



SOP: Adding (Associating) Equipment to a Package

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Purpose

This SOP explains how to associate tanning equipment (beds or services) with a package in SunLync. Associating equipment to a package determines which beds or services a customer can use when that package is active.

Who Should Use This SOP

- Salon owners
- Managers
- Implementation Managers
- **Front desk staff should not modify package equipment settings.**

Overview

Associating equipment to a package allows you to:

- Control which equipment is authorized for a package
- Set commission rules per piece of equipment
- Add upgrade pricing or additional fees
- Customize pricing behavior by location

A package must have **at least one piece of equipment** assigned to be usable.

Step-by-Step: Add Equipment to a Package

Choose the Correct Location in SunLync

Backoffice → Packages → Select Package → Options → Equipment

The screenshot shows the 'Package Maintenance' window with the 'Package Information' tab selected. The package description is '\$10 Spray Any Monday', category is 'Upgrades', and unit type is 'Sessions'. The sales price is \$0.00 and total units are 1. The 'Hide at POS' checkbox is checked. The 'Equipment' tab is visible at the bottom left, with the 'Options' dropdown circled in red.

Description	Price	No Units	Unit	Exp Days
\$10 Spray Any Monday	0.00	1	S	0
1 Free Session LVL1	0.00	1	S	0
187708 Pkg	1.00	3	S	0
Activate Test Pkg	10.00	10	S	30

Open the Package

1. Navigate to **Packages**.
2. Open the package you want to modify.

Access Equipment Settings

1. Click the **Options** dropdown.
2. Select **Equipment**.

This opens the **Authorized Equipment** window (shown on page 1 of the document).

Insert Equipment

1. Click on **Insert**.
2. Choose one of the following:

- a. **Equipment** (select a specific bed/service), or
- b. **Category** (authorizes all equipment within that category)
3. Select the desired equipment.
4. Click **OK**.

The selected equipment will now appear in the authorized list.

Optional Configuration

Equipment-Level Commission (Optional)

You may configure commissions specific to this package and equipment:

- **Commission percent**
- **Commission dollars**

Only configure this section if commissions differ from standard settings.

Upgrade Pricing & Additional Fees (Optional)

You may add **equipment-specific pricing** that applies outside of the base package price, including:

- Per-minute pricing
- Base price overrides
- Facial pricing
- Upgrade charges

This allows the package to include access while still charging for higher-level equipment.

Location & Rate Settings

You can configure:

- Default rate vs location-specific rates
- Pricing behavior when used at a different store location
- Internal fees assessed between locations

These options are typically used in multi-location environments.

Additional Optional Settings

Depending on configuration, you may also see options for:

- Happy Hour exclusions or discounts
- Points earned
- Equipment expiration rules

Only adjust these settings if they align with your business rules.

Saving Changes

1. Review all settings.
2. Click **Save**.
3. Close the Equipment window.
4. Close all windows of Sunlync on everyone computer to see the changes take effect

Changes take effect immediately.

Important Notes & Warnings

If no equipment is assigned:

- The package cannot be used for tanning or services

Assigning a **category** instead of a specific bed:

- Automatically includes all current and future equipment in that category

✗ Incorrect pricing settings may result in:

- Unexpected upcharges
- Missed revenue
- Customer confusion

Best Practices

- Assign specific equipment when possible
- Use categories only when intentional
- Review commission settings carefully
- Test the package before selling
- Revisit equipment assignments when adding new beds