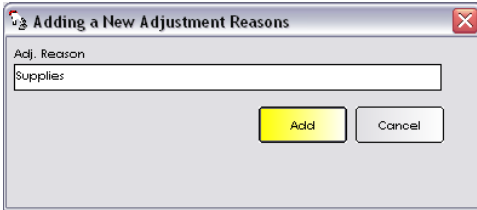


# adjustment reasons

Use this guide to add and edit your inventory adjustment reasons.

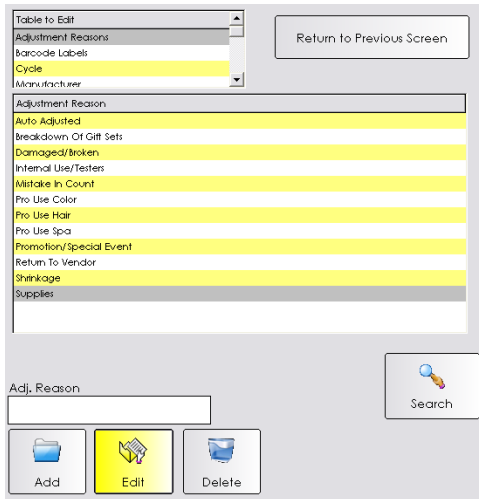
## Add an Adjustment Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Inventory button.
3. Click on Adjustment Reasons in the Table to Edit field.
4. Click the Add button and then type in the name of your adjustment reason, and then click the Add button.



## Editing an Adjustment Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Inventory button.
3. Click on Adjustment Reasons in the Table to Edit field.
4. Highlight by clicking once on the adjustment reason you wish to edit, and then click the Edit button.
5. Make the necessary changes, then click the Save button.
6. To remove an adjustment reason, highlight by clicking once on the adjustment you wish to remove, and then click the Delete button.



## Adjustment Reasons Reference

- Prof Use Hair
- Prof Use Color
- Prof Use Skin
- Prof Use Massage
- Prof Use Nails
- Prof Use Makeup
- Tester
- Damage
- Donation
- Mistake in Count
- Breakdown of Gift Sets
- Supplies

