



Adding **Daycare** Products & Services

Daycare products are assigned to each pet when they are signed into daycare. Some examples of daycare products are Full Day Daycare, Half Day Daycare, First Day Evaluation Daycare, etc. Daycare Packages are added separately, as a unique product. If you use Daycare Packages, you will need to add both daycare products and your daycare package products. You will need to add your Daycare Products first, then your daycare packages. Click here for more information on **adding daycare package products**.

In PetExec, a daycare product is assigned when the pet is scheduled or signed into daycare. When a pet is signed into daycare and has an active package PetExec will deduct a day from the daycare package and change the price of the daycare product to \$0.

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

The following fields are relevant for DAYCARE products:

1. Product/Service Name - This product name will be displayed when scheduling or signing a pet into daycare. It will also appear on the customer receipt. When signing multiple pets with the same owner into daycare, each pet is assigned their own daycare product. If you offer a discounted rate for multiple pets, PetExec recommends setting up a "daycare additional dog" product, with the discounted rate for that pet, in addition to a regular daycare product.
2. Service type should always be set to "Daycare" for daycare products/services. When the daycare service type is selected the appropriate fields will be displayed.
3. A brief description of the daycare service if helpful for your employees. Your pet owners will not see this description on the owner portal.

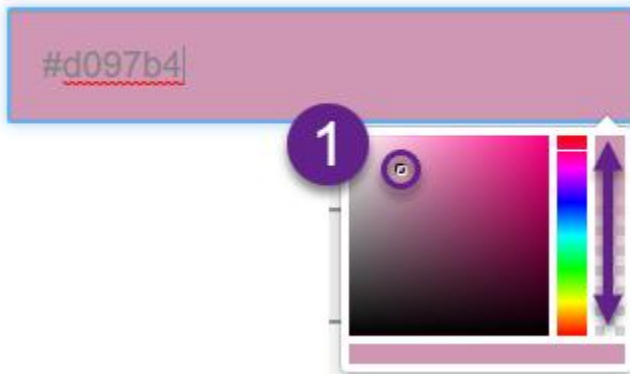
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4. Daycare Type – Indicate if the daycare service you are entering is full day, half day or other. This field works in conjunction with daycare packages. Daycare packages have package type of; Basic, Full Day, Half Day, or Half & Full Day. This gives you the option to limit which daycare services can be used with which daycare packages. Other daycare types can be used only with any basic daycare package types and provide the most flexibility of using any package for any daycare service.

5. Next Daycare Service – This is the service that this product would change to if the Enable Automatic Daycare application preference is selected and set to Next Daycare Service. For example, after x hours, half day daycare automatically changes to full day daycare.

6. You have the option to color code your products/services. Highlight color will show on the dashboard when pets are signed into daycare and on the scheduled daycare calendar.

Highlight Color



Text Color for Highlight



Current Log *There are currently 1 pets logged into Daycare.*

Pet	Owner	Time-In	Type	Note
 <p>Roxy Jones Mixed Breed Female / Spayed</p>	<p>Jones, Susie</p>	<p>01/02/2017 01:00 PM</p> <p>Full Day Daycare Pickup: N/A</p>		<p>Pet Notes for Roxy: 02/10/2016: Behavioral note in pet record Package #6206655, 10 Full Day - Daycare Package, 8 left</p> <p>Play Areas: Outdoor Playground - Small Dogs</p>

Color Icon will appear when pets are signed into daycare.

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Scheduled Daycare Calendar i

Apr 1 2019

month week day List Month List Week List Day

all-day		Mon 4/1	
8am			
9am	9:00 - 10:00 Ajax James, 1/2 Day Daycare - Teresa James	9:00 - 10:00 Sparky James, 1/2 Day Daycare - Teresa James	
10am	10:00 - 11:00 Reagan Jones, Full Day Daycare - Suzie Jones	10:00 - 11:00 Roxy Jones, Full Day Daycare - Suzie Jones	
11am			
12pm			

Full Day Daycare = pink
Half Day Daycare = blue

7. Price should reflect the price per pet.

8. Quantity should always be "1" for a daycare product.

9. Sort Order - This will determine the order in which your daycare products appear in the drop down box when scheduling or signing a pet into daycare. The sort order field can be updated on the "Add Product or Service" screen, and on the "Modify Product/service" screen. From the modify screen you can update the sort order for all your daycare services at once, making it easy to put them in the appropriate order.

Sort Order in Modify Products/Services:

< previous 1 next >		Service Name	Type	SKU	Sort Order
Edit	Delete	1/2 Day Daycare	Daycare		2
Edit	Delete	Full Day Daycare	Daycare		1
Edit	Delete	Hourly Daycare	Daycare		3
Edit	Delete	Temp Test Daycare	Daycare		4

Daycare Drop Down:

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Sign-In Type

Full Day Daycare	▼
Full Day Daycare	
1/2 Day Daycare	
Hourly Daycare	
Temp Test Daycare	

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

11. Hourly Service -If you are adding an Hourly Daycare product, click this box. The amount entered in the "Price" field should be the Hourly Rate. PetExec calculates the appropriate fee at checkout based on time from sign in to sign out. Every 6 minutes, a 10th of the total hourly rate is added.

12. Minimum One Hour Charge -Applies if adding an hourly daycare product. For the first hour, PetExec will charge the hourly fee regardless of the number of minutes. After that first hour, a 10th of the total hourly rate will be added every 6 minutes.

13. Make Available to Owners? - Check the box for all services that you want to be available to owners on the PetExec Owner portal. This allows you the flexibility to add products and services, which you will only see on your Admin side of PetExec, without making them available to owners.

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

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Add Product or Service (i)

Product / Service Details

1 **Product / Service Name ***

2 **Service Type ***

3 **Description**

4 **Daycare Type**

5 **Next Daycare Service ⓘ**

6 **Highlight Color** **Text Color for Highlight**

7 **Price ***

8 **Quantity ***

9 **Port Order**

10 **Paw Points**

11 **Taxable**

12 **Hourly Service?** **Minimum One Hour Charge?** **No Commission?**

13 **Include on EVERY Checkout?** **Make Available to Owners?** **Boarding Add-On**

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

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

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