

## CATEGORIES

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# NAILS 123 SYSTEM

## I/ Introduce Main Screen when Nails 123 System



### MAIN SCREEN

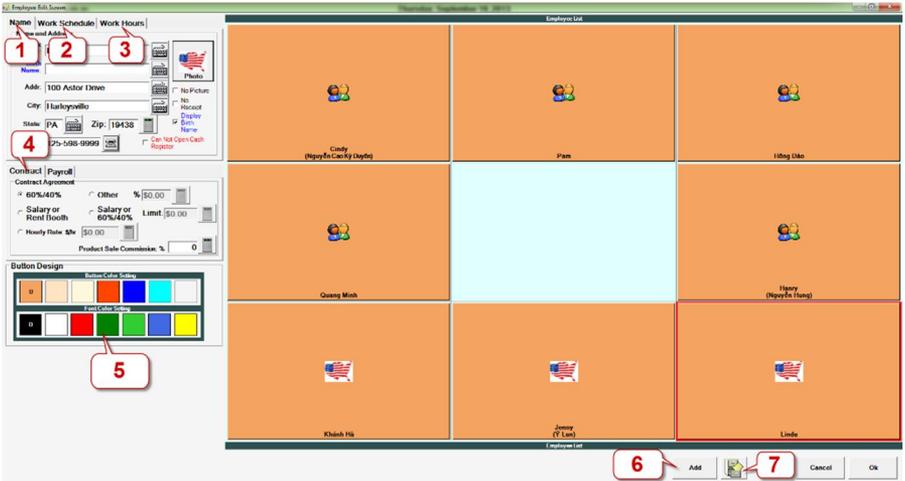
- 1 **IP Address:** needed when connect multi-systems (Server – Client).
- 2 **Customer:** manage Customer information such as add, edit, delete, reward point, VIP code...
- 3 **Appointment:** manage customer appointment.
- 4 **Language:** English or Vietnamese.
- 5 **Name of technician:** show nick 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...
- 7 **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.
- 13 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 Edit Screen

Name Work Schedule Work

**Name and Address**

Nick Name:

Birth Name:

Addr:

City:

State:  Zip:

Phone:

**Photo**

No Picture

No Receipt

Display Birth Name

Can Not Open Cash Register

- **Display Birth Name:** check here to show Nick Name and Birth Name of technician on Main Screen (in case many technician have 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 Schedule Work

**Workday Schedule**

Select the WORK DAY

Pick the days of the week:

Sun  Mon  Tues  Wed

Thur  Fri  Sat  Every Day

**DO NOT Accepting Appointment**  
Ex. Receptionist

**Hair Salon Appointment View**

**Personal Information**

Birth:  **SSN:**

Start:

- **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.

**3 Work Hours:** Setup appointment hours for technician.

Name	Work Schedule	Work Hours
	<b>Monday</b>	<b>Friday</b>
Start:	08:00 AM	Start: 08:00 AM
End:	08:00 PM	End: 08:00 PM
	<b>Tuesday</b>	<b>Saturday</b>
Start:	08:00 AM	Start: 08:00 AM
End:	08:00 PM	End: 08:00 PM
	<b>Wednesday</b>	<b>Sunday</b>
Start:	08:00 AM	Start: 08:00 AM
End:	08:00 PM	End: 08:00 PM
	<b>Thursday</b>	
Start:	08:00 AM	
End:	08:00 PM	

**Set Default Hours**

**4 Contract:** setup technician contract agreement

**Contract Agreement**

**60%/40%**
 **Other** %

**Salary or Rent Booth**
 **Salary or 60%/40%** **Limit:**

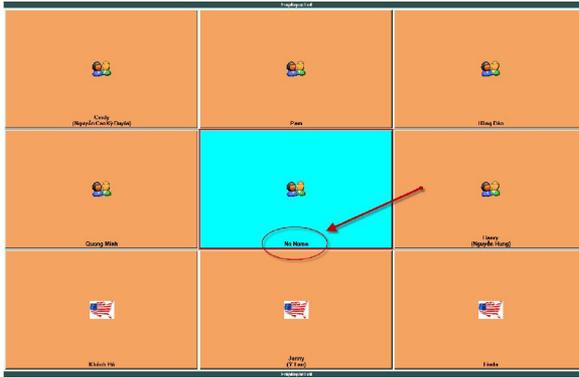
**Hourly Rate:** \$/hr

**Product Sale Commission:** %

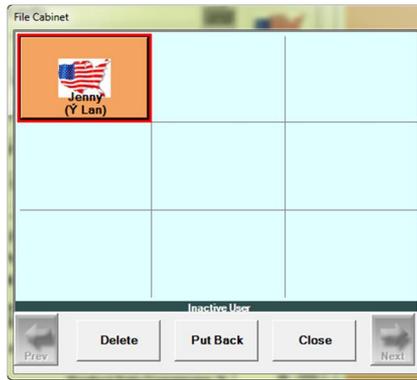
- **60%/40% (Default):** salary by ratio technician 60%, owner 40%.
- **Other:** input % salary for technician. Example: technician 55%, owner 55% type 55%.
- **Salary or 60%/40%:** Cover Salary if over the **Limit** will divide by ratio 60%/40%.
- **Hourly Rate:** salary by hour.
- **Salary or Rent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

**5 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 :



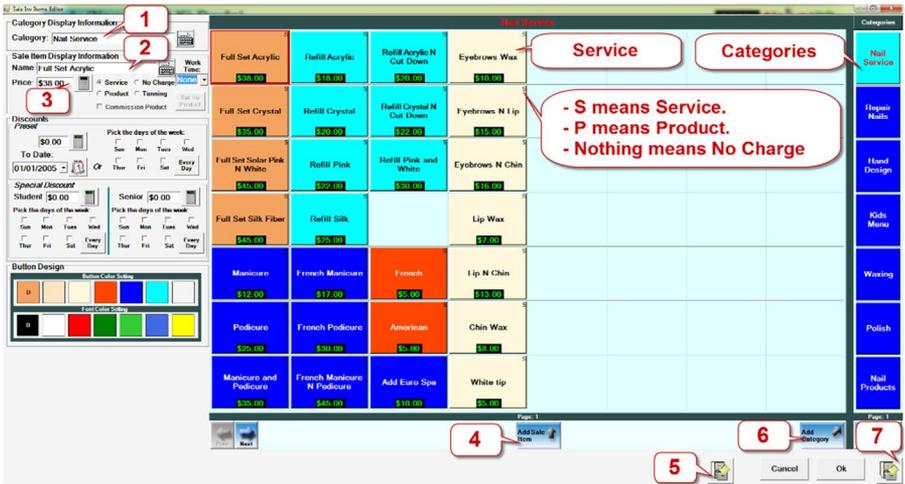
- Save technician in case they are on Vacation.
- Save technician who not working any more for Tax report.

## 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.



### Add/Edit Sale Items Screen

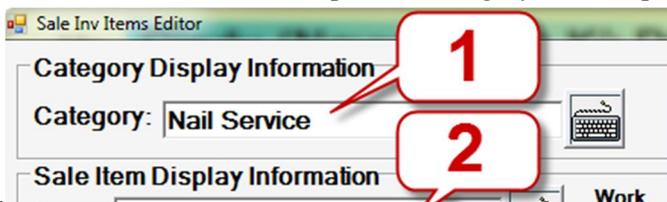
a) Add, edit and delete Categories

\* **Add Category:**

- Step 1: Click **Add Category** (6), 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)

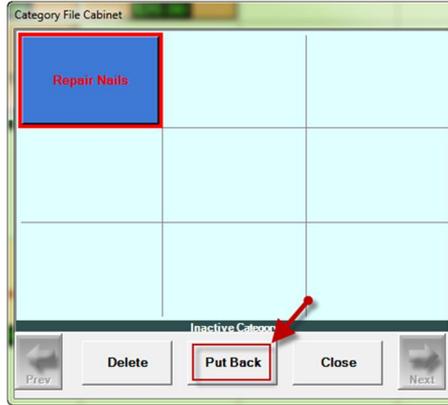


\* **Change category name:** select the category's name need change and input new name same as step 2.

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



\* **Put back category:** Click temporary **7** select category and click **Put Back**.



## 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.



- 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.

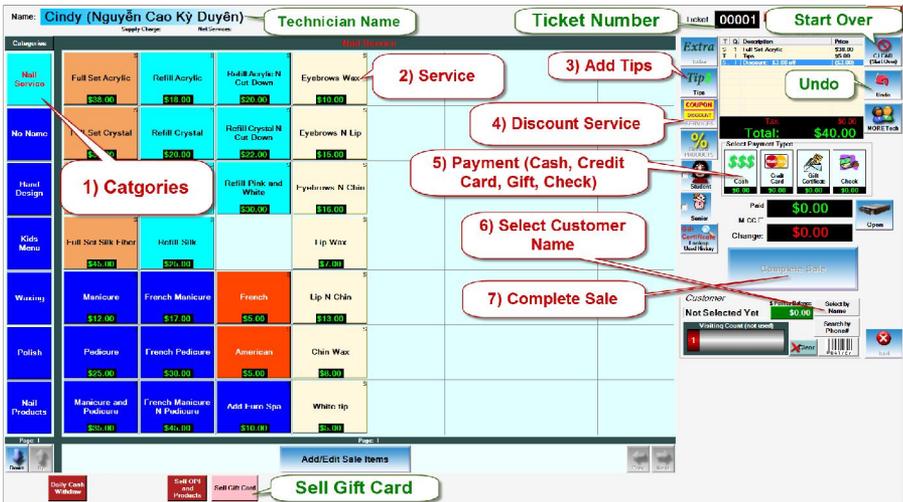
\* **Delete Service:** click and drag service to temporary on position **4** 

\* **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** such 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	Refill Acrylic \$18.00	Refill Acrylic N Cut Down \$20.00	Eyebrows Wax \$10.00
No Name	Full Set Crystal \$38.00	Refill Crystal \$20.00	Refill Crystal N Cut Down \$22.00	Eyebrows N Lip \$15.00
Hand Design	1) Categories		Refill Pink and White \$30.00	Eyebrows N Chin \$16.00
Kids Menu	Full Set Silk Fiber \$45.00	Refill Silk \$25.00		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.

- 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.

Service Discount

Apply To Whom?  Owner and Employee  Owner Only  Employee Only

Quick % **Percent Discount?** Clear

**Percent Discount**

Quick \$ **Cash Discount?** Clear

**Cash Discount**

- 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.

Select Payment Types:

<b>Cash</b> \$\$\$ \$0.00	<b>Credit Card</b> MasterCard \$0.00	<b>Gift Certificate</b> Gift Certificate \$0.00	<b>Check</b> Check \$0.00
---------------------------------	--	---	---------------------------------

- 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 **6**, Customer Selection screen will appear, select customer and then click OK.

Customer selection screen showing: "Not Selected Yet", "\$ Points Balance \$0.00", "Visiting Count (not used) 1", "Search by Phone#" button, "Clear" button, "Barcode 4041767", and "Exit" button. A red box highlights the "Select by Name" button with a red arrow pointing to it.

Name	Home	Cell	Kit #	Alphabet	
Customer	999-999-9999		0	A	N
				B	O
				K	X
				L	Y
				M	Z

Search by Phone | Search by Last Name | Favorite Customer | Ok

- 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.

T	Q.	Description	Price	
---	---	- Cindy		CLEAR (Start Over)
S	1	Eyebrows Wax	\$10.00	
---	---	- Pam		Undo
S	1	Refill Acrylic	\$18.00	
---	---	- Hong Dao		MORE Tech
S	1	Refill Crystal N Cut Down	\$22.00	
Tax:			\$0.00	
<b>Total:</b>			<b>\$50.00</b>	

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

### c) Pay by Credit Card

\* Using terminal:



- **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**.



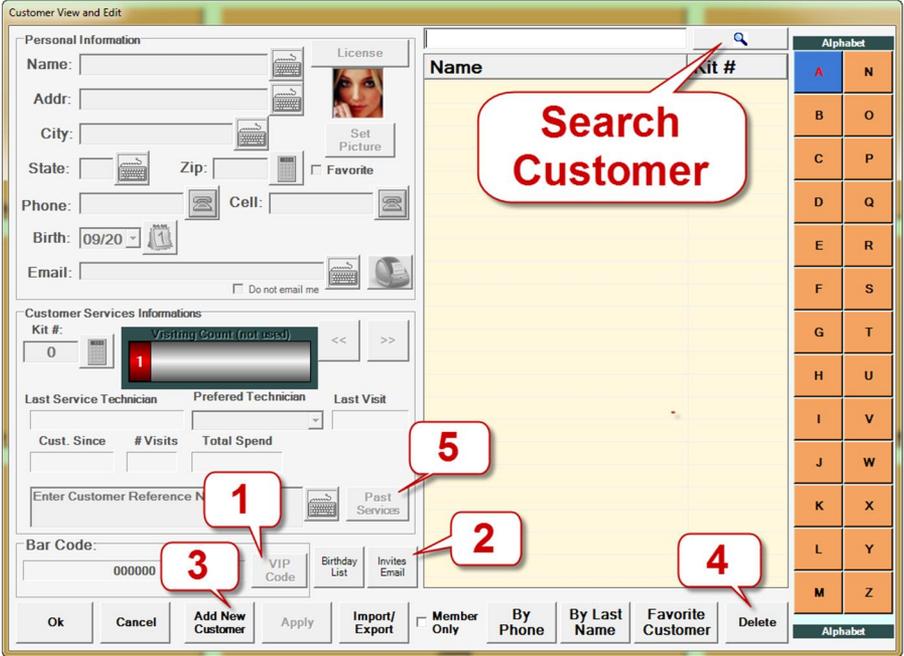
- **Step 2:** input gift card number on the left screen (swip credit card only if using YesMua gift card) and then click **Enter**.
- **Step 3:** input the amount of the gift card on the right screen click **OK**.



## 5) Manage Customer



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



### 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 customer

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

Customer View and Edit

**Personal Information**

Name:   License

Addr:   

City:  

State:   Zip:    Favorite

Phone:   Cell:  

Birth:  

Email:     Do not email me

**Customer Services Informations**

Kit #:   **Visiting Count (not used)**  << >>

Last Service Technician Preferred Technician Last Visit

None 9/23/2013

Cust. Since	# Visits	Total Spend
9/23/2013	1	\$0.00



**Bar Code:**

Member Only

**Label Printer**

**1**

**2**

- 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:  

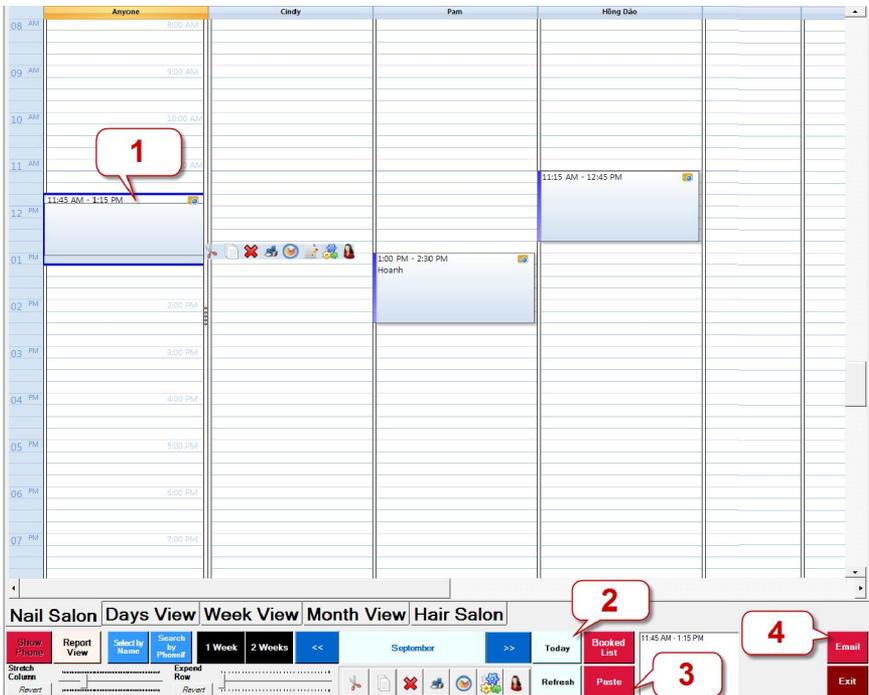
Bar Code: (Use the Scanner or Entering the Code)  

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

## 6) Manage Appointment



- 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
- **3**: 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.

- 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 **6** on the Main Screen. Login with Owner's security code(default **1234**) or Manager (default **0000**).

# 1) Manager (default security code 0000)

## a) Ticket

**Worked with Technician(s)**  
 Date: 9/25/2013 10:42 AM  
 To: Pam  
 T1 Pam \$25.00  
 C3-\$25.00;C-\$0.00;GC-\$0.00;CK-\$0.00;FC-\$0.00  
 S 1 Eyebrows N Lip \$15.00  
 S 1 Eyebrows Wax \$10.00  
 T1 Henry \$35.00  
 C3-\$35.00;C-\$0.00;GC-\$0.00;CK-\$0.00;FC-\$0.00  
 S 1 Eyebrows N Lip \$15.00  
 S 1 Hair-Crystal \$20.00  
 2 TOTAL: \$60.00

**Tax \$0.00**  
**Total: \$25.00**

**Technician**  
 Cindy (Nguyễn Cao Kỳ Duyên)  
 Pam  
 Hồng Đào  
 Quang Minh  
 Henry (Nguyễn Hùng)  
 Khánh Hà  
 Jenny (Y Lan)

**Buttons:** Edit Sale Item, Delete Sale Item, Add Item, Add Tips, Voided History, Change Technician, Set Customer, Payment Type, Special Discount, Time Span, Re-Print Technician, Re-Print Customer, Delete Ticket, Ticket List View, Print, Next, Print Preview, Print.

**Navigation:** Today, Day, Week, Month, B-Weekly, Date Range, Print Preview, Print.

**Bottom Bar:** Ticket, C-Card, Expense, Report, Setup, Exit. **Các thẻ dành cho quản 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**.
- Re-Print total tickets of current technician.

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

**Transactions | Batch Report**

**Credit Card Transaction List**

TransID	Date	Action	Result	Type	Account	Holder Name	Emp Name	Ticker#	Settle	Batch#	Item#	Tips	Total
*													

**Buttons:** Close Batch, Refund, Adj. Total, VOID, Adj. Tip, Re-Print, Detail Report, Sale + Tip, Refund, Tips/Void, Print Preview, Print.

**Navigation:** Today, Day, Week, Month, Bi-Weekly, Date Range, Print Preview, Print.

**Bottom Bar:** Ticket, C-Card, Expense, Report, Backup, Setup, Exit

- Right of the Manager: add, edit, delete credit card and transaction add Tip.

- Step 1: select transaction then click on of these option

- **1 Close Batch:** at the end of the day close of the transactions.
- **2 Adj. Total:** adjust the total amount.
- **3 VOID:** 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

The screenshot displays the 'Total Sale Report' for A. T. Software Solutions, Inc. at Diamond Plaza on Wednesday, September 25, 2013. The report is divided into several sections:

- Total Sale Report Summary:**
  - Cash: \$104.00
  - Credit Card: \$25.00
  - Check: \$0.00
  - Total(\$): \$129.00**
  - Gift Certificates: \$0.00
  - Total(Gross): \$129.00**
- Services Breakdown:**
  - Total Services: \$129.00
  - Total Products: \$0.00
  - Sale Tax: \$0.00
  - Total Gift Certificate Sold: \$0.00
  - Owner Discount(Coupons): \$0.00
  - Daily Withdraw: \$0.00
  - Cash Advance: \$0.00
  - Tip(Credit Card): \$0.00
  - Total: \$129.00**
  - Tips: \$0.00

The interface also features a navigation bar at the bottom with buttons for 'Ticket', 'C-Card', 'Expense', 'Report', 'Setup', and 'Exit'. A right sidebar contains a 'Report Type' dropdown menu with options: Total Sale, Technicians Report, Technician Payroll, Technicians Services (Excl), Gift Certificates, Services and Products, Expense, Returns, and Technician Year to Date (YTD).

- 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

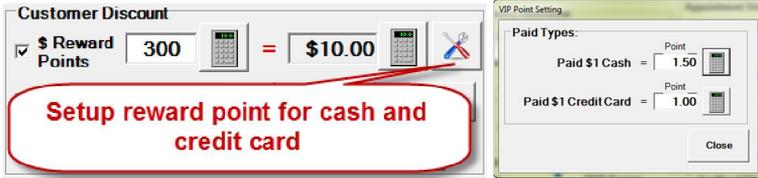
### SETUP SCREEN FOR OWNER AND MANAGER

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

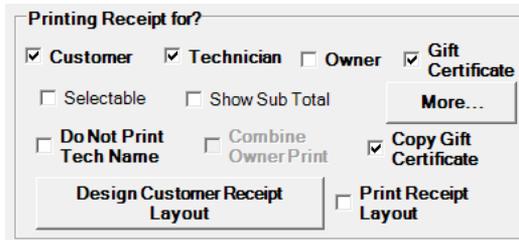
- **Security** <sup>1</sup>: change security code for Owner and Manager.

- 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.



- 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**.



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**.



- **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.

**Store (Business) Informations**

**Store Address Information**

**A. T. Software Solutions, Inc. Serial Number:**

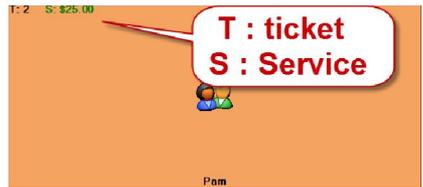
515023

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

**Technician**

<input type="checkbox"/> Display Services Info.	<input checked="" type="checkbox"/> Do Not Show at POS	<input type="checkbox"/> Display Contract Info.	<input checked="" type="checkbox"/> Don't Deduct Tip from Cash
---	--	---	--

- **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.



**Name:** Cindy (Nguyễn Cao Kỳ Duyên)

<b>Tickets:</b> <span style="background-color: black; color: white; padding: 2px;">1</span>	<b>Services:</b> <span style="background-color: black; color: green; padding: 2px;">\$25.00</span>	<b>Supply Charge:</b> <span style="background-color: black; color: red; padding: 2px;">\$0.00</span>	<b>Net Services:</b> <span style="background-color: black; color: green; padding: 2px;">\$25.00</span>
---	--	--	--

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

00002

Quang Minh

Monday, September 30, 2013, 11:27 AM

S	1 Refill Crystal	\$20.00
S	1 Refill Acrylic N Cut Down	\$20.00
S	1 Refill Acrylic	\$18.00
<b>TOTAL:</b>		<b>\$58.00</b>

\$58.00 x 60% = \$34.80

Contact Agreement

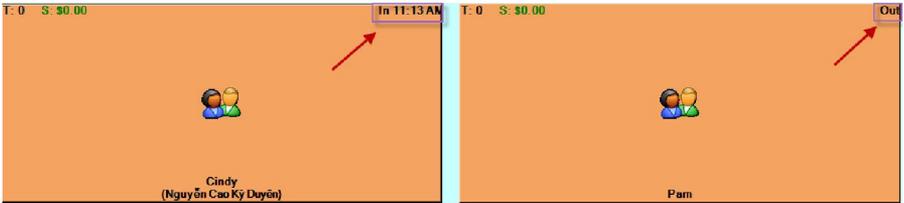
Cash Paid \$58.00

Technician Copy

- **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.

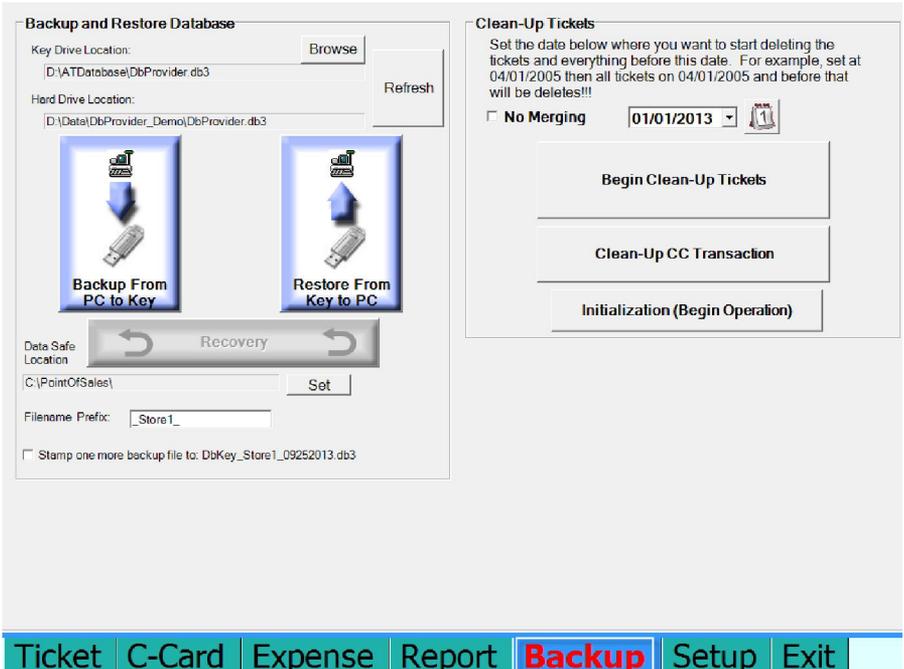


When technician login click IN, to logout select technician and then click OUT. On the Main Screen In time will display on the right corner of the technician.



## 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



- **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**