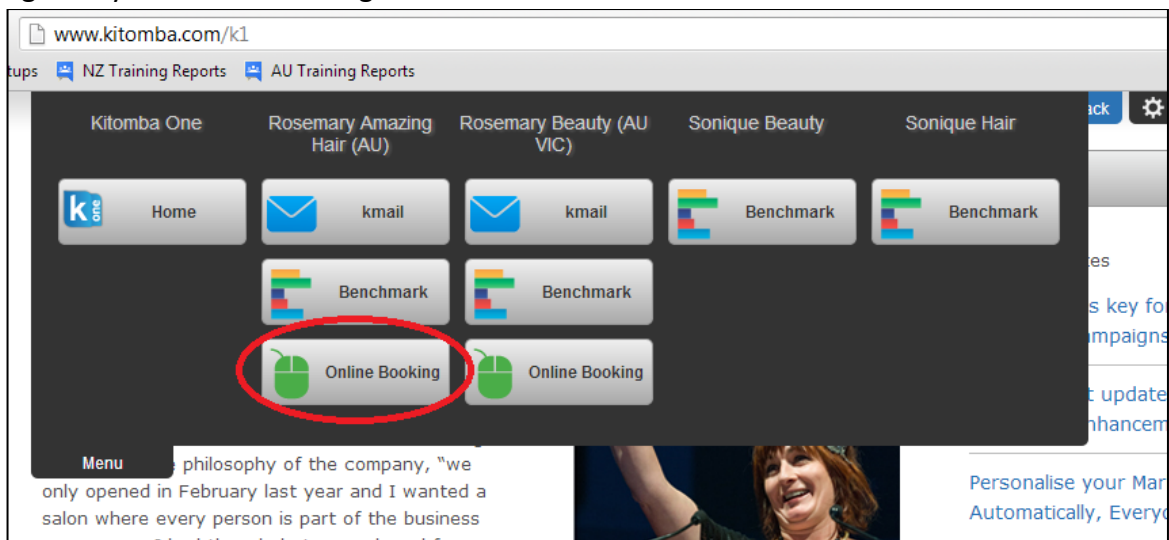


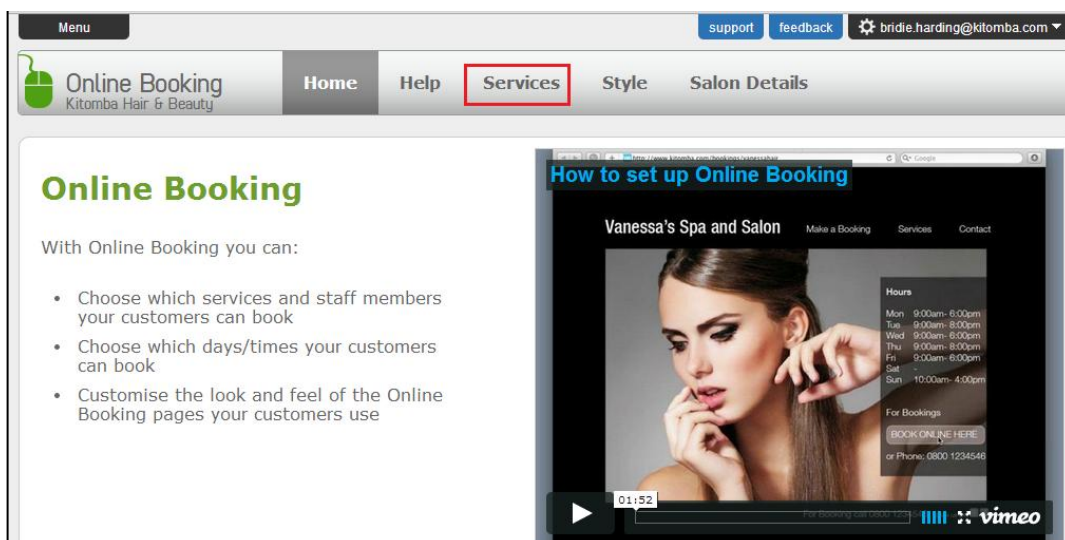
MINI-GUIDE: Set your packages to be available or unavailable for Online Booking

You can set your packages to be either available or not available for your clients to book in Online Booking.

1) Log in to your Online Booking administration section in Kitomba One



2) Click on the **Services** menu



3) Your packages will show in the **Categories** section of the Services menu

What do you want available?

Please indicate Staff, Categories & Services available for your Online Booking

Staff	Categories	Services
search <input type="text"/>	search <input type="text"/>	search <input type="text"/>
<div>Simon Cowell <input checked="" type="checkbox"/></div> <div>Linda Evangelista <input checked="" type="checkbox"/></div> <div>Christy Turlington <input checked="" type="checkbox"/></div> <div>Cindy Crawford <input checked="" type="checkbox"/></div> <div>Elle McPherson <input checked="" type="checkbox"/></div> <div>Claudius Schiffer <input checked="" type="checkbox"/></div> <div>Treatment Room 1 <input checked="" type="checkbox"/></div> <div>Tanning Booth <input checked="" type="checkbox"/></div> <div>Massage Room 1 <input checked="" type="checkbox"/></div> <div>Massage Room 2 <input checked="" type="checkbox"/></div> <div>Treatment Room 2 <input checked="" type="checkbox"/></div>	<div>All Services and Packages <input checked="" type="checkbox"/></div> <div>Packages <input checked="" type="checkbox"/></div> <div>Beauty <input checked="" type="checkbox"/></div> <div>Colouring <input checked="" type="checkbox"/></div> <div>Cutting and Styling <input checked="" type="checkbox"/></div> <div>Services <input checked="" type="checkbox"/></div> <div>Styling <input checked="" type="checkbox"/></div> <div>Treatments <input checked="" type="checkbox"/></div> <div>Wedding <input checked="" type="checkbox"/></div> <div>workshops <input checked="" type="checkbox"/></div>	<div>Click on a category to load its services in here.</div>

4) Click on **Packages** to show a list of your packages

Categories	Services
search <input type="text"/>	search <input type="text"/>
<div>All Services and Packages <input checked="" type="checkbox"/></div> <div>Packages <input checked="" type="checkbox"/></div> <div>Beauty <input checked="" type="checkbox"/></div> <div>Colouring <input checked="" type="checkbox"/></div> <div>Cutting and Styling <input checked="" type="checkbox"/></div> <div>Services <input checked="" type="checkbox"/></div> <div>Styling <input checked="" type="checkbox"/></div> <div>Treatments <input checked="" type="checkbox"/></div> <div>Wedding <input checked="" type="checkbox"/></div> <div>workshops <input checked="" type="checkbox"/></div>	<div>Awesome Autumn <input checked="" type="checkbox"/> <i>Includes:</i><ul style="list-style-type: none">- Ladies Shape & Style- Manicure</div> <div>Spring Fling <input checked="" type="checkbox"/> <i>Includes:</i><ul style="list-style-type: none">- Full deluxe Treatment- Eyelash Tint- Manicure</div> <div>Summer Stunner <input checked="" type="checkbox"/> <i>Includes:</i><ul style="list-style-type: none">- Self Tan - 15 mins- Luxury Shower- Exfoliation - Full Body- Summer Sparkle Lotion 250mL</div> <div>Wedding Package <input checked="" type="checkbox"/> <i>Includes:</i><ul style="list-style-type: none">- Mother of Bride- Flower girl- Bride Updo- Bridesmaid Updo- 150ml High Hair Firm Hairspray</div> <div>Winter Warmer <input checked="" type="checkbox"/> <i>Includes:</i></div>

- 5) To make a package **available to be booked** in Online Booking, tick the box next to the name of the package. To make a package **not available to be booked** in Online Booking, untick the box next to the name of the package. In the below example, we've set the Awesome Autumn and Summer Stunner packages to be available to be booked, but we don't want the other packages to be available so we've unticked them

The screenshot shows a web interface titled "Services". At the top is a search bar with a red "X" icon to its right. Below the search bar is a vertical list of five service packages, each with a checkbox to its right. The packages are:

- Awesome Autumn** (checked): Includes: - Ladies Shape & Style, - Manicure
- Spring Fling** (unchecked): Includes: - Full deluxe Treatment, - Eyelash Tint, - Manicure
- Summer Stunner** (checked): Includes: - Self Tan - 15 mins, - Luxury Shower, - Exfoliation - Full Body, - Summer Sparkle Lotion 250mL
- Wedding Package** (unchecked): Includes: - Mother of Bride, - Flower girl, - Bride Updo, - Bridesmaid Updo, - 150ml High Hair Firm Hairspray
- Winter Warmer** (unchecked): Includes:

If your package is available to be booked in online booking, your customer can choose which staff member is booked for the service/s within the package. In the example below, the customer has chosen Linda to do her Shape & Style and Elle to do her manicure.

1 My appointments

2 Choose services

3 Choose a date

4 Finished

Hi, Bridie.
[My details](#) | [Logout](#)

Services by category

Packages

Search services

Awesome Autumn

Includes:

- Ladies Shape & Style
- Manicure

70 min

1 service selected

Package:

Awesome Autumn

70 min

Ladies Shape & Style

with

Linda Evangelista

Manicure

with

Elle McPherson

Choose a date »

6) When you have finished making your changes, exit Online Booking.