

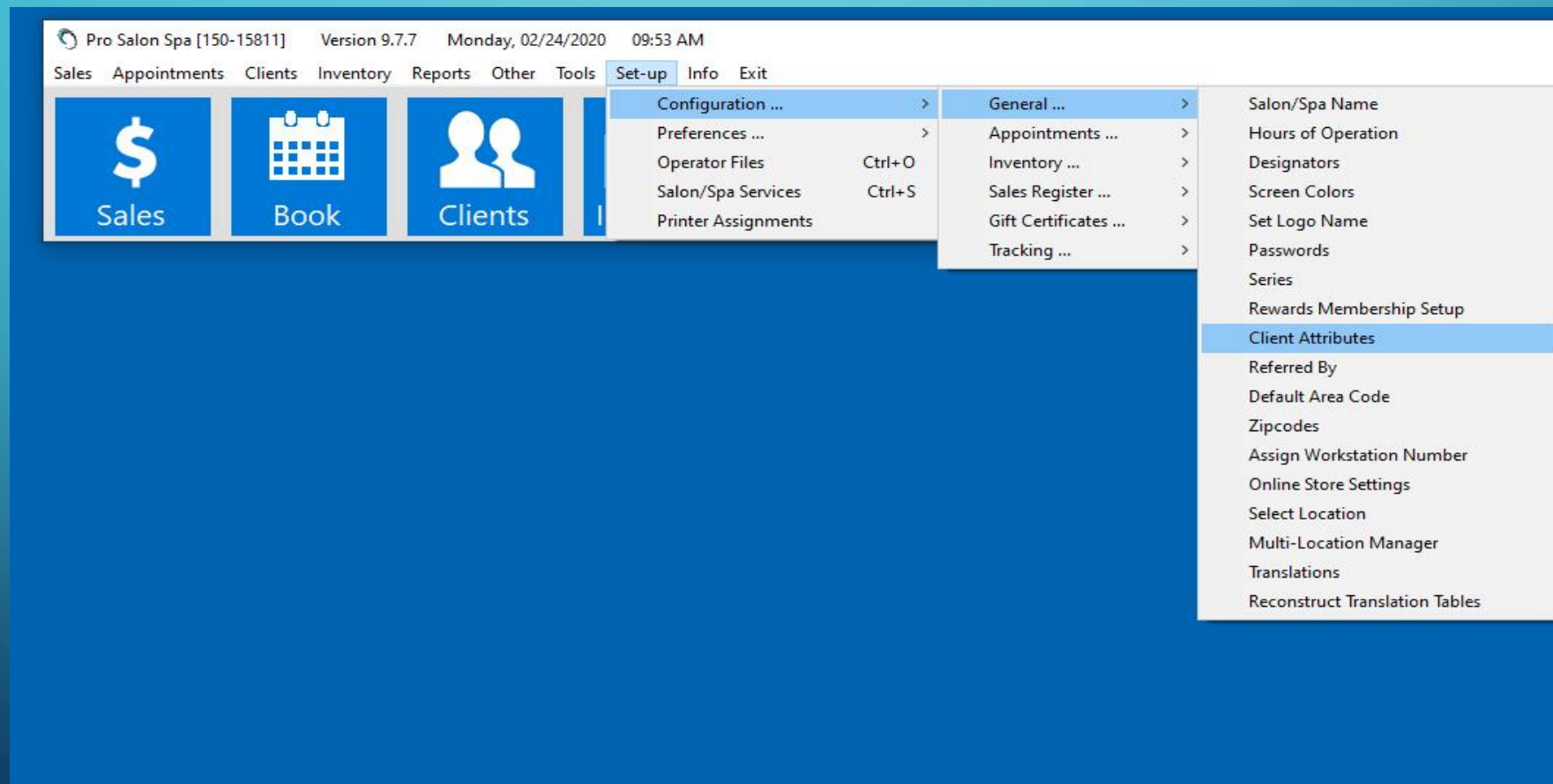
A decorative graphic on the left side of the slide consisting of white lines and circles on a blue gradient background, resembling a circuit board or a stylized tree structure.

CREATING GENDER PREFERENCES FOR SERVICES.

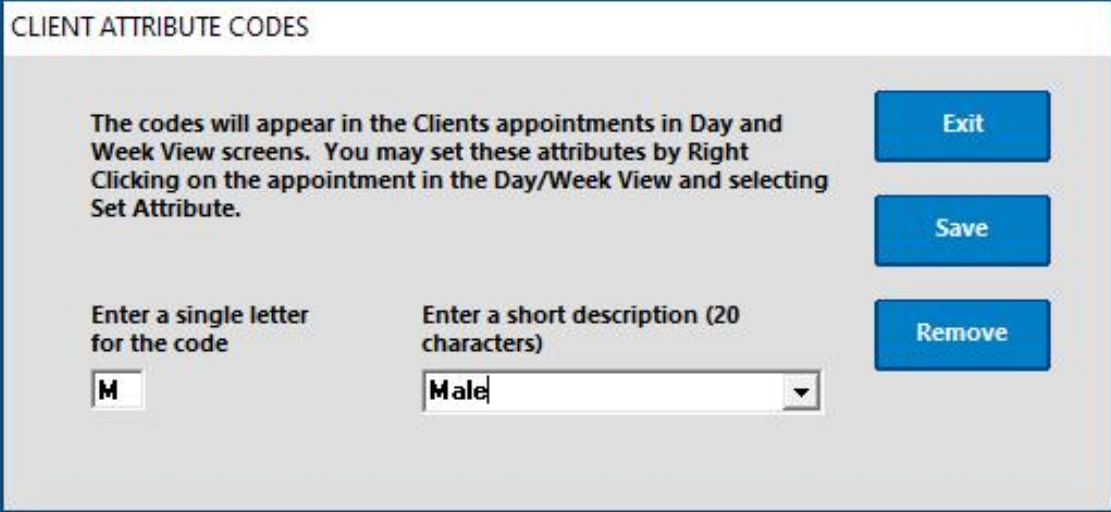
WITHIN “TRANSCEND” BY PROSOLUTIONS SOFTWARE, INC.

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.



The screenshot shows a software window titled "CLIENT ATTRIBUTE CODES". Inside, there is instructional text: "The codes will appear in the Clients appointments in Day and Week View screens. You may set these attributes by Right Clicking on the appointment in the Day/Week View and selecting Set Attribute." Below this, there are two input fields. The first is labeled "Enter a single letter for the code" and contains the letter "M". The second is labeled "Enter a short description (20 characters)" and contains the word "Male". To the right of these fields are three buttons: "Exit", "Save", and "Remove".

CLIENT ATTRIBUTE CODES

The codes will appear in the Clients appointments in Day and Week View screens. You may set these attributes by Right Clicking on the appointment in the Day/Week View and selecting Set Attribute.

Enter a single letter for the code:

Enter a short description (20 characters):

Exit **Save** **Remove**

- NEXT, CREATE A FEMALE ATTRIBUTE CODE BY PLACING A SINGLE LETTER “F” FOR THE CODE AND THE WORD “FEMALE” FOR THE DESCRIPTION.

CLIENT ATTRIBUTE CODES

The codes will appear in the Clients appointments in Day and Week View screens. You may set these attributes by Right Clicking on the appointment in the Day/Week View and selecting Set Attribute.

Enter a single letter for the code

Enter a short description (20 characters)

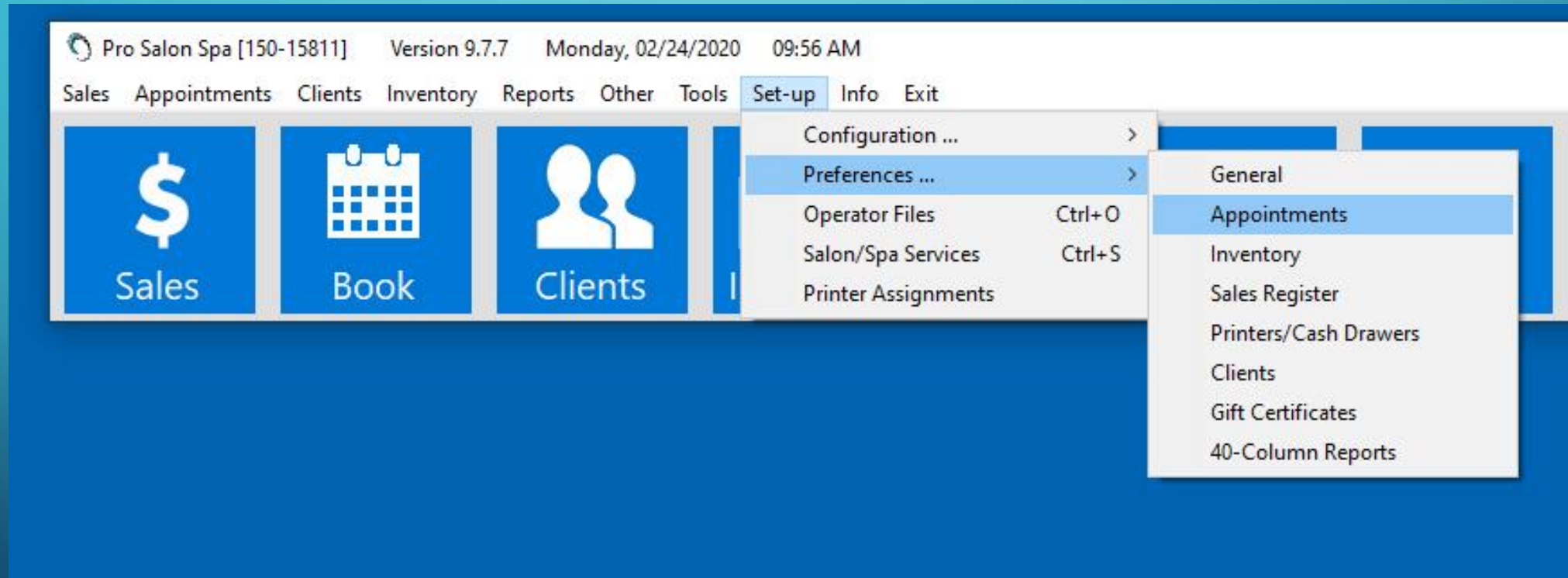
Exit

Save

Remove

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.

APPOINTMENT SETTINGS

Day/Week View Screen Options

☒ Show Only Those

☐ Auto-format color

☐ Auto-set view time

☒ Use Xs instead of

☐ X All Client Appointments

☐ Do not use Gender

☐ Auto-Show Long

☐ Display Name By

Booking Options

☐ Auto-book Room

☐ Give Option to Book

☐ Always Use First

☒ Check for Appointments

☒ Prompt for No-Show

☐ Always use Package

☐ Warn if Trying to

☐ Do not allow Book

☐ Enable Prompt for

☐ Auto-Unbook if

☐ Auto-remove from

☒ Check Waiting List

Other Options

☐ Enable Appointment

☐ Do not auto-show

☐ Set Auto-Standing

☐ Auto-Delete Appointments from Waiting List if Booked or Expired

GENDER CHECKING SETUP

Select Attribute used to signify gender preference:

Male

Female

Services for which Gender Checking is to be performed:

- ☐ @Aerobics
- ☐ @Pilates
- ☐ @Yoga
- ☐ 1/2 Arm wax
- ☐ 1/2 Leg Wax
- ☐ 1/2LegBikini
- ☐ 15 min Treatment
- ☐ 3/4 arm wax
- ☐ 3/4LegWax
- ☐ 30 min Treatment
- ☐ 45 min treatment
- ☐ 45MinBodyMassage
- ☐ 60 min Treatment
- ☐ 90 min Massage
- ☐ 90 min treatment
- ☐ Addiction 1/2
- ☐ Age Logic Hydradermi

Travel Card Options

☐ Print (2) formulas/Service on TravelCard

☒ Print Sequential Numbers on TravelCard

☐ Print TravelCard in Split Format (1/2 page)

Client Info Confirmations

☐ Confirm Clients Phone # After Booking

☐ Confirm Address Phone and Email when booking

☒ Check Gender Requirements when Booking

Booking Requirements

☐ Require Address and Phone

☐ Require Phone

☐ Require Email Address

☐ Require Credit Card to be On File

☐ Allow Credit Card Requirement Over-ride

Report Options

☐ Dont Print Phone #s on Appointment Listing

☐ Dont Print Operator on Client Appt List

Sales Register Options

☐ Sort Current Appointments by Checkout Order

☐ Charge if Attribute Present at POS

☐ Enable Group Access Restrictions

☐ Warn if Late Check-In

☐ Enable Appointment Card Feature

☐ Enable Auto Refresh

☒ Show 'FINISH' at end of double and triple bookings

☐ Move scroll bar to left side of screen

- 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.”

APPOINTMENT SETTINGS

Day/Week View Screen Options

- ☒ Show Only Those
- ☐ Auto-format color
- ☐ Auto-set view time
- ☒ Use Xs instead of
- ☐ X All Client Appointments
- ☐ Do not use Gender
- ☐ Auto-Show Long
- ☐ Display Name By

Booking Options

- ☐ Auto-book Room
- ☐ Give Option to Book
- ☐ Always Use First
- ☒ Check for Appointments
- ☒ Prompt for No-Show
- ☐ Always use Pack
- ☐ Warn if Trying to
- ☐ Do not allow Book
- ☐ Enable Prompt for
- ☐ Auto-Unbook if
- ☐ Auto-remove from
- ☒ Check Waiting List

Other Options

- ☐ Enable Appointment
- ☐ Do not auto-show
- ☐ Set Auto-Standing
- ☐ Auto-Delete Appointments from Waiting List if Booked or Expired

GENDER CHECKING SETUP

Select Attribute used to signify gender preference:

Male M

Female F

Services for which Gender Checking is to be performed:

- ☐ Addiction 1/2
- ☐ Age Logic Hydradermi
- ☐ Age Summum Facial
- ☐ Back Facial
- ☐ Back Massage
- ☐ Back Treatment
- ☐ Back Wax
- ☐ Beaute Neuve
- ☒ Bikini Line Wax
- ☒ Bikini Wax
- ☒ BikiniPartLeg
- ☐ Body Massage
- ☐ Botox Inj
- ☒ Brazilian Bikini
- ☐ Brightening Hydrader
- ☐ Brow Shaping
- ☐ Brow Tint

Accept **Cancel**

Travel Card Options

- ☐ Print (2) formulas/Service on TravelCard
- ☒ Print Sequential Numbers on TravelCard
- ☐ Print TravelCard in Split Format (1/2 page)

Client Info Confirmations

- ☐ Confirm Clients Phone # After Booking
- ☐ Confirm Address Phone and Email when booking
- ☒ Check Gender Requirements when Booking

Booking Requirements

- ☐ Require Address and Phone
- ☐ Require Phone
- ☐ Require Email Address
- ☐ Require Credit Card to be On File
- ☐ Allow Credit Card Requirement Over-ride

Report Options

- ☐ Dont Print Phone #s on Appointment Listing
- ☐ Dont Print Operator on Client Appt List

Sales Register Options

- ☐ Sort Current Appointments by Checkout Order
- ☐ Charge if Attribute Present at POS

Enable Group Access Restrictions

- ☐ Warn if Late Check-In
- ☐ Enable Appointment Card Feature
- ☐ Enable Auto Refresh
- ☒ Show 'FINISH' at end of double and triple bookings
- ☐ Move scroll bar to left side of screen

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.

CLIENT INFORMATION FOR MICHELLE BABCOCK

16722

First Name: Michelle Last Name: Babcock

Street Address: 12345 Main Street

City: Los Angeles State: CA Zip: 91342

Occupation: Administrator Birthday: 08/15

Email Address: mattw@prosolutionssoftware.c Mailing Sa:

Credit Card: SV: 10

Drivers License: Expires: Rt: 0.

Parents Name:

Cell: (310) 562-4673 Extn.: GOLD

Home: Extn.: Earned 7,222

Work: (800) 710-3879 Extn.: 102 Used 6,293

Referred By: Rf#: 1 Main Operator: Angie

BALANCE 929

SET ATTRIBUTE

- ☐ Habitually Late
- ☐ VIP
- ☐ Sensitive
- ☐ PreBook
- ☐ Male
- ☒ Female

Set

Attribute	First Visit	Last Visit
F	04/02/18	08/08/19

Series OnAcct GC Status

Rewards Show Appts Goto Appts

History Set Popup Formulas

Notes In-Take Tracking

Print Message Cancel

Look Up Save

Pay by Check + Confirm Text + Confirm Email +

Email Receipts + Text Promos + Email Promos +

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!

