

## Billing item setup – Treatment

Add Treatment Category at: Master > Treatment > Category

### Treatment

Category Search New List Search Flexi

#### Treatment category list

- master
  - Eye Treatment
  - General Treatment
  - Hand & Foot Treatment
    - Foot Treatment
    - Hand Treatment
  - SPA Treatment

Category is used to group treatments. Sub-categories can be added and there is no limitation on the number of levels.

>Show deleted items

Press <Show treatment> to display all treatments under the categories.

>Show treatment

#### New treatment category

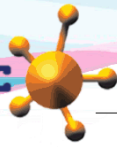
Close

Press <New treatment category> to add the first level of category.

#### New treatment category

Type	<input checked="" type="radio"/> Contain treatment <input type="radio"/> Contain sub category	Select if the category contains treatment or sub-category.
Name	<input type="text" value="Body I treatment"/> (Must input)	Input Name and Description, and then press <Submit> to add a new category.
Description	<input type="text" value="Body Treatment Detail"/> (Maximum 255 characters)	

Submit Reset Cancel



Treatment

Category Search New List Search Flexi

Treatment category list

- master
  - Body Treatment
  - Eye Treatment
  - General Treatment
  - Hand & Foot Treatment**
    - Foot Treatment
    - Hand Treatment
  - SPA Treatment

Press Category Name to view the category detail.

Can select to view another category.

Press arrow to go to previous level.

Treatment category > Hand & Foot Treatment

Treatment category details

Type	Contain sub category
Name	Hand & Foot Treatment
Description	
Created at	2-Nov-2016 16:37:48

Sub category list

	Treatment category	Treatment category	Created at
Foot Treatment	Contain treatment		2-Nov-2016 16:38:15
Hand Treatment	Contain treatment		2-Nov-2016 16:38:06

Press sub-category to view the next level.

> Show deleted items

Back Edit New sub category

Close

Authorized user can edit and delete category. However, category including sub-category or treatment cannot be deleted.

Press to add a new sub-category.

Add Treatment at: Master > Treatment > New


New treatment							
Treatment code	<input type="text" value="TF06"/> (Maximum 20 characters, must input. Please avoid input ' , ! , @ , \$ , # , % , ^ , & , * , space.)						
Treatment category	<input type="text" value="General Treatment"/>						
Treatment name	<input type="text" value="Laser Facial"/> (Maximum 100 characters, must input.)						
Treatment duration	<input type="text" value="60"/> minutes (Must input)						
Treatment description	<input type="text"/>						
Division	<input type="text" value="Unspecified"/>						
Brand	<input type="text" value="Unspecified"/>						
Default expiry date	<input type="text" value="1"/> Year						
Price	<table border="0"> <tr> <td><u>List price</u></td> <td><u>Item discount</u></td> <td><u>Net price</u></td> </tr> <tr> <td>\$ <input type="text" value="1200"/></td> <td><input type="text"/></td> <td>\$ <input type="text" value="1,200"/></td> </tr> </table>	<u>List price</u>	<u>Item discount</u>	<u>Net price</u>	\$ <input type="text" value="1200"/>	<input type="text"/>	\$ <input type="text" value="1,200"/>
<u>List price</u>	<u>Item discount</u>	<u>Net price</u>					
\$ <input type="text" value="1200"/>	<input type="text"/>	\$ <input type="text" value="1,200"/>					
Discount period	Start date <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text"/> <input type="button" value="Calendar"/> Expiry date <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text"/> <input type="button" value="Calendar"/> <input type="text" value="Quick select"/>						
Total discount	<table border="0"> <tr> <td><u>Quantity</u></td> <td><u>Discount</u></td> </tr> <tr> <td><input type="text"/></td> <td>\$ <input type="text"/></td> </tr> </table>	<u>Quantity</u>	<u>Discount</u>	<input type="text"/>	\$ <input type="text"/>		
<u>Quantity</u>	<u>Discount</u>						
<input type="text"/>	\$ <input type="text"/>						
Status	<input type="checkbox"/> Inactive Active treatment is sellable, available for booking and redemption. Inactive treatment is not sellable but available for booking and redemption. At booking module and redemption panel, Inactive treatment will be displayed at <input type="button" value="Purchased Treatment"/> , but will not be displayed at <input type="button" value="Treatment"/>						

Input treatment code, treatment name, treatment duration and price. Select treatment category and press <Submit> to add treatment.












Input other necessary information. System has no input control on other fields.

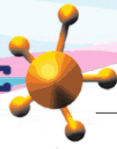
Required equipment		
Equipment name	Equipment Required (Minutes)	Equipment Required at (Minutes)
<input type="checkbox"/> Body Equipment	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Facial Equipment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Eye Equipment	<input type="checkbox"/>	<input type="checkbox"/>

Tick the box if equipment is required for this treatment.

 Treatment code : It represents the treatment, and cannot be duplicated. It will be displayed on invoice.

 Treatment category : Groups for classifying treatments.

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-  Treatment name : Brief description of the treatment that will be displayed on invoice.
  -  Treatment duration : Time required for finishing the treatment. It holds resource at therapist and room booking table.
  -  Treatment description : Detailed description of the treatment that will not be displayed on invoice.
  -  Division/Brand : Only for classification and analysis purpose. Division can be setup at Master>Division / Master>Brand.
  -  Default expiry date : Last day that the purchased treatment can be redeemed. It would be calculated automatically by system on invoice and authorised user can make appropriate amendments.
  -  Price : It includes list price, item discount and net price. List price to be input by user, discount percentage / fixed amount discount and net price will be calculated automatically by system. The three values will be displayed on invoice and authorised user can make appropriate amendments.
  -  Discount period : Time range that item discount is effective and displayed on invoice. When invoice date is not included in discount period, item discount will not be displayed on invoice and net price will be equal to list price.
  -  Total discount : Discount is available only if the treatment is purchased over certain quantity. The minimum purchased quantity and the item discount can be inputted at Total discount. An amount deduction or a percentage discount are accepted for item discount. Volume discount can be used for the case with more than one total discounts.
  -  Status : The treatment is default as active. Active treatment can be sellable and available for booking and redemption. If treatment is ticked as inactive, inactive treatment will be not sellable, but available for booking and redemption.
  -  Required equipment : If equipment duration is different from treatment duration, you can input Equipment Required time and the time when the equipment is required at.



Search Treatment at: Master > Treatment > Search

Treatment search	
Treatment code	<input type="text"/>
Treatment name	<input type="text" value="Body treatment"/> <span style="border: 1px solid black; padding: 2px;">Input search criteria and Press &lt;Submit&gt; to search treatment.</span>
Description	<input type="text"/>
Brand	All <input type="button" value="v"/>
Treatment category	All <input type="button" value="v"/>
Status	All <input type="button" value="v"/>



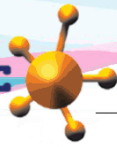
Treatment count : 1

Treatment list				
Treatment code	Treatment name	Description	Brand	Action
BODYTREATMENTA	Body Treatment A	Body Treatment A	Brand D	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Press treatment code, name and description to view treatment details.

Treatment can be edited and deleted.

> Show deleted



### Treatment details

Treatment code	BODYTREATMENTA		
Treatment name	Body Treatment A		
SKU			
Treatment category	SPA Treatment		
Equipment	Nil		
Treatment duration	60 minutes		
Treatment description	Body Treatment A		
Division	Unspecified		
Brand	Brand D		
Default expiry date	1 Year		
Price	<u>List price</u> \$ 1,000	<u>Item discount</u> 10 %	<u>Net price</u> \$ 900
Discount period	From 1-Sep-2013 to 30-Sep-2013		
Volume discount	10 % (>= 10) 20 % (>= 20)		
Total discount			
Status	Active  Active treatment is sellable, available for booking and redemption. Inactive treatment is not sellable but available for booking and redemption.  At booking module and redemption panel, Inactive treatment will be displayed at <b>Purchased Treatment</b> , but will not be displayed at		

Treatment can be edited and deleted in treatment details.

Back | View | **Edit** | **Volume discount** | SKU | **Delete** Close

Press here to add volume discount.

### New volume discount

Quantity (>=)	<input type="text" value="10"/> (Must input)	
Unit discount	<input type="text" value="10"/> <input type="text" value="\$"/> (Must input)	Input quantity and unit discount/total discount, then press <Add> to add to volume discount list.
Total discount	<input type="text" value="100"/> <input type="text" value="\$"/> (Must input)	

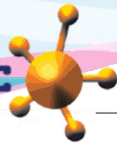
 Add

### Volume discount list

Quantity (>=)	Unit discount	Total discount	Action
<input type="text" value="20"/>	<input type="text" value="20"/> %	<input type="text" value="20"/> %	<b>Delete</b>
<input type="text" value="10"/>	<input type="text" value="10"/> %	<input type="text" value="10"/> %	<b>Delete</b>

 Submit

Can input more than one volume discounts.



Back | View | Edit | Volume discount | **SKU** | Delete

Close

If there are more than one code for the treatment,  
you can input them as SKU.

### Edit item master

Item code	BODYTREATMENTA
Item name	Body Treatment A
Description	Body Treatment A
Category	SPA Treatment
Type	Treatment
SKU	<input type="text" value="BTA365214"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text" value="BTA478569"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)

Input SKU and Press <Submit>.

SKU can be inputted at invoice and system will change it  
into treatment code automatically.  
SKU cannot be duplicated with any item codes.

 **Submit**  **Reset**  **Cancel**