

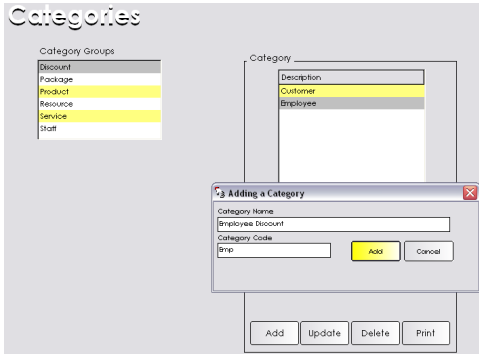
categories

Use this guide as a reference to Categories in Blueprints.

Categories

Categories allow you to organize your discount, package, product, service, and staff data by categories and subcategories. For example, a shampoo may be recorded as a member of the Shampoo sub-category, which is found under the Hair Care category. Creating sub-categories for products helps you easily find a specific product.

It is important to remember that the categories you create will determine how you generate reports, for example if you create your categories by vendor you will run reports by Dermalogica, Aveda and/or Bumble and Bumble. Or if you prefer to create your categories by product type, your reports will generate by Hair Care and Skin Care.



1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Category button.
3. There are five pre-determined Category Groups that you will edit that all your information will ultimately be linked to.
 - Discounts
 - Packages
 - Products
 - Services
 - Staff
4. Click on a Category Group name.
5. To add a Category, click the Add button and fill out the Name and code fields then click the Add button.
6. To edit a Category, click once on the Category name, edit the appropriate fields and click the Update button.
7. To delete a Category, click once on the Category name, then click the Delete button.

