

setting special times and prices

This feature allows you to set special times and prices for a specific client.

Special Service Time and Pricing for Customer					Category Staff & Retention			
Service	Price	Time	Process	Finish	Category	First Date	Staff	Visits
Women's Cut	50.00	1:15	0:00	0:00	Hair Care	10/17/2006	KIKI	1

Pricing		Service Times	
Default	40.00	Time Length	0:00 1:15
<input checked="" type="checkbox"/> Set Price	50.00	Process Time	0:00 0:00
		Finish Time	0:00 0:00

Service Information	
Date First Entered	10/17/2006
First Appointment on	10/17/2006
Booked Appt. out till	11/25/2006
Last Visit on	10/18/2006

Setting New Times & Prices

1. From the SalonBiz®/SpaBiz® menu bar, click on the File Drawer icon.
2. Type in the customer's first and last name.
3. Click the Search button.
4. Select a customer by double clicking on their name.
5. Click the Services tab.
6. Click on the Service button.
7. Select a service from the list by double clicking on the name of the service.
8. Place a check in the Set Price box.
9. Type in the new price for the customer.
10. Place a check in the Set Time box.
11. Type in the new time for the customer.
12. Click the Add button.
13. Click the Return to Previous Screen button.

Re-Setting Times & Prices

1. Follow steps 1 – 5 above.
2. Highlight by clicking once on the service listed in the Special Service Time and Pricing for Customer box.
3. Type in the new price in the Pricing field.
4. Type in the new service time in the Service Time field.
5. Click the Update button.
6. Click the Return to Previous Screen button.

Deleting Times & Prices

1. Follow steps 1 – 5 above.
2. Highlight by clicking once on the service listed in the Special Service Time and Pricing for Customer box.
3. Click the Delete button.
4. Click the Return to Previous Screen button.

Customer Support 888.809.2802

Our Customer Support team is ready to assist you.



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