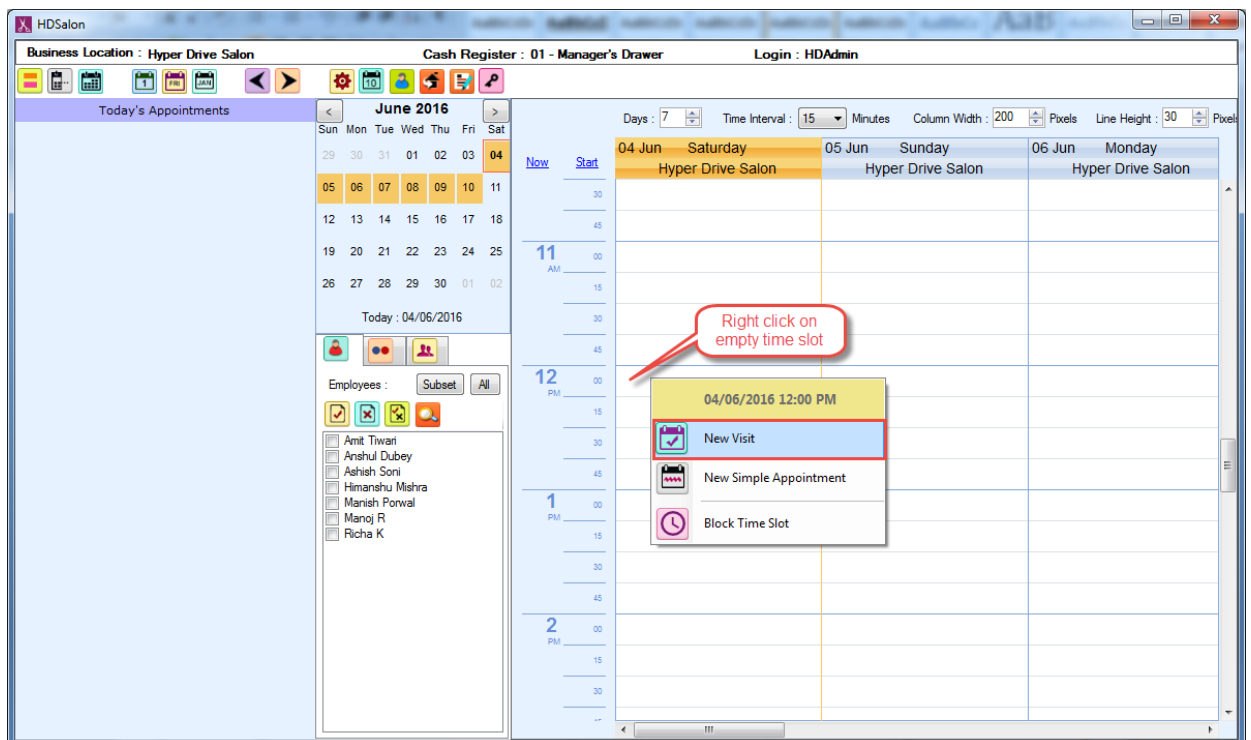


How to split commission between employees in HDSalon?



Some times in Salon more than one employee will provide the same service to the customer. In such situations you may want to give commission to your employees based on the service they have provided. In order to split the commission between the employees in HDSalon, you have to follow the below steps:

1. Run **HDSalon**. Right click on empty time slot from **Main Screen** and then click on New Visit.



2. This will open **Appointment Details** window as shown below.





- **Customer:** Select the customer for whom you are creating the appointment.
- **Employee:** Select the employee who is providing the service.
- **Service:** Select the service by clicking on 3 dotted button.
- **Start Date:** It shows the date and time that was selected from the main screen.
- **Duration:** It shows the service duration that was specified at the time of item creation.
- **End Date:** It will show the date and time based on the duration specified.
- **User Field List:** Select the resources that are required for the selected service.
- Click on **OK** button to save the appointment details.

3. This will take you to **Add Visit Details** window. Select the service and click on **Split Appointment** tool strip button.





Add Visit Details

Select Business Location : Hyper Drive Salon Select Cash Register : 01 - Manager's Drawer
Number : HDS-VI00029 Creation Date : 04/06/2016
Customer : Aarav
Customer Email : Send email to Customer Referral :
Customer Mobile Number : 0101010101 Send sms to Customer Created By :

Date	Employee Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
04/06/2016	Amit Tiwari	12:00 PM	Basic MakeUp	30	Rs.799.00		

Products Used Up **Additional Purchases**

Barcode : SearchCode : Barcode : SearchCode :
Name : Name :

Item Name	Barcode	Quantity	Total Amount
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Item Name	Barcode	Quantity	Price	Total Amount
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Notes :

Total : Rs. **799.00**

4. This will open **Split Appointment** window as show below.

Split Appointment

Select Employee : Distribute Commission Equally

Employee Code	Employee Name	Commission Weightage
E00002	Amit Tiwari	35
E00001	Anshul Dubey	35
E00004	Ashish Soni	30

Note

Commission weightage is used for specifying how total invoice amount will be considered for individual employee's commission. For example: if invoice total is 200 and if employee 'X' has commission weightage 25%, amount of 50 will be considered as basic invoice amount for calculating commission for employee 'X'.
Even if employee commission percentage is not specified in employee details, commission weightage specified here can be used to generate final commission reports.





- **Select Employee:** Here you can add the employee who is providing the service.
- **Commission Weightage:** You can specify the commission weightage for the employees.
- **Distribute Commission Equally checkbox:** Selecting this checkbox will distribute commission weightage equally between the employees.
- Click on **OK** button.

5. This will add the selected employees in the grid. Click on **Save** button to save the visit details.

The screenshot shows the 'Add Visit Details' window with the following data:

Date	Employee Name	Start Time	Service	Durati (min.)	Price	Package Name	Package Number
04/06/2016	Amit Tiwari	12:00 PM	Basic MakeUp	30	Rs.799.00		
04/06/2016	Anshul D...	12:00 PM	Basic MakeUp	30	Rs.0.00		
04/06/2016	Ashish Soni	12:00 PM	Basic MakeUp	30	Rs.0.00		

At the bottom right, the total amount is displayed as **Total Rs. 799.00**. A red arrow points to the **Save (F8)** button.





6. In the main screen you will see visit with 3 different employees.

The screenshot displays the HDSalon software interface. At the top, it shows the business location as "Hyper Drive Salon" and the user is logged in as "HAdmin". The main window is titled "Cash Register : 01 - Manager's Drawer".

On the left side, there is a "Today's Appointments" section listing three appointments for "Basic MakeUp" at 12:00 PM, each assigned to a different employee: Amit Tiwari, Anshul Dubey, and Ashish Soni.

The central part of the interface features a calendar for "June 2016" and a detailed appointment grid. The grid shows the current date as "Today: 04/06/2016" (Thursday). The grid columns represent days of the week, and the rows represent time slots in 15-minute intervals (00, 15, 30, 45 minutes past the hour). The grid shows appointments for "Basic Mak: Phone: 01" at 12:00 PM on Saturday (04 Jun) and Sunday (05 Jun).

At the bottom left, there is an "Employees" list with checkboxes for: Amit Tiwari, Anshul Dubey, Ashish Soni, Himanshu Mishra, Manish Porwal, Manoj R, and Richa K.

