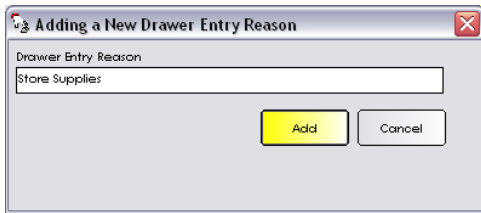


drawer entry reasons

Use this guide to add and edit your drawer entry reasons.



Adding a New Drawer Entry Reason

Drawer Entry Reason

Store Supplies

Add Cancel

Adding a Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. In the Table to Edit box, click on Drawer Entry Reason.
4. Click the Add button and then type in the name of your drawer entry reason, and then click the Add button.

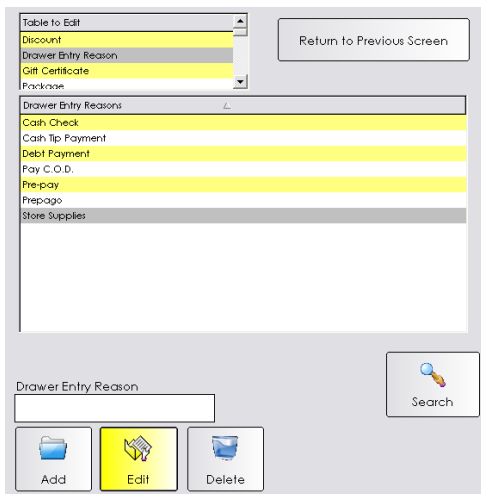


Table to Edit

Discount

Drawer Entry Reason

Gift Certificate

Package

Return to Previous Screen

Drawer Entry Reasons

Cash Check

Cash Tip Payment

Debit Payment

Pay C.O.D.

Pre-pay

Pre-pago

Store Supplies

Drawer Entry Reason

Search

Add Edit Delete

Editing a Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Click on Drawer Entry Reason in the Table to Edit field.
4. Highlight by clicking once on the drawer entry reason you wish to edit, and then click the Edit button.
5. Make the necessary changes, then click the Save button.
6. To remove a drawer entry reason, highlight by clicking once on the reason you wish to remove, and then click the Delete button.

