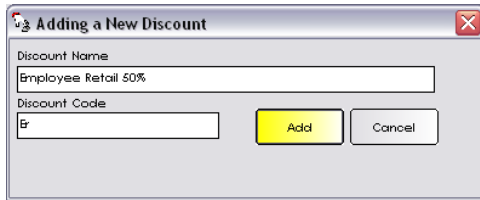


creating a discount code

Follow these steps to create a discount code.

Creating a Discount Code

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Select Discount from the Table to Edit box.
4. Click the Add button.
5. Type the name of the discount and the discount code.
6. Click the Add button.
7. From the Category field, select the discount category from the list.
8. From the Discount Type field, select the discount type.
9. Enter the discount amount even if the Discount Type is a percentage, the amount will appear as if it is in currency form ex. 50% = 50.00.
10. Choose the usage type from the Allow Usage drop down menu.
11. Choose which items apply to the discount from the Usage on Which Items field.
12. In the Pay Commission on Discount field, check the box if commission should be paid on the discount.

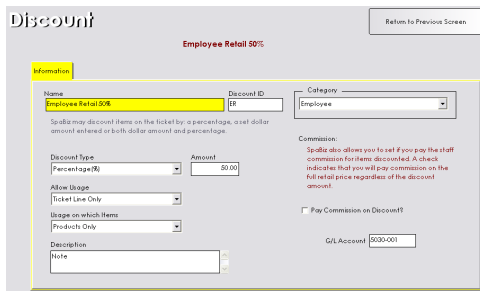


Adding a New Discount

Discount Name
Employee Retail 50%

Discount Code
ER

Add Cancel



Discount

Employee Retail 50%

Return to Previous Screen

Information

Name: Employee Retail 50% Discount ID: ER Category: Employee

SpaBiz may discount items on the ticket by a percentage, a set dollar amount entered or both dollar amount and percentage.

Discount Type: Percentage (%) Amount: 50.00

Allow Usage: Ticket Lines Only

Usage on which Items: Products Only

Description: Note

Pay Commission on Discount:

C/L Account: 0000001

SpaBiz also allows you to set if you pay the staff commission for items discounted. A check indicates that you will pay a commission on the full retail price regardless of the discount amount.

