

### Last updated 17 June 2016

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Product: Shortcuts Fusion

Software version no: 8.0.16.1

Document version no: 1.0

Country: Australia

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## **ABOUT THIS DOCUMENT**

A series is a package of 2 or more of the same service, often sold at a discounted price as an incentive for purchasing the series. The series feature offers clients the convenience of paying in advance for multiple services, which can be redeemed over time.

Series are fully customisable to suit your business needs; you can choose which service will be in the series, how many sessions the series includes, whether the series has an expiry date, and the discount that will be applied. For example, you could set up a series of 6 spray tans, offered at 10% off. Series also provide you with the benefit of guaranteed revenue due to the up-front nature of series payments.

# SETTING UP SERIES





Ensure that the relevant service is selected.

7 Click on the **new** button at the bottom of the screen.

A Services that already have one or more series will be displayed under the business category.

B Services that do not have any series will be displayed under the <no series> category.

		Series Setup					
Series	Quantity ^	Item Price	Sell Price	Saving %	Expiry	Active	4:12 PM
- Business A						_	Wed, 6 Apr 16
+ Waxing							Tools
= 🌮 Tanning							Stock
Full Body Tan							SLOCK
• 5 x Full Body Tan Series	5	24.00	120.00	20%	12 month(s)		Setup
10 x Full Body Tan Series	10	22.50	225.00	25%	12 month(s)		3
* 🌮 IPL							
Body Treatments							
+ Injectables							Employees
- <no series=""> B</no>							*
+ 💭 Hair Colouring							Resources
* 🔊 Ladies Cuts							<u> </u>
Mens Cuts							Capabilities
* 💭 Makeup							**
♥ 💭 Waxing							Services
+ 💭 Tanning							<b>1</b>
🕈 🏠 Spa Packages						<b>_</b>	Series
Change Ma							Contraindications
	7						
New Delet	te					Done	Chris Manager

8 Enter the name of the series. It is recommended that you include the item quantity in the series name.

9 Enter the item quantity.

10 Enter either the item price, the sell price, or the saving percentage. The other values will be automatically calculated based on what you enter.

11 **Optional:** Enter an expiry (in months). This will appear on the bottom of the client's receipt when they purchase the series.

A You can access this screen directly through the **setup** menu.

Click **done**.

12

	Series Setup									
Series	Quantity ^	Item Price	Sell Price	Saving %	Expiry	Active	<b>4:16</b>			
- Business							Main			
							Tools			
= 💭 Tanning										
= Full Body Tan							Stock			
• 5 x Full Body Tan Series	5	24.00	120.00	20%	12 month(s)		Setup			
• 10 x Full Body Tan Series	10	22.50	225.00	25%	12 month(s)	<b>V</b>				
• 15 x Full Body Tan Series 8	15 9	21.00	315.00 10	30%	. 12 11					
♦ 🎲 IPL							Configuration			
Body Treatments							<u> </u>			
🕈 🎲 Injectables							Employees			
<no series=""></no>							Resources			
🕈 🎲 Hair Colouring										
🕈 🄝 Ladies Cuts							Capabilities			
• Mens Cuts										
🕈 🏠 Makeup							Services			
Waxing										
+ 🕎 Tanning						-	Series			
							•			
ow Me	3					<b>12</b>	Contraindication			
active	·									
New Del	ete					Done	Chris Manager			



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