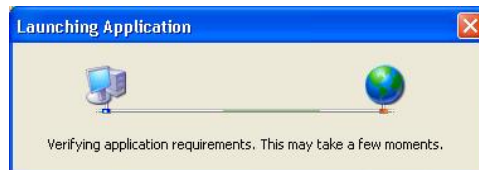


Double-click the ExecuSpa icon on your computer's desktop.

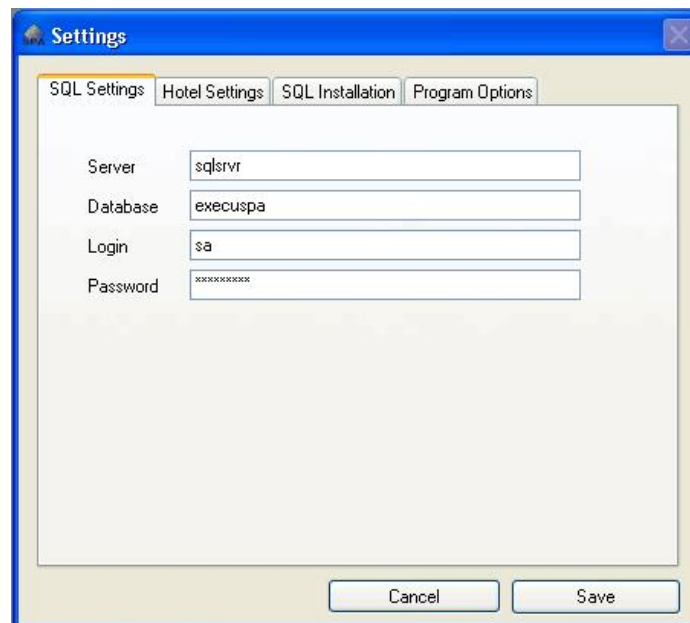


Upon initialization, the following box will appear:



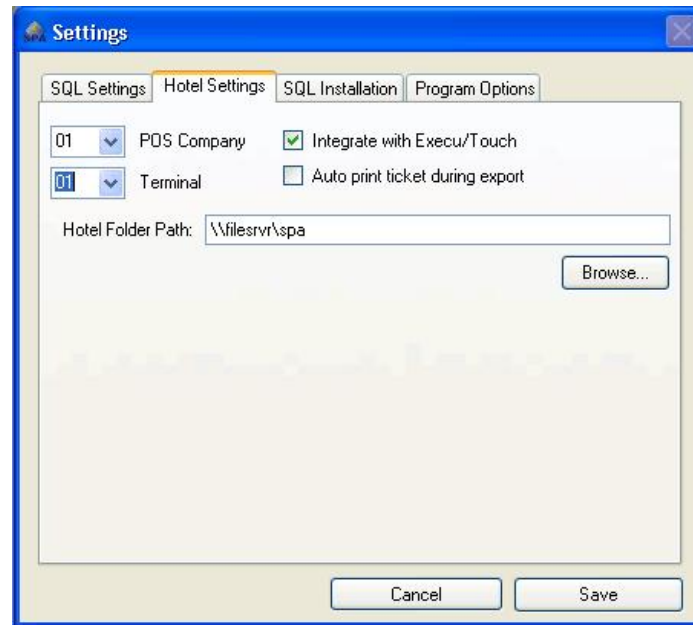
During this portion of the start up your terminal will automatically update to the latest release of the software. If there is a more current release it will ask if you wish to update or skip.

If this is your first time using Spa, you (or your System Administrator) will need to establish the system settings. To do this, click on the Setup drop down menu and select Global Options. The Settings screen will appear:



All of the information listed on the **SQL Settings** tab (Server name, Database, Login and Password) should come from your System Administrator.

## Hotel Settings



**POS Company** – Set this to match the company that you will be outputting POS tickets to. i.e. if your Spa POS terminal is in Company 05 then you will match the company number to that. This allows separate terminals to use the same database but be able to output to different companies for POS ticket creation.

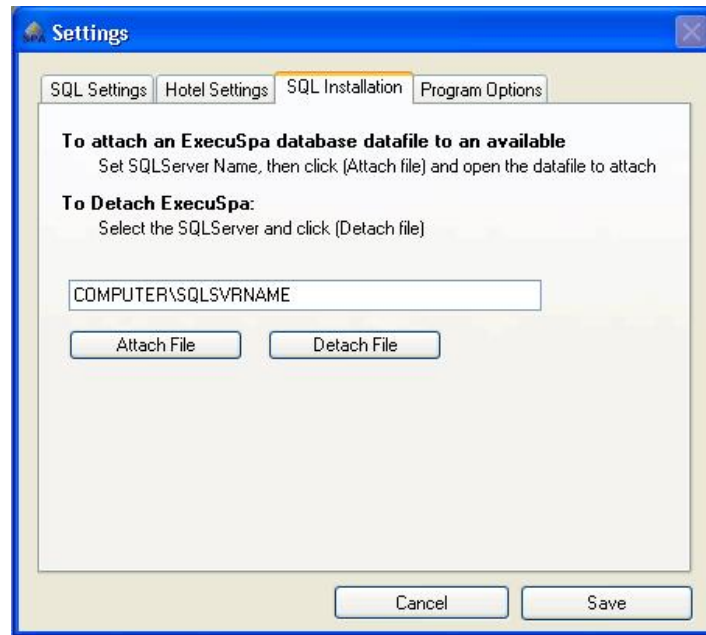
**Terminal** – This is a unique identifier for the terminal you are setting up. Each spa terminal should have a different terminal number or you will get an error if both are trying to operate at the same time.

**Integrate with Execu/Touch** – Check mark this box if you will be exporting tickets to the Execu/Touch POS system. Designate the shared folder for the POS system in the “Hotel Folder Path” box.

**Auto Print Ticket During Export** – If you want to only export a ticket to POS and not print a Spa ticket you would want to leave this **unchecked**. If you want to generate a ticket while also exporting to POS you would check it.

**Hotel Folder Path** – When Spa is integrated with Hotel you will designate the location of the Hotel shared folder here. If you will be integrating with POS and Hotel they **MUST** be located in the same directory.

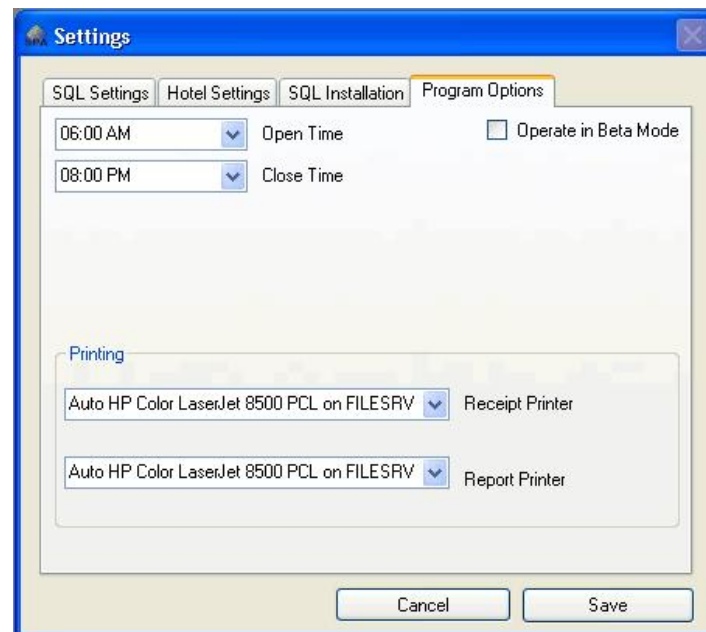
## SQL Installation



This function should be set up by your Server Administrator or an Execu/Tech Technician. A database to attach to your SQL server will be provided with the install package for the server. Once this is set up there should be no need for the clients to change these settings.

## Program Options

In the Program Options tab, you can set the hours of operation and select the printers you will be using.



To set hours of operation, click on the drop down arrow next to 'Open Time' or 'Close Time'. A list of times, from 12:00 a.m. to 11:45 p.m., will appear. Select the appropriate time by clicking on it. It will be highlighted in the cell. If this is the only change being made, click the Save button. This will close the Settings screen.

To select the printers, click on the drop down arrow next to 'Receipt Printer' or 'Report Printer'. A list of available printers will appear. Select the desired printer by clicking on it. It will be highlighted in the cell. If this is the only change being made, click the Save button. This will close the Settings screen.

The checkbox next to 'Operate in Beta Mode' should only be checked if you have been advised to do so by an Execu/Tech administrator.

## Text and Verbiage

To access the **Text and Verbiage** screen, you will need to click on the Setup drop down menu and select **Text and Verbiage**. From this screen, you will be able to set up the Confirmation Letter and Staff/Room Types.

### Confirmation Letter Setup

The screenshot shows a software window titled "Text and Verbiage" with two tabs: "Confirmation Letter" and "Custom Program Verbiage". The "Confirmation Letter" tab is selected and contains two text input fields. The "Header Text" field contains the text: "ExecuSpa would like to welcome you to our facility. Please find a list of your appointments scheduled during your stay here at our resort." The "Footer Text" field contains a detailed disclaimer and closing text: "Due to the intimate nature and remote location of our resort, advanced reservations are required for all spa services in order to secure a therapist. The services and times you select are reserved for you exclusively. Please notify ExecuSpa no less than 24 hours in advance if you wish to cancel your appointment. There is a 50 % cancellation fee for any cancellations within 24 hours of your appointment time. Please be sure to let us know of any health conditions, such as high blood pressure or pregnancy, that our therapists should be aware of. Many of our products contain pure essential and therapeutic oils, you may wish to consult your physician before scheduling treatments. Please note that Hydrotherapy is not generally recommended for pregnant women. We request that you be showered and robed prior to your hydrotherapy and body treatments so we can begin your treatment at the appointed time. Please plan to arrive prior to your appointment time to take full advantage of our amenities including men's and ladies' steam rooms. Robes and spa slippers are available for you while using the spa, as well as mineral waters, juices, and teas. We look forward to seeing you and hope you have a wonderful time during your stay. If we can be of any further assistance, please do not hesitate to give us a call. Thank you, The Staff at ExecuSpa". At the bottom of the window are "Save" and "Cancel" buttons.

In the **Confirmation Letter** tab, there are two text boxes. One is labeled 'Header Text' and the other 'Footer Text.' In these two boxes, you will enter what you would like to appear on the Confirmation Letter.

A sample letter is displayed on the next page. The date, addressee's information and appointments are automatically entered into the form based on what has been scheduled in ExecuSpa. The 'Header Text' displays above the appointments scheduled and the 'Footer Text' displays below them.

For instructions on how to print a Confirmation Letter, see the section titled **Appointment Bookings**, pg. 20 of this manual.

## Sample Confirmation Letter

March 6, 2007

Michelle Hunter  
215 Pine Tree Ln.  
Crestview, FL 32556

Dear Michelle,

ExecuSpa would like to welcome you to our facility. Please find a list of your appointments scheduled during your stay here at our resort.

**3/6/2007 8:00AM - 8:50AM** 50 Min **Manicure**  
Appt # 376

**3/6/2007 9:00AM - 9:50AM** 50 Min **Pedicure**  
Appt # 377

Due to the intimate nature and remote location of our resort, advanced reservations are required for all spa services in order to secure a therapist. The services and times you select are reserved for you exclusively. Please notify ExecuSpa no less than 24 hours in advance if you wish to cancel your appointment. There is a 50% cancellation fee for any cancellations within 24 hours of your appointment time. Please be sure to let us know of any health conditions, such as high blood pressure or pregnancy, that our therapists should be aware of. Many of our products contain pure essential and therapeutic oils, you may wish to consult your physician before scheduling treatments. Please note that Hydrotherapy is not generally recommended for pregnant women. We request that you be showered and robed prior to your hydrotherapy and body treatments so we can begin your treatment at the appointed time. Please plan to arrive prior to your appointment time to take full advantage of our amenities including men's and ladies' steam rooms. Robes and spa slippers are available for you while using the spa, as well as mineral waters, juices and teas.

We look forward to seeing you and hope you have a wonderful time during your stay. If we can be of any further assistance, please do not hesitate to give us a call.

Thank you,

The Staff at ExecuSpa

## Custom Program Verbiage

This tab is where you will set up Room and Staff Member types. To edit any of the group titles, click in the cell next to the description you wish to edit. Remember to click **Save** when you are done.



The **Types** you establish in this screen will be used in multiple functions throughout the software. For example:

In the Room Setup screen, a room type will need to be selected (the selection box is displayed below, left). This information can be used in the Appointment Booking screen, if you would like to view the calendar by Room Type (example displayed below, right).

Room Type

Message Room

Spa Room

Calendar Format

By Room  By Staff

Rooms To View:

Show All  Message Room  Spa Room

In the Staff Member Setup screen, a staff type will need to be selected (the selection box is displayed below, left). This information can be used in the Appointment Booking screen, if you would like to view the calendar based on Staff Member Type (example displayed below, right).

Staff Type

Massage Therapist

Spa Technician

Calendar Format

By Room  By Staff

Staff Members To View:

Show All  Massage Therapist  Spa Technician

Once the initial setup has been completed, you can begin to enter services offered and employee information. You will need to enter these in the following order: **Treatments**, then **Rooms**, then **Staff Members**.

## Treatments/Services Setup

To access the **Treatments/Services** setup box, click on the Setup drop down menu and select **Treatments**.

If you are creating a new treatment, click on the **New Treatment** button. In the cell next to **Treatment**, enter the name of the new treatment. Keep in mind that this description will display on guest confirmation letters, receipts, and schedules, so keep it brief.

In **Prep Time**, **Service Length**, and **Cleanup Time**, enter the amount of minutes for each part of the treatment. In the example above, a Manicure takes 10 minutes of Prep Time, 30 minutes of Service Time, and 10 minutes of Cleanup Time. If a Manicure actually used 1 ½ hours of Service Time, you would enter 90 minutes in that cell.

For **Price**, enter the dollar amount you will be charging the customer. If you are integrating ExecuSpa with ExecuTouch POS software, the price in Spa will not pass to the POS, it will need to be designated in the Menu Item section of Execu/Touch. The POS Item Code **must** be the same on both sides of the software. This code can be either alpha, numeric, or a combination of both, but is limited to 4 characters.

**Full Description** and **Materials Needed** will only be displayed on the Treatment Setup screen. There is no character limit in either text box. Include any information that would be pertinent to the spa employees, i.e. special instructions for the treatment or unique tools used.

When you have finished entering all of the required data, click the **Apply** button. This will save the treatment to your system. If you wish to enter another new treatment, click the **New Treatment** button and follow the above instructions. To make changes to an existing treatment, click on the drop down arrow in the **Treatment** box and select the desired treatment from the list. If you are finished, click the **Save and Close** button. This will close the **Treatments/Services** setup box.

## Room Setup

To access the **Rooms** setup box, click on the Setup drop down menu and select **Rooms**.

The screenshot shows the 'Rooms' setup window. At the top, there is a title bar with 'Rooms' and a menu bar with 'Save & Close', 'Apply', 'Cancel', 'Delete', and 'New Room'. The main area is divided into several sections:

- Room Description:** A dropdown menu showing 'Serenity Room'.
- Room ID:** A text box containing the number '4'.
- Long Description:** A text area containing the text: 'The Serenity Room is equipped to handle manicures, pedicures, and facials. It contains one tan leather pedicure massage chair and one rolling facial table. The walls are painted a calming blue and draped with a cream colored'.
- Out Of Order:** A section with 'Start Date' (4/1/2007) and 'End Date' (4/8/2007) text boxes, and a 'Description' text box containing 'New tile and a fresh coat of paint.'
- Room Type:** Radio buttons for 'Massage Room' and 'Spa Room' (which is selected), and a checkbox for 'Disable / Hide Room'.
- Room Treatments:** A table with a header 'Room Treatments' and a list of treatments: 'Treatment', 'Manicure', 'Pedicure', and 'Sugar Scrub Facial'. There is an asterisk (\*) next to the 'Sugar Scrub Facial' row. A 'Remove Selected Treatment' button is located below the table.

If you are creating a new room, click on the **New Room** button. In the cell next to **Room Description**, type the name of the room. This name will be displayed on the appointment bookings calendar. It can be something functional, such as Massage Room 1, or something that describes it's theme or décor, such as Serenity Room or Blue Room. There is no character limit on this description, but you will want to keep it brief.

The **Room ID** is a unique numeric code assigned to each room. It is limited to 4 characters. This needs to be **unique** for each room. Once it is assigned it **CANNOT** be changed.

The **Long Description** text box will only be displayed on the Room Setup screen. There is no character limit in the text box. Include any information that would be pertinent to the spa employees, i.e. special instructions for the treatment or unique tools used.

If a room needs to be blocked off for maintenance, you can place it on **Out of Order** status. To do this, enter the **Start Date** and **End Date** in **MM/DD/YY** format. In the **Description** text box, put a brief explanation of the room closure reason. In the above example, the Serenity Room is out of order from 04/01/2007 – 04/08/2007 and the reason is "New tile and a fresh coat of paint." You may want to activate the **Disable/Hide Room** option during the date range the room will be **Out of Order**. You will want to activate this option on the first day of the entered date range and deactivate it on the last day of the date range. This will remove it from the **Appointment Bookings** calendar for those dates. To activate, click in the selection box located next to **Disable/Hide Room**. A green checkmark will appear.



## Staff Member Setup

To access the **Staff Member Setup** box, click on the **Setup** drop down menu and click on **Staff Members**.

Treatment	Cost \$
Hot Stone Massage	\$75.00
Swedish Massage	\$40.00

If you are creating a new employee, click on the **New Staff** button. In the cell next to **Name**, type the **Last Name, First Name** of the new staff member .

**Staff ID** is a number that is generated by the system.

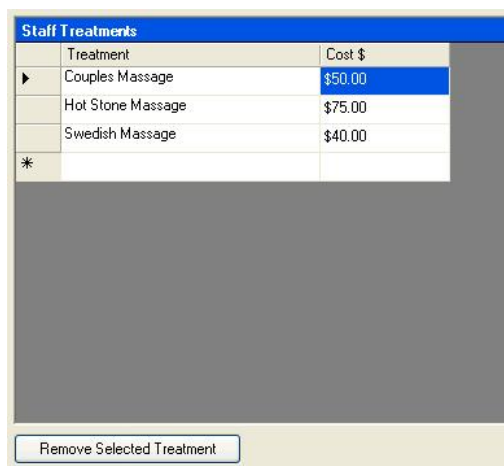
Enter the staff member's **Mailing Address, Phone Numbers, and E-Mail Address. Social Security Number** can be entered with or without dashes.

If you are integrating ExecuSpa with the ExecuTouch software, the **POS Employee Number** must match the staff member's login number in the POS system. If you are not using Execu/Touch this will not appear.

The **Staff Type** selection box contains the two staff types you setup in the **Text and Verbiage** menu. Click the selection circle next to the staff type that best describes the employee you are setting up.

To remove a staff member completely from the booking schedule, click the checkbox next to **Disable/Hide This Staff Member**. A green checkmark will appear.

You will need to establish the specific treatments each staff member is able to perform.



Treatment	Cost \$
Couples Massage	\$50.00
Hot Stone Massage	\$75.00
Swedish Massage	\$40.00
*	

Remove Selected Treatment

To do this, click in the cells located under **Treatment**. A drop down box will appear. Click on the drop down arrow to display a list of all available treatments. Click on the treatment you wish to add.

If the staff member is paid a set amount for each treatment, enter it in the **Cost** cell located next to the **Treatment** description. This amount will appear on the **Appt Cost and List** report. For instructions on how to run this report, see the section titled **Reports**, pg. 23 of this manual.

If you wish to remove a treatment, click on the beige block next to the treatment description. A small black arrow will appear. This indicates that you have selected this treatment. Click the **Remove Selected Treatment** button.

In order to **delete** a staff member from the system, you must first delete any treatments assigned to the staff member. Once you have done so, click the **Delete** button. An ExecuSpa box will appear, stating: "Delete this Staff Member, Are You Sure?" Click **Yes** if you are sure you want to delete them, **No** if this was a mistake.

Once you have completed the staff member setup, you must click **Apply** first, then **Save and Close**. This will close out the **Staff Member** setup screen.

## Guest Setup

To access the **Guest Setup** screen, click on the **Guests** drop down menu. The **Guest Setup** screen will appear.

Treatment	Preferences
Manicure	Likes OPI brand nail
Pedicure	Likes OPI brand nail
*	

If you are creating a file for a first time guest, click the **New Guest** button. In the cell next to **Guest Name**, type the **Last Name, First Name** of the guest. If you are editing information about a returning guest, click the drop down arrow in the **Guest Name** cell. A list of names will appear. Select the name you wish to edit by clicking on it.

Enter the guest's **Mailing Address, Phone Number, and E-Mail Address**.

The **Guest #** is system generated. It is used as an internal system tracking number and will not affect reports or appointment bookings.

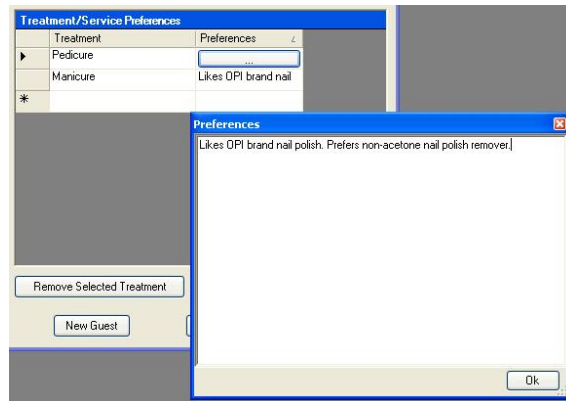
**Profile ID** is only filled in if you are integrated with our Hotel software. Guests that were created from the Hotel Profile system will generate a number in this field that matches their Profile ID. If the guest is created in Spa it will be "0". Guests that are created in Hotel will have an extra function that will check their profile for matching dates of stays when booking their treatments. A guest generated in Spa will not.

For a walk-in guest, you can create a catch-all profile titled **Walk-In** by typing that as the **Guest Name**. No other information in the profile is required. You can use this name for all walk-in appointments.

The **Allergies** and **Special Preferences** text boxes will only be displayed on the Guest Information screen. There is no character limit in either text box. Include any information that would be pertinent to the spa employees.

**Choose Lookup Criteria** is a disabled function at this time.

If a guest has preferences for a specific treatment type, you can enter them in the **Treatments/Services Preferences** box.



To do this, click in the cells located under **Treatment**. A drop down box will appear. Click on the drop down arrow to display a list of all available treatments. Click on the treatment you wish to add. In the **Preferences** column, click on the  button. This will open a text box where you can type any information that would be pertinent to your employees. In the example above, the guest has the following preferences for a pedicure:

“Likes OPI brand nail polish. Prefers non-acetone nail polish remover.”

This information will be displayed on the **Appt Cost and List** report under the **Guest Preferences** column. For instructions on how to run this report, see the section titled **Reports**, pg. 23 of this manual.

If you wish to remove a treatment, click on the beige block next to the treatment description. A small black arrow will appear. This indicates that you have selected this treatment. Click the **Remove Selected Treatment** button.

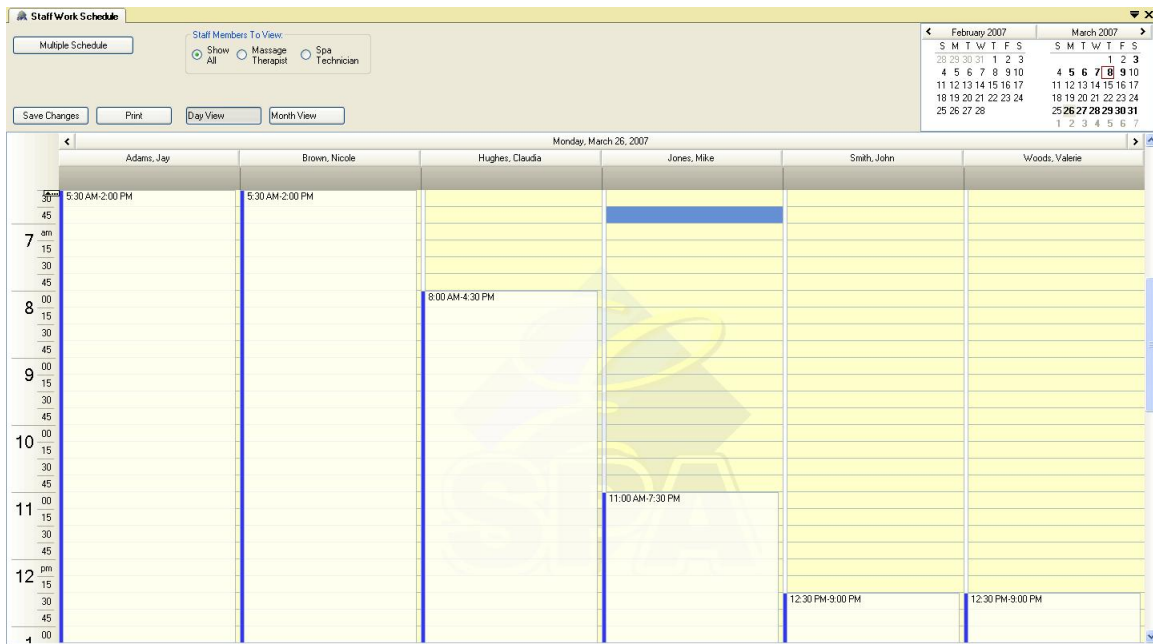
In order to **delete** a guest from the system, you must first delete any treatments listed in the **Treatments/Services Preferences** box. Once you have done so, click the **Apply** button. Next, click the **Delete** button. An ExecuSpa box will appear, stating: “Delete this Guest, Are You Sure?” Click **Yes** if you are sure you want to delete them, **No** if this was a mistake.

If you would like to print a mailing envelope for a guest confirmation letter, click on the **Print Envelope** button. For instructions on how to load and format envelopes, please refer to your printer’s instruction manual.

When you are finished entering information into the guest profile, click the **Apply** button. This will save the data in the system. If you would like to view another guest, select their name from the **Guest Name** drop down list. If you would like to exit the **Guest Information** screen, click the **Save and Close** button. This will close the screen.

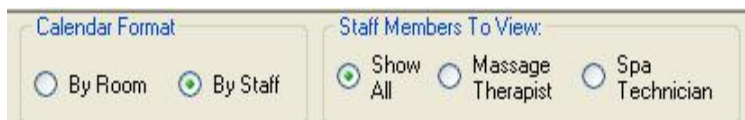
## Staff Work Schedules

Once you have set up your staff members, you can use our **Staff Work Schedules** function. This allows you to create schedules in advance. To access this function, click the **Setup** drop down menu and then click **Staff Work Schedules**.



You can view your schedule in one of two ways: **Day View** or **Month View**. The **Day View** is the default screen that will appear at the start up of this function.

In the **Day View** of the schedule, you can view the schedules by **Staff Member Type** (shown below). The default is to **Show All**.

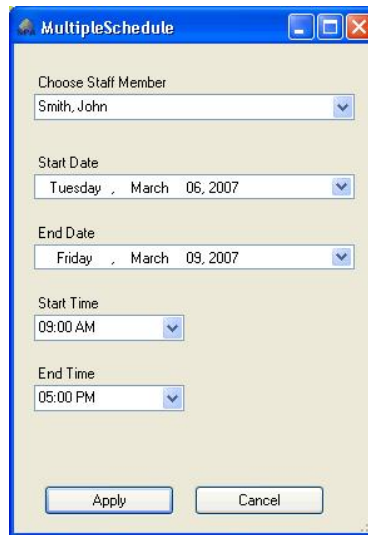


To schedule a single shift for an individual staff member, select the date from the calendar in the top right corner of the setup screen. Next, start by double-clicking the cell for the beginning time of the desired work schedule in the employee's column. Click and drag the bottom line of the cell to the desired ending time of the work schedule. Click on any blank cell within the scheduling grid, then click the **Save Changes** button to save the schedule. The staff member's scheduled work time will now be a

lighter shade and will have the beginning and end time listed at the top of the block. In the example above, the schedule for Jay Adams is for March 8, 2007 from 5:30 a.m. – 2:00 p.m.

To schedule the same shift for an individual staff member over a specific period of time (for example, an employee works 9:00 a.m. – 5:00 p.m., Monday – Friday), click on the **Multiple Schedule** button located at the top left corner of the **Schedule Setup** screen. An ExecuSpa box will appear, stating: “Check the schedule of the staff member before using! This does NOT check for overlapping times!” Click **OK** to continue.

The **MultipleSchedule** box appears.



**Choose Staff Member:** click on the drop down arrow. This will display a list of all employees available to schedule. Choose one by clicking on the name.

**Start Date/End Date:** To choose the start and end date of the scheduling block, click on the drop down arrow, which will cause a calendar to appear. Select the date by clicking on it in the calendar. You can navigate forward or backward by month if you click on the blue left and right navigation arrows next to the month’s name. Once you have selected the correct date, it will appear in the cell. See example below:



**Start Time/End Time:** To choose the start and end time for the schedule, click on the drop down arrow, which will cause a list of times (in 24 hour format , broken down into 15 minute segments) to appear. As you roll your mouse over the listed times, they will highlight. Select the time by clicking on it. It will then appear in the cell.

Once you have entered all of the scheduling information, click on the **Apply** button. This will save the schedule to the system and close out the **MultipleSchedule** box.

To verify that your schedule was entered properly, select the date from the calendar in the top right corner of the setup screen. The schedule block you entered should display in the selected employee's column.

To print a copy of the daily schedule, click the **Print** button in the top left corner of the **Staff Work Schedules** screen.

### Sample Daily Schedule Printout

Monday, March 26, 2007		March 2007							
		S	M	T	W	T	F	S	
							1	2	3
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	

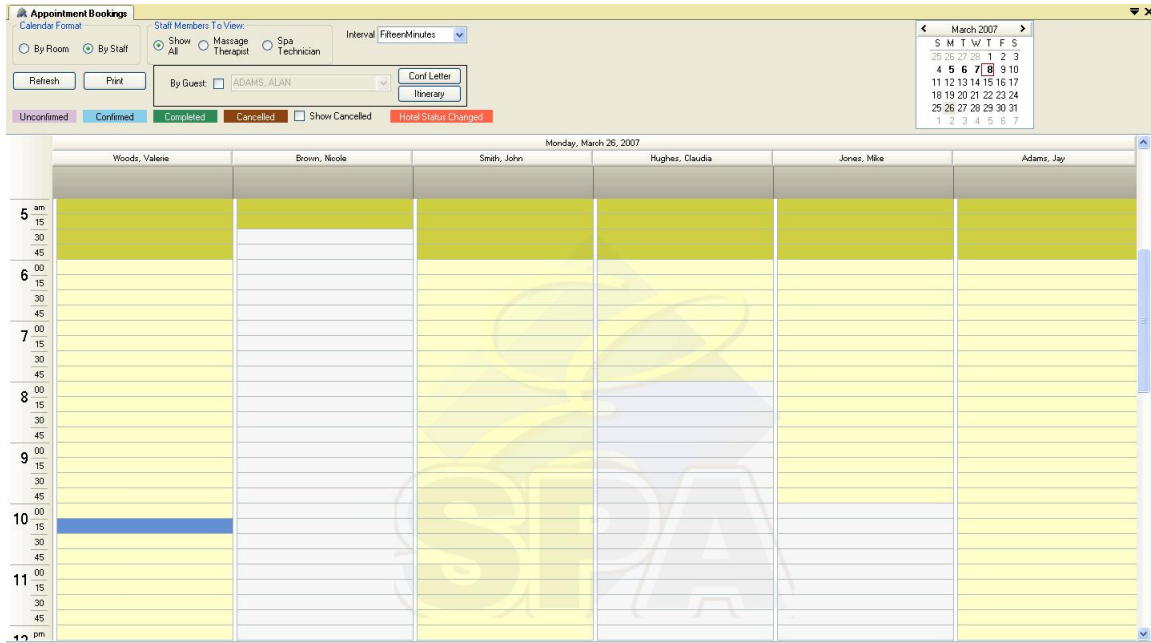
		Monday, March 26, 2007					
		Adams, Jay	Brown, Nicole	Hughes, Claudia	Jones, Mike	Smith, John	Woods, Valerie
6	am	5:30 AM 2:00 Test	5:30 AM 2:00				
6	15						
6	30						
6	45						
7	00						
7	15						
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7	30						
7	45						

1

3/24/2004

## Appointment Bookings

To access the **Appointment Bookings** screen click on the **Appointments** drop down menu and then click **Booking Calendar**.



You can view the **Appointments** screen by room or by staff member. To choose the view you would like, under **Calendar Format** click in the selection circle next to either **By Room** or **By Staff**.

When you have chosen the format, you can also choose what types you would like to view within each category. In the example above, the **Calendar Format** selected is **By Staff**. Next to this selection box is the option of **Staff Members to View**. You can either select to **Show All**, **Massage Therapist** only, or **Spa Technician** only. To choose the category, click in the selection circle next to the selection name.

The **Calendar View** is available in different time increments. To see the different options, click on the drop down arrow in the cell next to **Interval**. A list will appear. In the example above, **FifteenMinutes** has been selected.

If you would like to view appointments for one particular guest, you can click in the selection box next to **By Guest** and then select the Guest Name from the drop down list. This will display only the appointments for that guest on the day you have selected in the calendar.

To schedule an appointment, select the date from the calendar in the top right corner of the setup screen. Next, start by double-clicking the cell for the beginning time of the appointment in the column of the staff member who will be performing the procedure. The following **New Appointment** box will appear:

The **Appointment #** is system generated and will appear on the **Appointment Booking** screen, **Confirmation Letter**, and the **Appointment Cost and List** report.

The **Staff Member** name was selected on the **Appointment Booking** screen. If you click on the **Work Schedule** button to the right of this field, it will display the **Staff Work Schedules** for the selected day.

Select a **Guest Name** from the drop down list or click the **New Guest** button. For instructions on how to setup new guests, please see the section titled **Guest Setup**, pg. 13 of this manual.

Select a **Treatment** from the drop down menu. Only the treatments set up for the selected Staff Member will display in the list.

**Start Time/End Time** are filled in based on the start time cell you double clicked in the **Appointment Booking** calendar. If you need to make changes to either of these, click on the drop down arrow and a small monthly calendar will appear. Select the day from the calendar. To edit the actual time of the appointment, click on either the hour or minute listed in the cell and type to corrected time.

Select a **Room** from the drop down menu. Only the rooms setup to handle the selected treatments will display.

**Appointment Notes** text box can be used to list any information that would be pertinent to the spa employees. In the example above, the notes state “Would like to visit the steam room before and after the procedure.” There is no character limit in this text box. This information will display on the **Appointment Cost and List** report, so try to keep it brief.

If you are integrating this program with Hotel, you can link a new appointment with a previous hotel booking. To do so, after you have filled in all of the above information, click on the **Select Folio** button. If there is already a reservation under this guest’s name, the system will pull up the folio information.

You can choose one of four **Booking Status** types by clicking the selection circle next to the desired type. This will cause the appointment to display in a specific color on the **Appointment Booking** screen.

Once you have entered all of the appointment information, click the **OK** button. This will close the **New Appointment** screen and take you back to the **Appointment Booking** calendar. The new booking should appear in the appropriate block of the calendar.

If you would like to print a **Confirmation Letter** to send to a guest, click the selection box next to **By Guest** and select the desired guest from the drop down list. The only appointments that will be displayed on the calendar will be for this particular guest. Click the **Conf Letter** button. The following box will appear:



If you select **Yes**, the letter will be sent to your printer. If you select **No**, you will be taken back to the **Appointment Booking** screen. At this time, you must print a confirmation letter for each day the guest has an appointment. For example, if a guest has 3 appointments on three different days of their stay, you will need to go to each of those days in the **Appointment Booking** calendar and print a confirmation letter.

For instructions on how to set up your Confirmation Letter, please see the section titled **Text and Verbiage**, pg. 5 of this manual.

If you would like to print a **Guest Itinerary**, click the selection box next to **By Guest** and select the desired guest from the drop down list. The only appointments that will be displayed on the calendar will be for this particular guest. Click the **Itinerary** button. The following box will appear:



If you select **Yes**, the itinerary will be sent to your printer. If you select **No**, you will be taken back to the **Appointment Booking** screen. You must print an itinerary for each day the guest has an appointment. For example, if a guest has 3 appointments on three different days of their stay, you will need to go to each of those days in the **Appointment Booking** calendar and print an itinerary.

A sample itinerary is displayed on the next page. The date, guest information and appointments are automatically entered into the form based on what has been scheduled in ExecuSpa.

# Sample Itinerary

## Spa and Massage Itinerary

for

Michelle Hunter

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Service: **Couples Massage**

3/10/2007 12:30PM - 1:00PM 30Min. Appt# 392

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Due to the intimate nature and remote location of our resort, advanced reservations are required for all spa services in order to secure a therapist. The services and times you select are reserved for you exclusively. Please notify ExecuSpa no less than 24 hours in advance if you wish to cancel your appointment. There is a 50 % cancellation fee for any cancellations within 24 hours of your appointment time. Please be sure to let us know of any health conditions, such as high blood pressure or pregnancy, that our therapists should be aware of. Many of our products contain pure essential and therapeutic oils, you may wish to consult your physician before scheduling treatments. Please note that Hydrotherapy is not generally recommended for pregnant women. We request that you be showered and robed prior to your hydrotherapy and body treatments so we can begin your treatment at the appointed time. Please plan to arrive prior to your appointment time to take full advantage of our amenities including men's and ladies' steam rooms. Robes and spa slippers are available for you while using the spa, as well as mineral waters, juices, and teas.

We look forward to seeing you and hope you have a wonderful time during your stay. If we can be of any further assistance, please do not hesitate to give us a call.

Thank you,

The Staff at ExecuSpa

## Reports

To access the available reports in ExecuSpa, click on the **Reports** drop down menu.



## Receipts

In ExecuSpa, you can use the **Receipts** function in one of two ways. If you **are not integrated with our POS software**, you can print out a plain text receipt. To do so, click **Receipt** in the drop down list. The following box will appear:



To select an **Appointment Number**, click on the drop down arrow and select an appointment from the list. Only those appointments with a **Completed** status will be displayed in this list. Click on the **Print** button. This will send the receipt to your printer. A sample plain text receipt is displayed below:

```
Execu/SPA 2005  
3/9/2007 10:04:50 AM | Appt No: 391  
-----  
C:01 T:01 R: 7 S:9  
Staff: Jones, Mike  
Guest: Hunter, Michelle  
Treat: Hot Stone Massage  
TCode:  
Price: 150  
Start: 3/8/2007 11:45:00 AM
```

If you are **integrated with our POS software**, you can send a receipt to the POS system. To do so, click **Receipt** in the drop down list. The following box will appear:



Select an appointment number from the drop down list. Send the receipt to the POS by clicking the **Export** button. An Execu/Spa box will appear, stating the ticket number that has been created in the POS. You can access it by pulling up a list of open checks in the POS system.

## Appt Cost and List Report

To view all appointments for a given day, you can run the **Appt Cost and List** report. To access this, click on the **Reports** drop down list and click on **Appt Cost and List**.

Appt #	Status	StartTime	EndTime	Prep	Service	Cleanup	Room	Treatment	Stylist	Guest	Guest Preferences	Appt Notes	HotelRoom	Cost \$
386	Confirmed	Mar 8, 2007 9:00A	Mar 8, 2007 9:30A	10	30	10	Serenity Room	Sugar Scrub Facial	Woods, Valerie	Holmes, Jennifer	vanilla oils			\$0.00
388	Completed	Mar 8, 2007 9:45A	Mar 8, 2007 10:15A	45	30	10	Bliss Room	Hot Stone Massage	Brown, Nicole	Holmes, Jennifer				\$25.00
391	Completed	Mar 8, 2007 11:45A	Mar 8, 2007 12:15P	45	30	10	Bliss Room	Hot Stone Massage	Jones, Mike	Hunter, Michelle		Would like to visit the steam		\$0.00
389	Unconfirm	Mar 8, 2007 7:45P	Mar 8, 2007 8:15P	15	30	15	Massage Room 1	Swedish Massage	Jones, Mike	Hunter, Michelle				\$0.00

You can view all appointments across the board by clicking on a specific day in the monthly calendar. You can also limit the view to one particular staff member. To do this, click in the **By Staff Member** selection box and choose the employee from the drop down list.

You can also choose to only view appointments of a certain status, i.e. **Unconfirmed**, **Confirmed**, **Completed**, or **Cancelled**, by clicking in the selection box next to each status.

To print a listing of all appointments, click the **Print Listing** button. To print a report showing the cost all appointments listed, click on the **Print Cost Listing** button. A sample of this report is on the next page.

## Sample Appointment Cost Listing

Appointment Cost Listing      Printed: March 9, 2007

All Staff Members      3/8/2007 - 3/8/2007

### Hot Stone Massage

<u>Appt #</u>	<u>Status</u>	<u>Staff Name</u>	<u>Appointment Time</u>	<u>Prep</u>	<u>Service</u>	<u>Cleanup</u>	<u>Treatment</u>	<u>Guest Name</u>	
388	Completed	Brown, Nicole	3/8/2007 9:45AM - 10:15AM	45	30	10	Hot Stone Massage	Holmes, Jennifer	
		Room: Bliss Room	HotelRoom:	Appt Notes:		Preferences:			
						Cost: \$25.00      Price: \$150.00			
391	Completed	Jones, Mike	3/8/2007 11:45AM - 12:15PM	45	30	10	Hot Stone Massage	Hunter, Michelle	
		Room: Bliss Room	HotelRoom:	Appt Notes: Would like to visit the steam room before and after treatm		Preferences:			
						Cost:      Price: \$150.00			
<b>Hot Stone Massage</b>								<b>Total Cost: \$25.00</b>	<b>Total Price: \$300.00</b>

### Sugar Scrub Facial

<u>Appt #</u>	<u>Status</u>	<u>Staff Name</u>	<u>Appointment Time</u>	<u>Prep</u>	<u>Service</u>	<u>Cleanup</u>	<u>Treatment</u>	<u>Guest Name</u>	
386	Confirmed	Woods, Valerie	3/8/2007 9:00AM - 9:30AM	10	30	10	Sugar Scrub Facial	Holmes, Jennifer	
		Room: Serenity Room	HotelRoom:	Appt Notes:		Preferences: vanilla oil			
						Cost:      Price: \$65.00			
<b>Sugar Scrub Facial</b>								<b>Total Cost:</b>	<b>Total Price: \$65.00</b>

### Swedish Massage

<u>Appt #</u>	<u>Status</u>	<u>Staff Name</u>	<u>Appointment Time</u>	<u>Prep</u>	<u>Service</u>	<u>Cleanup</u>	<u>Treatment</u>	<u>Guest Name</u>	
389	Unconfirm	Jones, Mike	3/8/2007 7:45PM - 8:15PM	15	30	15	Swedish Massage	Hunter, Michelle	
		Room: Massage Room 1	HotelRoom:	Appt Notes:		Preferences:			
						Cost:      Price: \$80.00			
<b>Swedish Massage</b>								<b>Total Cost:</b>	<b>Total Price: \$80.00</b>

<b>Number of Appointments: 4</b>	<b>Report Total Cost: \$25.00      Total Price: \$445.00</b>
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