

Structures

Service package

The structure of a service package sets the services the package contains and the number of times each of them is repeated. By buying the package, the customer acquires the right to the services entered, in those quantities.



Services carry no stock, so the package structure does not relieve a warehouse. The structure serves solely to define the contents of the package.

Two places of entry

- **The Structures form**

Full entry, with the option of setting the contents for a quantity greater than one package.

- **The ~ BUNDLE ~ tab on the Items form**

A shortcut for quicker entry with fewer data. The tab appears only once an item of the *Service package* type has been saved for the first time, and the contents entered here always apply to a quantity of 1 package.

Entry procedure on the Structures form

1. In the list filter select **{Type}** = *Service package* and check that the structure does not already exist.
2. Start the entry of a new structure with .
3. On the ~ **BASIC** ~ tab, select the package in the **{Structure for}** field and enter the **{Quantity}** the structure relates to.
4. On the ~ **ITEMS** ~ tab, add every service that goes into the package with .
5. Confirm the entry with **SAVE**.

Entry procedure on the ~ BUNDLE ~ tab

1. On the **Items** form, open an item of the *Service package* type and select the ~ **BUNDLE** ~ tab.
2. Open the line entry dialog with .
3. In the **{Service}** field select the service, in **{Quantity}** enter the number of repetitions, and in **{Department}** the department the service is carried out in.
4. Confirm the entry with **SAVE** and repeat for every further service.

Entering the price of a package is described on [new_service](#).

Meaning of the data

The data common to every type is described on [Structures](#). For a service package the following also applies:

- **{Item}** — The service that goes into the package. On the ~ **BUNDLE** ~ tab the same field is called **{Service}**.
- **{Quantity}** — The number of repetitions of that service within the package, for example the number of training sessions.
- **{Department}** — The department the service is carried out in.

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