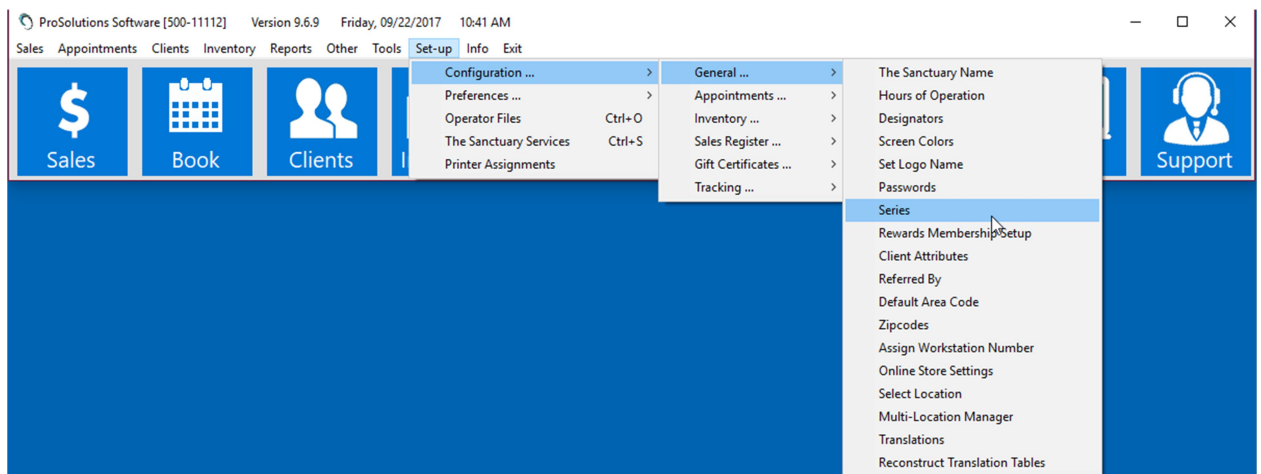


Series Sale and Redemption

This document will show you how to create a Series in your software and how to redeem the Series. A Series allows your clients to buy multiples of the same service(s) upfront at a discounted rate. (For example: Buy 5 Facials for the price of 4)

Creating a Series:

1.) Go to Setup>Configuration>General>Series



2.) In the **Series** creation screen enter the name of your **Series** in the **Series Name** field. Then select the **Service(s)** where it says **For Services**. Next enter how many times this **Service** will be able to be redeemed in the **Quantity** field. Last enter the **Total Price** for each service and hit **Enter** on your keyboard, the software will automatically calculate the **Value Each** and **Grand Total** for you.

Click **Accept** to save the Series.

ProSolutions Software [500-11111] Version 9.7.2 Wednesday, 03/21/2018 10:27 AM

Sales Appointments Clients Inventory Reports Other Tools Set-up Info Clear Password Exit

Sales Book Clients Inventory DARCI Marketing Messages Reports Payroll Online Support

SERIES

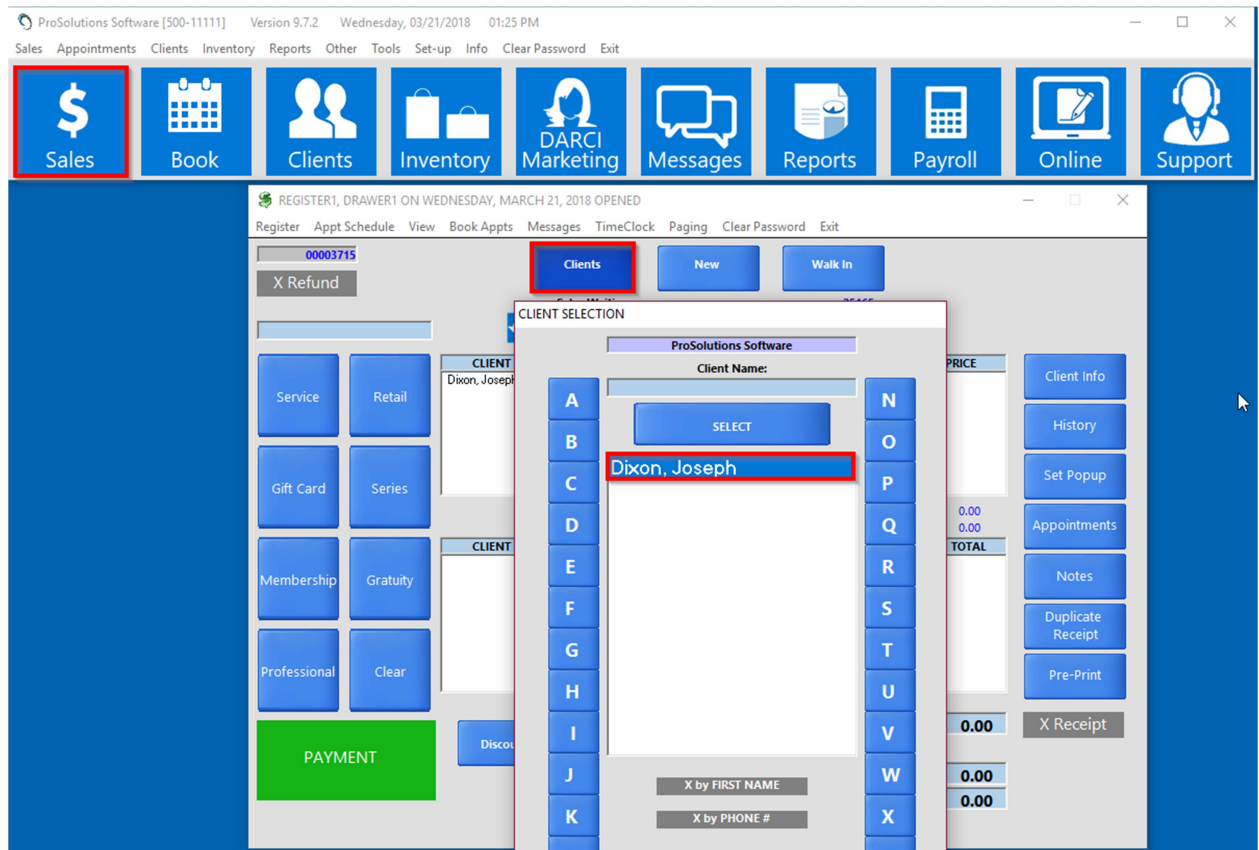
Series Name
Mani/Pedi Special X Modify Cancel

For Service	Quantity	Value Each	Total Price
Manicure	3	25.00	75.00
Pedicure	3	25.00	75.00
			0.00
			0.00
			0.00
Grand Total			150.00

Accept

Selling a Series:

1.) Go to the **Sales** screen and pull up the client you wish to sell the **Series** to.



2.) Click the **Series** button and in the **Series Sale** screen select the series you would like to sell to the client. You can opt to enter your own expiration date in the **Expires On** field or if left blank it will default to **1 Year** from the current date. Then click

Accept.

REGISTER1, DRAWER1 ON WEDNESDAY, MARCH 21, 2018 OPENED

Register Appt Schedule View Book Appts Messages TimeClock Paging Clear Password Exit

00003715

X Refund

Clients New Walk In

Sales Waiting 25165

Hold

Service Retail

Gift Card **Series**

Membership Gratuity

Professional Clear

PAYMENT

Discount

Client Info

History

Set Popup

Appointments

Notes

Duplicate Receipt

Pre-Print

X Receipt

CLIENT NAME OPERATOR SERVICE PRICE

Dixon, Joseph

Purchase for Client Cancel **Accept**

DIXON, JOSEPH

Series Name Series Price Expires On

Mani/Pedi Special 150.00

For Service Qty Unit Value

Manicure 3 25.00

For Service Qty Unit Value

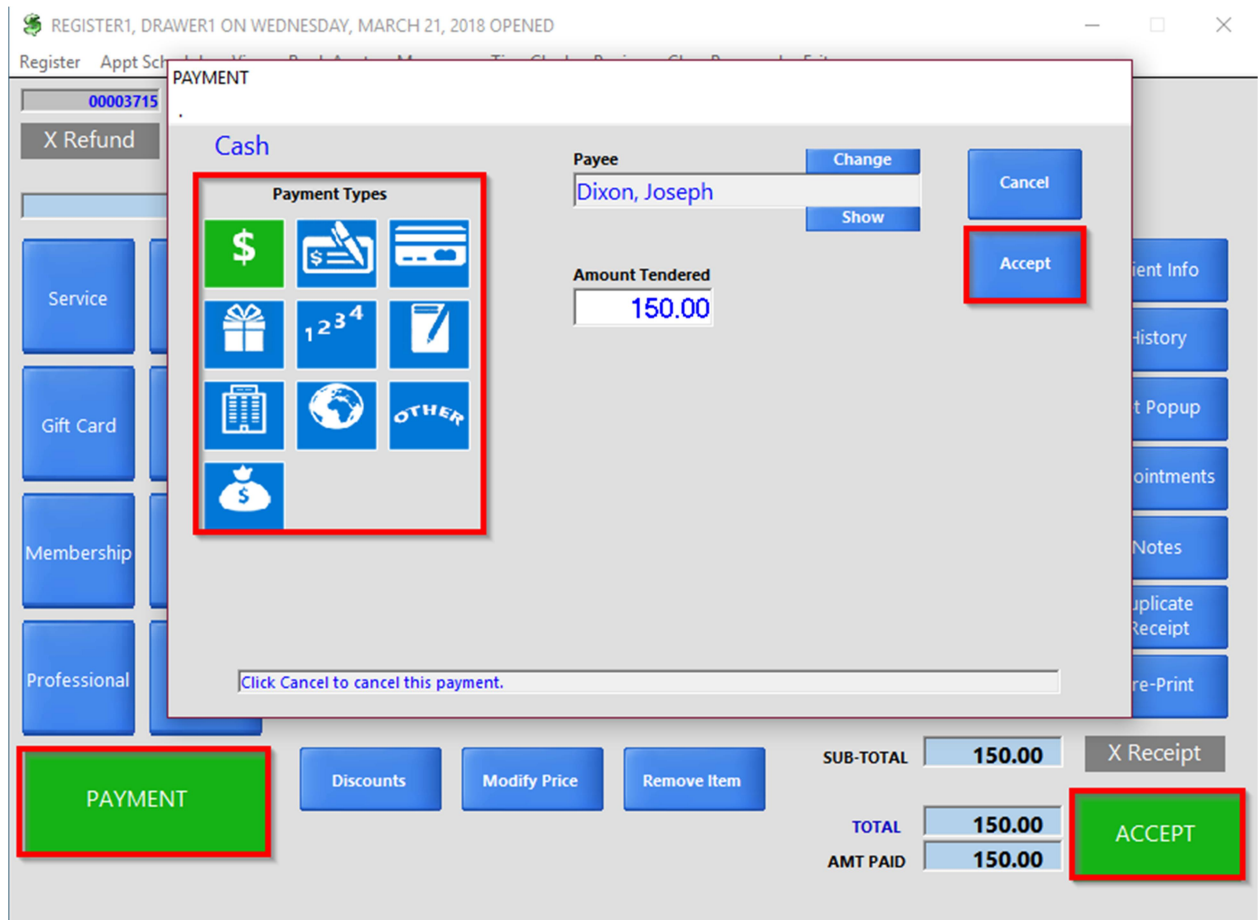
Pedicure 3 25.00

TOTAL 0.00

0.00

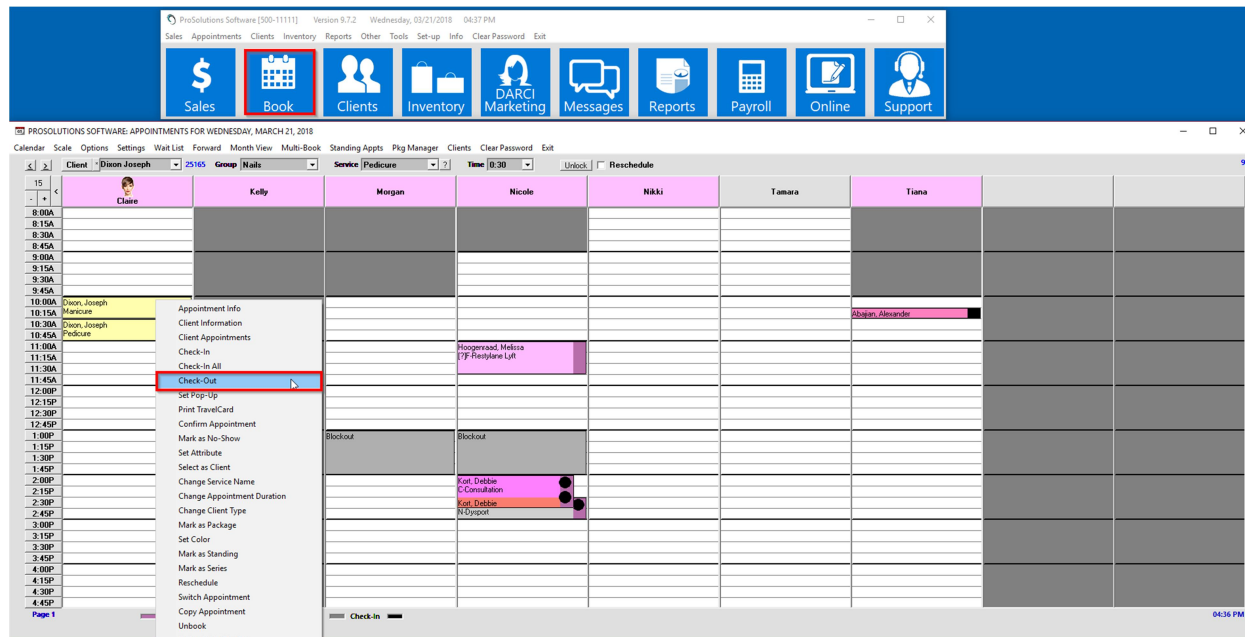
AMT PAID 0.00

3.) Click **Payment** then choose how the client is paying and click **Accept** then the final green **Accept** button.



Redeeming a Series:

1.) Go to the **Book** and check out the Client for the services in the series.



2.) In the **Sales** screen click the **Payment** button then choose the **Series** payment type. Then select the service you are redeeming (you may have to repeat for the other services if there are multiple services applicable to the

series) then click **Accept**. Then the final **Accept** button.

REGISTER1, DRAWER1 ON WEDNESDAY, MARCH 21, 2018 OPENED

Register Appt Schedule View Book Appts Messages TimeClock Paging Clear Password Exit

00003711 PAYMENT

X Refund

Series

Payment Types

- Service
- Gift Card
- Membership
- Professional

Payment Type Icons: \$, \$ with pen, credit card, gift, 1234, notepad, calculator, globe, OTHER, money bag.

Payee: Dixon Joseph (Change, Show, Cancel)

Amount Tended: 25.00

Series on File:

- Manicure, 2 out of 3
- Pedicure, 2 out of 3

Select the Series to use.

Discounts Modify Price Remove Item

SUB-TOTAL 50.00

TOTAL 50.00

AMT PAID 50.00

PAYMENT **ACCEPT**