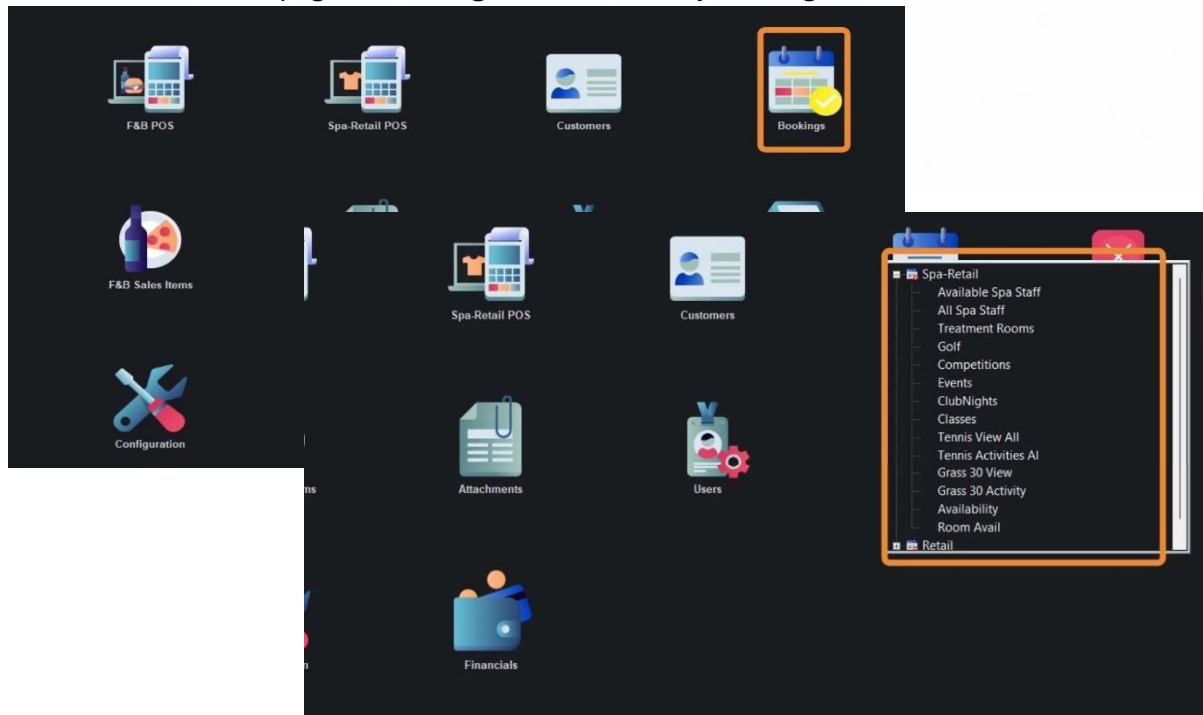


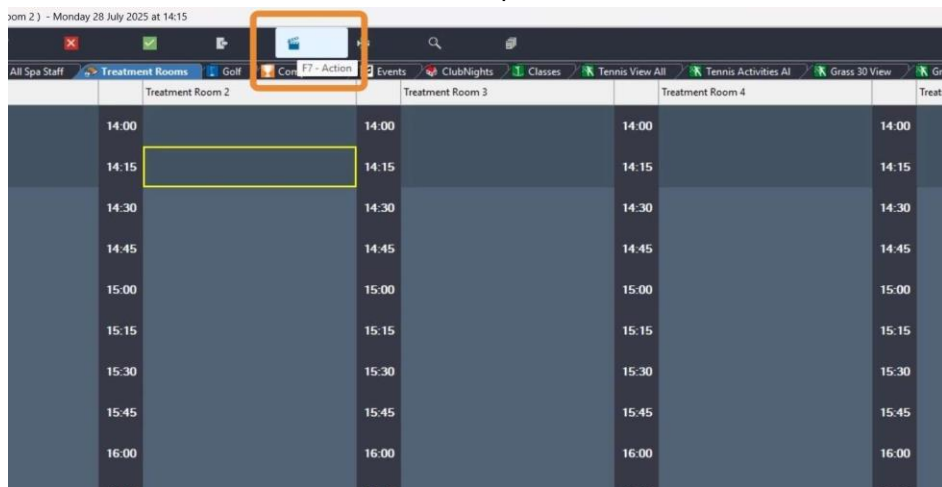


Spa – Creating Treatment Activities

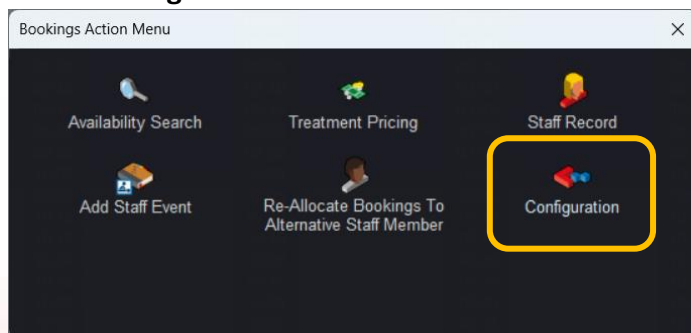
1. From the Elite Desktop, go to **Bookings** and click on any booking tab.



2. Select **Action** from the toolbar at the top of the screen.



3. Select **Configuration** from the menu.



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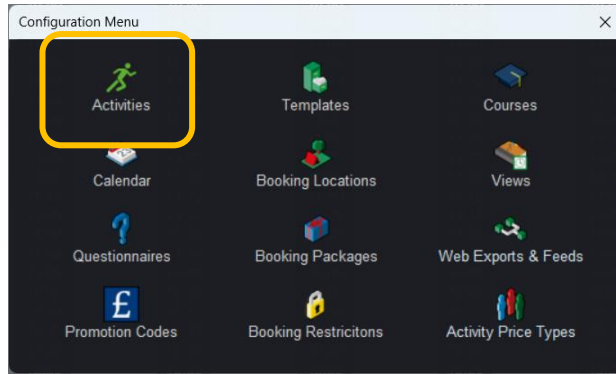
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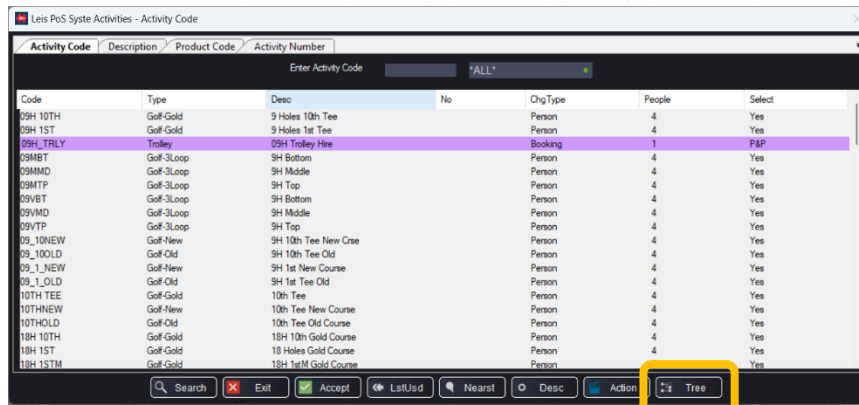


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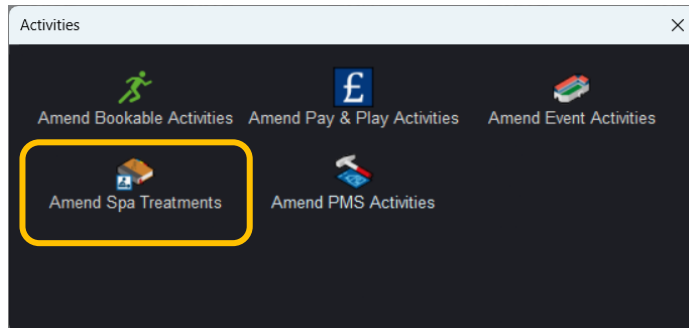
4. Then select **Activities**.



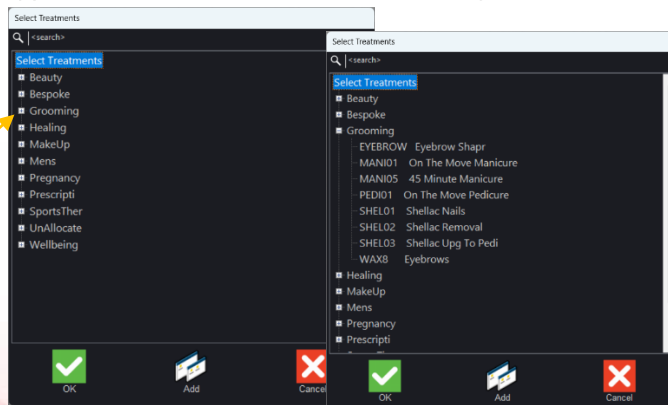
5. From the activities filter screen, select the **Tree** option.



6. Then, select **Amend Spa Treatments**.



7. You will see a list of all current treatment types. Press the plus icon against the treatment type that matches the treatment that you wish to create.



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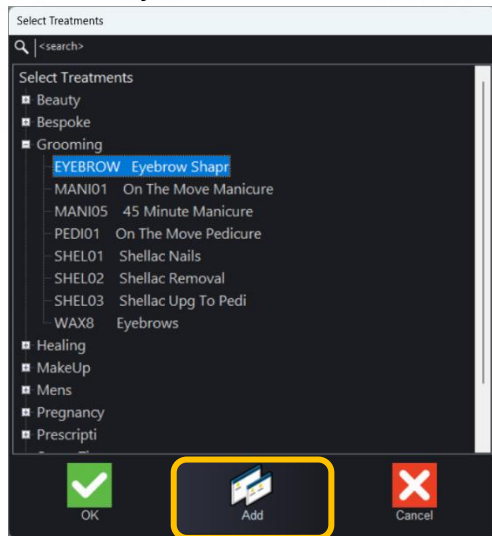
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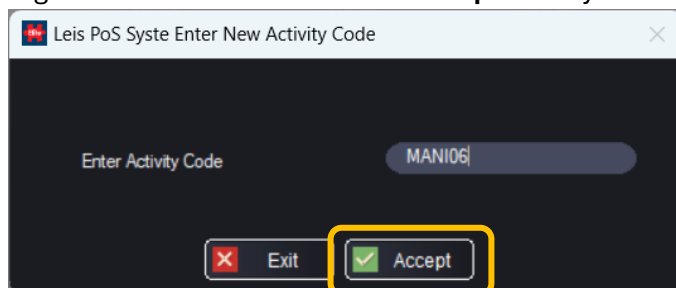


Spa – Creating Treatment Activities

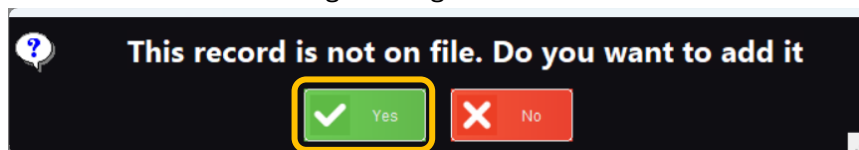
8. **Single click** on one of the treatments which appears under the expanded treatment type followed by **Add** at the bottom of the screen.



9. You will now need to enter a unique **activity code** for your new activity. This can be up to 8 characters long. Please do not use special characters. We recommend using the first 6 letters of the treatment followed by a sequential number such as 01,02 etc. This will then make finding the treatment easier in the future and will also group similar treatments together in the database. Press **Accept** when you have entered the code.



10. Select Yes to the following message.



You will now see the treatment activity file. This will be a copy of the original treatment that was selected in step 8. You can now amend the activity file to match the requirements for the new treatment.



Spa – Creating Treatment Activities

Understanding the Activity File.

Field Name	Editable?	Max Length	Purpose
Activity Code	No	8	The unique code to identify an activity. Not customer facing.
Description	Yes	20	The description of the treatment. This will appear in the booking along with any customer facing documents and also online if bookings are on EliteLive.
Activity Type	Yes	10	Sets the type of treatment.
Charging Type	Yes	n/a	Defines how the price/charge will be applied (by Person, Booking or Activity). For treatments, this should be set to Person .
No per Booking	Yes	n/a	Sets the maximum number of people you wish to allow to be booked in a single booking made online or locally. For treatments this should be set to 1.
Membership Type	No	n/a	Defines what set of membership types will be used for pricing (only applicable to sites that have the multiple membership type functionality enabled)
Validate	No	n/a	Enables the tickets/validation process for bookings if enabled. This should be set to N as standard for treatments.
Skill	Yes	8	Used to flag a particular skill or qualification needed for a therapist to complete the treatment. If there is not a therapist with the appropriate skill ticked in their operator file, then the treatment will not be available to book. Additional skill can be added by ESP.

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Skill Time	Yes	n/a	Sets the amount of time to be deducted from any skill-based restriction (massage etc) if this is different to the total time of the booking as defined in the Number field (see below). See the Spa Restriction Guide for more information.
Vat Code	Yes	n/a	Defines what VAT is reported against the treatment. Code A is the current standard VAT, X is VAT exempt and Z is Zero rated.
Number	Yes	0-99	Configures the number of lines that are booked out against the room and therapist when the treatment is booked
Account Code	Yes	10	Allows for an account code from third party accounting software to be allocated if an accounts integration is enabled.
Select Resource	No	n/a	Configures how the activity file behaves in Elite. This must be set to Tre for treatments only.

11. Amend the **Description** field to match the treatment that is being set up.

Activity Set-up

Parameters

Pricing / Profiles

Activity Code: MANIOS

Description: French Manicure

Date Created: 17/09/26

Date Amended: 17/09/26

Amended By: ESP

Activity Type: Grooming

Charging Type: Person

No per Booking: 1

Membership Type: Spa Memb

Valdate: N

Vat Code: A

Skill: Mani 1

Skill Time: 0

Number: 1

Account Code:

Select Resource: Tre

Resource	Description	Type	Cram	Period	Prd Type
MANI_RES	MANI_RES	C	0	Time	

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12. Set the **Number** of slots that the treatment will use when a booking is made.

The screenshot shows the 'Activity Set-up' form for 'MANI06' (French Manicure). The 'Number' field is highlighted with a yellow box and set to 4. Other fields include Activity Type (Grooming), Charging Type (Person), No per Booking (1), Membership Type (Spa Memb), Validate (N), Vat Code (A), Skill (Mani 1), and Skill Time (0). A table at the bottom shows Resource (MANI_RES), Description (MANI_RES), Type (C), Cram (0), Period (Time), and Prd Type.

13. Add or Amend the **Skill** and **Skill Time** as required (if no skill or time is needed, leave these fields blank).

The screenshot shows the 'Activity Set-up' form for 'MANI06' (French Manicure). The 'Skill' field is set to 'Mani 1' and the 'Skill Time' field is set to 1. These fields are highlighted with a yellow box. Other fields include Activity Type (Grooming), Charging Type (Person), No per Booking (1), Membership Type (Spa Memb), Validate (N), Vat Code (A), Number (4), and Account Code. A table at the bottom shows Resource (MANI_RES), Description (MANI_RES), Type (C), Cram (0), Period (Time), and Prd Type.

14. Check the **Vat Code** is correct, and the **Select Resource** field is set to **Tre**. Now go to the **Parameters** tab.

The screenshot shows the 'Activity Set-up' form with the 'Parameters' tab highlighted by a yellow box. The 'Parameters' tab is the second tab in the sequence, following 'Activity Set-up' and preceding 'Pricing / Profiles'.

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15. Ensure the **Time Before History** field is set to 23:59.

16. If there is any **Breakdown Time** or **Setup Time** needed, for example to set up equipment before the booking or clean down equipment when the booking is finished, add this to the relevant field in a HH:MM format. This will then block out the specified time either before or after the booking to prevent other treatments being booked.

17. . Then move to the **Pricing/Profiles** tab.

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Spa – Creating Treatment Activities

18. On the **Pricing/Profiles** tab, check that the **Default Location** field is set to relevant treatment space. This will ensure that the correct space is booked out for the treatment.

Date	Day	Open	Close	Inter	Ov	Max	Min	Location	Run
------	-----	------	-------	-------	----	-----	-----	----------	-----

19. Once you are done, press **Exit** on the toolbar at the top of the page to save the set up. The treatment will now be ready to use.