




3:15											
3:30											
3:45	3:45										
4:00											
4:15											
4:30	4:30										
4:45											
5:00			Blocked Not Worki 5:00					Blocked Not Work 5:00			
5:15	5:15										
5:30											
5:45											
6:00	6:00	Blocked Not Worki 6:00			Blocked Not Worki 6:00	Blocked Not Worki 6:00				Blocked Not Worki 6:00	
6:15											
6:30											
6:45	6:45										
7:00									Blocked Not Worki 7:00		
7:15											
7:30	7:30										
7:45											
8:00											
8:15	Blocked Not Worki 8:15										
8:30											
8:45											


**Appointment Note**


When there is an appointment note present, the Appt Note button will be colored red

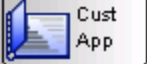
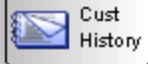
Wed 7	Thu 8	Fri 9	Sat 10	Oct	>>>	Select Date	
Tsl	Ms	V001	Ravi001	Ferna	Rz02	Sz01	Joseph
	Blocked Not Wor 8:00		Blocked Not Wor 8:00		Blocked Not Wor 8:00		Blocked Not Wor 8:00
Blocked Lunch 12:00	Blocked Lunch 12:00	Blocked Lunch 12:00	Blocked Lunch 12:00		Blocked Lunch 12:00	Blocked Lunch 12:00	

Customer Information

First  


Last  

Call  



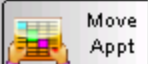
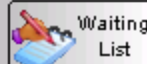

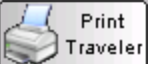
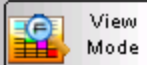
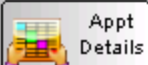
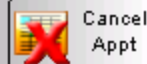
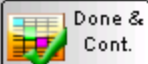

 

Appointment Service(s)

Booked on 10/2/2020 at 2:02 PM

Status  

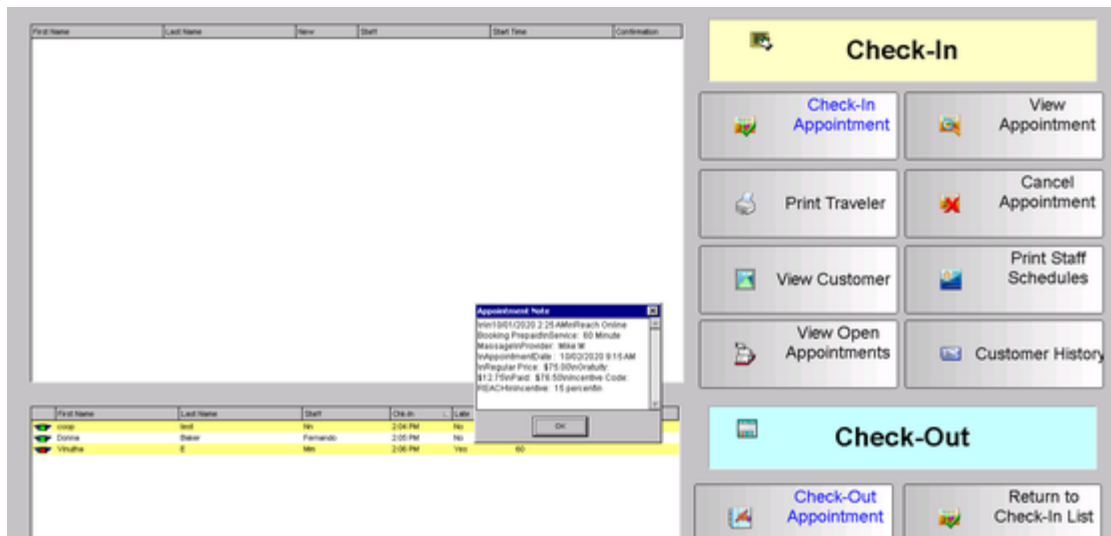
Service	Staff	Start	Length	Res.	Req
Exp Mani	Nn	3:30 PM	0:30		RC

**Customer Check-in**

**Appointment Note Popup**

When a Reach customer is checked in, the employer will be presented with the note that was added to the appointment. This note will specify that this was a Reach appointment and provide the incentivized pricing and payment information needed for checkout.



## Customer Check-out

### Check-out Screen

On the check out screen the employee will double click on the Discount Type field in the line item for the service that was incentivized by Reach (see the yellow field below)

Now Your Turn Friday, October 02, 2020 4:26 PM

First: coop Last: test Balance: 0.00

Addr.: 040820 c

City: tampa State: FL Zip: 33604

Home: (813)408-2020 Mobile: {}- Email: cooptest0420c@superc00per.co

Number: 5 Status: Open Date: 10/2/2020 Staff: Nn

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Ext Price
1	Exp Mani	Express Manicure	Nn		15.00			15.00

Disc Ticket	Pct. (%)	Amount

SubTotal	15.00
Discount	0.00
Tax	0.00
Gratuity	0.00
Total	15.00
Payments	0.00
<b>Due</b>	<b>15.00</b>

Pay Type	Amount	#

### Reach Discount Type

Next, they will select Reach in the Select a Discount window

Discount Name	Price Code
Reach	Reach

Discount Name     Discount Code

Discount Code

### Percent Discount

Then they will enter the percentage that was referenced on the Appointment Note in the Discount field on the line item for the incentivized service.

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Ext Price
1	Exp Mani	Express Manicure	Nn		15.00	Reach	15	15.00

### Final Price

The incentive will be calculated and the Ext Price will be updated

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Ext Price
1	Exp Mani	Express Manicure	Nn		15.00	Reach	2.25	12.75

**Add Gratuity (if applicable)**

If there was a tip collected by Reach, they will click the Add Gratuity button to open the popup. Enter or select the employee who performed the service. Then add the amount of the tip as indicated on the Appointment Note.

**Add Gratuity**
\_ □ ×

Staff	Gratuity

**Total Gratuity Amount**

Staff  **Staff**

**Amount**

▲ ▼

**Get Percentage**

**Add**

**Delete**

**Even Split**



#### Reach Payment Type

Next they will select the Reach payment Type from the area on the bottom right of the check-out screen. If there isn't a button visible, they will need to click the See More button.

Qty	Item#	Item Name
1	Exp Mani	Express Manicure

Add Product	Add Gift	Return Item
Add Service	Add Series	See More

Cash	Check	Web Openings
Gift	Cust Owes	Store Credit
Visa/MC	American Exp	See More

Process Ticket	Void Ticket
----------------	-------------

**Select a Payment Type**

- American Exp
- Cash
- Check
- Cust Owes
- Gift
- Promo Credit
- Reach
- Series
- Store Credit
- Visa/MC
- Web Openings

Payment Name:

Pay Type	Amount	#

**Reach Payment Amount**

Then enter the total amount of payment collected by Reach as noted in the Appointment Note. This is the Reach payment amount only. There could be other items added to the ticket that will have other payment types and amounts.

**Pay Form**

	Sales	Service <input type="text" value="12.75"/>	<input type="button" value="Save Payment"/>
Payment	Product	<input type="text" value="0.00"/>	<input type="button" value="Return to Ticket"/>
<input type="text" value="12.75"/>	Discount	Service <input type="text" value="0.00"/>	
	Product	<input type="text" value="0.00"/>	

**Process Ticket**

After all payments are applied, they will process the ticket as normal.



First:  Last:  Balance:

Addr.:

City:  State:  Zip:

Home:  Mobile:  Email:

Add New

View Info

Search

Number:

Status:

Date:

Staff:

[Return to Previous](#)

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Ext Price
1	Exp Mani	Express Manicure	Nn		15.00	Reach	2.25	12.75

- Delete
- Cust History
- Book Appt
- Formula
- Ticket Note
- Open Appts
- Member

Add Product   
 Add Gift   
 Return Item

Add Service   
 Add Series   
 See More

Disc Ticket	Pct. (%)	Amount

SubTotal	12.75
Discount	0.00
Tax	0.00
Gratuity	5.00
Total	17.75
Payments	17.75
Change	0.00

Cash   
 Check   
 Web Openings

Gift   
 Cust Owes   
 Store Credit

Visa/MC   
 American Exp   
 See More

Pay Type	Amount	#
Reach	17.75	