

# delete a customer

Follow these steps to delete a customer.

Table to Edit

Customer  
Formulas  
Interests  
Membership Card

Return to Previous Screen

Last Name	First Name
Adams	Joanne
Baca	Nate
Baxter	Charlotte
Carlos	Roberto
Clark	Martin
Craig	Daniel
Federer	Roger
Grant	Hugh
Hopkins	Anthony
Hukey	Elizabeth
J Jones	Jennifer
Jones	Peter
Jones	Julie
Lyons	Jonathon

Name  Phone

First Name Last Name Search

Add Edit Delete

## Delete a Customer

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Customer button.
3. In the Table to Edit box, highlight by clicking once on Customer.
4. Type the first few letters of the customer's first and last name (use the Tab key on your keyboard to move between fields) in the corresponding fields.
5. Press the Enter key.
6. Highlight their name by clicking once.
7. Click the Delete button.
8. Click the Return to Previous Screen button.
9. Enter the desired date range for the report and then select the product charge option from the available list. Click the OK button.

