



## Adding **Other Package** Products & Services

"Other Package" products/services can be used to create a package of an existing product in PetExec. For example if you offer "dog walks" you can create a package of "5 dog walks". You have the option to create an expiration based on number of days or time period, PetExec will track the package uses. Before you add your "other package" products & services, you will need to create the individual services for the packages that you want to offer. Click for more information on [adding products and services](#) to your PetExec system.

To add your other package products begin in the PetExec main menu, Products & Services --> Add Product/Service.

The following fields are relevant for OTHER PACKAGE products:

1. Name your other package product. This product name will be displayed when purchasing a package and on the customer receipt.
2. Service type should be set to "Other Package". When this service type is selected the appropriate fields in the add product will be displayed.
3. Set the price of your other package. This should be the total price of the package based on the number of products/services included.
4. The quantity field should be set to the number of product/services included the package.
5. Package expiration can be controlled by either number of days or time period.  
If your packages expire based on set number of days, use the Number of Days option: The number of days will control how many days the owner has to use the daycare package based on the date it is purchased or placed in cart. For example, if you want a package to expire in 45 days, select Number of Days and set to 45. Owners will have 45 days to use the 5 Dog Walks based on the date the package is purchased or placed in their cart.
6. If your packages expire based on calendar month, use the Time Period Option: The time period will control when the package expires based on the date it is purchased or placed in the cart. For Example, if you want a package to expire one month from date of purchase,

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select Time period, and set the date range to one month. Owners will have 1 month to use the 5 Dog Walks based on the date that package is purchased or placed in their cart.

7. Select the associated service for the package. Click on this field to search for the product/service you want to associate with this package. All of your products and services are listed with the exception of daycare and boarding. To set up daycare and boarding packages use those respective service types.
8. Click to Add Product/Service

## Add Product or Service (i)

### Product / Service Details

<b>1</b> Product / Service Name *	<input type="text" value="5 Pack - Dog Walk"/>	<b>2</b> Service Type *	<input type="text" value="Other Package"/>
<b>Description</b> <input type="text" value="Product Description"/>		<b>Highlight Color</b> <input type="text" value="Highlight Color"/>	<b>SKU</b> <input type="text" value="SKU"/>
<b>4</b> Quantity *	<input type="text" value="5"/>	<b>3</b> Price *	<input type="text" value="45.00"/>
<b>5</b> Number of Days <input checked="" type="radio"/>		<b>6</b> Time Period <input type="radio"/>	<b>7</b> Associated Service *
<b>Number of Days Active *</b> <input type="text" value="30"/>	<b>Date Range *</b> <input type="text" value="Select a Range"/>	<input type="text" value="Dog Walk"/>	
<b>Sort Order</b> <input type="text" value="1"/>			
<b>Taxable</b> <input type="checkbox"/>	<b>Hourly Service?</b> <input type="checkbox"/>	<b>Minimum One Hour Charge?</b> <input type="checkbox"/>	<b>No Commission?</b> <input type="checkbox"/>
<b>Include on EVERY Checkout?</b> <input type="checkbox"/>	<b>Make Available to Owners?</b> <input type="checkbox"/>		
<b>8</b> <input type="button" value="Add Product / Service"/>			

### Inventory Tracking

<b>Track Quantity Left</b> <input type="checkbox"/>	<b>Hide Zero Quantity Left</b> <input type="checkbox"/>	<b>Quantity On-Hand</b> <input type="text" value="Quantity On-Hand"/>
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You do not have to update the inventory tracking fields, these fields are used for RETAIL inventory tracking. By setting the service type as "other package" PetExec will track the number of days.

Only fields relevant to Other Package products/services have been described. Click on [Add Product/Service - General Overview](#) for details on all the fields on the add product/service screen.

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