



product & service search

Use the file drawer to search for products and services.

Product Search

1. From the SalonBiz Light menu bar, click on the File Drawer icon.
2. Click the Product tab.
3. To search for a product you can:
 - Type in the first few letters of the product name and click the search button
 - Click on the Product Code button and type in or scan the product code
 - Click on the category and sub-category of the product and select from the list
4. In the Information tab you may view all general product information.
5. In the Purchasing & Inventory tab you can view all product purchasing and inventory information including on hand quantities and minimum and maximum levels (mins/maxes).
6. Click the Return to Previous Screen button when you are finished.

Service Search

1. From the SalonBiz Light menu bar, click on the File Drawer icon.
2. Click the Service tab.
3. To search for a service you can:
 - Type in the first few letters of the service name and click the search button
 - Click on the Service code button and type in the service code
 - Click on the category of the service and select from the list
4. In the Information tab you may view all general service information.
5. In the Staff tab you may view each staff member that is able to perform this service.
6. By clicking once on a staff member you may view their pricing and service time for the particular service selected.
7. Click the Return to Previous Screen button when you are finished.

Staff Name	Staff Code	Price	Time	Process	Train	Extra Time
David Bell	MSB	100.00	0:50	0:00	0:00	0:00
Christina Anderson	MSB	100.00	1:00	0:00	0:00	0:00
Neil Gray	MSB	100.00	1:00	0:00	0:00	0:00
Paula George	MSB	100.00	1:00	0:00	0:00	0:00
Simon Jones	MSB	100.00	1:00	0:00	0:00	0:00
Michael King	MSB	100.00	1:00	0:00	0:00	0:00