Nail 123 System

User's Manual

Introduction and Functionalities of Nail 123

Version 1.0.0

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1. General Introduction of the main screen of Nail 123 System

Customer Data Input

Change Language

MAIN SCREEN

Employee display

Open Cashier Draw

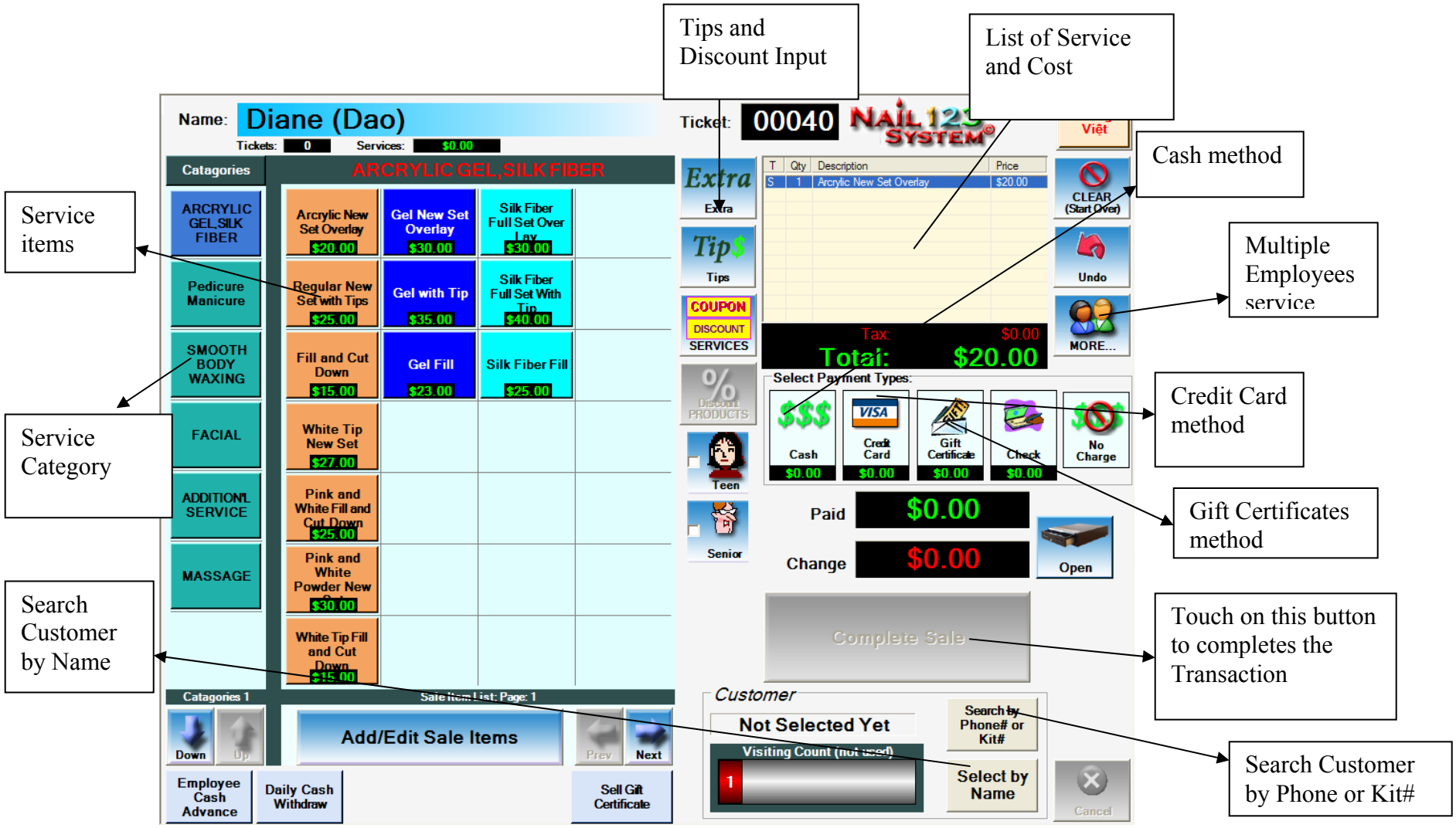
Owner and Manager's functionalities

Change and Add Employee Profile

Exit out Nail 123 System

2. Graphical User Interface (GUI) for Employee

a. Customer's payment method (Including: Cash, Check, Credit Card, Gift Certificates…)

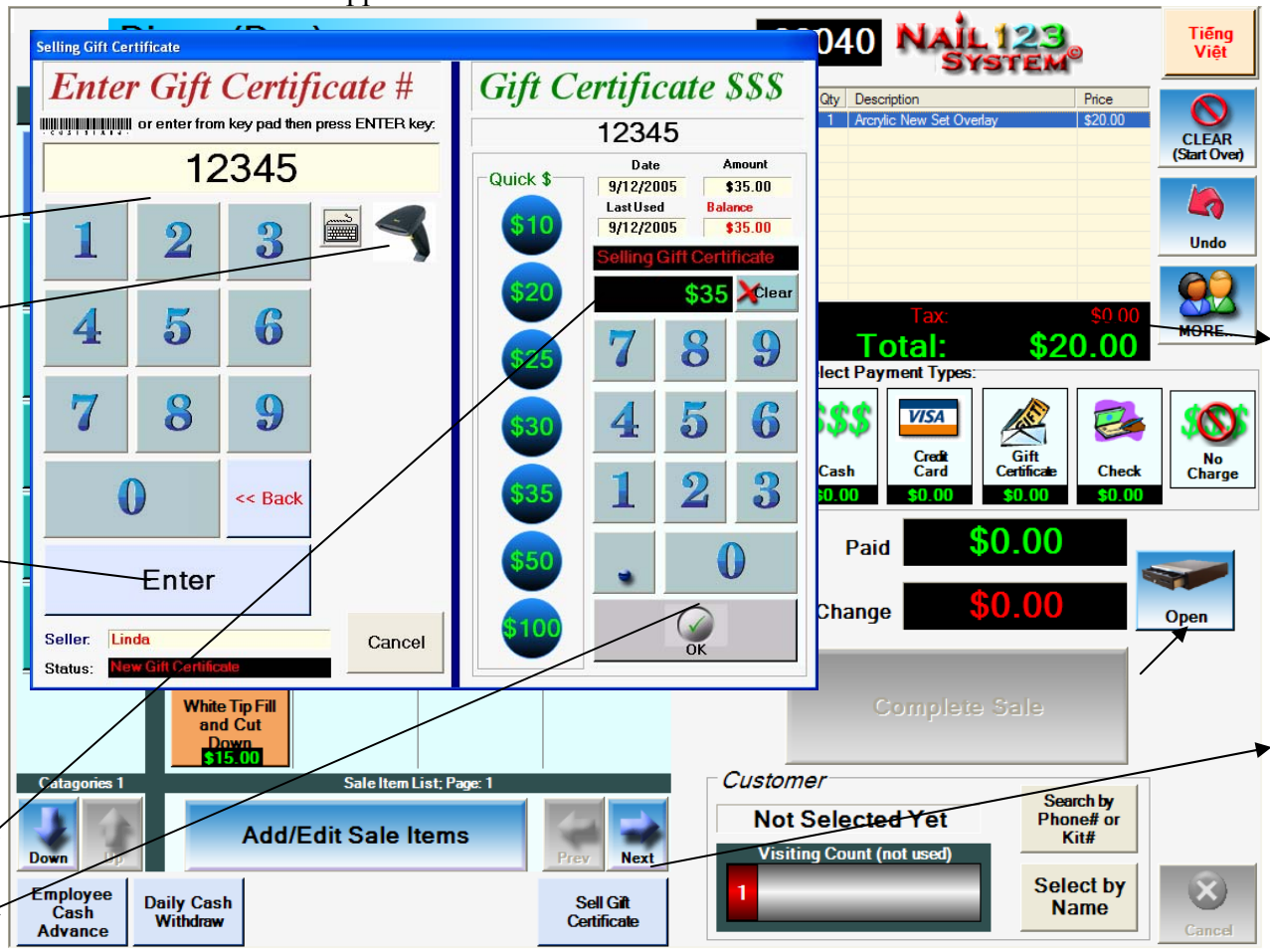


- From the Main Screen -> Touch on Service Employee picture to get here
- This is the main screen to charge the customer for services
- There are four types of payment methods: Cash, Check, Credit and Gift.
- How to print the receipt for one customer to many employees service.

b. Gift certificates:

Sell Gift Certificates:

- From the Main Screen – Touch on Employee Service –Touch on "Sell Gift" button at the bottom
- Gift Certificate screen will appear:



2/ Enter the Gift Number or Scan the Barcode

3/ Touch Enter

4/ Enter the Amount to sell

5/ The balance will display here

1/Touch on Sell Gift Certificate

-

- ***Gift Certificate redemption:***
  - *Touch on Gift Certificate Icon*

+ In case of the Gift number is in the system

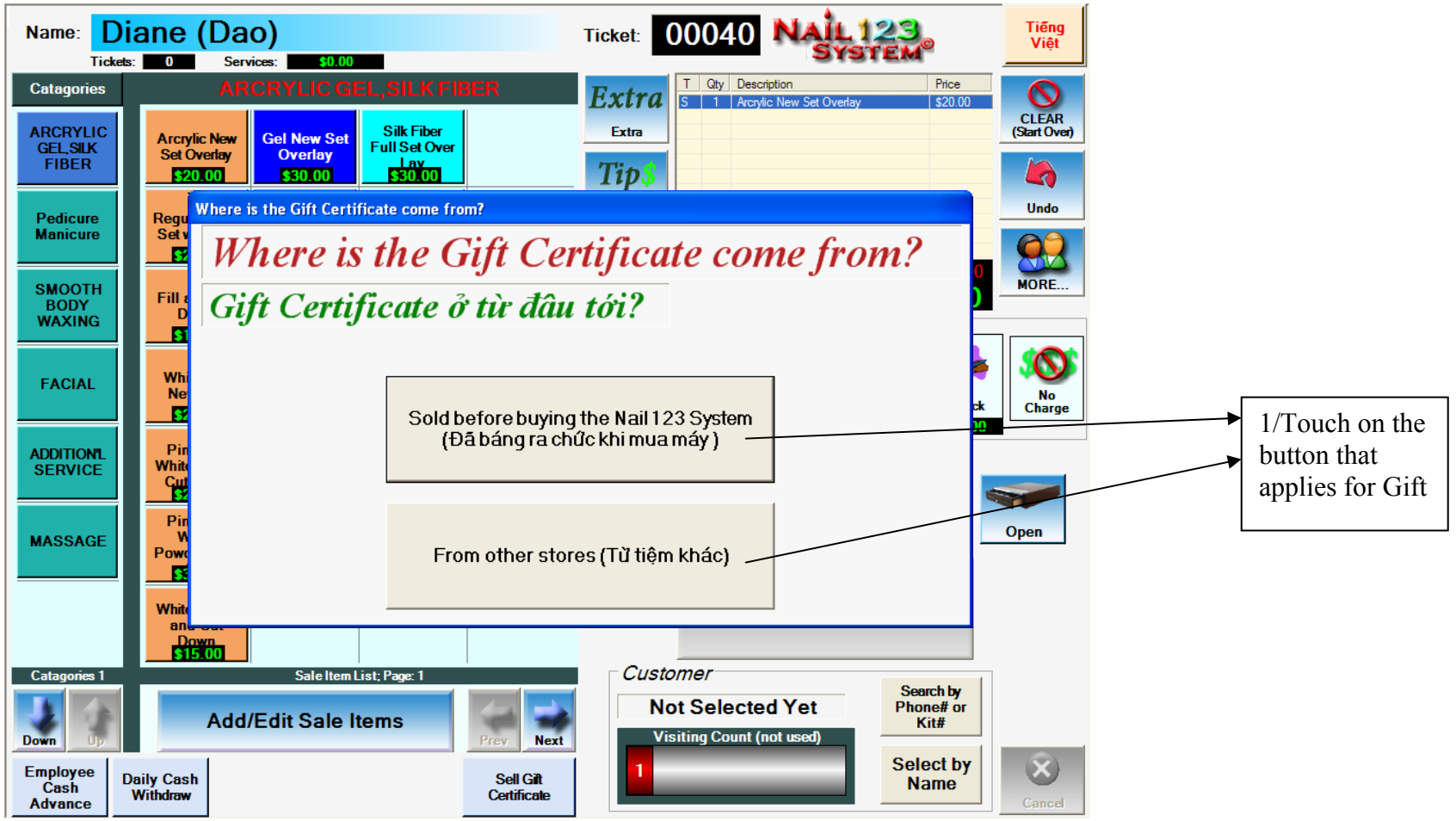
1/ Touch in Gift Icon

2/ Enter or Scan Gift number

3/ Touch or Hit Enter

- ***In case of Gift number is not found in the system***
  - Notification dialog
  - Touch on the button that applies for the Gift

*** When Gift is lesser than service amount:**



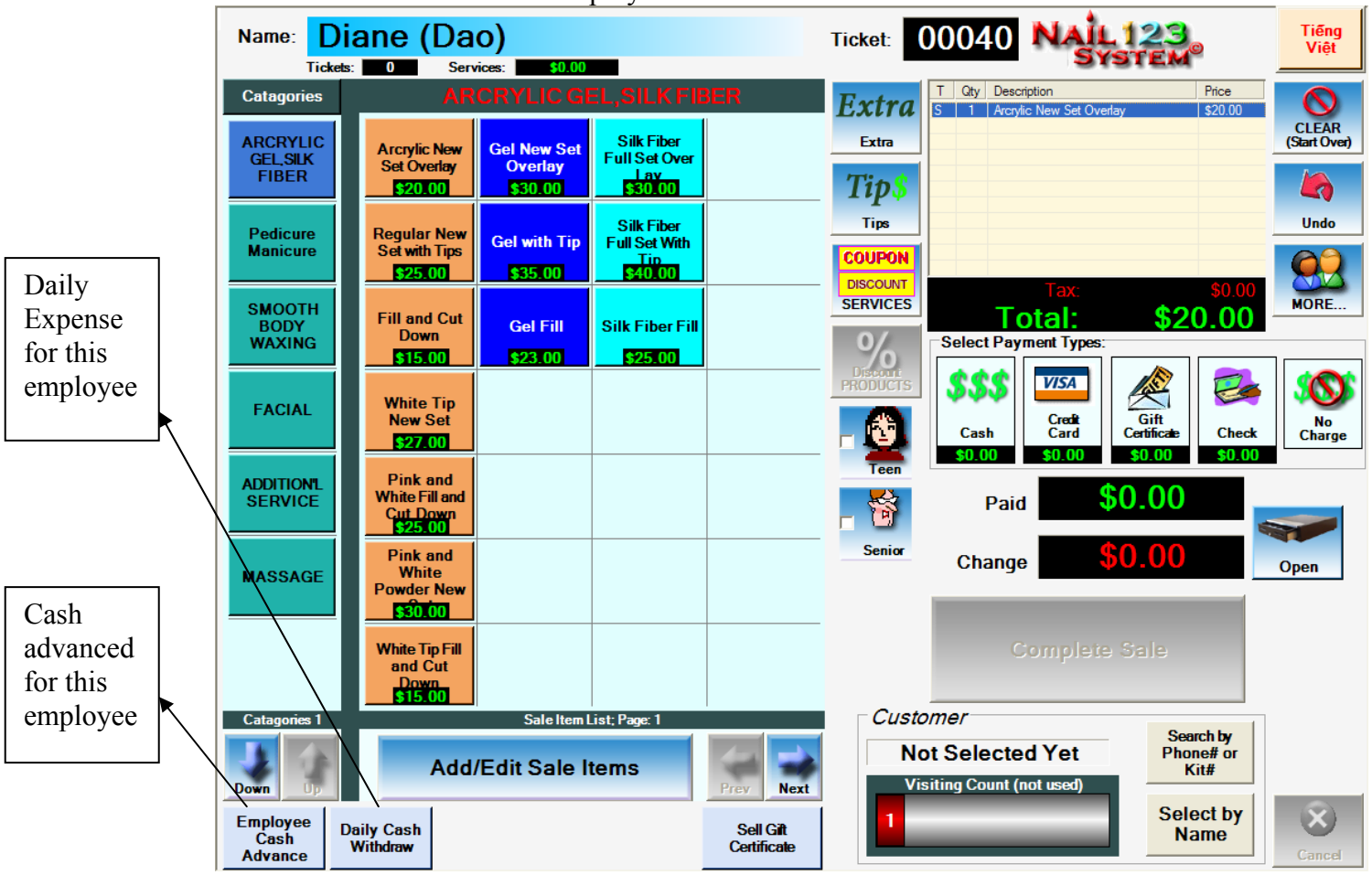
- Scan or Enter the Gift number and amount.
- The balance will be recalculated

***When Gift is more than service amount:**

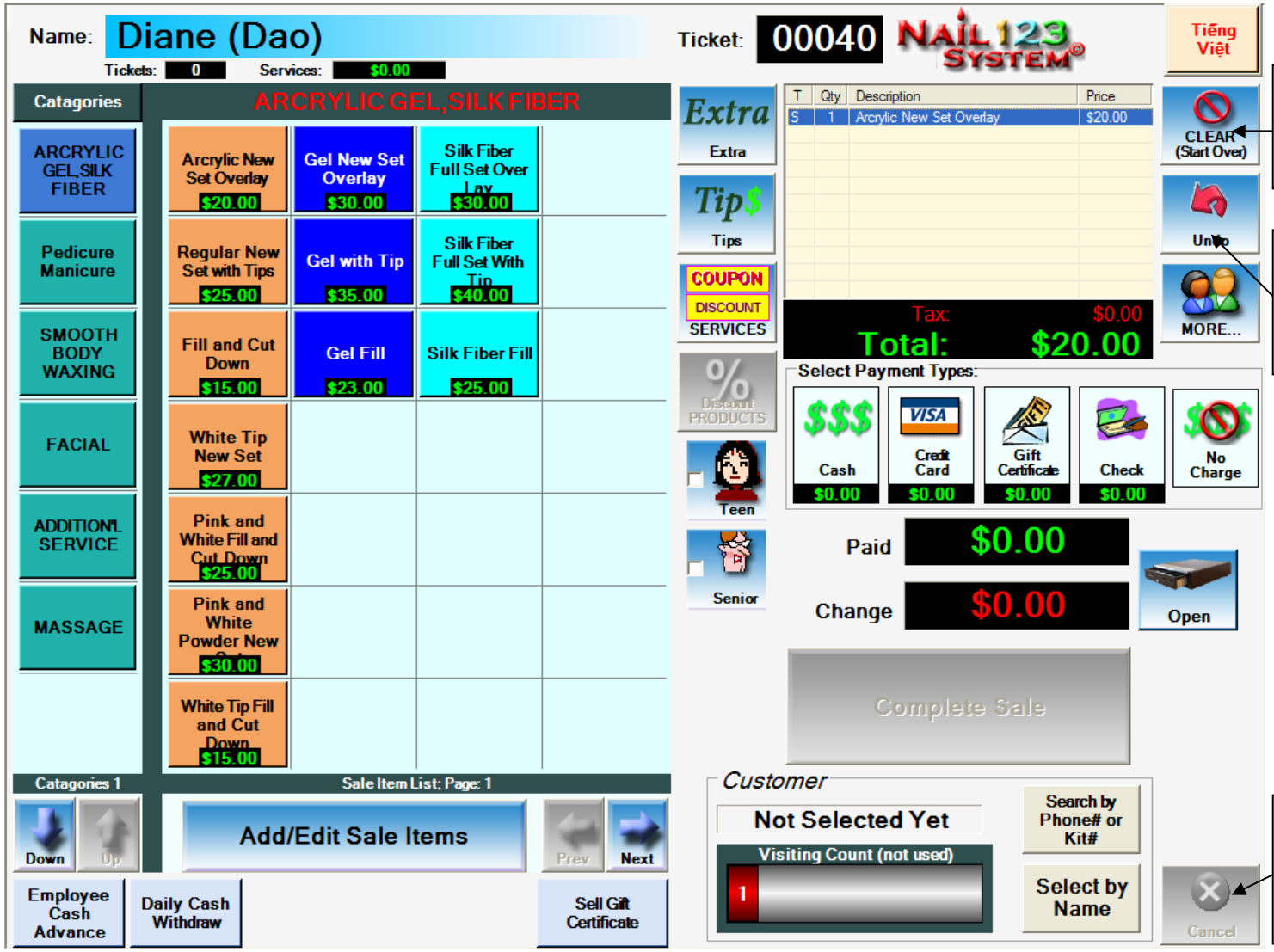
- The screen will display the amount of gift remaining balance
- Employee will make the new Gift Certificate with equal remaining amount to give back to customer

c. Expense and Cash Advanced for Employee:

- From Main Screen – Touch in employee service



d. Cancel or Exit the transaction



Clear the list of services

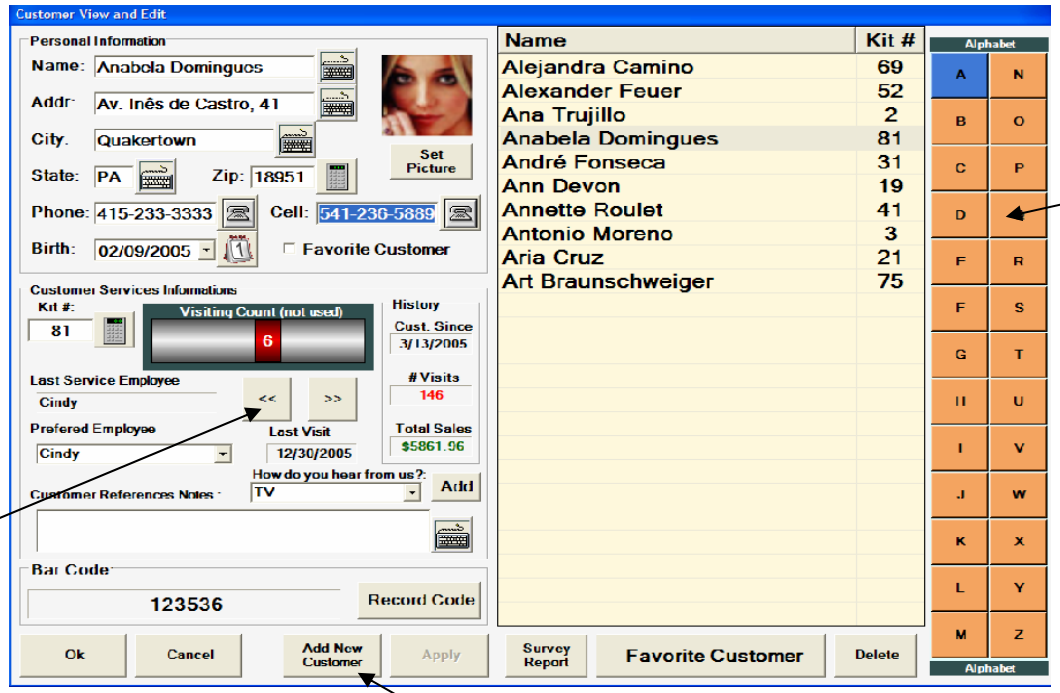
Undo the selected item

Abandon the transaction to go back to Main Screen

Attention: When you in the middle of the transaction and you want to get out, you need to Touch on Clear button and Exit to get back to the Main Screen.

e. Enter Customer Data

- From the Main Screen-> Touch on Customer button



Visit Count of this Customer

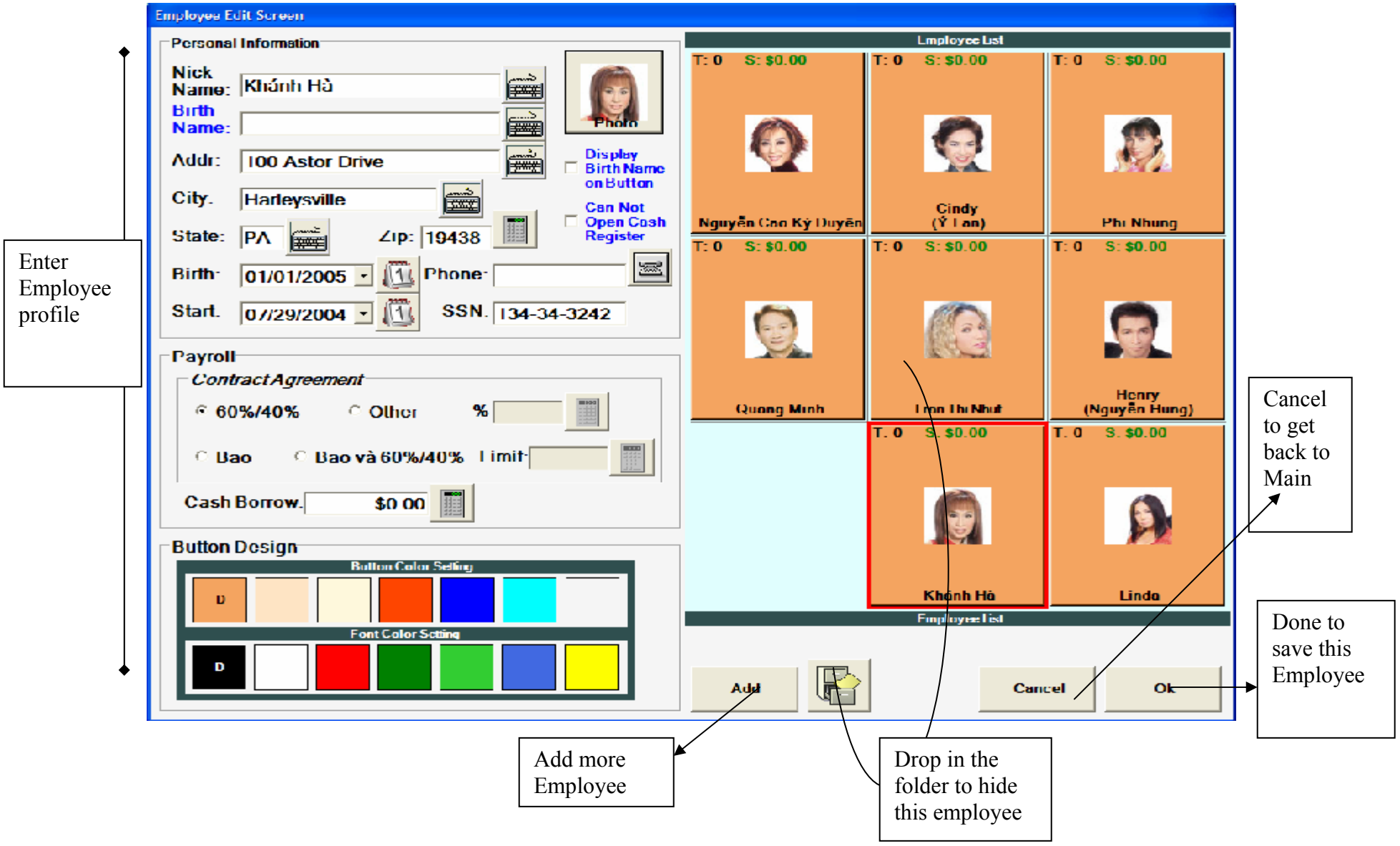
Hot Key to find customer alphabetically

Touch here to enter the new Customer

3. Owner Configuration

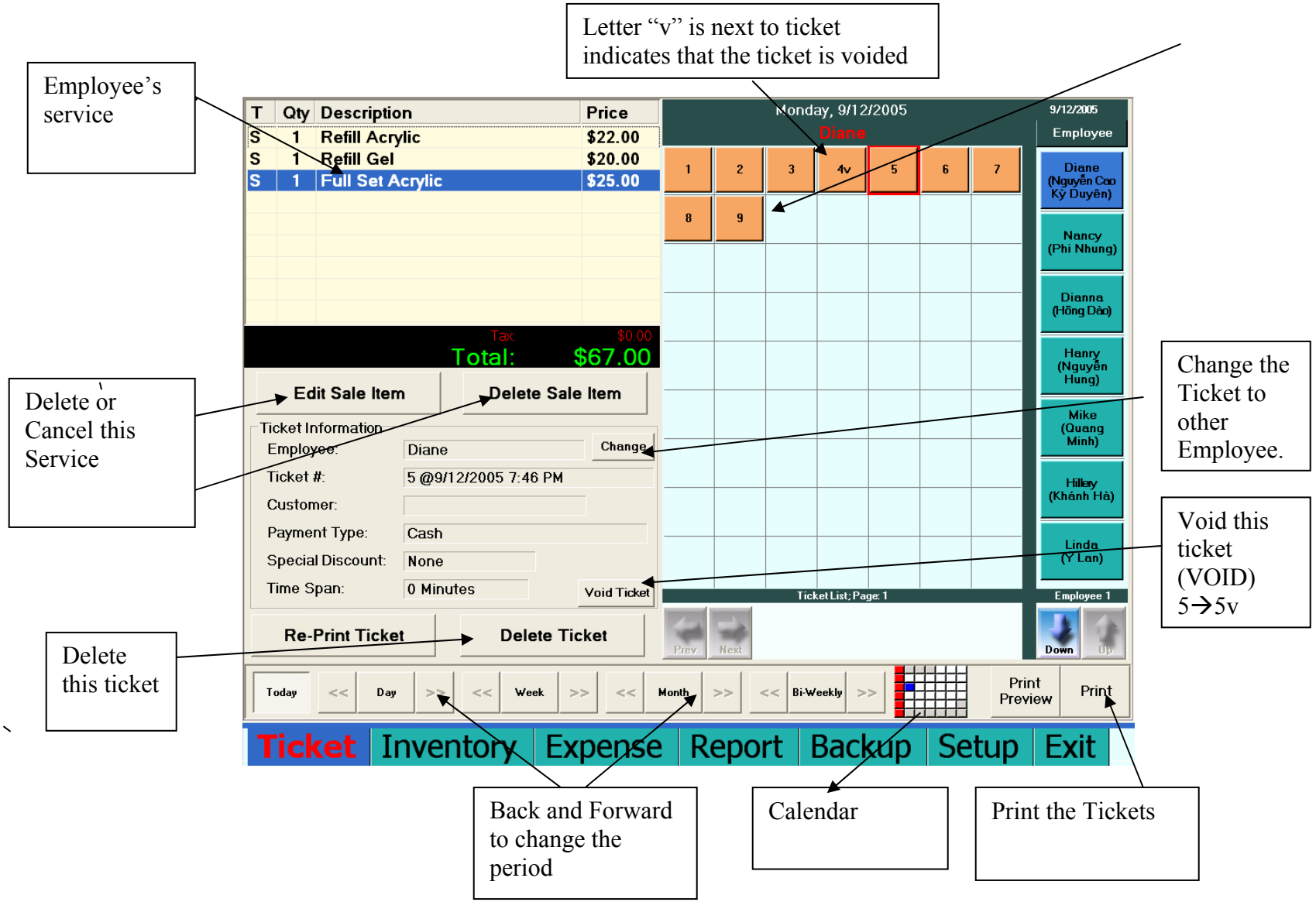
a. Fix and Change Employee's profile

- From Main Screen -> Touch Add/Edit Employee button.



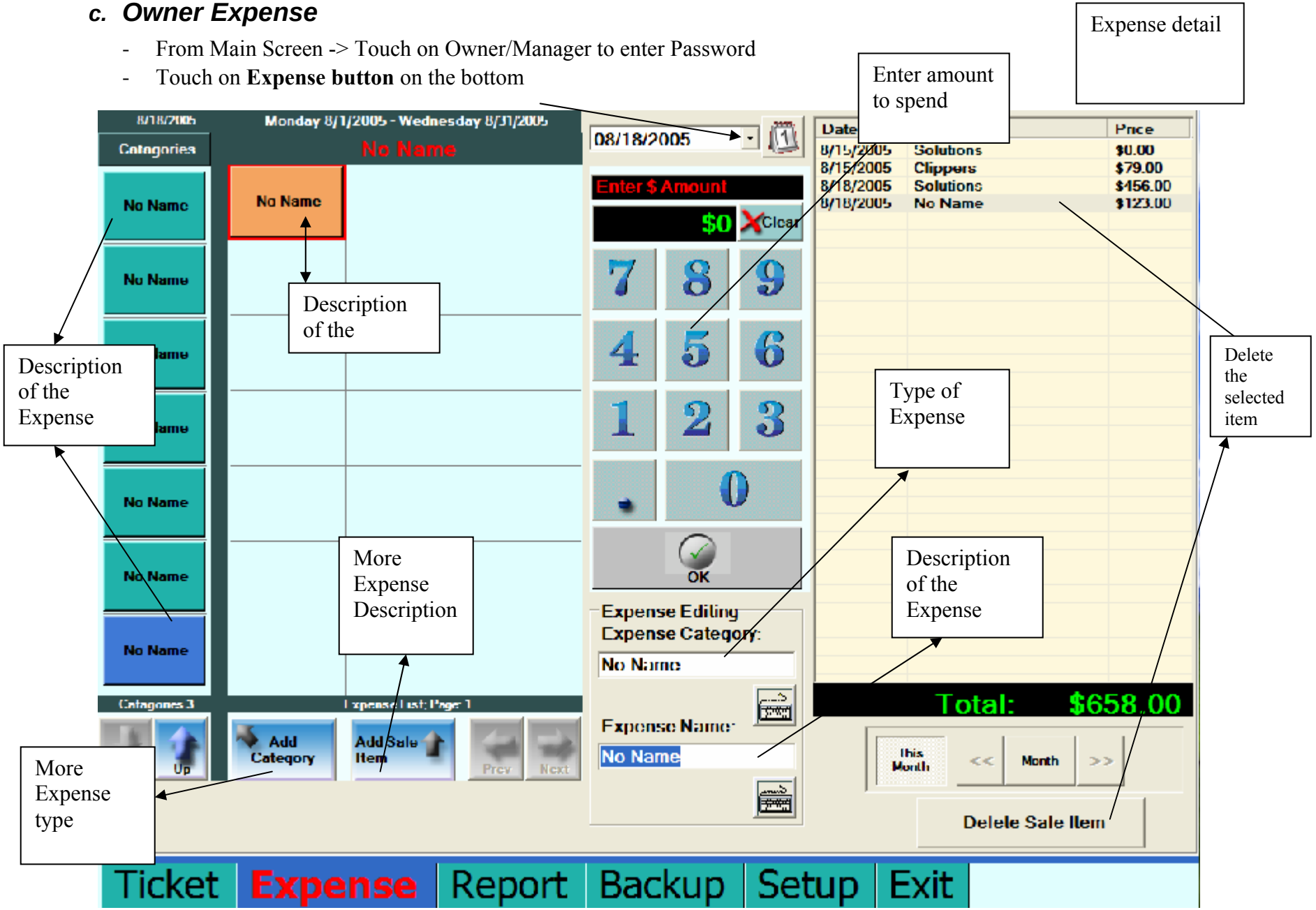
b. Manage Employee's Tickets

- From Main Screen -> Touch on Owner/Manager to enter Password



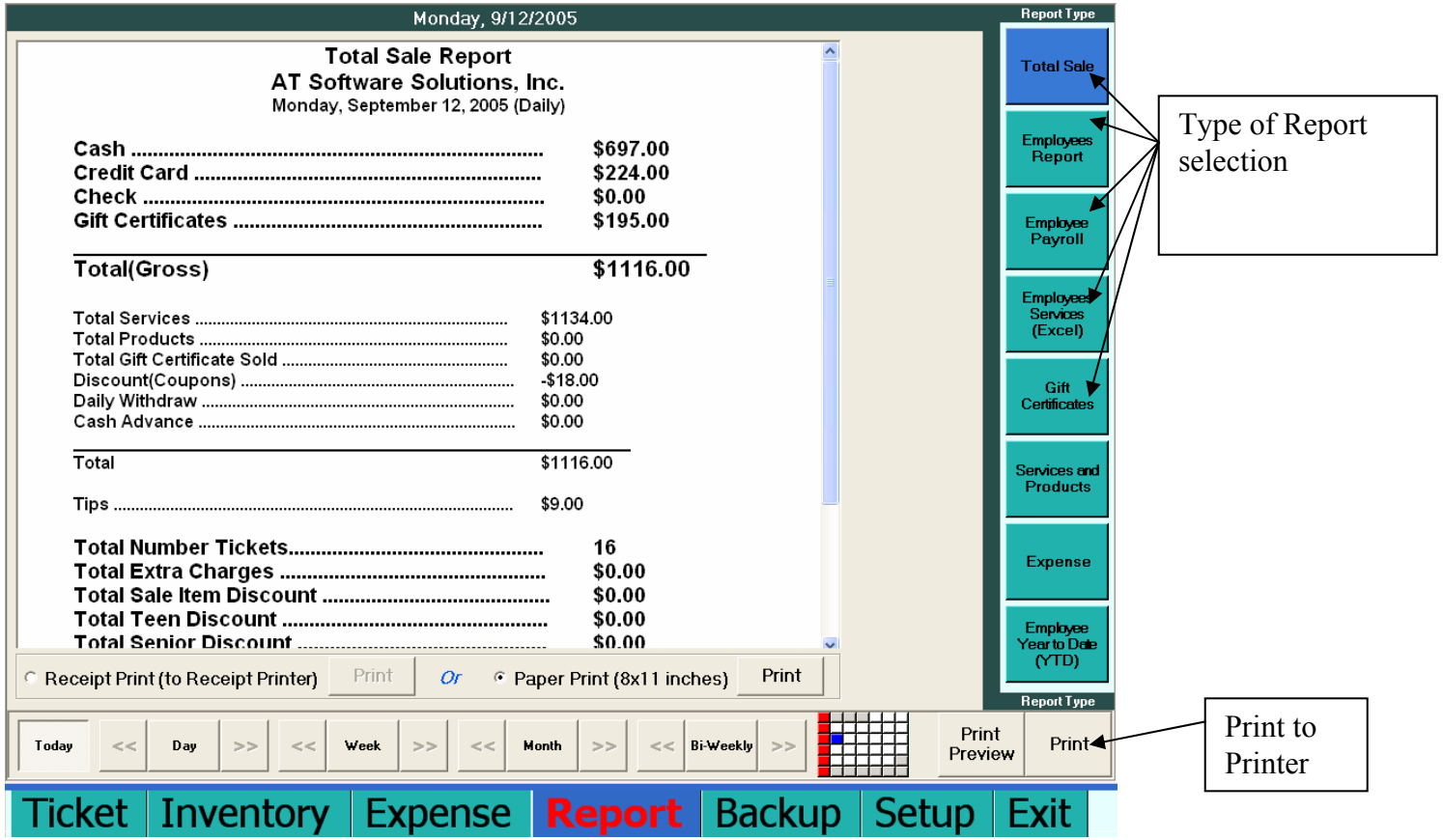
c. *Owner Expense*

- From Main Screen -> Touch on Owner/Manager to enter Password
- Touch on **Expense button** on the bottom



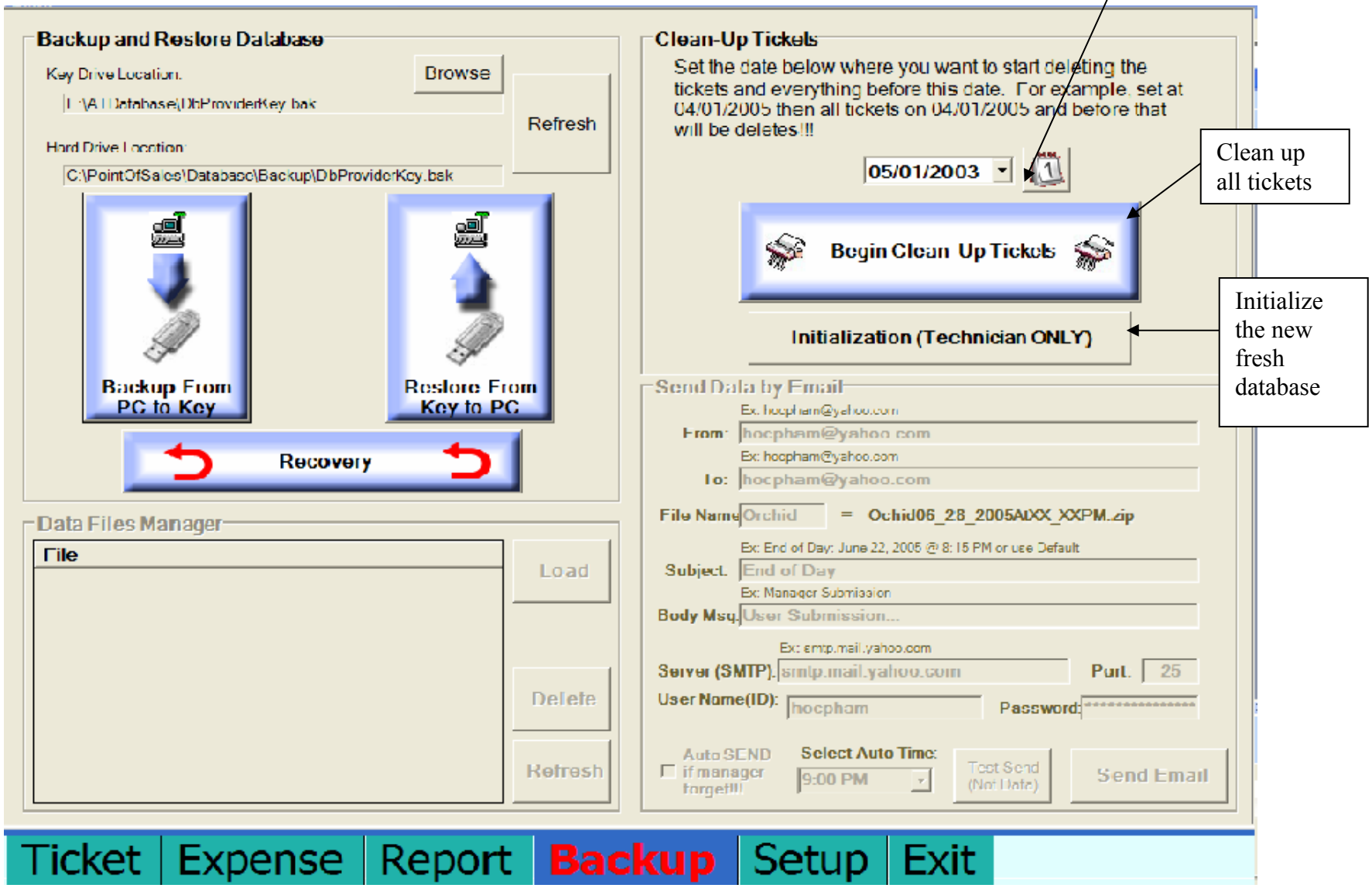
d. Income Report:

- From Main Screen -> Touch on Owner/Manager to enter Owner's password
- Touch on the Report section in the bottom



e. Data Management:

- From the main Screen -> Touch on Owner/Manager to enter Password



Date you want to clear all the Tickets

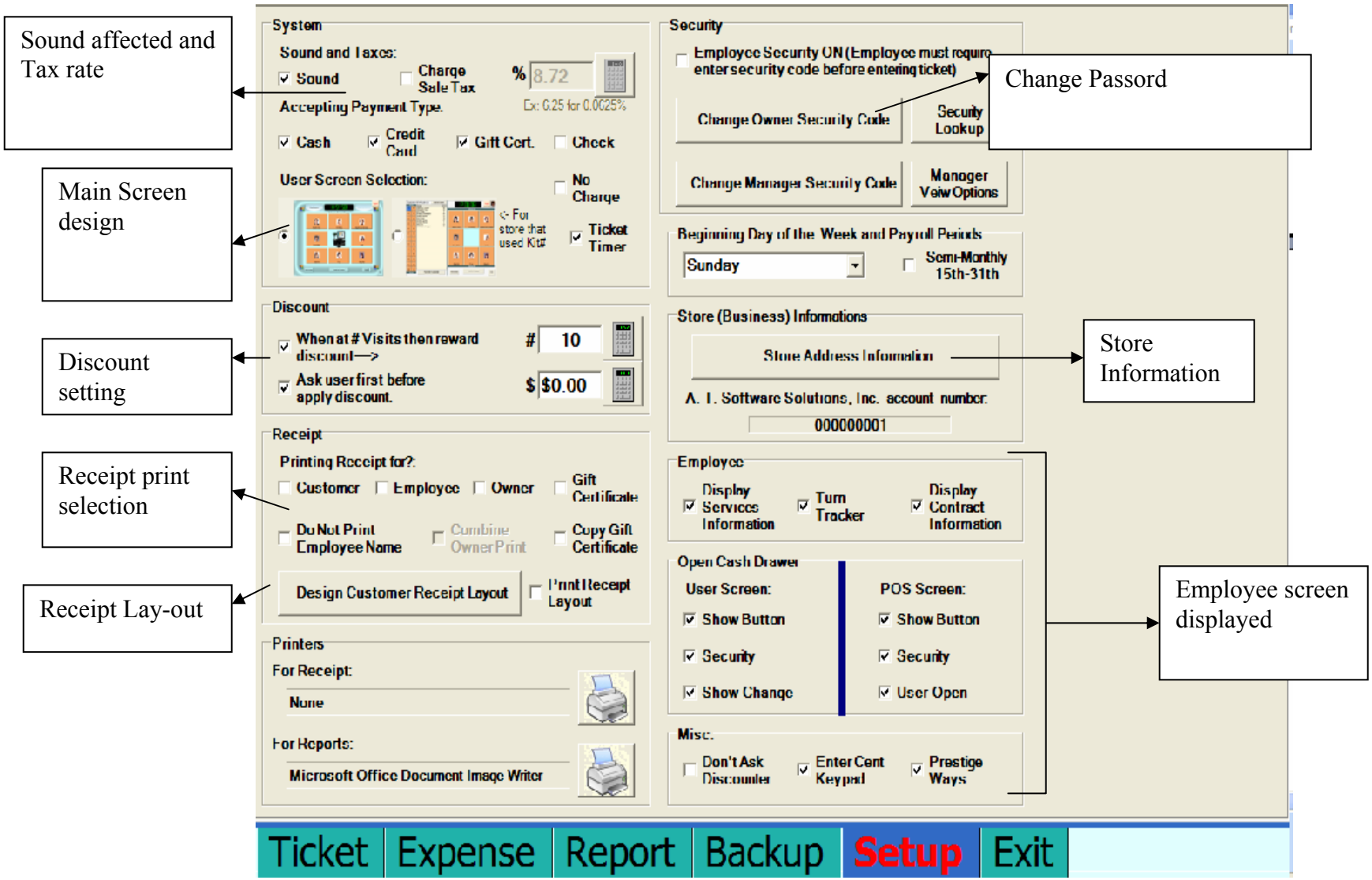
Clean up all tickets

Initialize the new fresh database

Lưu ý: Khi các bạn đã chọn dược ngày muốn xóa bỏ tickets và nhấn vào ô **Begin Clean Up Tickets.**
Máy sẽ tự động xóa bỏ tất cả tickets từ ngày bạn chọn trở về trước. (backward)

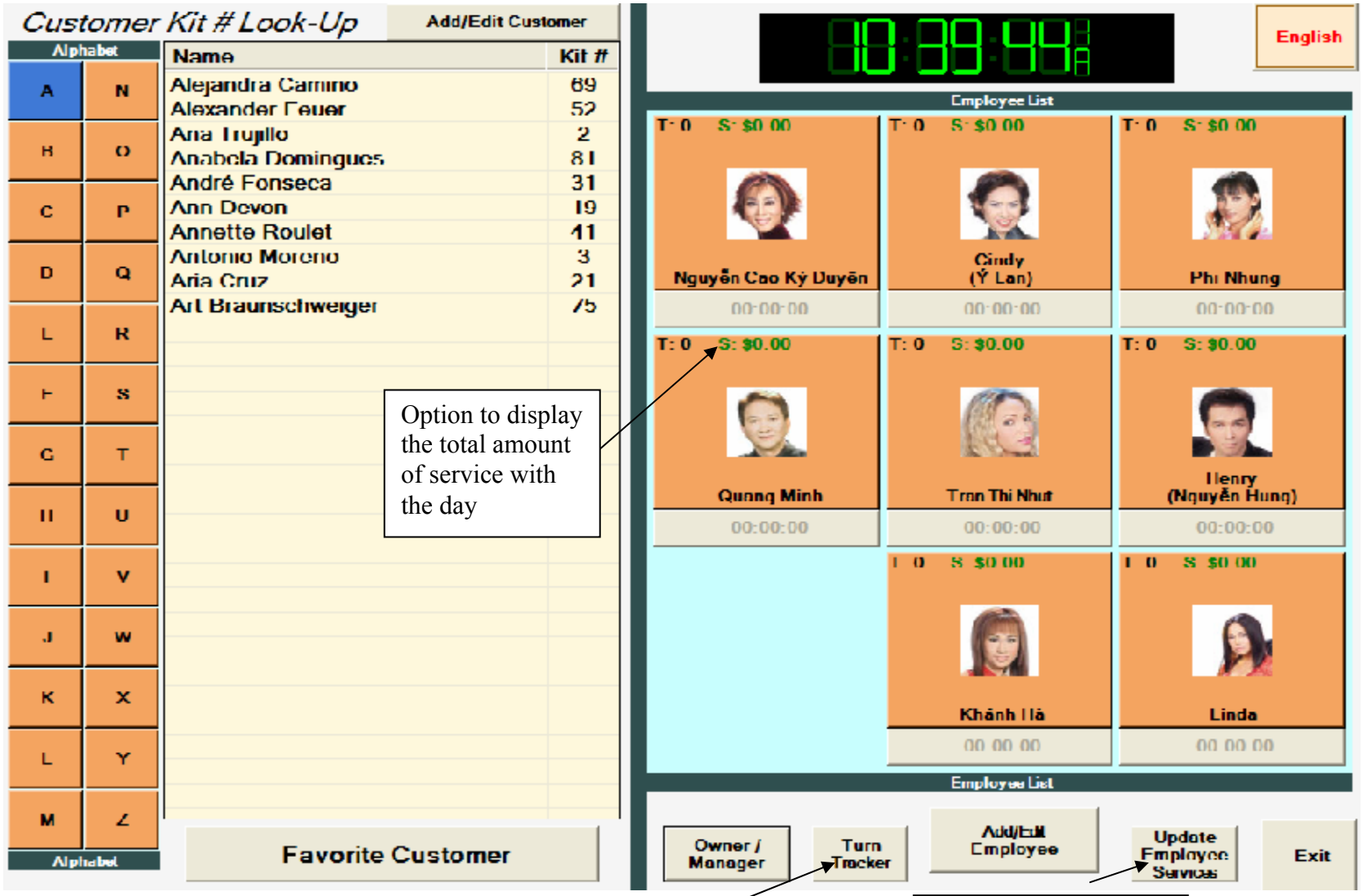
f. Full Configuration:

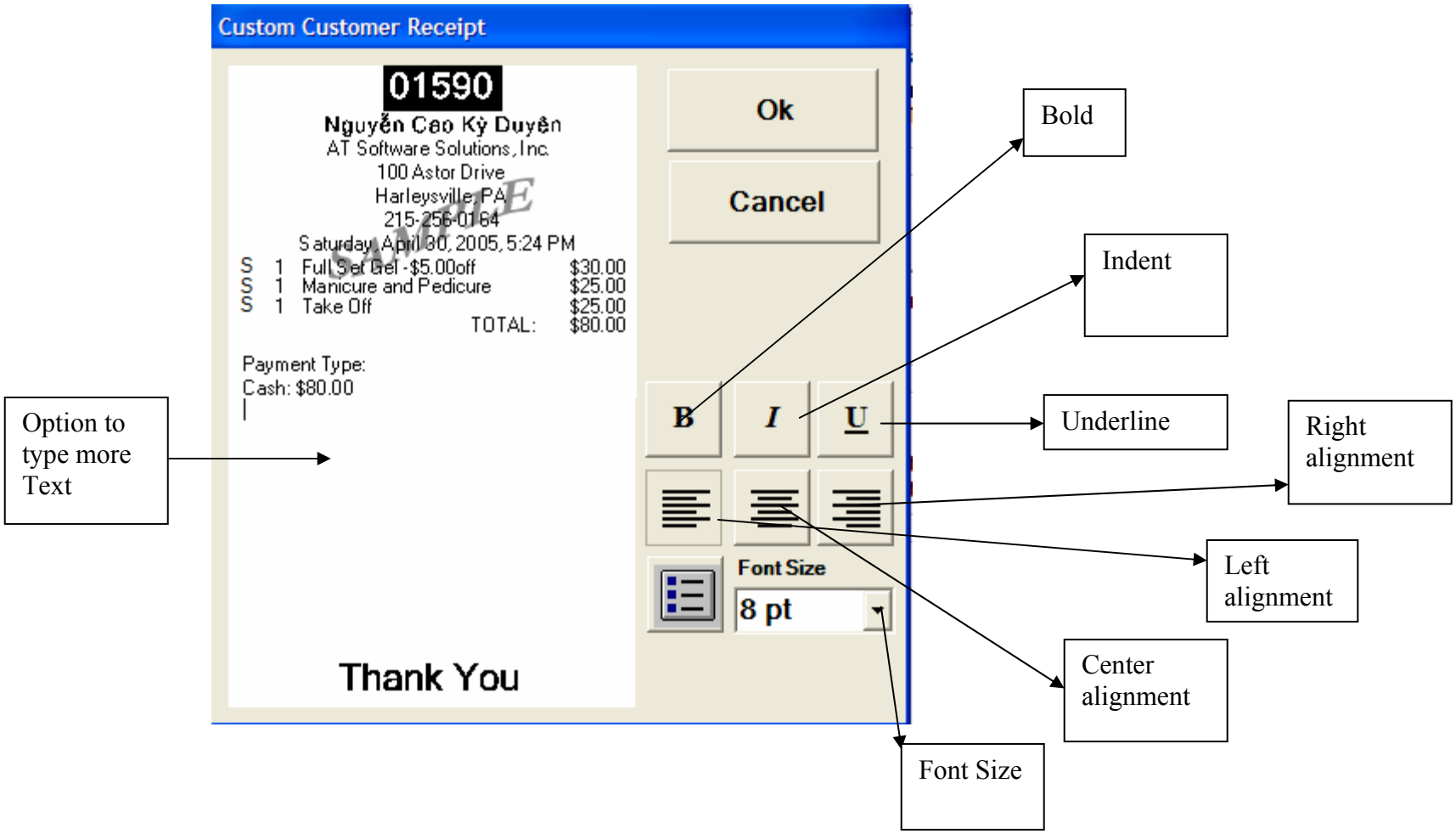
- From Main Screen -> Touch on Owner/Manager to enter Password
- Touch in the **Set up** section in the bottom



4. Expendix:

a. If you change the Main Screen layout, the screen would look like this :



b. Receitp design :

- In the **Set up** section -> touch on **Display Customer Receipt Layout**