

How to add Service/Product

如何添加服务/产品

**Cara menambah
Perkhidmatan/Produk**



STEP 1

CLICK MAIN ADMIN
单击主管理
KLIK ADMIN UTAMA



Nic Support
KL

Operation



5

Member

Nicholas
(6010) 217-6368

DD
(6012) 654-6197



Orders



Appointment

Today
19/10/2025

0

Tomorrow
20/10/2025

0



History

Yesterday
18/10/2025

0.00

Today
19/10/2025

0.00



Attendance



Shift Report



Announce...



Message



Help Center



SOS

Version 1.0.159

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STEP 2

CLICK MENU
点击 菜单
KLIK MENU



Nic Support
KL

Operation



Menu



Setting



Staff



Report



Roster



Inventory



Engagement



Voucher



Expense



E-Invoices

2

Version 1.0.159

How to add Service/Product
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Cara menambah Perkhidmatan/Produk

STEP 3

CLICK + TO ADD SERVICE/PRODUCT

点击 + 添加服务/产品

KLIK + UNTUK MENAMBAH PERKHIDMATAN/PRODUK



×

☰

Menu

ITEM

★ Service 8

📦 Product 6

🏷️ Package 6

% Discount 4

MENU

📄 Custom Menu

📄 Online Menu

📖 Catalog

Service

🔍

🏷️ Filter

📄 CSV

⚙️

All Section

Hair

Massage



Body Massage 1 Hour
70.00 | 15 mins

Massage



Foot Only 1 Hour
60.00 | 15 mins

Massage



Foot & Shoulder 1 Hour
65.00 | 15 mins

Massage



Colouring
30.00 | 15 mins

Hair



Hair Perm
50.00 | 15 mins

Hair



Wash Only

Hair

How to add Service/Product
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STEP 4

FILL UP SERVICE/PRODUCT INFO

填写服务/产品信息

MENGISI MAKLUMAT PERKHIDMATAN/PRODUK



×

☰

Menu

ITEM

★

Service

8

📦

Product

6

🏷️

Package

6

%

Discount

4

MENU

📄

Custom Menu

📄

Online Menu

📖

Catalog

← Service

New Service

Save

Info

Advance

T&C

Name

Type here

Section

Hair

▼

Folder

*OPTIONAL
*非强制

Select folder

▼

Price

*OPTIONAL
*非强制

0.00

Duration

15 mins

▼

How to add Service/Product
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Cara menambah Perkhidmatan/Produk

STEP 5

FILL UP SERVICE/PRODUCT INFO

填写服务/产品信息

MENGISI MAKLUMAT PERKHIDMATAN/PRODUK



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☰

Menu

ITEM

★

Service

8

📦

Product

6

🏷️

Package

6

%

Discount

4

MENU

📄

Custom Menu

📄

Online Menu

📖

Catalog

< Service

New Service

Save

Info

Advance

T&C

Barcode

*OPTIONAL
*非强制

Add ▾

Min-Max Price

RANGE BETWEEN LOWEST AND HIGHEST PRICE FOR
PRODUCT OR SERVICE
产品或服务最低价与最高价之间的范围
JULAT ANTARA HARGA TERENDAH DAN TERTINGGI
UNTUK PRODUK ATAU PERKHIDMATAN

*OPTIONAL
*非强制

☐

Outlet Availability

*OPTIONAL
*非强制

All Outlets ▾

Free Point

*OPTIONAL
*非强制

0 pts

Free point is the point given to the customer when they buy this item.

Redeem Point

*OPTIONAL
*非强制

☐

Redeem point is the point required to redeem this item.

Bill of Material

*OPTIONAL
*非强制

None ▾

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STEP 6

FILL UP SERVICE/PRODUCT INFO

填写服务/产品信息

MENGISI MAKLUMAT PERKHIDMATAN/PRODUK



×

Menu

ITEM

★ Service 8

Product 6

Package 6

Discount 4

MENU

Custom Menu

Online Menu

Catalog

Service

New Service

Save

Info Advance T&C

Policy

*OPTIONAL
*非强制

Terms & Conditions 1

Terms & Conditions 2

Terms & Conditions 3

*OPTIONAL
*非强制

How to add Service/Product
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Cara menambah Perkhidmatan/Produk

STEP 7

SAVE
保存
SAVE



×

☰

Menu

ITEM

★

Service

8

Product

6

Package

6

Discount

4

MENU

Custom Menu

Online Menu

Catalog

< Service

New Service

Save

7

Info

Advance

T&C

Policy

Terms & Conditions 1

Terms & Conditions 2

Terms & Conditions 3

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