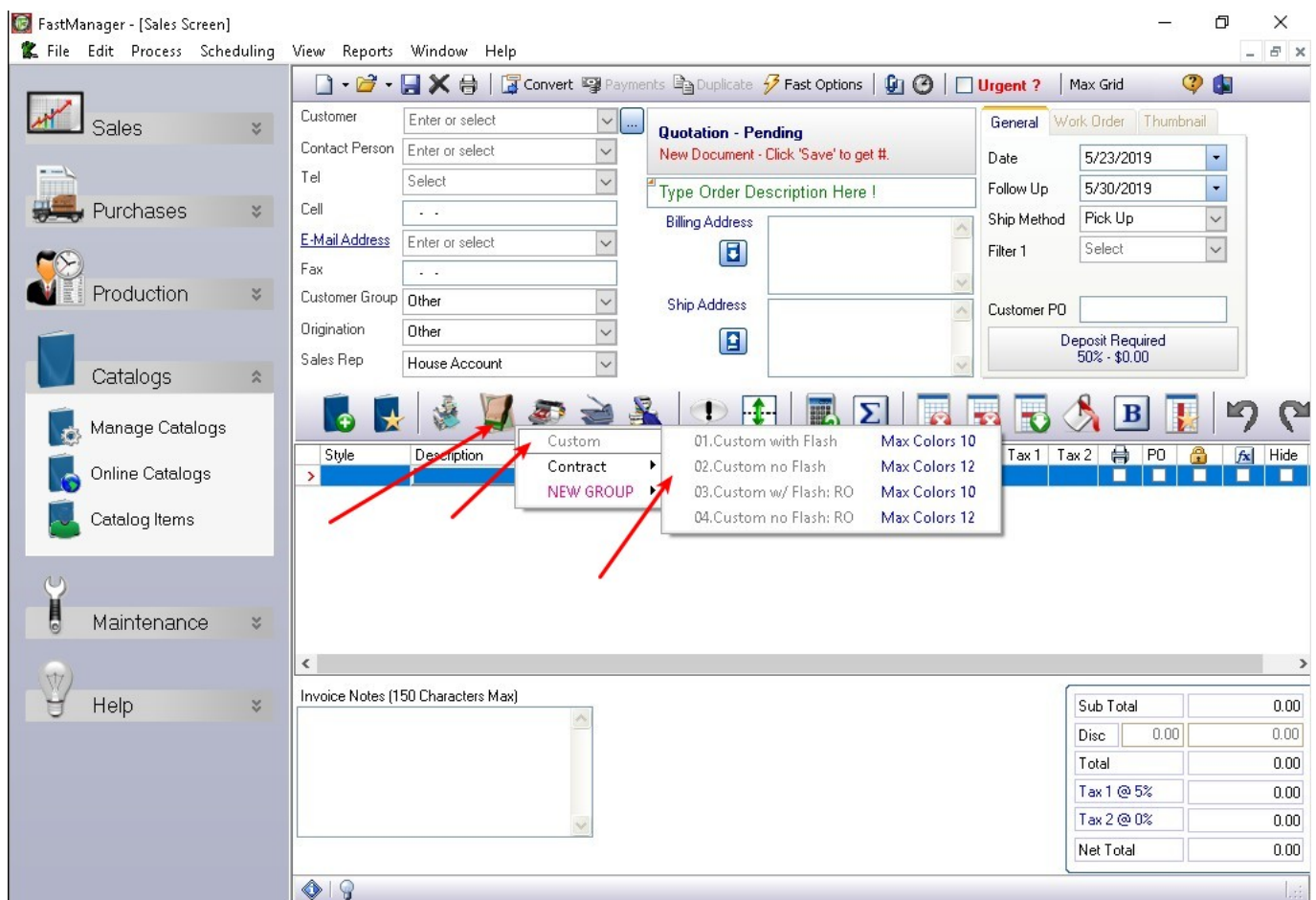


# Service Groups

You can group and customize the way you want the Embellishment Pricelists to display on the [Sales Screen](#).



Grouping items on your price lists will make them easier to find on the Sales Screen. For example: under any given icon, you can create a group called "Contract" and one called "Custom".



In FastManager, go to: Edit -> Service Groups

- From the drop down list select which Embellishment Pricelist (Menu) you want to customize.
- You will see a list of your existing embellishment prices and groups in that embellishment type appearing on your left.
- You can now add groups, which act similar to folders.

- To add a new group, click on the **New Group** button at the bottom.
- Enter the group description. For example: *Signs* or *Engraving*.
- You will now see the new group added to the left hand pane.
  - Groups are indicated in a **bold** font.
- You can now simply drag and drop an item from the right hand side and drop it onto the group on the left.
- If you now select the group you will see the items within that group appearing on the right hand side.
- You can use the up and down buttons to change the display order.
- And you can also color code your groups, by clicking on the color picker.
- When done, click on the **Save** button at the bottom of the screen.
- If you now look at the pop-up menu in your 'Sales Screen' then you will see the exact simulation of what you just created.

[service\\_groups.mp4](#)

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## Next:

## [Additional Charges](#)

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