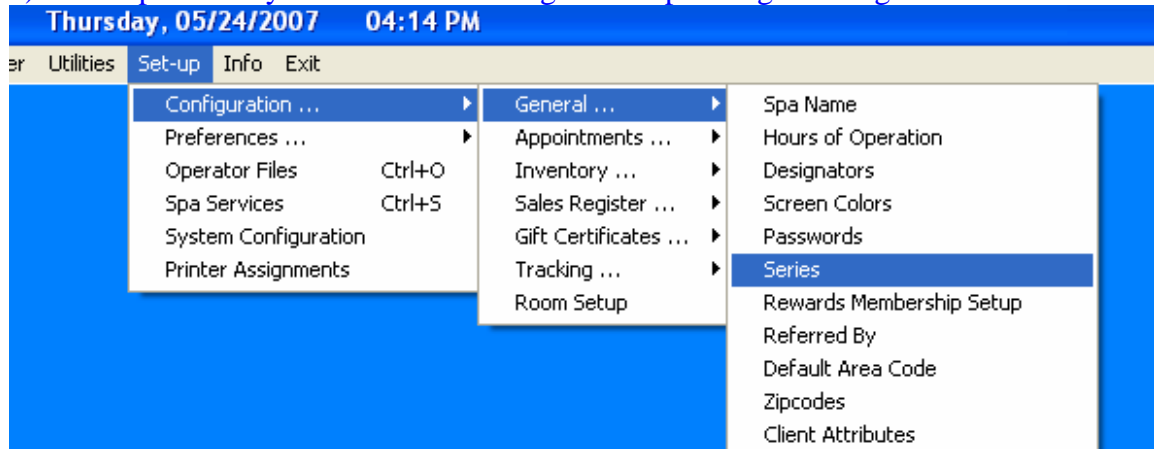


Series

A series is a package of services that are paid for up front, usually at a discounted price and redeemed over a period of time.

1) To setup a series you will first need to go to setup-configuration-general-series.



2) Now you should be in the series screen.

The screenshot shows a dialog box titled 'SERIES'. It contains several input fields and buttons. At the top, there are two dropdown menus: 'Series Name' and 'For Service'. Below these are three text input fields: 'Quantity', 'Total Price', and 'Value Each'. At the bottom, there is a checkbox labeled 'Modify', and two buttons labeled 'Cancel' and 'Accept'.

3) From here you would need to select a service and create a series name.

SERIES

Series Name	For Service	
W-Chin	Chin	
Quantity	Total Price	Value Each
<input type="checkbox"/> Modify		Cancel Accept

4) Next select the quantity of services you want for this series.

SERIES

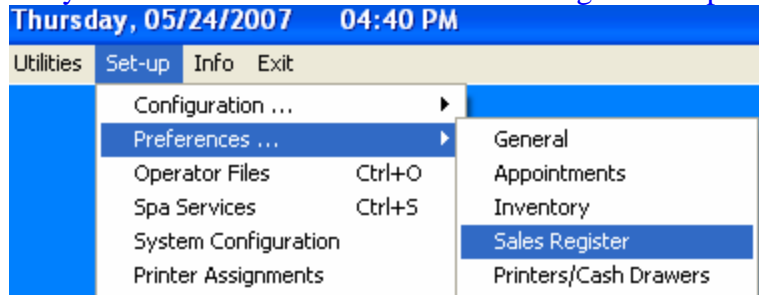
Series Name	For Service	
W-Chin	Chin	
Quantity	Total Price	Value Each
4		
<input type="checkbox"/> Modify		Cancel Accept

5) Type in the total price you would like the series to be and then hit the enter key on your keyboard. This will automatically adjust the value each field to be the correct price.

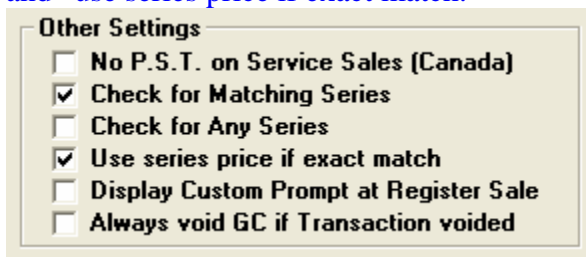
SERIES

Series Name	For Service	
W-Chin	Chin	
Quantity	Total Price	Value Each
4	40.00	10.00
<input type="checkbox"/> Modify		Cancel Accept

6) When you are done setting up your different series, click the cancel button which will take you back to the main screen. From here go to Setup/Preferences/Sales Register.



7) Under the header “other options” place a checkmark in “check for matching series” and “use series price if exact match.”



8) Lastly, click the save button and the setup of your series are complete.

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