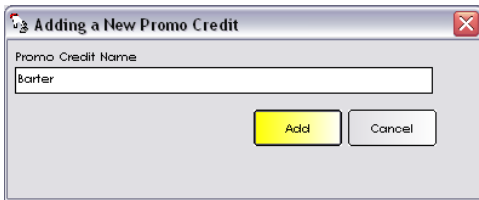


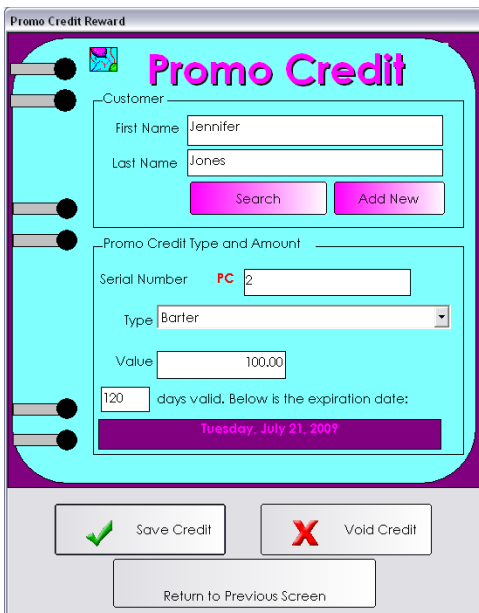
promo credit

A promo credit is a barter or direct exchange of one kind of goods for another.



Creating a Promo Credit Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Select Promo Credit from the Table to Edit box.
4. Click the Add button.
5. Type the name of the promo credit.
6. Click the Add button.



Creating a Promo Credit

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click on the Promo Credit button.
3. Type the first few letters of the recipient's first and last name in the corresponding fields in the Recipient area of the Promo Credit Reward screen.
4. Click the Search button.
5. If the client is in your database, the Search for Customer screen will display their name. Click on the client's name, and then click the Select button.
6. If the client is not in the database, click the Add New button and complete the New Customer information. Click the Add New button at the bottom of the screen to add the client file.
7. Enter the promo credit serial number.
8. Choose the Type of Promo Credit from the list.
9. Enter the Value in the corresponding field.
10. Enter the number of days valid in the corresponding field.
11. Click the Save Credit button.
12. Click the Return to Previous Screen button.

Viewing a Promo Credit

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Choose Promo Credit in the View List field.
3. Choose Open Promo in the Filter By field.
4. Choose Customer in the Sort By field.
5. Choose the customer from the list displayed by double clicking on their name.
6. The promo credit will appear on the screen.
7. When you are finished viewing it, click the Return to Previous Screen button.



Voiding a Promo Credit

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Choose Promo Credit in the View List field.
3. Choose Open Promo in the Filter By field.
4. Choose Customer in the Sort By field.
5. Choose the customer from the list displayed by double clicking on their name.
6. The promo credit will appear on the screen.
7. Click the Void Credit button.
8. Click the Return to Previous Screen button.

Pay Form

Payment: 100.00

Sales Service: 100.00
Product: 0.00

Discount Service: 0.00
Product: 0.00

Open Promo Credit for Customer
PC2 Date: 3/23/2009 Type: Barter

Serial Num: [PC2] Date: Value: Customer:

Original: 100.00
Used: 0.00
Usable: 100.00

Buttons: Save Payment, Return to Ticket

Using a Promo Credit as a Payment Type

1. From the sales ticket, click on the Promo Credit button in the Payment Types field. Or click the See More button to view the list of available payment types.
2. Choose Promo Credit from the Select Payment Type Screen.
3. Select the Promo Credit you wish to redeem from the Open Promo Credit for Customer field.
4. Click the Enter key on your keyboard to enter the full amount of the ticket.
5. Click the Save Payment key.
6. Collect any additional payment and process the ticket.

