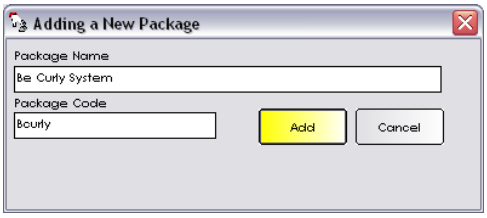
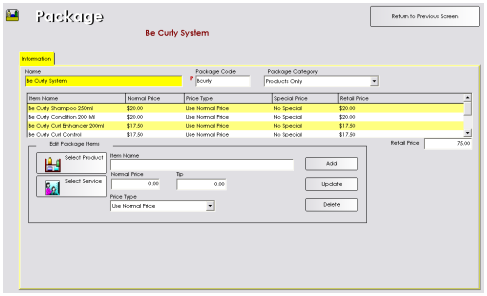
creating a package

Follow these steps to create a package.





Creating a Package

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. In the Table to Edit box, select Package.
4. Click on the Add button.
5. Type in the name of the package in the Package Name field.
6. Type in the package code in the Package Code field.
7. Click the Add button.
8. In the Package Category drop down menu, select a category from the list.
9. In the Edit Package Items field click on the Select Product button.
10. From the Select Product screen type in the name of the product you wish to add to the package.
11. Click the Select button or double click on the product to add it to the package.
12. In the Price Type drop down menu select from the list.
    - If you select Special Price, type in the new price in the New Price field.
    - If you select Percent off Normal Price, type in the percentage in the Percent Off field.
13. Click the Add button.
14. To add services to the package click the Select Service button instead and follow the steps above.
15. Follow steps 9 – 13 for all products and/or services you wish to add to the package.
16. Edit any item in your package at any time by clicking once on the item, making the necessary changes and then clicking the Update button.

Deleting a Package

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. In the Table to Edit box, select Package.
4. Highlight by clicking once on the package you wish to delete.
5. Click the Delete button.
6. Answer Yes to the message “Are you sure you wish to delete: ‘this package’?”