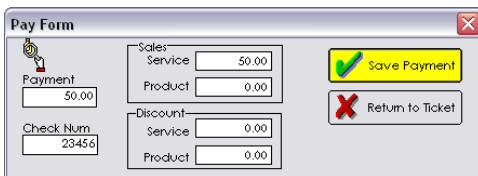
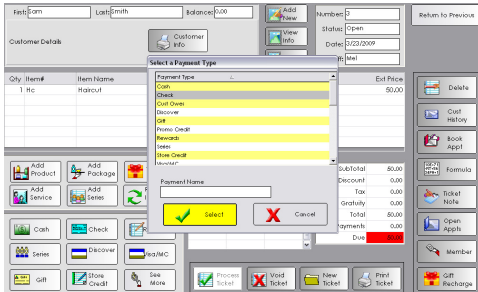


processing, printing and viewing

Sales tickets must be processed in order to complete a transaction. Use this guide to process, print and view tickets.

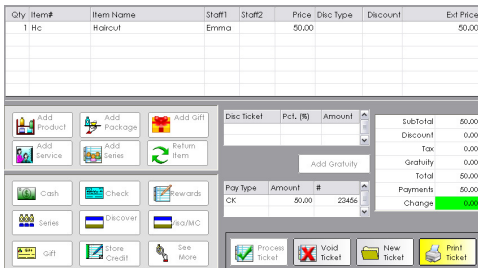
Processing a Sales Ticket

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Select Ticket from the View List drop down menu.
3. Choose Open Tickets from the Filter by drop down menu.
4. Select by double clicking on a ticket from the list.
5. From the open sales ticket, add all items to the ticket.
6. Click the appropriate payment type button. If the payment type button does not appear, click the See More button for the entire list of available payment types.
7. Enter in the payment amount in the Pay Form screen.
8. Click the Save Payment button.
9. Once the Due field is green either showing zero or change due to the customer.
10. Click the Process Ticket button. The ticket must be processed on the computer where the payment was received.
11. Once the ticket is processed it will be included in the sales for the day. Open tickets that have not been processed are not included.



Printing a Sales Ticket

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Select Ticket from the View List drop down menu.
3. Choose from the drop down menu in the Filter By field.
4. Choose the ticket you wish to print.
5. Click on the customer's name
6. Click the View It button. The ticket will be displayed.
7. Click the Print Ticket button.
8. Click the Return to Previous Screen button when finished.



Viewing a Sales Ticket

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Select Ticket from the View List drop down menu.
3. Choose from the drop down menu in the Filter By field.
4. Choose the ticket you wish to view.
5. Click on the customer's name.
6. Click the View It button. The ticket will be displayed.
7. Click the Return to Previous Screen button when finished.

