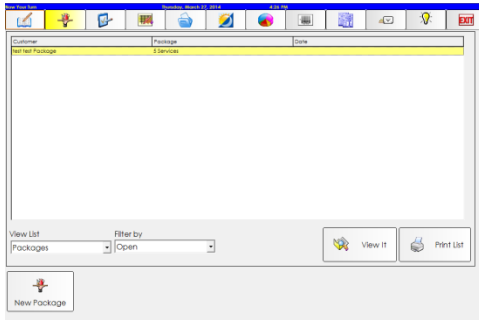


Package Booking

Package or Spa Booking is a feature of SpaBiz® that provides a way to find openings for several services at once for a selected date and time range.

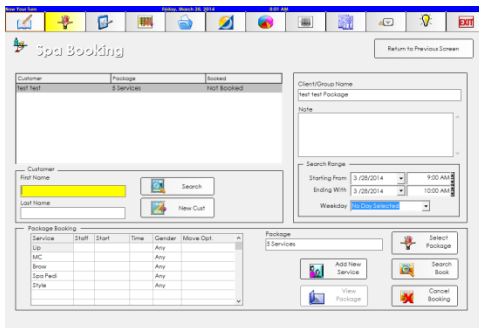
The user can select several options before searching for openings, such as:

- Preferred staff for any or all services
- Gender of staff for any or all services
- Day of week to search for in date range
- The names of client(s) to find options for
- The flexibility of the order of services in a package (set in Blueprint/Ticket/Package)



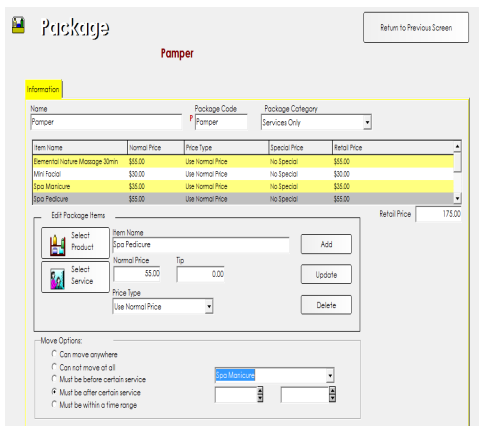
Setting up Move Options for a Package

1. Select your package from the list of packages in Blueprint/Ticket/Package
2. Highlight the service in the list that you wish to set a Move Option for.
3. Select the appropriate radio button from the list of Move Options.
4. If you're selecting a specific time frame or service order, set the applicable option in the boxes.
5. Your selection is saved as soon as another item in the list has focus, or you leave the package.



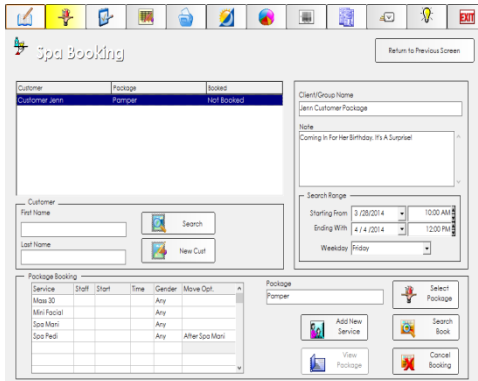
Default Setting

- Blueprint/Staff and Book/Default Settings – “Package Booking – Maximum service gap for packages?” determines how much time will be allowed between services when looking for options.



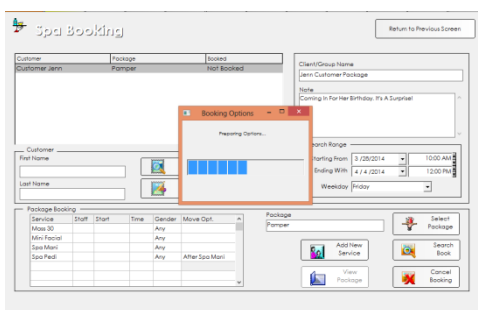
Booking a Package

Follow these steps to search for options for a package of services or a list of hand-selected services.



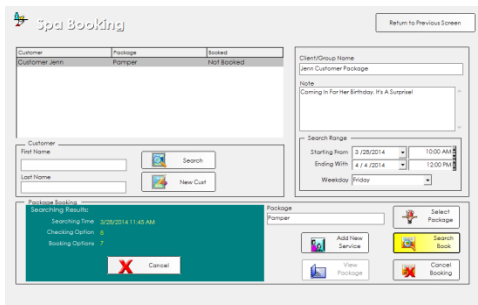
Adding a Package or Services to Spa Booking

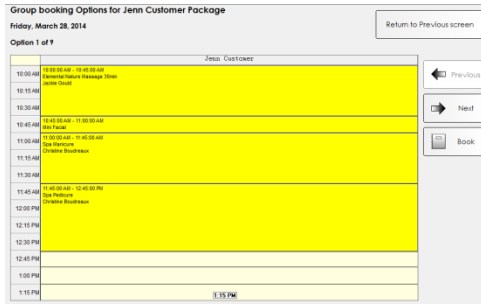
1. From the main menu, click on the Spa Booking icon.
2. Click the New Package button at the bottom of the screen.
3. Type in the First and Last name of the client you wish to book.
4. Press the Enter key or click Search to search for the client.
5. Click Add New to add the client to SpaBiz, if necessary.
6. The client is added to the Customer list at the top left of the screen.
7. Click the Select Package button to add a package of services.
 - Any Move Options set in Blueprint/Ticket/Package will display for each service.
8. To add services individually, use the Add New Service button.
9. Adjust the Dates, Times, and Weekday in the Search Range box.
 - The Ending Time is the latest time you wish the services to begin.
 - It is not required to select a Weekday. This is an option that is provided in the case you want to search for every Friday in a certain month.
10. Click the Search Book button when you are ready to look for options.
 - There is currently a limit of 5 services in Spa Booking. This ensures that the search process is as quick and efficient as possible.



Selecting Options to Book

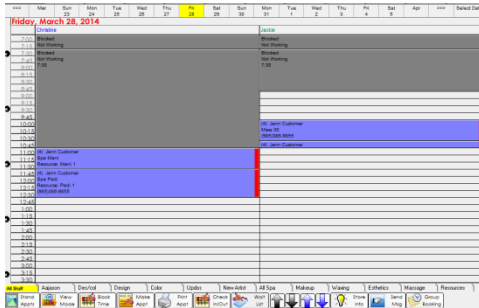
1. SpaBiz® will prepare options for a moment. It is checking for Move Options, staff selections, and gender selections at this time.
2. When it begins checking options, it will check for every combination of service order and check each 15 minute interval in the selected time and date range.
3. As soon as it finds a match, the number of "Booking Options" will increase. At this time, the Cancel button may be selected to view the options found so far.
4. If you would like to view ALL available options, wait until SpaBiz® has completed its search and displays the options.





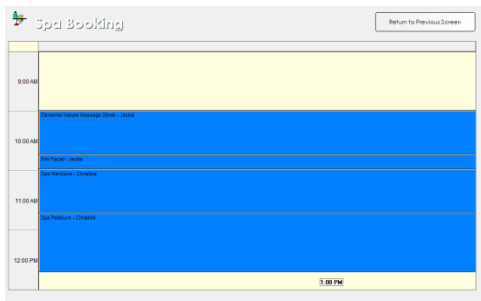
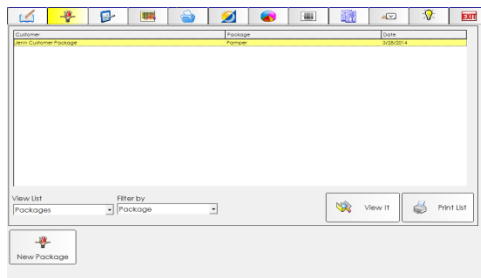
Viewing and Selecting Available Options

1. SpaBiz® will display available options in yellow. Use the Previous and Next buttons to scroll through the options.
2. When you are ready to book, click the Book button next to your desired option.
3. The customer's note will pop up, if applicable, just like it would when booking an appointment.
4. If your appointment settings require a Request Reason to be selected, you will be prompted for one.
 - If your settings require a prompt for each service in an appointment, you will be prompted for each service in the package. The service will be highlighted in red while you make your selection.
5. If your appointment settings confirm the option of prompting you with Appointment Details, they will pop up when you have completed the booking.
6. If your settings are set to assign a confirmation number to your appointments, this number will pop up. Click ok to continue.
7. SpaBiz® will then bring you to the appointment book so that you can view your package.



Viewing your Package after Booking

1. After you have successfully booked your package with Spa Booking, you can access it at any time in the Spa Booking list. You can filter the list by:
 - Date
 - Customer
 - Package
 - Booked
 - Open – for packages not yet booked
2. Select the package you wish to view from the list.
3. Click the View Package button.
4. A list of the times, services, and service providers will be shown for each service for that day for your customer.



Canceling a Booked Package

1. Select the package you wish to view from the list of packages.
2. Click the Cancel Booking button.
3. Follow the prompts to cancel the appointment as you would from the appointment book.