

Add Services To Existing Bills

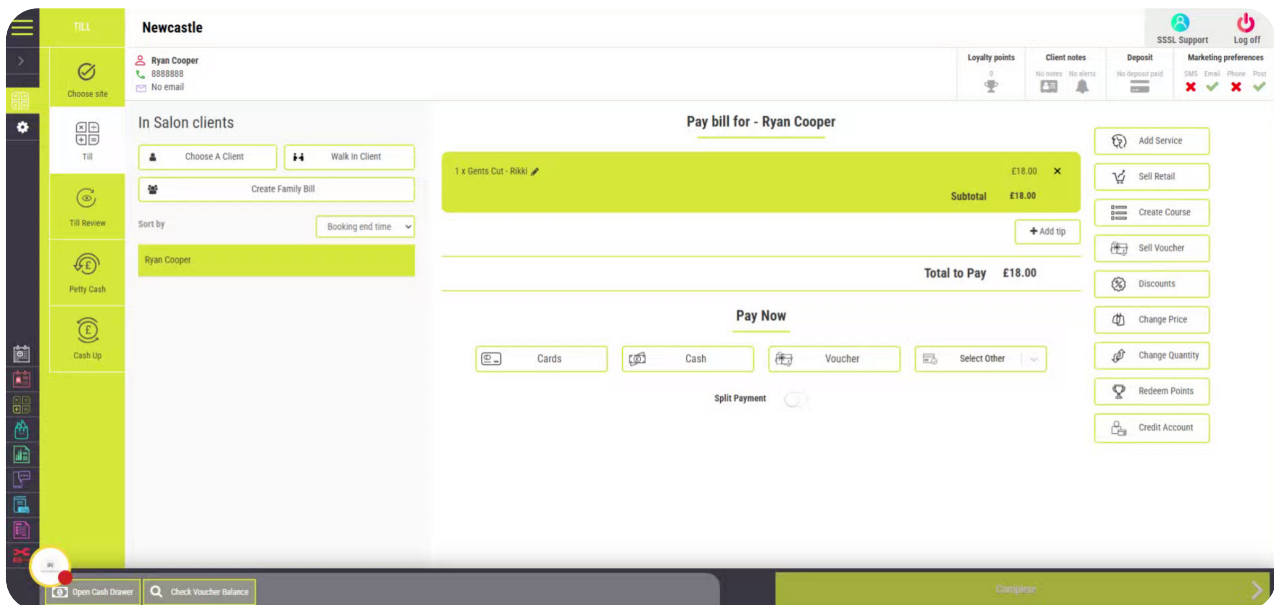
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SALON MANAGER

01 Introduce Adding Service

Hello, today I'm going to show you how to add a service to an existing bill in Salon Manager.



02 Select Team Member And Service

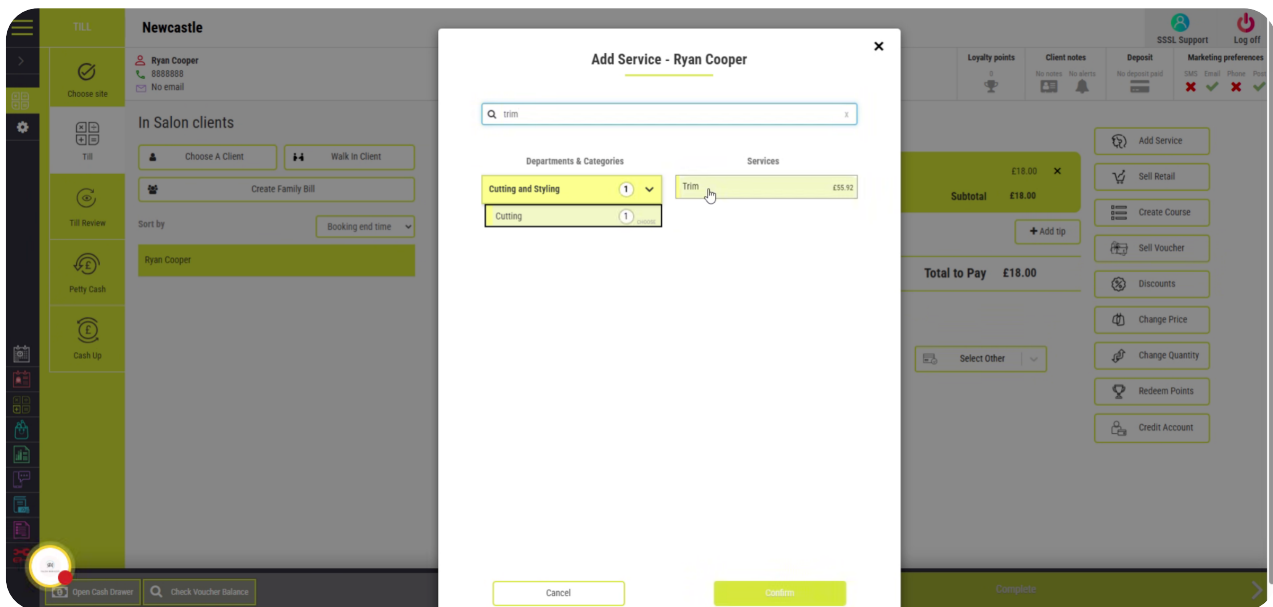
Once you're in the till and you've found your bill on the In Salon Clients list, we just need to go to the right hand side menu and click add service. This will load up with a menu to select the team member that has performed the service. Once we've selected the team member we're able to select the service we wish to add. We can either use the menu here or we can search for it up here.

The screenshot shows a POS system interface for a business named 'Newcastle'. The user is logged in as 'Ryan Cooper' with phone number '8888888' and email 'No email'. The interface is divided into several sections:

- Left Sidebar:** Contains navigation icons for 'Till', 'In Salon clients', 'Till Review', 'Petty Cash', and 'Cash Up'.
- Top Bar:** Displays the user's name 'Ryan Cooper', phone number '8888888', and email 'No email'. It also includes links for 'Loyalty points', 'Client notes', 'Deposit', and 'Marketing preferences'.
- Main Content Area:**
 - In Salon clients:** A section with buttons for 'Choose A Client', 'Walk in Client', and 'Create Family Bill'. Below these, a list of clients is shown, with 'Ryan Cooper' selected.
 - Pay bill for - Ryan Cooper:** A section showing the bill details. It includes a list of items (e.g., '1 x Gents Cut - Rikki') with a price of '£18.00'. The 'Subtotal' is '£18.00'. The 'Total to Pay' is '£18.00'.
 - Pay Now:** A section with buttons for 'Cards', 'Cash', 'Voucher', and 'Select Other'. A 'Split Payment' toggle is also present.
 - Right Sidebar:** A vertical menu with options: 'Add Service', 'Sell Retail', 'Create Course', 'Sell Voucher', 'Discounts', 'Change Price', 'Change Quantity', 'Redeem Points', and 'Credit Account'.
- Bottom Bar:** Contains buttons for 'Open Cash Drawer' and 'Check Voucher Balance', and a 'Complete' button.

03 Confirm Service Addition

Once we've found the service, we can click confirm to add it to the bill.



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