

# Create and Confirm Courses

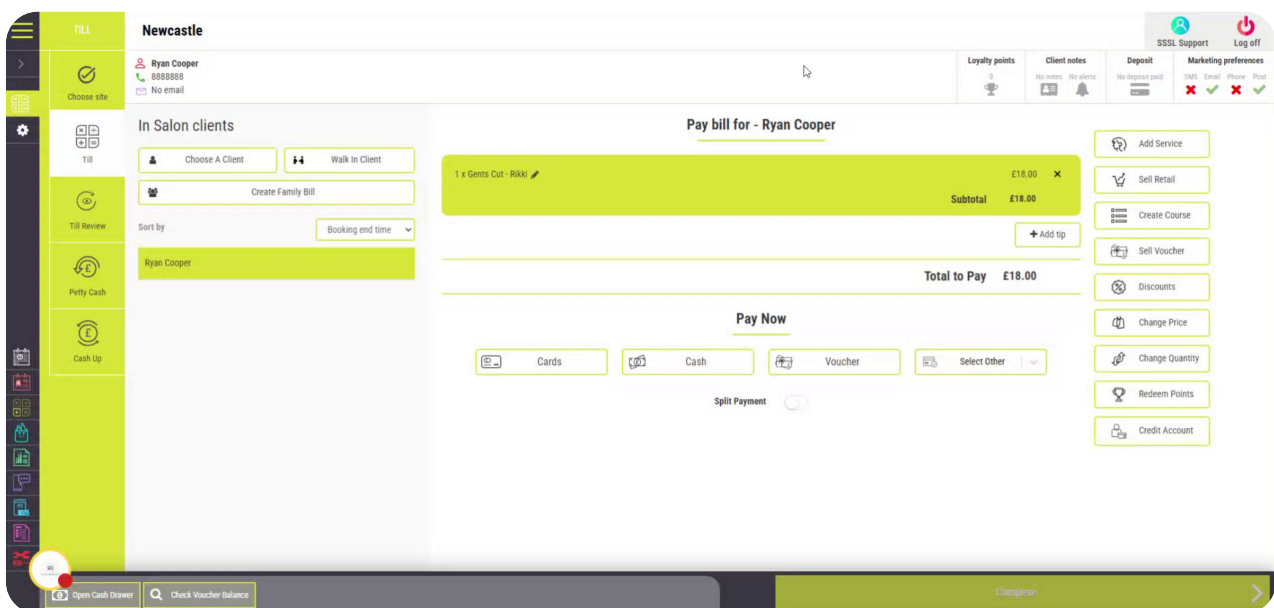
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SALON MANAGER

## 01 Create a Course from Service

Hello, today I'm going to show you how to create a course in Salon Manager. You can create a course based on any service in the software. Once you have a bill in the till with the service you wish to create a course of, go to Create Course on the right-hand side and click it. Any services in the till, in this bill specifically, will appear on the left-hand side, and you can convert the course using this slider. Once you do that, these options will open. You can choose the individual price for a service. If you offer a lower individual price, you can apply a different number to the course. You can also include the total cost of the price, including any discounts for purchasing the course upfront. Additionally, you can set the expiry date here. There is a default system setting for this if needed.



## 02 Confirm Course Settings

Once you're happy with the parameters you've set up in here, all you need to do is click confirm.

The screenshot displays a software interface for managing courses. A modal dialog titled "Create course for - Ryan Cooper" is open, allowing the user to configure course details. The dialog includes a table with the following data:

|           | Convert to course                   | Price for each service | Number in course | Total price of course | Course expiry date |
|-----------|-------------------------------------|------------------------|------------------|-----------------------|--------------------|
| Gents Cut | <input checked="" type="checkbox"/> | £18.00                 | 6                | £108.00               | 30 June, 2027      |

Below the table are "Cancel" and "Confirm" buttons. The background interface shows a "Pay Now" section with options for "Cards", "Cash", and "Voucher", and a "Split Payment" toggle. The top right corner includes links for "SSSL Support" and "Log off".

## 03 Update Service to Course Sale

And what that will do is update the service to a course sale in the till.

The screenshot displays a POS system interface for a location named "Newcastle". The interface is divided into several sections:

- Top Bar:** Includes "TILL" and "Newcastle" labels. On the right, there are status indicators for "Loyalty points" (0), "Client notes" (No notes, No alerts), "Deposit" (No deposit paid), and "Marketing preferences" (SMS, Email, Phone, Post). A "SSSL Support" and "Log off" button are also present.
- Left Sidebar:** Contains navigation icons for "Choose site", "Till", "Till Review", "Petty Cash", and "Cash Up".
- Client Management:** A section titled "In Salon clients" with buttons for "Choose A Client", "Walk in Client", and "Create Family Bill". Below this, a list of clients is shown, with "Ryan Cooper" selected.
- Bill Details:** A section titled "Pay bill for - Ryan Cooper" showing a list of items. One item, "1 x Gents Cut - Shelby (Course sale)", is highlighted in green. The "Subtotal" is £90.00. A "Total to Pay" of £90.00 is displayed.
- Payment Options:** A "Pay Now" section with buttons for "Cards", "Cash", "Voucher", and "Select Other". A "Split Payment" toggle is also visible.
- Right Sidebar:** A vertical list of action buttons including "Add Service", "Sell Retail", "Create Course", "Sell Voucher", "Discounts", "Change Price", "Change Quantity", "Redeem Points", and "Credit Account".
- Bottom Bar:** Includes buttons for "Open Cash Drawer" and "Check Voucher Balance", and a "Complete" button on the right.

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