

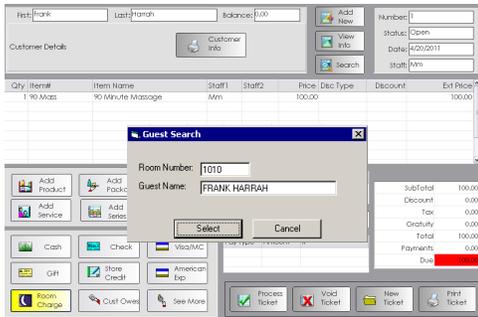
# hotel integration

Use this as a quick reference guide to Hotel Integration.

## Creating a Payment Type

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Payment Types button.
3. Click the Add button.
4. Type in Room Charge for the name of your new payment type.
5. Click the OK button.
6. Verify the correct Display Name.
7. Type in Room in the Pay Code field.
8. Type in a quick key code. If all quick key codes are being utilized you may leave this field blank.
9. Since you are adding a new payment type, place a check in the Enable Payment box.
10. Since your payment is a revenue generating payment, do not place a check in the Non-Revenue box.
11. Leave the Automatic verification box unchecked.
12. If you would like this payment type to open the cash drawer upon processing a ticket, place a check in the Opens Cash Drawer box.
13. If you would like to print out an additional receipt, place a check in the Print Duplicate Receipts box.
14. If you would like your receipt to have a signature line, place a check in the Signature Line box.
15. If you would like to have this payment type appear on the ticket screen with an icon, click the Load Icon button and choose an icon.
16. Determine the order of this payment type in the list by clicking and dragging the name in the Payments in order of Appearance box.
17. Click the Update button.





## Sales Ticket

1. From an open sales ticket.
2. Once the ticket is ready to process, click the Room Charge payment type button. If the payment type button does not appear, click the See More button for the entire list of available payment types.
3. Click the Process Ticket button.
4. In the first Guest Search pop up box, type in the guest's hotel room number. The hotel guest name will appear in the Guest Name field.
5. Click the Select button.
6. Select the guest from the list in the second Guest Search box. Highlight the guest by clicking once on their name.
7. Click the Select button.
8. The ticket will now be processed.

## Voiding a Ticket

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Choose Ticket in the View List drop down menu.
3. Choose Today's Tickets in the Filter by drop down menu.
4. Select the ticket that needs to be voided from the list. Double click on the ticket to access the ticket.
5. Click the Void Ticket button.
6. Answer Yes to the message "You are in the process of Voiding this Ticket. WARNING: If there are Gift Certificates or Packages on the Ticket they will be automatically voided. Are you sure you wish to Void this ticket?"
7. Select a void ticket reason from the list.
8. The ticket will be voided; all original charges to their room from the ticket will be reversed.

