

New Spa Insurance Receipt Set Up Quick Reference Guide

Before applying the function of printing the Spa Insurance Receipt, the following setup must be completed:

 Spa Maintenance | Services | Provider Master | Go to each provider that has a RMT# (Registered Massage Therapist Number) and go to Window | RMT Number. Input their RMT#

Provider's RMT Number	[linda] - Northwind Resort & Spa	
Elle Record Help	والمحالب المعارفة المراجع أأوا المعاجما بكاأأث الم	
?	3004 44777 7	
Provider Code	12 Holly	
	RMT Number	
	123456789	



- Spa Maintenance | Setup | System Options → F8 on the Spa Ins Rcpt Opt field to select when the receipt should be available to print:
 - a. BI Before Check In
 - b. AI After Check In
 - c. AO After Check Out

File Record Help	
	╡ <mark>╬</mark> ╝║ <u>॑</u> ᠘ <u>┟</u> ╷┈┊ <u></u>
Allow to print i	nsurance receint:
Allow to print i	nsurance receipt:
Allow to print i	After Check Out

NOTE: BI is the suggested default as then the receipt is available to print after booking at anytime

- 3. Set up the Outlet (an automatic process by Maestro):
 - a. Open Retail POS Maintenance | Set Up | Outlet Maintenance
 - b. F4 to Exit
 - c. Maestro will automatically create an outlet called "SPAIRCPT" as an identifier to process the Spa Insurance Receipt
 - d. Select Outlet Maintenance again
 - e. Window | Receipt Printers
 - f. Assign the receipt printer path as usual, i.e. \\servername\printer name





Elle Record Window					
Outlet	l Description Commission Person	CC TermID	GratPstCd	Altern	Outlet
SPA	Spa				
5PAIRCPT	Identifier for insurance rcpt.				
SUNDRIES	Sundries	0100010		1	

💁 Receipt Printer Ma	intenance [linda] - Northwind Resort &	
Elle Record Help		
?N	╈ <mark>╔</mark> ╗╗╗╪╖╡ <mark>╞</mark> ╷╖ <mark>┊</mark> ┲	
Outlet Code	SPAIRCPT	
	Receipt Printer	
Prt Code	Open Text	
LOCAL	\\FIR\XEROX WORKCENTRE PRO 123 PCL 6	
	<f5></f5>	

- 4. Make sure all necessary clerks have access to the new POS Outlet
 - a. Global Maintenance | Clerk | Clerk Group Code or Clerk Code Maintenance
 - b. Window | POS Outlets and assign full access to the **SPAIRCPT** outlet



Eile Record Window	cess to POS Outles [linda] - Northwind Hote			
Clerk Group	Code 1			
Outlet		Pron	Access	Home
	Spa	Prop NWH	Access Full	Home
SPA	Spa Spa		rd 0.8 (feuenenenenenenenene	Home
SPA SPA	Spa	NWH	Full	Home
Outlet SPA SPA SPAIRCPT SUNDRIES		NWH NWR	Full None	Home Y

- 5. The following new markers have been developed and will be used in setting up the receipt:
 - <spa_description>
 - <spa_charge>
 - <addon_description>
 - <addon_charges>
 - <tax_code>
 - <tax_amount>
 - <pre_def_svc_charges>
 - <total_charges>
 - <gratuity_amount>
 - <total_amount>
 - <payment_method>
 - <provider_name>

- .\\The description of the service
- .\\Service charge
- .\\The description of add-on
- .\\Add-on charges
- .\\Tax Posting Code
- .\\Tax Amount (Total)
- .\\Pre-defined service charge
- .\\Sub-total charges
- .\\Tips amount
 - .\\Grand total charges





- <rmt_number> -
- <receipt_date> -
- -<receipt_time>
- <receipt_number> -
- <clerk_code> -
- 6. Setup Spa Insurance receipt markers a. Retail POS Maintenance |
 - Receipt
 - b. See sample below

"Receipt Header Text Maintenance"

Outlet - SPAIRCPT

Line 7 8	Text <f2> <f0></f0></f2>			Northwind Hotel ue, Markham, ON
.9			(888) 888-	8888
10		Your Es	scape Fron	n The Everyday
11				
12				
13				
14	Guest	: <first_name< td=""><td>.tr> <last_i< td=""><td>name></td></last_i<></td></first_name<>	.tr> <last_i< td=""><td>name></td></last_i<>	name>
15				
26	<f1></f1>			
30	Descri	ption		Price

"Receipt Trailer Text Maintenance"

Outlet - SPAIRCPT

Line	Text
10 20	Name:
30	
40	
50	Room/Account #:
60 70	
80	Signature:
90	
110	Thank You!!
120	
130	
132	Date: <receipt_date> Time: <receipt_time></receipt_time></receipt_date>
140	Receipt Number: <receipt_number></receipt_number>
150	Clerk: <clerk_code></clerk_code>

.\\Current date .\\Current time

.\\Service booking number

💁 Point of Sale Maintenance Menu [linda 🛛] - Northwin		
File Entry Purge	Receipt	Setup Help
0 401	Recei	pt Header Text Maintenance
	Recei	pt Trailer Text Maintenance
	Receij	pt Detail Text Maintenance
	Receij	pt Detail Discount Text Maintenance
	Receij	pt Font Info Maintenance





"Receipt Detail Text Maintenance"

Outlet - SPAIRCPT

Line	Text
10	<spa_description.t1> <spa_charge.p27></spa_charge.p27></spa_description.t1>
12	StartPrintingAddon
14	<addon_description.t1> <addon_charge.p27></addon_charge.p27></addon_description.t1>
16	EndPrintingAddon
42	StartPrintingTaxes
44	<tax_code.t1>: <tax_amount.p29></tax_amount.p29></tax_code.t1>
46	EndPrintingTaxes
50	Service Charge: <pre_def_svc_charge.p31></pre_def_svc_charge.p31>
52	
54	Subtotal: <total_charge.p27></total_charge.p27>
56	
60	TIP: <gratuity_amount.p27></gratuity_amount.p27>
62	
64	Total: <total_amount.p27></total_amount.p27>
66	
68	Payment Method: <payment_method></payment_method>
70	
72	Therapist: <provider_name></provider_name>
74	RMT#: <rmt_number></rmt_number>

"Receipt Detail Discount Text Maintenance"

Not required

"Receipt Font Info Text Maintenance"

Outlet - SPAIRCPT

Line	Text
10	FONTB11
20	FONTA11
30	FONTB12
40	FONT21
50	FONTA21
60	CONTROL

7. Test Receipt to adjust spacing if necessary, and you're done!!

