

MINI-GUIDE: Set up your Services to Require a Room or Equipment to be booked to be booked

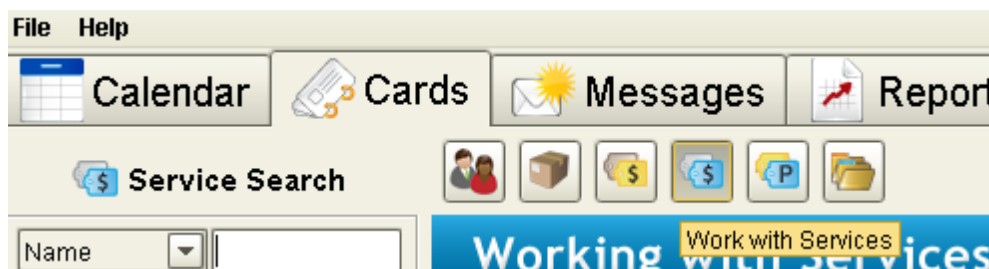
Rooms & equipment is a feature in Kitomba that allows you to assign a room or a piece of equipment to an appointment. You can optionally specify whether a service *needs* a room or equipment (as opposed to it being optional). This can help you ensure you have the right room or equipment available when your customer arrives.

In this mini guide we'll cover:

1. Kitomba - setting up your services to require a room or equipment to be booked
2. Kitomba One - setting up your services to require a room or equipment to be booked

1 - Kitomba - setting up your services to require a room or equipment to be booked

- 1) Go to the **Cards** tab and click the **Work with Services** button.



- 2) Find a service which *must* have a room/equipment in order to be booked, e.g. a massage.

Service Search

Name: Code: Category:

☒ Hide Deactivated

Search Results

- Services
 - Beauty
 - Message 1 Hour

3) In the service card, tick the box that says **'Requires Room/Equipment'**

Service

Name: Description:

Category: Code: Gender Specific:

This service appears on the calendar ☒ Yes ☐ No This service has a price ☒ Yes ☐ No

Star Type:

Appointment Info

Length (mins): ☐ Variable Length

Follow on Service

Time before next service: minutes

Usual next service:

☐ Technical Service ☐ No Reporting ☐ Unpaid Time

☒ **Requires Room/Equipment**

Pricing Info

Price (incl GST): GST Code: Split Ratio:

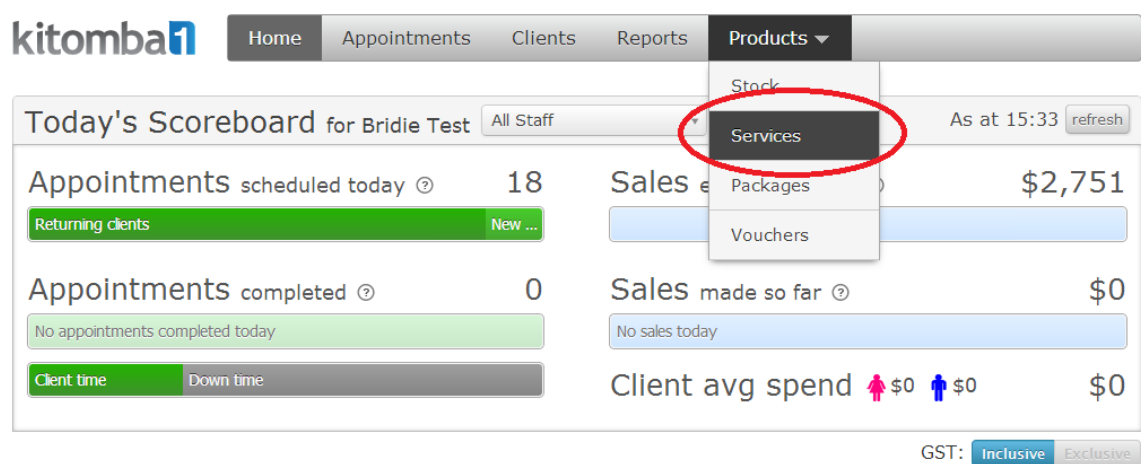
☐ Trigger Everyday Marketing when sold

4) Click **Save**

Repeat these steps for all the services you wish to *require* a room or equipment.

2 - Kitomba One (K1) - setting up your services to require a room or equipment to be booked

- 1) Log in to Kitomba One
- 2) Click on **Products** and then **Services**



- 3) A list of your services will display
- 4) Select the service you wish to require a room or equipment. You may need to expand your service categories in order to see individual services

The screenshot shows the 'Exfoliation - Full Body' service card. On the left, there is a tree view of the service categories, with 'Exfoliation - Full Body' selected. The main form contains the following sections:

- Appointment info:** Service name (Exfoliation - Full Body), Code, and Gender specific (Anyone).
- Appears on calendar:** A checkbox that is checked.
- Duration:** 60 minutes.
- Processing time:** 5 minutes.
- Fast duration:** [] minutes.
- Usual next service:** Luxury Shower.
- Slow duration:** [] minutes.
- Technical service:** []
- No reporting:** []
- Unpaid time:** []
- Requires a room/equipment:** [x]
- Pricing:** Has a price checkbox checked. Standard price: \$100.00 ind. GST. GST code: Standard.
- Staff price overrides:** Add a staff price button.

In the Appointment Info section of the service card, tick the box next to 'requires a room/equipment'

Exfoliation - Full Body

Save

Appointment info

Service name Code Gender specific
Exfoliation - Full Body Anyone ▼

☒ Appears on calendar

Duration <input type="text" value="60"/> minutes	Processing time <input type="text" value="5"/> minutes
Fast duration <input type="text"/> minutes	Usual next service Luxury Shower ▼
Slow duration <input type="text"/> minutes	<input type="checkbox"/> Technical service
	<input type="checkbox"/> No reporting
	<input type="checkbox"/> Unpaid time
	<input checked="" type="checkbox"/> Requires a room/equipment

Pricing

☒ Has a price

Standard price \$ <input type="text" value="100.00"/> incl. GST	Apprentice \$ <input type="text"/>	Junior \$ <input type="text"/>	Intermediate \$ <input type="text"/>	Senior \$ <input type="text"/>	Very Senior \$ <input type="text"/>
GST code Standard ▼	Leave boxes blank to use the standard price				

Staff price overrides

Add a staff price

Click **Save**

Repeat these steps for all the services you wish to require a room or equipment.