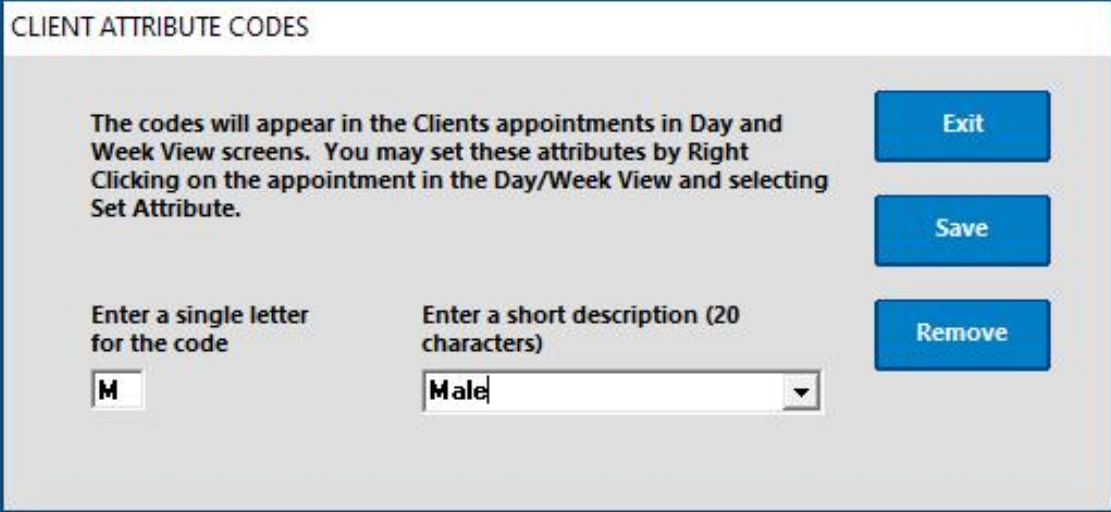# CREATING GENDER PREFERENCES FOR SERVICES.

WITHIN "TRANSCEND" BY PROSOLUTIONS SOFTWARE, INC.

STEP #1 - SETUP CLIENT ATTRIBUTES

GO TO SETUP > CONFIGURATION > GENERAL > CLIENT ATTRIBUTES AS SHOWN BELOW
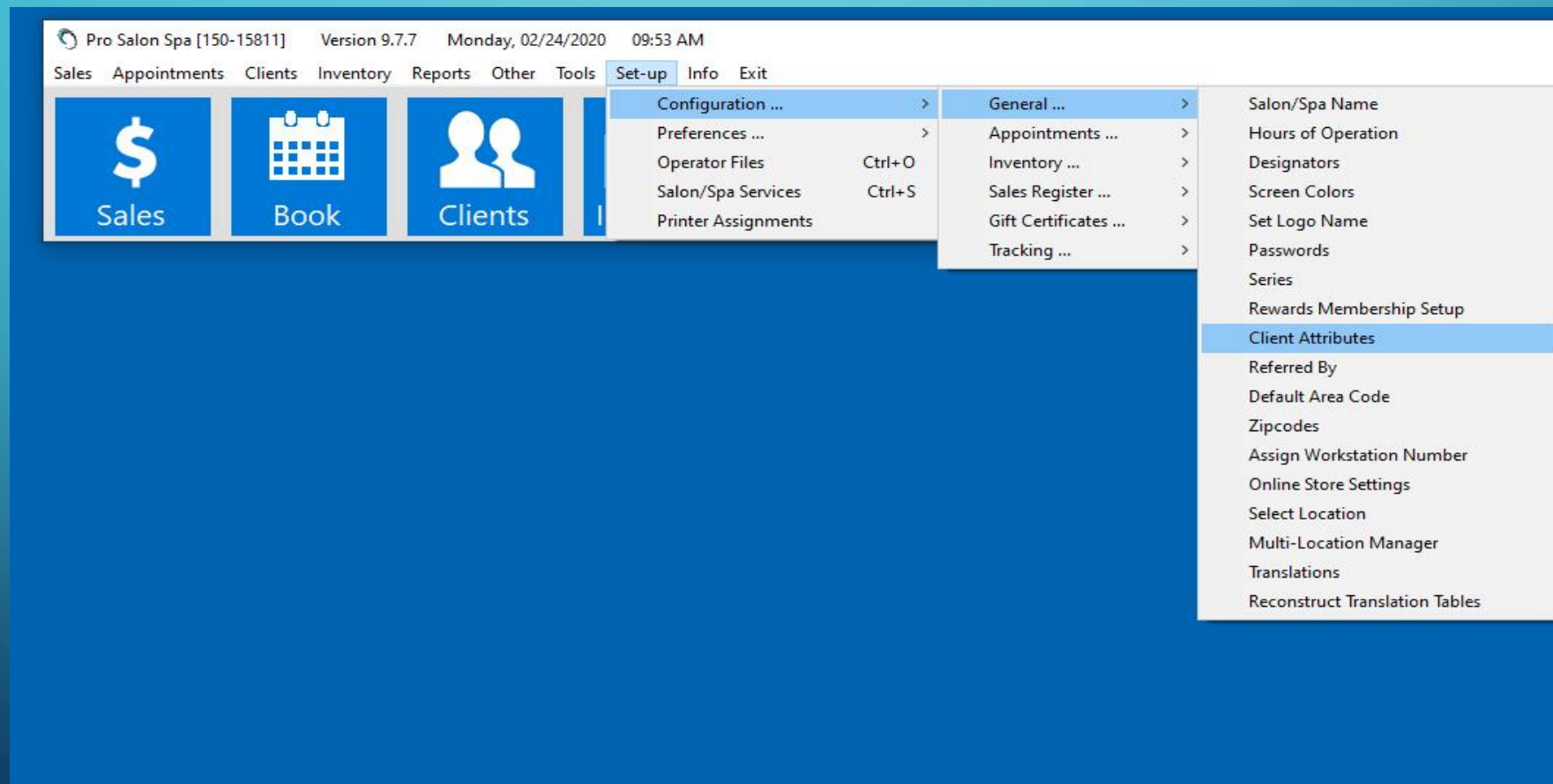
- FIRST, CREATE A MALE ATTRIBUTE CODE BY PLACING A SINGLE LETTER "M" FOR THE CODE AND THE WORD "MALE" FOR THE DESCRIPTION.

- NEXT, CREATE A FEMALE ATTRIBUTE CODE BY PLACING A SINGLE LETTER "F" FOR THE CODE AND THE WORD "FEMALE" FOR THE DESCRIPTION.
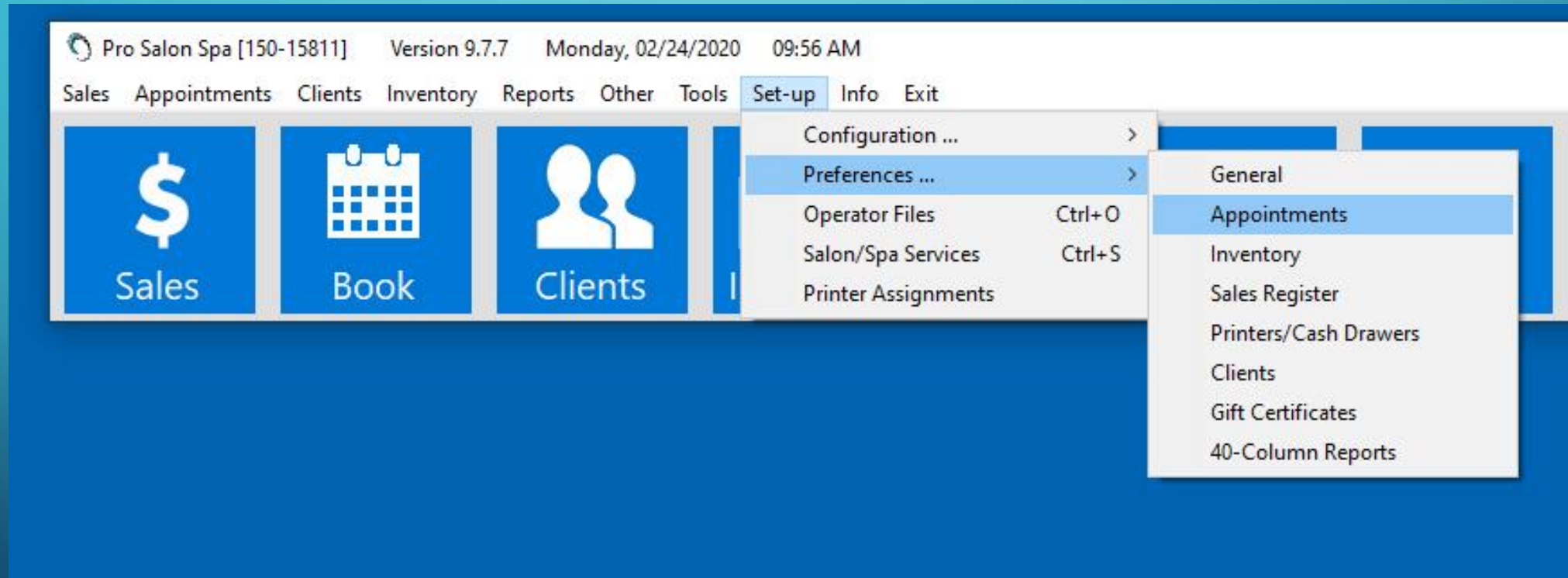
STEP #2 - SETUP APPOINTMENT PREFERENCES

GO TO SET-UP > PREFERENCES > APPOINTMENTS AS SHOWN BELOW

- SELECT "CHECK GENDER REQUIREMENTS WHEN BOOKING."
- CHOOSE "MALE" FOR MALE AND "FEMALE" FOR FEMALE.

- PLACE A CHECK NEXT TO EACH SERVICE THAT REQUIRES A GENDER SELECTION (I.E. BIKINI WAXING SERVICES, ETC.). WHEN DONE PRESS "ACCEPT" AND THEN "SAVE."

STEP #3 - SET YOUR CLIENT'S PREFERENCE

- PULL UP A CLIENT THAT HAS A GENDER PREFERENCE AND SELECT THE BOX "ATTRIBUTE." A WINDOW WILL APPEAR WITH YOUR CLIENT ATTRIBUTES LISTED. PUT A CHECK NEXT TO THE GENDER YOUR CLIENT PREFERS AND PRESS "SET."
- REMEMBER TO CLICK "SAVE" WHEN EXITING THE CLIENT FILE.

STEP #4 - BOOK

NOW WHEN YOU BOOK A SERVICE THAT HAS A GENDER REQUIREMENT (FOR A CLIENT THAT HAS A GENDER PREFERENCE), A NOTE WILL APPEAR EXPLAINING THAT THIS IS THE WRONG GENDER. THAT'S IT!