Check Out

Customer Payment Screen
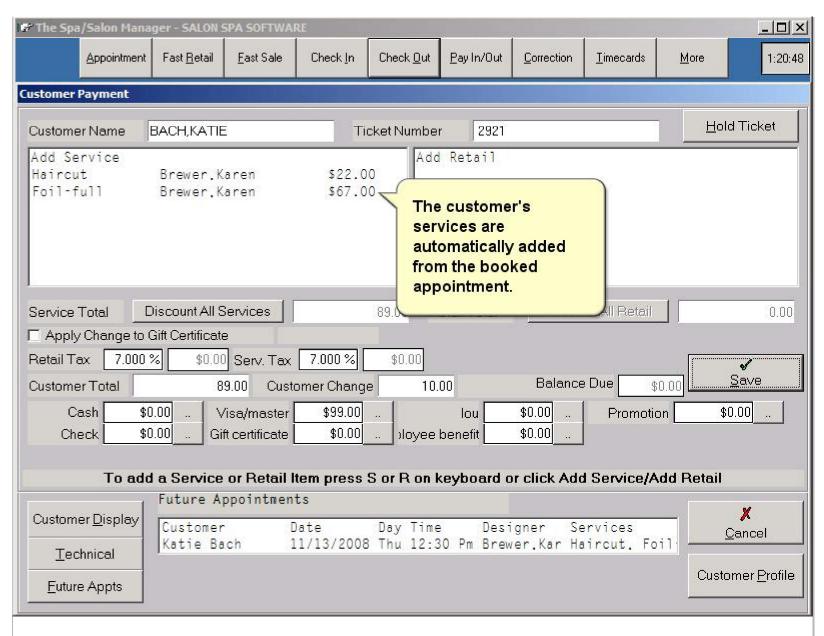
Choosing the Customer

Choosing the Customer to be finalized can be done either by clicking on the customer name listed in the box, sorted alphabetically, or by entering the ticket number that was assigned during Customer Check In. Once the customer is selected, clicking Continue retrieves the scheduled appointment information if present.

Family Check Out - Blog Explanation

Family Check Out allows for multiple family members to be paid for by a single person. When selecting the customers to check out, select all family members. A new box appears on the Customer Check Out screen to specify the person that will be paying the bill. Type the name or use the pull down arrow to select the person paying the bill. The other family member's bills will be accumulated until the last family member (the one selected to pay) is checked out.   For a Detail example of Family Checkout this link.

Adding/Removing Service

The Customer Payment screen automatically sets the services based upon their scheduled services. Services can be added or removed by pressing the Add Service. Once you have clicked Add Service, the service menu is displayed. A service price can be changed or a service completely removed by clicking on the desired service.

Services can be added by clicking or touching the desired service. The services work like a light switch, touching them the first time turns them on (red) and the second time you touch them they return to white and will not be included in the bill. If an

employee does not do a particular service you will see blanks in the service which does not allow you to select services they do not perform.

The Spa/Salon Manager - SALON SPA SOFTWARE

| Appointment | Fast Retail | Fast Sale | Check In | Check Out | Pay In/Out | Correction | Timecards | More | 1:40:29 |

Service Selection

| Customer | KAISER,LORI | Home Phone | (937) 836-8925 | Mailing Comment | | Package Selection |
| Time | 1:00 Pm | Work Phone | ( ) - | | | |

1 Haircut	13 Redo H/c N/c	25 French Manic	37 Hotston Man	49 Two Manicure	61 Origina
2 Bang Trim	14 Redo Perm N	26 Oil Manicure	38 Hotsto Frmar	50 Two Fr Pedic	62 Semip
3 New Custome	15 Bride Trial Ru	27 Paraffin Wax	39 Fr Spa Pedic	51 Two Fr Manic	63 Foil-ful
4 Kiddie Kut-5	16 Bride Wed Da	28 Polish Chang	40 Hot St Pedic	52 Facial Only	64 Foil-ar
5 Blow Dry	17 Bride Braid	29 Full Set Nails	41 Ht Ston Fr Pe	53 Makeup Class	65 Cap Fr
6 Style	18 Updo Trial (pr	30 Fill-in Nail	42 Acryfrch Dbfil	54 Brow Wax	66 Permai
7 Consultation	19 Updo (prom.e	31 Fix A Nail	43 Polch French	55 Lip Wax	67 Brow C
8 Wet Braid	20 Updo Braid	32 Ultraviolet Dr	44 Callus Remov	56 Chin Wax	68 Teens
9 1/2 Haircut	21 No Show	33 Spa-pedicure	45 Artif Nail Rem	57 Full Leg Wax	69 Bleach
10 Nsf Check Fe	22 Wedding Con	34 Party Tips	46 Toe Polish	58 Leg Wax Kne	70 Bleach
11 Miscellaneou	23 Deluxe Manic	35 Spa Manicure	47 Fr Toe Polish	59 Bikini Wax	71 Streak
12 Wedding Con	24 Nail Art	36 Spa Mani Fr	48 Two Pedicure	60 Retouch _Foil	72 Test S

Haircut   Ridge,Pam   11/07/07

Service#   Back   Continue

Adding Retail

The Add Retail button allows you to either scan a bar code or type in a code number to enter products. The system can be set up in a variety of methods to determine who receives credit for the retail item. The system can either ask after each retail code, assign the retail to the salon, or ask once and set the employee based upon a single item. Whichever method your salon uses is okay.

Changing a Price or Employee Getting Credit

If you want to change the price or the employee getting credit you simply click or touch the desired retail item. The sales tax will be calculated on the final screen showing you the service total, retail total, tax and client total.

Once the services and retail are entered, the payment method is typed into the appropriate spot. If you have a cash drawer the system will open the cash drawer and display the amount of change for the customer. The system also can print a receipt at that time.

.. - Calendar or Keypad

The .. is used for to display either a calendar or number pad to help you enter information. The .. is displayed after a date or where an amount should be typed in.

Future Appointments

The Future Appointments provides a list of schedule appointments for the customer. A print button allows the list to be printed for the customer to take with them.

Customer Information

The Customer Information screen displays the address information for the customer including their email address. The customer information button allows this information to be updated from a variety of places in the program.

Technical Cards

Technical Cards allows the computer to store detailed information on the customer regarding their hair, color, perm, nail and

miscellaneous information. The customer can have multiple technical cards and the system displays them from most recent to oldest. Technical Cards are invaluable when an employee is sick and the customer requires that a service be performed for a special occasion.

Customer Profile

The Customer Profile provides a list of the services and retail items showing the date, service or retail name along with the price charged. If a customer wants to know when their last service was done, Customer Profile is the right selection.

Customer Ticket Charge

In cases where the salon needs to charge a service fee on each transaction the system can be set up to add an extra service to each sale that charges either a percentage or the service total or a flat dollar amount extra to the customer. This feature was added in response to the Covid-19 virus to allow salons to charge a cleaning fee. Call support at 800-682-2998 for help setting up this feature.

Click on the buttons below to continue this tutorial.

[Appointment Screen] [Fast Retail] [Fast Sale] [Check In] [Check Out] [Walk-in Customers] [Gift Certificate] [Pay In/Out] [Correction]
[Reports] [Verify Monies] [Close Day] [Backup] [Salon Use] [Inventory] Home