Applying a Deposit Payment to a Treatment Booking

1. To make a deposit against a spa booking, you will need to be in the retail point of sale. Then press the bookings button.

2. Select from the list the treatment rooms or spa staff.
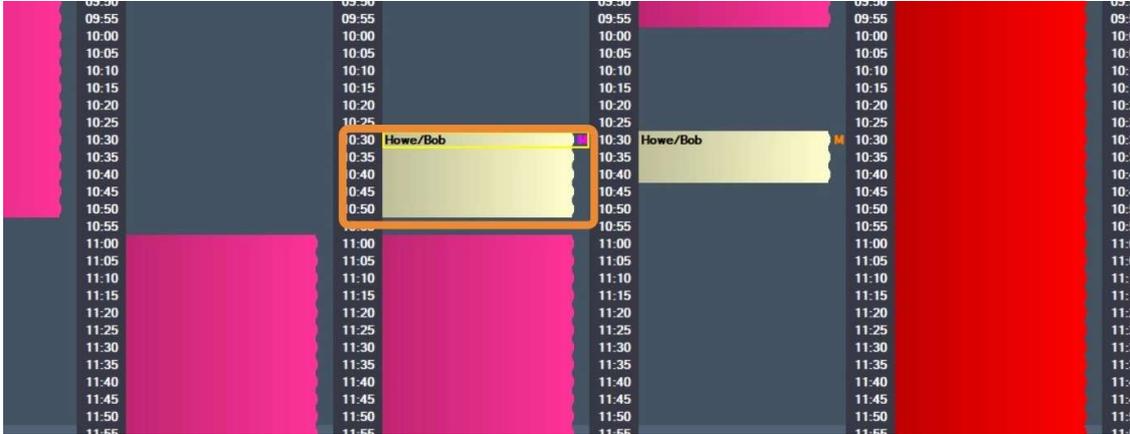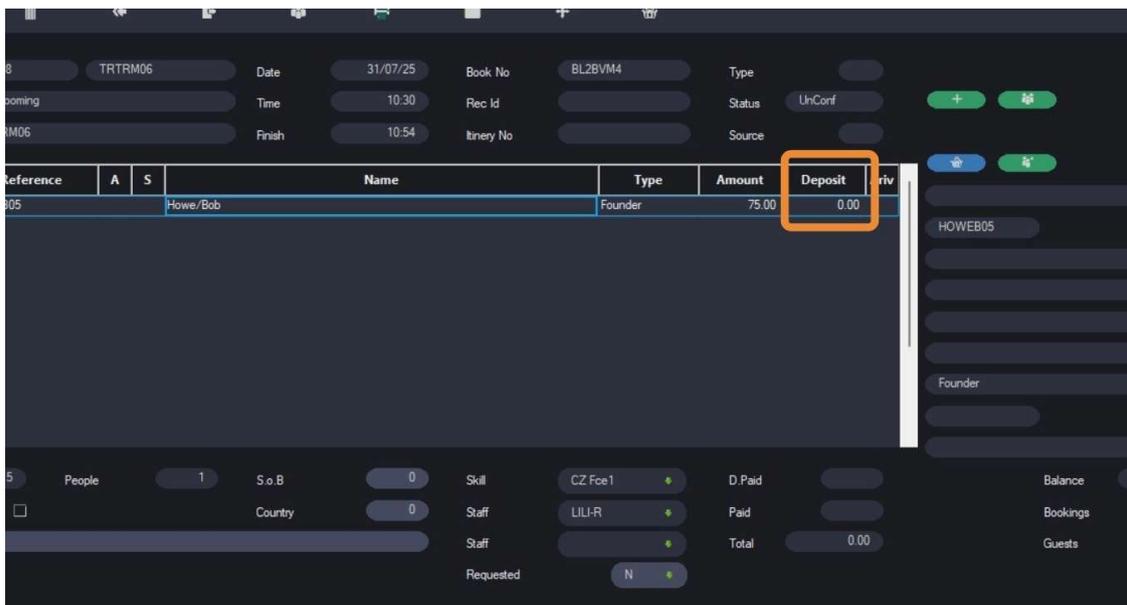
3. This will show all bookings. Double click on the booking that you wish to pay a deposits against.

4. Now in the booking file, select the deposit field.

5. Enter the value of the deposit.

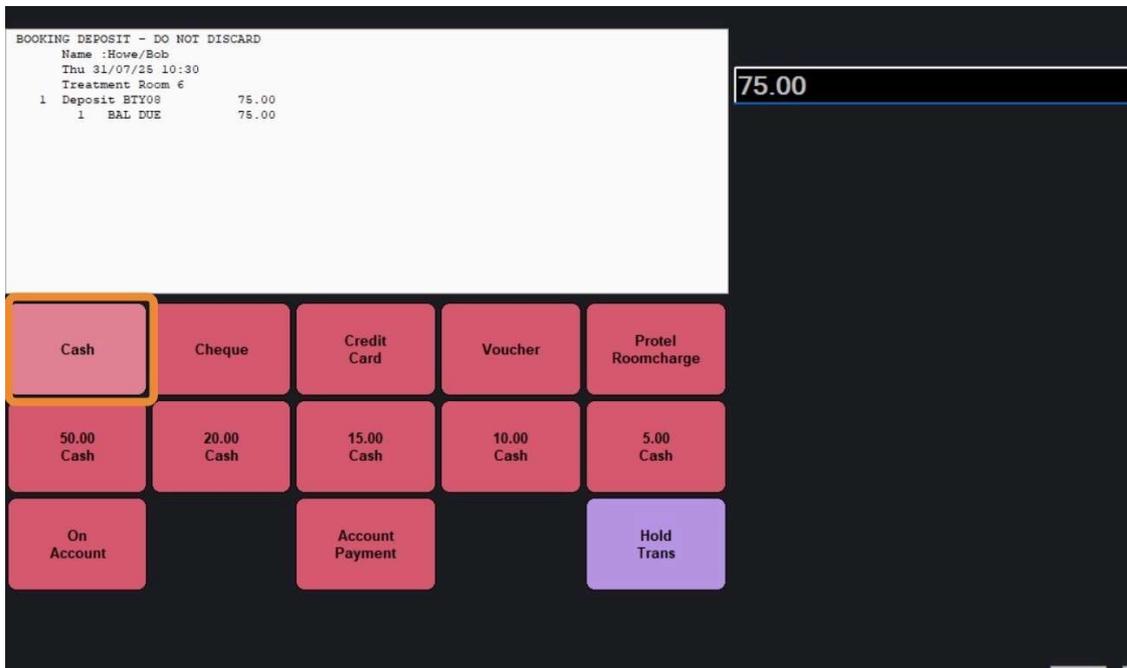6. Once you've entered that amount, you will then press the exit button.

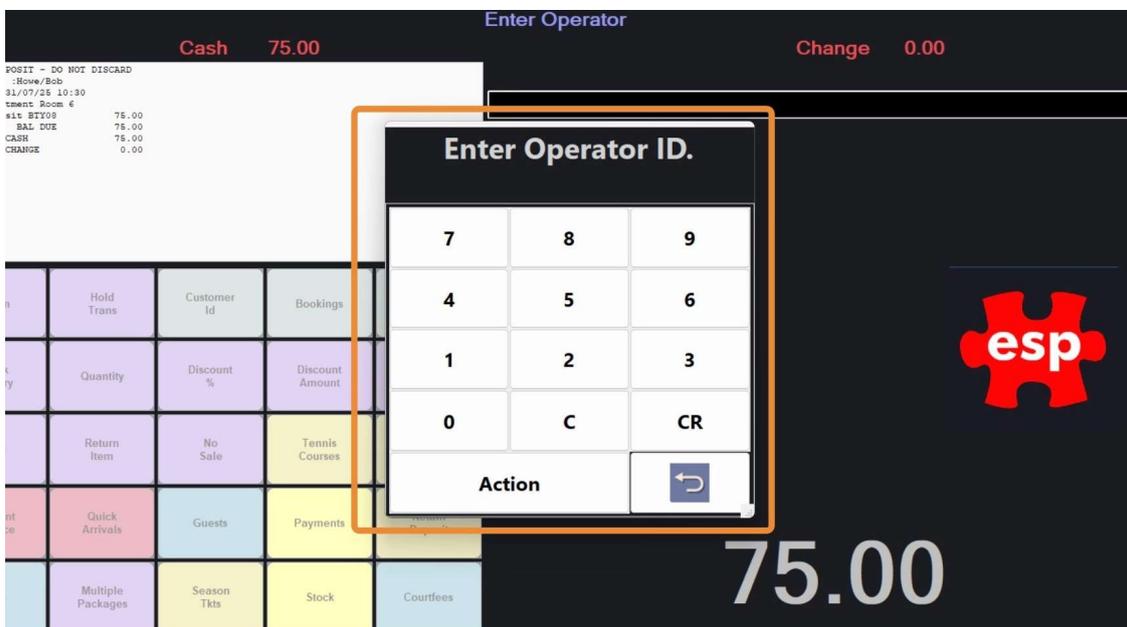7. Then you will press the payments button.

8. Now you will need to tender the amount requested.
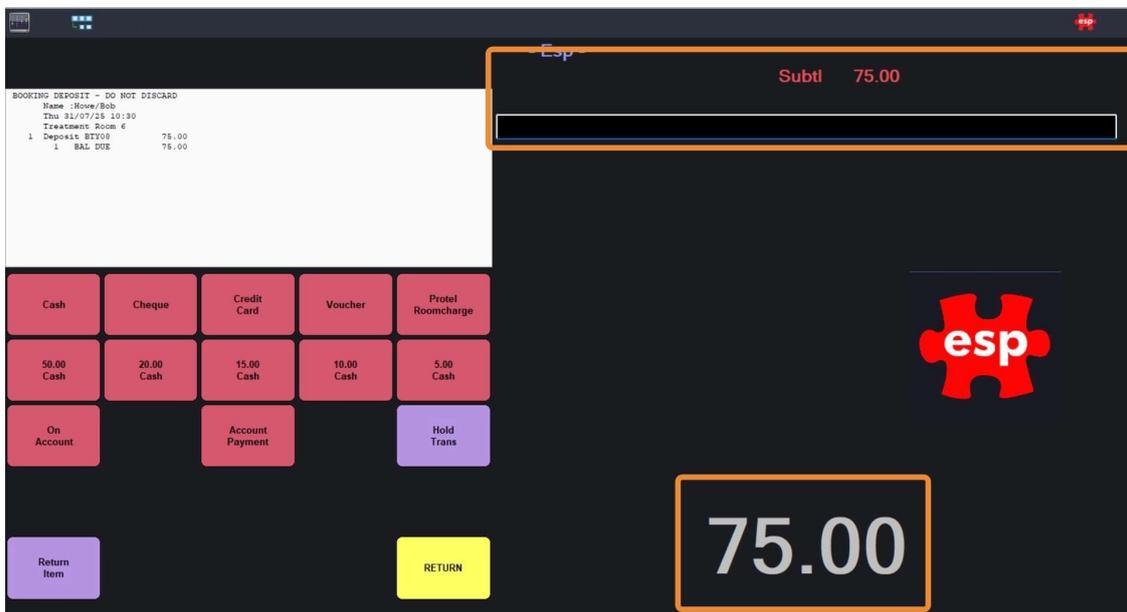
9. Then select the payment method provided.

10. This will then take you back to the enter operator id screen. Then you'll be able to log back in and continue with another transaction.

11. Press [[L Win]]