

gift certificate types

Use this guide to add and edit your gift certificate types.

Creating a Gift Certificate Type

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. From the Table to Edit box select Gift Certificate.
4. Click on the Add button.
5. Type in the gift certificate type in the Name field.
6. Click on the Add button.



Adding a New Gift Certificate

Name
Donation

Add Cancel

Editing a Gift Certificate Type

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

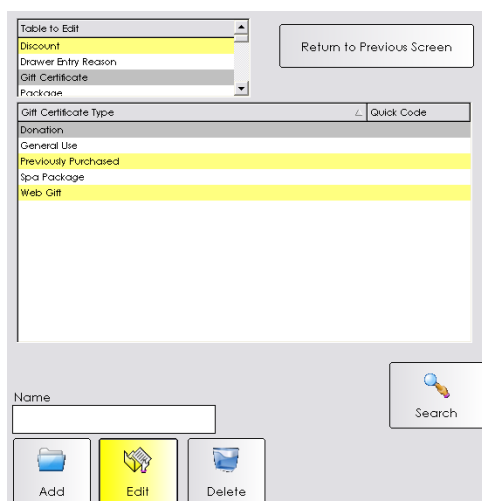


Table to Edit

Discount
Drawer Entry Reason
Gift Certificate
Package

Return to Previous Screen

Gift Certificate Type Quick Code

Donation
General Use
Previously Purchased
Spa Package
Web Gift

Name

Add Edit Delete

Search

