



## Adding **Boarding** Products & Services

Setting up your kennel space and boarding products and services go hand-in-hand. See this document on [setting up kennels and boarding products and services](#) before beginning to add your boarding products and services. Then update the [Kennel Count](#) screen to define your boarding space, prior to adding your boarding products and services.

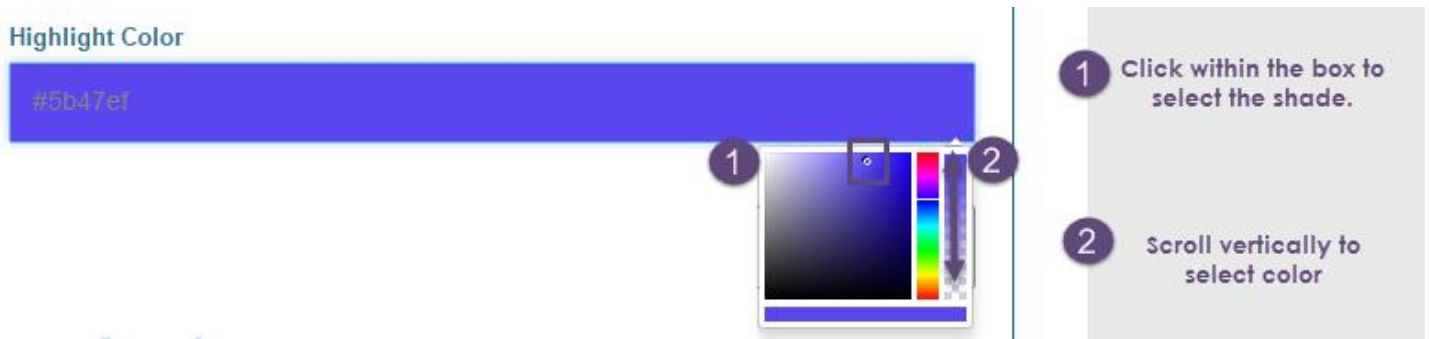
Once you have set up your kennel space, go to the PetExec main menu, Products & Services --> Add Product/Service.

The following fields are relevant for BOARDING products:

1. Product/Service Name - This product name will be what you see when scheduling a boarding appointment. It will also appear on the customer receipt. If you have multiple kennel spaces, include the name of kennel space in the boarding product/service name. For Example: Luxury Suite Boarding 1 Dog, Small Suite Boarding 1 Dog, Luxury Suite Boarding 2 Dogs, Small Suite Boarding 2 Dogs etc.
2. Service type should always be set to "Boarding" for boarding products/services. When the boarding service type is selected the appropriate fields will be displayed.
3. A brief description of the boarding service if helpful for your employees. Your pet owners will not see this description on the owner portal; they will see the description of the kennel space provided in the Kennel Count Screen.

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4. Color code your products/services.



5. Price point should reflect the price per night based on the number of pets.

6. Boarding Holiday Price is the price you would charge on a holiday. The dates for Boarding Holidays prices are defined in Company Preferences-->Boarding Settings-->Maintain Holiday Boarding Dates.

7. Quantity should always be "1".

8. Select the Kennel Type for this boarding product/service. The options that appear in this drop down list are the kennels you set up in the Kennel Count screen. The option you select here will be the kennel that is associated with the boarding product you are adding.

9. Sort Order - This will determine the order in which your boarding products appear when scheduling a boarding. The sort order field can be updated on this screen, and on the "Modify Product/service" screen. From that screen you can update the sort order for all your boarding services at once, making it easy to put them in the appropriate order.

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Sort Order in Modify Products/Services:

		Service Name	Type	SKU	Sort Order
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Dog Small Suite - Boarding 1 Dog	Boarding		<input type="text" value="1"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Dog Med Suite - Boarding 3 Dogs	Boarding		<input type="text" value="10"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Dog Suite XL - Boarding 3 Dogs	Boarding		<input type="text" value="11"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Luxury Suite - Boarding 3 Dogs	Boarding		<input type="text" value="12"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Cat Suite - Boarding 1 Cat	Boarding		<input type="text" value="13"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Cat Suite - Boarding 2 Cats	Boarding		<input type="text" value="14"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Dog Med Suite - Boarding 1 Dog	Boarding		<input type="text" value="2"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Happy Dog Suite XL - Boarding 1 Dog	Boarding		<input type="text" value="3"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Luxury Suite - Boarding 1 Dog	Boarding		<input type="text" value="4"/>

Sort Order when scheduling or editing a boarding:

Boarding Services					
	Service	Price	Sort Order	Quantity	Days
<input checked="" type="checkbox"/>	Happy Dog Small Suite - Boarding 1 Dog				
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 1 Dog				
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 1 Dog				
<input type="checkbox"/>	Luxury Suite - Boarding 1 Dog	\$35.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Dog Small Suite - Boarding 2 Dogs	\$30.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 2 Dogs	\$40.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 2 Dogs	\$55.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Luxury Suite - Boarding 2 Dogs	\$50.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Dog Small Suite - Boarding 3 Dogs	\$40.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 3 Dogs	\$50.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 3 Dogs	\$40.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Luxury Suite - Boarding 3 Dogs	\$65.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Cat Suite - Boarding 1 Cat	\$15.00	<input type="text" value="1"/>	<input type="text" value="1"/>	
<input type="checkbox"/>	Happy Cat Suite - Boarding 2 Cats	\$28.00	<input type="text" value="1"/>	<input type="text" value="1"/>	

Sort order controls the order of the boarding products/services here when scheduling or editing a boarding



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10. Taxable - Click of you charge tax for this product/service. Remember, to update your tax rates under [Company Preferences-->Financial Settings-->Maintain Taxes](#).

11. Make Available to Owners? - Check the box for all services that you want to be available to owners on the PetExec Owner portal. For example, if you are adding boarding products/services that you would use for overflow booking, but don't want your owners to be able to schedule those boarding services, you can leave this box unchecked and exclude those services from the PetExec Owner portal.

12. When finished, click to Add Product/Service.

## Add Product or Service ?

### Product / Service Details

<p><b>1</b> Product / Service Name *</p> <input type="text" value="Happy Dog Small Suite - Boarding 1 Dog"/>	<p><b>2</b> Service Type *</p> <input type="text" value="Boarding"/>
<p><b>3</b> Description</p> <input type="text" value="Small Dog less than 15 lbs in the small kennel area"/>	<p><b>4</b> Highlight Color</p> <input type="text" value="#5b47e1"/>
<p><b>5</b> Price *</p> <input type="text" value="25.00"/>	<p><b>6</b> Boarding Holiday Price</p> <input type="text" value="30.00"/>
<p><b>7</b> Quantity *</p> <input type="text" value="1"/>	<p>Paw Points</p> <input type="text" value="Paw Points"/>
<p><b>8</b> Selected Kennel Type *</p> <input type="text" value="Happy Dog Small Suite (4 available)"/>	<p><b>9</b> Sort Order</p> <input type="text" value="1"/>

**10** Taxable

Hourly Service?  Minimum One Hour Charge?  No Commission?

Include on EVERY Checkout?  **11** Make Available to Owners?

**12**

Inventory Tracking and Vendor Information are not relevant for Boarding products/services

Only fields relevant to boarding products/services have been described. For details on all the fields on the add product/Service page, click here: [Add Product/Service - General Overview](#).

When scheduling a boarding, PetExec will use the boarding products/services to calculate boarding charges based on the *number of rooms* times the *number of nights*. Number of rooms is the multiplier for the product price. Number of pets is used to provide a pet count.

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Example 1: Boarding 1 Dog in 1 room. PetExec will charge \$20 per night for length of the boarding. And it will reserve 1 of your available rooms in the Happy Dog Small Suite for the length of the boarding.

Boarding Services				
	Service	Price	Number of Pets	Rooms / Kennels / Spaces
<input checked="" type="checkbox"/>	Happy Dog Small Suite - Boarding 1 Dog	\$20.00	1	1
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 1 Dog	\$30.00	1	1
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 1 Dog	\$45.00	1	1
<input type="checkbox"/>	Luxury Suite - Boarding 1 Dog	\$35.00	1	1

Example 2: Boarding 2 dogs, sharing a room. PetExec will charge \$30 per night for length of the boarding. And it will reserve 1 of your available rooms in the Happy Dog Small Suite for the length of the boarding. The price of the boarding product should reflect the total price for 2 dogs.

Boarding Services				
	Service	Price	Number of Pets	Rooms / Kennels / Spaces
<input type="checkbox"/>	Happy Dog Small Suite - Boarding 1 Dog	\$20.00	1	1
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 1 Dog	\$30.00	1	1
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 1 Dog	\$45.00	1	1
<input type="checkbox"/>	Luxury Suite - Boarding 1 Dog	\$35.00	1	1
<input checked="" type="checkbox"/>	Happy Dog Small Suite - Boarding 2 Dogs	\$30.00	2	1
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 2 Dogs	\$40.00	1	1
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 2 Dogs	\$55.00	1	1

Example 3: Boarding 3 dogs; 2 sharing 1 room; 1 in its own room. PetExec will charge \$20 per night for 1 dog, and it will reserve 1 of your available rooms in the Happy Dog Small Suite for the length of the boarding. AND PetExec will charge \$30 per night for the length of the boarding for the other 2 dogs. In total, this reservation will reserve 2 of your available rooms in the Happy Dog Small Suite for the length of the boarding. In this example the total charge per night for this boarding is \$50.

Boarding Services				
	Service	Price	Number of Pets	Rooms / Kennels / Spaces
<input checked="" type="checkbox"/>	Happy Dog Small Suite - Boarding 1 Dog	\$20.00	1	1
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 1 Dog	\$30.00	1	1
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 1 Dog	\$45.00	1	1
<input type="checkbox"/>	Luxury Suite - Boarding 1 Dog	\$35.00	1	1
<input checked="" type="checkbox"/>	Happy Dog Small Suite - Boarding 2 Dogs	\$30.00	2	1
<input type="checkbox"/>	Happy Dog Med Suite - Boarding 2 Dogs	\$40.00	1	1
<input type="checkbox"/>	Happy Dog Suite XL - Boarding 2 Dogs	\$55.00	1	1

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