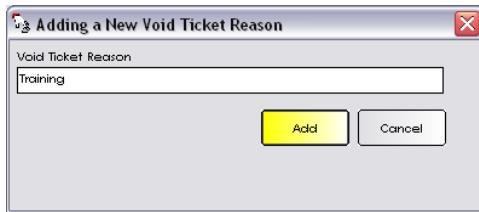


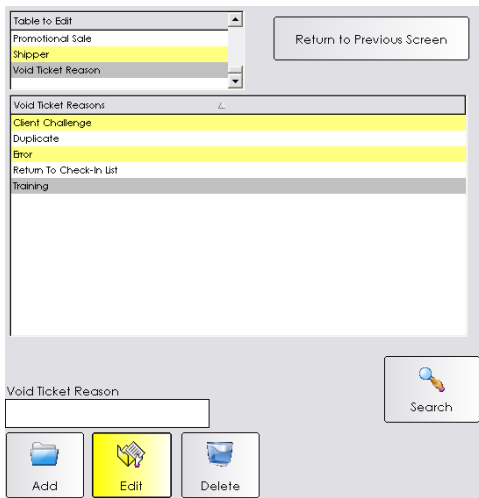
void ticket reasons

Use this guide to add and edit your void ticket reasons.



Add a Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Click on Void Ticket Reason in the Table to Edit field.
4. Click the Add button and then type in the name of your void ticket 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 Ticket button.
3. Click on Void Ticket Reason in the Table to Edit field.
4. Highlight by clicking once on the void ticket 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 void ticket reason, highlight by clicking once on the reason you wish to remove, and then click the Delete button.

