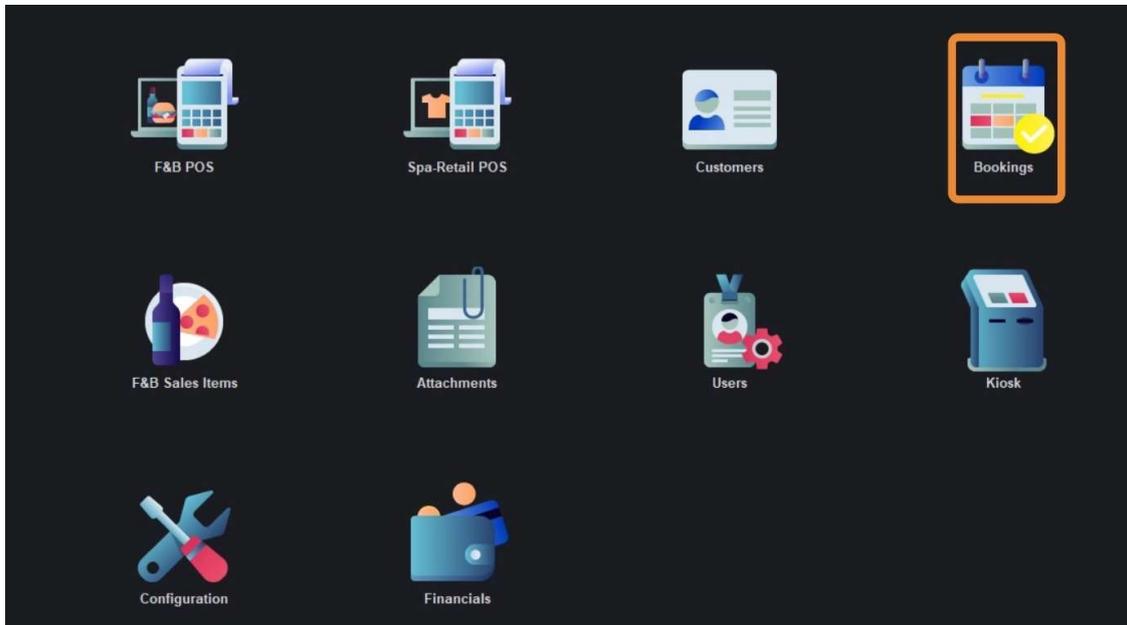
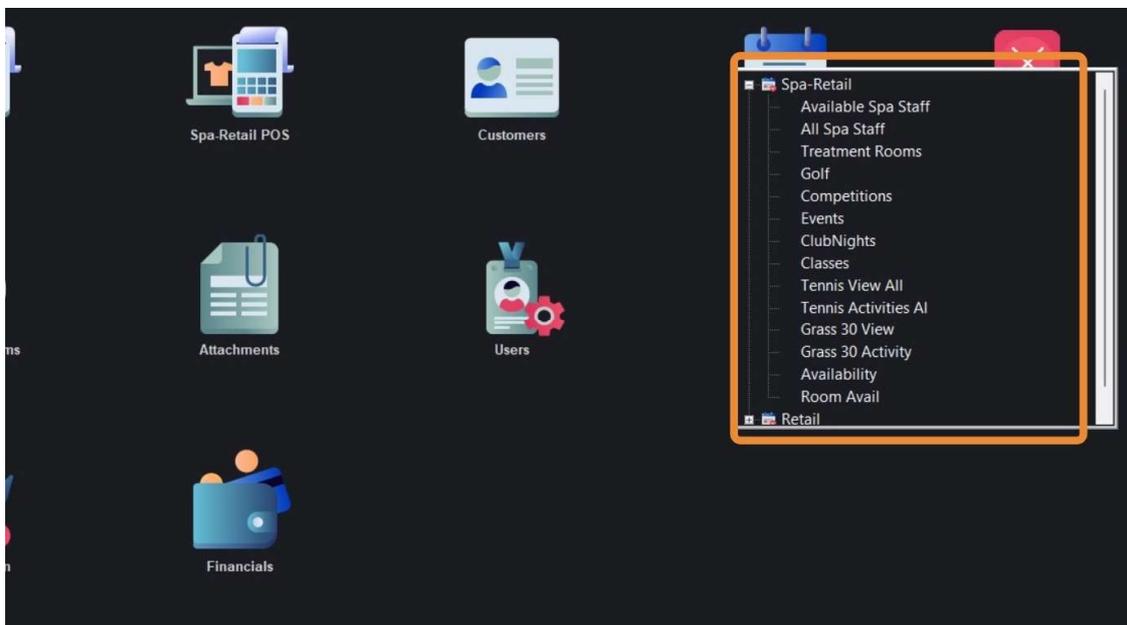


Creating a Spa Treatment Activity

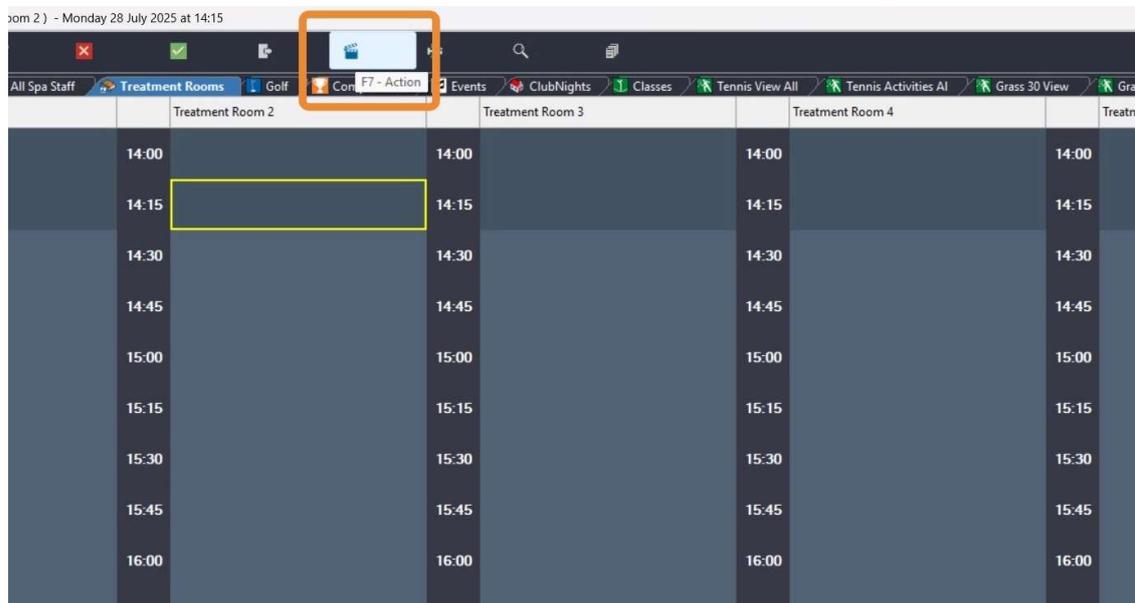
1. From the main desktop, select bookings.



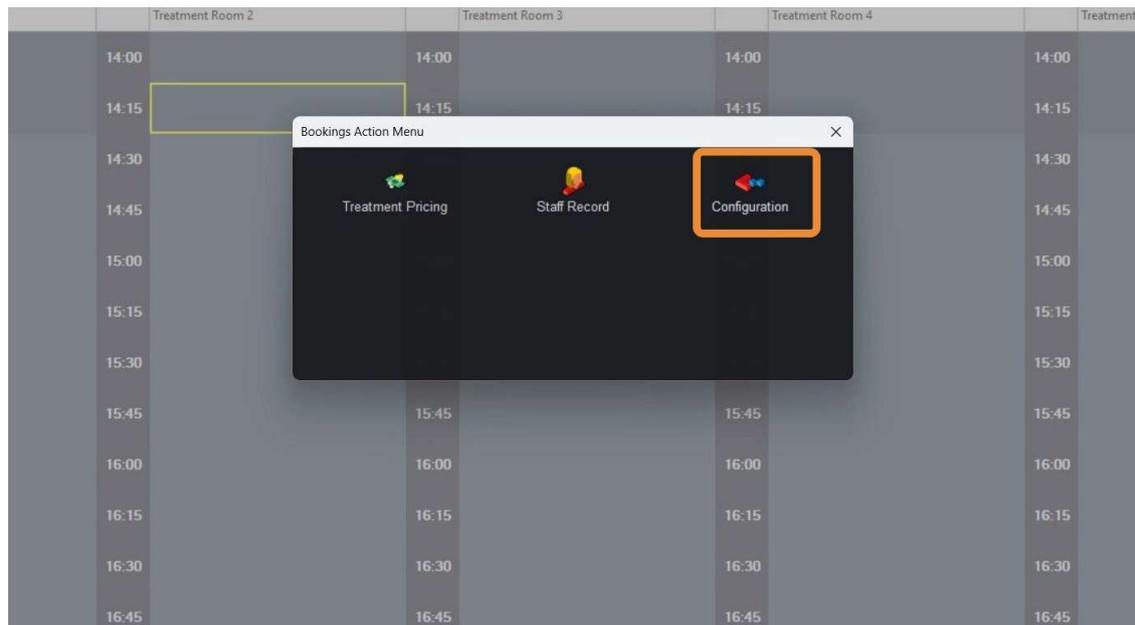
2. And you can select any of the options from the list.



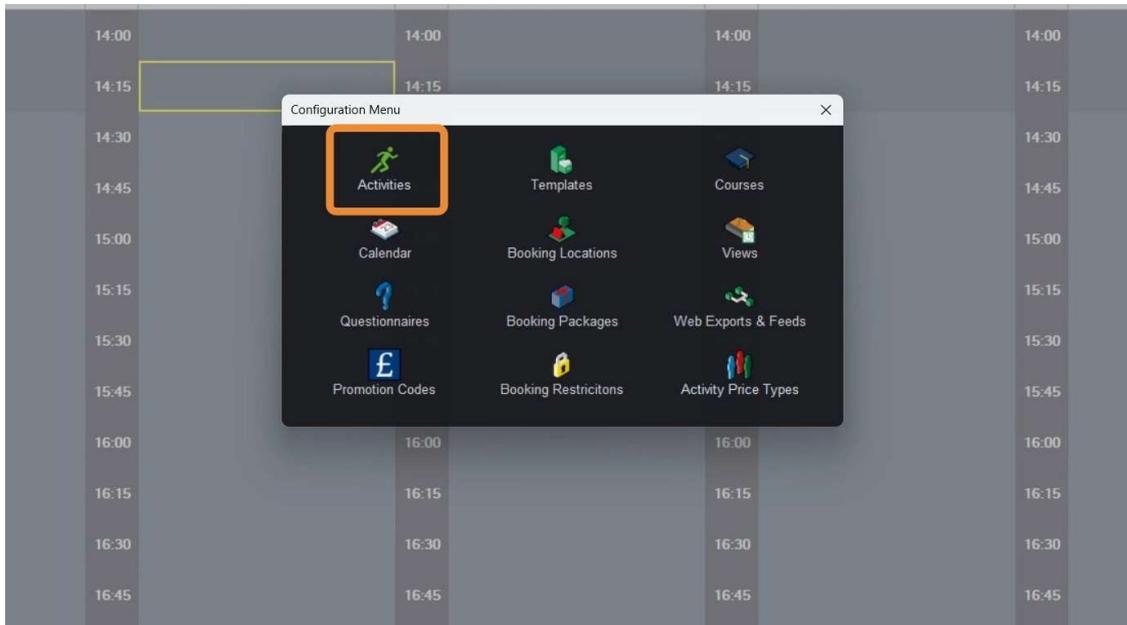
3. Now select the F7 Action 'clapper board'.



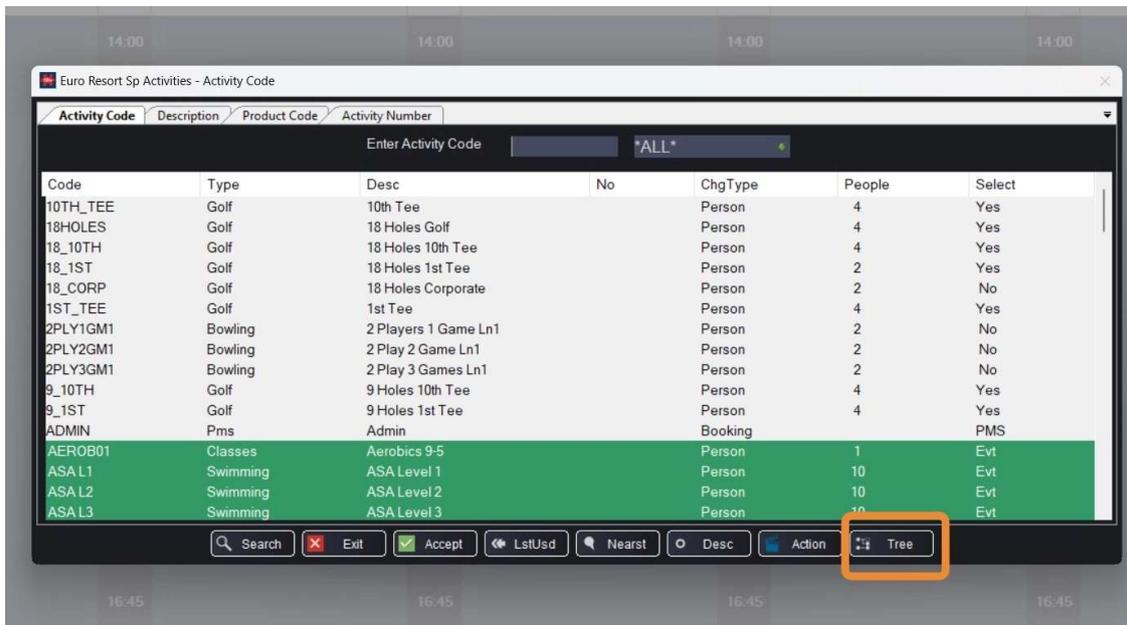
4. Now select configuration.



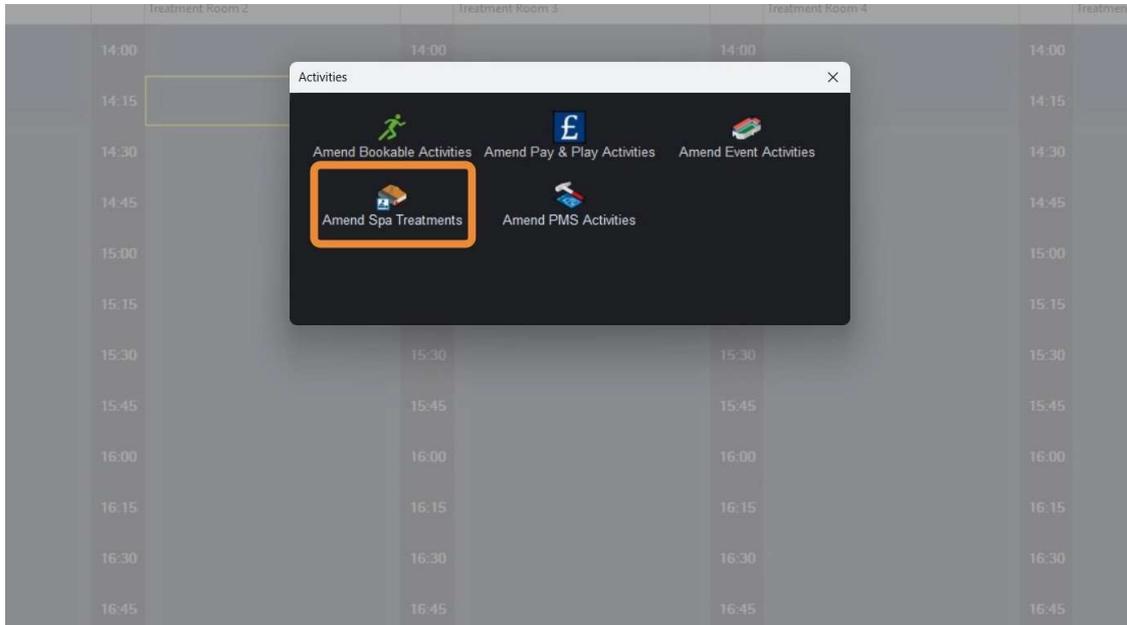
5. Then select activities.



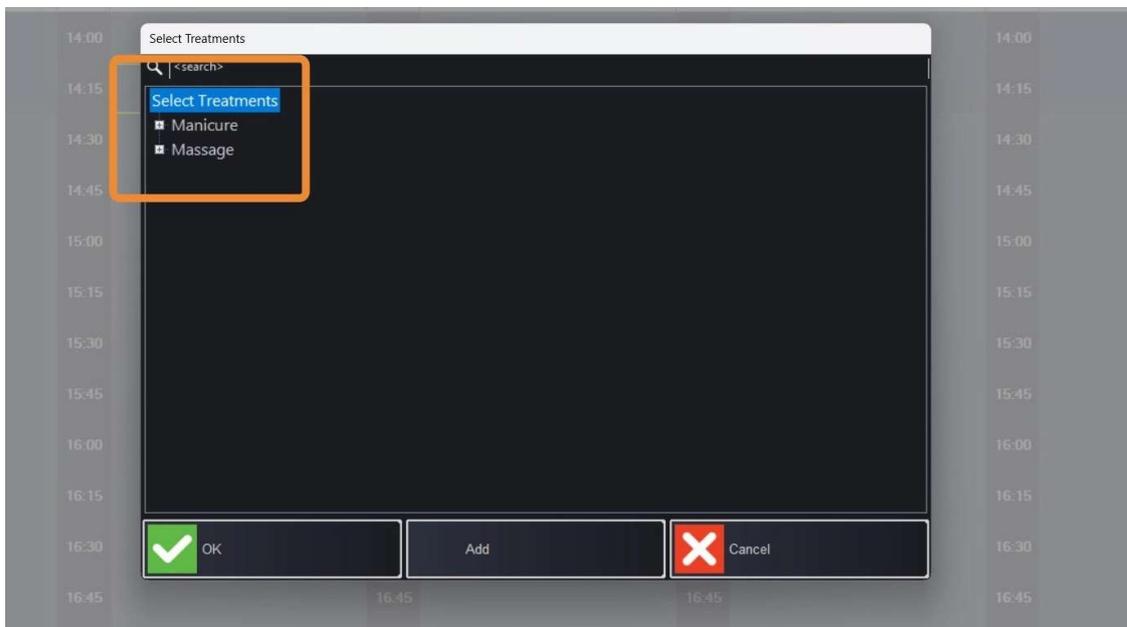
6. Then select the tree icon in the bottom right of the screen.



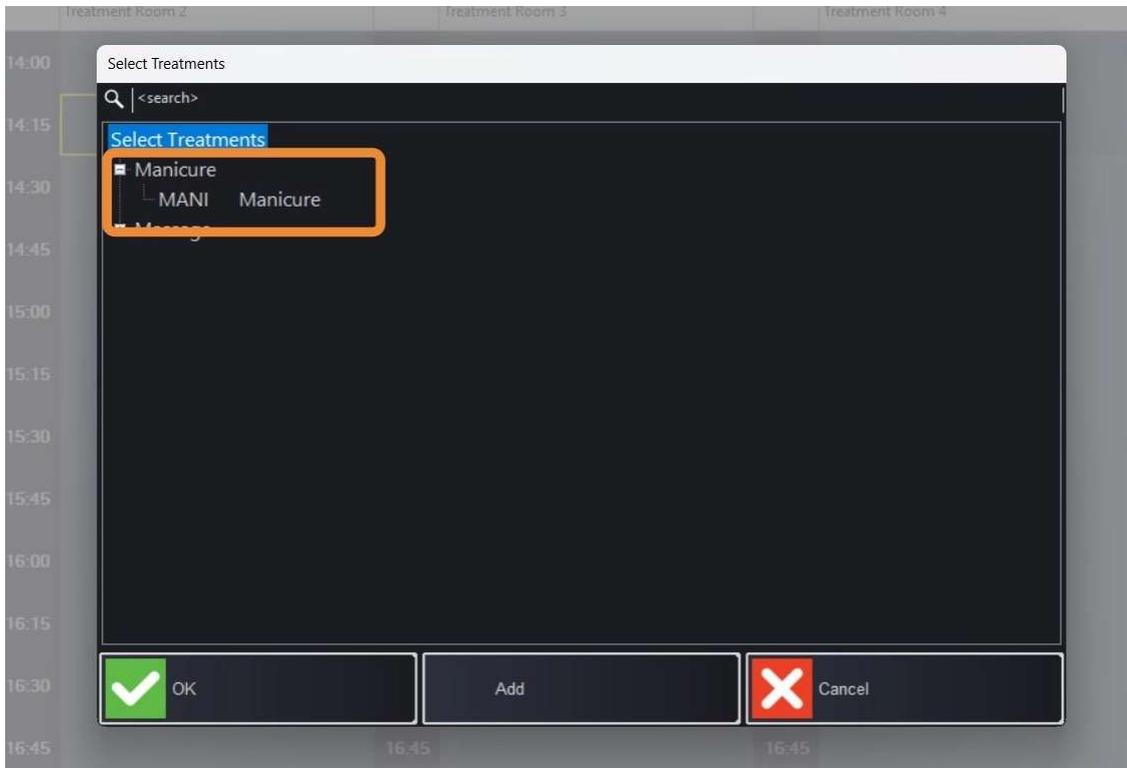
7. Then select. Amend spa treatments.



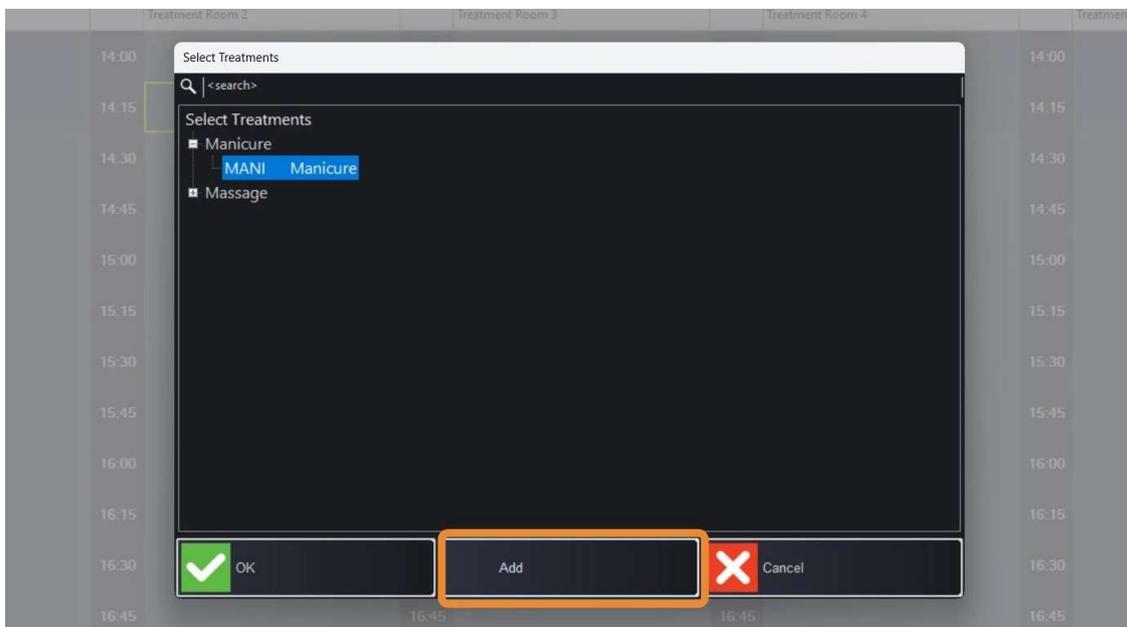
8. On this page, you will see all treatment types. Select a treatment type that matches. Your chosen treatment. Then press the plus symbol.



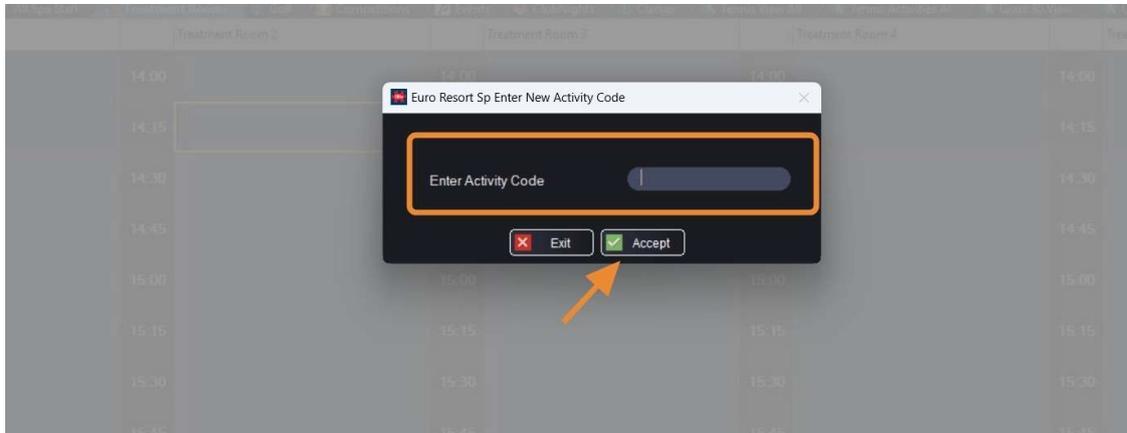
9. Single click on one of the treatments.



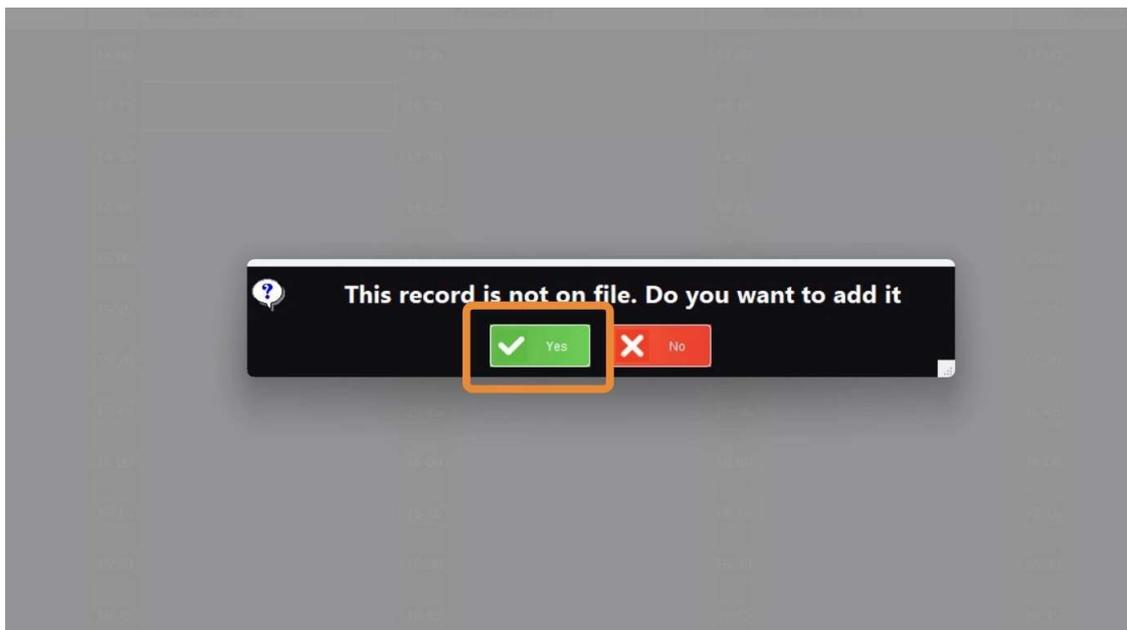
10. Then select the add button.



11. Now you can give an up to eight character, Alpha numeric, Activity code. then select Accept



12. Select Yes



13. This is the main. Spa treatment activity page.

The screenshot displays a form for a spa treatment activity. The fields are as follows:

- Code: EXPMANI
- Date Created: 28/07/25
- Description: Manicure
- Date Amended: 28/07/25
- Amended By: ESP
- Type: Manicure
- Charging Type: Person
- Number: 4
- Booking: 1
- Account Code: [empty]
- Membership Type: [empty]
- Validate: N
- Vat Code: A
- Skill: Manicure
- Skill Time: [empty]
- Select Resource: Tre

| Resource | Description | Type | Cram | Period | Prd Type |
|----------|-------------|------|------|--------|----------|
| | | | | | |

14. Amend the description. this will be the name of the treatment

This screenshot is identical to the previous one, but the 'Description' field, which contains the text 'Manicure', is highlighted with an orange rectangular border to indicate it is the field to be amended.

15. Select the Activity/Treatment Type from the Drop down menu

The screenshot shows a form with the following fields and values:

- Code: EXPMANI
- Date Created: 28/07/25
- Description: Manicure
- Date Amended: 28/07/25
- Amended By: ESP
- Type: Manicure (highlighted with an orange box)
- Charging Type: Person
- Number: 4
- No per Booking: 1
- Account Code: [empty]
- Membership Type: [empty]
- Validate: N
- Vat Code: A
- Skill: Manicure
- Skill Time: [empty]
- Select Resource: Tre

| Resource | Description | Type | Cram | Period | Prd Type |
|----------|-------------|------|------|--------|----------|
|----------|-------------|------|------|--------|----------|

16. Enter the number of time slots that this treatment will use

The screenshot shows a form with the following fields and values:

- Activity Code: EXPMANI
- Date Created: 28/07/25
- Description: Express Manicure
- Date Amended: 28/07/25
- Amended By: ESP
- Activity Type: Manicure
- Charging Type: Person
- Number: 4 (highlighted with an orange box)
- Account Code: [empty]
- No per Booking: 1
- Membership Type: [empty]
- Validate: N
- Vat Code: A
- Skill: Manicure
- Skill Time: [empty]
- Select Resource: Tre

| Resource | Description | Type | Cram | Period | Prd Type |
|----------|-------------|------|------|--------|----------|
|----------|-------------|------|------|--------|----------|

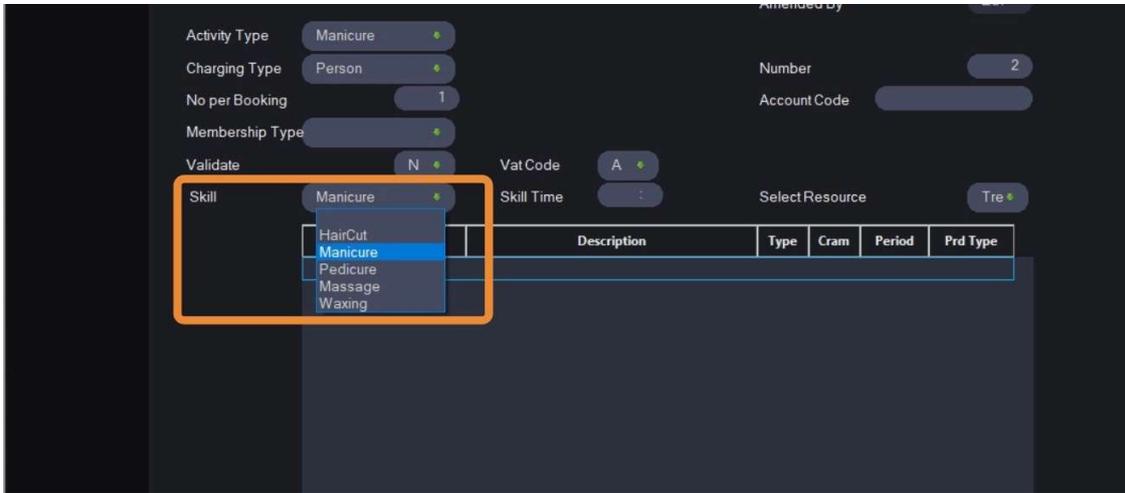
17. The charging type you can select, how the treatment is charged, you can select Person - Per person, Booking - Per booking irrelevant of how many people, Activity Charged per activity, you will likely choose per person.

The screenshot shows the 'Activity Set-up' form for 'Express Manicure'. The 'Charging Type' dropdown menu is open, showing three options: 'Person', 'Booking', and 'Activity'. The 'Person' option is highlighted in blue. Other fields include 'Activity Code' (EXPMANI), 'Description' (Express Manicure), 'Date Created' (28/07/25), 'Date Amended' (28/07/25), 'Amended By' (ESP), 'Number' (2), 'Account Code', 'Validate' (N), 'Vat Code' (A), 'Skill' (Manicure), and 'Skill Time'. A table with columns 'Resource', 'Description', 'Type', 'Cram', 'Period', and 'Prd Type' is visible at the bottom.

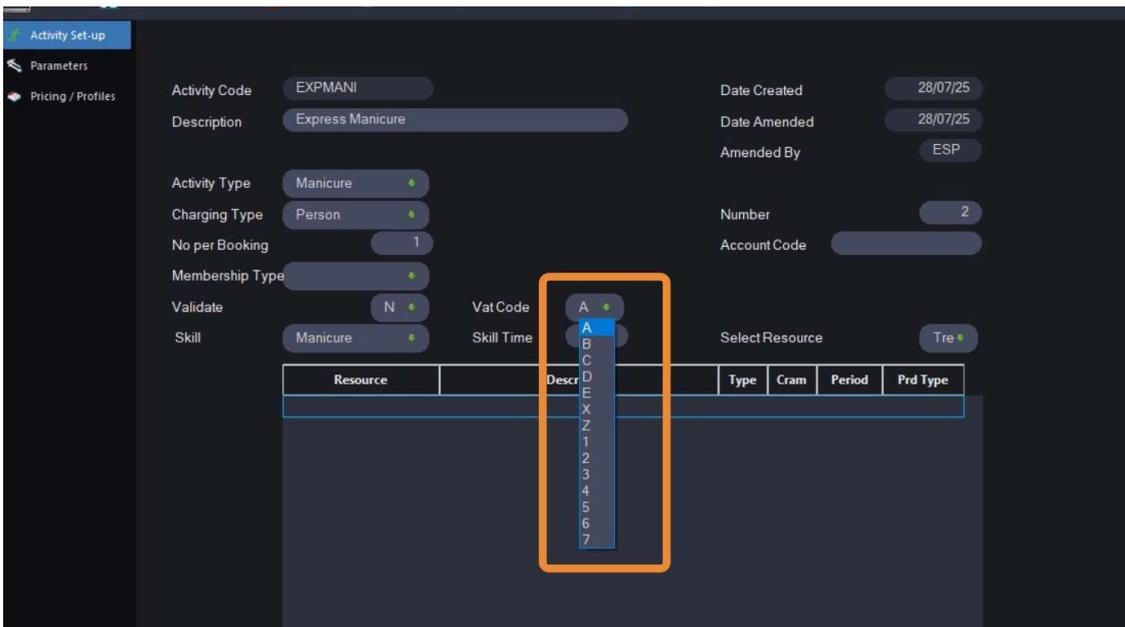
18. The number per booking is the maximum number of people allowed to book per treatment.

The screenshot shows the 'Activity Set-up' form for 'Express Manicure'. The 'No per Booking' field is highlighted with an orange box and set to the value '1'. Other fields include 'Activity Code' (EXPMANI), 'Description' (Express Manicure), 'Date Created' (28/07/25), 'Date Amended' (28/07/25), 'Amended By' (ESP), 'Number' (2), 'Account Code', 'Validate' (N), 'Vat Code' (A), 'Skill' (Manicure), and 'Skill Time'. A table with columns 'Resource', 'Description', 'Type', 'Cram', 'Period', and 'Prd Type' is visible at the bottom.

19. Now Allocate the correct skill to the treatment, only Therapists with this skill will be able to be booked alongside the treatment. This will effect availability



20. Now Allocate the correct rate of VAT, A is the Standard National VAT rate



21. Select resource should be. Tre for treatment.

Pricing / Profiles

Activity Code: EXPMANI
Description: Express Manicure
Activity Type: Manicure
Charging Type: Person
No per Booking: 1
Membership Type:
Validate: N
Skill: Manicure

Date Created: 28/07/25
Date Amended: 28/07/25
Amended By: ESP
Number: 2
Account Code:

Vat Code: A
Skill Time: :
Select Resource: Tre

| Resource | Description | Type | Cram | Period | Prd Type |
|----------|-------------|------|------|--------|----------|
|----------|-------------|------|------|--------|----------|

22. Now Select the Parameters Tab

Elite Euro Resort Sp Activities

Activity Set-up
Parameters
Pricing / Profiles

Activity Code: EXPMANI
Description: Express Manicure

Activity Type: Manicure
Charging Type: Person
No per Booking: 1
Membership Type:
Validate: N
Skill: Manicure

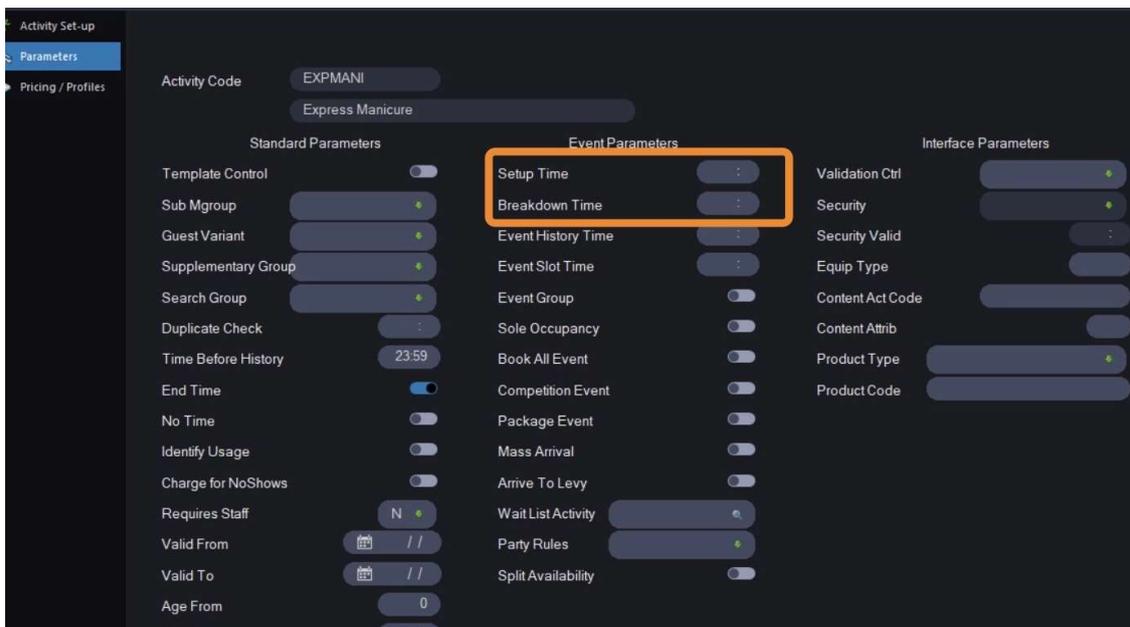
Vat Code: A
Skill Time: :

| Resource | Description |
|----------|-------------|
|----------|-------------|

23. Ensure that time before history. Is 23 59.



24. If there is a setup or breakdown time for this treatment, you can add the number of minutes in each box that represents how long they require to be set up for or how long they require to be broken down for.



25. Once you have completed these steps, you can then press exit, to save the treatment.

