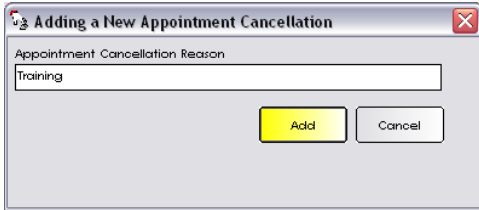


appointment cancellation reasons

Use this guide to add and edit your appointment cancellation reasons.

Add a Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. Click on Appointment Cancellations in the Table to Edit field.
4. Click the Add button and then type in the name of your cancellation reason, and then click the Add button.



Editing a Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. Click on Appointment Cancellations in the Table to Edit field.
4. Highlight by clicking once on the cancellation reason you wish to edit, and then click the Edit button.
5. Make the necessary changes, then click the Save button.
6. To remove a cancellation reason, highlight by clicking once on the reason you wish to remove, and then click the Delete button.

