

# **Nail 123 System**

## **Quick Reference Manual**

### **“How to” Document**

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# 1. Introduction to the main screen of Nail 123 System when it starts up



## 2. How to accept Cash as payment type?

- From the main screen – Pick Employee service
- This screen will display:

The screenshot shows the main interface of the Nail 123 System. At the top, the employee name is 'Diane (Dao)' and the ticket number is '00040'. The service category is 'ARCRYLIC GEL,SILK FIBER'. A list of services is shown with their prices: 'Arrylic New Set Overlay' (\$20.00), 'Gel New Set Overlay' (\$30.00), and 'Silk Fiber Full Set Over Lay' (\$30.00). The total service cost is \$20.00. A dialog box titled 'Enter Cash Received?' is open, displaying a 'Quick \$' menu with options: \$57.00, \$60, \$65, \$70, and \$75. Below the menu is a numeric keypad and a 'Clear' button. The 'Select Payment Types' section shows 'Cash' selected with a value of \$0.00. Other options include 'Credit Card', 'Gift Certificate', 'Check', and 'No Charge'. The 'Paid' amount is \$0.00 and the 'Change' amount is \$0.00. A 'Complete Sale' button is located at the bottom of the screen. Arrows from numbered callouts point to various elements: 1) 'Pick the service Category' points to the top bar; 2) 'Pick the services that you finished' points to the service list; 3) 'Pick Cash as Payment' points to the 'Cash' button; 4) 'Enter cash amount that receives from' points to the 'Quick \$' menu; 5) 'Touch OK to close' points to the 'OK' button in the dialog; 6) 'Touch Complete Sale to print the sale receipt' points to the 'Complete Sale' button. Additional callouts at the bottom explain the 'Quick pick' menu, the 'Cancel' button, and the 'Clear' button.

1) Pick the service Category

2) Pick the services that you finished

Total service cost and service detail display area

3) Pick Cash as Payment

4) Enter cash amount that receives from

5) Touch OK to close

6) Touch Complete Sale to print the sale receipt

Quick pick all range that applies to the total received

Cancel to go back to previous page

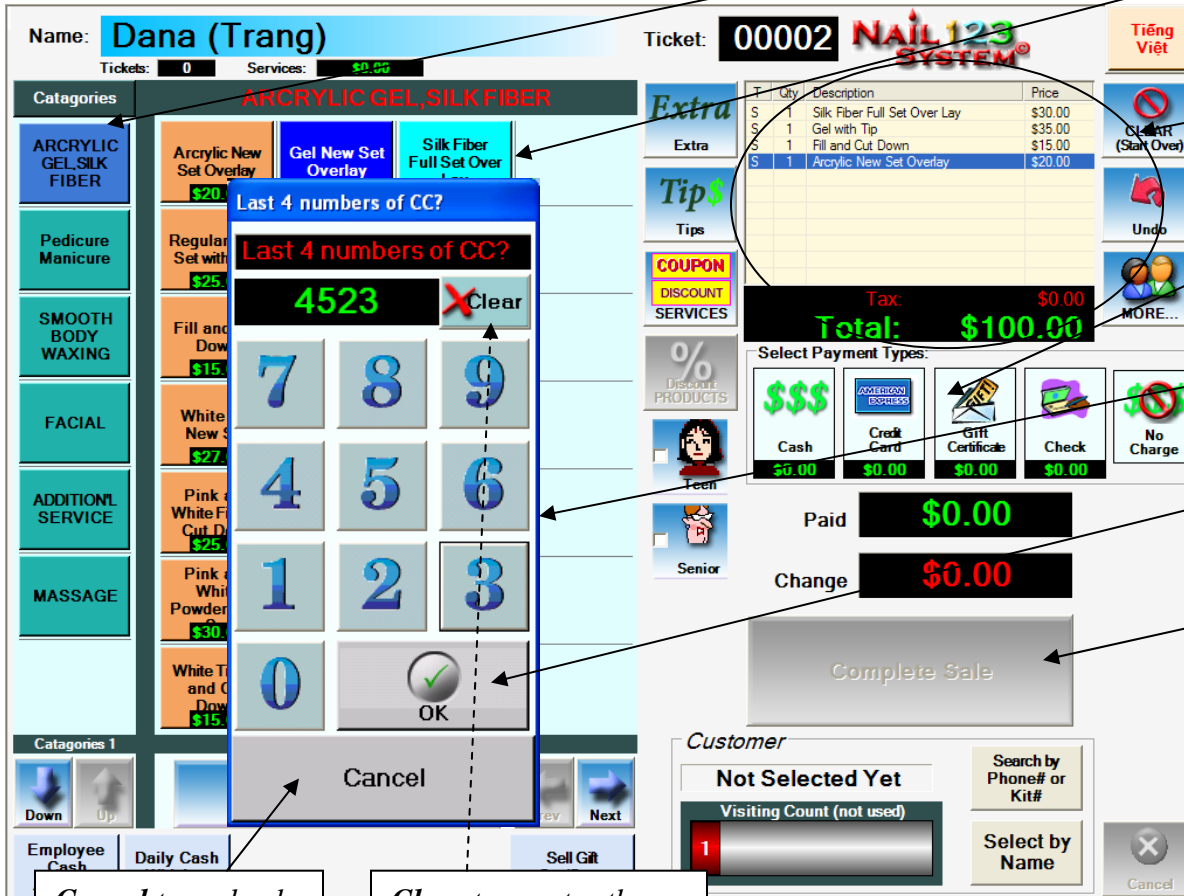
Clear to reenter the amount

**Attention:** If customers pay Gift Certificates, Cash and Credit Card at the same time, you must first enter Gift, Cash and Credit Card in this orders.

### 3. How to accept Credit Card as payment type?

**Attention:** You must process the card to get approval before entering four last digits

- From the Main Screen - Pick Employee Service
- This screen will display:



1) Pick the service Category

2) Pick the services that you finished

Total service cost and service detail displayed area

3) Pick Credit Card as Payment

4) Enter the last four digits of the credit card.

5) Touch OK to close

6) Touch Complete Sale to print the sale receipt

**Attention:** You must get approval the Credit Card device before enter the card numbers

Cancel to go back to previous page.

Clear to reenter the last four numbers of the card

**Attention:** If customers pay Gift Certificates, Cash and Credit Card at the same time, you must first enter Gift, Cash and Credit Card in this orders.

## 4. How to accept Gift Certificates as payment type?

- From the Main Screen,-Pick Employee Service
- This screen will display:

The screenshot shows the 'Enter Gift Certificate #' screen in the Nail 123 System. At the top, the customer's name is 'Dana (Trang)' and the ticket number is '00002'. The interface is divided into several sections:

- Categories:** A list of service categories on the left, including 'ARCRYLIC GEL,SILK FIBER', 'Pedicure Manicure', 'SMOOTH BODY WAXING', 'FACIAL', 'ADDITIONL SERVICE', and 'MASSAGE'.
- Services:** A list of services with prices, such as 'Acrylic New Set Overlay \$20.00', 'Gel New Set Overlay \$30.00', and 'Silk Fiber Full Set Over Lay \$30.00'.
- Gift Certificate Input:** A central area where the gift certificate number '0345' is entered. It includes fields for 'Seller', 'Sold Date', 'Sold Amount', 'Ticket Total', 'Last Used', 'Old Balance', and 'New Balance'.
- Payment Options:** A section titled 'Select Payment Types' with buttons for 'Cash', 'Credit Card', 'Gift Certificate', 'Check', and 'No Charge'. The 'Gift Certificate' option is selected.
- Total and Change:** A section showing 'Total: \$100.00', 'Paid: \$0.00', and 'Change: \$0.00'.
- Customer Information:** A section at the bottom for 'Customer' information, including 'Not Selected Yet', 'Visiting Count (not used)', and search options.

1) Pick the service Category

2) Pick the services that you finished

Total service cost and service detail displayed area

3) Pick Gift Certificate as Payment

4) Enter the Gift number or Scan the bar codes

5) Touch Enter to search the gift balance in the system

6) Touch OK to get out

7) Touch Complete Sale to print the sale receipt

*Back* to reenter the numbers.

**Attention:** If customers pay Gift Certificates, Cash and Credit Card at the same time, you must first enter Gift, Cash and Credit Card in this orders.

## 5. How to create a ticket for customer when there are more than one employee get the job done?

- From the Main Screen,-Pick Employee Service
- This screen will display:

The screenshot shows the following interface elements:

- Customer Info:** Name: Dana (Trang), Ticket: 00002, Services: \$0.00.
- Service Categories:** ARCRYLIC GEL,SILK FIBER, Pedicure Manicure, SMOOTH BODY WAXING, FACIAL, ADDITIONAL SERVICE, MASSAGE.
- Service Grid:**

Acrylic New Set Overlay \$20.00	Gel New Set Overlay \$30.00	Silk Fiber Full Set Over Lay \$30.00
Regular New Set with Tips \$25.00	Gel with Tip \$35.00	Silk Fiber Full Set With Tip \$40.00
Fill and Cut Down \$15.00	Gel Fill \$23.00	Silk Fiber Fill \$25.00
White Tip New Set \$27.00		
Pink and White Fill and Cut Down \$25.00		
Pink and White Powder New \$30.00		
White Tip Fill and Cut Down \$15.00		
- Selected Services List:**

T	Qty	Description	Price
S	1	Silk Fiber Full Set Over Lay	\$30.00
S	1	Gel with Tip	\$35.00
S	1	Fill and Cut Down	\$15.00
S	1	Acrylic New Set Overlay	\$20.00
- Total:** \$100.00 (Tax: \$0.00)
- Payment Types:** Cash (\$0.00), Credit Card (\$0.00), Gift Certificate (\$0.00), Check (\$0.00), No Charge (\$0.00).
- Buttons:** Complete Sale, Add/Edit Sale Items, Employee Cash Advance, Daily Cash Withdraw, Sell Gift Certificate.

1) Pick the service Category

2) Pick the services that you finished

Total service cost and service detail will be displayed for the *first Employee*

3) Touch on "More" to enter the next employee that have the job done with this customer. Keep repeating until all employees have been added

4) Pick Payment Type

5) Touch Complete Sale to print the receipt

**Attention:** If customers pay Gift Certificates, Cash and Credit Card at the same time, you must first enter Gift, Cash and Credit Card in this orders.

### 6. How to sell Gift Certificates?

- From the Main Screen,-Pick any Employee Service
- This screen will display:

The screenshot shows the 'Selling Gift Certificate' interface. At the top, it displays 'Name: Dana (Trang)', 'Ticket: 00002', and 'NAIL 123 SYSTEM'. The main area is split into two sections: 'Enter Gift Certificate #' with a numeric keypad and 'Gift Certificate \$\$\$' with a list of certificate values (\$10 to \$100) and a date/amount table. A 'Quick \$' section shows a selected amount of \$35.00. Below this, there are buttons for 'Enter', 'OK', and 'Cancel'. A 'Payment' section at the bottom right offers options like 'Gift Certificate', 'Check', and 'No Charge'. A 'Complete Sale' button is also visible. Callouts 1-6 provide step-by-step instructions for the process. Additional callouts at the bottom explain the 'Back' and 'Cancel' buttons.

**1) Touch on Sell Gift Certificate**

**2) Enter the Gift Certificate's numbers or scan the bar code if any**

**3) Hit Enter to accept the Gift Certificate's numbers**

**4) Enter the desired amount that customers would like to purchase**

**5) Touch OK to close**

**6) Pick the Payment type to pay for this Gift and touch on "Complete Sale" to finish the transaction**

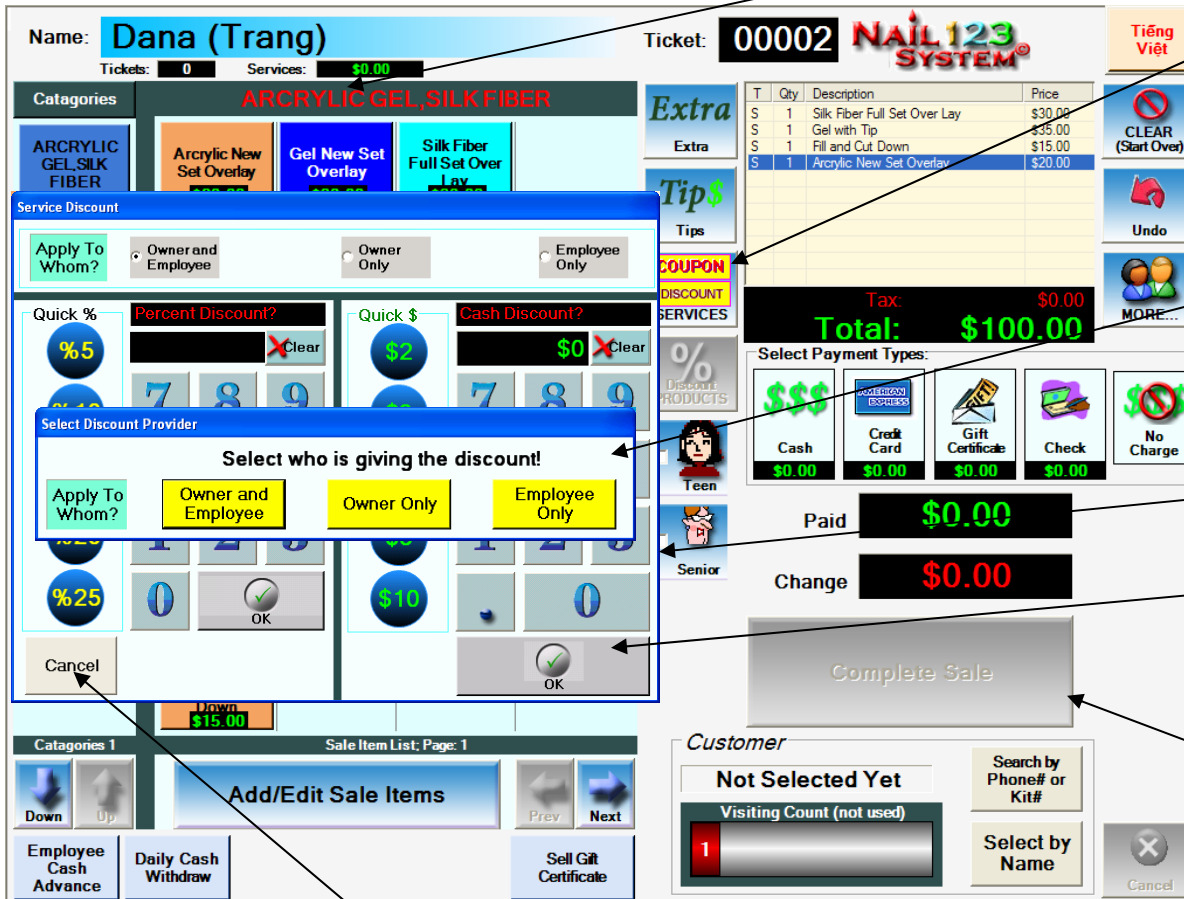
*Back* to reenter the numbers.

*Cancel* to go back



## 7. How to discount for Customers?

- From the Main Screen,-Pick any Employee Service
- This screen will display:



1) Pick the service

2) Touch on **Discount Icon**

3) Pick the discount that offers from:

**Owner and Employee:** both Owner and Employee will discount their share.

**Owner Only:** only Owner will discount his share, and the Employee will not be liable for the discount.

**Employee Only:** only Employee will discount his share, and the Owner will not be liable for the discount.

4) Enter % or amount of **Discount**

6) Touch OK to finish

7) Pick the payment type to charge the money, and touch on Complete Sale to print the receipt

Cancel to go back

**Attention:** If customer has the job done by more than one Employee, discount needs to enter for each employee. Otherwise, the last employee will be liable for the discount amount by him/herself.

### 8. How to change the employee's profile?

- From the Main Screen, Owner touches on **Add/Edit Employee** (at the bottom), enter correct password.
- This screen will display:

The screenshot shows the 'Employee Edit Screen' with several sections:

- Personal Information:** Fields for Nick Name (Khánh Hà), Birth Name, Addr (100 Astor Drive), City (Harleysville), State (PA), Zip (19438), Birth date (01/01/2005), Start date (07/29/2004), Phone, and SSN (134-34-3242). There is a 'Photo' field with a picture of a woman.
- Payroll:** Includes 'Contract Agreement' with radio buttons for '60%/40%', 'Other', 'Bao', and 'Bao và 60%/40%'. It also has a 'Cash Borrow' field set to '\$0.00'.
- Button Design:** A section for customizing buttons with 'Button Color Setting' and 'Font Color Setting' palettes.
- Employee List:** A grid of employee cards. Each card shows a photo, name, and salary (T: 0, S: \$0.00). The card for 'Khánh Hà' is highlighted with a red border.
- Bottom Navigation:** Buttons for 'Add', 'Cancel', and 'Ok'.

Annotations and their locations:

- 'Type Employee's Last & First name' points to the Nick Name field.
- 'Pick Employee's displayed picture' points to the Photo field.
- 'Employee's profile, and contracted information' points to the Personal Information and Payroll sections.
- 'Add more employees' points to the 'Add' button.
- 'Drag and drop employee to cabinet to hide this employee' points to the cabinet icon next to the 'Add' button.
- 'Cancel to get back to the Main Screen' points to the 'Cancel' button.
- 'Touch Enter when finishing to add/modify' points to the 'Ok' button.

### 9. How to change service type and category?

- From the Main Screen – Owner touches on any Employee service
- Touch on **Add/Edit Sale Items** and enter the Owner’s password
- The screen will display:

Edit category name

Edit item name

Enter the service cost

What kind of service?

Change the background color of the service

Drag and drop to cabinet to hide and save the item for later re-used.

Can be moving around

Add more service item

Add more service category

Drag and drop to cabinet to hide the categories and it services.

**Note:**