



## Adding **Food** Products & Services

Products and services added as "Food" service type will appear in your lunch and dietary drop down menus in daycare and boarding respectively. If you are adding food items that you do not want to include in those drop down menus, add them with a generic service type of **Additional Charges, Clothing, Product, Service, Toys** and/or **Treatment** and you can add them to customer's shopping cart rather than select them as a feeding option. See the documentation for adding **Retail Products and Services** if adding retail food items.

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

The following fields are relevant for FOOD products:

1. Product/Service Name – The product name will be displayed in the Lunch drop down menu when scheduling and signing a pet into daycare and Dietary drop down when scheduling and signing a pet into boarding. When selected in either drop down, this product will also appear on the customer's receipt.
2. Selecting the service type of food will result in the product being displayed in the drop downs, pictured here for daycare:

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## Schedule Daycare (i)

**Add to Schedule**

**Roxy Jones**

Roxy Jones, Susie Mixed Breed

Distemper - 12/16/2017  
Bordetella - 12/16/2017  
Rabies - 12/16/2017

Passed Temperament Test  
Play Areas: Outdoor Playground - Small Dogs

**Sign-In Type**  
Full Day Daycare

**Nap?**

**Lunch**  
None  
Lunch Meal (Owner Provided)  
Lunch Meal (In-House)  
Additional Food

**Daycare Note for Roxy**

And pictured here for boarding:

**Assigned Pets**

**Roxy Jones**

**Breed / Advisory**  
Mixed Breed

**Weight**  
N/A

**Remove**  
Click here to remove from boarding.

**Kennel**  
Select a kennel

**Special Requirements**  
special requirements

**Brought Items**  
Blue Blanket

**Feeding Times**  
AM  Noon  Evening

**Feeding Instructions AM**  
AM feeding note

**Feeding Instructions Lunch**  
Noon feeding note added

**Dietary**  
Owner Provided  
Lunch Meal (Owner Provided)  
Lunch Meal (In-House)  
Additional Food

3. Price of the food product/service.
4. Quantity should always be "1" for a food product.
5. Sort order will control order in which the "food" products appear in the drop down menus pictured above.
6. When finished, click to Add Product/Service.

There is a system default of "none" in daycare and "owner provided" in boarding. If there are no products and services listed as "food" service type, these will be the options displayed in those fields.

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# Add Product or Service (i)

### Product / Service Details

<b>1</b> Product / Service Name *	<b>2</b> Service Type *
<input type="text" value="Lunch Meal (Owner Provided)"/>	<input type="text" value="Food"/>
<b>Description</b>	<b>Highlight Color</b>
<input type="text" value="Description"/>	<input type="text" value="Highlight Color"/>
	<b>SKU</b>
	<input type="text" value="SKU"/>
<b>3</b> Price *	<b>4</b> Quantity *
<input type="text" value="0"/>	<input type="text" value="1"/>
<b>Paw Points</b>	<b>5</b> Sort Order
<input type="text" value="0"/>	<input type="text" value="2"/>

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<b>Taxable</b>	<input type="checkbox"/>
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<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"/>		

**6**

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

Only fields relevant to food 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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