

HOW TO SET UP A GREEN FEE

Boost your salon's sustainability by setting up a green fee, which will automatically charge your clients a tiny portion of their service to go towards eco-friendly waste management. Follow the simple steps below to help reduce your salon's impact on the environment and start working towards a cleaner, greener future - remember, every little bit counts!

- 1 Click on the **setup** menu.
- 2 Click on the **configuration** icon.
- 3 Click on the **sales** setup menu.
- 4 Click on the **sundry income** icon.
- 5 Click **new**.
- 6 Type in 'green fee' and click **done**.
- 7 Select **date surcharge** from the sundry type list.
- 8 Select **fixed amount surcharge** and enter **\$2**.
- 9 Make sure that only **services** is ticked.
- 10 Tick all the days of the week.
- 11 Click **save**.

The screenshot displays the 'Sundry Income Setup' screen in the Shortcuts software. The interface is divided into several sections:

- Sidebar (Left):** Contains navigation icons for Sales, Point Of Sale, Payment Types, Discounts, Receipt, Sundry Income, Expenses, Gift Certificates, Terminals, and Payment Processor. The 'Sales' icon is highlighted with a red circle and the number 3.
- Main Content Area:**
 - Sundry Income:** A dropdown menu is set to 'Green Fee'.
 - Description:** A text input field.
 - Amount:** A text input field set to '0'.
 - Tax Rate:** A dropdown menu.
 - GST Sundry Tax:** A dropdown menu.
 - Barcode:** A text input field set to '0008Z'.
 - External Id:** A text input field.
 - Surcharge:** A section with three options: 'Percentage of sale surcharge' (0%), 'Fixed amount surcharge' (\$2), and 'Only apply when sale total is less than' (\$0).
 - Surcharge applies to:** Checkboxes for 'Products', 'Services' (checked), and 'Sundries'.
 - Surcharge is applied on:** Checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Public holidays'.
 - Buttons:** 'New' (green plus icon), 'Edit' (pencil icon), and 'Save' (yellow folder icon).
- Bottom Bar:** Includes a 'Done' button with a green checkmark.
- Right Sidebar:** Contains a 'SHORTCUTS' header, a clock showing '4:03 PM Wed, 22 Feb '17', and a list of menu items: Main, Tools, Stock, Setup (highlighted with a red circle and the number 1), Configuration (highlighted with a red circle and the number 2), Employees, Employee Groups, Capabilities, Services, Series, and Contraindications. At the bottom, it shows the user 'Anna Owner' and a 'Log Off' button.

The 'Sundry Income Name' dialog box is overlaid on the main screen, showing the name 'Green Fee' and 'Done'/'Cancel' buttons. The steps are numbered 1 through 11, corresponding to the instructions on the left.