

adding a service

Follow these steps to add services.

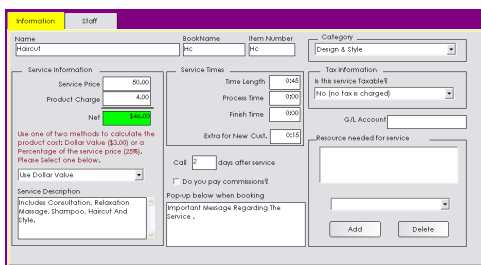
Adding a Service

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Service button.
3. In the Table to Edit box, highlight by clicking once on Service.
4. Click on the Add button.
5. Type in the service name and service code.
6. Click the Add button.



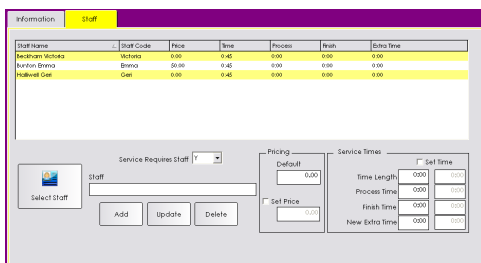
Service Information Tab

1. Verify correct service name.
2. Type in the book name in the BookName field
3. The Item Number field is the same as the established Service Code.
4. Type in the price in the Service Price field.
5. Type in a Product Charge if applicable.
6. In the drop down menu select either Use Dollar Value or Use Percentage to coincide with the Product Charge field.
7. Type in a description of the service in the Service Description field.
8. In the Service Times field enter in default Time Length, Process Time, Finish Time and any additional time necessary for new customers.
9. Type in how many days you wish to call the client after this service.
10. Place a check in the box if you are planning on paying commission on this service. If you are not paying commission, leave the box blank.
11. In the Category drop down menu, select a category from the list.
12. In the Tax Information drop down menu, select an answer to the question Is this service Taxable?
13. Type in the G/L Account number if applicable.
14. From the drop down menu, add a resource to the service if necessary.



Service Staff Tab

1. Click on the Select Staff button.
2. In the Search for Staff Member box select a staff member to add.
3. Click the Add button.
4. While the staff is highlighted you may adjust their individual Pricing and Service Times.
5. Place a check in the Set Price box and type in a new price.
6. Place a check in the Set Time box and type in the new Time Length.
7. Click the Update button.
8. Click the Return to Previous Screen button.



Staff Name	Staff Code	Price	Time	Process	Finish	Extra Time
Deborah Vintea	Victoria	0.00	0.45	0.00	0.00	0.00
Marlon Brown	Brown	20.00	0.45	0.00	0.00	0.00
Michael Cole	Cole	0.00	0.45	0.00	0.00	0.00

