



## Adding **Grooming** Products & Services

Since pricing on grooming services varies based on pet size, coat, condition etc, you have a few options when setting up your grooming services in PetExec. In the grooming module of PetExec you can always modify a grooming appointment by adding or deleting services, and modifying prices of services prior to checking out a pet.

**Option 1:** Add a grooming product in PetExec for each of your grooming services with a starting price and modify the price at checkout. For example: Add a "Full Groom" product, enter the price as the starting price or at \$20. The price can easily be adjusted when scheduling, during the grooming, or at checkout based on the actual pet.

**Option 2:** Add multiple grooming products in PetExec for the same service, each with a different price point based on the pet, breed, coat etc. For example: Add a "Full Groom - Large Dog", "Full Groom - Medium Dog", "Full Groom - Small Dog". Choose the appropriate product when scheduling, the grooming appointment. The price can easily be adjusted when scheduling, during the grooming, or at checkout based on the actual pet.

**Option 3:** Use the Alternative Price Types in PetExec and PetExec will choose the appropriate price point for a service based on the pet's breed and the pricing you have defined. Click on [Alternative Price Types](#) for the steps required prior to setting up your grooming services.

Once you have decided how you want to add grooming services, go to the PetExec main menu, Products & Services --> Add Product/Service.

The following fields are relevant for GROOMING products/services.

1. Product/Service Name - This product name will be what you see when scheduling a grooming appointment. It will also appear on the customer receipt.
2. Service type should always be set to "Grooming" for grooming products/services. When the grooming service type is selected the appropriate fields will be displayed in the screen below.

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3. You can describe the grooming service here, your Pet Owners will see this description next to the grooming service when they request a grooming through the PetExec owner portal.
4. Color code your products/services.

**Highlight Color**



- 1 Click within the box to select the shade.
- 2 Scroll vertically to select the color

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

Pet	Owner	Time-In	
 <p><b>Roxy Jones</b> Mixed Breed   Female / Spayed</p>	<p>Jones, Susie</p>	<p>01/17/2017 01:34 PM</p>	<p>Full Day Daycare Pickup: N/A</p> <p>Play Areas: Outdoor Playground - Small Dogs</p>

*Color Icon for the grooming service will appear on the daycare, boarding, and combined in house dashboards when the pet is signed into the grooming service.*

Pet Notes for Roxy:  
02/10/2016 Behavioral note in pet record  
 Package #6206655, 10 Full Day - Daycare Package, 5 left

5. The price you enter here will depend on how you choose to add grooming services. The price can be easily adjusted when scheduling a grooming appointment, during the grooming appointment, or at checkout. You can enter a price of \$0. If you have elected to set up the Alternative Price Types, you will also see these additional fields for the price:

<p><b>Price *</b></p> <p>Product Price</p>	<p><b>Type 1 Price</b></p> <p>Type 1 Price</p>
<p><b>Type 2 Price</b></p> <p>Type 2 Price</p>	<p><b>Type 3 Price</b></p> <p>Type 3 Price</p>
<p><b>Type 4 Price</b></p> <p>Type 4 Price</p>	<p><b>Type 5 Price</b></p> <p>Type 5 Price</p>

6. Quantity should always be "1".
7. Sort order does not apply to how the grooming services are presented when scheduling a grooming, however, you can filter your grooming products when scheduling.
8. Taxable - Click of you charge tax for this product/service. Remember, to update your tax rates under [Company Preferences-->Financial Settings-->Maintain Taxes](#).
9. Hourly Service - - If you are adding an hourly grooming product, click this box. The amount entered in the "Price" field should be the Hourly Rate. PetExec calculates the appropriate fee at

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checkout based on time from sign in to sign out. Every 6 minutes, a 10th of the total hourly rate is added.

10. Minimum One Hour Charge – Hourly charges are calculated from the time the pet is signed into the service, until he is signed out. 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.

11. No Commission - Check if you **do not** want this grooming service to be included in commission calculations for your groomers. For example, you do not pay commission on basic services like basic bath, or nails. Even if you assign this service to your groomer, it will not be included in the grooming commission reporting.

12. Make Available to Owners? - Checking this box will make the service available to the owners on the the PetExec Owner portal. This option is helpful for your grooming services to make it simple for your owners to request a grooming appointment on the PetExec Owner Portal. You can create unique services, and only make those services available to owners, so they simply choose the service they want for their pet, rather than seeing multiple services with different price points.

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

## Add Product or Service (i)

### Product / Service Details

<p><b>1</b> Product / Service Name *</p> <input type="text" value="Full Groom"/>	<p><b>2</b> Service Type *</p> <input type="text" value="Grooming"/>
<p><b>3</b> Description</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Full Groom includes, bath, nails, and glands. We will have your pet looking their best!</div>	<p><b>4</b> Highlight Color</p> <div style="background-color: #e91e63; height: 20px; width: 100%;"></div> <p>SKU</p> <input type="text" value="SKU"/>
<p><b>5</b> Price *</p> <input type="text" value="35.00"/>	<p><b>6</b> Quantity *</p> <input type="text" value="1"/>
<p><b>8</b> Paw Points</p> <input type="text" value="Paw Points"/>	<p><b>7</b> Sort Order</p> <input type="text" value="1"/>
<p><b>8</b> Taxable <input checked="" type="checkbox"/></p>	
<p><b>9</b> Hourly Service? <input type="checkbox"/></p> <p>Include on EVERY Checkout? <input type="checkbox"/></p>	<p><b>10</b> Minimum One Hour Charge? <input type="checkbox"/></p> <p><b>11</b> No Commission? <input type="checkbox"/></p> <p><b>12</b> Make Available to Owners? <input checked="" type="checkbox"/></p>
<p><b>13</b> <input type="button" value="Add Product / Service"/></p>	

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

Only fields relevant to grooming 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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