



## Adding Products & Services – GENERAL OVERVIEW

Products and services should be added to PetExec for any services scheduled for a pet, retail products sold, or additional charges assessed.

The following is a description of all the fields on the add product/service screen. For details and examples of how to add a product/service for a specific service type, use the links below:

1. Product Name will be displayed when scheduling a pet for a service, when adding an item to a customer's cart/order, and on their receipt at checkout.
2. Service type is critical when adding products/services to PetExec. Service type will default to additional charges when adding a new product, be sure to change it to the appropriate service type for the product/service you are adding. The following are descriptions of the available service types, with links to additional documentation where available:

[Boarding Service Type](#) - Used when scheduling a boarding.

[Boarding Package Service Type](#) – Used when pre-selling set number of boarding nights.

[Daycare Service Type](#) – Used when scheduling or signing in a daycare.

[Daycare Package Service Type](#) – Used when pre-selling set number of daycare days.

[Food Service Type](#) – Products that will be displayed in the food drop down box when signing in a daycare, scheduling a daycare appointment, and/or in the schedule or modify boarding form.

[Grooming Service Type](#) – Used when scheduling a grooming service

[Group Training Service Type](#) – Used when creating a Group Training class or selling a seat in that class.

[Return to Table of Contents](#)

[User Defined \(Scheduled Service\) Service Types](#) – Used when scheduling a scheduled service (anything outside of daycare, boarding, grooming). Click for an overview of the [Scheduled Services Module and Adding Service Types](#).

**Additional Charges, Clothing, Product, Service, Toys and/or Treatment** service types do not have special functionality within PetExec. These can be selected to best fit your reporting structure. Click for details on adding [Retail Products/services](#).

3. Description of your product or service.
4. Highlight color will allow you to see a colored icon indicating that product has been added to the customers shopping cart.
5. SKU used for retail items and barcode scanners.
6. Price of the product or service.
7. Quantity should always be "1" except for daycare and/or boarding packages in which case the quantity should equal the number of days in the daycare and/or boarding package.
8. The number of paw points a customer will earn when they purchase this product/service. Click here for more information on the [paw points program](#).
9. Sort order, this field controls the order of products and services in various drop down menus. See documents for specific service types for additional details.
10. Taxable - Click if you charge tax for this product/service. PetExec will calculate taxes at checkout based on the tax rates entered at [Company Preferences-->Financial Settings-->Maintain Taxes](#).
11. Hourly Service – Check the box if you want PetExec to calculate the product/service price hourly. If checked the amount entered in the "Price" field should be an hourly rate. PetExec calculates the appropriate fee at checkout based on sign in and sign out times. Every 6 minutes, a 10th of the total hourly rate is added. PetExec will calculate hourly prices for Daycare, Grooming, and Scheduled Service products/services only.
12. Minimum One Hour Charge – Used with hourly service. When checked 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. No Commission applies only to grooming service types. If checked, PetExec will not calculate commissions for those grooming products/services.
14. Include on EVERY Checkout - When checked, this item will show up on EVERY order processed. (For Example, a line item for a monthly donation campaign with \$0 price. The line item would be on every order and employees could add a value if a customer chooses to donate.)
15. Make Available to owners – Check the box for all services you want to make available to your owners on the PetExec Owner Portal. This gives you the flexibility to add products and services, specifically for your owners to simplify the scheduling process. It also allows you have product/service options available for your employees to schedule.

[Return to Table of Contents](#)

16. Click to Add Product/Service.

17. & 18. Inventory Tracking and Vendor information are used for retail items.

## Add Product or Service (i)

### Product / Service Details

<p><b>1 Product / Service Name *</b></p> <input style="width: 90%;" type="text" value="Product / Service Name"/>	<p><b>2 Service Type *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Additional Charges <span style="float: right;">▼</span></div>
<p><b>3 Description</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">Product Description</div>	<p><b>4 Highlight Color</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Highlight Color</div>
<p><b>6 Price *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Product Price</div>	<p><b>7 Quantity *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">1</div>
<p><b>8 Paw Points</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Paw Points</div>	<p><b>9 Sort Order</b></p> <div style="border: 1px solid #ccc; padding: 2px;">1</div>
<p><b>10 Taxable</b> <input type="checkbox"/></p> <p><b>11 Hourly Service?</b> <input type="checkbox"/></p> <p><b>14 Include on EVERY Checkout?</b> <input type="checkbox"/></p>	
<p><b>12 Minimum One Hour Charge?</b> <input type="checkbox"/></p> <p><b>15 Make Available to Owners?</b> <input type="checkbox"/></p>	
<p><b>13 No Commission?</b> <input type="checkbox"/></p>	
<p><b>16</b> <span style="border: 1px solid #0070C0; border-radius: 15px; padding: 5px 15px; display: inline-block;">Add Product / Service</span></p>	

**17** **Inventory Tracking**

Track Quantity Left <input type="checkbox"/>	Hide Zero Quantity Left <input type="checkbox"/>	Quantity On-Hand
		<div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Quantity On-Hand</div>

**18** **Vendor Information**

<p><b>Notes</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"></div>	<p><b>Associated Vendors</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Select a Vendor <span style="float: right;">▼</span></div>
<p><b>Vendor Price</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Vendor Price</div>	

[Return to Table of Contents](#)