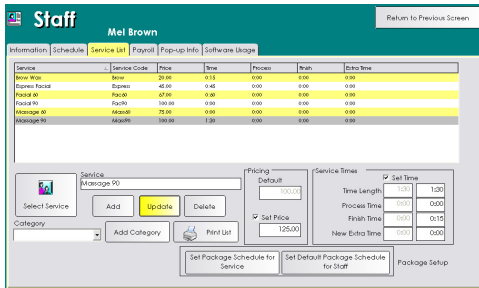


# customizing service menus

Follow these steps to customize a staff member's service menu.



## Customizing Service Menus

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. In the Table to Edit box, select Staff.
4. Select a staff member from the list displayed by clicking once on their name.
5. Click the Edit button.
6. Click on the Service List tab.
7. Click once on the service name you wish to customize for this particular staff member.
8. Click in the Set Price box to enter a specific price to charge clients when they receive this service from this service provider.
9. Type in the new price.
10. Click in the Set Time box to enter a specific time it will take this particular service provider to perform this service.
11. Type in the new service time in the corresponding Service Times field.
12. Click the Update button.
13. Follow steps 7-12 for each service you wish to customize for this staff member.
14. Follow steps 1-13 for each staff member you wish to customize.

