

## MANAGING THE WELLNESS & SPA

### You will learn:

1. How to create workers, cabinets and treatments
2. How to include them in reservations
3. How to manage the SPA calendar

### 1. Accessing the SPA module

KWHotel SPA module is used to manage the SPA & wellness treatments in your hotel. The treatments are managed using the hour based calendar.

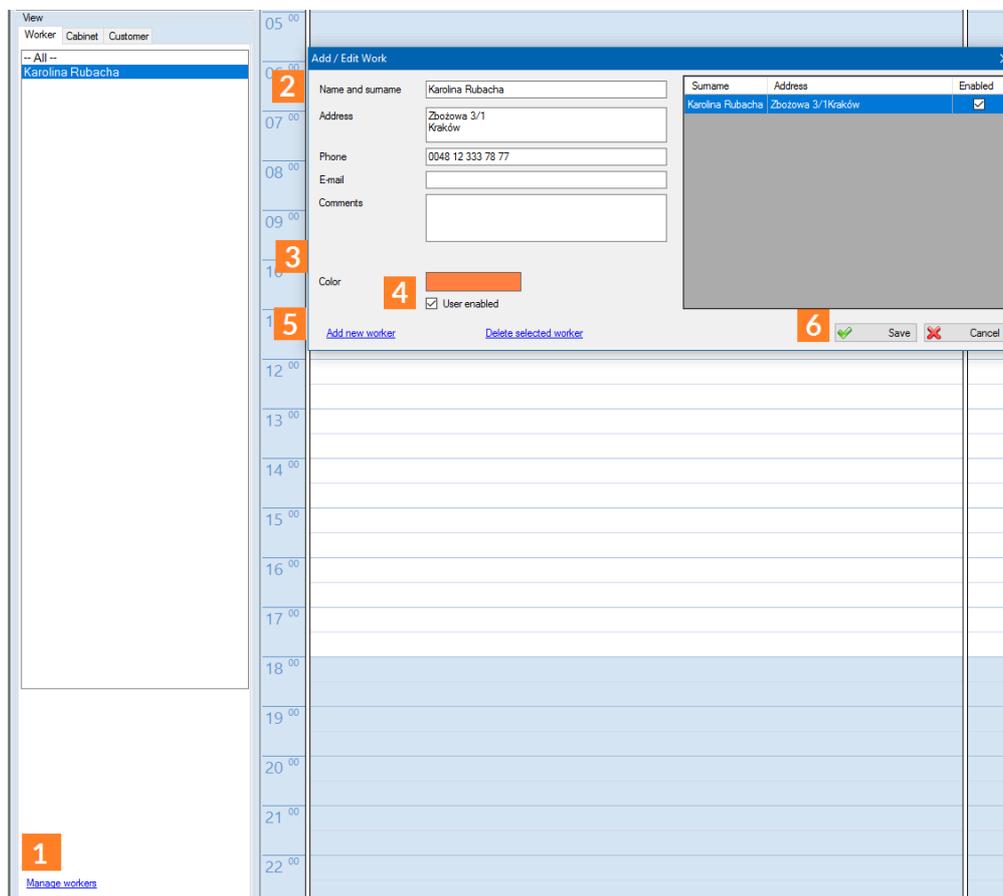
Having installed the SPA module, a new icon will be accessible from the main toolbar.



### 2. Creating workers

Step by step guide to create new workers:

1. Select the “Workers” tab and click “Manage workers”
2. Fill in the basic data
3. Choose the color associated with this worker
4. Select whether a worker is active (he will be displayed in the workers list)
5. Click “Add new worker” to finish the worker creation (he will appear on the list on your right)
6. Click “Save” to complete the process



**Pay attention:**

You can add multiple workers and then click Save to complete the process for all of them at once. To edit a worker, double click on his initials on the list on the right. Now you can modify them on the left.

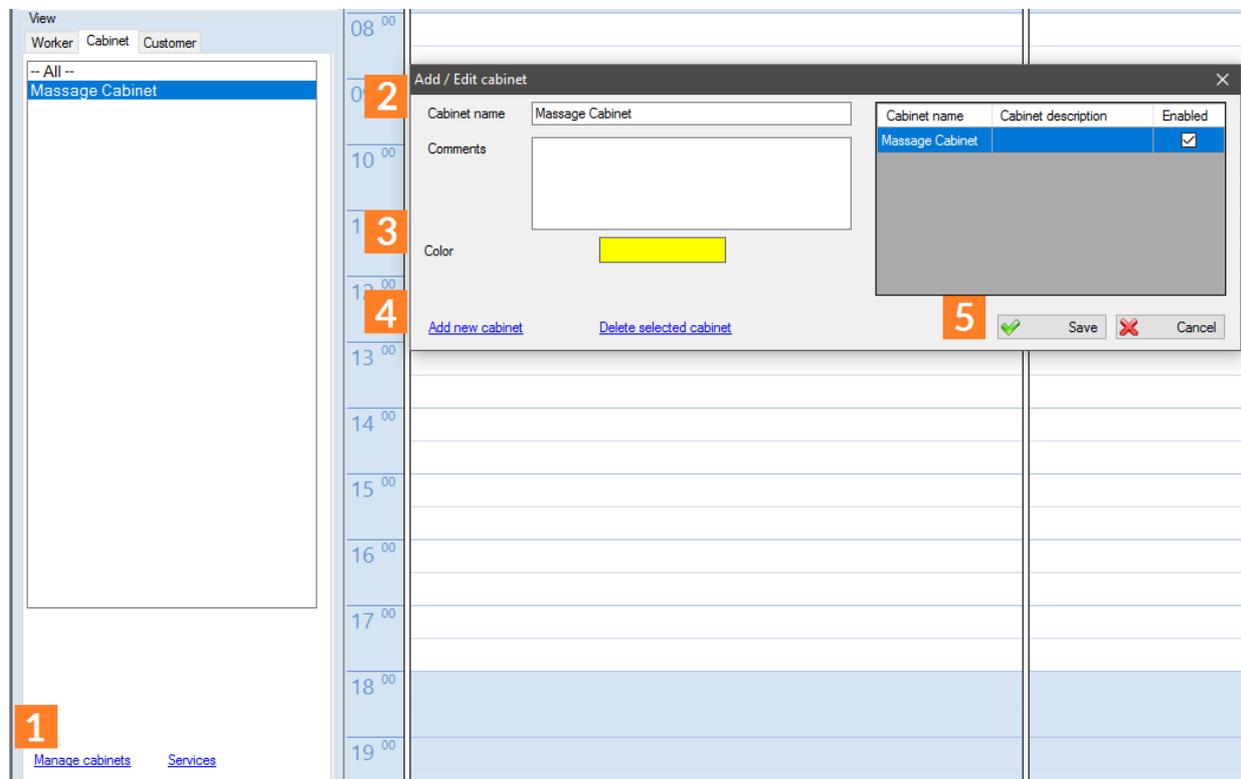
### 3. Creating cabinets

Step by step guide to create new SPA cabinets:

1. Select the “Cabinets” tab and click “Manage cabinets”
2. Fill in the basic data
3. Choose the color associated with this cabinet
4. Click “Add new cabinet” to finish the cabinet creation (it will appear on the list on your right)
5. Click “Save” to complete the process

**Pay attention:**

You can add multiple cabinets and then click “Save” to complete the process for all of them at once. To edit a cabinet, double click on its` initials on the list on the right. Now you can modify them on the left.



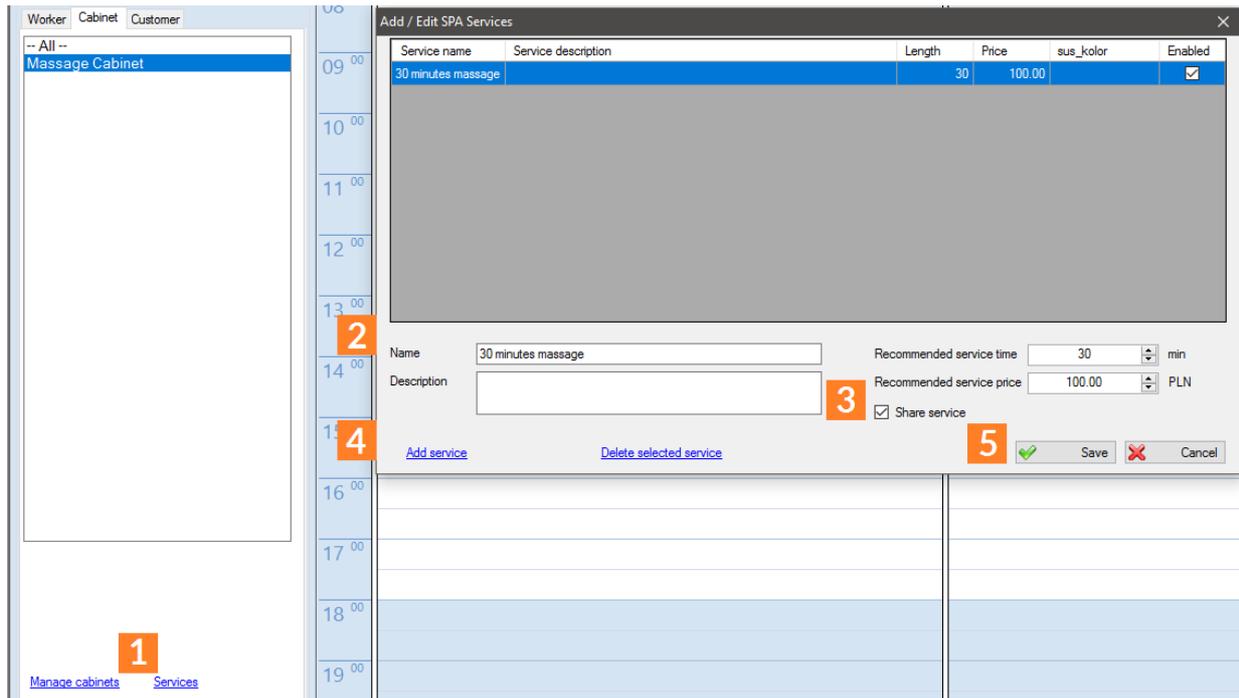
### 4. Creating services

Step by step guide to create new SPA services:

1. Select the “Cabinets” tab and click “Services”
2. Fill in the service name, duration and price
3. Click “Share service” to make it available for purchase
4. Click “Add service” to complete the service creation (it will appear on the list on the top)
5. Click “Save” to finish the process

**Pay attention:**

You can add multiple services and then click Save to complete the process for all of them at once. To edit a service, double click on its` initials on the list on the right. Now you can modify them on the bottom.



## 5. Calendar of treatments

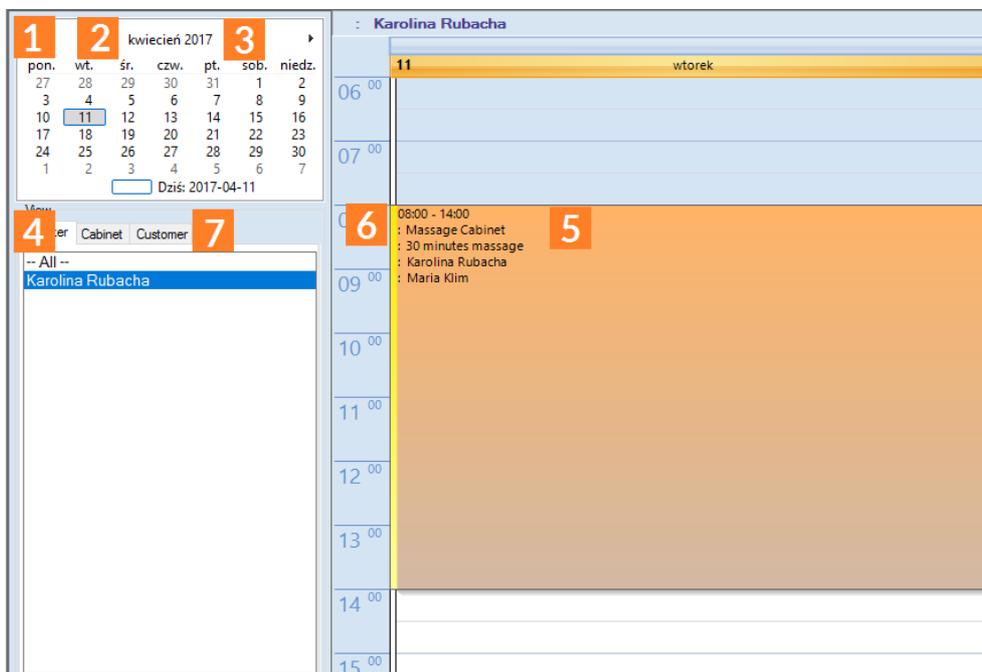
Calendar view depends on the date selected in the upper left part of the screen (#1). You can either display 1 day (by clicking it) or term (by dragging the mouse cursor over more days at once).

To quickly move to another month, click the month's name and select another one. (#2)  
Similarly, to move to another year, click the year and select a different one. (#3).

Reservation can be either created on the given worker's or cabinet's calendar, or on the shared calendar.

To choose a specific worker or cabinet, click his name on the left side of the screen (#4).  
Reservation colors depend on the chosen cabinets (#5), while strips on the left - on the chosen worker. (#6)

The "Customers" tab (#7) will display all clients registered for your SPA treatments. You can use the search bar to find the particular customer.



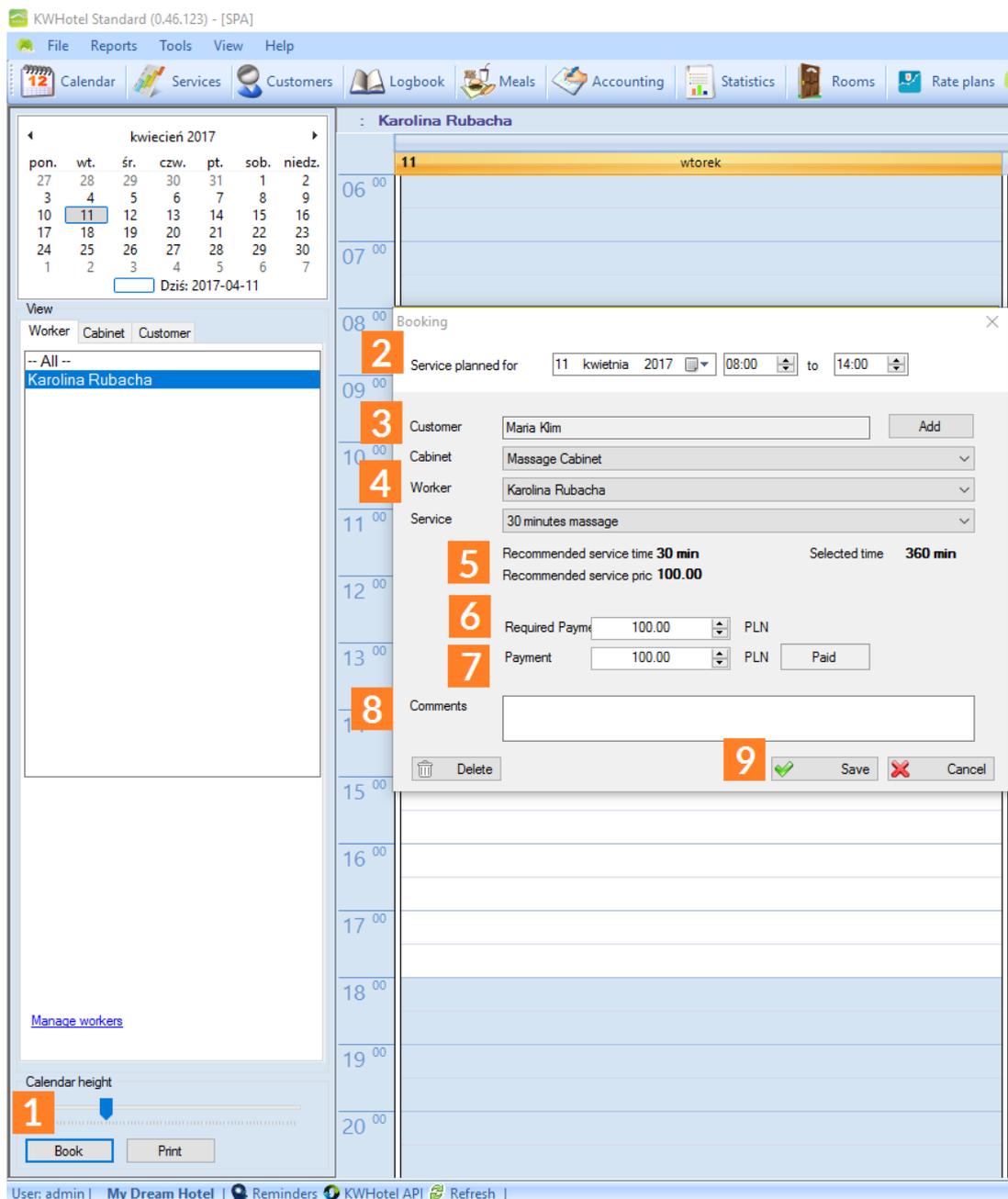
**Pay attention:**

You can resize the calendar by using the “Calendar height” option, located in the bottom left corner of the SPA module.

## 6. Creating reservation

Step by step guide to create new SPA reservations:

1. Select either a calendar of worker/cabinet or the shared calendar and click “Book”
2. Choose a term and hour
3. Add customer
4. Choose cabinet, worker and service
5. Compare the recommended service time with selected time. Modify the time if needed
6. Insert a required payment
7. If money was collected, either insert partial payment or click “Paid”
8. Include comments if needed
9. Click “Save” to complete the reservation process



The screenshot shows the KWHotel SPA module interface. On the left, there is a calendar for April 2017 with the 11th selected. Below the calendar is a list of workers, with 'Karolina Rubacha' selected. At the bottom left, there is a 'Calendar height' slider and a 'Book' button. The main area shows a booking form for 'Karolina Rubacha' on '11 kwietnia 2017' from '08:00' to '14:00'. The form includes fields for Customer (Maria Klim), Cabinet (Massage Cabinet), Worker (Karolina Rubacha), and Service (30 minutes massage). It also shows recommended service time (30 min) and price (100.00), and a required payment of 100.00 PLN. A 'Paid' button is visible. At the bottom of the form, there is a 'Comments' field and a 'Save' button. Numbered callouts 1-9 are placed over the interface to indicate the steps: 1 (Book button), 2 (Date and time selection), 3 (Customer field), 4 (Cabinet dropdown), 5 (Service dropdown), 6 (Required payment field), 7 (Payment field), 8 (Comments field), and 9 (Save button).

**Pay attention:**

Invoices must be issued in the Accounting module of KWHotel.