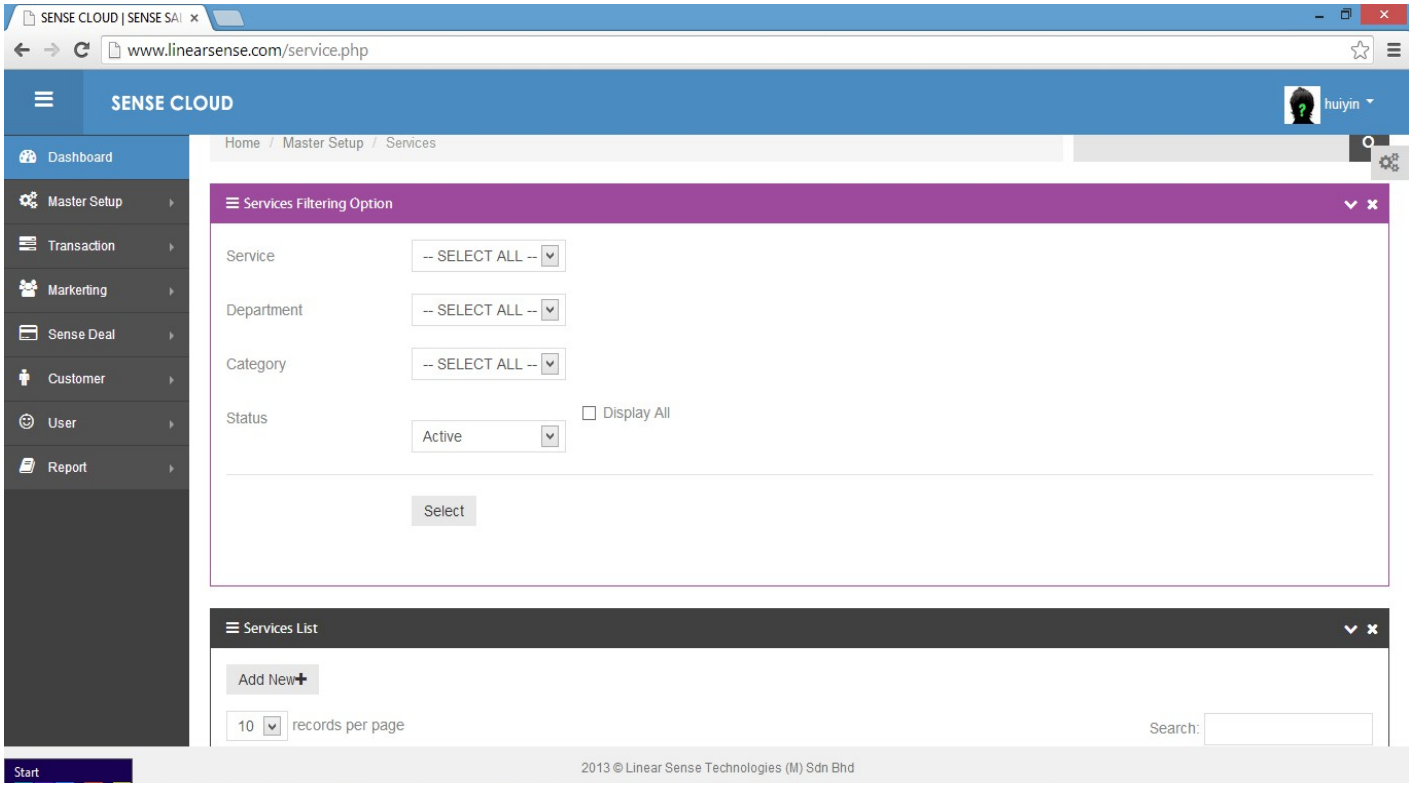
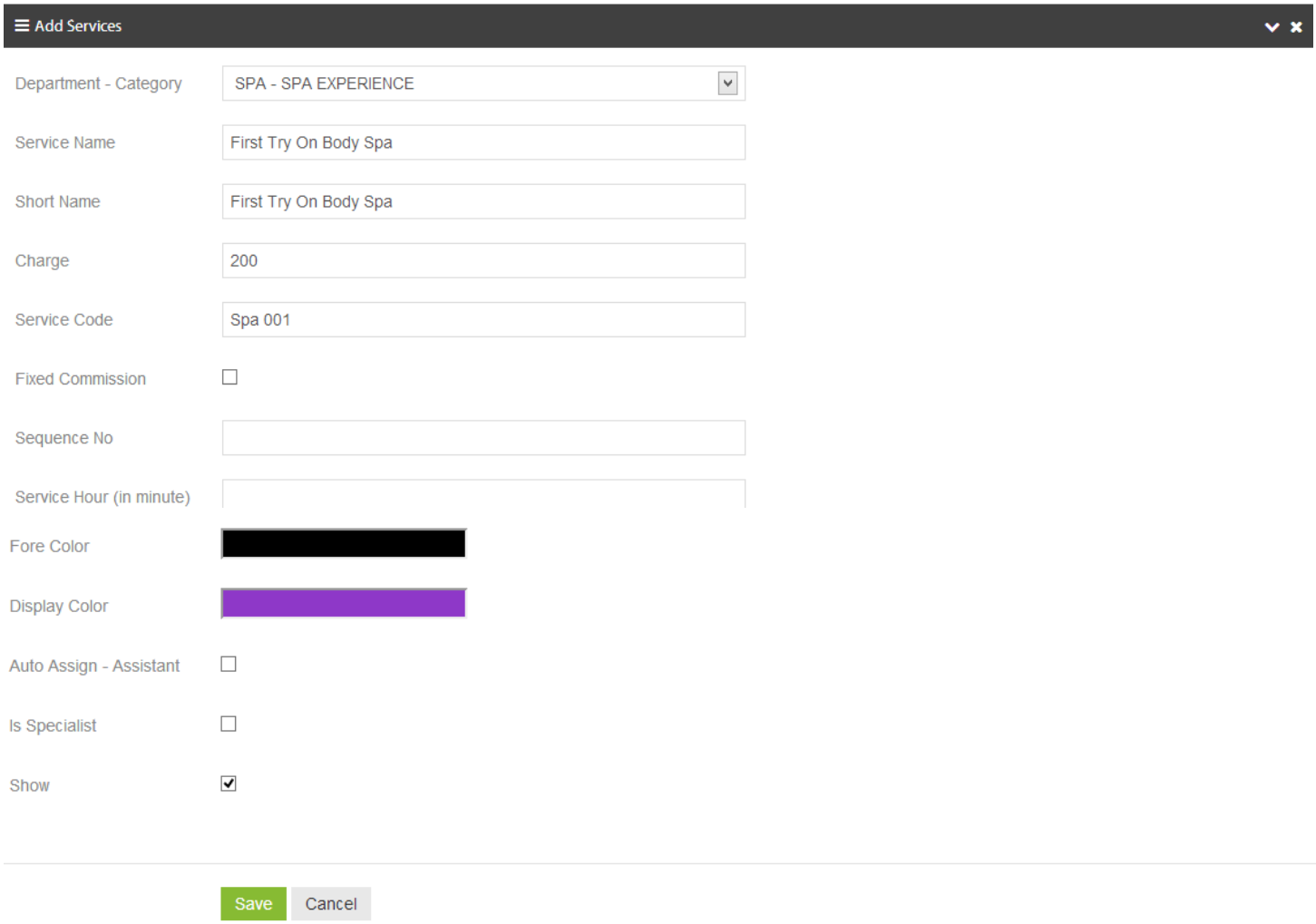
2.Master Setup

g.Service



- Click **Add New**

Step 1 Add New Service



- **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 :

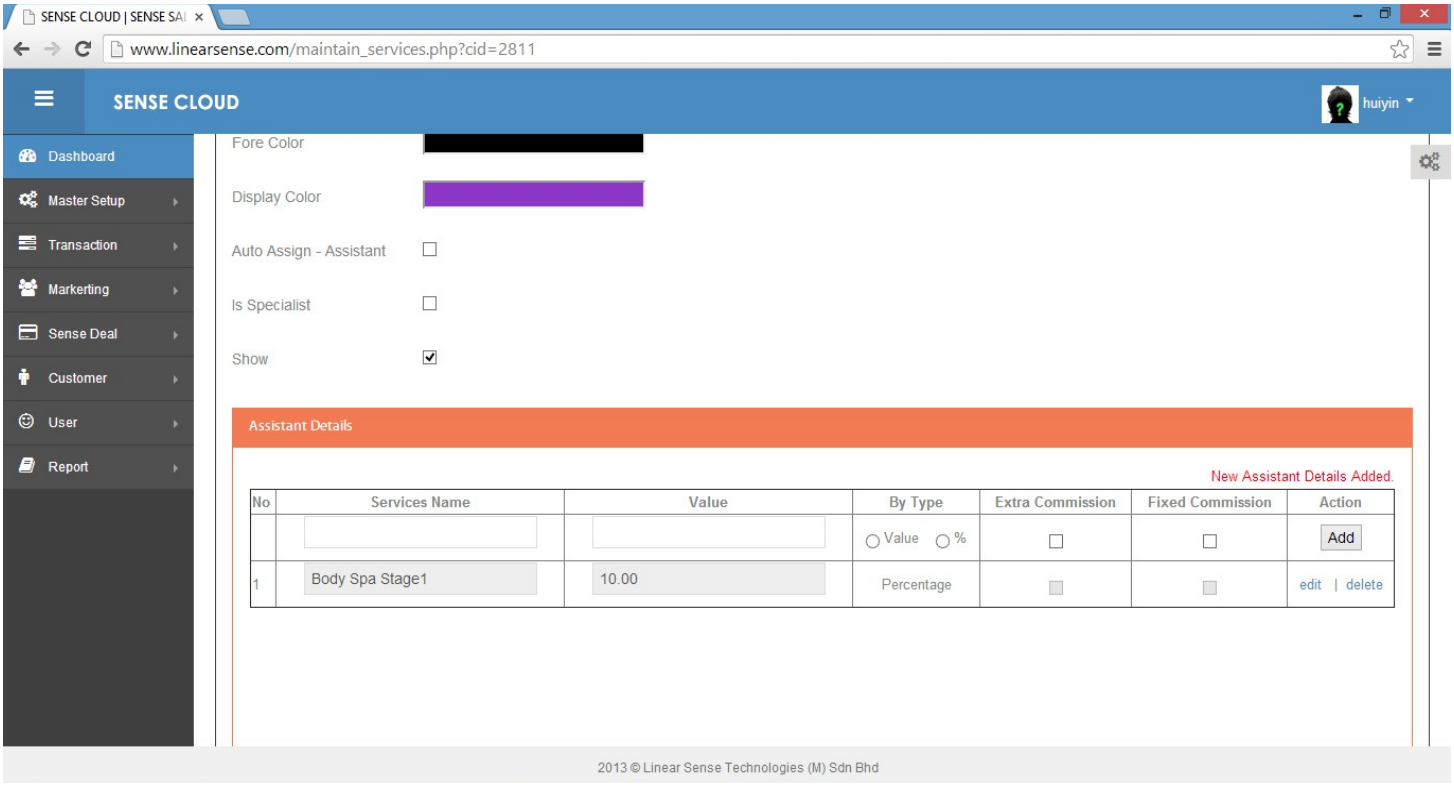
Department – Category : Spa – Spa Experience
Service Name – First Try on Body Spa
Short Name - First Try on Body Spa

Charge – 200
Service Code – Spa 001
Show – Tick (Assistant Commission)

Step 2 Assistant Details

-After Click Save
-The Assistant Details Pages will auto load out.

-Scroll Down to find Assistant Details

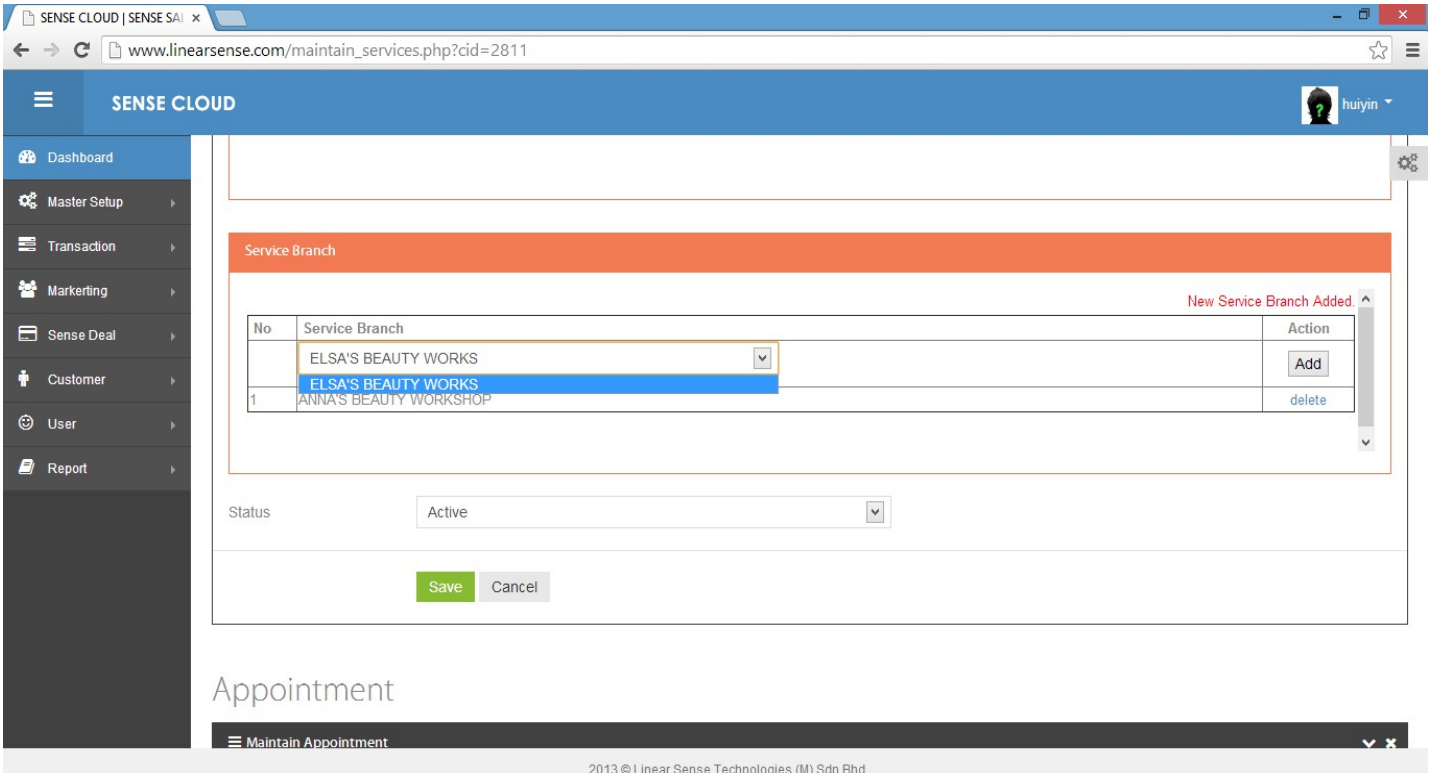


- **Key In Service Name***
- **Key In Value***
- **Select Type***
- **Tick Extra Commission ,Fixed Commission(FollowCompany Commission Scheme)***
- **Click Add***
  ***Must Complete**

- **Assistant Details can be edit or delete.**
- **Select Fore Colour , Display Colour**
- **Click Save**

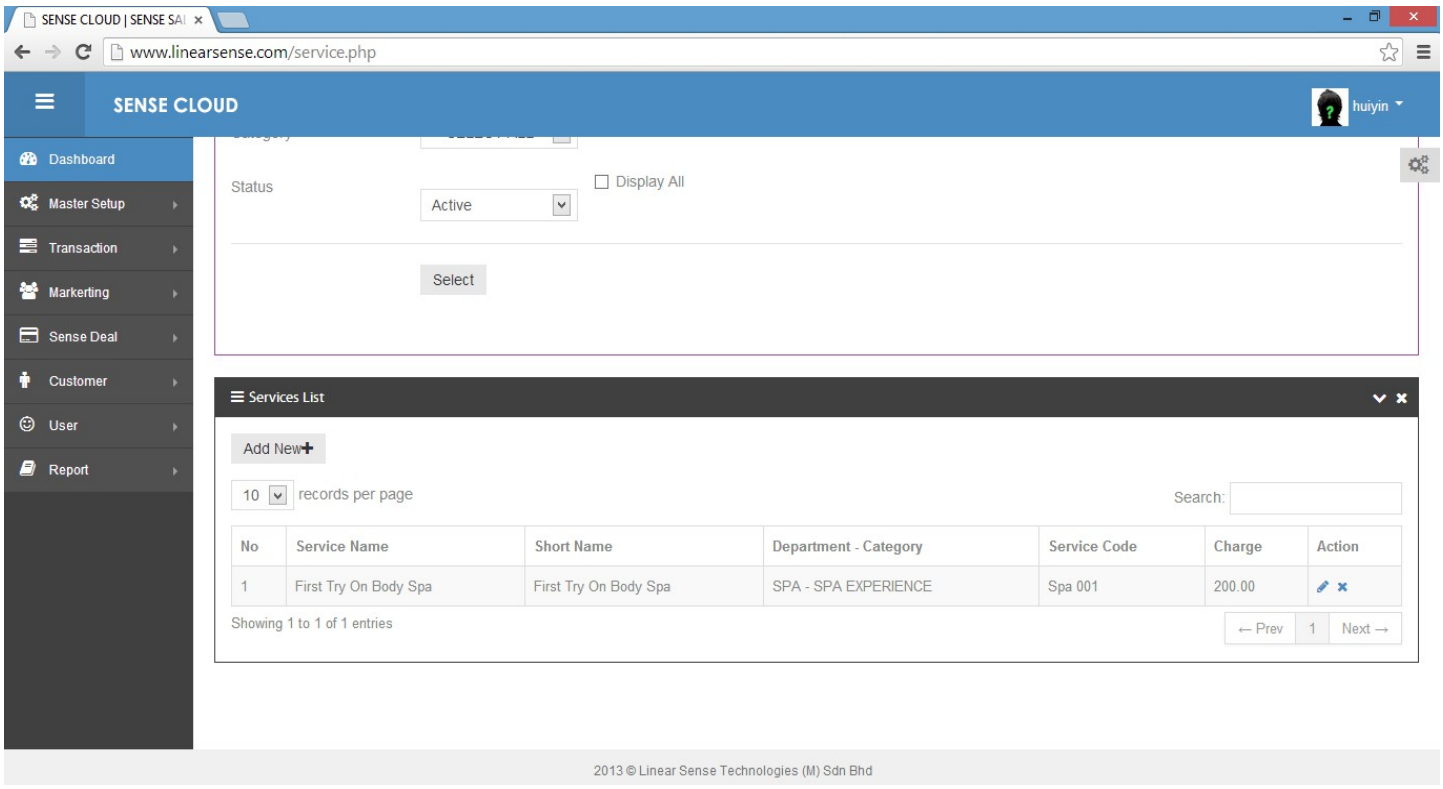
Step 3. Service Branch

-After Key In Assistant Details
-Scroll Down

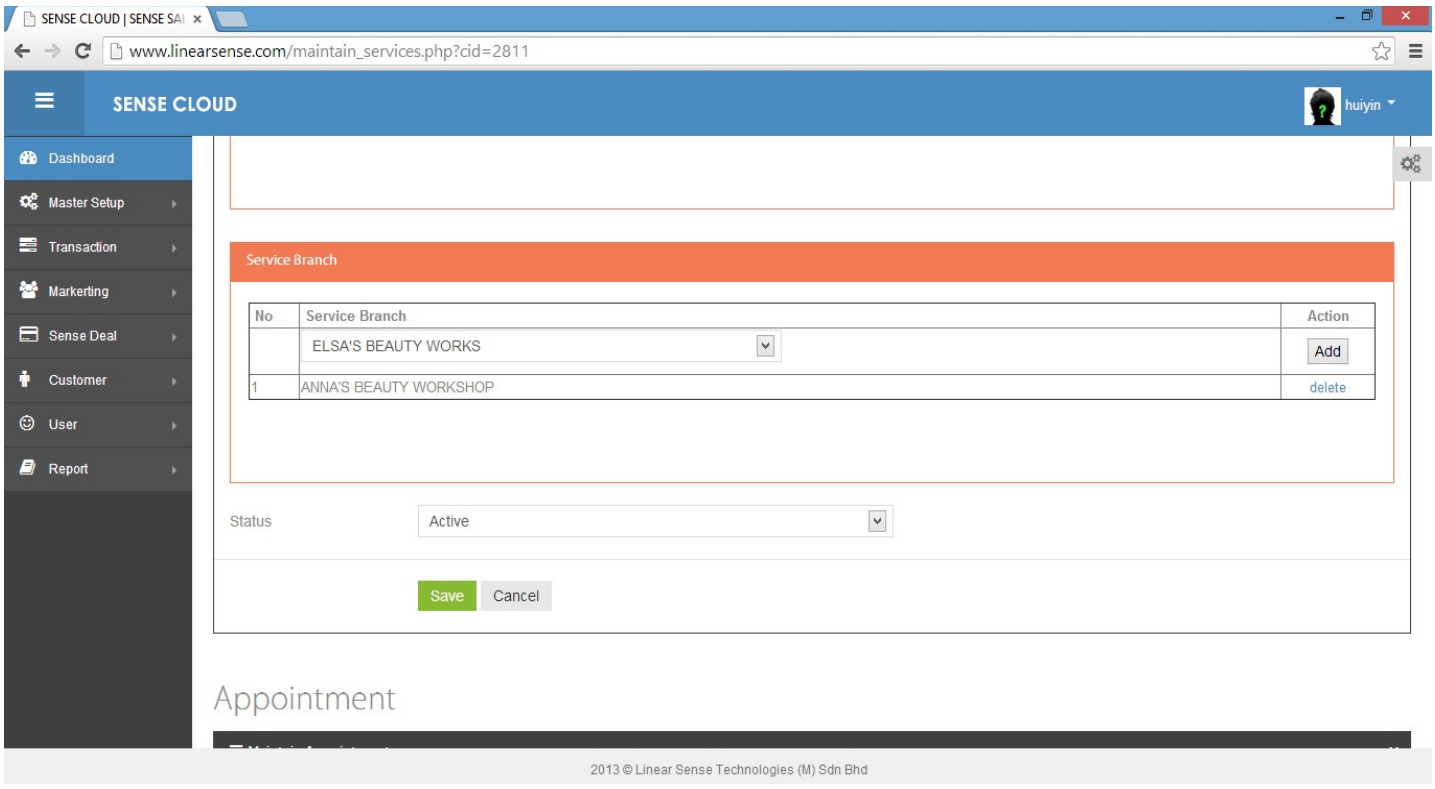


- **Select Service Branch**
- **Click Save**
  (Once Other Branch Selected , which mean the Service will be shown in that branch as well)

Step 4.Edit Service or Inactive Service

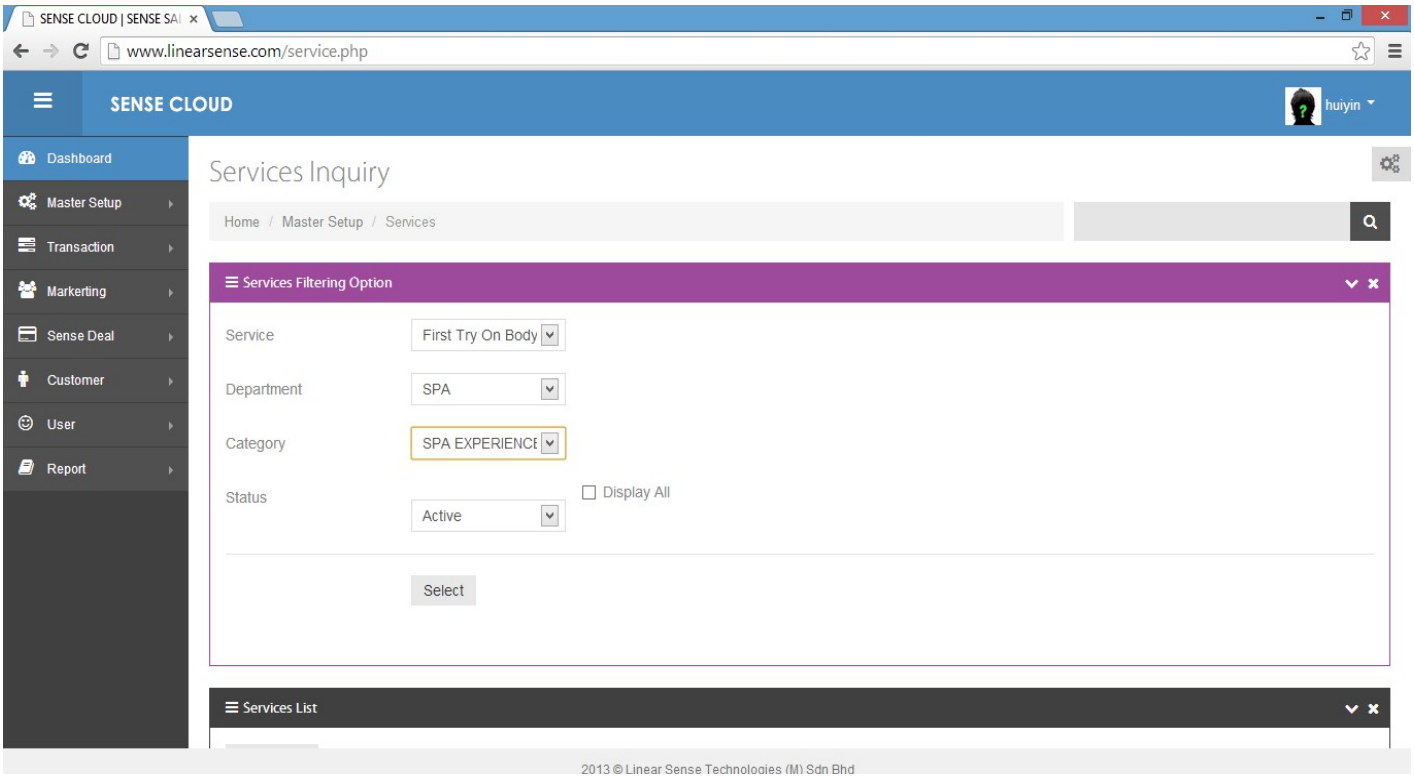


- Every Existing Service can be editing or Inactive.
- Click on the (Pencil Logo) to make editing or to make the Service Inactive.



- After Edited or Inactive Service.
- Click Save.

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