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# NAILS 123 SYSTEM

# I/ Introduce Main Screen when Nails 123 System



#### MAIN SCREEN

**1** IP Address: needed when connect multi-systems (Server – Client).

**2** Customer: manage Customer information such as add, edit, delete, reward point, VIP code...

- **3** Appointment: manage customer appointment.
- **4** Language: English or Vietnamese.

**5** Name of technician: show nick name and, or birth name.

**6 Owner/Manager**: for Owner and Manager only, must use security code to login. Manage tickets, Credit Card, Expense, Report (Total, Payroll, Gift Certificate, Services and Products...), backup data base, setup store information, print receipt layout, change security code, setup reward point...

**Turn Tracker**: check technician turns. There are many type of turn tracker, the basic one is Even Turn Tracking

**8** System #: Software's license. Must remember, in case need support when losing license.

**9** Add/Edit Technician: add, edit, delete technician and setup pay roll for technician.

**10 Minimize**: minimize 123System window.

**11** Exit: turn off 123 Systems.

**12 Printer Status**: delete printer error when printer not working.

<sup>13</sup> Open Cash Drawer: click here to open Cash Drawer.

**14** Edit Cards: view, adjust amount, edit and add tip for Credit Card transaction (YesMua Merchant Only).

**15** Add Tips: add tips for Credit Card transaction (YesMua Merchant Only).

### **II) Instruction**

### 1) Add/Edit technician

- Click add/edit technician (9 on Main Screen). Login with Owner Security Code(default 1234) or with Manager Security Code (default 0000). Manager cannot edit Contract and Payroll 4.



#### Add/Edit Technician Screen

**1** Name: technician's information Nick Name, Birth Name... (must have Nick Name).

Employee Ed	it Screen	
Name W	lork Sebodulo	
Name and	d Address	
Nick Name:	Linda	
Birth Name:		Photo
Addr:	100 Astor Drive	No Picture
City:	Harleysville	Receipt
State:	PA Zip: 19438	■ Display ■ Birth Name
Phone:	125-598-9999 🖻 🗆 🖓 🖓	n Not Open Cash gister

- **Display Birth Name**: check here to show Nick Name and Birth Name of technician on Main Screen (in case many technician hace the same Nick Name).
- **Photo:** Technician Avatar. To change Avatar click **Photo** to select existing pictures or click **Browse** to select other picture.
- No Picture: do not display technician' avatar on Main Screen.

**2** Work Schedule: setup technician work schedule.

Name	Work S	chedu	le Wor	× 2
Workd	lay Sched	ule		
-Sel Pick	ect the W the days	ORK	DAY eek:	DO NOT Accepting Appointment
√ Su	r Mon	⊽ Tues	⊽ Wed	Ex. Receptionist
₹ Thu	ur <mark>F</mark> ri	⊽ Sat	Every Day	☐ Hair Salon Appointment View
Perso	nal Informa	ation		1
Birt	h: 09/1	9/2013	3 • 1	SSN: 134-34-3242
Sta	rt: 09/1	9/2013	3 - [1	Change Security Code

- **Do Not Accepting Appointment:** check here if technician do not take appointment (or Receptionist).
- Change Security Code: setup security code for technician whenever they begin doing service.

<sup>3</sup> Work Hours: Setup appointment hours for technician.



**4 Contract**: setup technician contract agreement

Contract Agreement	<b>4</b>
• 6 <mark>0%/40%</mark>	Other % \$0.00
C Salary or Rent Booth	C Salary or Limit: \$0.00
C Hourly Rate: \$/hr	\$0.00
	Product Sale Commission: % 0

- **60%/40% (Default)**: salary by ratio technician 60%, owner 40%.
- Other: input % salary for technician. Example: technician 55%, owner 55% type 55%.
- Salary or 60%/40%: Cover Salary if over the Limit will divide by ratio 60%/40%.
- Hourly Rate: salary by hour.
- Salary or Rent Booth: rent booth fee.

**Button Design:** choose background and type color for technician.

**6** Add: Click to add a new technician, a new button (No Name) will show up on the screen, select the button to add technician information (Nick Name and contract, payroll...).



**7 Temporary** Save technician who not working for future use. When they come back click on **Put Back**. Usage :

File Cabinet		
Jenny <sup>a</sup> (Ý Lan)		
	Inactive User	
Prev	Put Back	Close

- Save technician in case they are on Vacation.
- Save technician who not working any more for Tax report.

### 2) How to change Categories and Services

- Click any technician to go to POS Screen, and then click Add/Edit Sale Items login with Owner security code (Default **1234**) or Manager (Default **0000**).



- Add/Edit Sale Items Screen.

Website: http://www.yesmua.com

Sale Ino Doma Editor	and and a second s							and the second	(ami (0) = 0
Calegory Display Information				Nati	Service				Categories
Calegory: Nail Service		1			1		( a.		
Sale Item Display Information	Full Set Acrylic	Refill Acrylic	Refill Acrylic N	Eyebrows Wax	Serv	/ice	Cate	gories	Noil
Name Full Set Acrylic Time:			our boun				_		Non the
Price: \$38.00	598.00	10000	\$20,000	510.030	8				
Commission Product     Product     Commission Product     Product	Full Set Crystal	Refill Crystal	Refill Crystal N Cut Down	Eyebrows N Lip	- S m	eans Ser	vice.		Repair Nails
Preset Pick the days of the week:	\$35.00	\$20.00	\$22.00	\$15.00	- P m	eans Pro	duct.		
\$0.00         Sum Max         Teco         Wed           To Date:         Image: Comparison of the teco         Teco         Wed           [01/01/2005]         Image: Comparison of teco         Teco         Teco         Teco	s Full Set Solar Pink N White	s Rofill Pink	s Refill Pink and White	Eyebrows N Chin	- Not	hing mea	ns No Cł	arge	Hand Design
Special Discount	\$45.00	\$22.00	\$30.00	\$16.00					
Student \$0.00 Senior \$0.00 Pick the days of the week San Mon Tues Wel San Mon Tues Wel	S Full Set Silk Fiber	s Refill Silk		Lip Wax	\$				Kids Menu
Thur Fri Sat Day Thur Fri Sat Day Button Design	Maninum	town Marian	Lunch	Lie M Chin	5				
Button Coler Selling									maxing
	\$12.00	\$17.00	\$5.00	\$13.00					
ForfCole Solary	Podicure \$25.00	French Pedicure	Amorican	Chin Wax	5				Polish
				· · · · · · · · · · · · · · · · · · ·	4				
	Manicure and Pedicure	French Manicure N Pedicure	Add Euro Spa	White tip					Nail Products
	\$35.00	\$45.00	\$10.00	\$5.00					
					age: 1				Page: 1
	See 📑			4	dd Sale			Add Estegory	7
						5		Cancel Ok	

Add/Edit Sale Items Screen

a) Add, edit and delete Categories

#### \* Add Category:

- Step 1: Click Add Category (<sup>6</sup>), 1 new category with No Name will be created appear on the categories.



- Step 2: Select **No Name** and then input new category name at position **1** 

🖳 Sale Inv Items Editor		-
- Category Display Information	1	
Category: Nail Service	2	
Sale Item Display Information		Work

\* Change category name: select the category's name need change and input new name same as step 2.

\* Delete Category: Click and drag the category to temporary at position 7



\* Put back category: Click temporary <sup>7</sup> select category and click Put Back.

Category File Cabinet	
Repair Nails	
	Inactive Calegor
Prev	Put Back Close Next

### b) Add, edit and delete Service

#### \* Add Service:

- Step 1: In Add/Edit Sale Item click Add Sale Item (4), a new service with no name will be created.

			Nail S	iervice	
s Full Set Acrylic \$38.00	s Refill Acrylic \$18.00	s Refill Acrylic N Cut Down <u>\$20.00</u>	s Eyebrows Wax <b>\$10.00</b>	No Name	
s Full Set Crystal	s Refill Crystal	s Refill Crystal N Cut Down \$22.00	S Eyebrows N Lip		

Step 2: select No Name Service and then input the new name in position
2, change the price in position
3. On the right hand side select Services,
Product or No Charge (Select No Charge input 0.00 to Price)



\* Change Service: select service and do the same as step 2.

\* Delete Service: click and drag service to temporary on position 4

\* **Put back Service**: click temporary on position 4 select the service and then click **Put Back** (same as put back category).

### 3) Payment type (Cash, Credit, Gift Card or Check)

#### a) Only one technician doing service

- Step 1: select technician on the main screen, the pos screen will appear



#### **POS Screen**

- Step 2: Select **Categories** 1 sush as Nail Services, Waxing... Sau đó click chọn services (vị trí số 2) đã làm cho khách.

Categories			Nail Service
Nail Service	Full Set Acrylic \$38.00 \$18.00	s Refill Acrylic N Cut Down <b>\$20.00</b>	Eyebrows Wax 2) Service
No Name	Set Crystal Set VI Set State Set State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State State S	s Refill Crystal N Cut Down \$22.00	Eyebrows N Lip
Hand Design	1) Catgories	s Refill Pink and White <b>\$30.00</b>	Eyebrows N Chin \$16.00
Kids Menu	S S S S S S S S S S S S S S S S S S S		Lip Wax \$7.00

- Step 3: to add tips click **Tips** on position **3**, **Enter Tips amount?** will appear then select quick amount or input new amount and then click OK.

Ticket: 00001 NAILS 123	9	Tiếng Việt	Enter Tips amount?	Enter Tips amount? \$0.00 Clear
Extra T Q. Description S 1 Full Set Acrylic T 1 Tips S. 1 Discount: -\$3.00 off	Price \$38.00 \$5.00 (\$3.00)	CLEAR (Start Over)	<b>\$2</b>	789
Tips     3) Add Tips		Undo		
COUPON DISCOUNT SERVICES Tax:	\$0.00	<u>.</u>	(S5)	<b>0</b> +/- <b>510</b>
Total: \$40	0.00	MORETech		ок

- Step 4: to give discount to customer click **Coupon Discount** on position 4. Service Discount will appear.



Apply To Whom: there are 3 option to who give discount.

• **Owner and Employee**: Both Owner and Employee give discount.

- Owner Only: Only Owner give discount.
- Employee: Only Employee give discount.

On the left is discount by percent, on the right is discount by cash.



- Step 5: Select Payment Types on position 5:

• Nếu khách trả bằng **tiền mặt, thẻ tín dụng, phiếu tặng hoặc chi phiếu** thì chỉ việc click vào các nút như hình dưới.



• If customer have multi payment types, they have to follow this order: gift card, cash and credit card and then click OK.

- Step 6: If this is old customer then click **Select by Name** on position <sup>6</sup>, Customer Selection screen will appear, select customer and then click OK.

Customer Not Selecte Visiting Co	\$ Points B ed Yet \$0 punt (not used)	elance 0.00 Search by Phone# Clear	Exit		
Name	Home	Cell	Kit #	Alpl	nabet
Customer	999-999-9999		0	A	N
				в	0
				к	x
				L	Y
	1			м	z
Search by Phone Last Name	Favorite Customer	Ok		Alph	abet

- Step 7: Click **Complete Sale** on position **7**, the system will print out the receipt.

#### b) Multi Technician doing services

- Do the same thing as step 1 and 2 and then click **More Tech**, **Main Screen** will appear for selecting a new technician. For example like below picture, the current technician is Hong Dao, change to Cindy or Pam click More Tech and then select Cindy or Pam.

Т	Q.	Description	Price	
5	1	- Cindy Eyebrows Wax - Pam	\$10.00	CLEAR (Start Over)
S	1	Refill Acrylic	\$18.00	10
S	1	Refill Crystal N Cut Down	\$22.00	
			~	Undo
		Tax	\$0.00	
		Total:	\$50.00	MORETech

- Following step 3,4,5,6,7 to complete the sale.

#### c) Pay by Credit Card

\* Using terminal:

Website: http://www.yesmua.com



- Step 1: Do the same as step 1,2,3,4 for one technician doing services. Select category, choose service, and then add tip or discount.

- Step 2: Process the transaction on External Terminal, and then click vào Credit Card on position 5 on POS Screen, and then input the last 4 numbers of the Credit Card

### 4) How to sell Gift Card

- Step 1: On Main Screen, select the technician who sale gift card, the POS Screen will appear and then click Sell Gift Card.



### 5) Manage Customer



- click **Customer** on position **2** on Main Screen. Customer View and Edit screen will appear like below.

Customer View and Edit		
Personal Information	Alpi	abet
Name: Name Att #	A	N
Addr: Search	в	о
State: Zip: Fravorite Customer	С	Р
Phone: Cell:	D	Q
Birth: 09/20 🝸 🛍	E	R
Email:	F	s
Customer Services Informations Kit #: Vristing Gount (not used) << >>	G	т
	н	U
Last Service Technician Prefered Technician Last Visit	1	v
Cust. Since #Visits Total Spend 5	J	w
Enter Customer Reference N 1 Past Services	к	x
Bar Code: 2 4	L	Y
	м	z
Ok         Cancel         Add New Customer         Apply         Import/ Export         Member Only         By Phone         By By Last         Favorite Customer         Delete	Alpl	nabet

#### **Customer View and Edit Screen**

- **1 VIP Code**: Customer's VIP number.
- **2** Invites Email: Sent Email for Customer
- **3** Add New Customer: create new Customer.
- **4 Delete**: delete selected customer .
- **5** Past Services: look up reward point for customer.

#### a) Add new cusomer

- Step 1: click Add New Customer position 3, Customer View and Edit screen like below

Website: http://www.yesmua.com

Customer View and Edit
Personal Information Name: First Last License License
Addr:
City: Set Picture
State: Zip: Favorite
Phone: Cell: Label
Birth: 09/23 • 🚺 Printer
Email:
Customer Services Informations
Kit #:     Visiting Count (not used)     >>       1     1
Last Service Technician Prefered Technician Last Visit
None • 9/23/2013
Cust. Since #Visits Total Spend
9/23/2013 1 \$0.00
1 Past Services
Bar Code:
0000000 VIP Code Birthday Invites List Email
Ok Cancel Apply Import/ Export Conly By Last Name

- Step 2: input customer's information. typing Name, Phone and Email.

• Wan to create customer's VIP number click VIP Code on position 1 Add New Code screen will appear, swip VIP Card only if using YesMua VIP or type customer's Name and Bar Code number and then click OK.

Add New Code	
Name:	OF
FirstLast	
Bar Code: (Use the Scanner or Entering the Code)	Creat
0000000	Cancel

- Step 3: click **Apply** on position **2**.

### 6) Manage Appointment

Monday, September 30, 2013			Tiếng
_ <i>ite</i> = 19:18:21	QLite	3 Appointment	Việt
Select an Serviced Independent Techn	ician		

- Click Appointment on position 3 on the Main Screen. Appointment Screen will appear like below



#### **Appointment Screen**

- 1: Customer's appointment.

- 2: how appointment screen was presented, can be seen by 1 week, 2 week or Today

 $-\begin{bmatrix} 3 \\ \end{bmatrix}$ : to refresh the screen

- 4: Email the appointment for customer.

#### a) Add appointment

- Step 1: select anyone or specific technician choose the time and then double click on the hour to select duration. Appointment screen appear as below.

oppointment							
0:15	0.30	0.45	1:00	1:15	1:30	1:45	2.00
2:15	2:30	2:45	3.00	3:15	3:30	3:45	4.00
Morning (a	вам-зрм)	Afternoon	(3PM-9PM)		All Day	(1 Day)	
Optionals	w Cust	omer	Exi	sting (	Custom	er	Schedule for Every None Weekly 2 Weeks 3 Weeks
		Se	ervices				C Month for next 6 months
	Ca	ancel			O	¢	

- Step 2: select the duration and then click OK.

(Optional) if this is a new customer click New Customer to create a new profile, if is exiting customer click Existing Customer. Tiếp theo click vào Services chọn dịch vụ khách muốn làm. Sau đó click OK.

#### b) Edit/Delete Appointment

- Choose appointment need edit:

- **1**: Delete appointment.
- **2**: Print selected appointment.
- 3: Add/Delete Service.
- 4 : Select customer.
- **5**: Email appointment to customer.



### III) Owner/Manager



- Click Owner/Manager on position <sup>6</sup> on the Main Screen. Login with Owner's security code(default 1234) or Manager (default 0000).

# 1) Manager (default security code 0000)

### a) Ticket

T Qty Description	Price	Worked with Technician(s)	Wednesday, 9/25/2013	9/25/2013
S 1 Eyebrows N Lip	\$15.00	Date: 9/25/2013 10:42 AM	Pam	Technician
S 1 Eyebrows Wax	\$10.00	T1         Pam         \$25.00           C\$ 325.00 CC \$0.00 GC \$0.00 CK \$0.00 PC \$0.00         \$15.00           S1         Evebrows N Lip         \$15.00           S1         Evebrows Wax         \$10.00	1	Cindy (Nguyễn Cao Kỷ Duyên)
		T1         Hanry         \$35.00           C\$335.00         C:50.00         C:50.00         C:50.00           S1         Eyetrown N Lip         \$15.00           S1         Refil Crystal         \$20.00		Pam
Tax	\$0.00	2 TOTAL: \$60.00		Hõng Dào
Edit Sale Delete Add Itom Add Tip	\$25.00 Voided			Quang Minh
Ticket Information	5 History Change	2		Hanry (Nguyễn Hung)
Ticket #: 1 @9/25/2013 10:42 AM Customer:	Set Customer	3 7		Khánh Hà
Payment Type: Cash Special Discount None Payment Typ	Work with	Print 4		Jenny (Ý Lan)
Re-Print Technician         Re-Print Customer         Delete Ticke	t Void Ticket	together on s 5 YMENT type	Prove Next	Page: 1
Today << Day 9 Week >>	Month	>> << B-Weekly >> Date Range	Y E Print A Preview Print	
Ticket C-Card Exp	ense   I	Report   Setup   Exit -	Các thể dành cho qua	ản lý

- Manager have right to view and edit some of the informations:

- Change ticket form one technician to another technician: click Change Technician on position 2.
- Add customer to the ticket: click **Set Customer** on position **3**.
- Void ticket: click **Void Ticket** on position **4**.
- Delete ticket: click **Delete Ticket** on **9** (for Owner only).
- View tickets: click **Ticket List View** on position **5**.
- On position 6: tool for viewing tickets by day, week, month... or range
- Print current ticket click print on position 7.
- Print total tickets of current technician.

#### b) C-Card (Credit Card) Yesmua Merchant Only

Transaction	ns Batch Rep	ort									
Credit Card Trans	action List										
TransID	Date Action	Result Typ	e Account	Holder Name	Emp Name	Ticket#	Settle	Batch#	ltem#	Tips	Total
*											
	$(\mathbf{n})$	$(\mathbf{a})$									
11		3	4	5							
				-							Concession of the local division of the loca
											•
					1				Sale + 1	Fip:	\$0.00
Close	Refund Adj. To	tal VOID	Adj. Tip R	e-Print Detail					Sale + 1 Refur	Fip: nd:	\$0.00 A
Close Batch	Refund Adj. To	tal VOID	Adj. Tip R	e-Print Detail Report				Tip	Sale + 1 Refur	Fip: nd: \$0.00	\$0.00 \$0.00 A \$0.00 L \$0.00 L
Close Batch	Refund Adj. To	tal VOID	Adj. Tip R	e-Print Detail Report		T		Tip	Sale + 1 Refur s/Void:	Fip: nd: \$0.00	\$0.00 \$0.00 A \$0.00 L
Close Batch	Refund Adj. To	tal VOID	Adj. Tip R	e-Print Detail Report	Bi-Weekly	>> [	Date	Tip	Sale + 1 Refur	rip: nd: \$0.00 Print	\$0.00 \$0.00 A \$0.00 L Print
Close Batch Today <<	Refund Adj. Tor	tal VOID	Adj. Tip R	e-Print Detail Report	Bi-Weekly	>> 1	Date ange	Tip	Sale + 1 Refur s/Void:	Fip: nd: \$0.00 Print Preview	\$0.00 \$0.00 \$0.00 Print
Close Batch Today <<	Refund Adj. Tol	tal VOID	Adj. Tip R	e-Print Detail Report	Bi-Weekly	>>	Date ange	Tip	Sale + 1 Refur s/Void:	fip: nd: \$0.00 Print Preview	\$0.00 \$0.00 \$0.00 Print
Close Batch Today <<	Refund Adj. Tol	tal VOID	Adj. Tip R	e-Print Detail Report	Bi-Weekly	>>   <sup>I</sup> R	Date		Sale + 1 Refur s/Void:	Fip: nd: \$0.00 Print Preview	\$0.00 \$0.00 A \$0.00 L Print

- Right of the Manager: add, edit, delete credit card and transaction add Tip.
- Step 1: select transaction then click on of these option
  - **Close Batch**: at the end of the day close of the transactions.
  - **2** Adj. Total: adjust the total amount.
  - **3VOID**: to void a selected transaction.
  - **4** Adj. Tip: adjust tip amount.
  - **5 Re-Print**: print the selected transaction one more time.

## c) Expense

- To manage store expend such as: electric, water, gas and supply bill

### d) Report

			T	oday				ReportType
Total Sale Rep A. T. Software S Diamond Plaza Wednesday, Septe	ort olutions, Inc. mber 25, 2013 (Daily		۲ A. T. S	Fotal Sale Report oftware Solutions, I Diamond Plaza	nc.	Poport T	wpo	Total Sale
Cash Credit Card	\$104.00 \$25.00		Wednesd	lay, September 25, 2013 (E	Daily)	Report	ype	Technicians Report
Check	\$0.00		Credit Card		\$25.00			Technician Payroll
Gift Certificates	\$0.00		Total(\$)		\$129.00	-		Technicians
Total(Gross)	\$129.00	8	Gift Certificates		\$0.00			Services (Excel)
Services Products Sale Tax	\$129.00 \$0.00 \$0.00		Total(Gross)		\$129.00	-		Gift Certificates
Owner Discount Daily Withdraw Cash Advance Tin/Credit Card)	\$0.00 \$0.00 \$0.00 \$0.00		Total Services Total Products Sale Tax	\$129 \$0.0 \$0.0	0.00 0 0			Services and Products
Total	\$129.00		Total Gift Certificate Sold Owner Discount(Coupons) Daily Withdraw	\$0.0 \$0.0 \$0.0	0 0			Expense
Voided Ticket(s) Number Tickets Number Customers	0 4 3		Tip(Credit Card)	\$0.0 \$0.0 \$0.0 \$0.0	0.00			Returns
New Customers Extra Charges	0 \$0.00	-	Tips	\$0.0	0	-		Technician Year to Date
Print	Card Detail	<sup>d</sup> Pr	Print Preview		_	Sale Balance Adjustment		(YTD) ReportType
Today <<	Day >> <	Week	>> < Month >> < Bi-W	cekly >> Date Range	r K R		Prin Previ	nt ew Print
Ticket	C-Carc	Ev	nence Penort	Satur Evit				

- To view store's report.

- Total Sale: view store's total amount by daily, weekly, monthly or yearly...
- Technicians Report: view technician's total amount.
- **Technician Payroll**: view detail of specific technician's total services and salary.
- Gift Certificates: view and manage dead or alive gift certificate
- Services and Products: view detail store's total services and products.
- **Expense**: view store's total expense.

#### e) Setup

System	Security	Discounter Default
	Technic     Technic     PN (Technician must     code before enter ticket)	C Owner C Owner C Tech only C Only
Image: Comparison of the	Change Owner Security Code Security	VN Discount     Setup
No Charqe         Charqe         Gift as CC#         Skip Cash         Skip Check #           No Tips         User Screens Selection:         Skip License #	Change Manager Security Code Options	Others Setting Accepting Gift Cert. from other stores Not Accepting Old Gift
	Begin Day of the Week and Payroll Periods	C Allow Cash Advance
	Monday Semi-Monthly 15th-31th	Gift Expire 0 Turns # Month 0 Tracker
Customer Discount	Store (Business) Informations	Appointment Store Hours
▼ Reward 300         =         \$10.00         ■	Store Address Information	Store Hours Setup
When at # Visits then reward discount> More	A. T. Software Solutions, In	Tickets
%0 10.00	515023 4	Start ticket #1 each day.
Printing Receipt for?	Technician	Time Sheets
✓ Customer	Display Do Not Display Don't Services V Show at Contract V Deduct Tip Info. POS Info. from Cash	Login Time     Print In/Out     Receipt     Ticket Timer
Selectable Sub Total More	Open Cash Dray	Credit Card Package
☐ Do Not Print Tech Name 3 ☐ Copy Gift Certificate	User Screen: 5 POS Screen:	YesMua EDC     G     G
Design Custom	Show Button	YesMua ETC
Printers	I Security □ Security	C D= Change Credit Card
For Receipt: Fix Printer Jam	□ No Cash Drawer	C PC Charge
BTP-2002NP(U) 1	Misc.	Advance Setup
For Reports:	□ Security □ Don't Ask □ Cent □ Print Discount □ Discounter □ Keypad □ Draft	Lottery Ticket Winner Custom Stores
Ticket C-Card Expense	se Report Backup S	Setup Exit

#### SETUP SCREEN FOR OWNER AND MANAGER

- To setup Nails 123 System: change security code, add tax, reward point, receipt printing style, receipt's layout, display technician's information style...

• Security 1: change security code for Owner and Manager.



- To change Owner security code login click Change Owner Security Code.
   Enter Security Code screen appear.
   Input new 4 digits and one more time to confirm and then click OK.
- To change Manager security code login
  click Change Manager Security Code.
  Enter Security Code screen appear.
  Input new 4 digits and one more time to confirm and then click OK.

Customer Discount 2: Setup Reward Point for customer's VIP Card. For example: to setup when customer earn 300 point they get \$10 back. Default \$1=1 meaning when customer spent \$1 they earn 1 point, to change click can setup \$1 Cash = 1.5 points và \$1 Credit Card = 1 point like the picture below.

Customer Discount ▼ \$ Reward 300 = \$10.00 ₩ ×	VP Point Setting Paid Types: Paid \$1 Cash = 1.50
Setup reward point for cash and	Paid \$1 Credit Card = 1.00
credit card	Close

• Printing Receipt for 3: setup how many receipt print out, the picture below show print receipt for customer and technician only. To print receipt for Owner check Owner. To have print or not print option check Selectable.

Printing Receipt for?	
🗹 Customer 🛛 🗹 Technician 🗌 Owner	Gift Certificate
🗆 Selectable 🛛 Show Sub Total	More
□ Do Not Print □ Combine Tech Name □ Owner Print ☑	Copy Gift Certificate
Design Customer Receipt Layout	nt Receipt yout

To add more information to end of the receipt click **Design Customer Receipt Layout**. Custom Customer Receipt appear. After finish editing click Save and then Close. Remember to check **Print Receipt Layout**.

Custom Customer Receipt	-
01590 Nguyễn Cao Kỳ Duyên	Close
AT Software Solutions, Inc. 100 Astor Drive HarleysvillerPAP 215-255-0164 Saturday 6 2016	Custom Message Receipt Message
S 1 Fall Set Get 45,000 \$ \$ 200,024 Fm S 1 Fall Set Get 45,000 \$ \$ \$ 30,00 S 1 Manicure and Pedicure \$ \$ 25,00 S 1 Take Off \$ \$ 25,00 TOTAL: \$ \$ 0,00	C Print Draft Message
Payment Type: Cash: \$80.00 	C Gift Certificate Message
1	Save
	B <u>I <u>U</u></u>
	≣≣≣
Thank You	Font Size 8 pt -

• Store Information 4: Store's information that was print on the receipt. To edit click Store Address Information. Input the information after finish editing click OK.



• **Technicians 5**: setup show technician information.



- Display Services Info: check here to display total services and ticket amount on Main Screen.
- **Do Not Show at POS**: check here to not display total services and ticket amount on POS Screen.





• **Display Contract Info**: check here to display the amount that was divided base on the contract.



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• Time Sheets 6: check here to manage login and logout time of the technician click Login Time. On the POS screen In (Time) and Out (Time) will appear like picture below.



When technician login click IN, to logout select technician and then click OUT. On the Main Screen In time will display on the right corner of the technician.



# 2) Owner (default security code 1234)

- Owner have all the right of the manager. In additional have right to delete, edit and change owner's security code and have backup option like picture below

	-	Sot the date below where you want to start deleting the
ey Drive Location:	Browse	tickets and everything before this date. For example, set at
D:\ATDatabase\DbProvider.db3		04/01/2005 then all tickets on 04/01/2005 and before that
ard Drive Location:	Refresh	will be deletes!!!
D:\Data\DbProvider_Demo\DbProvider.db3		No Merging 01/01/2013 📩 🛄
		Begin Clean-Up Tickels
Backup From Bestore From	Clean-Up CC Transaction	
PC to Key	Key to PC	Initialization (Begin Operation)
a Safe Safe Recovery	5	
PointOfSales\	Set	
name Prefix: Store1_		
Stamp one more backup file to: DbKey_Store1_	09252013.db3	

Ticket C-Card Expense Report Backup Setup Exit

- Backup and Restore Database: call YesMua for support (714-786-8115 or 951-785-1619).
- Clean-Up Tickets:
  - **Begin Clean-Up Tickets**: delete all of the ticket from the beginning to selected day. For example (01-01-2013) all of the ticket from the beginning to 01-01-2013 will be deleted.
  - **Clean-Up CC Transaction**: delete all of the transaction from the beginning to selected day.
  - **Initialization (begin operation)**: After using the system for demo and begin to operation click here to clean up everything except category, service menu and technician.

#### For more information please contact us:

- Technical support: 714-786-8155

#### 951-785-1619

- Support Merchant services: 714-554-4630
- Fax: 714-786-6662
- Toll Free: 888-593-7682