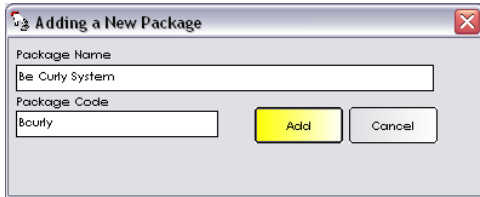


product only packages

A product only package is a group of products bundled together that can be sold at the original dollar amount or a discount.



Adding a New Package

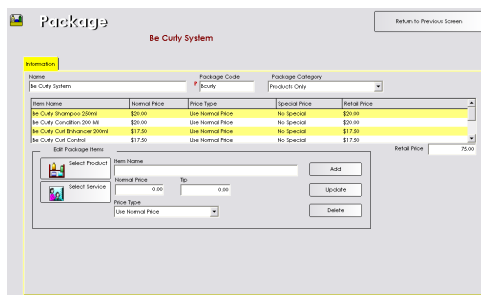
Package Name
Be Curly System

Package Code
Bcurly

Add Cancel

Adding a Package

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. In the Table to Edit box, highlight Package from the list by clicking once.
4. Click the Add button.
5. Type in the name of the package in the Package Name field.
6. Type in a code for the package in the Package Code field.
7. Click the Add button.



Package Be Curly System

Return to Previous Screen

Item Name Normal Price Price Type Special Price Retail Price

Item Name	Normal Price	Price Type	Special Price	Retail Price
Be Curly Shampoo 300ml	\$20.00	Use Normal Price	No Special	\$20.00
Be Curly Conditioner 200 ml	\$20.00	Use Normal Price	No Special	\$20.00
Be Curly Gift Shampoo 300ml	\$17.00	Use Normal Price	No Special	\$17.00
Be Curly Gift Conditioner	\$17.00	Use Normal Price	No Special	\$17.00

Item Name: Add

Select Service: Normal Price: Special Price: Price Type: Update

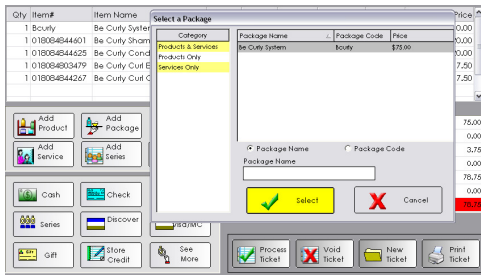
Use Normal Price Delete

Retail Price: 75.00

Package Information

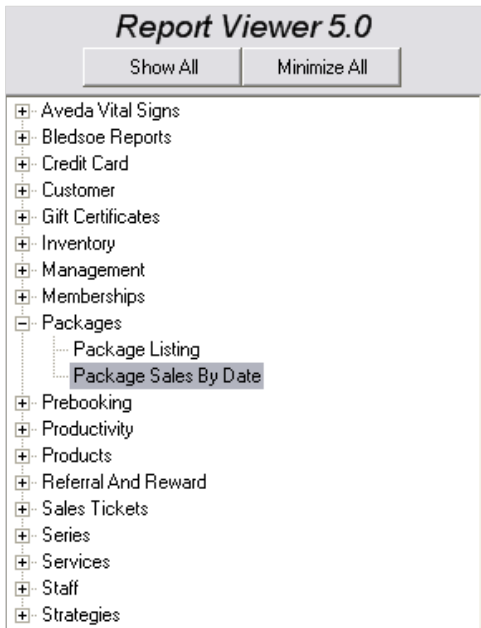
1. Select Products Only from the Package Category drop down menu.
 2. In the Edit Package Items field, click the Select Product button.
 3. From the Select a Product screen, click on the Category to help narrow down the search or type the product name in the corresponding field.
 4. Choose the product you wish to add by clicking on it once, then clicking the Select button.
 5. Choose one of the following in the Price Type drop down menu:
 - Use the normal price of the product
 - Use a special price for the product
 - Use a percentage off of the product
 6. If you are using a special price or percentage off for the product, enter the amount in the new price or percent off field.
 7. Click the Add button to add the product to the package.
 8. Repeat steps 2-6 for all of the products that you wish to add to the package.
- ❖ The retail price of the package will add up automatically as you add services to the package.





Adding a Package to a Ticket

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
 2. Click on the New Ticket button.
 3. Enter the purchaser's first and last name on the sales ticket. Note: A package should never be sold on a walk-in ticket because it is difficult to track.
 4. Click on the Add Package button.
 5. Click in the Package Name field and type the name of the package or click on the Category of the package.
 6. Choose the package from the list displayed.
 7. Click the Select button or double click on the name of the package you wish to add.
 8. Enter the number of packages you wish to sell in the Package Qty confirmation screen.
 9. Click the OK button. The package will be added to the ticket.
 10. Click in the Staff 1 field and enter the service member's code or double click in this field for a list of all service members. Repeat this step for each item listed.
 11. Repeat these steps for all packages that you wish to add to the sales ticket.
 12. Select the payment type and continue to process the ticket.
- ❖ Package sales will display on the daily reports under the type of item in the package. For example, if the package contains products, then the dollar amount sold on the ticket will be reflected in the product sales total on the report.



Package Sales by Date Report

The Package Sales by Date report looks at the total number of packages purchased by each customer for a specified date range.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Package Sales by Date from the report list side navigation. You will find it under the Package category.
3. Enter a date range.

