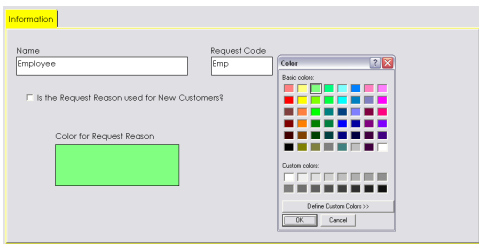


request reason

Use this guide for adding, editing and deleting appointment request reasons.

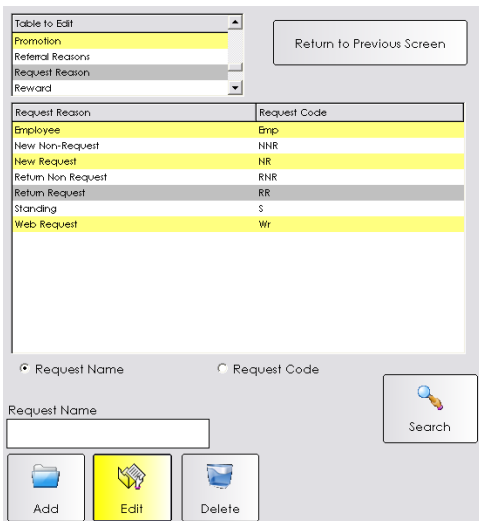
Creating a Request Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Customer button.
3. From the Table to Edit box, click on Request Reason.
4. Click the Add button, and type in the name and code of your new request reason in the appropriate fields.
5. Click the Add button.
6. Click on the box of color in the Information tab.
7. Select a color from the colors available. We recommended selecting a variety of colors in lighter shades so that they are easily recognizable and easy to read text on the appointment book.
8. Follow steps 1-9 to create additional request reasons.



Editing a Request Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Customer button.
3. From the Table to Edit box, click on Request Reason.
4. Highlight by clicking once on the request reason you wish to edit.
5. Click the Edit button.
6. You may edit the request name, request code and the request reason color.



Request Reason	Request Code
Employee	Emp
New Non-Request	NNR
New Request	NR
Return Non Request	RNR
Return Request	RR
Standing	S
Web Request	Wr

Deleting a Request Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Customer button.
3. From the Table to Edit box, click on Request Reason.
4. Highlight by clicking once on the request reason you wish to delete.
5. Click the Delete button.

