



## Adding **Group Training** Products & Services

When adding group training classes and products/services, first create the product/service, then add the group training class. When adding the group training class, you will assign the Group Training product/service. Click here for additional details on [Adding a Group Training Class](#).

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

The following fields are relevant for GROUP TRAINING products:

1. Product/Service Name - This product name will be what you see when you add a pet to a class and go through the checkout process. It will also appear on the customer receipt. The Group Training products/services can remain generic (i.e. Basic Obedience Class), once you set up a product, you then can create the unique classes which will be assigned that product/service for the customer order/shopping cart (i.e. March Basic Obedience Class).
2. Service type should always be set to "Group Training" for group training products/services. When the group training service type is selected the appropriate fields will be displayed in the screen below.
3. A brief description of the group training product/service if helpful for your employees. Group training classes are currently not accessible from the PetExec Owner Portal.
4. Color code your products/services. If you select a color for your group training product/service, you will see that color on the daycare, boarding, or combined in house dashboard to indicate they have the group training product/service added to their cart.






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## 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	Type
 Roxy Jones Mixed Breed   Female / Spayed   	Jones, Susie \$ ⓘ ⚠	01/27/2017 02:00 PM Full Day Daycare Pickup: N/A	 Pet Notes for Roxy: 01/24/2017: daycare ntoe added at pet record 02/10/2016: Behavioral note in pet record  

Color icon for the group training class will appear on the daycare, boarding, and combined in house dashboards when pet has that group training product in their shopping cart.

5. Enter the price for the group training class.
6. Quantity should always be "1" for group training. The number of classes is addressed when you add the group training class.
7. 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** Highlight Color

SKU

**5** Price \*

**6** Quantity \*

Paw Points

Sort Order

Taxable

Hourly Service?  Minimum One Hour Charge?  No Commission?

Include on EVERY Checkout?  Make Available to Owners?

**7**

Inventory Tracking and Vendor Information are not relevant for group training products/services  
Only fields relevant to Group Training 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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