

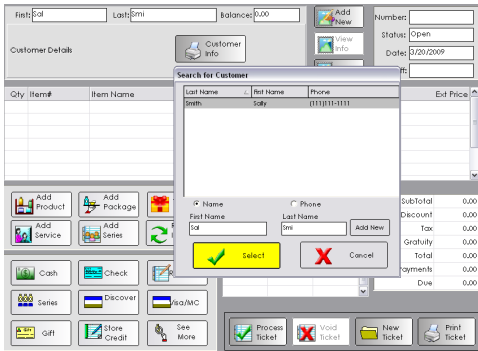
# creating a ticket

Follow these steps to create sales tickets.

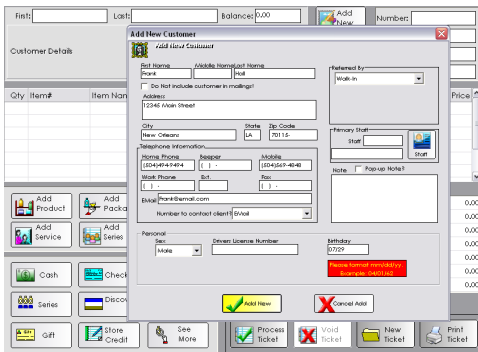
## Creating a Ticket

1. From the SalonBiz Light menu bar, click on the Ticket icon.
2. Click on the New Ticket button.

- For an Existing Customer:
  - 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.
  - Press the Enter button on your keyboard.
  - Their name will be displayed in the Search for Customer screen.
  - Click on the customer's name.
  - Click the Select button. The customer's name will be added to the ticket.



- For a New Customer:
  - Type the first few letters of the customer's first and last name in the corresponding fields.
  - Press the Enter button on your keyboard. The Add New Customer screen will be displayed.
  - Complete the spelling of the customer's first and last name. Ask the customer for their address and phone number and enter them in the corresponding fields. Complete the information on the screen if time permits.
  - Click the Add New button.



- For a Walk-In Customer:
  - From the Blueprints icon, click on the Ticket button.
  - Click on the Set Default Settings button.
  - Answer the question Require a customer on a ticket? from the drop down menu in the Answer Here field.
  - Click the Save Answer button.
  - Click the Return to Previous Screen button.
  - If you are allowing walk in tickets, from the Ticket icon, click on the Walk-In Ticket button.
  - A walk-in ticket will be displayed.

3. Creating a ticket for a customer with a service appointment:
  - After the customer has been checked in and the service is complete. Continue to check the customer out either from the Check In/Check Out screen or from the appointment book.
  - A sales ticket will be displayed with the customer's service, staff member, and price already entered.

