



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. On the left is a sidebar with 'Package Information', 'Store Affiliation', and 'Payment Types'. The main area is titled 'Package Information' and contains various input fields and checkboxes for configuring a package. Below this is a table of equipment options, with the first row highlighted. At the bottom, there is an 'Options' dropdown menu, an 'Attach Rule' button, and 'Insert', 'Edit', 'Delete', and 'Close' buttons.

Package Information Fields:

- Description: \$10 Spray Any Monday
- Category: Upgrades
- Unit type: Sessions
- Sales price: 0.00
- Total units: 1
- Employee package: ☐
- Hide at POS: ☒ Exclude From MCP: ☐
- No promotions allowed: ☐ Open ended: ☒
- Expiration days: 0
- Expiration date:
- Require biometrics to tan on this Package: ☐
- May Redeem Points When This Package Is Active: ☐
- Exempt from tan tax: ☐ Exempt from service tax: ☐
- Tan tax override rate: 0.00
- Bar code: P0000000001
- Only available from: Available to:
- Only allow tans at store where package was purchased: ☐
- Buttons: Attach Combo, Financing

Equipment Options Table:

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

Bottom Controls:

- Options dropdown (highlighted with a red circle)
- Attach Rule button
- Insert, Edit, Delete buttons
- Close button

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