



Adding **SCHEDULED SERVICE** Products & Services

Scheduled services is used for any services outside of daycare, boarding, grooming or group training that you want to schedule in PetExec. When scheduling, you have the option of assigning a scheduled service appointment to an employee. Examples of scheduled services are one-on-one training, pet drop-off/pick-up services; swimming lessons etc.

From the PetExec main menu, go to Products & Services --> Add Product / Service.

Before adding a scheduled service product/service, you will want to create a service type for the product/service. Click here for details on [adding a service type](#).

Once you have added your service types go to the PetExec main menu, Products & Services --> Add Product/Service.

The following fields are relevant for SCHEDULED SERVICE products/services.

1. Product/Service Name - This product name will be what you see when scheduling or signing a pet into the service. It will also appear on the customer receipt.
2. Select the appropriate Service Type. In this example we have selected "Dog Walks" as the service type, an example of various products and services could be "1 hour dog walk", "30 minute dog walk", "Trail Walk" etc. **If you do not create a unique service type, and use the default service type of "service" you will be able unable to schedule an appointment for this product/service.**
3. A brief description of the scheduled service if helpful for your employees. Your pet owners will not see this description on the owner portal when they schedule it as a scheduled service. They will see the description under Boarding Add Ons if you have Boarding Add Ons enabled for the owner portal.
4. Color code your products/services. If you select a color for your scheduled service, you will see that color on the daycare, boarding, or combined in house dashboard to indicate they have the scheduled 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 01:01 PM Full Day Daycare Pickup: 0	 Pet Notes for Roxy: 01/24/2017: daycare ntoe added at pet record 02/10/2016: Behavioral note in pet record Play Areas: Outdoor Playground - Small Dogs

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

5. Price should reflect the price per pet.

6. Quantity should always be "1".

7. Sort order does not apply to how the scheduled services are presented when scheduling a scheduled service; however, you can filter your scheduled service products when scheduling.

8. Taxable - Click if 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 Scheduled Service 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.

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. 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.

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

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Add Product or Service (i)

Product / Service Details

1 Product / Service Name *	30 Minute Dog Walk	2 Service Type *	Dog Walks
3 Description	Description	4 Highlight Color	#40E44
		SKU	SKU
5 Price *	12.00	6 Quantity *	1
Paw Points	0	7 Sort Order	1
8 Taxable	<input type="checkbox"/>		
9 Hourly Service?	<input type="checkbox"/>	10 Minimum One Hour Charge?	<input type="checkbox"/>
Include on EVERY Checkout?	<input type="checkbox"/>	11 Make Available to Owners?	<input type="checkbox"/>
		12	<input type="checkbox"/>

[Modify Product / Service](#)

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

Only fields relevant to scheduled service 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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