

delete products

Use this guide to remove inventory items from your database.

Delete an Item

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Inventory button.
3. Search for the product you would like to delete, 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. Make a note of the on-hand quantity in the QTY On Hand field. If there is any quantity showing (even a negative) you will need to follow the instructions below on creating an inventory adjustment to bring the product quantity on-hand to zero.
5. Once the quantity on-hand is zero, click the Return to Previous screen button to view the product in the main inventory list.
6. Highlight the item by clicking once, and then click the Delete button.

Inventory Adjustment

1. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
2. Click on the New Adjustment button, the Inventory Adjustment screen will be displayed.
3. Click on the Item Number column then scan the item. If you are unable to scan an item, click the Add Product button to search for the item or click in the Description field and type the first few letters of the name of the item. Then press the Enter key. Choose the item from the list by clicking once on it and then click the Select button.
4. Select the appropriate adjustment reason.
5. Verify that the correct quantity was recorded to bring your on-hand quantity to zero. The system defaults to negative one, so make sure that you change this number to make the necessary adjustment.
6. When you have completed entering the item to be adjusted, click the Process button.
7. Once your on-hand quantity for the item is zero, follow the instructions above to remove the product.

