

# creating a series

A series is a collection of services that are grouped together. Typically, the price of the series is discounted to be less than the services would add up individually. The incentive for the client is that when purchasing a series, there is a greater cost benefit.

## Creating a Series

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Service button.
3. Select Series from the Table to Edit box.
4. Click the Add button.
5. Enter the name of the series and series code.
6. Click the Add button.
7. Click the Select Service button in the lower left corner of the screen.
8. From the Select a Service screen, click on the Category to help narrow down the search or type the service name or code in the corresponding field.
9. Choose the service you wish to add by clicking on it once, then click the Select button.
10. Choose one of the following in the Price Type field.
  - Use the normal price of the service
  - Use a special price for the service
  - Use a percentage off of the service
11. Click the Add button to add the service to the series.
12. Repeat steps 7-11 for all services that you wish to add.
13. The retail price of the series will accumulate automatically as you add services to the series.

Adding a New Series

Series Name  
Manicure5

Series Code  
Mani5

Add Cancel

Select a Service

| Category        | Service Name | Service Code | Price   |
|-----------------|--------------|--------------|---------|
| Body Treatments | Manicure     | Mani         | \$25.00 |

Service Name  
Service Code

Select Cancel

Series Manicure5

Return to Previous Screen

Information

Name: Manicure5 Series Code: Mani5 **Important! Include all charges and taxes in the Retail Price.** Retail Price: 100.00

| Item Name | Normal Price | Price Type        | Special Price | Retail Price | Tax  |
|-----------|--------------|-------------------|---------------|--------------|------|
| Manicure  | 25.00        | Use Special Price | 20.00         | 20.00        | 0.00 |
| Manicure  | 25.00        | Use Special Price | 20.00         | 20.00        | 0.00 |
| Manicure  | 25.00        | Use Special Price | 20.00         | 20.00        | 0.00 |
| Manicure  | 25.00        | Use Special Price | 20.00         | 20.00        | 0.00 |

Total: 100.00

Full Series Items

Select Service: Manicure

Normal Price: \$25.00 Price Type: Use Special Price New Price: 20.00

Add Update Delete

