AtSoft Inc. presents...

Nails 123 Full System Manual

Contact Information

Address: 16531 Brookhurst St. Fountain Valley, Ca 92708

Phone: (800) 398-0525

Support: (714) 740-5266

Fax: (714)242-9950

Email: info@atsoft123.com

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I/ Nails 123 System's Main Screen Layout

❖ To use this system, the technician will click on his or her name, and then choose the service the customer requested. After the payment is complete, the application will break the ticket up accordingly to make up the payroll.

Main Screen Options

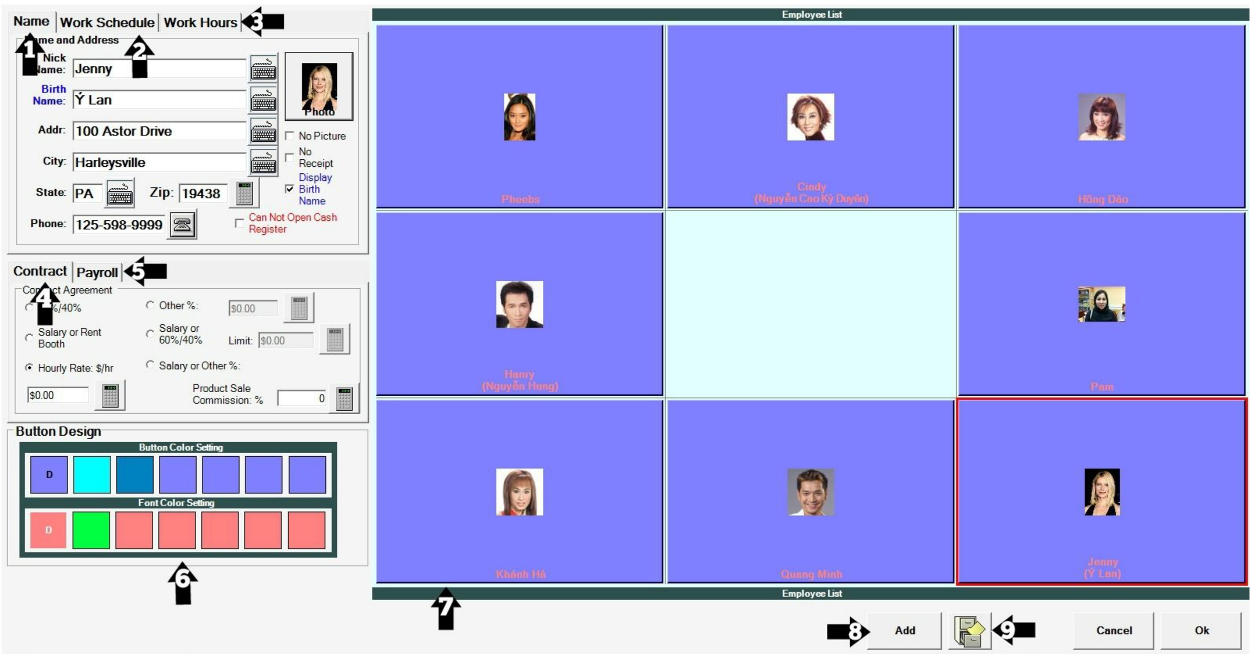
1. **IP Address:** This is needed when you are connecting to multiple systems. (Ex. Client Station to Main System)
2. **Customer:** This allows you to manage customer information. You can do things such as add and delete a customer, edit their profile, give them reward points, etc…
3. **Appointments:** This allows you to manage the appointments. Things you can do include setting up appointment schedules, and assigning technicians.
4. **Language:** This allows you to change the system's language.
5. **Name of Technician:** This will let the technician access the transaction screen under his or her name.
6. **Quick Support:** This allows an ATSoft customer representatives to contact you remotely via wifi to fix any issues that you might find.
7. **Online Reports:** This allows you to oversee the software via the Internet when you are away from the store. This also stores all the information from the system to the internet in the case that the

system crashes. (To have access to this extra component, a separate fee will be charge. Please contact ATSoft for more information.)

8. **Owner/Manager:** This is only accessible to the owner and manager (if you have one). This button is lock with a security code. Once inside the owner/manager will have access to ticket management, credit card history, store expenses, reports, and system set up. (The default code for the owner is 1234 and the manager is 0000).
9. **Turns Tracker:** This allows you to check the technicians' turns. There are four options available for this.
10. **System Number:** This is the software's license number. The ATSoft customer representative will need this number in order to verify your account for further support. Please keep this number for reference whenever you are calling in.
11. **Add/Edit Technician:** This will allow you to add, edit, delete, and set up a payroll for a technician.
12. **Update Technician Services:** This allows you to refresh the button's status.
13. **Minimize:** This minimizes the Nails 123 software's window to allow access to the desktop.
14. **Exit:** This will shut down the application.
15. **Printer Status:** This will turn red when there is an error. To fix this problem you can do several things:
    a. Turn your printer off and then on again.
    b. Clearing out your printer.
    c. Clearing the queue.
16. **Open Cash Drawer:** This lets you open the cash drawer to give change.
17. **Sign In:** This allows customers to sign in. (This is a separate component. Please contact ATSoft for more information.)

II/Operating the System

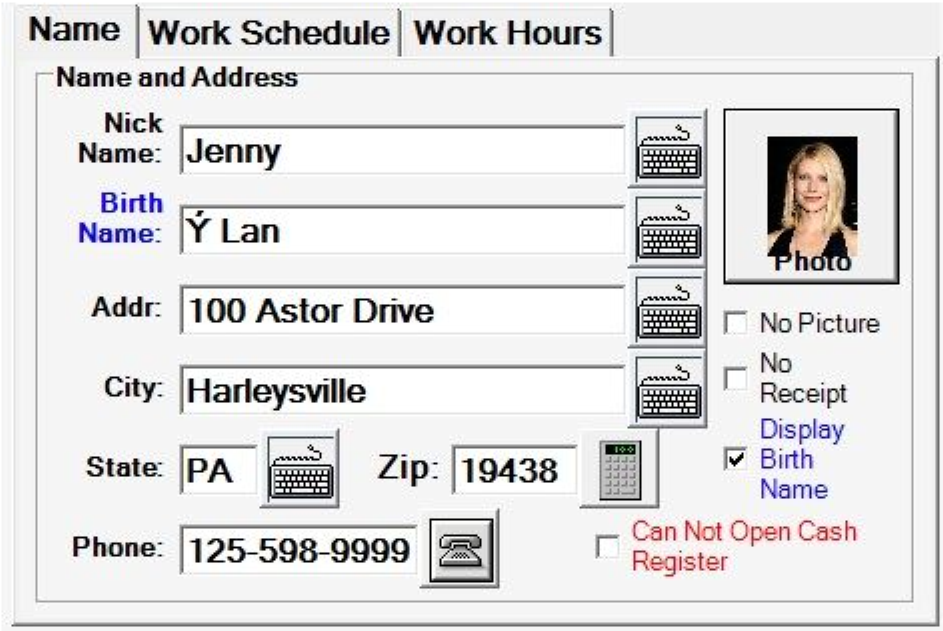
Add/Edit Technicians



❖ To access this page, click on add/edit technician (Option 11 on the Main Screen). Then proceed to enter the owner's security code (default is 1234) or the manager's code (default is 0000).

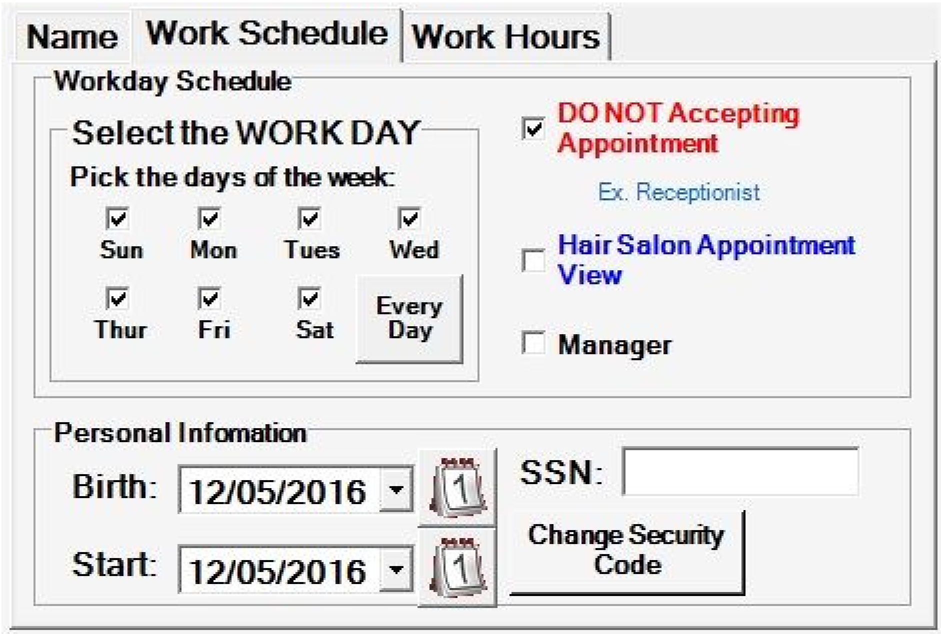
1. **Name:** This is where all the contact information will go.
2. **Work Schedule:** This allows you to set the days your employee will come in and whether or not he or she is taking appointments.
3. **Work Hours:** This lets you set the amount of hours the employee can work.
4. **Contract:** This allows you to set your pay agreement.
5. **Payroll:** This lets you select the form of payment the employee will be receiving.
6. **Button Design:** This lets you customize the colors of the employee box. The top row is for the box color and the bottom row is for the font color.
7. **Employee List:** This is a list of all your employees. The way you organize the employee boxes on this screen will be how it will look on the main screen.
8. **Add:** This button allows you to add another employee.
9. **Delete/Put Away:** When you drag the employee box in here, it allows you to either put an employee away or delete that employee.

- **Name:** Contact Information



- **Nickname:** This will be the only name that shows up on the main screen if the display birth name option is not selected. You must enter a nickname, however this does not necessary mean that it has to be
- a nickname, you can just enter your real name under this section.
- **Birth Name:** Just put your legal name here, this is in the case you have similar nicknames and for payroll purposes.
- **Address, City, State,Zip, and Phone:** This info is optional, you do not need to input anything in if you don't want to. It is only for you to a have a record of your technician's contact information. It is also used for payroll.
- **Photo:** Click on this if you would like to put a picture of your technician.If you would not like to do this just click no picture.
- **No receipt:** The selected technician will not be able to print receipts
- **Display Birth Name:** This allows you to see the legal name on the home page.
- **Can not open cash register:** This prevents the technician from opening the cash drawer during a transaction. They must ask someone else to do it for them.

- **Work Schedule:** This allows you to set up the days your employees can come in and whether or not they are taking appointments.

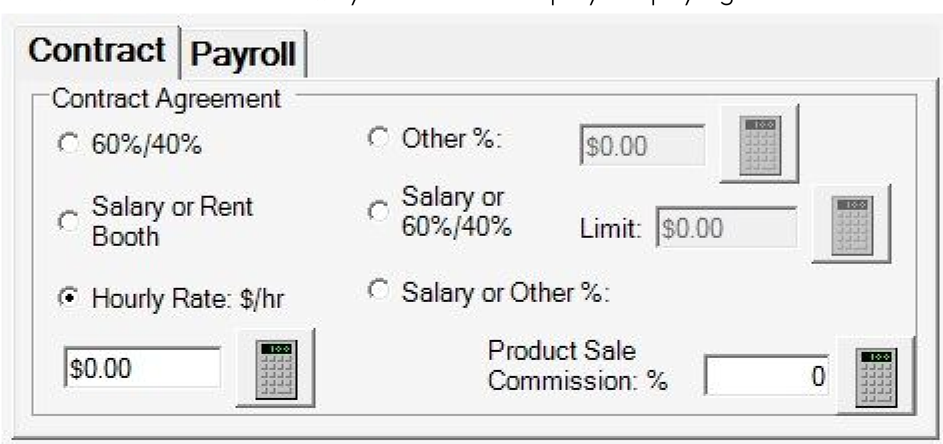


- **Select the Work Day:** This allows you to choose the days the technician will come in.
- **Do not accepting appointment:** This means that the technician is unable to take appointments. It also means that this employee is the receptionist.
- **Hair Salon Appointment View:** This means that the technician also does hair, and will be available on the hair appointment screen.
- **Manager:** Click this if the technician is also the manager.
- **Birth:** This is the employee's birthday.
- **Start:** This shows the date the employee started working at the store.
- **SSN:** This is the technician's social security number.
- **Change Security Code:** This allows you to change the technician's security code. It is recommended to use the last four digits of your ssn.

- **Work Hours:** This allows you to set the employee's hours.

- **Set Default Hours:** If they don't have a certain number of hours they need to follow, you can just click this to give them store hours.

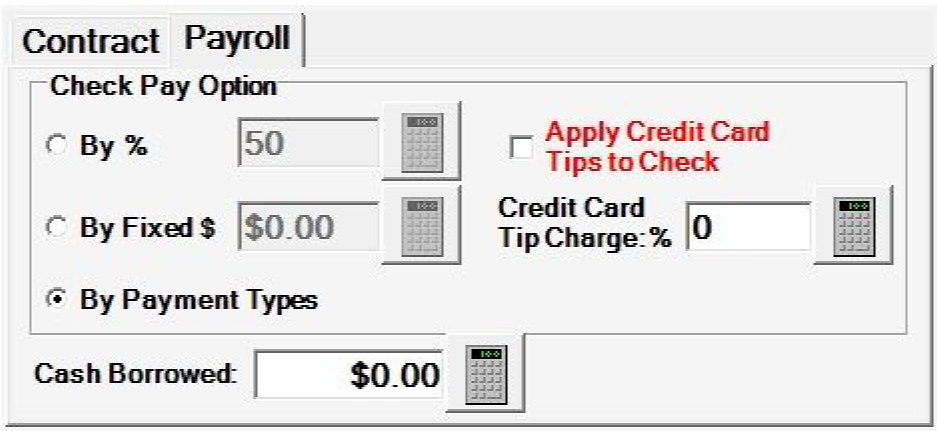
- **Contract:** This allows you to set the employee's pay agreement.



- **60%/40%:** This is the default payment method. When you choose this contract, for every ticket the technician will receive 60% of the payment, and you will receive 40%.For example, if the ticket is $10, you would take $4 and the technician would take $6.
- **Other %:** This similar to the 60%/40% except you would set a different percentage that the technician would get. For this one you would put the technician's percentage down. So if you wanted 70 for the technician and 30 for you, you would put down 70.
- **Salary or Rent Booth:** This means that the technician will get paid a fixed salary or will pay to rent your booth. (Outside agreement)

- **Salary or 60%/40%:** This means that if the technician makes more than the fixed salary, the whole entire pay will be split into 60%/40%. For example, if the technician's salary is $800, and said technician made $900 then you would split the entire $900 into 60/40.
- **Hourly Rate:** This allows you to pay the employee by the hour.
- **Salary or Other%:** This is similar to the salary or 60%/40%, except you are able to choose the percentage now. To choose the new percentage, just put down the percentage you want to give the technician. So if you want 45% you would put down 55.
- **Product Sale Commission:** This lets you choose the percent commission the technician gets if they sell a product.

- **Payroll:** This allows you to set the form of payment the employee will be receiving.



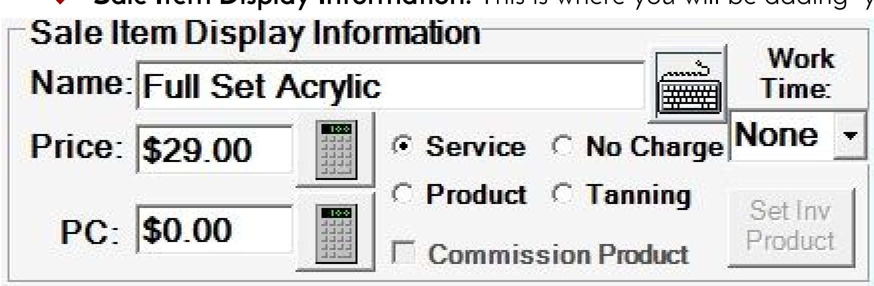
- **By%:** This type of payment is split between a check and another form of payment. The split is based on a percentage. The percentage here represents the amount in the form of check. So you would put down the percent the technician wants as a check in here. For example, if the technician wanted to do half check and half other form of payment, you would put 50. If the employee wants 75 percent in check, then you put 75.
- **By Fixed $:** This is exactly like By%, the only difference is that you would choose the set amount in check. So instead of choosing a percentage, you would choose a monetary value. So if the technician wants to be paid $200 in check and the rest in another form, you would put 200 down.
- **By Payment Type:** This option lets you pay your technician by the payments they received. For example, if one of their customers paid by check, then you would pay them that same amount in check. If another customer paid by cash, then the technician would get paid that amount in cash and so on.
- **Apply Credit Card Tips to Check:** This lets you put the tips they earned from credit card payments onto their checks.
- **Credit Card Tip Charge%:** This allows you to take a certain percentage from tips if it was given by a credit card.
- **Cash Borrowed:** This is the amount of money the technician has borrowed from the cash drawer.

Categories and Services

❖ To access the Categories and Services page, simply click on any of the technicians and it will take you to the ticket page. From there look at the bottom of the screen towards the middle and you should see Add/Edit Sales Item. Click on that button and it will direct you to the categories and services page.From there you must enter either the owner code (default:1234) or the manager code (default:0000).

1. **Categories:** This area is where all the type of services will go. For example, there is a nail section. You would click on this if the customer wanted their nails done. From there you would choose the service for example, a full set.
2. **Sale Item:** This would be the services you provide under each category. For example, a refill.
3. **Add Category:** Click here to add a new category. A blank box will show up.
4. **Add Sale Item:** Click here to add a sale item. A blank box will show up.
5. **Category Display Information:** This is where you will name your category.
6. **Sale item Display Information:** This is where you will create the service and set its prices.
7. **Discount Preset:** This lets you set-up continuous deals for a service. For example, French manicures are always $2.00 off on Tuesdays.
8. **Special Discounts:** These are discounts for students and senior citizens on the total price. For example, students get $5.00 off on Fridays, so if a student comes in on Friday and her total is $20.00, you would only be charging $15.00.
9. **Button Design:** This lets you choose the color of your categories and service boxes. The top row is for the box color and the bottom is for the font color.
10. **Delete/Put Away (Sale Item):** You would drag the sale item into this file. Then open it up to either delete or put it back.
11. **Delete/Put Away (Category):** This is the same as number 10, but for categories instead.

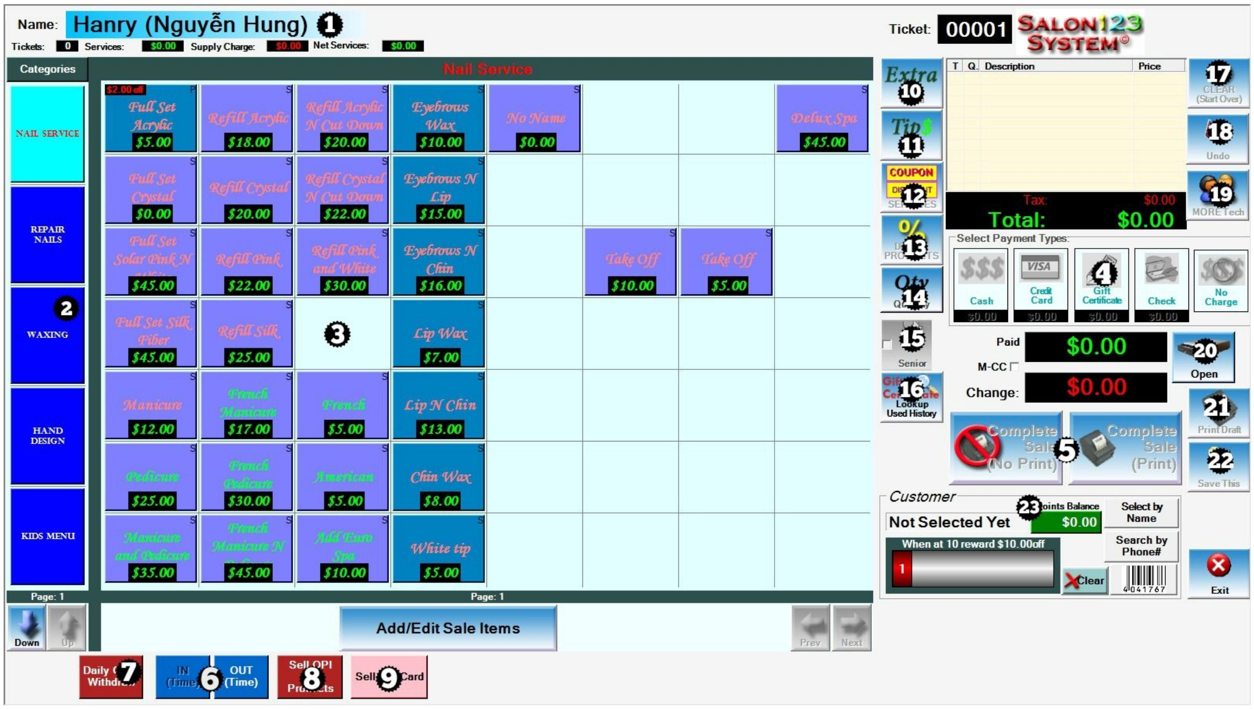
- To add a new category, simply click on button number 3 and then proceed to button number 5. To add a new sale item/service click the on button number 4 and proceed with the following:
- **Sale Item Display Information:** This is where you will be adding your services.



  - **Name:** This is where you will label your service or sale item. For example, a full set acrylic.
  - **Price:** This is where you will give a price for your item.
  - **PC:** Product Charge. This is where you will place the price for the products used in the set. For example, nail polish. You will charge $2 dollars for nail polish so you'll put a 2 in the PC box. This will make the overall price of the set $31.00 dollars. Between you and your technician, you will be splitting the $29.00 instead of $31.00 because $2.00 dollars will go towards the product charge. The customer will only know about the one price. If you choose to charge for a service, a C will show up in the corner of the service's box.

- **Service, No Charge, Product, and Tanning:** These four options allow you to decide the type of item your product is.
  - Service: If you click on this, it means the item is a service. For example, a full set of nails. Once you click on this, the letter S will show up in the corner of the service's box.
  - Product: If you click on this, it means the item is a product. For example, nail polish or hair spray. Once you click this, the letter P will show up in the corner of the product box.
    - Commission Product: If the item is a product, you will also have the option of giving your employees a commission for selling it. You can only check this if the item is a product.
    - Set Inv. Product: If the item is a product, you can also click on this box so you can keep track of it in inventory.
  - No Charge: If you click on this, it means you are not charging a price for a service/product. For example, removing nail polish. Nothing will show up in the corner of the box, showing that there's no charge.
  - Tanning: If you click on this, it means that the item is a tanning service. Once you click this, the letter T will show up in the corner of the product box.
- **Work Time:** This is how long the product will take. It will only show up in the turn tracker.

Transactions

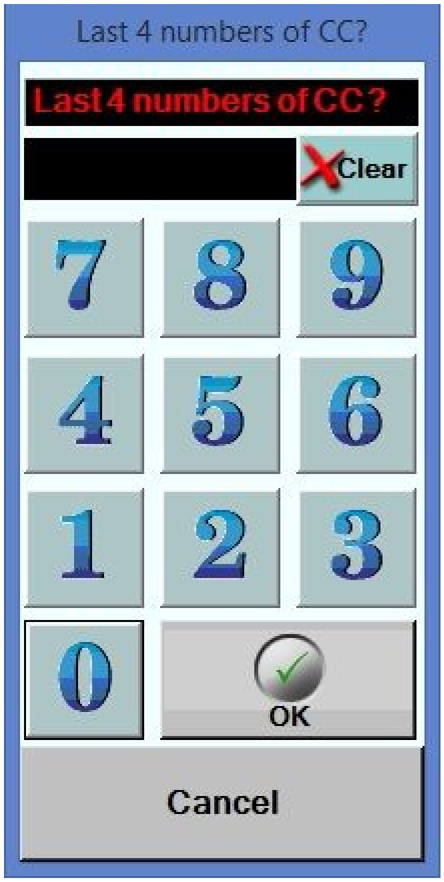


❖ To access the transaction screen, click on the technician that's handling the transaction.

1. **Technician Name and Info Bar:** This bar allows you to see who is handling the transaction and see how many tickets the technician has done. If you click on this bar, it will print a copy of the information on the receipt.
2. **Categories:** This is the type of service you will be charging for. For example, nail service. You would click here to proceed to charge your sale item.
3. **Sale Items:** This is how you will charge a customer. You will choose the service/product they wanted. For example, full set crystal.
4. **Select Payment Type:** This allows you to choose the type of payment the customer will be giving: Cash, Credit, Gift Card, Checks, or No charge. (No charge needs the owner/manager security code. Owner default:1234 Manager Default:0000)
5. **Complete Sale:** This allows you to finish the sale after payment and decide whether or not you would want to print out the receipts.
6. **In and Out Time:** This is for your time sheets. Once a technician comes to work he/she can clock in and out from work by pressing these buttons.
7. **Daily Cash Withdraw:** This allows your technician to withdraw money from the cash drawer. Do not worry; they must get your consent first since it is protected with a security code. For safety purposes, only yours and your manager's code (Owner default: 1234 Manager: 0000) can get in so essentially you will be the one withdrawing the money but it is under the technician's name.
8. **Sell OPI and Products:** This button will take you to the product screen where you will be able to sell products like nail polish for example.
9. **Sell Gift Cards:** This button will take you to the gift card set-up screen.
10. **Extra:** This button allows you to charge extra for a service/ product.
11. **Tips:** This allows you to add tips during the transaction.
12. **Discount Services:** This is a discount service accessible only to the manager and owner. This is for services only. It requires a security code. (Owner default: 1234 and Manager default: 0000)
13. **Discount Products:** This is the same as 10 but for products instead.
14. **Quantity:** This lets you adjust the quantity of the product instead of repeatedly clicking on the sale item. This only works on products, unless the customer wants both a service and product.
15. **Senior:** This is for your senior citizen discount if you have one.
16. **Gift Certificate History:** This allows you to look up a gift card's history, basically the remaining balance.
17. **Clear:** This clears the transaction screen. If you have multiple technicians working on a ticket, this only clears the most recent technician.
18. **Undo:** This lets you undo one service in all quantities.
19. **More Techs:** This allows multiple techs to charge one customer at a time.
20. **Open:** This allows you to open the cashier to get change or anything outside of a transaction.
21. **Print Draft:** This allows you to print a draft copy of the receipt.
22. **Save This:** This allows you to save the transaction before payment so you can go back to the main screen.
23. **Customer:** This allows you to put in customers for the reward system if you have one.

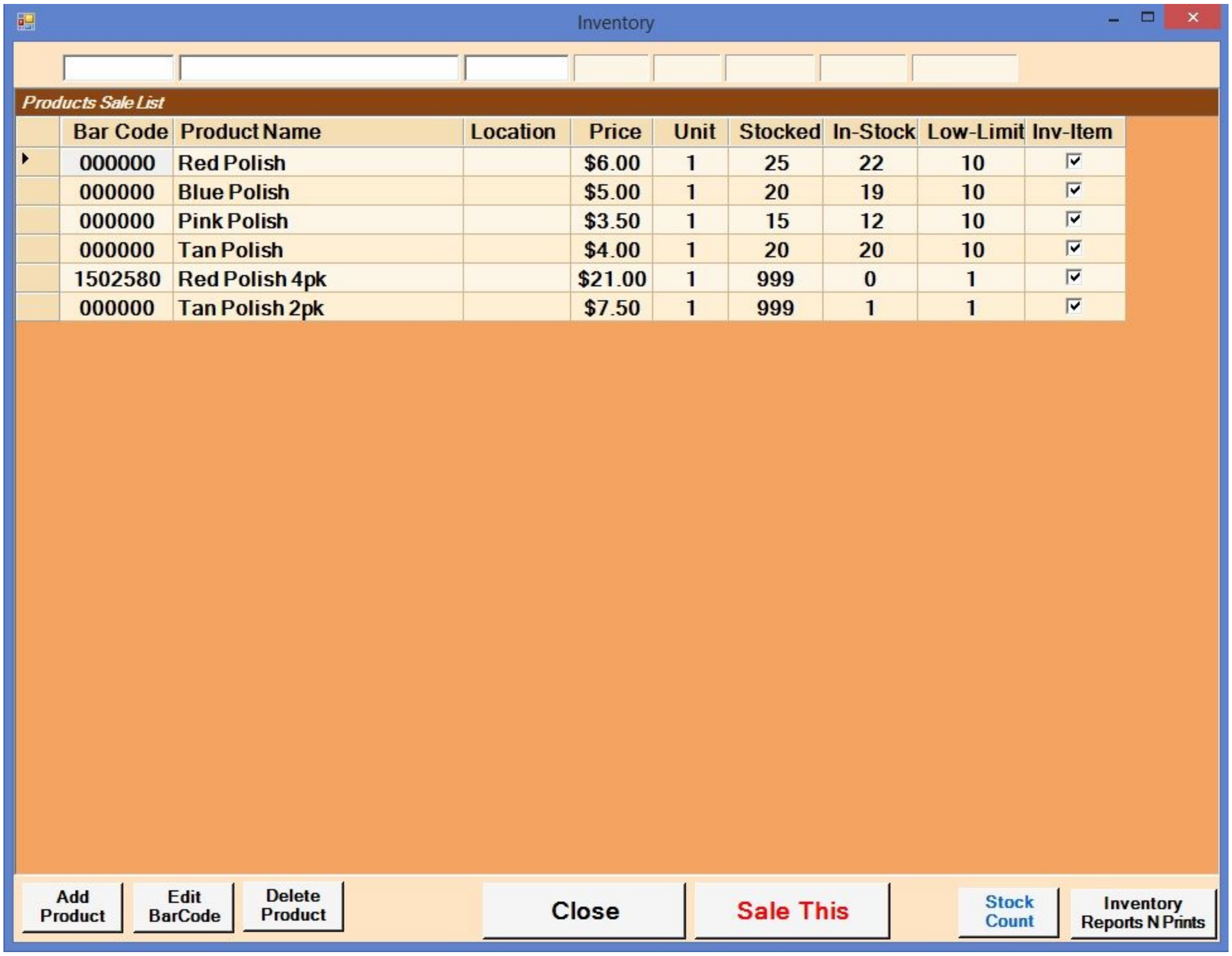
- **How to do a Basic Transaction:**
  - Step 1: Click on a technician that's doing the sale to access the transaction screen.
  - Step 2: Click on the type of service/category(Number 2)
  - Step 3: Click on the sale item/service(Number 3)
  - Step 4: Select Payment type(Number 4)
  - Step 5: Complete Sale(Number 5)
- **Selecting Payment Type:** This section will show you how the different payments will work.

- **Cash:** This allows you the customer to pay in cash.
- **Credit Card:** To accept credit cards, you would need a separate terminal. Here at AtSoft, we offer integrated credit card readers. Please call to find out more. If you have your own terminal, do a separate transaction on your terminal and then proceed to enter the last four digits of the card into our system. This allows you to reference it for later.



- **Gift Certificate:** This allows the customer to pay using a gift card/certificate. If you're interested in creating some gift cards, please give us a call or take a look at the samples on our website.
- **Check:** This allows you to take a check as a form of payment. It will ask for the customer's driver license and check number.
- **No Charge:** This allows you to waive the customer's cost. To do this you would the need the owner/manager code. (Owner default: 1234 Manager Default:0000)
- **Multiple Forms of Payment:** If the customer has multiple forms of payment, please follow this order: Cash, Gift Card, Credit.

- ❖ **Selling OPI and Products:** This section will show you how to sell a product.

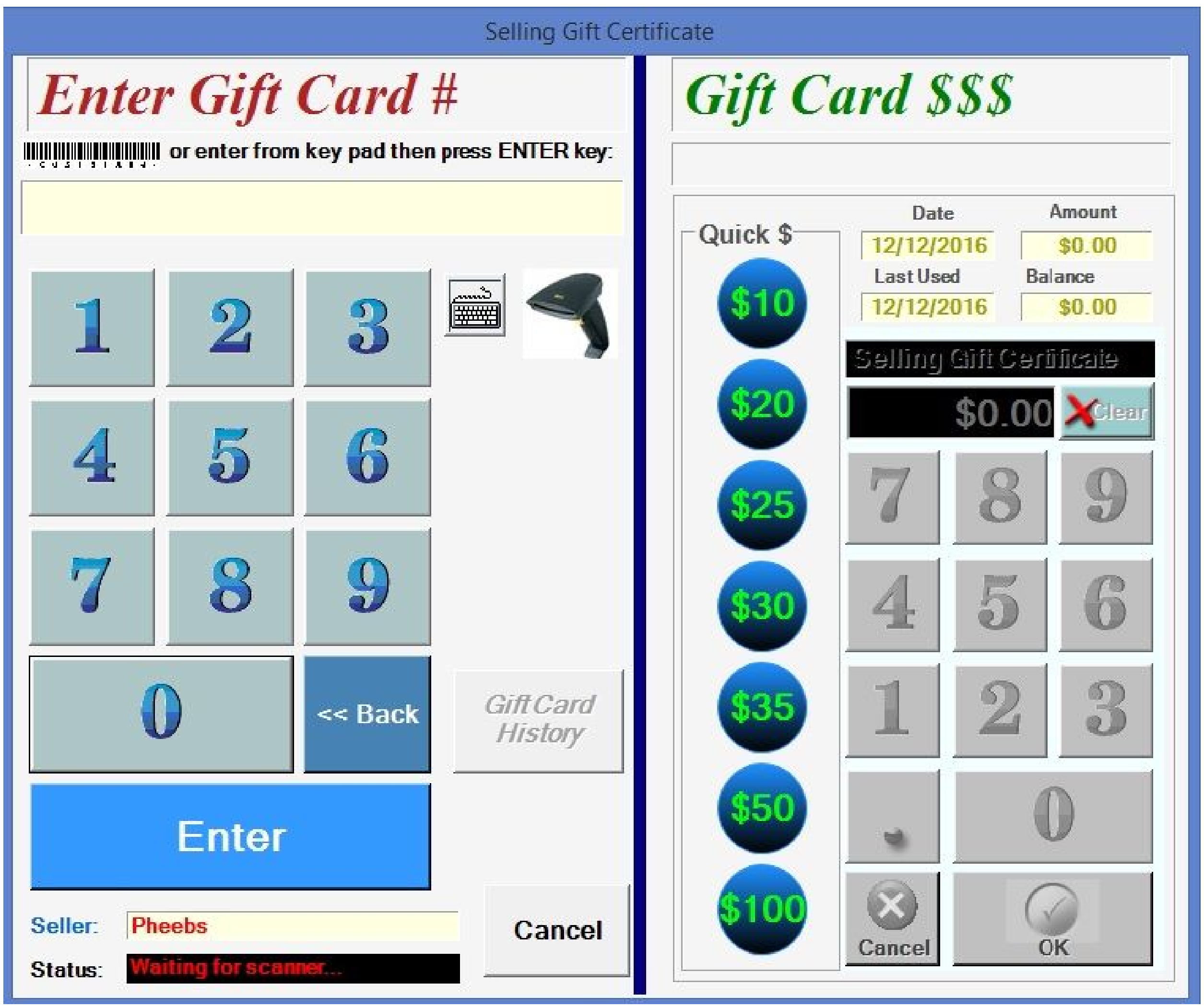


Bar Code	Product Name	Location	Price	Unit	Stocked	In-Stock	Low-Limit	Inv-Item
000000	Red Polish		$6.00	1	25	22	10	☑
000000	Blue Polish		$5.00	1	20	19	10	☑
000000	Pink Polish		$3.50	1	15	12	10	☑
000000	Tan Polish		$4.00	1	20	20	10	☑
1502580	Red Polish 4pk		$21.00	1	999	0	1	☑
000000	Tan Polish 2pk		$7.50	1	999	1	1	☑

- ❖ To access this page, click on sell OPI and Products(Number 8).
- ❖ **Making a sale:**
  - ➢ Step 1: Click on the product
  - ➢ Step 2: Click on Sale This.
- ❖ **Button Information:**
  - ❖ **Barcode:** This is the product's identification number. The only way to change it is to click on edit barcode.
  - ❖ **Product Name:** This is where you can label the product. It is what the product is.
  - ❖ **Location:** This allows you to set up where the product will be around the store. For example, you put the shampoos in closet. You would write closet under location.
  - ❖ **Price:** This allows you to set the price of your product.
  - ❖ **Unit:** This is basically how many products you'll be selling under the same price. So for example if I put two under unit for red polish, I would get 2 bottles for $6.00.
  - ❖ **Stocked:** This is how much you originally have. So if you originally have fifteen pink polish, then you would put 15 there.
  - ❖ **In-stocked:** This is basically how much you have left after every sale. It will decrease automatically.

- **Low-Limit:** This works as a reminder for you to restock. You select when you want to be notified that you're low on product. For example, if you pick ten, when the unstocked number drops to ten you will get a reminder to restock.
- **INV-Item:** By checking this, it will allow the system to put the item in inventory so you can check up on it. To access inventory, please go to Owner/Manager button on the main screen.
- **Add Product:** This allows you to add a new product.
- **Edit Barcode:** This allows you to change the product's number.
- **Delete Product:** This allows you to delete a product.
- **Sale Item:** Click this to sell the product.
- **Stock Count:** This will let you print out the inventory for record keeping.
- **Inventory Record and Points:** This is just a printable list of your inventory.

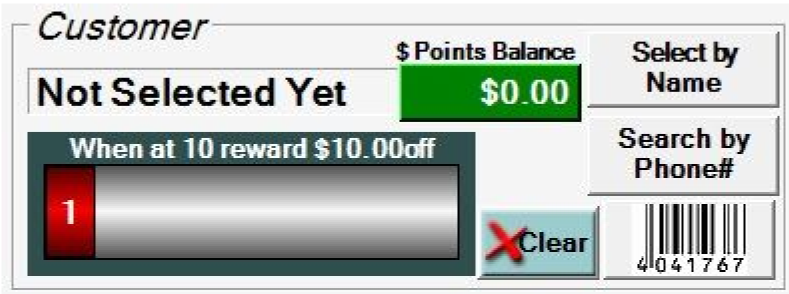
- **Sell Gift Card:** This section will show you how to sell a gift card.



- To sell a gift card:

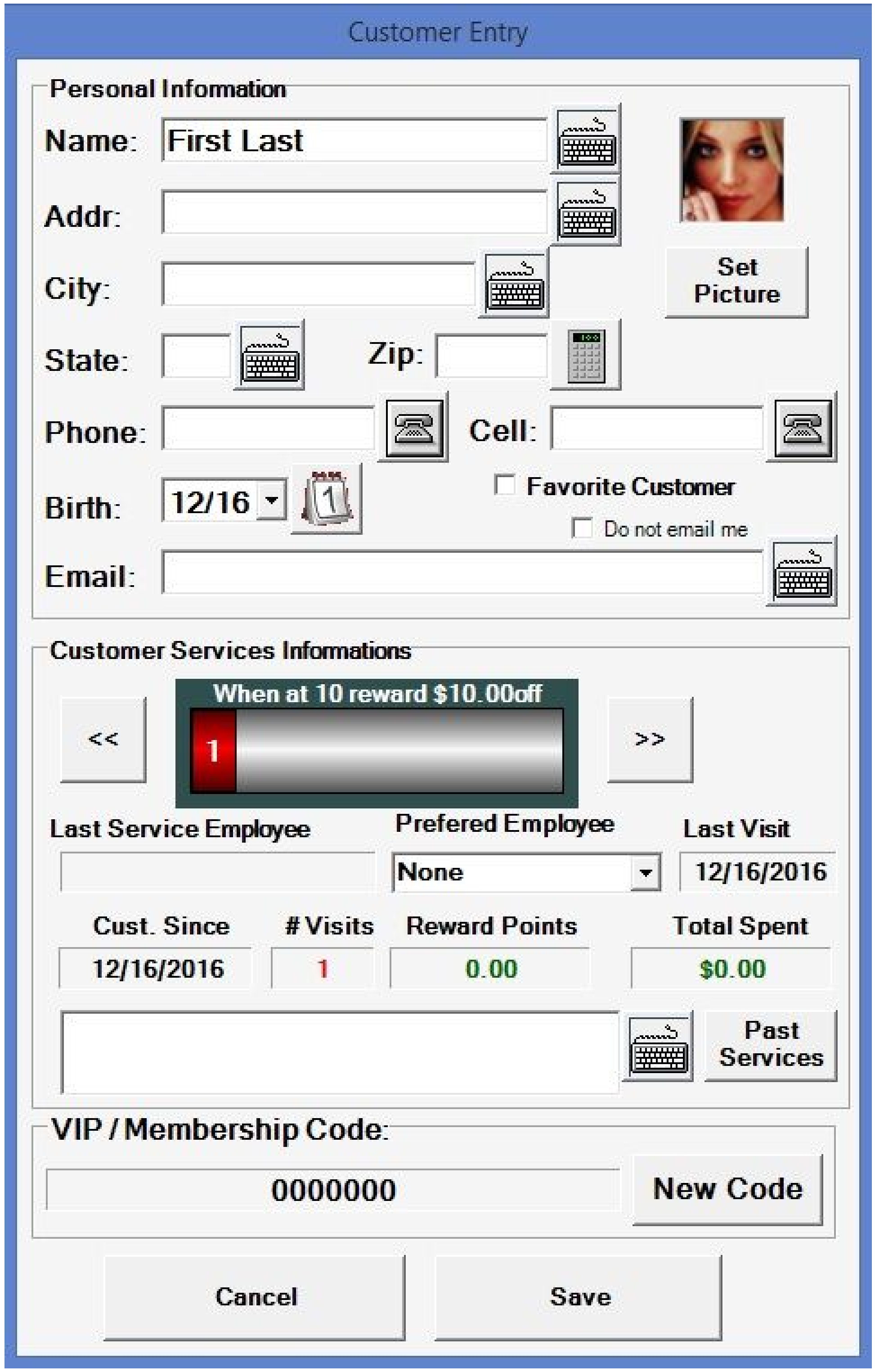
- ➢ Step 1: Click on sell gift card in the transaction screen and you will see the screen above.
- ➢ Step 2: Either scan or manually input the barcode on the new gift card and then proceed to click enter.(Left Side of the screen)
- ➢ Step 3: Input the amount of money going into the card. (Right side)
- ➢ Step 4: Click Ok.

❖ **Customer:** This is how you will keep track of customers in your system.



❖ **Selected By Name, Search by Phone#, and Not Selected Yet:** These three options will allow you to put a customer's account in this box.

- ➢ Select By Name: This allows you to search the customer up by their name.
- ➢ Search By Phone#: This allows you to search the customer up by their phone#.
- ➢ Not Selected Yet: This allows you to set up a customer on the spot. If you click on this you are putting them in your system. This screen will show up:



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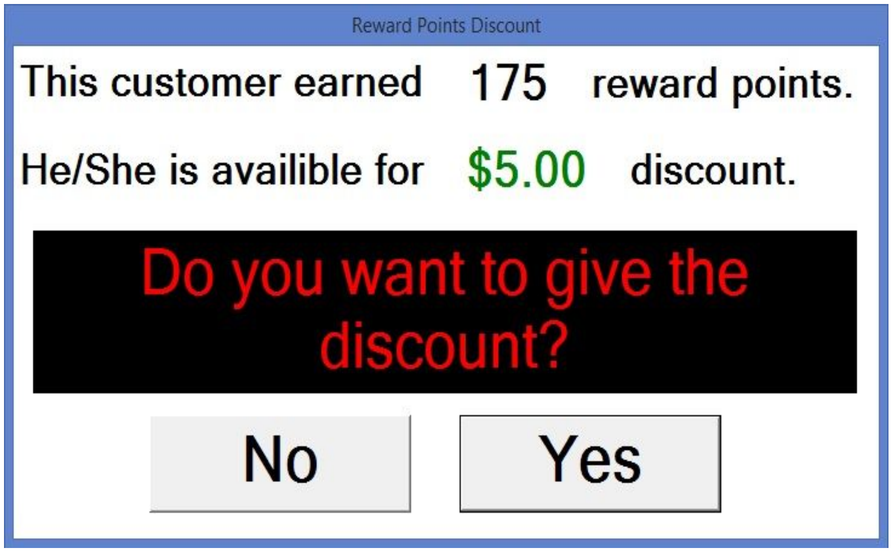
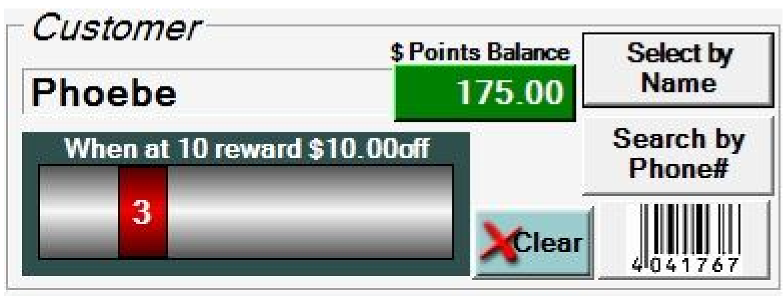
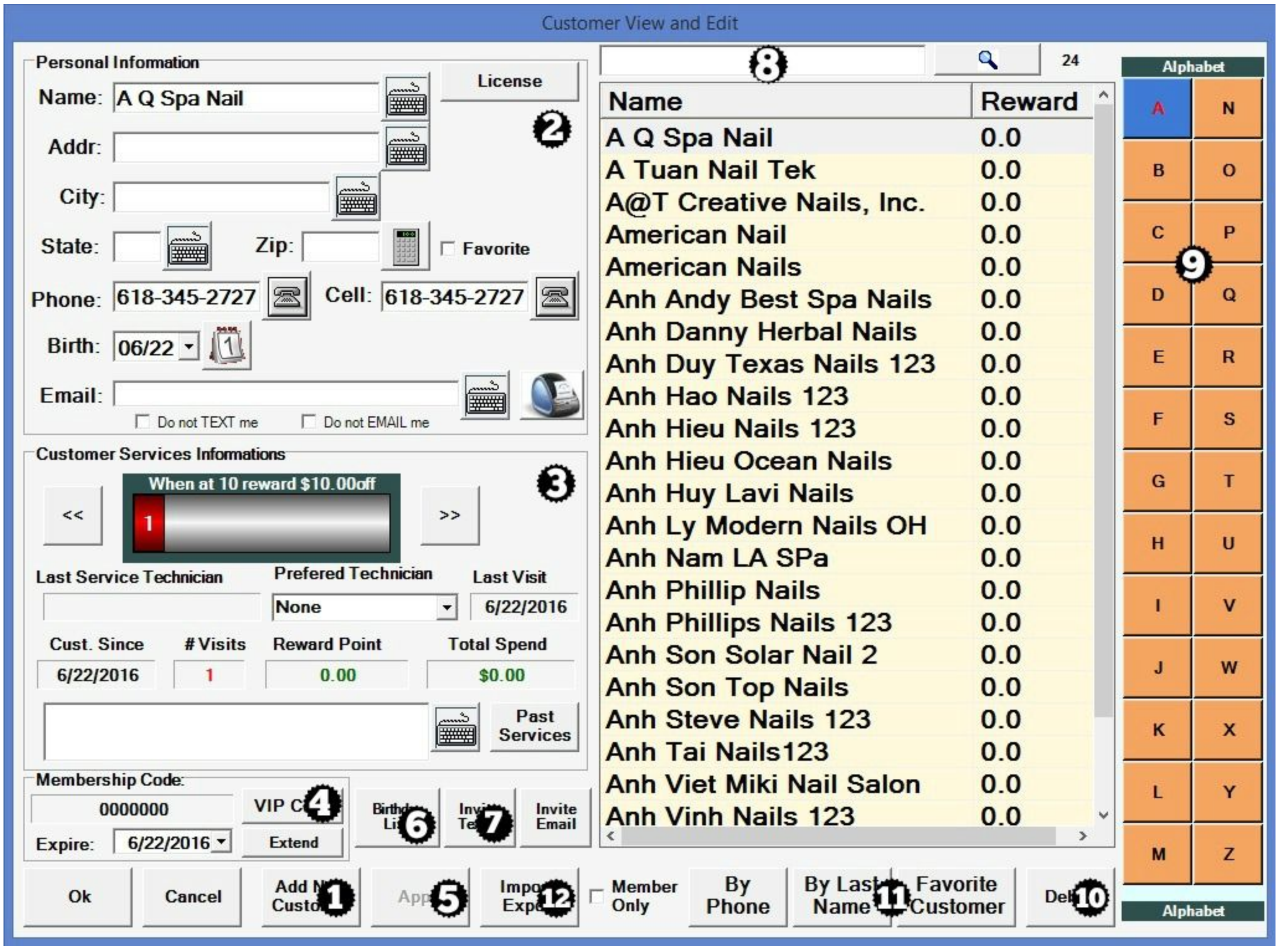
❖ **Points Balance:** This goes towards your rewards system if you choose to set one up. It will show the how amount of points they have translated into money. (See Owner/Manger set-up for more information) When the customer has enough point balance to redeem a coupon or get a discount a screen like this will appear:



- **When at 10 Rewards, $10.00 off:** This is another rewards program if you choose to set it up. It works like a stamp card. Every time the customer visits and has their name in this section, the bar will automatically change on its own.
- **A typical customer section would look like this:**



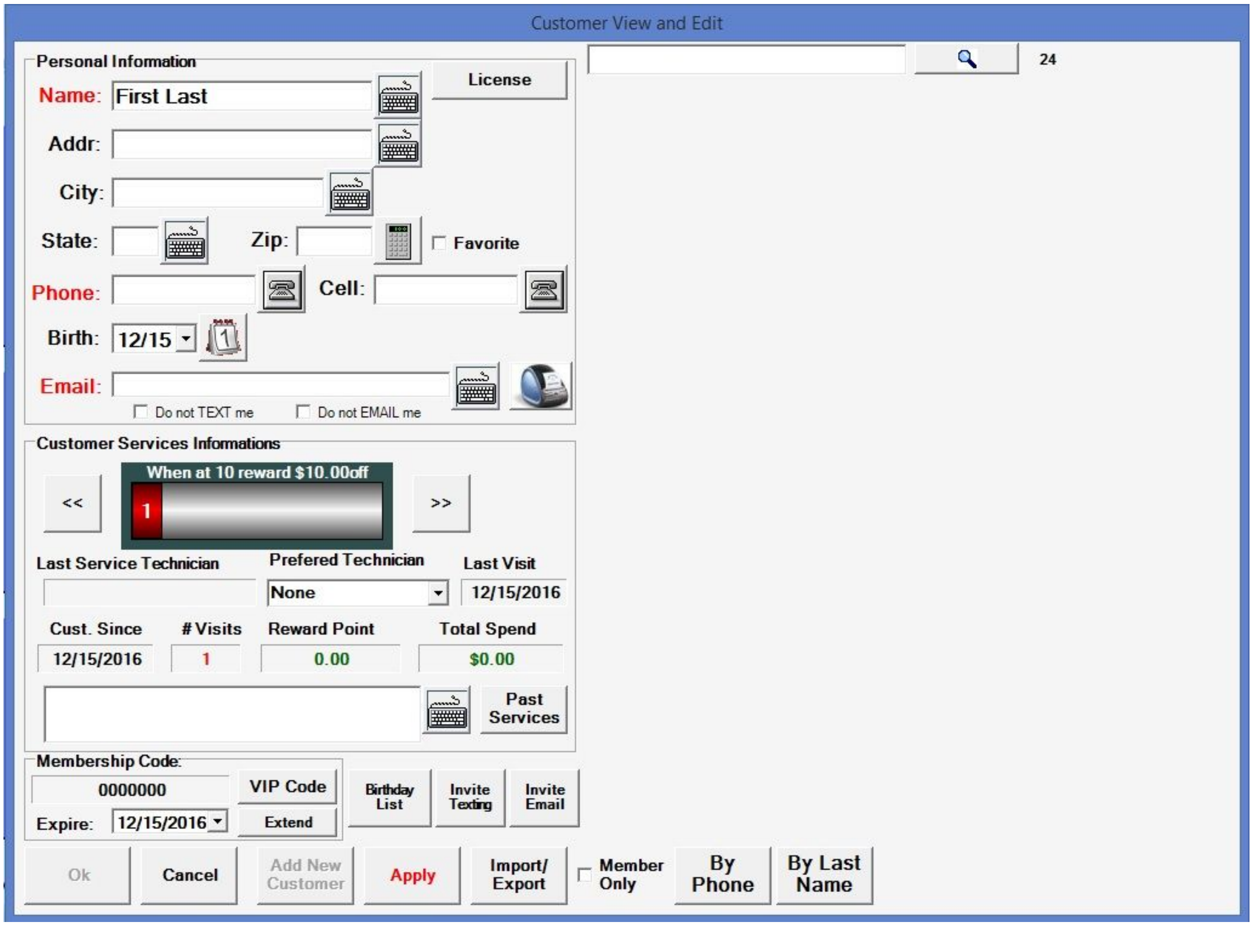
Managing Customers



❖ To access this page, simply click on manage customers on the main screen.

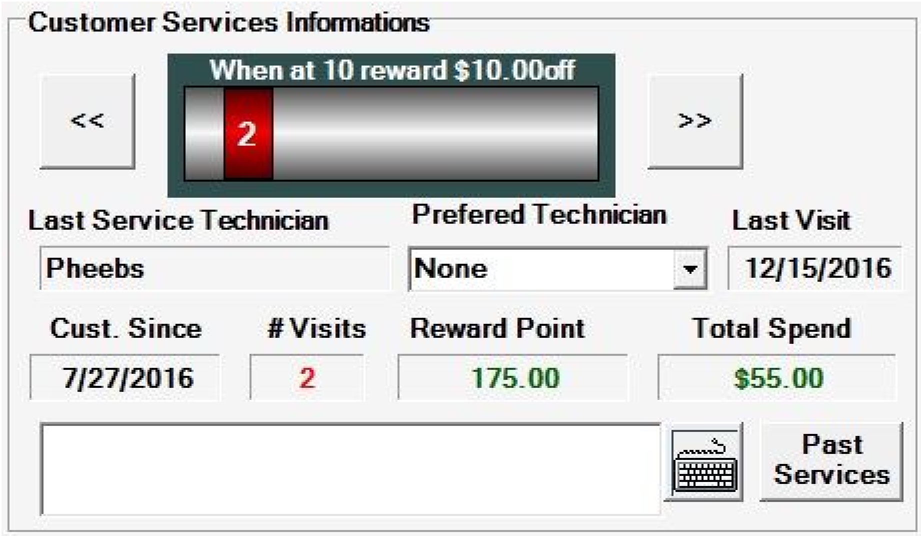
1. **Add New Customer:** This button will let you start the process of adding a new customer.
2. **Personal Information:** This information allows you to contact the customer.
3. **Customer Service Information:** This area deals with what the customer prefers for example, a certain technician or who worked on them last. This section also keeps track of their rewards.
4. **Membership Code:** This section is only if you have a membership program with your store. This where you would set it up for the customer.
5. **Apply:** This button allows you to confirm a new customer.
6. **Birthday List:** This allows you to see if your customers have a birthday coming up or not.
7. **Invite Texting:** This allows you to send out a mass text message to all of your customers regarding deals or sales. (You must have our text service in order for this to work.)
8. **Search:** This allows you to look for your customers.
9. **Alphabet:** This allows you to search for your customers by their first name.
10. **More Searches:** These are more ways for you to look up your customers.
    a. Phone Number
    b. Last Name
    c. Favorite Customer Mark
11. **Delete:** This will let you delete the customer you clicked on.
12. **Import/Export:** This will let you import or export a customer on to or from a document.

- **How to Add a New Customer:**



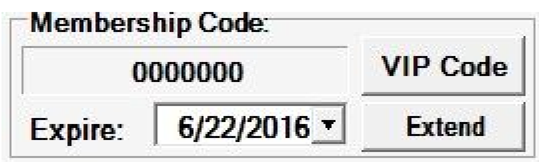
- **Step 1:** Click on Add New Customer to get to this page.
- **Step 2:** Add the customer's information. If you do not have all the information that's okay, all you really need is the name and both phone numbers. If they only have phone, just copy and paste.
- **Step 3:** At this time, also feel free to sign them up for the membership program if you have one.
- **Favorite:** If you would like to add them on as favorite, check the little box.
- **Step 4:** To finish up, click on apply to add the customer.

- **Customer Service Informations:** This will let you learn more about what you can do with this section.



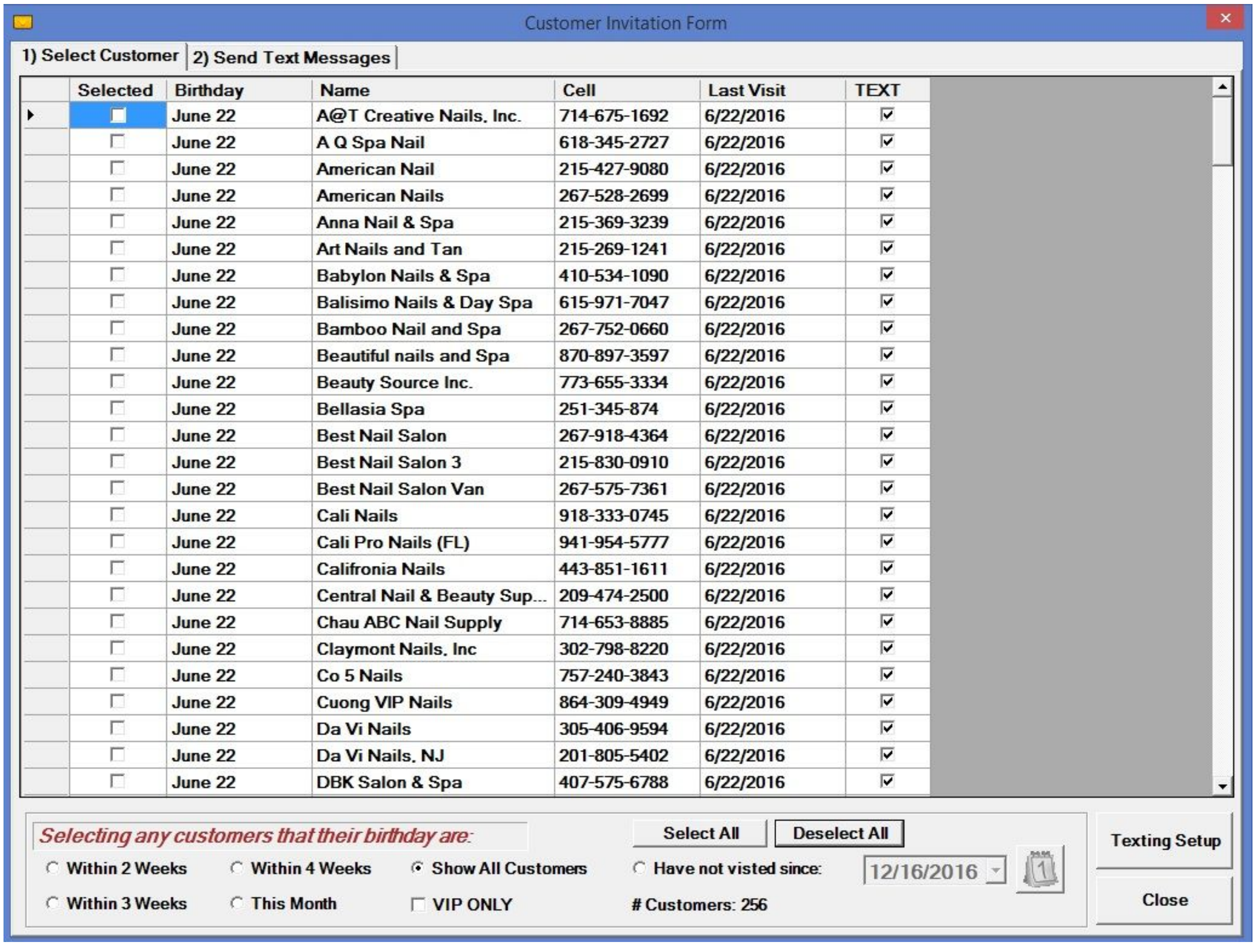
  - **10 Rewards/$10 off:** This automatically keeps tracks of how many visits a customer has and if you set up a rewards system, every 10 visits will give the customer $10.00 off.
  - **Last Service Technician:** This is also automatically set-up. It tells you who last served the customer.
  - **Preferred Technician:** This lets you see who the customer prefers so you can satisfy their needs.
  - **Last Visit:** This lets you see the last time your customer came to the store.
  - **Cust. Since:** This lets you see how long they've been customers.
  - **# Visit:** This lets you see how many times they have visited.
  - **Reward Points:** This lets you see how many rewards point a customer has. Depending on how you set up your rewards, a certain amount of points will qualify the customer for a discount.
  - **Total Spend:** This is the total amount of money the customer has spent at your store.

- **Membership Code:** This allows you to register the customer in your rewards system. Just scan their card.



  - **VIP Code:** This allows you to scan the membership card.
  - **Expire:** This is when their membership will expire. It is up to you to choose.
  - **Extend:** This will let you extend or basically renew their membership.

❖ **Invite Texting:** This allows you to send out a mass texts to all of your customers. (This option is only available if you have our texting service.)


Customer Invitation Form

1) Select Customer | 2) Send Text Messages

Selected	Birthday	Name	Cell	Last Visit	TEXT
☐	June 22	A@T Creative Nails, Inc.	714-675-1692	6/22/2016	☑
☐	June 22	A Q Spa Nail	618-345-2727	6/22/2016	☑
☐	June 22	American Nail	215-427-9080	6/22/2016	☑
☐	June 22	American Nails	267-528-2699	6/22/2016	☑
☐	June 22	Anna Nail & Spa	215-369-3239	6/22/2016	☑
☐	June 22	Art Nails and Tan	215-269-1241	6/22/2016	☑
☐	June 22	Babylon Nails & Spa	410-534-1090	6/22/2016	☑
☐	June 22	Balisimo Nails & Day Spa	615-971-7047	6/22/2016	☑
☐	June 22	Bamboo Nail and Spa	267-752-0660	6/22/2016	☑
☐	June 22	Beautiful nails and Spa	870-897-3597	6/22/2016	☑
☐	June 22	Beauty Source Inc.	773-655-3334	6/22/2016	☑
☐	June 22	Bellasia Spa	251-345-874	6/22/2016	☑
☐	June 22	Best Nail Salon	267-918-4364	6/22/2016	☑
☐	June 22	Best Nail Salon 3	215-830-0910	6/22/2016	☑
☐	June 22	Best Nail Salon Van	267-575-7361	6/22/2016	☑
☐	June 22	Cali Nails	918-333-0745	6/22/2016	☑
☐	June 22	Cali Pro Nails (FL)	941-954-5777	6/22/2016	☑
☐	June 22	Califronia Nails	443-851-1611	6/22/2016	☑
☐	June 22	Central Nail & Beauty Sup...	209-474-2500	6/22/2016	☑
☐	June 22	Chau ABC Nail Supply	714-653-8885	6/22/2016	☑
☐	June 22	Claymont Nails, Inc	302-798-8220	6/22/2016	☑
☐	June 22	Co 5 Nails	757-240-3843	6/22/2016	☑
☐	June 22	Cuong VIP Nails	864-309-4949	6/22/2016	☑
☐	June 22	Da Vi Nails	305-406-9594	6/22/2016	☑
☐	June 22	Da Vi Nails, NJ	201-805-5402	6/22/2016	☑
☐	June 22	DBK Salon & Spa	407-575-6788	6/22/2016	☑

Selecting any customers that their birthday are:

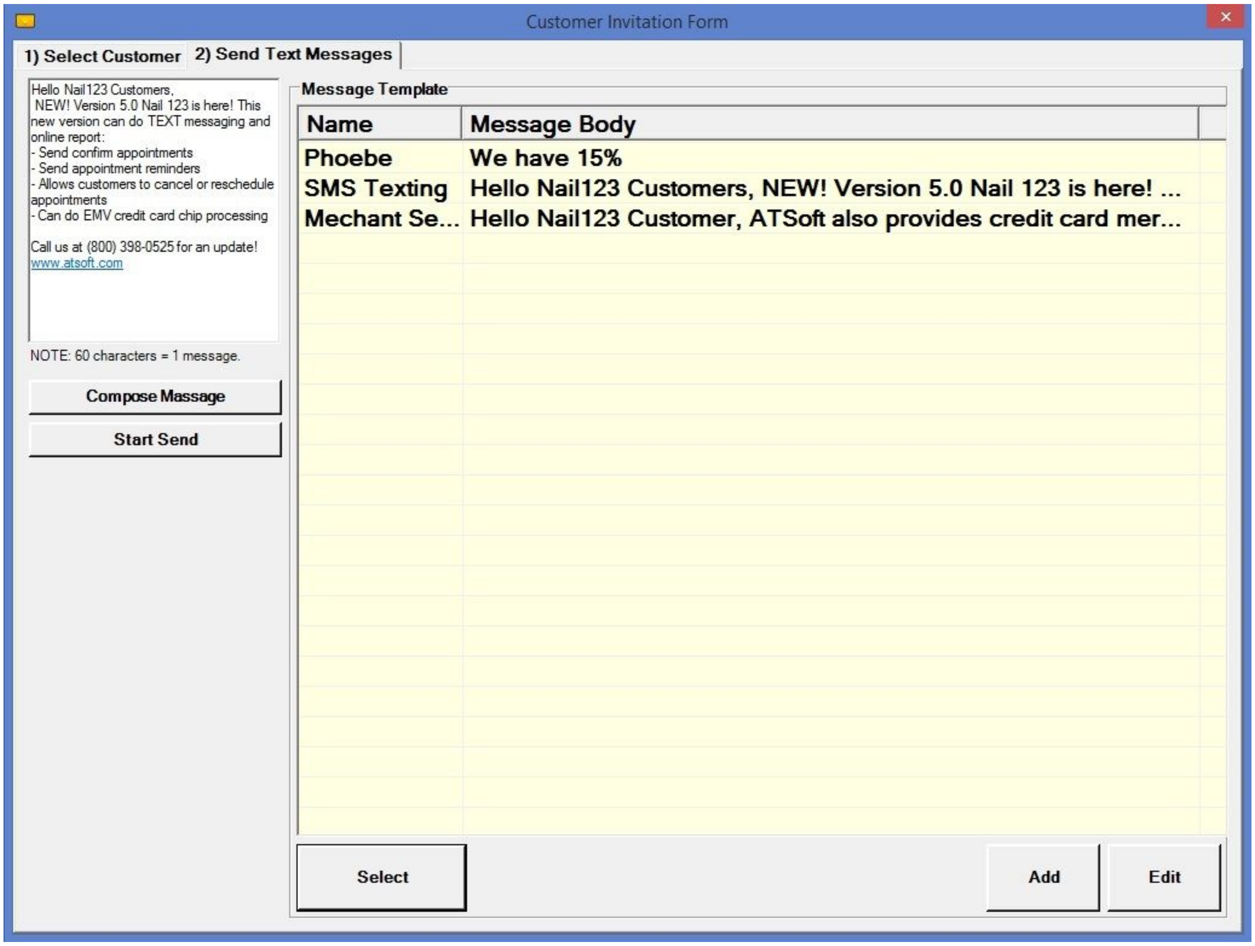
Select All | Deselect All | Texting Setup

○ Within 2 Weeks ○ Within 4 Weeks ◉ Show All Customers ○ Have not visted since: 12/16/2016

○ Within 3 Weeks ○ This Month ☐ VIP ONLY # Customers: 256

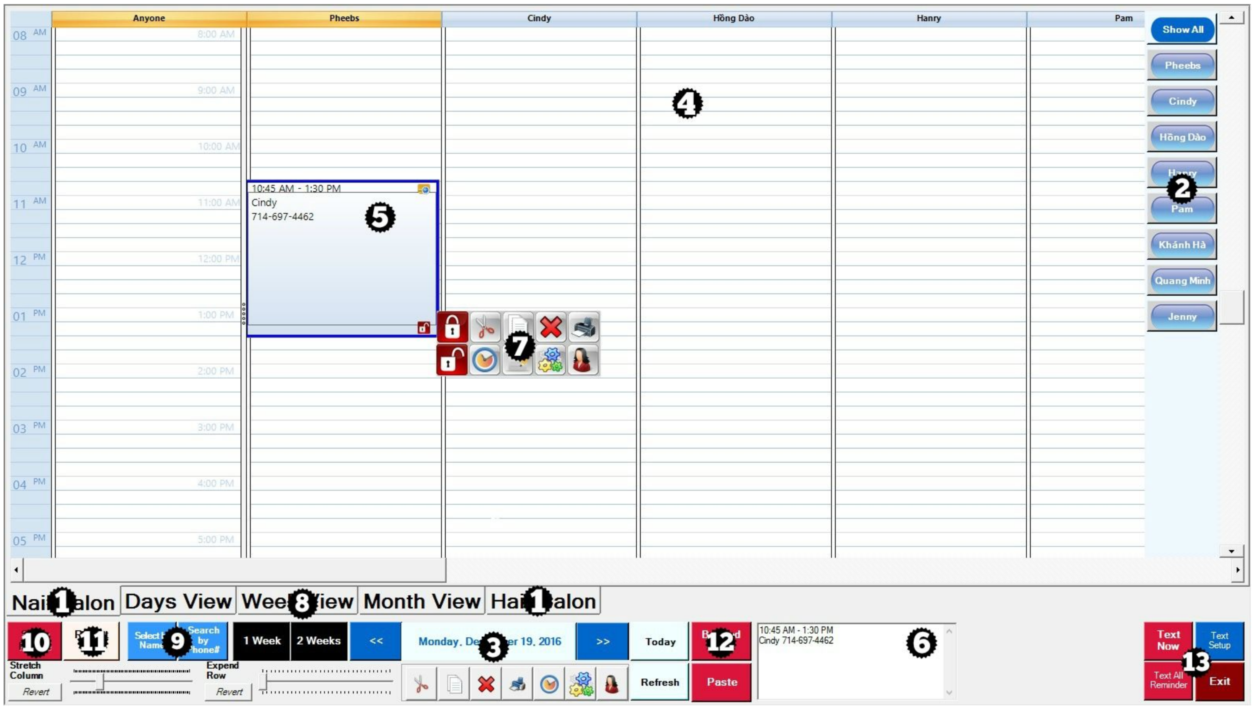
Close

❖ This page lets you choose the customers you want to send the text too.



- **Here's how to compose a select a message:**
  - **Step 1:** Compose a Message. Click on compose message and type away.
  - **Step 2:** The message will now show up on the right-hand side. That message will now stay there forever as a message template if you ever need to use it again. Anyways click on that message and then click select.
  - **Step 3:** Click on start send and the software will send out the message to all the customers you selected from the last screen.

Managing Appointments

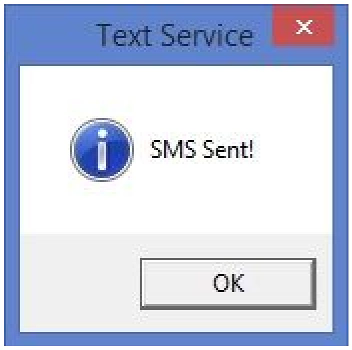


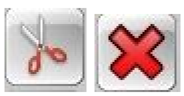
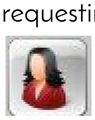
❖ To access this page, click on the appointment button on the top right corner of the main screen.

1. **Hair Salon/ Nail Salon:** These two buttons allow you to change your appointment screen so you can set appointments in the appropriate spaces for the appropriate technician.
2. **Technician:** This is the technician bar. You can use this to set appointments by clicking on their name so their appointment screen can show up. Most people however just prefer to use the show all button.
3. **Date:** This lets you choose the date for the appointment.
4. **Appointment Screen:** This is where you will set all your appointments. To set one, just click on the screen and drag it for however long the appointment is going to be.
5. **Appointment Box:** This is what an appointment will look like. The inside will have the customer' s name and phone number.
6. **Customer Service Box:** This is where you can write what the customer wants done down. It will appear on the appointment box.
7. **Appointment Utility Box:** This allows you to make certain changes to your appointments. (Please see explanation below)
8. **Views:** This allows you to view the appointment screen in three different ways. You can view it by day, week, or month.
9. **Search by Name/Phone#:** This is how you would search for a customer' s appointment. Just choose one and look for the appointment either with their name or phone#.
10. **Show Phone:** This option is only available if you put a security code on your customers (see owner/manager setting). If you click on this it will show the customer' s phone number but only in that moment. If you click on anything else the number will disappear.
11. **Report View:** This will let you see all the appointments on a list that you can print out for your records.
12. **Booked List:** This is similar to the report view but it is based on the technician. You can see who is booked with appointments and who has empty spots that could be filled.
13. **Texting:** This is the texting service we offer with our system. It will let you contact your customer about appointments and scheduling. If you would like to know how to use it please see the explanation below. (If you are interested in this service please give us a call!)

❖ **How to Make an Appointment:**

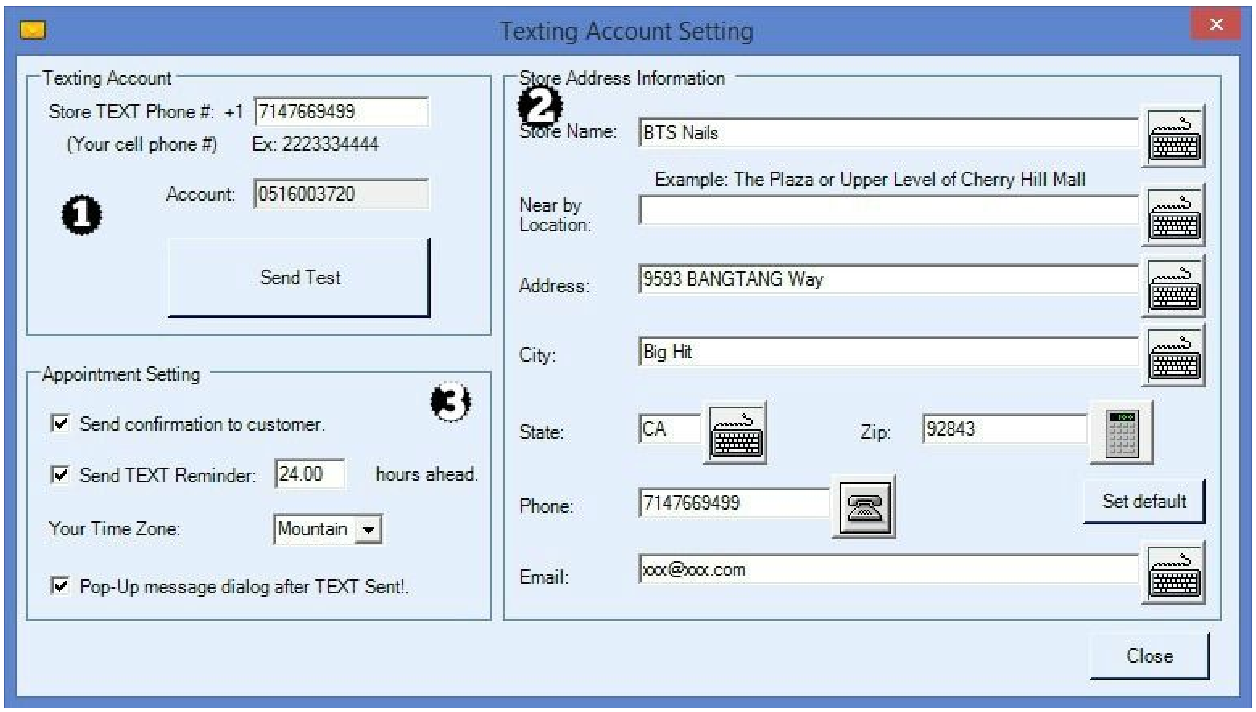
- **Step 1:** Based on the type of appointment it's going to be click on the appropriate screen: Hair or Nails.
- **Step 2:** Select the technician the customer would want. And use your mouse to select the time of the appointment, then drag it to how long the appoint would take. For example, if the customer wants a haircut at 3PM and it takes half an hour. You would go under one of the technician's name click on 3:00 PM and drag it to 3:30PM.
- **Step 3:** Next use the customer service box(Number 6) to write down anything the technician would need to know for the appointment.
- **Texting Service:** At this time, if you have our texting services, a message will be sent out to your customer, telling them you're setting an appointment. You're screen will show this:



- **Appointment Utility Box:** This section will break down the parts of the utility box for you.
  -  **Locking and Unlocking:** This helps out with the touch screen features of our system. Once you lock an appointment it simply means that you can't move the appointment around the screen. This is great because no one can accidentally move your appointments somewhere else. If the appointment is unlock, you can move it around.
  -  **Cut and Delete:** These two options lets you cut and delete your appointments. The scissors means you are cutting the appointment, but you can paste it somewhere else. The X means you're deleting the appointment for good.
  -  **Copy:** This lets you make a copy of the appointment, and paste it somewhere else.
  -  **Print:** This lets you print out a copy of your appointment.
  -  **Status:** This will let you update the status of the appointment. It could either be waiting, cancelled,servicing, reschedule,no show, etc…
  -  **Extra Notes:** This operates the same way the customer service box(number 6) works. You can put in extra notes in the appointment box.
  -  **Services:** Once you click on this, it lets you choose the service the customer is requesting to get done.
  -  **Customer:** This allows you to put the customer information down, if the customer is in your system. This is also how you'll be able to send out the automatic messages.

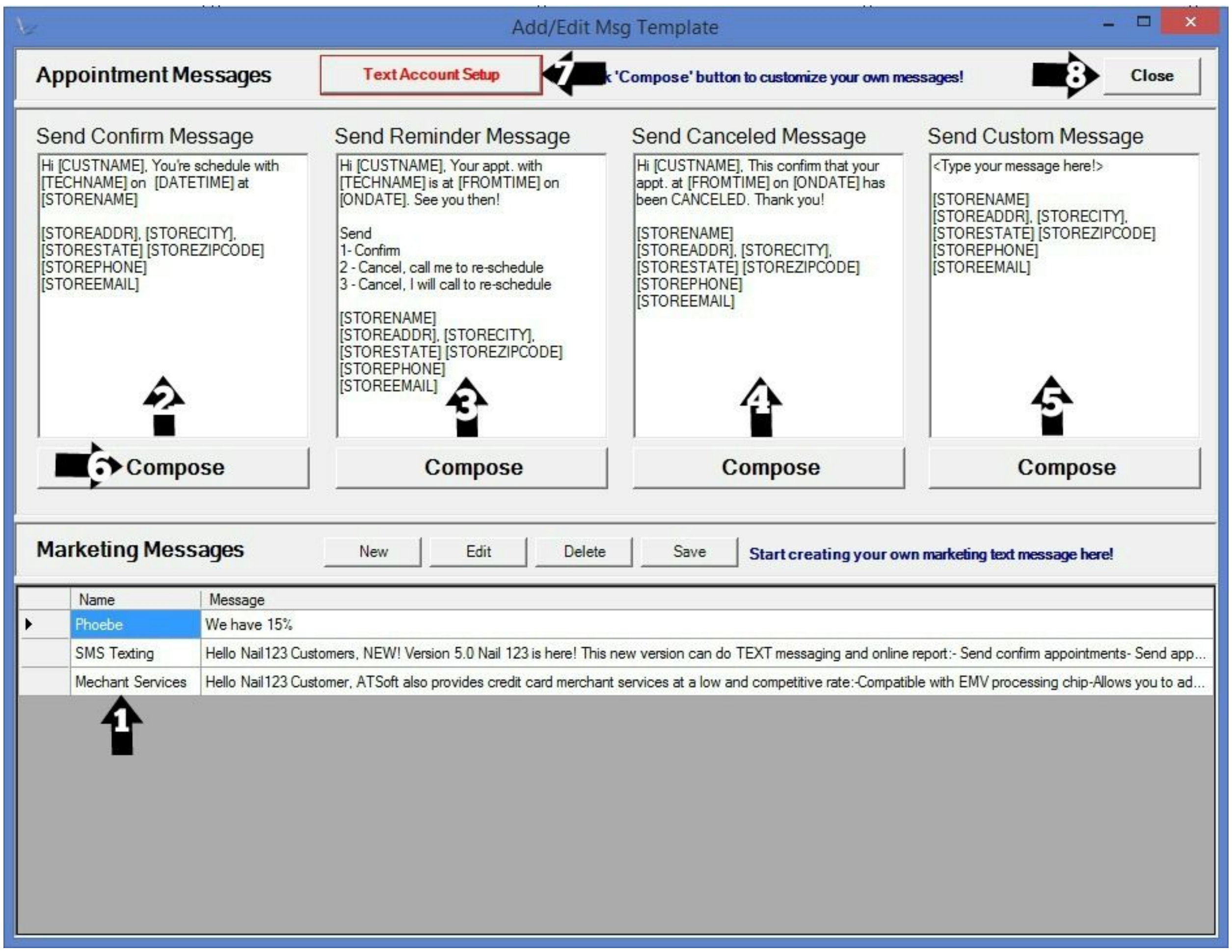
Texting Services

- **What is it:**
  - Our system offers customer texting services. This allow you to send messages to customers via the POS software. You can use it to send reminders, ask about cancellations, rescheduling or even for advertisement. If you would like to learn more about our service or even try it out, please give us a call.
- **The Set-Up:**



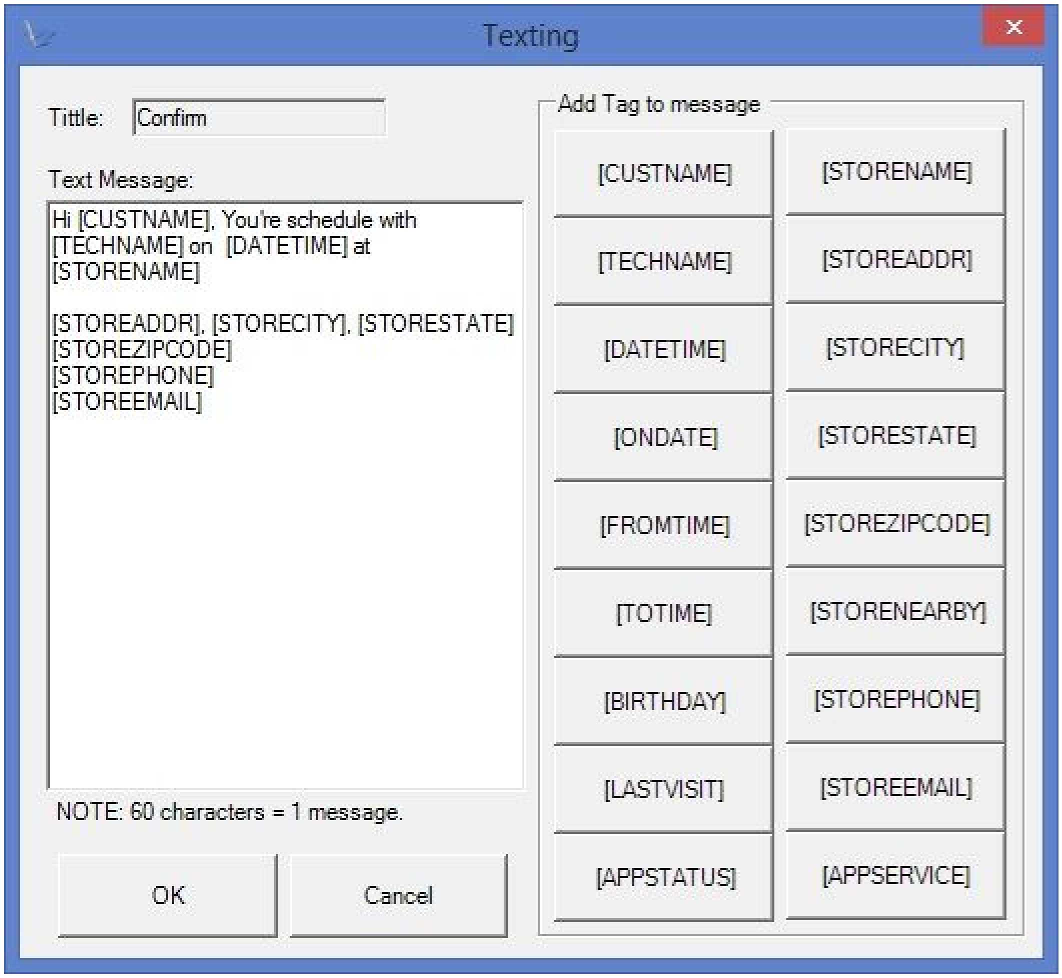
- In order to use the texting service, you must first setup your store's texting account. To reach this page click on text set-up on the appointment page(Number 13). Once you're in there proceed to click on text account set-up.
  - **Texting Account:**
    - Store Text Phone #: The phone number you put in here will be the number that will receive all of the customers' responses.
    - Account: This is your system's license number.
    - Send Test: This allows you to send a out a fake text to make sure your phone is connected to the system.
  - **Store Address Information:** This is the information that will be used at the end of all text messages sent toward the customers. It will let them know who sent them a text.
  - **Appointment Setting:**

- Send confirmation to customers: If this is marked, it means that after an appointment is set, the customer will get a text sent to them regarding their appointment.
- Sent text reminder: If this is marked, it means that a reminder text will be sent to the customer. You can choose how many hours before the appointment will a text be sent out.
- Your Time Zone: This lets you adjust your clock and timer for sending text messages to the correct time zones.
- Pop-Up message dialog after TEXT sent!: If this is marked, it simply means that every time a text is sent, a small screen will pop up confirming that the text has been sent.



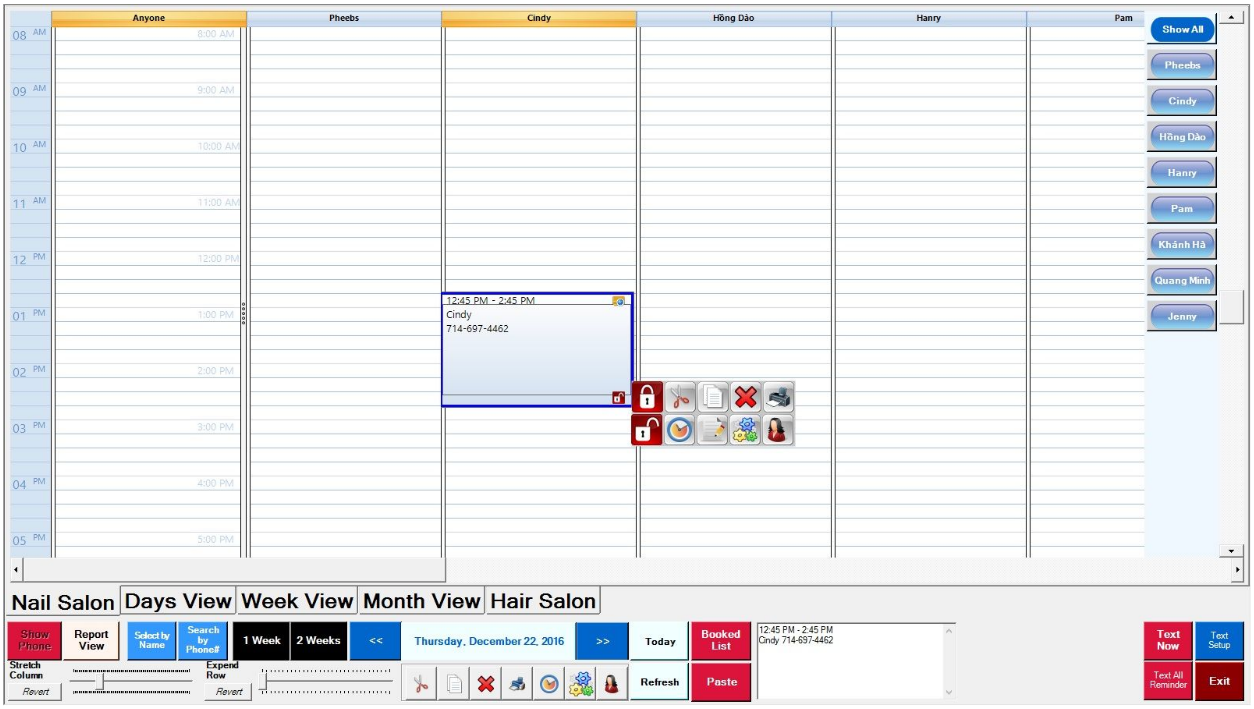
- ❖ After setting up an account, you must now set up the message templates. These message templates are text messages your customer can receive from you.
  - ➢ **1.** Marketing Messages: These messages are for group/mass text. They can be set up here or in the manage customer section shown earlier.
  - ➢ 2. Send Confirmation Messages: These messages are the ones send out after you placed an appointment down.(automatic messages)

- 3. Send Reminder Messages: These get sent out twice if you set it up that way. This messages is usually sent out with the confirmation messages so the customer can reply back. This message is the only message where a response from the customer is received. The customer can either confirm or cancel.(automatic messages)
- 4. Canceled Message: This message is sent out to confirm a cancellation of an appointment.(This you must sent out by yourself.)
- 5. Custom Message: This message allows you to send anything you want to the customer. (This must be sent out by yourself.)
- 6. Compose: You would click on this whenever you want to change your template. The template for all four would look something like this:



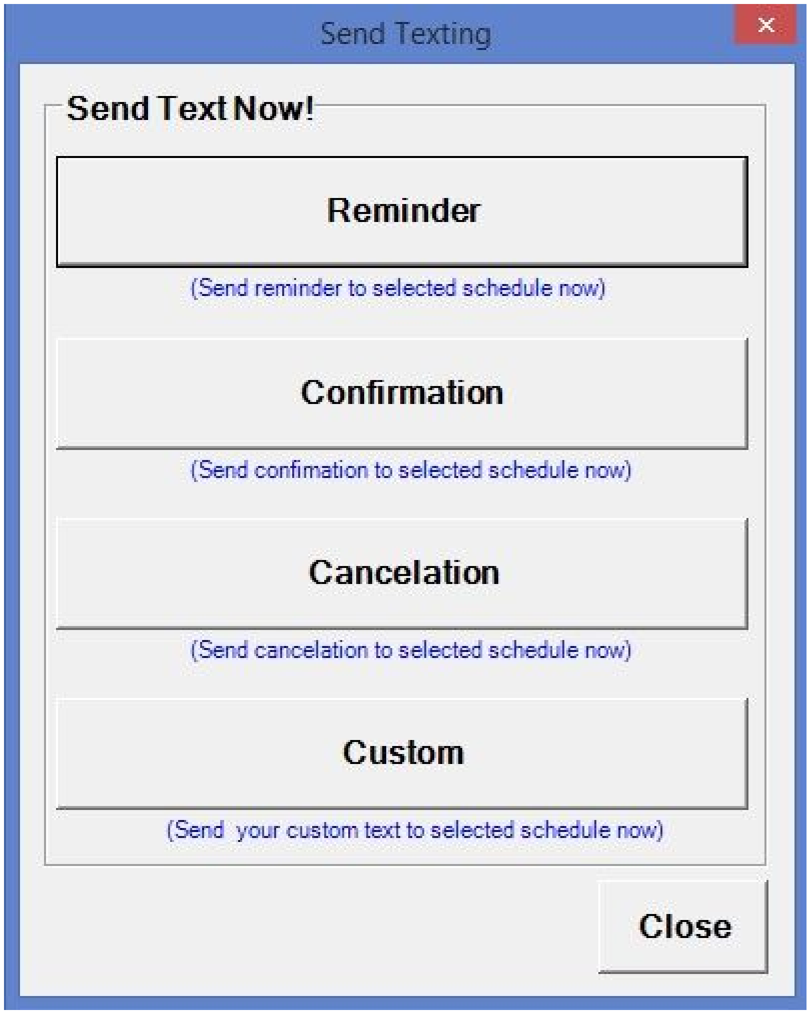
  - Everything in between the brackets [] will change according to the information. Everything else will remain the same.
- 7. Text Account Set-Up: This was how you would enter the account set-up page from earlier.
- 8. Close: You must click this whenever you make any changes, it is how the changes will be saved.

❖ **How to Send Out a Message:**



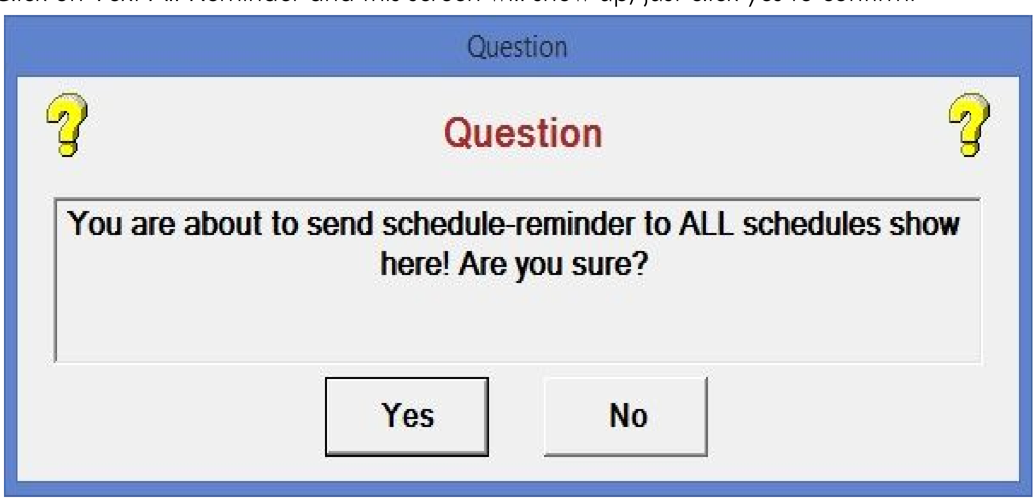
❖ This is how you sent out a normal message to the customer:

- ➢ **Step 1:** Click on the customer you would like to send the text messages to.
- ➢ **Step 2:** Click on text now and this screen will show up:

- 

  - **Step 3:** Pick out the message you would like to send.
  - **Step 4:** This text sent message should pop up, confirming that that your message got through.

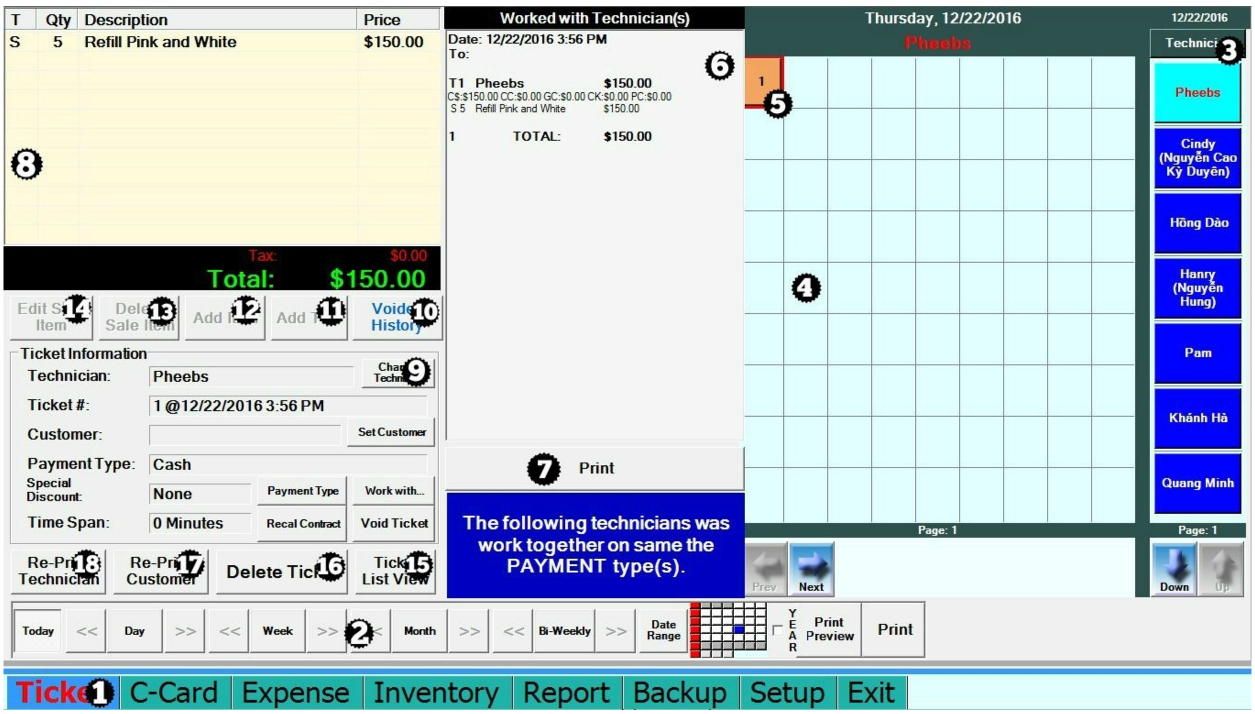
- This is how to send a reminder text to all customers with an appointment.
  - **Step 1:** Click on Text All Reminder and this screen will show up, just click yes to confirm:

- 

III/ Owner and Manager Setup

❖ To access the owner and manager section, click on the owner/manager button on the bottom left corner of the main screen page. This button is protected by a security code and only accessible to the owner and manager. (The owner default is 1234 and the manager default is 0000.)

Ticket Screen



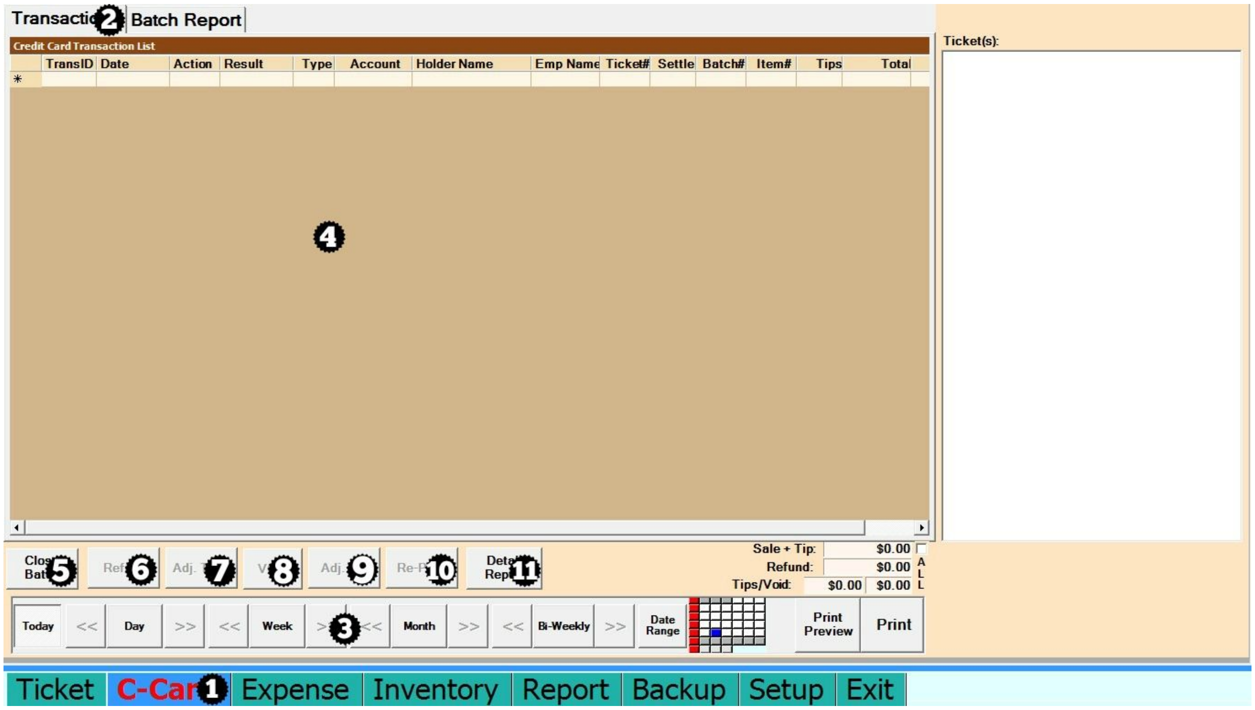
❖ This page lets the owner/manager manage all transactions and ticket sales. The manager can be restricted on certain things based on the owner's preference. (See set-up)

1. **Ticket:** This button lets you access the ticket screen page. This screen will also be the first one that pops up when you click on owner/manager.
2. **Date Range:** This row allows you to look for the tickets by day, week, month, or year. You can also look for them bi-weekly and quarterly.
3. **Technician:** This lets you select which technician you would like to see tickets from.
4. **Ticket Box:** This where the tickets will show up.
5. **Ticket:** This is what a ticket will look like. Each one will have a number on it. It is organized by the order that the tickets came in.
6. **Worked with Technician(s):** This screen lets you see how many technicians worked on the customer.
7. **Print:** This lets you print out the work with technician(s) information.
8. **Ticket Description:** This screen lets you see what services was done for the ticket and how much money was made.
9. **Ticket Information:** This is more information about the ticket. This includes the technician, the payment type, customer name, etc…
10. **Voided History:** This shows a list of all the tickets that have been voided under the technician's name.
11. **Add Tips:** This lets you add tips on the ticket.
12. **Add Item:** This lets you add another service or product onto the ticket.
13. **Delete Sale Item:** This lets you remove an item from the ticket.
14. **Edit Sale Item:** This lets you change the product/service type, the quantity, name, and price.
15. **Ticket View List:** This lets you see the tickets in a list; you can also view all the tickets at once.
16. **Delete Ticket:** This lets you delete a ticket permanently from your system.
17. **Re-print Customer:** This lets you reprint the customer receipt.
18. **Re-print Technician:** This lets you reprint the technician receipt.

❖ Ticket Information:

- **Technician and Change Technician:** This section lets you know who worked on the customer and completed the transaction. If you would like to change the technician on the ticket, just click on the change technician button.
- **Ticket Number #:** This lets you know how many tickets the technician has had in a one day.
- **Customer/Set Customer:** If the customer was in your system, their name would show up here. If you forgot to set the customer's name during the transaction, you can do it by clicking on set customer.
- **Payment Type:** This shows the type of payment the customer gave. If you click on the button, it will allow you to change the payment type.
- **Special Discount:** This shows you if any special discount was given on the transaction. For example, a student or senior citizen discount.
- **Time Span:** This shows how long the service the customer wanted took.
- **Work With:** This shows a breakdown of who worked on what service when multiple technicians are involved.
- **Recal Contract:** In the case that you set the technician's contract wrong and you went to fix it, you would click on this to recalculate the all the tickets according to the new contract.
- **Voided Ticket:** This button lets you void the ticket.

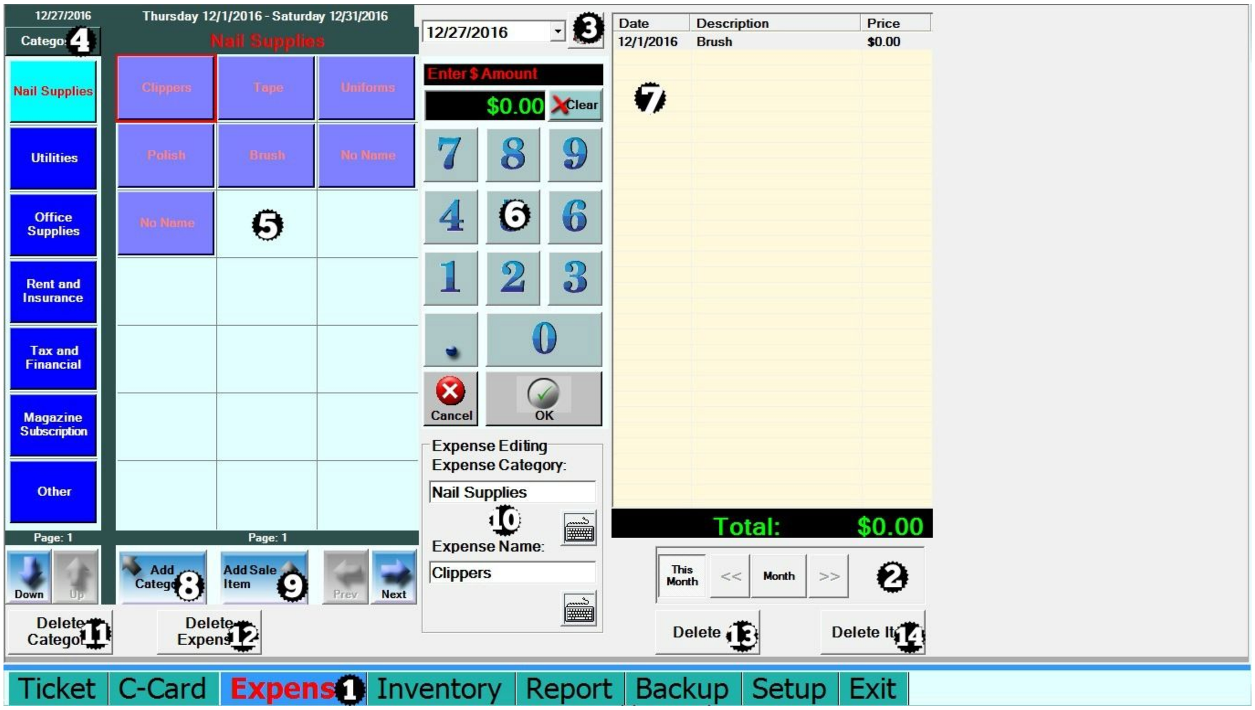
Credit Card



- To access the screen, you have go to the owner/manager button and then click on c-card. All the buttons on this screen are accessible to both the owner and manager except close batch and detailed report which is only accessible to the owner.

1. **C-Card:** This button lets you access the credit card screen.
2. **Transaction:** This section lets you see all of the credit card transactions.
3. **Date Bar:** This lets you see all of the credit card transactions by day, week, month, and year.
4. **Transaction:** This is where all the transactions from credit card will show up.
5. **Close Batch:** This allows you to close up all credit card transactions for the day. It will also print out a receipt containing totals sales, refunds, and tips.
6. **Refund:** This allows you to refund a credit card transaction.
7. **Adjust Total:** This allows you to change the total of the sales.
8. **Void:** This allows you to void the selected transaction.
9. **Adjust Tips:** This allows you to change the tip amount of the selected transaction.
10. **Re-Print:** This allows you to re-print the close batch receipt.
11. **Detail Report:** This is another printed report of your transactions.

Expense

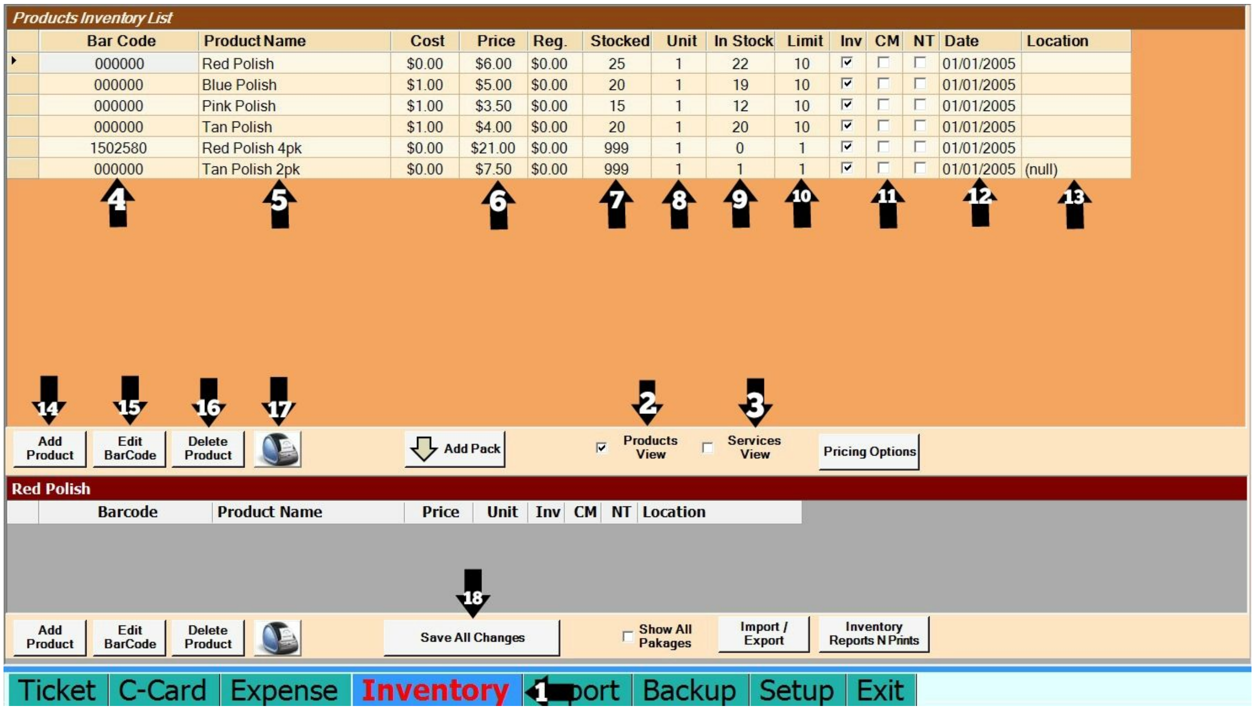


- ❖ To access this page, simply click on the the expense button after clicking on owner/manager on the main screen. This page will helps you calculate and keep track of your expenses.

1. **Expense:** This button will let you access the expense screen.
2. **Date by Month:** This allows you to change the month you are calculating the expenses in.
3. **Date by Day/Week:** This allows you to change the day and therefore week you are calculating the expenses in.
4. **Categories:** These are the types of expenses you have.
5. **Sale Item:** These are the exact expenses you have.
6. **Enter Amount:** This is where you enter the amount you spent on your expenses.
7. **Notepad:** This is where all your finalized expenses will go. It will also show a full total of all your expenses.
8. **Add Category:** This allows you to add a new category for your expenses.
9. **Add Sale Item:** This allows you to add a new expense.
10. **Expense Editing:** This is where you can change the name of you category and expense item.
11. **Delete Category:** This allows you to delete a category.
12. **Delete Sale Item:** This allows you to delete an expense.
13. **Delete All:** This allows you to delete all expenses from the notepad.
14. **Delete Item:** This allows you to delete the selected expense from the notepad.

- **How to Record an Expense:**
  - Step 1: Select the category your expense is in.
  - Step 2: Select the expense.
  - Step 3: Enter the amount you spent.
- **How to Add a Category/Expense:** You do both the same way.
  - Step 1: Select Add Category (number 8) or Add Sale Item (number 9) depending on what you want to do.
  - A box with the word no name will show up.
  - Step 2: Go to the expense editing box and put down the name of the category or expense.

Inventory

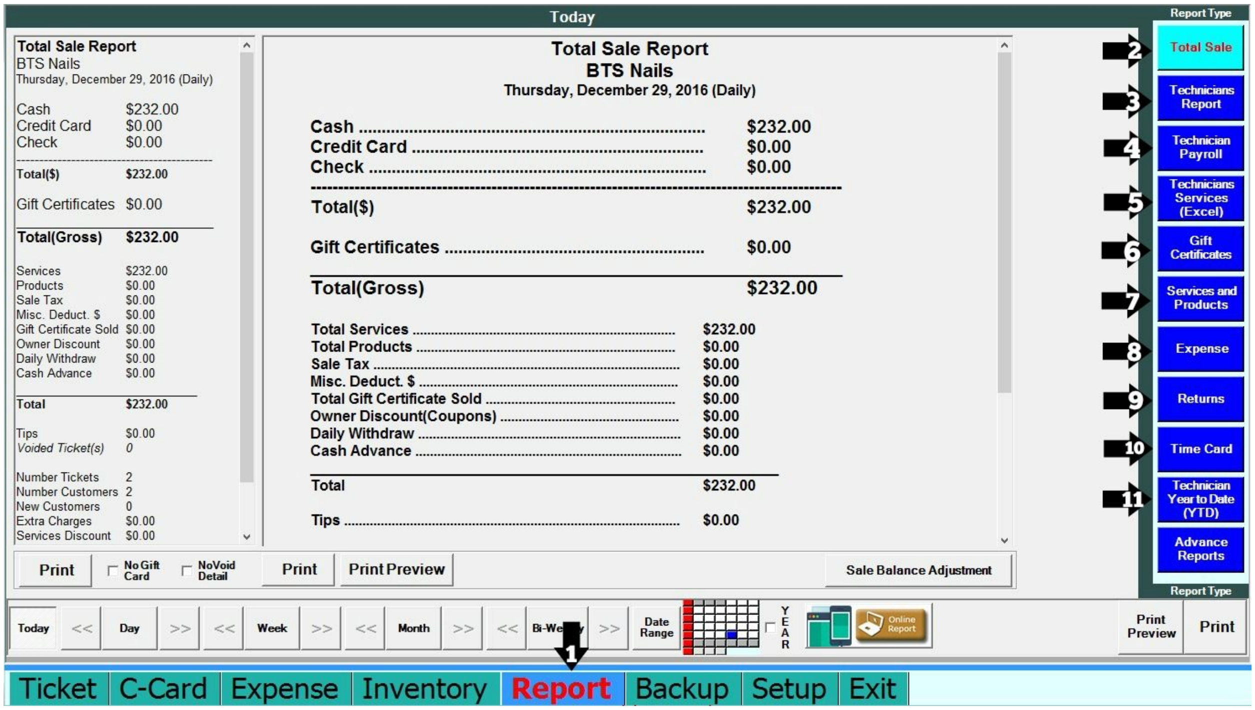


- ❖ To access this screen, click on owner/manager from the main screen, then proceed to click on inventory. This is the same inventory as the one shown during the transaction section but with a few extra things.

1. **Inventory:** Click on this button to access the inventory page.
2. **Products View:** If this is check, it will show all of your products.
3. **Services View:** If this is check, it will show a list of all the services you provide.
4. **Barcode:** This is the product' s identification number. The only way to change this number is to click on edit barcode (number 15).
5. **Product Name:** This is the name of the product and basically what it is.
6. **Cost, Price, Regular:** This is basically how you are going to charge the customer. Cost represents how much you bought the product for. Price is the price you bought the product for plus how much you want to charge. So for example if you bought the nail polish for $3.00 and want to make $5.00 off of the polish, the price would be $8.00. Regular represents the discount price you will give on the product.
7. **Stocked:** This is how much you bought to sell. This is also the original amount of product you have.
8. **Unit:** This is how much of the product you will sell for the price. If you are selling one item for $6.00 then you put one. If you are selling two products for $6.00 then you put two and so on.
9. **In Stock:** This section changes automatically. It keeps track of how many products you have left in stocked. It changes every time there is a transaction.
10. **Limit:** This acts as a reminder. It will let you know when there is a low amount of stock on a product. The number you put here will tell the software when to remind you. So for example if you put a ten here, when the in stock drops to ten, the software will tell you that you are low on product.
11. **Inv/CM/NT:** By checking inv it allows the product to show up on the inventory list. CM is commission. If this is check it means that when a technician sells this product, he or she will be able to earn a commission. NT means no tax. This means that no tax will be added to the product.
12. **Date:** This is day the product was added to the list.
13. **Location:** This is where the product would be place. This will help you or your technician find the product around your store better.
14. **Add Product:** This allows you to add a new product to the inventory list.
15. **Edit Barcode:** This is the only button that will let you change the product' s identification number.
16. **Delete Product:** This allows you to remove a product.
17. **Printer:** This button allows you to print a hard copy of your inventory list.
18. **Save All Changes:** This button allows you to save any changes made in this screen. Be sure to always click this whenever you are done with the screen.

- **How to Add a New Product:**
    - Step 1: Click on Add Product (number 14)
    - Step 2: Next click on Edit Barcode. Enter the product's identification number or scan it.
    - Step 3: Now go to product name and enter the name.
    - Step 4: Fill out the stock, unit, limit, inv, cm, and nt information.
    - Step 5: Fill out a the location.
    - Step 6: Click on save changes (number 18)

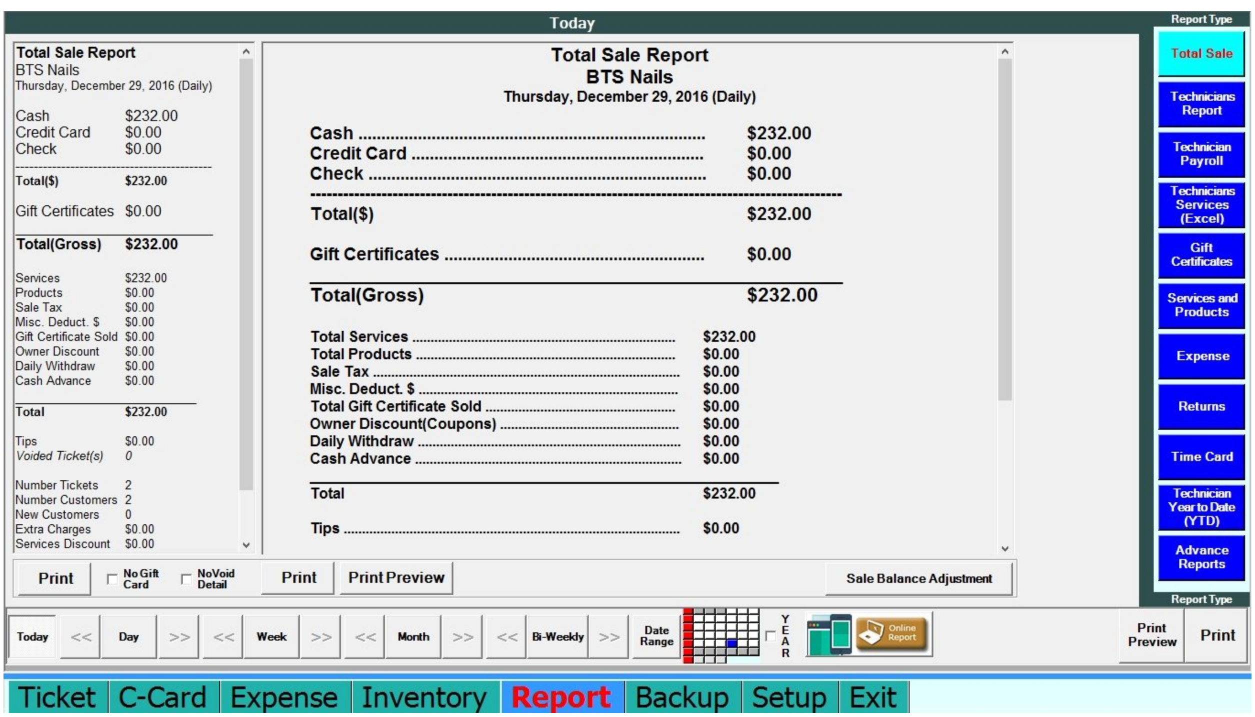
Reports



❖ To access this screen click on report after clicking owner/manager from the main screen. This screen will help keep track of everything related to your stores from employees to cost and expenses.

1. **Report:** You would click on this to access the report page.
2. **Total Sale:** This page calculates the total sales you made in cash, credit, checks, and gift cards. It also tracks tips, discounts and withdraws.
3. **Technician Report:** This keeps track of the technician's performance by showing how many tickets they have and how much money they made in total.
4. **Technician Payroll:** This page helps you set up the payroll for each of your technicians.
5. **Technician Services (Excel):** This page is a printable total sale and salary break down of each employee.
6. **Gift Certificate:** This page lets you keep track of your gift cards, dead or alive.
7. **Service and Product:** This page keeps track of all the products sold and all the services given.
8. **Expense:** This page is a printable list of all your expenses.
9. **Returns:** This page keeps track of all products that were returned. This section is currently a work in progress.
10. **Time Cards:** This page keeps track of all the employees' in and out times.
11. **Technician Year to Date:** This page is a more detailed technician report and shows it by month, quarter, and year.

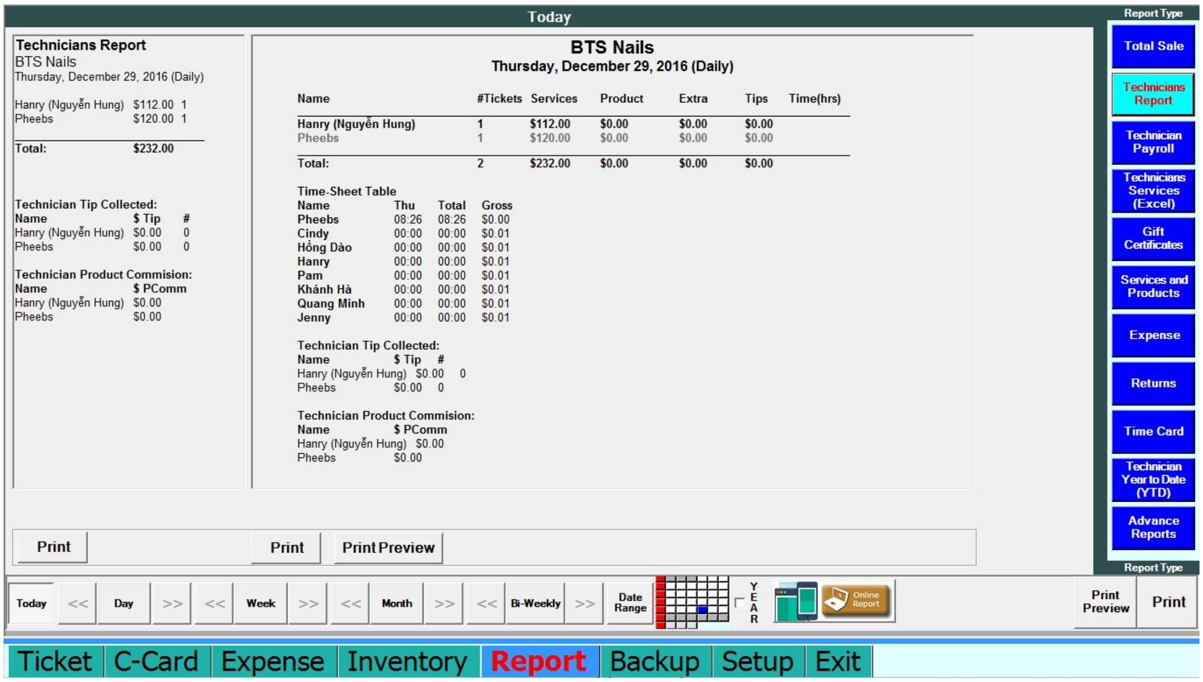
❖ **Total Sales:** Here is what the page will look like:



❖ This page lets you see the combined amount of money all the technicians made. You can view this by day, week, or month.

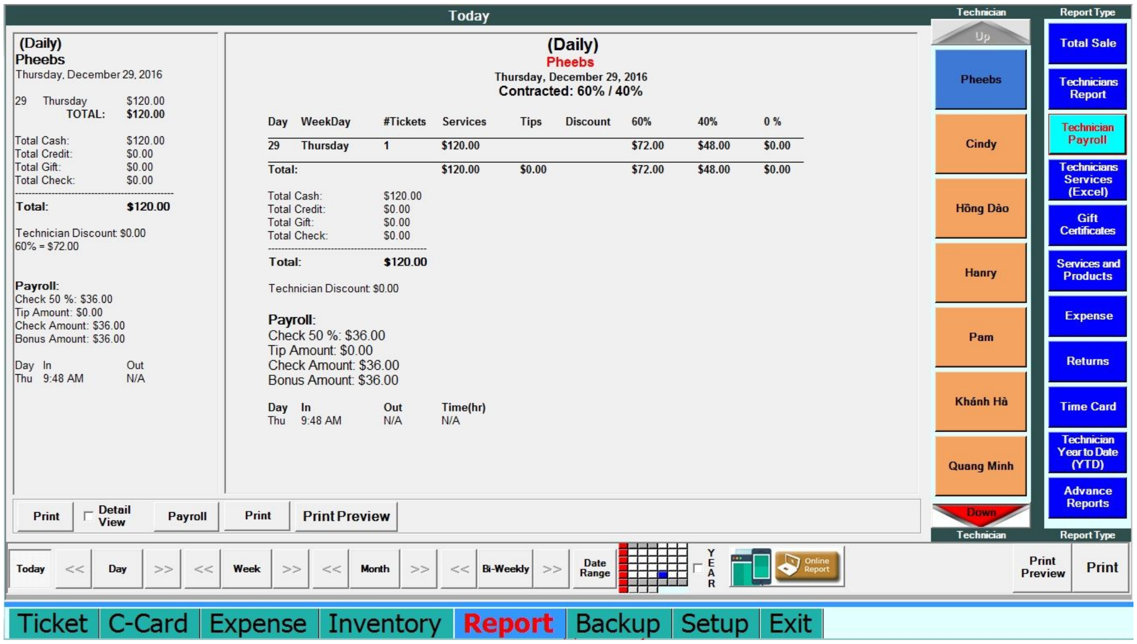
- **Sale Balance Adjustment:** If you click on this it will allow you to balance out your total.

- **Technician Report:** Here is what this page looks like.



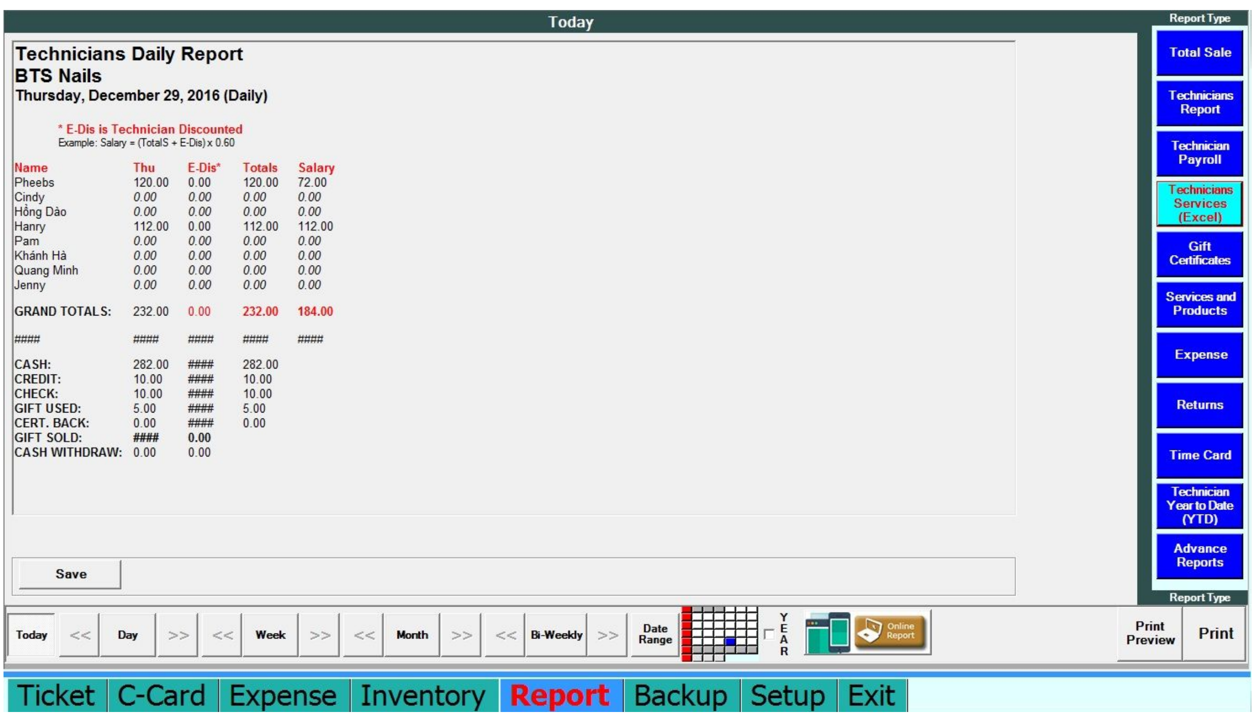
- This page lets you see the technicians tickets, the amount of money they made in services, the amount in product, any extra costs, and tips. It also keeps track of commission.

- **Technician Payroll:** Here is what this page looks like.



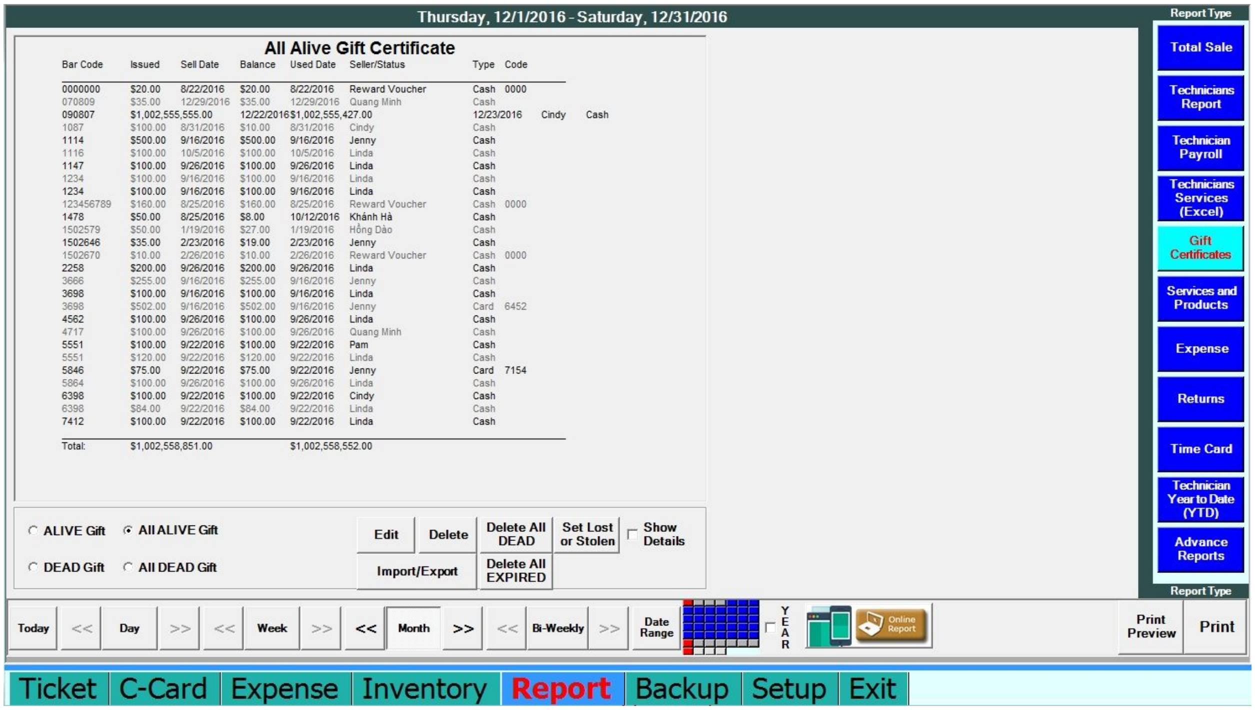
- This page shows you a pay breakdown for your technician based on what they made during that day,week,or month. Payment is based on the contract you set up when you added them as an employee.

- **Technician Service (Excel):** Here is what this page looks like.



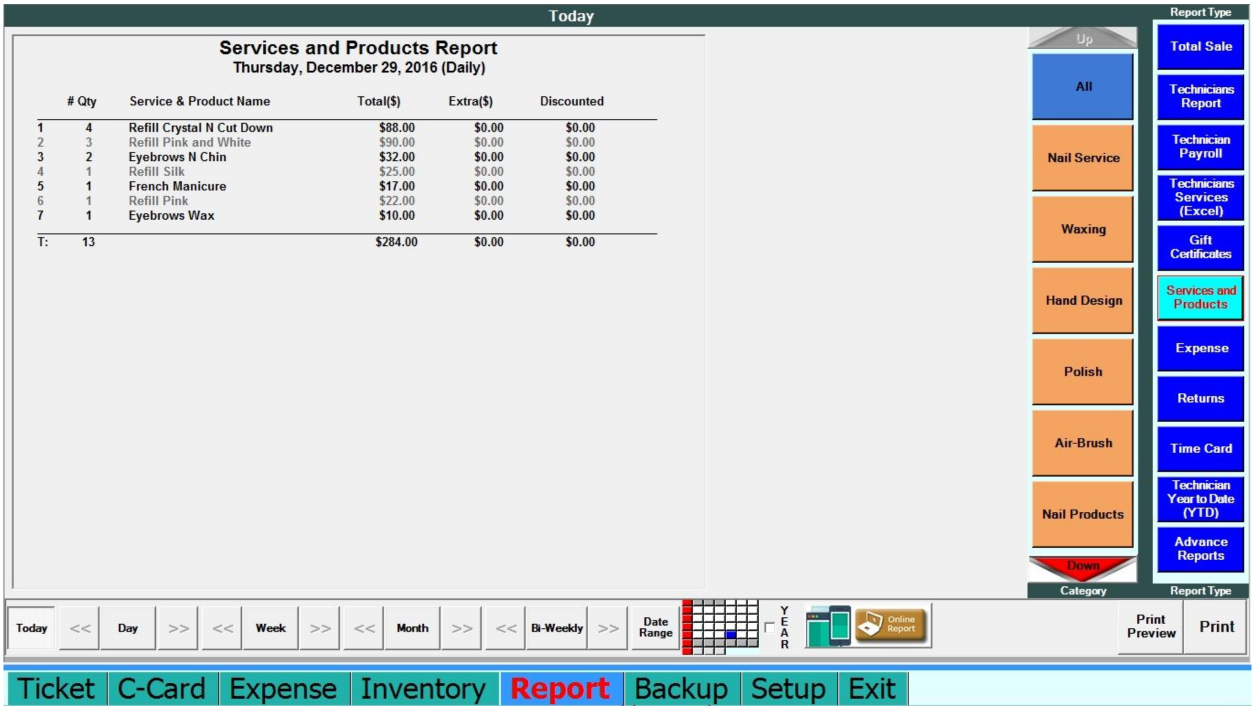
- This page carries a list of your employees and the amount of money they have made and turns it into the salary amount. It also take in the factor of discounts. At the bottom, it also totals up the amount money in the different forms of payment. The page also keeps track of cash withdraws.

- ❖ **Gift Certificate:** Here is what this page looks like.



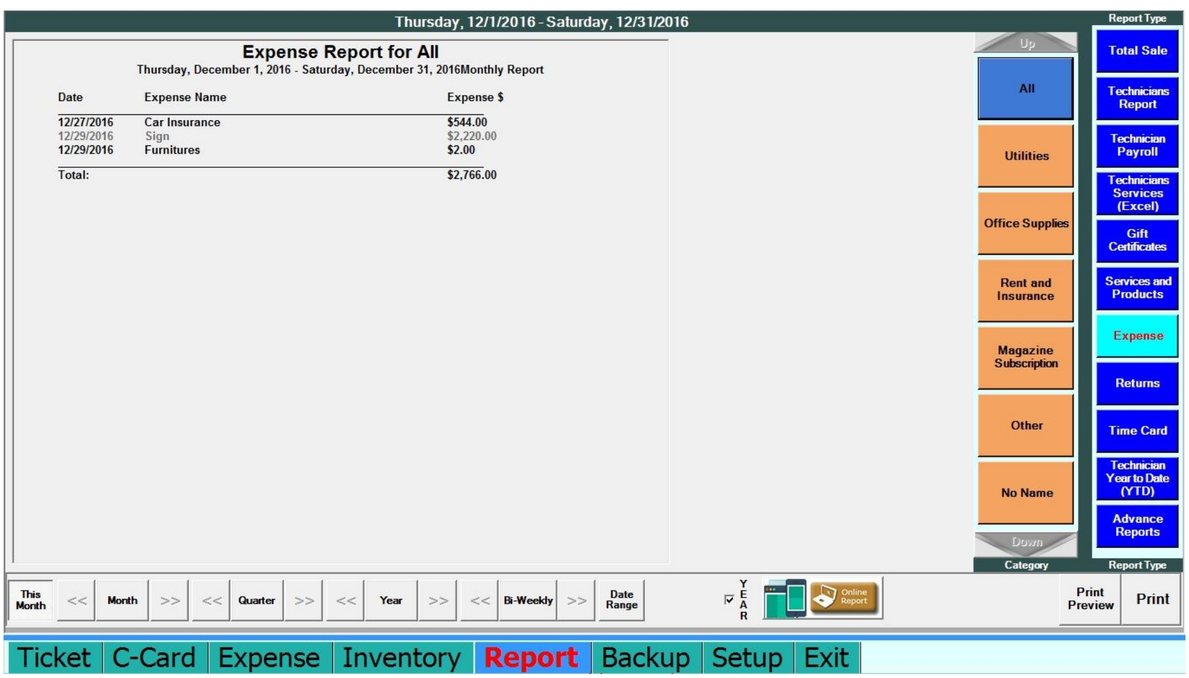
- ❖ This page lets you keep track of all the gift cards in your system.
- ❖ **Alive Gift Card:** If you check on this, it will show you all the alive gift cards that was used and still has money in store in the time period that you selected.
- ❖ **Dead Gift:** If you check on this, it will show you all the gift cards that was used up in your store in the time period that you selected.
- ❖ **All Alive Gift:** If you check on this, it will show all the gift cards that still have money in them.
- ❖ **All Dead Gift:** If you check on this, it will show all the gift cards that have been used up.
- ❖ **Edit Card:** This allows you to change the value of the gift card. You can add or take away money.
- ❖ **Delete:** This lets you delete a gift card and remove it from you system's record.
- ❖ **Import/Export:** This allows you to transfer gift card information to and from your system.
- ❖ **Delete All Dead:** This removes all the dead gift cards from your system.
- ❖ **Delete All Expired:** This removes all the expired gifts cards from your system.
- ❖ **Set Lost or Stolen:** If your customer lost his or her card or had it stolen, they can come here and click on this. This will cancel the card so if anyone were to use the missing card, the system would reject it.

- **Service and Products:** This is what this page looks like.



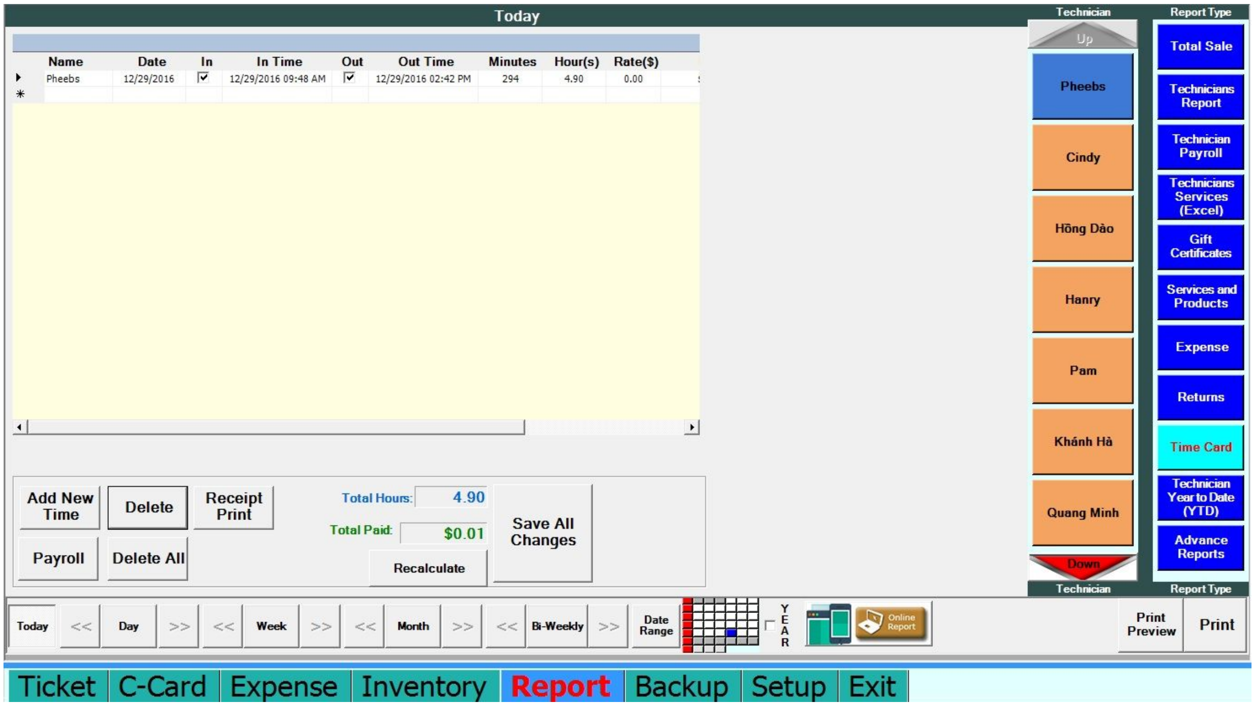
  - This page keeps tracks of all the products you've sold and all the services given. In the sidebar, you have the ability to separate this into different categories.

- **Expense:** This is what this page looks like:



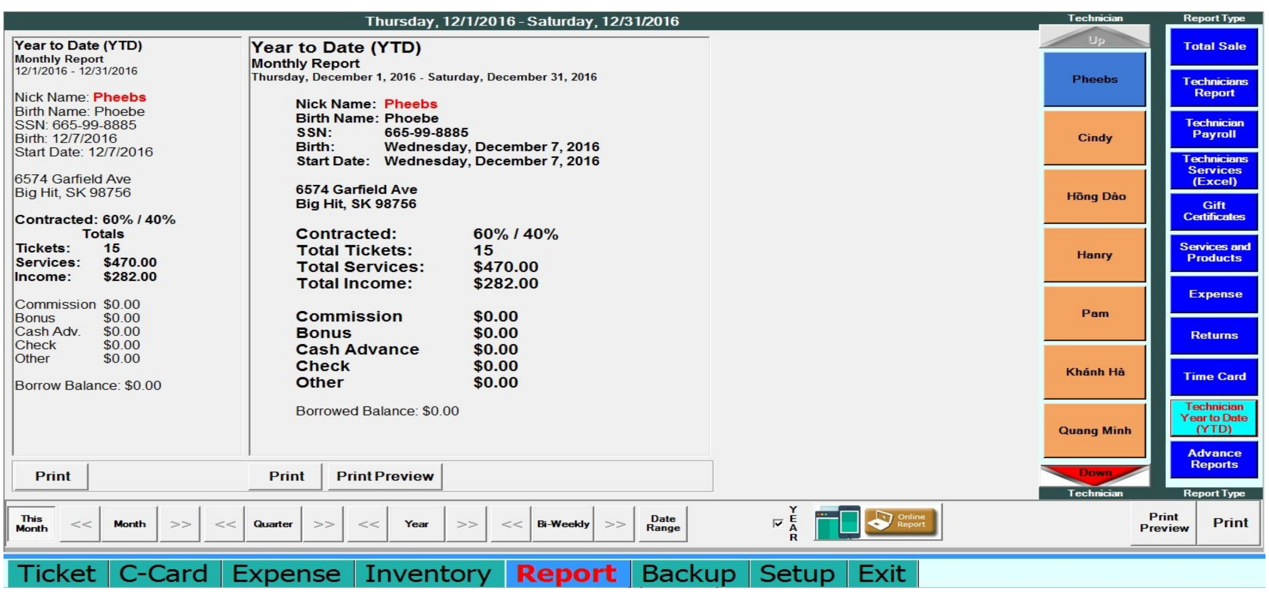
  - This page puts all of your expenses from the expense screen onto a printable list. You can view everything together or in their separate categories.

- **Time Card:** This is what this page looks like.



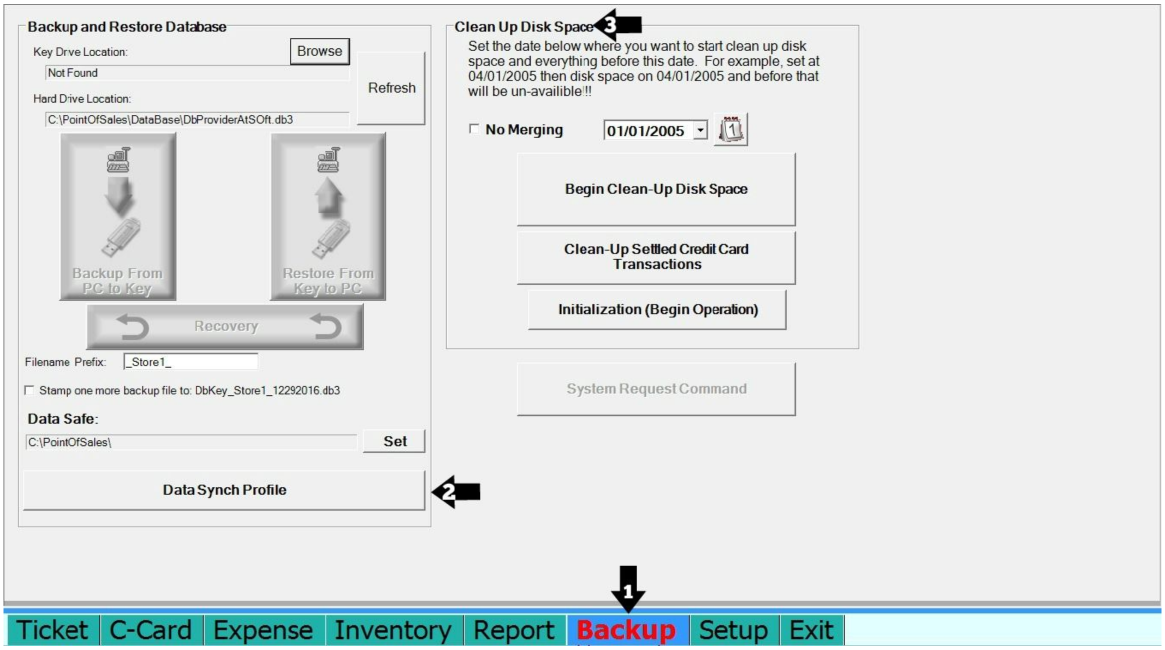
- This page helps you keep track of your employees' time ins and time outs. If the employee is paid by the hr, it will also tell you how much you need to pay the employee.

- **Technician Year to Date:** This is what this page looks like.



- This page gives you a detailed breakdown of your employee's information and how his or her payroll will work. It also gives information on tickets, services, commissions, and bonuses.

Back Up

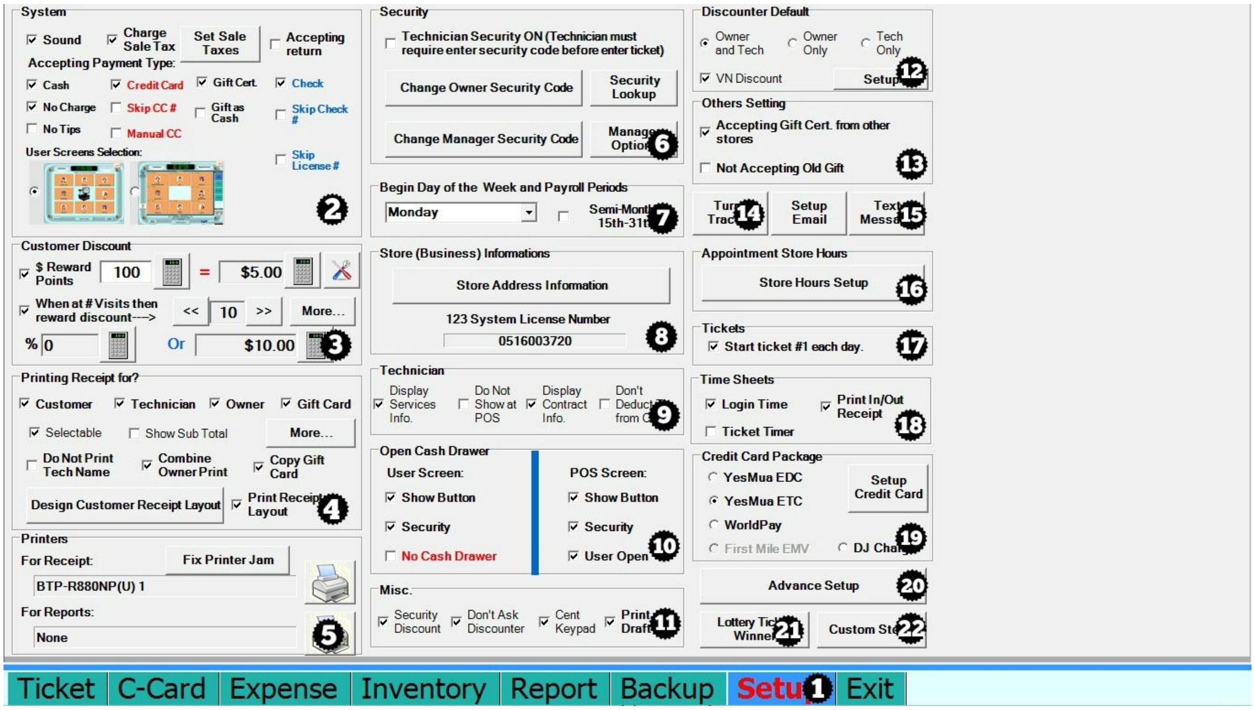


- ❖ To access this page, simply click on the backup button after clicking on owner/manager. This page will let you backup your software so you can either clear or export information. Unlike the other pages, this page can only be access by the owner and no one else.

1. **Backup:** This is the button you press to access the backup screen.
2. **Backup and Restore Database:** This part of our software belongs to YesMua. To learn more please call them at 714-786-8115 or 951-785-1619.
3. **Clean Up Disk Space:** This is where you can clear and remove things from your system.

- ❖ **Clean Up Disk Space:**
  - ➢ **What we will get cleared out:** When clearing out your software in here, everything will be gone besides the technicians, customers, and services/product. Other information that can stay depends on when you set the date.
  - ➢ **Date:** The date is basically the ending point of where you'll delete your information. When you clear your system, it will clear everything from that date and back. Any information after that date will be kept.
  - ➢ **Begin Clean-Up Disk Space:** This deletes all information from the date and back besides the things mentioned above.
  - ➢ **Clean-Up Settled Credit Card Transaction:** This just clears out credit card transactions from the date and back.
  - ➢ **Initialization (Begin Operations):** After using the demo version or when you want to clear or restart your system, you can click on this to clear everything in your system except for the things mentioned above.

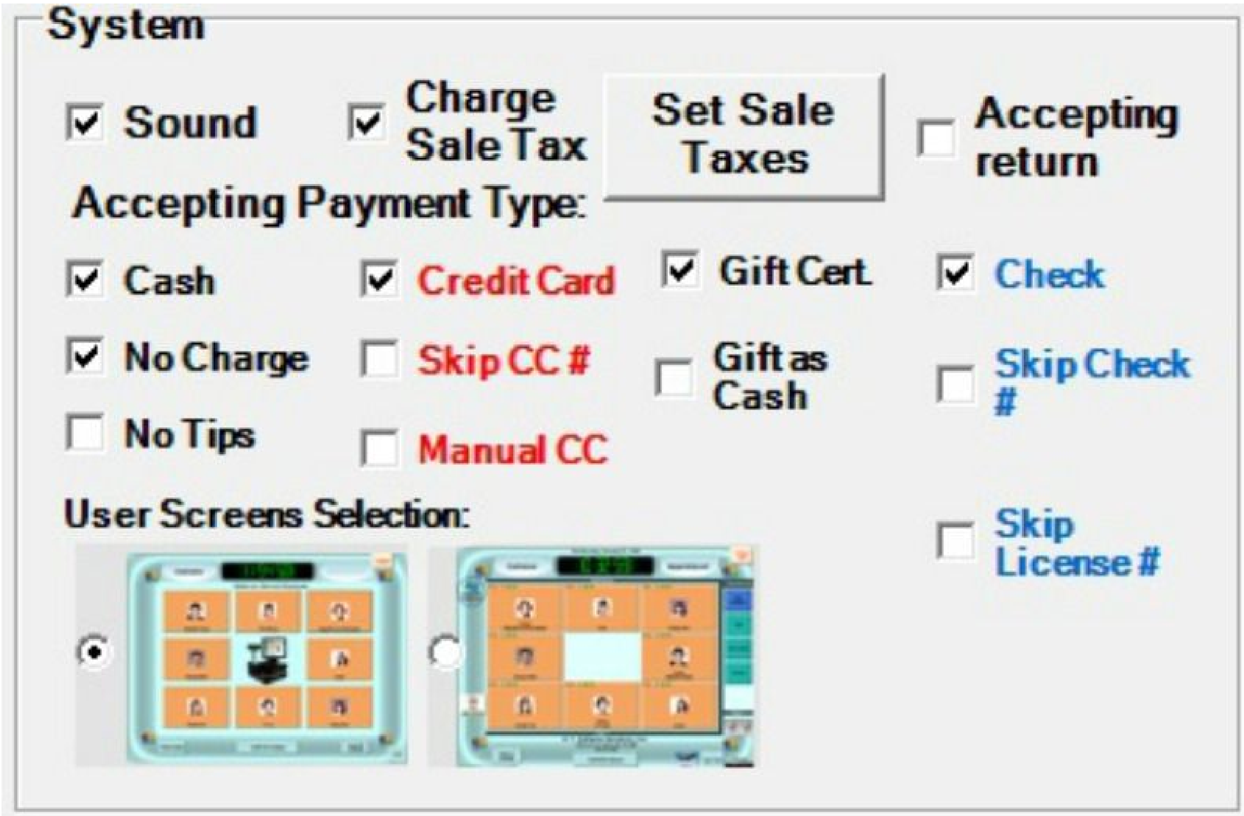
Setup



- ❖ To access this page, simply click on setup after clicking on owner/manager from the main screen. This screen allow you to customize your software setup to the way you would like.

1. **Setup:** You would click this button to get to the setup screen.
2. **System:** This section lets you choose the payment options and the screen layout.
3. **Customer Discount:** This section deals with the different forms of discounts a customer a can get.
4. **Printing Receipt For:** This section lets you decide when to a print a receipt.
5. **Printers:** This section lets you connect to your printers.
6. **Security:** This section lets you set up the security codes, and find forgotten ones.
7. **Begin Day of the Week and Payroll Period:** This lets you decide when the week will begin.
8. **Store (Business Information):** This section carries your store's information such as address and phone number. It also holds your system's license; you will need this number when calling for help.
9. **Technician:** This section lets you choose what you can and cannot see about a technician.
10. **Open Cash Drawer:** This lets you select where you can use the cash drawer.
11. **Misc:** This section lets you deal with the actual transaction process itself.
12. **Discounter Default:** This section lets you determine how the money will be split if a discount was given.
13. **Other Settings:** This section let's you decide on whether or not you want to accept certain gift cards.
14. **Turn Tracker:** This button leads you to the tracker screen. It will let you choose from four different turn trackers so you can know how many turns your technicians have gotten.
15. **Text Message:** This button is another way for you to access the four text messaging templates from the manage appointment section.
16. **Appointment Store Hours:** This will let you set up your stores hours in the software.
17. **Tickets:** This lets you decide whether or not you want the technician tickets to be continuous or you want them to restart every day.
18. **Time Sheet:** This lets you setup the timesheet for your employees.
19. **Credit Card Package:** This lets you setup an AtSoft credit card merchant to your system.
20. **Advance Setup:** This section will let you design the look of your software.
21. **Lottery Ticket Winner:** This will let you set-up a system where the customer can get a random discount.
22. **Custom Store:** This section if for specific stores only. For more information, please give us a call.

- **System:** This section lets you choose the payment options and the screen layout.



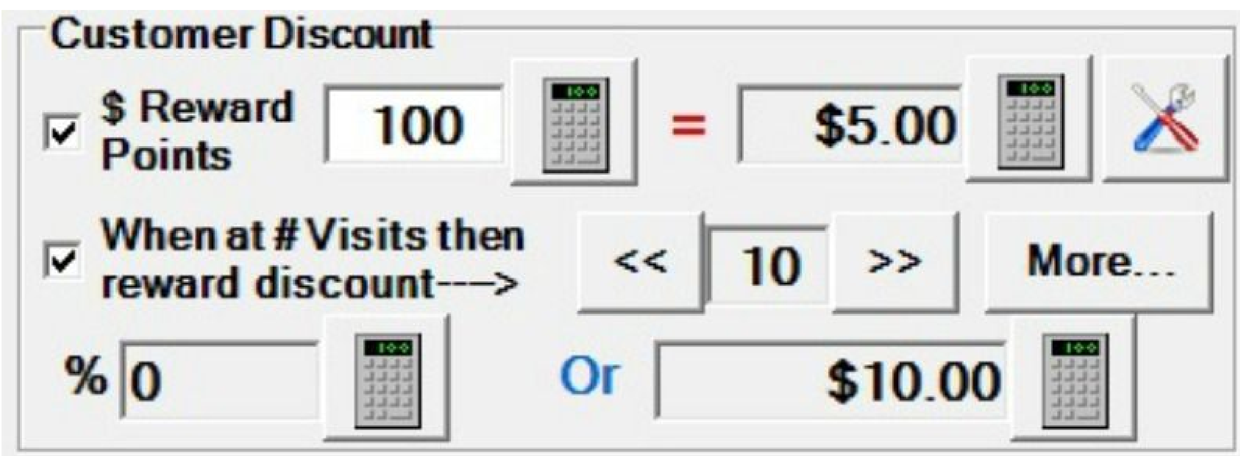
- **Sound:** This lets you decide whether or not you want to hear the system's internal sound.
- **Charge Sale Tax:** This lets decide whether or not you want to charge a tax for your products and services.
- **Set Sales Tax:** You would click on this to adjust your tax percentage.
- **Accepting Returns:** This lets you choose whether or not your system will be accepting returns on products.
- **Accepting Payment Types:** This section lets you decide the type of payment you'll be accepting.
  - Cash
  - Credit Card: For credit cards, you can either use your own merchant terminal or AT Soft's very own integrable system. For more information on ours, please feeling free to give us a call.
  - Gift Certificate/Cards
  - Checks: Customer paying with checks will need their driver's license.
  - No Charge: This option means the customer will not have to pay. This option is security locked on the transaction screen. Only the manager and owner is allows to click on this button.
  - Skipp CC#: This option only comes to play if you do not use our credit card terminals. If you don't use our terminals , the system will always ask for the last four

digits of the card for bookkeeping. If you don't want to input the numbers you can click this to skip it.

- ➢ Skip Check #: This will allow you to skip the part where you have to enter the check number for a transaction.
- ➢ Skip License#: This will allow you to skip the part where you have to enter the customer's driver license number during a check transaction.
- ➢ Gift as Cash: This means that every time someone uses a gift card to pay, the transaction will go under cash instead of gift card.
- ➢ No Tips: This means the customer can't add a tip during the transaction.
- ➢ Manual CC: This allows you to hand type in the credit card information instead of swiping the card. This is useful if they forget their card. You can only use this setting if your credit terminal is from us.

❖ **User Screens Selection:** This section lets you decide between two screens for your home screen. The first screen is the default one which shows all of your technicians on one page. The second one shows you your technician according to their specialty.

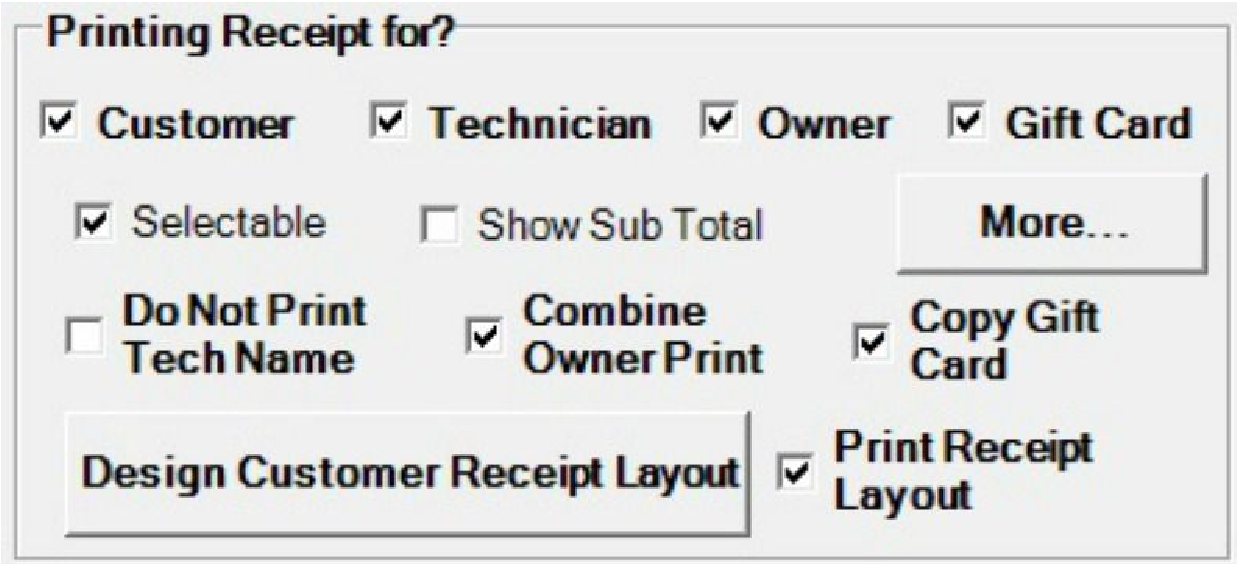
❖ **Customer Discount:** This section deals with the different forms of discounts a customer can get.



❖ **$ Reward Points:** This lets you decide the customer's discount based on points. The first box is how many points needed for a certain discount. The second box is how much those points will be worth. In the case of the screen above, 100 points means a five dollar discount. The little toolbox will let you decide how many points you'll give for every dollar spent.

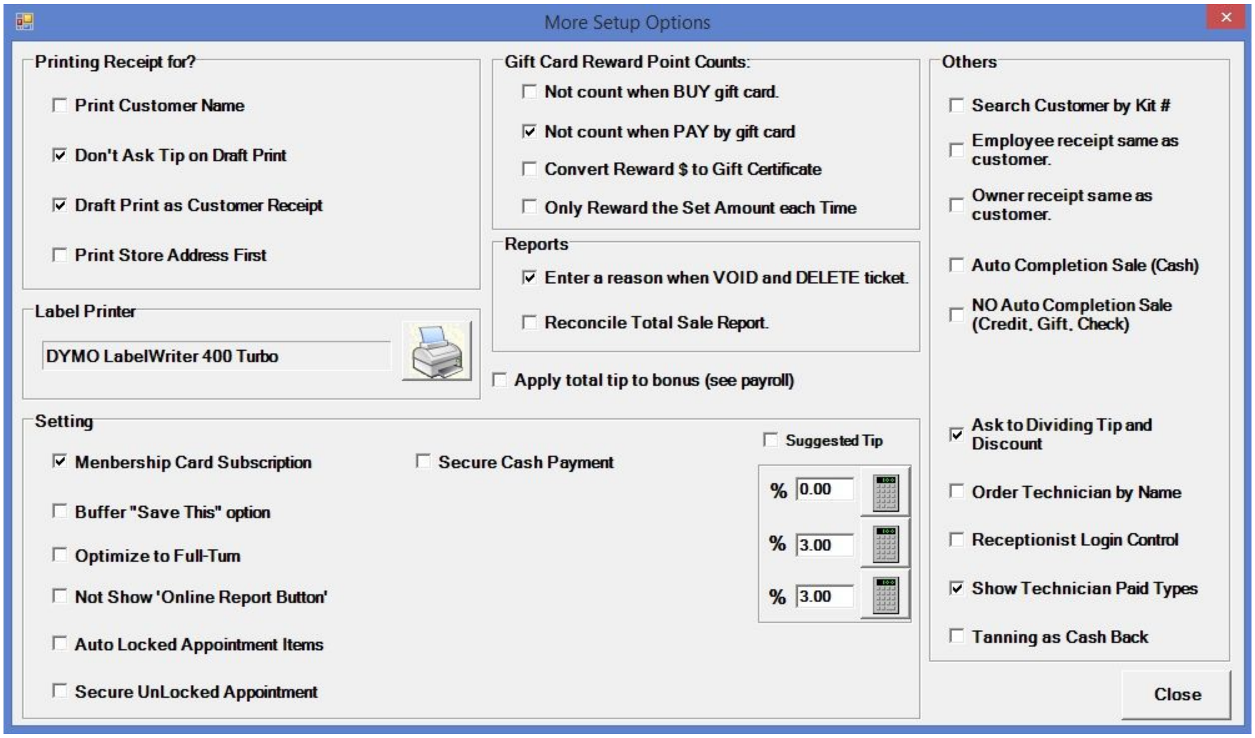
❖ **When at #Visits then reward discount:** This lets you decide the customer's discount based on the number of visits. The first box lets you decide the number of visits the customer needs to qualify for the discount. The % box lets you give the discount by a percentage. The other box lets you give the discount by a certain set amount.

- **Printing Receipt For?:** This section lets you decide when a receipt is being printed and how a receipt will look.



- **Customer:** Every time you print a receipt, it will print out the customer's copy.
- **Technician:** Every time you print a receipt, a technician copy with the ticket breakdown will also be printed.
- **Owner:** Every time you print a receipt, an owner copy will be printed out,the ticket breakdown will also be included.
- **Gift Card:** This option will print a receipt specifically made for gift card purchases.
- **Selectable:** If this is selected, it will give you a choice of whether or not you want to print a receipt per transaction. Two buttons will show up on the transaction screen. There will be a Complete Sale(No Print) and a Complete Sale(Print).
- **Show Sub Total:** This will show the customer the subtotal before taxes on their receipt.
- **Do Not Print Tech Name:** The receipt usually shows the name of the technician who worked on the ticket but if you click this, it will remove the name.
- **Combine Owner Print:** This section relates to having multiple technicians working on one customer. Normally, the owner would receive a ticket for each technician but if this is checked the software will combine everything on one receipt for the you.
- **Copy Gift Card:** This lets you print out a copy of the gift card receipt.
- **Design Customer Receipt Layout:** This lets you design the receipt template for your customers. It very similar to the text message layout. Make sure to save your changes.
- **Print Receipt Layout:** This section is related to the design customer receipt layout. If you made any changes in the sectioned mention, please make sure to click this button afterwards to confirm the change so your software can print out your receipts correctly.

- **More:** This button shows up on both the customer discount and printing receipt for page. It will lead you to the screen down below. This screen deals with the extra settings of both of the sections mentioned above.



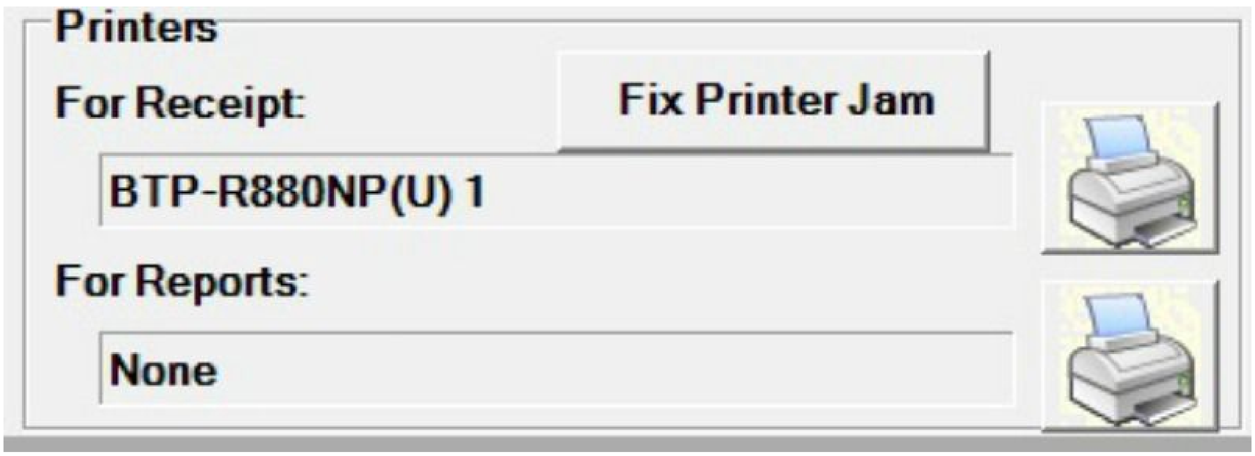
- **Printing Receipt For:**
  - Print Customer Name: If the customer is in your system and you check this, the customer's name will show up on the receipt.
  - Don't Ask Tips on Draft Print: If you click on this, there will not be a tip line on the draft receipt.
  - Draft Print as Customer Receipt: This will let you a draft receipt and use it as the customer's final receipt.
  - Print Store Address First: This will just let you have the store address as the first thing on your receipt.
- **Label Printer:** This lets you connect to a printer so you so can print labels for your products.
- **Gift Card Reward Point Counts:** This section is concerning rewards and gift cards.
  - Not count when Buy gift cards: This means that when a customer buys a gift card, the money used is not counted for points.
  - Not count when PAY by gift cards: This means that when a customer pays for a transaction using a gift card, the money is not counted for points.
  - Convert Reward $ to Gift Certificate: This lets you change the discount amount onto a gift card/certificate.
  - Only reward the Set Amount each Time: This means that the customer is not allow to store up his/her points. They get the exact amount for a discount each time, no more no less.

- **Reports:**
  - Enter a reason when Void and Delete ticket: This makes the person write down his/her reason for voiding or deleting. It will also help track of who is doing what.
  - Reconcile Total Sale Report: This lets you rebalance your total sales when there is an error with old or other stores' gift cards.
- **Apply Total Tip to Bonus:** This lets you put down the technician tips as bonuses.
- **Setting:**
  - Membership Card Subscription: This allows you to set up the rewards system for your software.
  - Buffer "Save This" Option: This allows you to save a transaction before payment. It allows you to exit out of the transaction screen.
  - Optimize to Full Turn: This part is for the turn tracker. It means that when you have two half turns, it will turn them into one turn.
  - Not show "Online Report Button": This will remove the online report button from your main screen. You can still access it using a internet browser.
  - Auto Locked Appointment Item: This will locked all of your appointments automatically instead of you doing it yourself.
  - Secure Unlocked Appointment Items:This will require you to enter the security code when you are trying to lock an appointment. It can only be unlocked using the owner/manager code. (Owner default is 1234 and manager default is 0000.)
  - Secure Cash Payments: This is will require a security code for all cash transactions. It will only accept the owner/manager code. (Owner default is 1234 and manager default is 0000.)
  - Suggested Tips: This lets you setup a suggested tip bar ranging from any three percentage you want.
- **Other:** For this section for any changes to go through, you must reset the software.
  - Search Customer by Kit #: This is only if the customer has a custom kit for their services.
  - Employee Receipt Same as Customer: This will let the technician have the same receipt as the customer.
  - Owner Reciept Same as Customer: This will let the owner have the same receipt as the customer.
  - Autocompletion Sale (Cash): This will let the software finish the sale automatically if the customer paid full in cash.
  - No Autocompletion Sale (Credit, Gift, Check): This means that you will have to click the complete sale button on your own, the system will not do it for you.
  - Ask to Dividing Tips and Discounts: This is for when multiple technicians work on a customer at a time. The system will ask you to divide tips, and how it will be split if their was a discount.
  - Order Technician by Name: This puts the technician in alphabetical order.
  - Receptionist Login Control: This options just helps better secure transactions and protect your profits. It requires you to setup a receptionist for the store. Everyday the receptionist would have to sign in, so money can be accounted for. To begin the

receptionist would have to count the money already made in the cash register at the beginning of the day and record it. From there the software will track it on its own. At the end of the day, the receptionist will recount the final amount. The software will then do calculations to see how much was made or how much was lost.

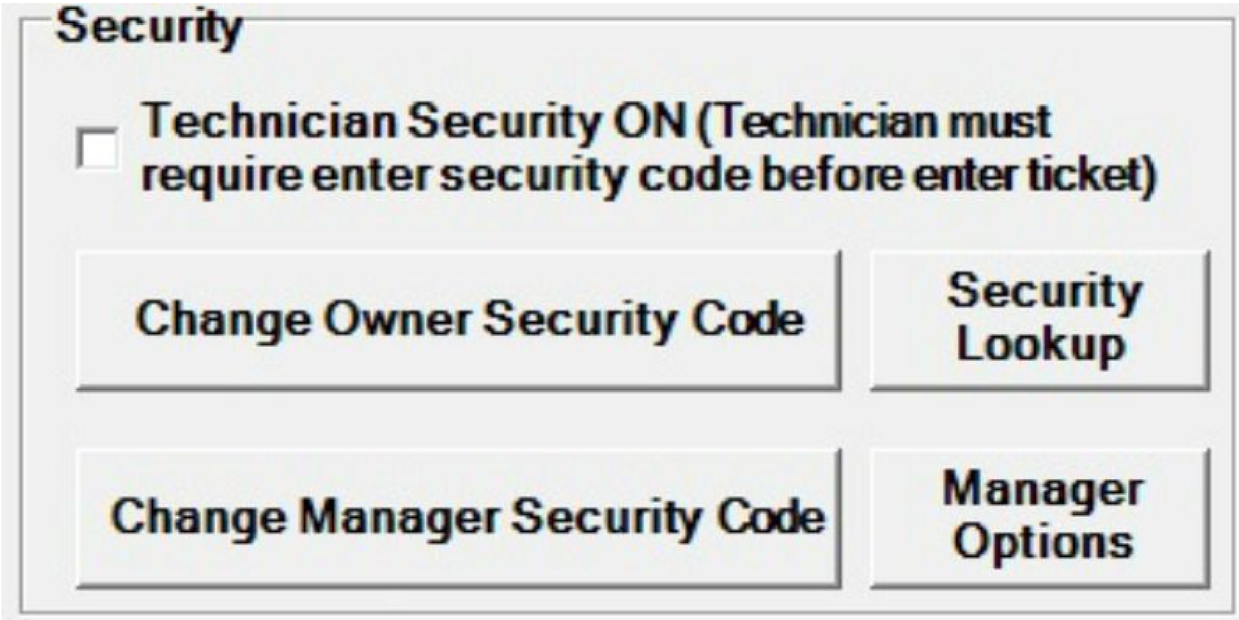
- ➢ Show Technician Paid Type: This will show the technician's total sale by payment breakdown. For example, how much he/she made in cash, credit, and gift cards.
- ➢ Tanning As Cash Back: This just acts as a way to give cash back to the customer. Instead of charging for a service, the technician will just click on this, and give cash back when the customer using a credit card.

- ❖ **Printers:** This section will let you connect to your printers and fix any problems.



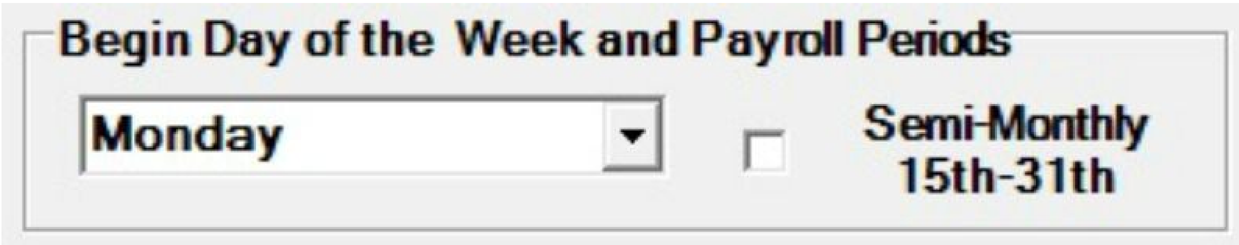
- ❖ **Fix Printer Jam:** This button will lead you to the print queue page. From there you'll be able to fix the problem.
- ❖ **For Receipt:** This will allow you to connect to your printer that will be printing out the receipts.
- ❖ **For Reports:** This will allow you to connect to your printer that will print out your daily, weekly, monthly, quarterly, and yearly reports.

- **Security:** This section will let you set-up security codes and find forgotten ones.

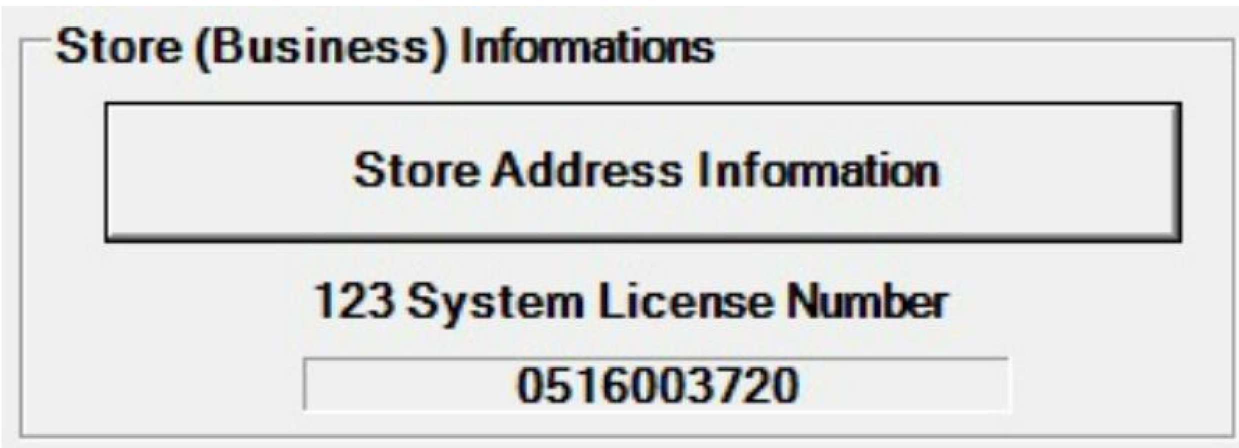


- **Technician Security On:** This will require the technician to enter their security code before they can enter a transaction. These codes can be set up in the Add/Edit technician page. However the owner or manager can always override this code. (Owner default is 1234 and manager default is 0000.)
- **Security Lookup:** This button will help you look up a technician's security code if he/she forgets it. In order to do this, it first starts with the technician. When the screen ask for the code, the technician must hit the "Oops I forgot" button. From there a screen will show up with a fourteen digit code. The technician will then have to give that code to the owner/manager. The owner/manager will then go to this button and enter the code and then the system will pull up the technician's security code.
- **Change Owner Security Code:** This button is only accessible to the owner. It will let you change the owner security code. (If you forget your own, then please call ATSoft and we will retrieve it for you.)
- **Change Manager Security Code:** This button can be access by both the owner and manager. It will let you change the manager's security code.
- **Manager Options:** This button is only accessible to the owner. It lets you decide what the manager can and cannot do.

- **Begin Day of the Week and Payroll Periods:** This lets you decided when the week will begin and if you want to do payroll every two weeks.

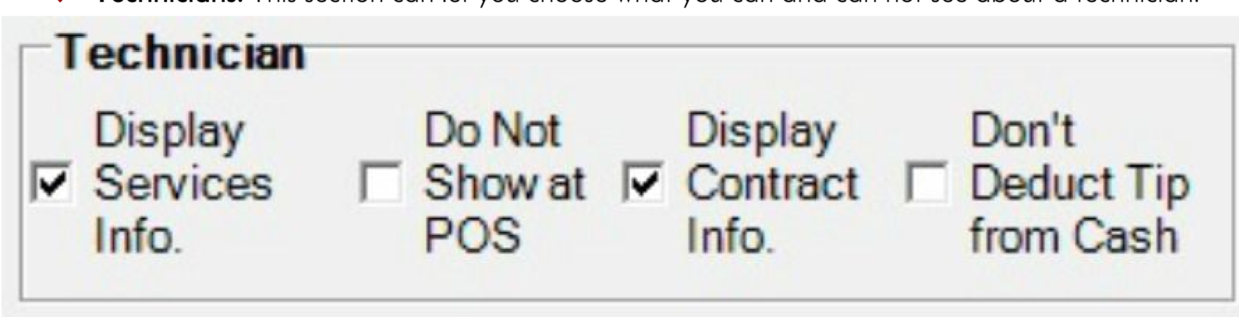


- **Store Business Information:** This section carries your basic store information.



  - **Store Address Information:** This lets you input all of your store's information including address, contact number, and email.
  - **123 System License Number:** This is just your software's license number. You will need this number when calling in for customer support so that our representatives can ensure that you are one of our customers.

- **Technicians:** This section can let you choose what you can and can not see about a technician.



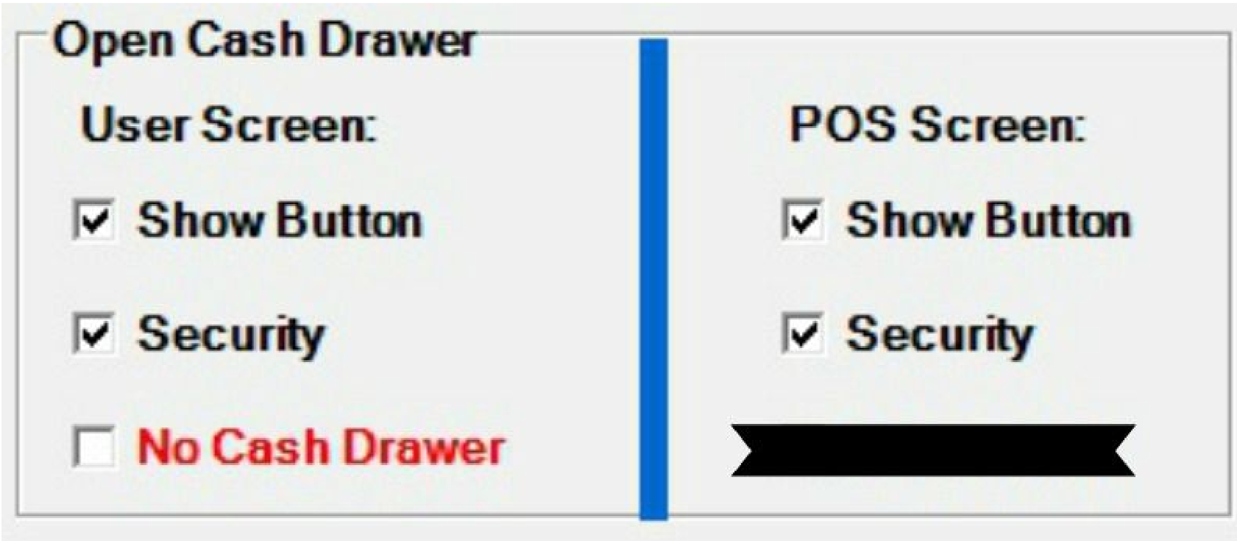
  - **Display Services Info.:** This will let you see the amount of turns and service money the technician received in the their box on the main screen.

- **Do Not Show at POS:** This will remove the turn and service information from the technician bar in the transaction screen.

- **Display Contract Info:** This is related to the owner and technician receipts. This will put the technician's contract on the receipt so you are able to see the pay breakdown for each ticket.

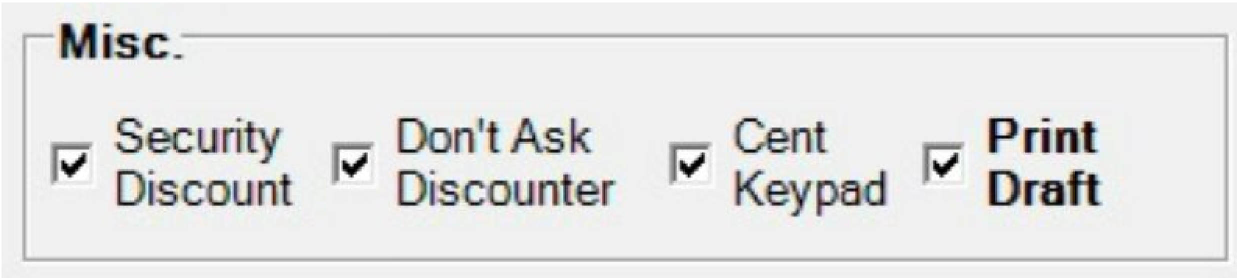
- **Don't Deduct Tip From Cash:** This means that the amount of money made from services will include tips.

- **Open Cash Drawer:** This section lets you choose where you can use the cash drawer.



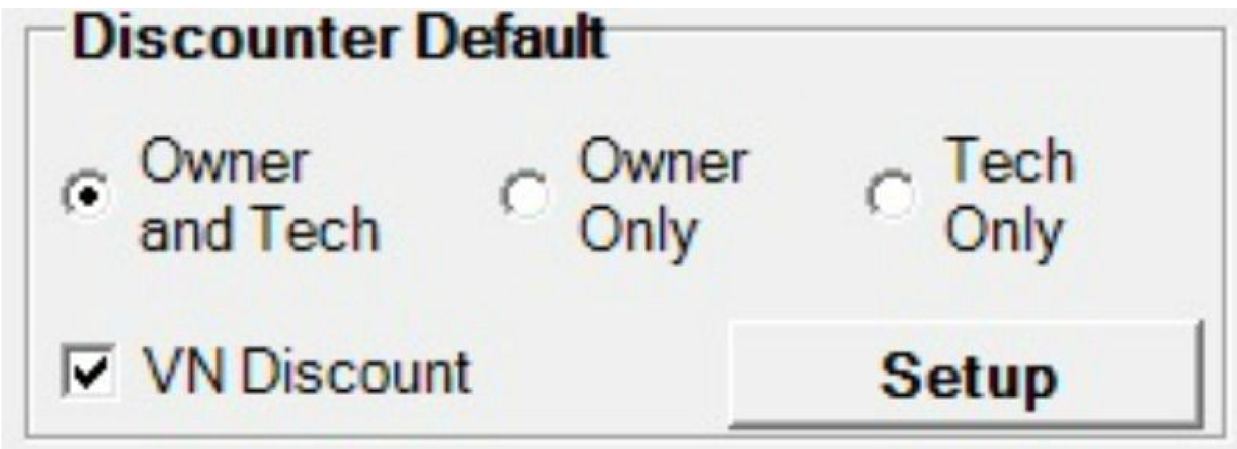
- **User Screen:** This is the main screen page.
  - Show Button: This lets the cash drawer button appear the main screen. You can use this to access the cash drawer from outside the transaction screen.
  - Security: This puts a security code on the cash drawer. This requirement is just for the drawer on the main screen. You must use the owner/manager code to access it. (Owner default is 1234 and manager default is 0000.)
- **POS Screen:** This is the transaction screen.
  - Show Button: This lets the cash drawer button on appear on the transaction screen. This is completely separate from when the cash drawers open on the transaction.
  - Security: This puts a security code on the drawer. You must use the owner/manager code to access it. (Owner default is 1234 and manager default is 0000.)
- **No Cash Drawer:** This means that there is no cash drawer available.

- **Misc:** This section deals with the actual transaction process itself.



- **Security Discount:** This will require you to enter the owner/manager code whenever a discount it being given. (Owner default is 1234 and manager default is 0000)
- **Don't Ask Discounter:** This deals with the discount default below. Usually when you give a discount, the discounter screen will pop up and ask which type you would like to do but if this is activated, it will just go with the default.
- **Cent Keypad:** This will put the cent option of your keypad, so you won't have to manually click on .00.
- **Print Draft:** This lets you print out draft receipts.

- **Discount Default:** This section lets you decide how the money will be divided if a discount was given.



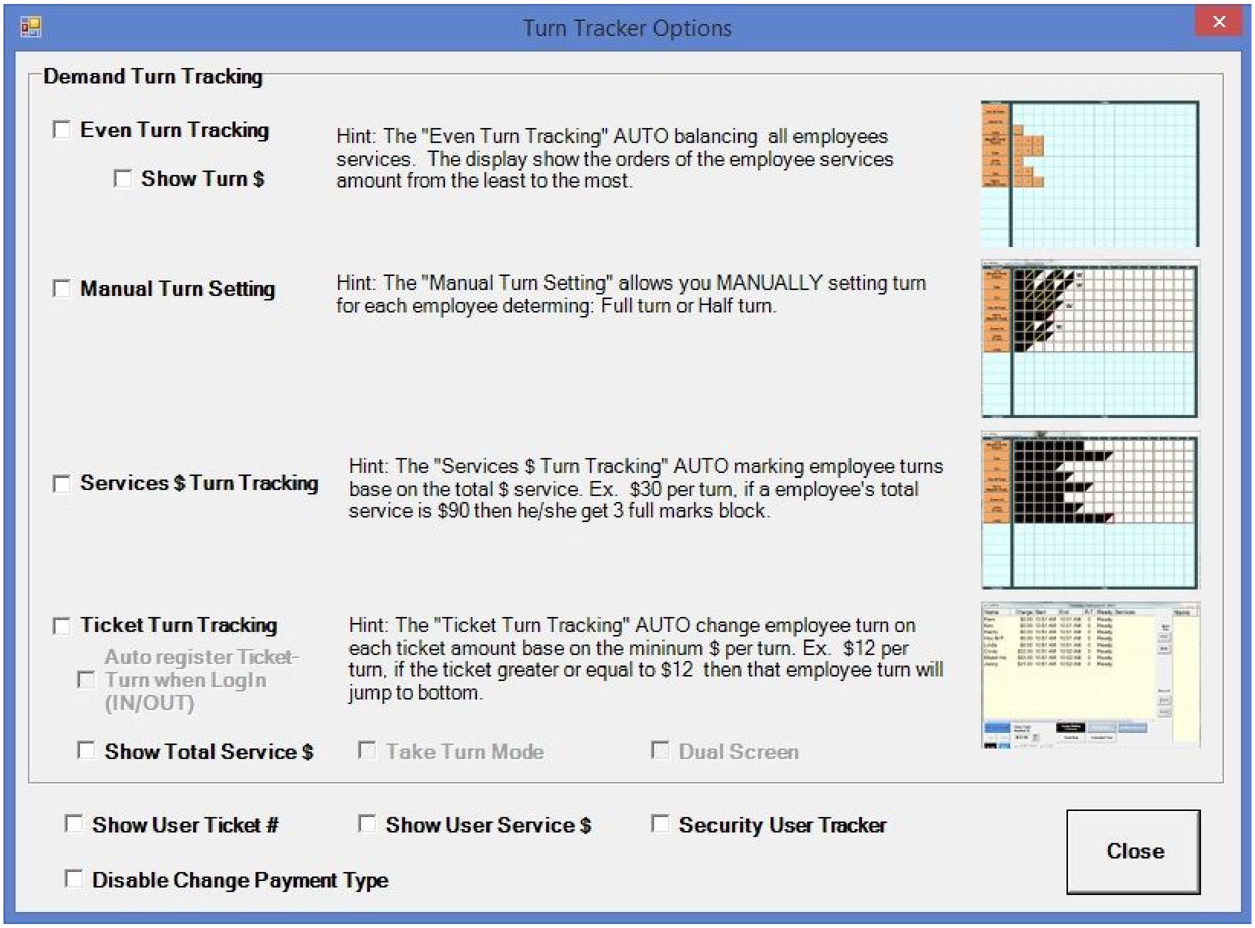
- **Owner and Tech:** This is the basic contract split. It means that the money will be splitting according to the contract based on the after discount price. For example, the original price is $15.00 but the new discounted price is $10.00, and the contract is 60/40, you would split it to $6 and $4.
- **Owner Only:** This means that the discount will only affect the owner's cut of the split. For example, the service is $30 but the owner gave a $10 discount making the new total $20. The technician's pay cut if unaffected by this, he/she will still receive the %60 cut form the $30, so the tech would still receive $18. The owner however will only get $2 because he/she gave $10 away on the discount.

- **Tech Only:** This means that the discount will only affect the tech's cut from the split. This works exactly the same as owner only but in reversed with the tech being affected instead.
- **VN Discount:** This is the vietnamese discount. For more information, please give our store a call.
- **Setup:** This lets you decide which type of discount is allowed and whether or not discounts are allowed at all.

- **Other Selling:** This section lets you decide what type of gift cards the store will be taking.

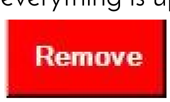
- **Accepting Gift Cert. from other stores:** This means you'll be accepting gift cards from any other store.
- **Not Accepting Old Gift:** This means your store will not be accepting old gift cards(dead ones).
- **Allow Cash Advance:** This allows the technician to borrow money before payday.

- ❖ **Turn Tracker:** This screen lets you decided which turn tracker you'll be using. You can use multiple trackers at a time. It will help you keep track your employee's turns. The page below is what will show up after you click on the button (Number 14).

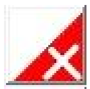


- ❖ **Even Turn Tracking:** This is the simplest tracker of the four we offer. It also updates automatically. With this tracker, every transaction is considered a turn. It shows the employee in the order of who made the least to the most money.
  - ➢ Show Turn $: This shows you the amount of money made on each turn.
- ❖ **Manual Turn Setting:** This turn tracker allows you to manually track everything.
  - ➢ 

In order to use this tracker, the technician must first sign-in.
  - ➢ 

Click on this everytime something new is added to ensure that everything is up to date.
  - ➢ 

This removes the selected technician from the turn sheet.

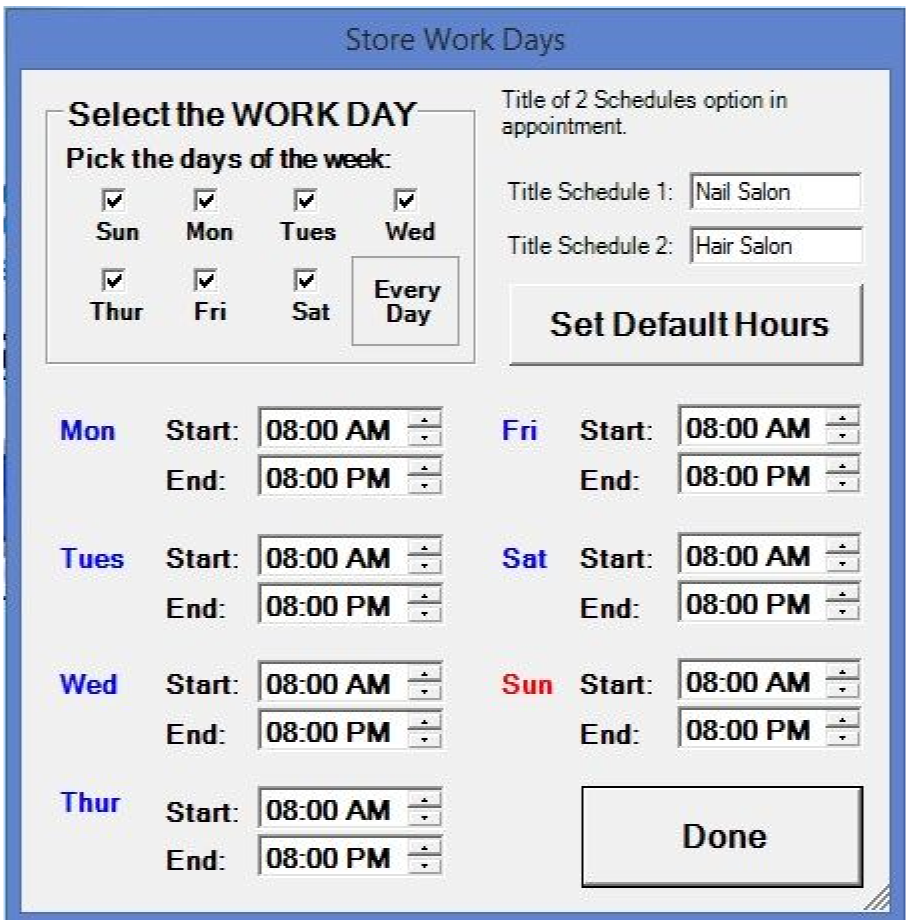
-  This removes everything from the turn tracker. Use this when you're starting a new day.
-  This removes the selected technician's turns.
-  This just closes the the turn tracker screen.
-  This means half a turn. If you click on this it just means that the technician only did half a turn.
-  This means a full turn. If you click on this it just means that the technician completed one full turn.
-  This means half a turn on a manicure. If you click on this, it means that the manicure the technician worked on is worth just half a turn.
-  This means half a turn on a filling. If you click on this, it means that the filling the technician worked on is worth just half a turn.
- : This means half a turn on a pedicure refresh. If you click on this, it means that the pedicure refresh the technician worked on is worth just half a turn.

- **Services $ Turn Tracking:** This tracker is similar to the even turn tracking, the only difference is that it tracks the turn by a set of amount of money. You would get to decided this amount and every time a technician makes that amount it counts as a turn. For example, if a one turn is $20 and then tech made $60, that would be three turns. This also updates automatically.
- **Ticket Turn Tracking:** This turn tracker involves a bit of the service $ turn tracking and is also automatic. Like the service $ turn tracking, you decide the set amount for a turn. However with this turn tracker, once the technician hits this amount their name drops to the bottom of the list. This works out because it lets you know who is next on the list for a customer.
    - Auto Register Ticket-Turn when Log In (In/Out):This means that the technician is automatically put in the tracker once they sign in.
    - Take Turn Mode: This means that you will use the tracker manually instead of automatically.
    - Dual Screen: This allows you to use the tracker on a second screen if you have a second monitor.

- ❖ **Show User Ticket#:** This is will show you the ticket number instead of the turn number.
- ❖ **Show User Service $:** This works with the very first turn tracker. It shows the amount of money made on every turn.
- ❖ **Security User Tracker:** This puts a security code on the tracker button. It can only be unlocked by the owner/manager. (Owner default is 1234 and manager default is 0000.)
- ❖ **Disable Change Payment Type:** This means that once the transaction goes through, you are unable to change the payment type.

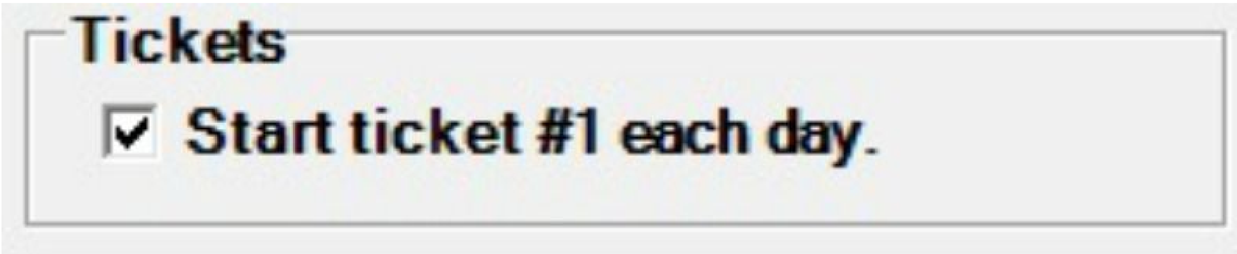
❖ **Text Message:** This is the same as the texting services section above. Please go to that page to learn more about our messaging service.

❖ **Appointment Store Hours:** This section will let you set up your store hours.

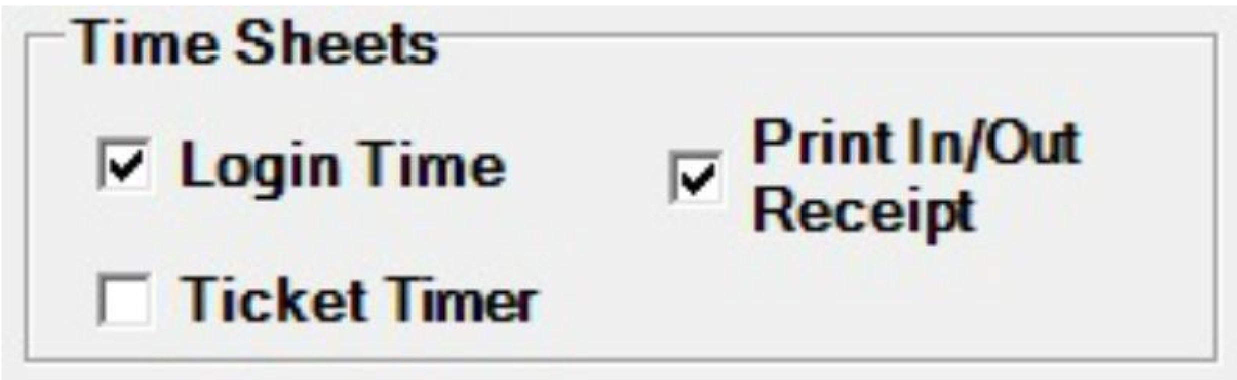


- ❖ **Select the Work Day:** This lets you select the days the store will be open and operating.
- ❖ **Title Schedule:** This lets you decide the types of appointments screens and menus you'll be having.
- ❖ **Mon-Sun:** This is where you would set your store hours.

- **Tickets:** This lets you decide whether or not you want the technician tickets to restart everyday or be continuous.

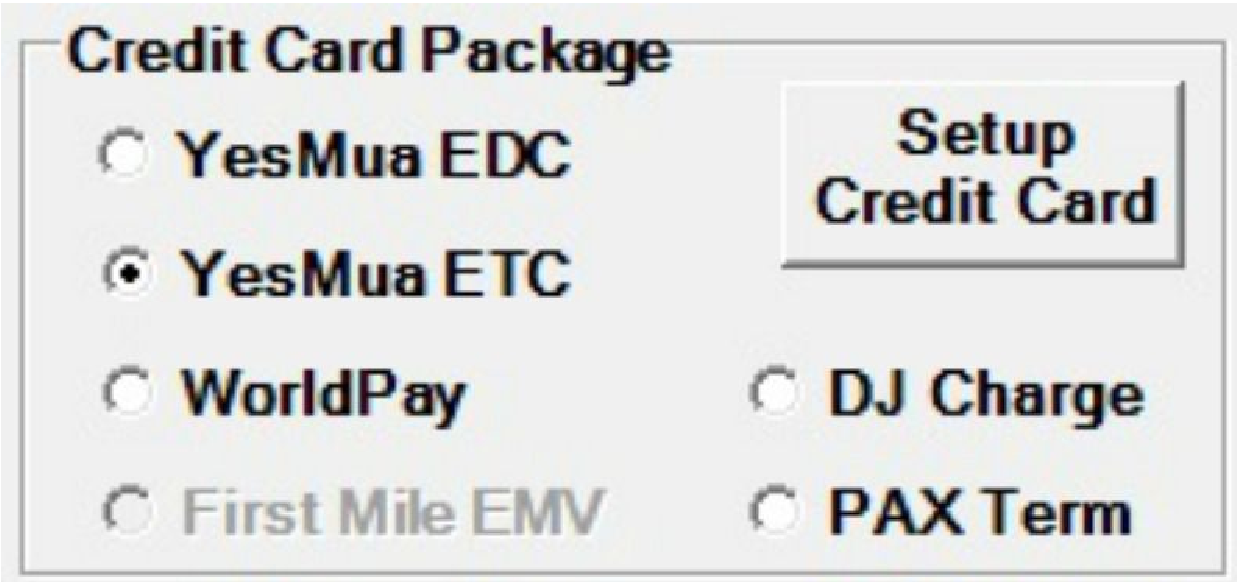


- **Timesheet:** This lets you set up timesheets for your employees.



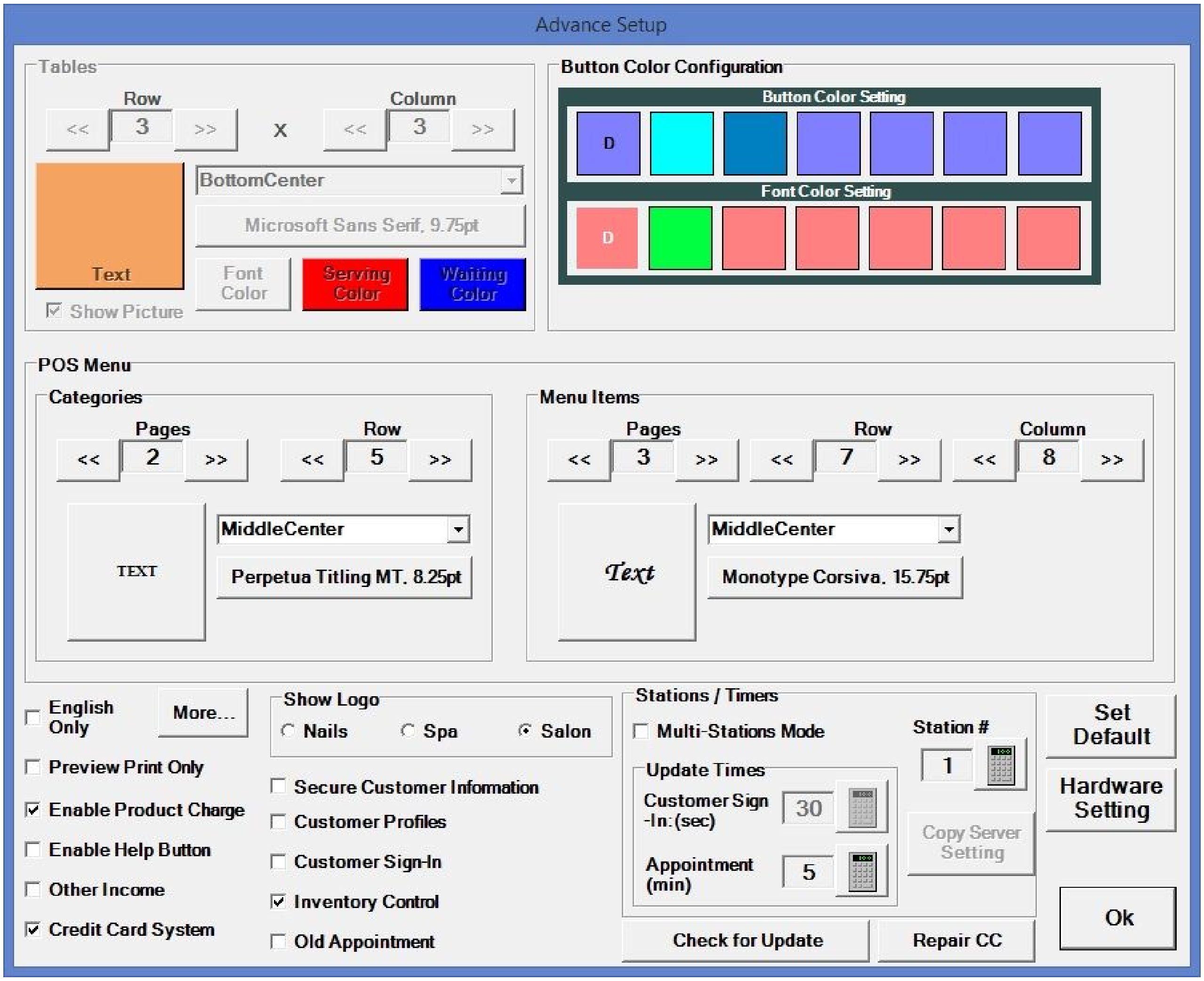
  - **Login Time:** This lets you activate the time sheets. If this is on, the time in and out buttons will show up on the transaction screen.
  - **Ticket Timer:** This lets you time how long the service was.
  - **Print In/Out Receipt:** This lets you print out the timesheet for your records.

- **Credit Card Package:** This lets you connect your software to an ATSoft Credit Card Merchant system.



  - **YesMua EDC, YesMua ETC, WorldPay, First Mile EMV, DJ Charge, PAX Term:** These are the credit card merchants that we offer. Please contact us for more information.
  - **Setup Credit Card:** This is where you will setup your merchant credit card system.

❖ **Advance Setup:** This section lets you design the look of your software. To access the page below, simply click on the button. If you make any changes, you must restart the software in order for the system to update.



- ❖ **Tables:** This option only works on our Food123 POS.
- ❖ **Button Color Configuration:** This is where you get to decide the colors that will on your Button Color Configuration bar.
- ❖ **POS Menu:** This is where you will get to design your transaction screen.
  - ➢ Categories: This is where you will create the look for all category buttons.
    - ■ Pages: This will let you decide how many pages of rows you'll have for the category section.
    - ■ Rows: This lets you how many categories you can have.
    - ■ Dropdown Bar: This lets you decide where the font will be placed on the box.
    - ■ Font Button: This is where you will decide the font and size of the wording.

- Text: This is where you'll be able to see a sample of what your design will look like.

➢ Menu Items: This is where you will get to design your services and product boxes.
- Pages: This lets you decide how many pages of services you'll have.
- Row/Column: This lets you decide the grid of your services and how many services you can have on you page.
- Dropdown Bar: This lets you decide where the font will be placed on the box.
- Font Button: This is where you will decided the font and size of the wording.
- Text: This is where you'll be able to see a sample of what your design will look like.

➢ English/More: This is where you can choose the language for your software.

➢ Enable Product Labor: This lets you charge for a product and its labor fees.

➢ Enable Help Button: This lets you enable help buttons on the software. They look like mini question marks. When you click on them it will tell you what each button does in the case that you forget.

➢ Other Income: This is for any other source of income you might have. For example, if you are renting out room in your facility, you can add that to your total;

➢ Credit Card System: This is what will let you connect to a credit card merchant system.

➢ Secure Customer Information: This will remove the customer's information on the appointment screen. This way the customer's information can be protected. For a technician to view the information, they must enter their own security code. (The owner/manager code will override all codes.

➢ Customer Profile: This lets you add a customer profile to the customer section. It will let you have more information on your customer.

➢ Customer Sign-in: This is a now a separate component for our software. For more information, please give ATSoft a call.

➢ Inventory Control: This allows you to activate the inventory setting.

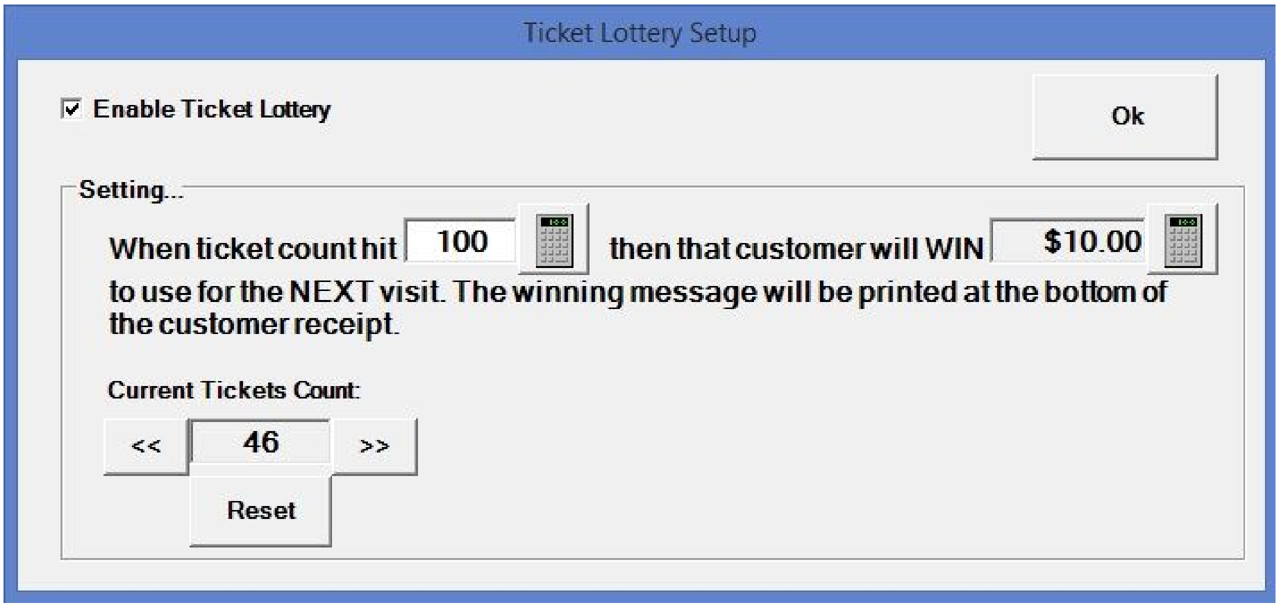
➢ Old Appointment: This will save all of your customers' appointments.

➢ Show Logo: This allows you to change the logo that is on the corner of the transaction screen.

➢ Stations/Timers: This section lets you choose how often your system updates, and lets you manage multiple stations at a time.
- Multi-Stations Mode: This means you have multiple stations working at a time.
- Station #: This is where you put what station number that station is.
- Update Time: This is where you can choose when your system updates.
  - Customer Sign-In: This lets you decide how long before your softwares updates the sign-in list for customers.
  - Appointments: This lets you decide how long before your appointment screen will update.

- Set Default: This lets you reset the whole entire advanced set-up screen and everything that it affects.

- **Lottery Ticket Winner:** This lets you set-up a system where the customer can get a random discount.



- **Enable Ticket Lottery:** This sets up the button.
- **Ticket Count:** This lets you decide how many tickets it will take before a reward will be given.
- **Win:** This lets you decided the amount of money the customer will receive.
- **Current Tickets Count:** This will update automatically. It lets you keep track of the number of tickets made.