Service Package Hold and Extender Instructions

This program allows you to place expiring packages on hold and automatically extend the expiration date by the number of hold days when the packages are taken off hold.

How To Start The Program

1. Download this application to the computer in which the SalonTouch databases are located.
2. To start the program, **Right-Click** on the application name and choose **RUN AS ADMINISTRATOR**

How To Use The Program

There are two Tabs from which to choose. Use the first tab is to place packages on hold based off their expiration date. Use the second tab to remove the hold and adjust the expiration date of each package based on the number of days the package was on hold.

> NOTE: IF YOU ARE RUNNING THIS FOR EFT PACKAGES, PLEASE NOTE THAT THIS PROGRAM ONLY ADJUSTS THE PACKAGE EXPIRATION DATE. IT <u>DOES NOT</u> AFFECT THE EFT DRAFT DATE.

The First tab:

1. Select the salon.
2. Select a date the packages are set to start expiring.
   a. The program will select and display all active packages that are set to expire <u>after</u> the date you selected.
3. Click **SAVE** to apply a hold on the selected packages.

The Second tab:

> Note: Do not run this until you are ready to remove all of the holds.

   a. Click **LOAD CLIENTS**
      i. All packages in which a hold was applied will be displayed.
   b. Click **SAVE** to remove the holds.
      i. The program will automatically calculate the number of days that each package has been on hold and then apply those days to adjust the packages' expiration date.