



TranPOS for Nails & Spa
Manual

VERSION 6.0.0

DATE: 1/9/2015

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Introduction

Overview

TranPOS for Nails & Spa is a Point of Sales (POS Software) specifically designed to aid any nails and spa salon or beauty shops. This software is all you need to manage a successful business at affordable price. Built-in with rich functionalities, TranPOS software will help you streamline your business in no time, while paying so little that would cost hundreds, even thousands more elsewhere in POS community.

TranPOS for Nails & Spa was designed with features that work well for any types of salon. From a big, fancy salon to a small, family own and operated shop, TranPOS for Nails & Spa is built with all bells and whistles that would help you to run a smooth and successful business.

Features

TranPOS for Nails & Spa software includes everything you need to run your successful business. It would aid you from day-to-day operations, to manage salary and tip for each employee during paid cycle. Additional features along with various types of reporting would help you to run your business more efficiently while improve your financial performance.

- Integrated with credit card processing (Cayan, Mercury, and VMS).
- Monitor your store by viewing instant reports from any web browsers (optional).
- Customer can book appointment via the website (optional).
- Send to your Yahoo!, Gmail, Hotmail email accounts for employee's activities and every transactions.
- Pricing Discount
- Coupon Management
- Reward Membership
- Inventory
- Service Turn Management
- Customer Database
- Scheduler for appointment book
- Gift Cards
- Time Clock
- Expense Management
- Track any menu item deletions
- Various reports in Microsoft Excel format.
- Import from Microsoft Excel
- Export to Microsoft Excel
- Integrate with pole display
- Print up to 5 copies of store and credit card receipts
- Credit Card Adjustment (for adding tip)

- 16 Categories/32 Menu Items per category
- Touch screen order entry
- Works with a keyboard and mouse
- Place order on hold
- Recall Orders from hold
- Flexible Discount/Extra
- Complicate and flexible tip management
- Touch items on an order to edit or delete the item
- Large, easy-to-read order entry buttons
- Multi Languages support
- Clear Payment/Clear Order buttons
- Print Order before settle
- Print/Preview Order options
- Flexible payment options
- Ticket modifications
- Keep track of employee tips
- Flexible employee payrolls
- Various reports
- Archives and backup
- Print flexible coupon on receipt
- Only print discount coupon by predefine conditions.
- Print flexible coupon on demand
- Print table ID on the ticket
- Print custom header and footer on receipts
- Print your own logo image (optional)
- Display your own Logo image on main screen

System Requirements and Hardware Recommendations

TranPOS for Nails & Spa uses common, inexpensive computer hardware and networking components. Any compatible system may be used if it meets these requirements:

Workstation Computer

Touch panel or touch monitor: Elo Touchsystems LCD touch panel is recommended, with other brands of touch panels and monitors supported. Touch display must support Windows mouse control. Minimum resolution of 1024x768 is required. Standard computer monitors are supported with the use of a mouse to navigate the program. TranPOS for Nails & Spa has been tested for operating systems such as Windows XP or Vista, Windows 7, and Windows 8. Choose the best combination of price and performance for your needs. Recommended minimum 512 MB RAM with at least 40 GB of hard drive for storage.

Receipt Printers

Although TranPOS for Nails & Spa works any type of POS receipt printer that uses a Windows printer driver, we recommend selection of one of the following printers to simplify set up of your system:

Epson T20
Epson TM-T88III
Epson TM-T88IV
Star SP500
Star TSP600
Star TSP650
Star SP700
SNBC BTP-2002NP
Samsung Bixolon SRP-275
Samsung Bixolon SRP-500
Ithaca POSJet 1000 (Also known as KITCHENjet 1000)
Ithaca iTherm 280
Citizen IDP3551

Cash Drawers

TranPOS for Nails & Spa works with any make or model of printer-connected cash drawer. Purchase a cash drawer designed to work with your POS printer. Depending upon the printer selected, one or two cash drawers may be used for each printer

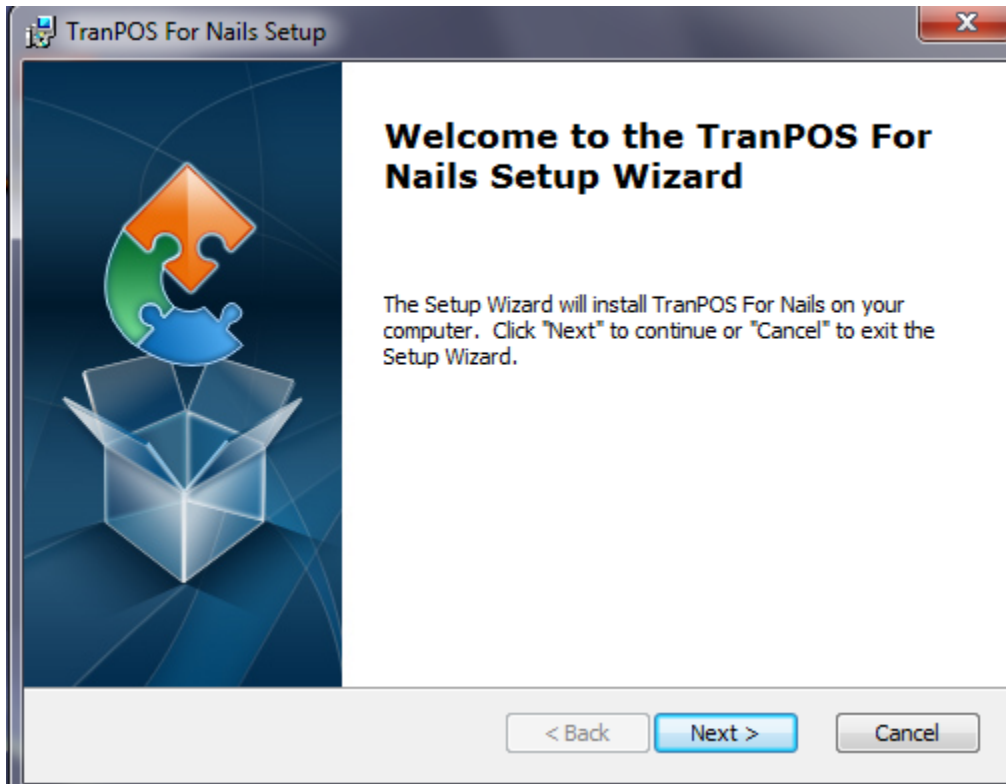
Software Installation

You can download the TranPOS software from our web site: www.TranPOS.com

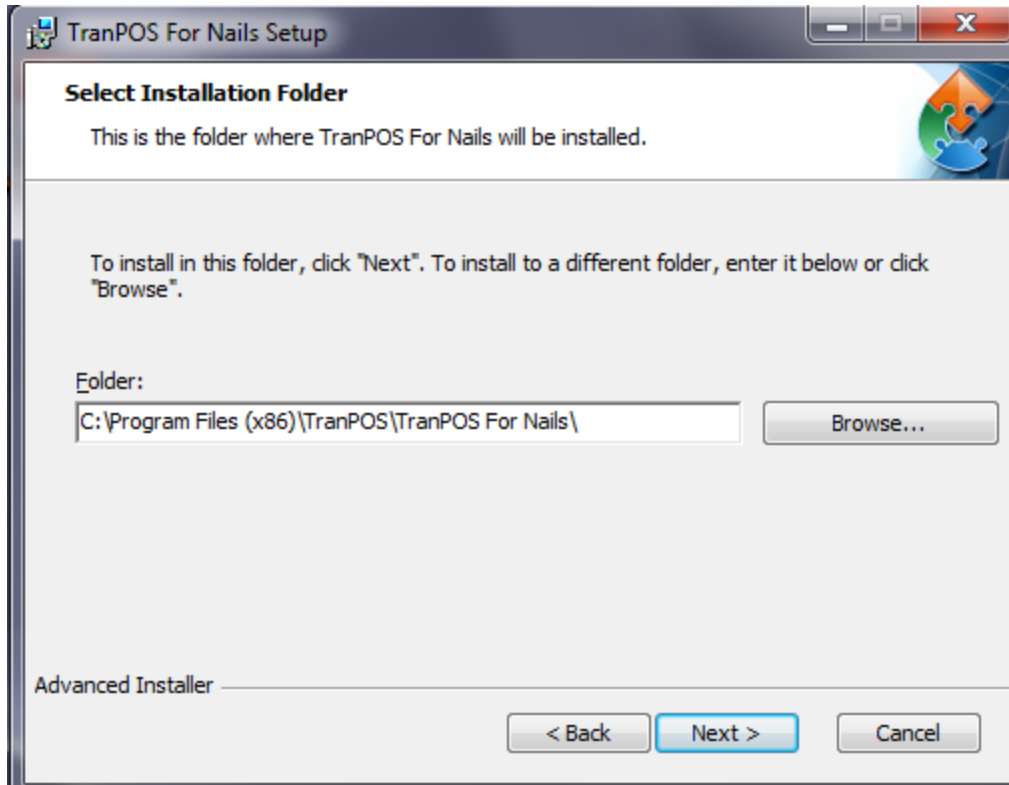
Installation

Please follow the instructions below to install our TranPOS software.

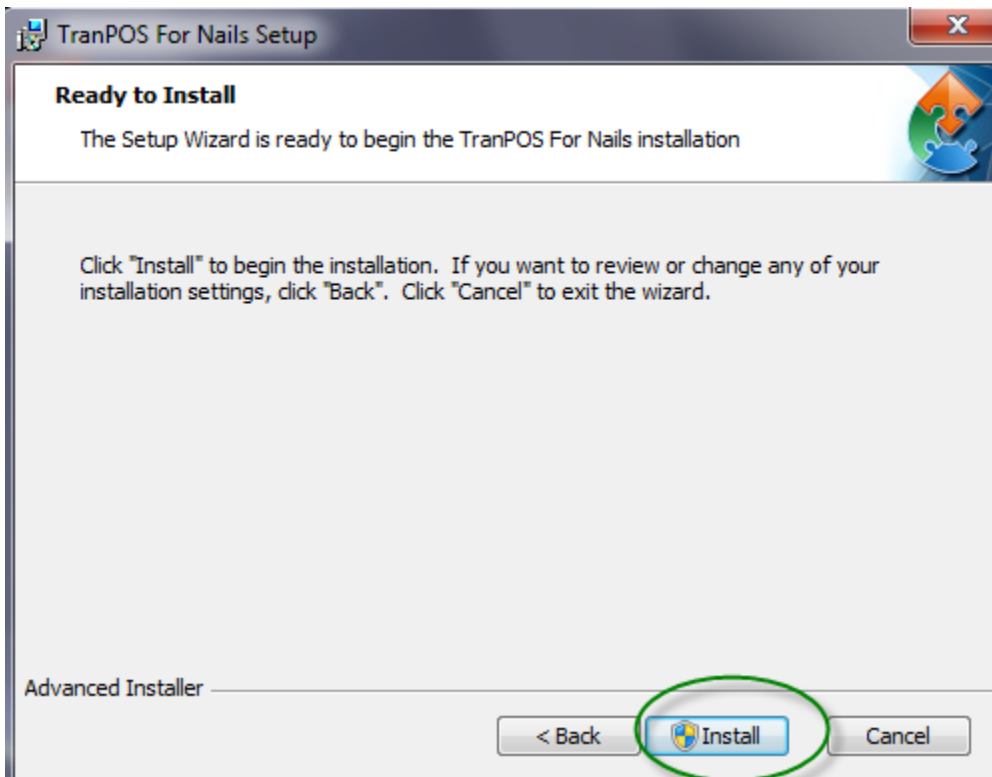
1. Double click on the file you just downloaded.
2. Click on “Next” to continue.



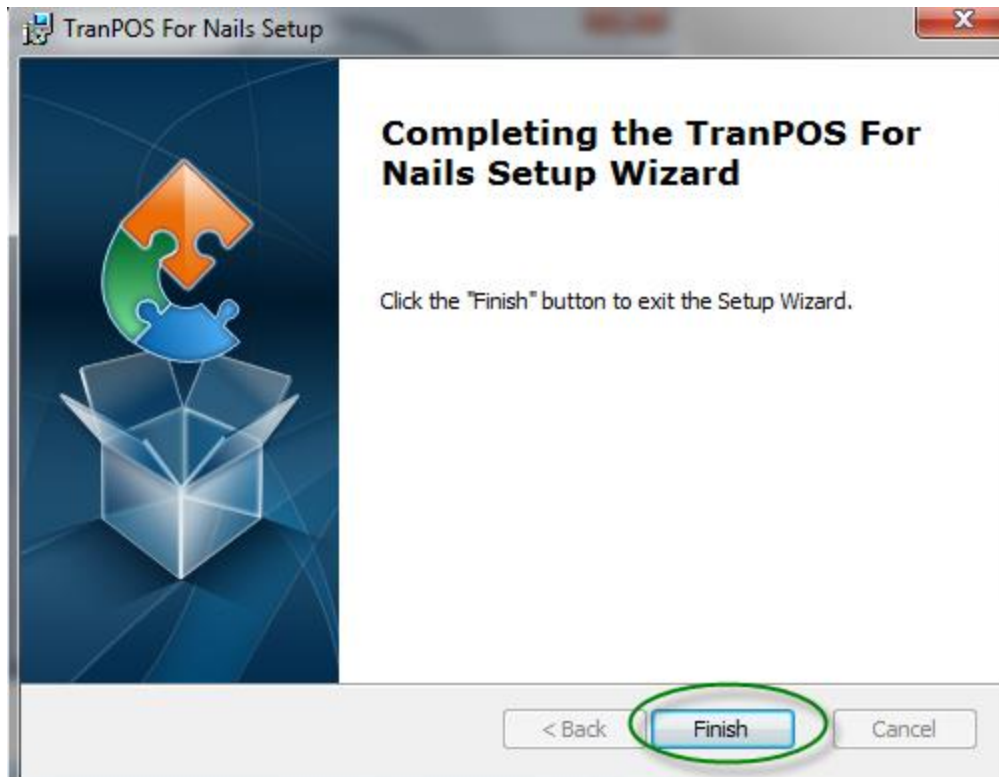
1. Click on “Next” to accept the default location:



2. Click on "Install" to confirm.



3. Click on “Finish” to complete the installation.



Password

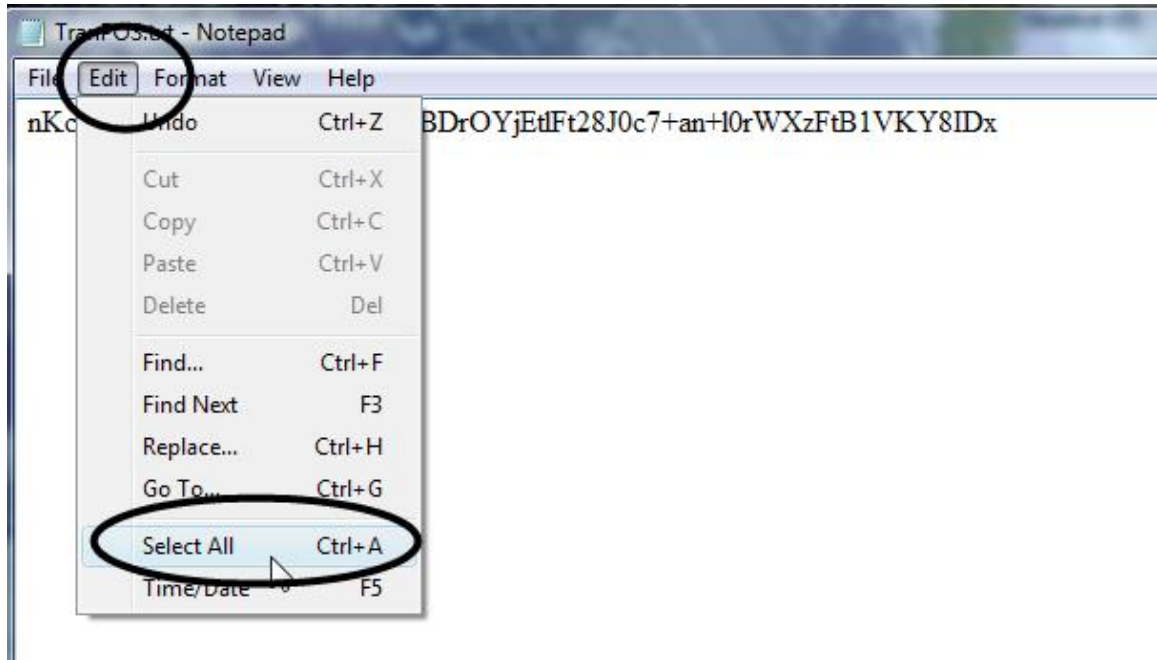
The password to sign in for this software is: 1234. Please change it as soon as possible.

Product Key Entry

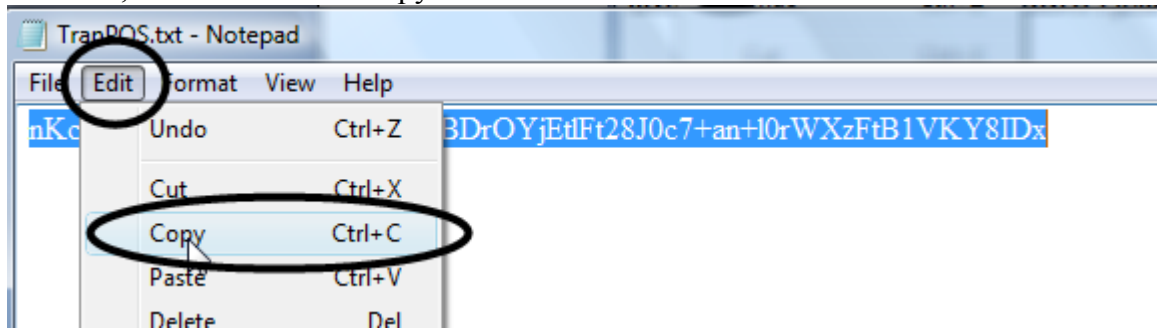
The TranPOS software on the web site is a trial version with full features. It will expire in 30 days after installation. If you are happy with the product, please purchase it at www.TranPOS.com.

Once you purchase the license, we will send you a file with product key on it via your email. Please follow the instructions below to register the product key.

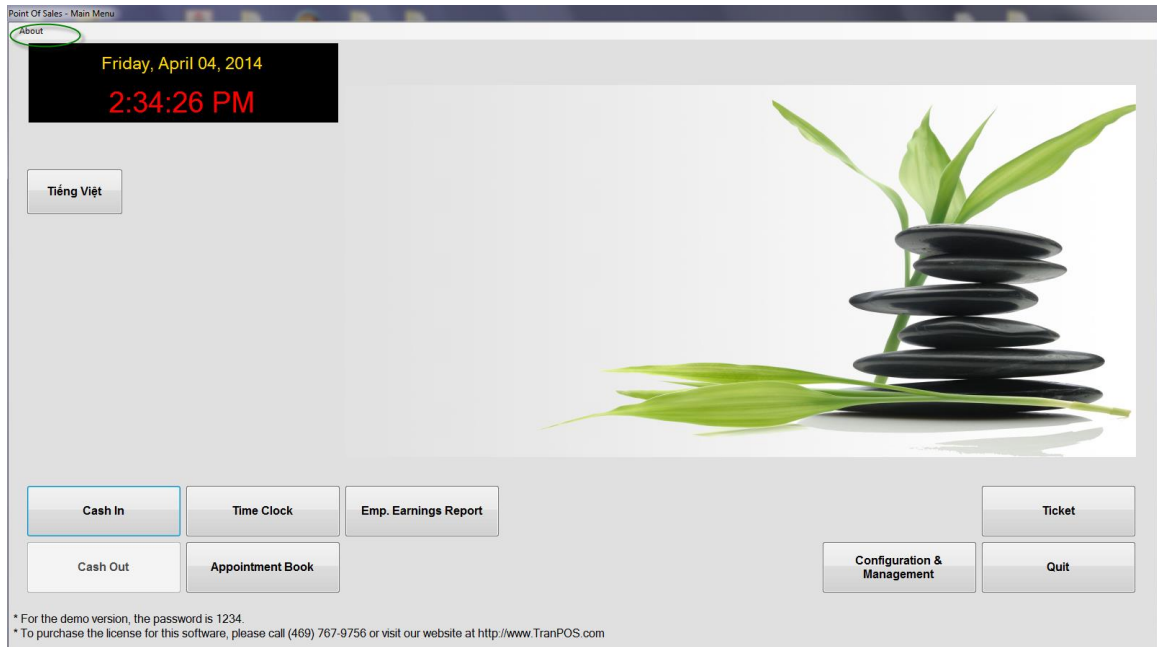
1. Download the file that contains the product key.
2. Use notepad to open it. You can do that as follow:
 - a. Right-click on mouse on file you just downloaded.
 - b. Select on “Open With” → “Notepad”
3. From Notepad, select “Edit” → “Select All”



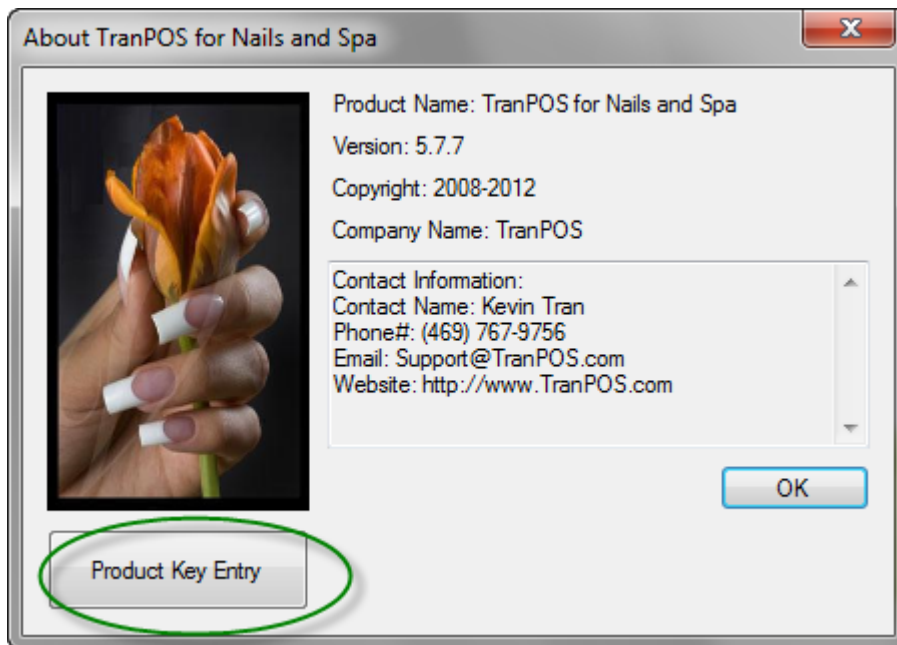
4. Then, select "Edit" → "Copy"



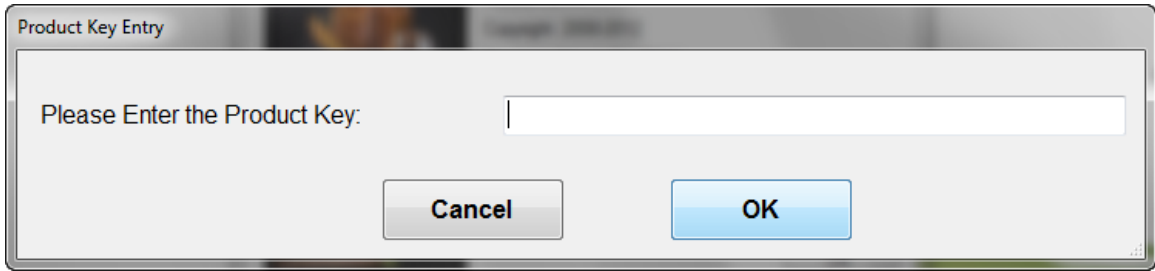
5. Next, start TranPOS application (Start → TranPOS for Nails → OSNails). Click on "About" menu in upper top-left.



6. Click on “Product Key Entry”



7. Move the mouse into the box on the right of “Please Enter the Product Key:”, then right-click on the mouse. Select “Paste”.



8. Click on "OK" to confirm.
9. Restart the TranPOS application to take effect.

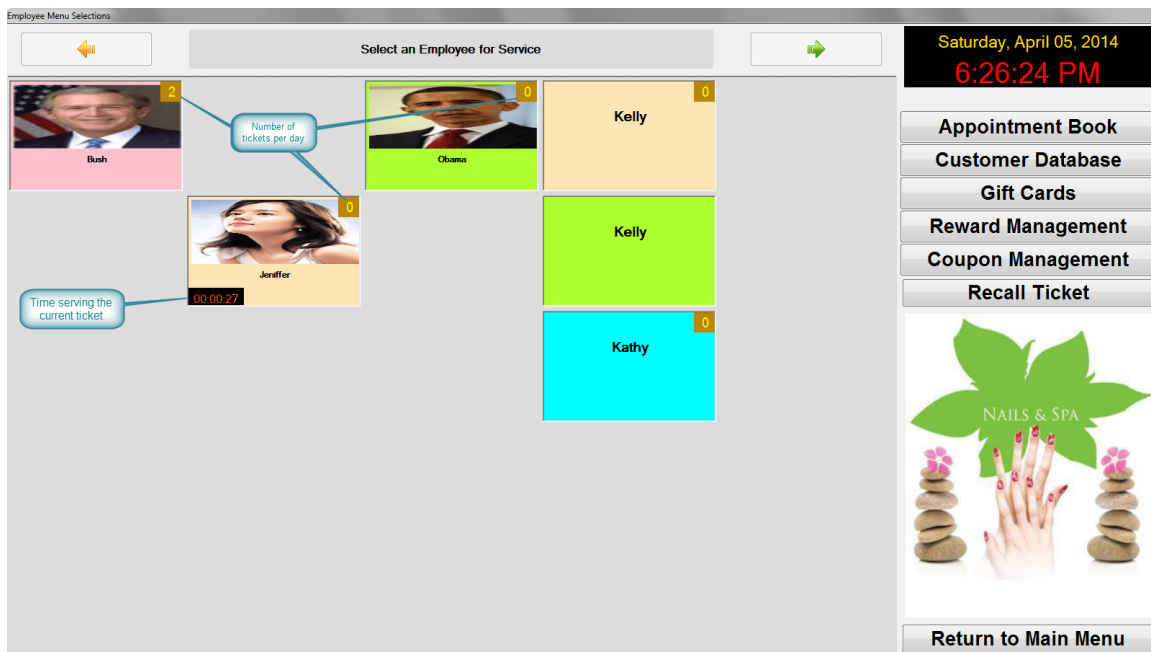
Getting Started

TranPOS for Nails and Spa comes with a sample database. It is good enough to get started.

Click on “Ticket” to begin the transaction. There are two screens from which you can select the employees for service: [Employee Selection Screen](#) and [Turn Service Screen](#). If you **do not** check the box “[Use Turn Service Menu](#)”, in “[Turn Service](#)” tab, “[General Setup](#)”, then you would see the screen below:

Employee Selection Screen

This screen allows you to select an employee for service. Please refer to “[Setup Employee Menu](#)” on how to set up this screen.



Turn Service Screen

If you check the box “[Use Turn Service Menu](#)”, in “[Turn Service](#)” tab, “[General Setup](#)”, then you would see the screen below. This screen allow you to manage the turn, which is one of the popular method to run the nails and spa salon. Please refer to “[Setup Employee Menu](#)” on how to set up this option.

Employee Menu Selections

Each Turn Amount: \$35.00

Friday, January 02, 2015
5:27:09 PM

Number of Turns Today

Number of Tickets Today

Number of position in queue

Amount Made in Current Turn

Amount Made Today

Appointment Book

Customer Database

Gift Cards

Reward Management

Coupon Management

Ticket Modifications

Recall Ticket

Employee Name

Maria

Save Turn Info on Exit

Add to Turn Queue

Log Report

Return to Main Menu

On the middle-top, it shows the amount defined in “Turn Amount Threshold”. The position in Turn would be appeared on employee button. Many of turn information appear in the screen as shown in the picture. You can turn on/off these features in “[General Setup](#)”. The box on the right shows employees available to be added into Turn for service. When employee is added into Turn for service, it always appears at the bottom of the Turn.

Save Turn Info on Exit: If checked, the Turn information will be saved on exiting and will be reloaded upon returning this screen next time.

Log Report: Every activity for the Turn will be logged. This option allows you to view the log report.

Once you select an employee button, the screen below would appear:

Turn Modification

Turn Service Modification

Bush

Select For Transaction with Turn Service
 Select For Transaction without Turn Service

Send to Beginning of Turn
 Send to Bottom of Turn
 Remove from Turn
 Move to Position

Change Amount Earned in Turn:

Skip Turn

Update Number of Turns Today

Update Number of Tickets Today

Change Amount Earned for Today

Select for Transaction: This option would allow you to select this employee for transaction when you are ready to create the ticket. This option would normally be disabled except for the first employee in the Turn unless you have checked the option [“Allow to Select for Transaction on any Position”](#) in [General Setup](#) Section.

Select for Transaction without Turn Service: This option would allow to perform the transaction without using the turns. Many store’s owners do not participate in the turn service. This option would allow them to accomplish that.

Send to Beginning of Turn: Change the current position to the first in Turn.

Send to Bottom of Turn: Change the current position to the last in Turn.

Remove from Turn: Remove this employee out of the Turn.

Move to Position: Change the current position to a specific position.

Change Amount Earned: Change the amount earned per Turn.

Skip Turn: This option would you to set a certain number of turns that this employee should be skipped. In general, we would not this when this employee comes in late and

would not be allow to participate in the current queue until a certain number of turns have passed.

Update Number of Turns Today: Change the number of turns today.

Update Number of Tickets Today: Change the number of tickets today.

Update Amount Earned for Today: Change the amount earned for today.

Ticketing Screen

This screen is where all the actions would take place. You can get here by selecting an employee for service from Employee Selection Screen or Turn Service Screen.

There are 2 versions of Ticketing Screen: One for Merchant Account and one without Merchant Account. *For Merchant Account, we are current integrating with Cayan (formerly known as Merchant Warehouse), Mercury and Vietnamese Merchant Services (VMS) to process credit card payments directly through our Point of Sale software.*

This is for a regular Ticketing Screen without using Merchant Account. Note that the button "Payment Methods" is available along with "Payment Type" displayed on the screen. The Ticketing Screen using Merchant Account does not have the button of "Payment Methods". The methods of payment will be displayed when you are ready to take a payment and click on "Complete Sale".

The screenshot displays a POS interface for a nail salon. The top section shows a menu with categories like 'Nails Services', 'Manicure and Pedicure', 'Waxing', 'Facial Treatment', and 'Childrens Services'. A 'Service Menu' is highlighted, showing items like 'Solar (Pink White)' for \$35.00. The right side shows a 'Server' field with 'Bush' and a 'Ticket#' of 5. Below this is a table with columns for 'Qty', 'Description', and 'Price', containing one item: 'Solar (Pink & White)' for \$35.00. The bottom right shows a summary: 'Tax: \$2.89', 'Sub Total: \$35.00', and 'Total: \$37.89'. The bottom left shows customer information for 'Kevin Tran' with 1527 points. The bottom center shows payment options: 'Cash', 'ATM / Debit Card', 'Gift Card', 'Check', 'Reward Points', 'Visa', 'Master Card', 'Amex', and 'Discover'. The bottom right shows 'Paid: \$0.00', 'Change: \$0.00', and a 'Complete Sale' button.

Categories Box: That is the box on the top-left. As you are selecting the category button, the menu items in the middle box would change.

Menu Items Box: That is the box on the top-middle of the screen. The top of this box displays the name of the category that is being selected. You can add the item to the ticket by clicking or touching the item button in this box.

You can also scan or enter the Product ID, UPC, or SKU in the box on upper right corner.

Ticket#

When you just come to this screen and have not picked any services yet, you would see an empty box next to “Ticket#” on the right (Top, right of the screen). This option would allow you to quickly recall a ticket without going through “Recall” button.

Add More Servers

Use this function if you have more than one server who works on the same ticket. Click on this button will bring you back to “Employee Selection” screen, where you select add additional server to serve on the same ticket.

Extra

Use this function when you want to charge extra for an item. Select an item on the ticket, and then click on “Extra”. You can charge extra by a certain amount or by the percentage off the item’s price.

Qty	Description	Price
---	-----Kathy---	-----
1.00	White Tip (Solar Pink)	\$30.00
1.00	Acrylic Nail (Fill)	\$15.00
---	-----Jennifer---	-----
1.00	Glycolic Resurfacing	\$65.00

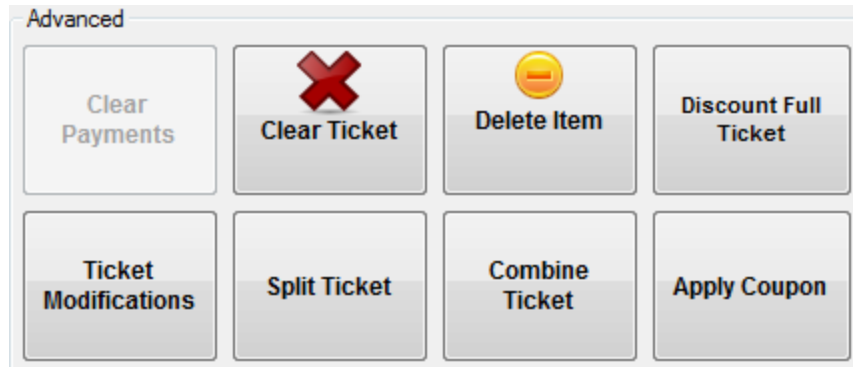
The image shows a screenshot of a ticket list with a table of items. Below the table are five buttons: a green up arrow, 'Add More Server', 'Extra', 'Discount', and a yellow down arrow. Two callout boxes are present: one pointing to 'Acrylic Nail (Fill)' with the text 'The item was given "Extra" would have "red" color', and another pointing to 'Glycolic Resurfacing' with the text 'The item was given "Discount" would have "blue" color'.

Discount

Use this function when you want to give a discount for an item. Select an item you want to give the discount for, and then click on “Discount”. You can give discount by a certain amount, or by percentage based on the item’s price.

Advanced

When this button is clicked, the “Payment Type” box will be replaced by the box as shown below:



Clear Payments: Clear out any payments that have been recorded previously. This option will not be displayed if using Merchant Account.

Clear Ticket: Remove all items on the ticket.

Delete Item: Remove an item from the ticket. The item must be selected before perform this function.

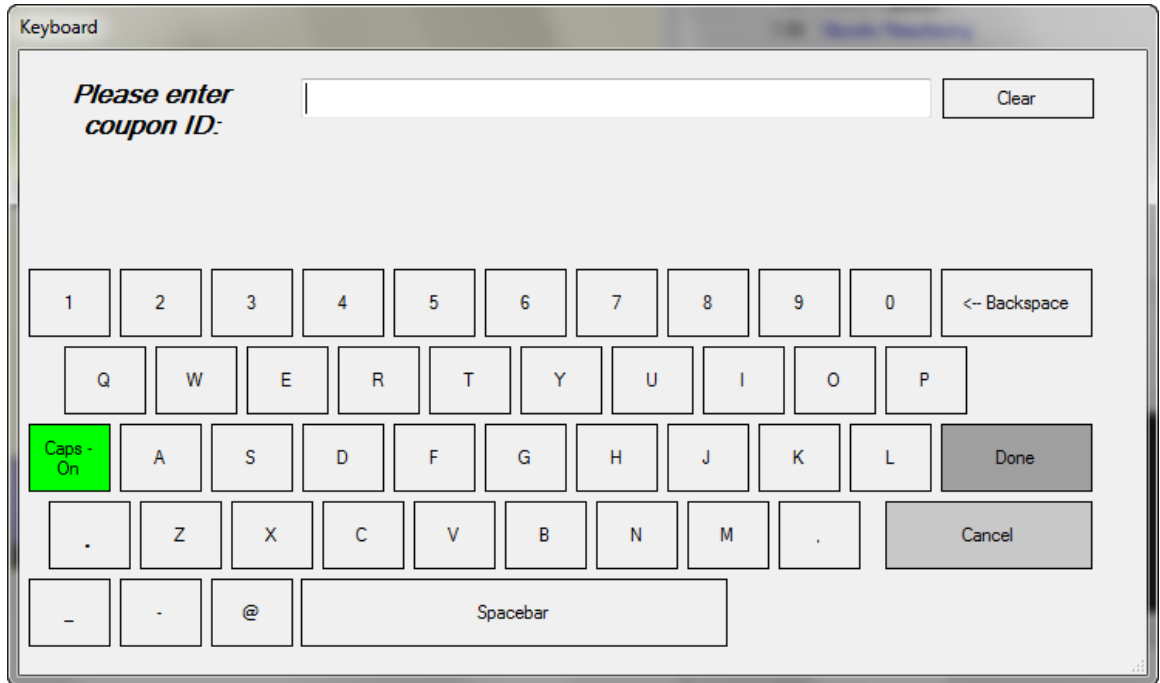
Discount Full Ticket: Give a discount to the whole ticket instead of individual menu item.

Ticket Modifications: Quickly access to Ticket Modifications, where you can modify the tickets that were closed.

Split Ticket: Allow you to split the current ticket into multiple ones.

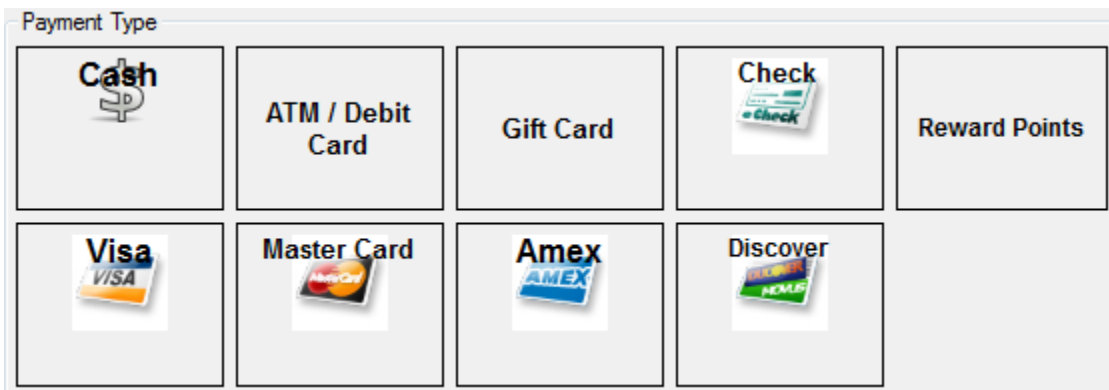
Combine Ticket: Allow you to combine multiple tickets into one.

Apply Coupon: Apply the discount coupon to the whole ticket. The valid coupon ID must be entered before proceeding.

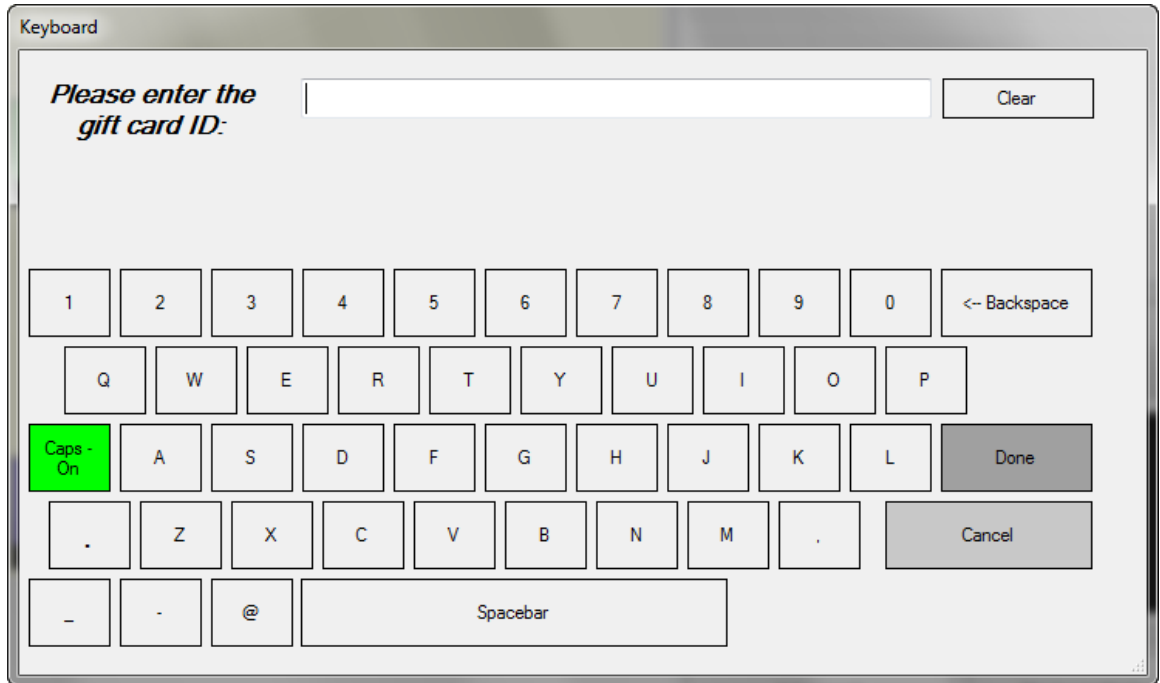


Payment Methods

(This box will not show if we have Cayan, Mercury Account, or VMS) When this button is clicked, the “Payment Type” box would appear in the lower-middle of the screen. This is a default box displayed at that location upon enter Ticking screen. When you ready to take the payment, you can click on the button associated with the payment type to record the payment.

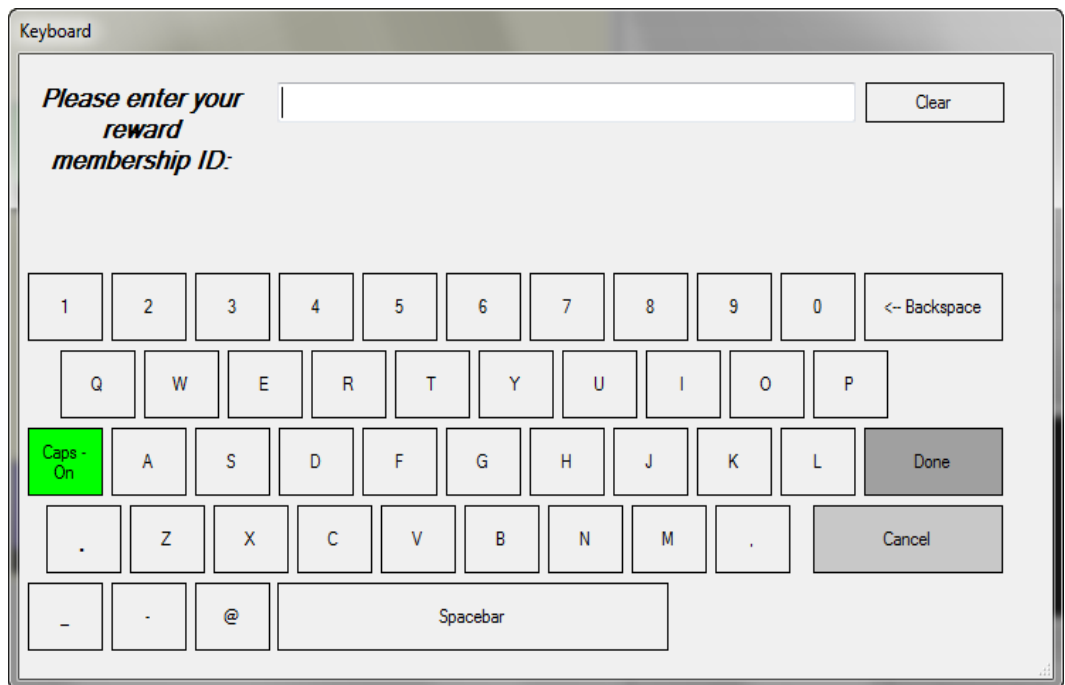


Gift Card: If “[Use Gift Card from This Software](#)” is checked in the “[General Setup](#)”, “[Gift Cards](#)” tab, then you will see the box to enter the gift card ID when this option is selected.

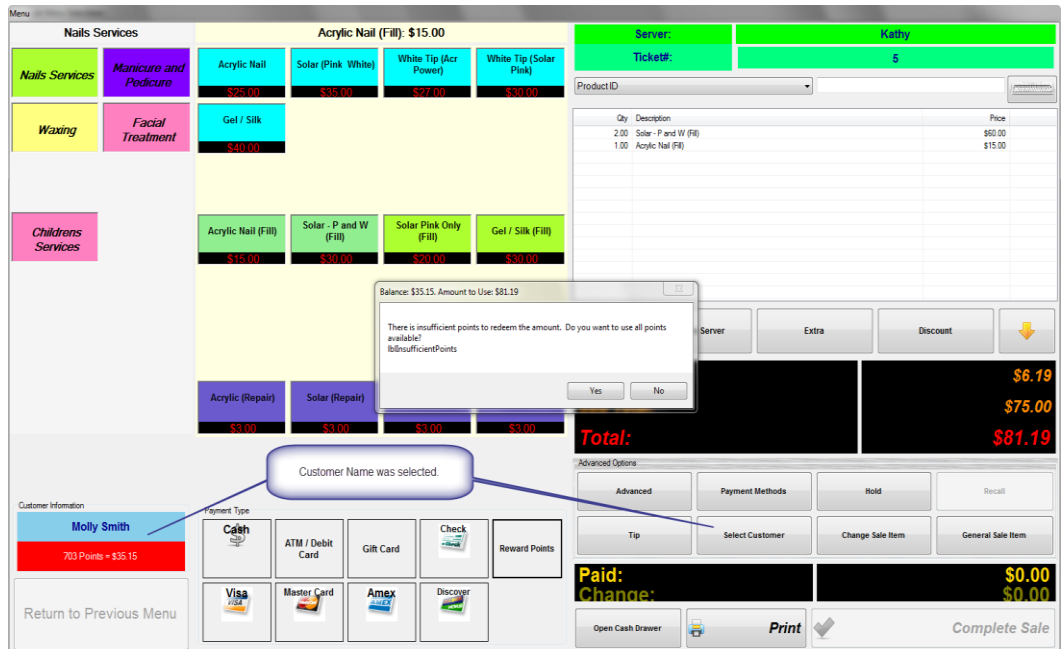


Reward Points: If “[Use Reward Feature from This Software](#)” is checked in the “[General Setup](#)”, “[Rewards](#)” tab, then you would see one of these screens, depending on the current selection.

If the customer name was not selected, you would see the screen to ask for reward ID.



If the customer name was selected, there is no need to enter reward ID



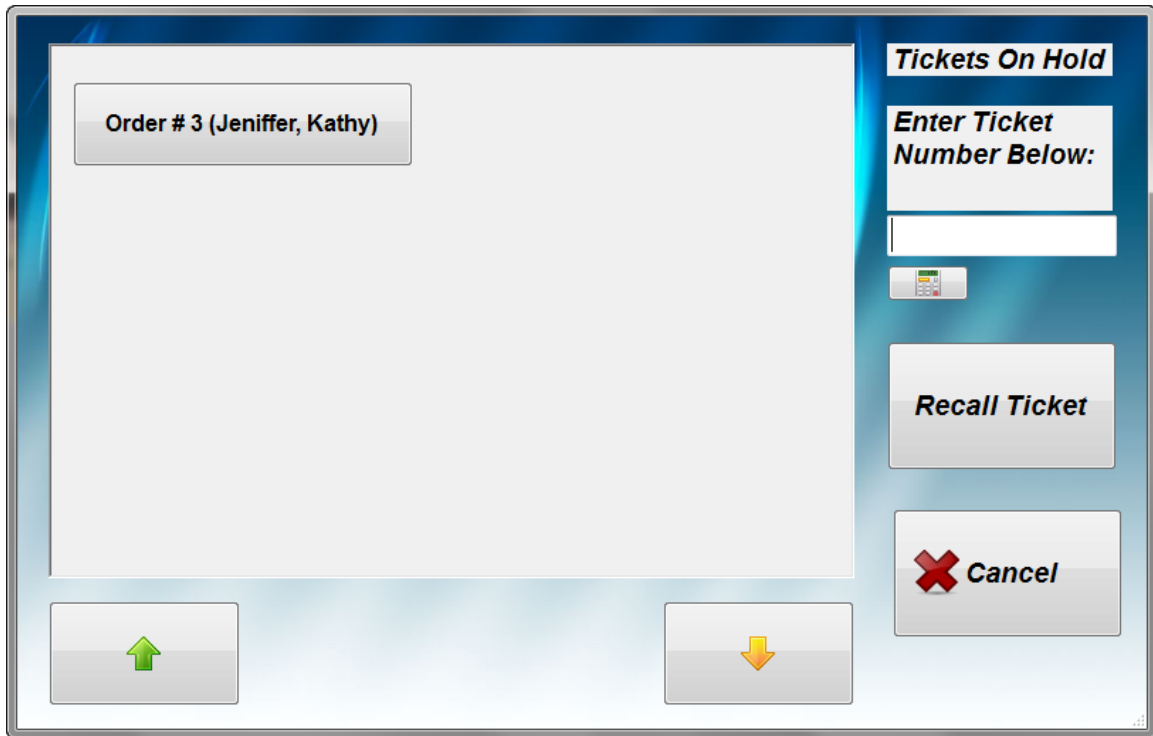
When there is not enough points to cover for the amount tended, then you would see the pop-up message like the one above.

Hold

Keep the ticket for later transaction and free up the station for new ticket.

Recall

Retrieve the ticket that has been put on hold previously.



Tip



Use this button to add tip to the ticket. If there is **ONLY** one server on the ticket, the whole tip amount would be given to that server. However, when there are more than one servers who work together on the same ticket, the tip share for each server can be complicated. TranPOS for Nails & Spa has provided many flexible methods to help you in managing such scenarios.

1. If you want to give tip to a specific server, select the server's name on the ticket, and then click on "Tip". That tip amount would be reserved for that server.

Qty	Description	Price
---	-----Kathy---	-----
1.00	White Tip (Solar Pink)	\$30.00
1.00	Acrylic Nail (Fill)	\$15.00
---	-----Jennifer---	-----
1.00	Glycolic Resurfacing	\$65.00

1. Select a specific server

2. Click on Tip


Add More Server
Extra
Discount


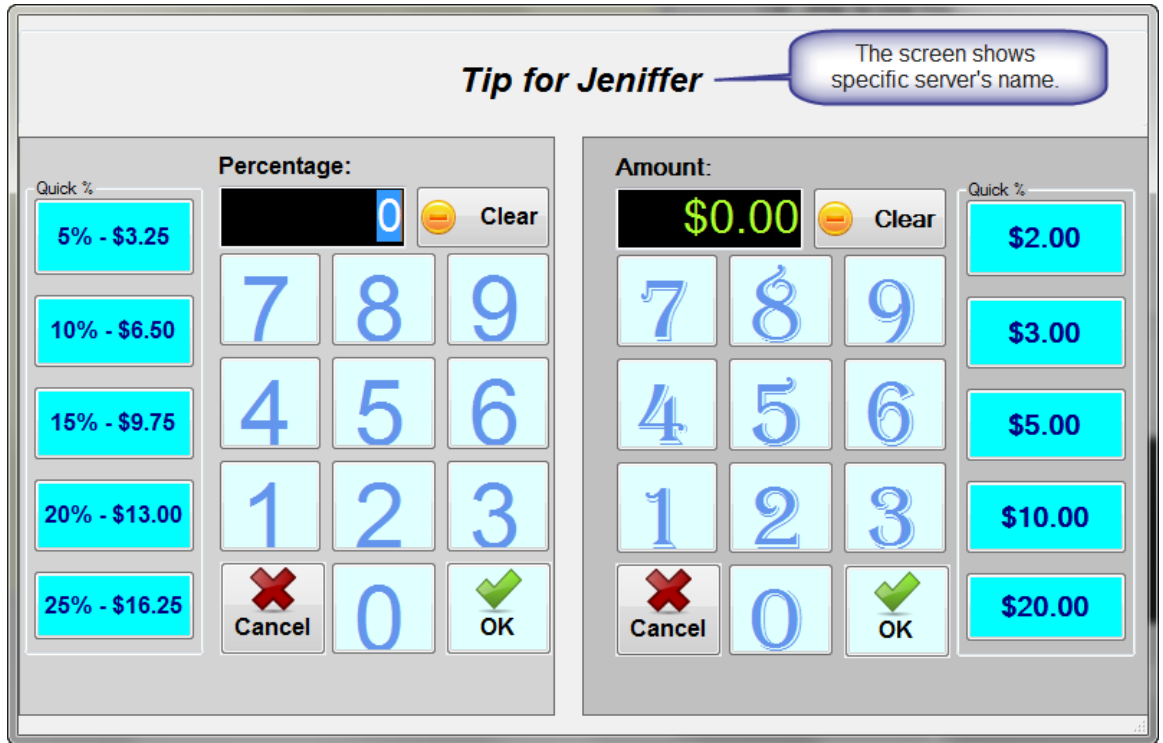
Tax:	\$3.72
Sub Total:	\$110.00
Total:	\$113.72

Advanced Options

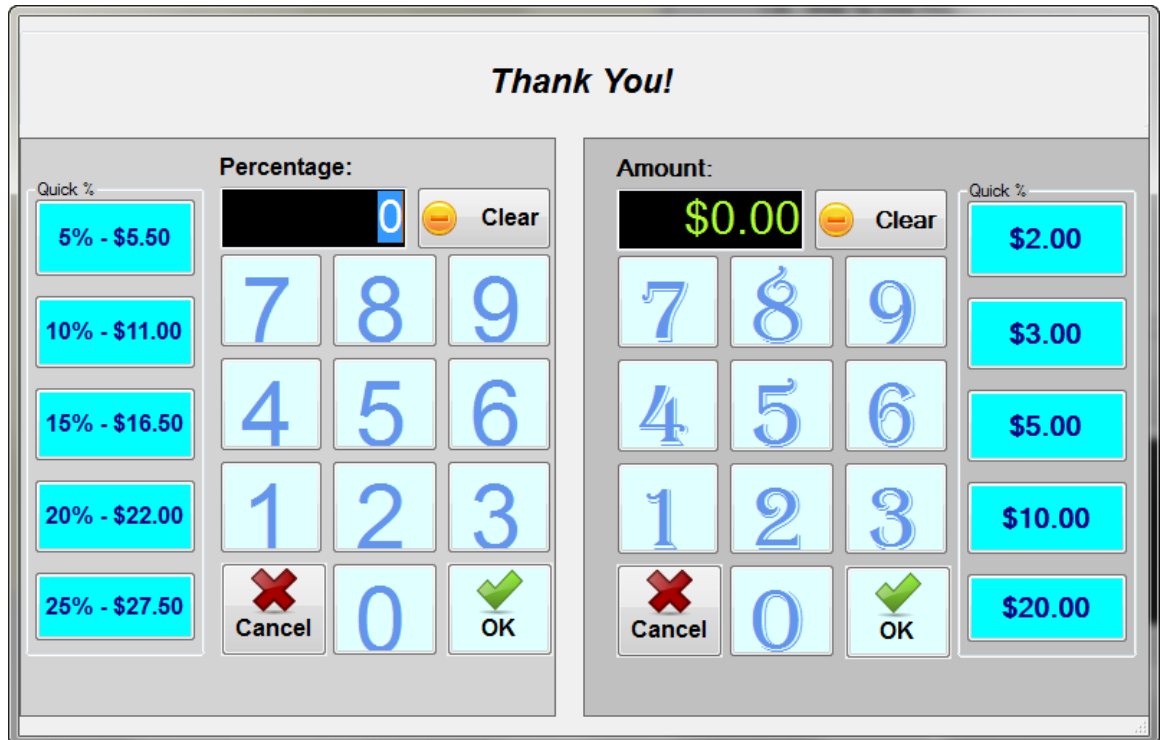
Advanced	Payment Methods	Hold	Recall
Tip	Select Customer	Change Sale Item	General Sale Item

Paid:	\$0.00
Change:	\$0.00

Open Cash Drawer
 **Print**
 **Complete Sale**



- If the tip is given to all the servers based on their percentage of share, that each server is making, then click on "Tip" and use the percentage entry as showed below:



For example: There are 3 servers: server 1, server 2, and server 3 who work together on the same ticket. The server 1 makes \$20.00, server 2 makes \$30.00 and server 3 makes \$50.00 on the ticket. So, all together, it is \$100.00 on that ticket (before tax). If we use this method, and the tip is given as \$20.00. The tip would be divided as follow:

Server 1 makes = $(20 * 100) / 100 = 20\%$ of \$100.00

Server 1's tip = 20% of \$20.00 = \$4.00

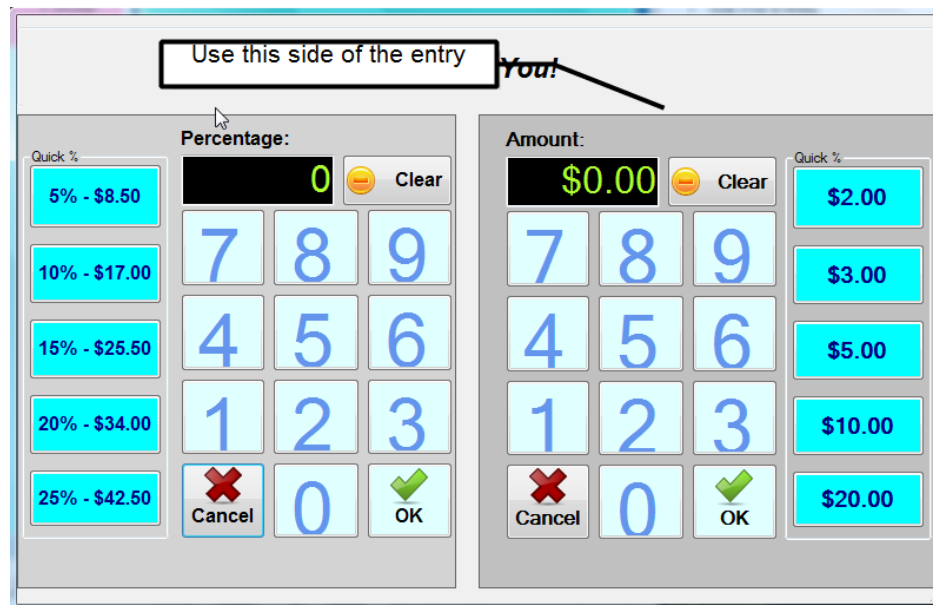
Server 2 makes = $(30 * 100) / 100 = 30\%$ of \$100.00

Server 2's tip = 30% of \$20.00 = \$6.00

Server 3 makes = $(50 * 100) / 100 = 50\%$ of \$100.00

Server 3's tip = 50% of \$20.00 = \$10.00

3. If the tip is given to all the servers without any specific instruction, then click on "tip" and select the "Amount" entry as below:



When you complete the sales, another screen would appear as below, and you can divide the amount of tip for each server with the way you want.

Tip

Total Tip Split Amount: \$20.00

Jeniffer	10.00
Kathy	10.00

1 2 3

4 5 6

7 8 9

0 Clear

OK

Select Customer

Select a customer who is associated to this order. This option would allow you to keep track of customer frequent visits and spending. Also, it would reward the customer points if your system is set up for that as well as reward redemption for that customer when Reward Points payment is used

Change Sale Item

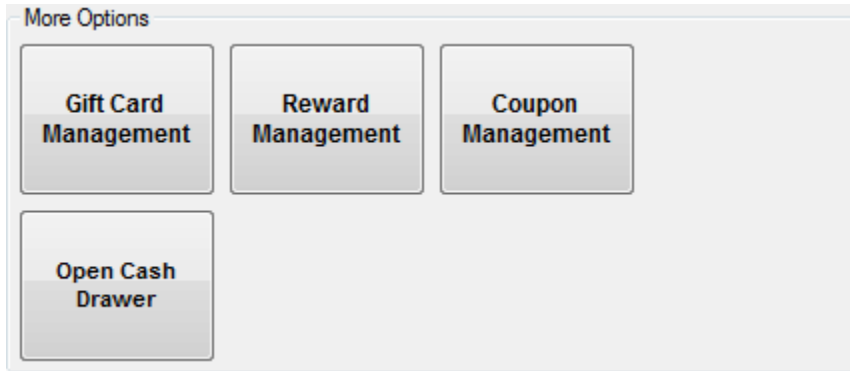
This option allows you to change the service's price on the fly.

General Sale Item

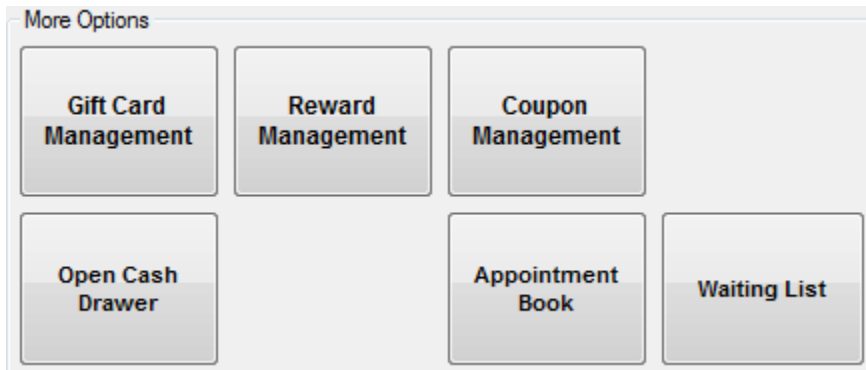
Create a sale item, which is not on the service menu.

More Options

When this button is clicked, the "More Options" box will be appear as shown below:



If you've checked the option "Show Menu before Employee Selections" from "General Setup", then the "More Options" box would look like the one below:



Reward Management: Quickly access to Reward Management.

Gift Card Management: Quickly access to Gift Card Management.

Coupon Management: Quickly access to Coupon Management.

Open Cash Drawer: Simply open the cash drawer.

Appointment Book: Quickly access to Appointment Book.

Waiting List: Quickly access to Waiting List.

Print

Print a receipt for review without complete the sale yet.

Complete Sale

Close out the transaction for this ticket. This button would not be able until the payment has been satisfied.

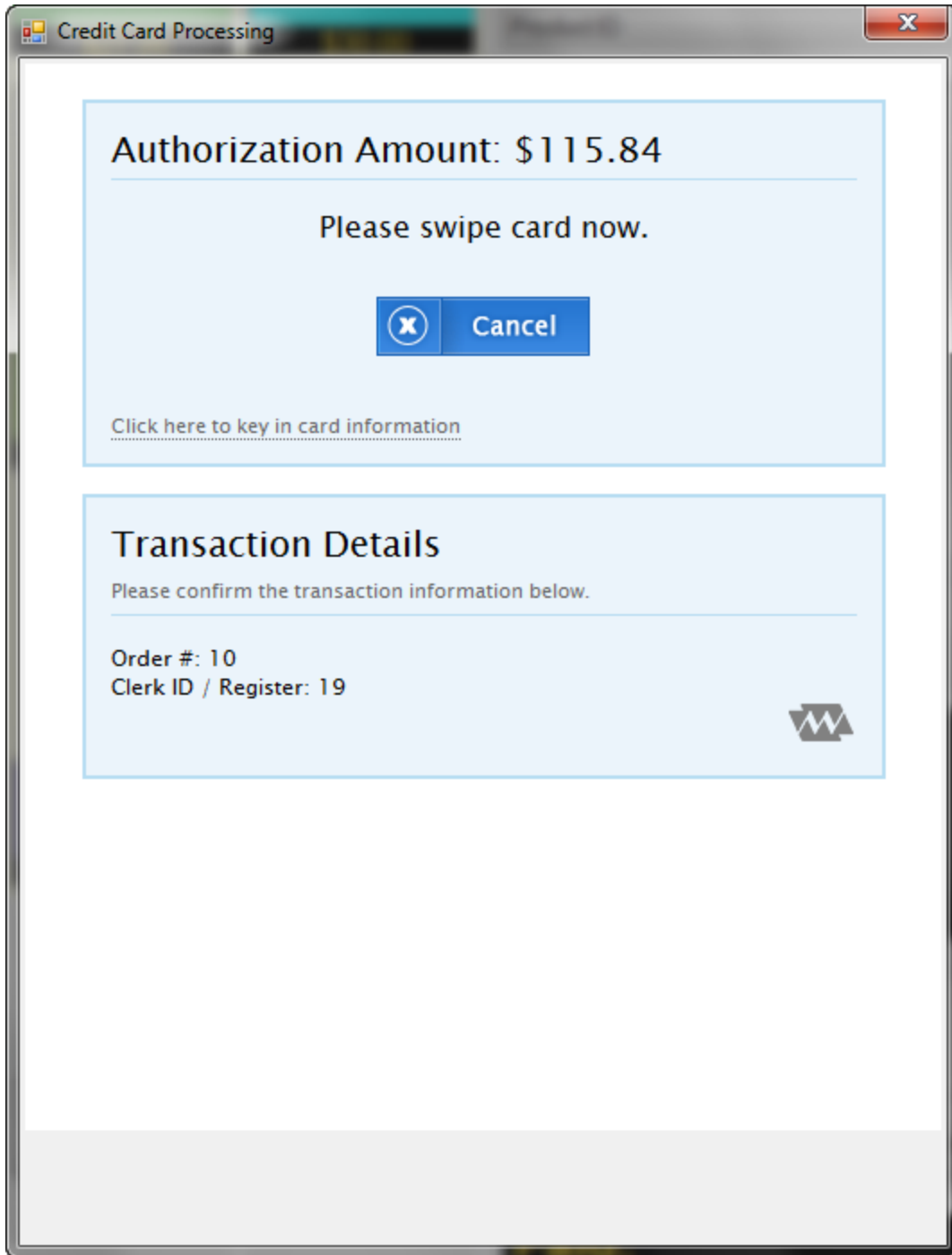
If you use a Merchant Account, you would be able to pick the methods of payment as shown below:

The image shows a 'Settle' payment screen with a blue background. At the top, it displays the total amount to be paid. Below this, there are four rows showing the amount paid for different methods: Credit Card, Cash, Gift Cert., and Check. At the bottom, there are six buttons for selecting a payment method: Cash, Credit Card, ATM/Debit, Gift Card, Check, and Reward Points. A 'Cancel' button is located at the bottom right.

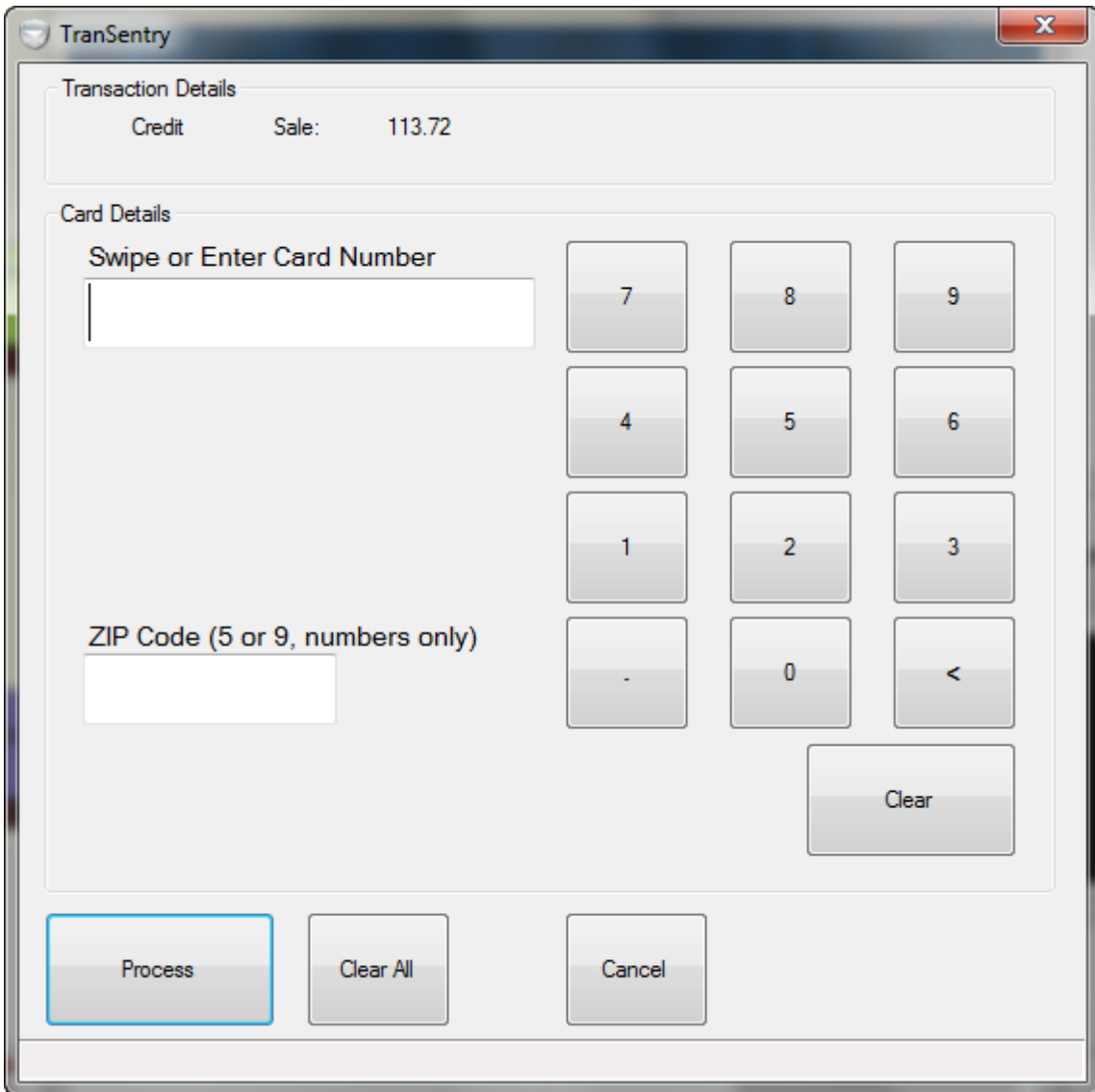
Method	Amount
Total Amount:	\$113.72
Credit Card Paid:	\$0.00
Cash Paid:	\$0.00
Gift Cert. Paid:	\$0.00
Check Paid:	\$0.00

Cash	Credit Card	ATM/Debit
Gift Card	Check	Reward Points
Cancel		

From here, if credit card is chosen and your merchant service is Cayan, then Cayan's Process Secure Payments screen will appear, similar with the one below:



If your merchant service is Mercury, then Mercury's Process Secure Payments screen will appear, similar with the one below:



The image shows a software window titled "TranSentry" with a close button in the top right corner. The window is divided into two main sections: "Transaction Details" and "Card Details".

Transaction Details: This section displays "Credit" and "Sale: 113.72".

Card Details: This section contains a text input field labeled "Swipe or Enter Card Number". To the right of this field is a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, a decimal point, 0, and a left arrow. Below the keypad is a "Clear" button. To the left of the keypad is a text input field labeled "ZIP Code (5 or 9, numbers only)".

At the bottom of the window, there are three buttons: "Process" (highlighted with a blue border), "Clear All", and "Cancel".

If your merchant service is VMS, then VMS Processing screen will appear, similar with the one below:

VMS Processing

Transaction

vms **Credit** **Sale** **\$99.60**

Card Details

Swipe or Enter Card Number

Expiration Date (MMYY)

Card Security Code (CSC)

ZIP Code (5 or 9, numbers only)


7	8	9
4	5	6
1	2	3
Clear	0	<

Process Clear All Cancel

If you checked the option “[Prompt for table assignment when complete sales](#)” in [General Setup](#), then you would see another screen as below:

Table Assignment

Please Enter
Table ID for
Ticket #: 9

 OK

7	8	9
4	5	6
1	2	3

Enter the table ID, where the server works. Sometimes, customers prefer that way for easy server's identification when they come back next time.

The coupon will be printed if you have checked the box "Print Discount Coupon on Receipt" in "General Setup", and when the payment amount exceeds the threshold.

TranPOS Demo
#1 Plaza Mall
1234 SomeStreet st.
Dallas, TX 11111-


Bus. Phone: (972) 555-1212
Fax: (972) 555-1213


Bus. Hours
Mon - Sat 9:00 AM - 9:00 PM
Sun 12:00 PM - 5:00 PM

Printed Date Time: 4/6/2014 5:54:11 PM

Coupon Code/ID: 0225123156
Expiration Date: 5/6/2014
Coupon Value: 20.00% off

Discount on Next Service





The Employee Earning Portion will be printed to show each earning per ticket.

TranPOS Demo	
Earning Portions	
Employee Name: Obama	
Ticket#: 1	
Printed Date Time: 4/6/2014 5:18:23 PM	

1 Solar - P and W (Fill)	\$30.00
Tip	\$5.00
	=====
Total before Tax:	\$35.00
Contract: Fixed with \$600.00	
Earned before this ticket:	\$47.00
Eligible Amount:	\$30.00
Employee Earned:	\$35.00

Setup and Configuration

Employee Profiles

Use this option to manage employees' profiles. You can add, delete, or modify employee's profile.

Nick Name	Active
Owner	Yes
Manager	Yes
Employee	Yes
Bush	Yes
Obama	Yes
Jeniffer	Yes
Kathy	Yes
Kelly	Yes

Employee Management

Nick Name: Obama

Real Name: Obama

Address 1:

Address 2:

City, state, zip:

Phone#: () -

SSN: - - -

Photo File: C:\Program Files (x86)\TranPOS ...

Start Date: Saturday, April 23, 2011 Active

% of Cash Split after Net Amount: 60 %

Treat Tip as Cash

Contract Method

Split 60/40

Fixed Cover: 600

Cover Split: 0 with 60 % over 40 %

Other: 70 % over 30 %

Commission

No Contract

Return to Main Menu Add Delete Save Cancel

The employee's nick name should be unique among all the employees and it is used to appear as servant's name on the Employee Selection or Turn Service screen and on the ticket. If you'd like to use the photo, click on the button "..." next to the "Photo File:" field and select the picture for that employee. In order to use this employee's profile, the "Active" checkbox needs to be checked. Sometimes, the employee was no longer work here, but you still want to keep the profile so that you can run the tax report for this employee at the year end. However, you don't want this employee profile to be selected at the Employee Selection/Turn Service screen, then uncheck the button "Active" to accomplish this.

% of Cash Split after Net Amount: You can change this to the value that would fit your business. This is the percentage value that would be in cash (instead of store's check) after the portion for employee has been calculated in the Payout method.

Treat Tip as Cash: If checked, the tip amount would be included in the cash portion. It is used in the Pay Out.

Contract Method: This is the contract method on how the employee gets pay for his/her works. *This calculation would reflect the actual amount in Payout screen.*

- Split 60/40: The most common method – Employee gets 60 percent of the total earnings (before tax, if applicable), and the employer gets the other 40 percent.
 - For example: if the employee made \$1,000.00 in a week (before tax), then he/she would get \$600.00 and the employer would get \$400.00.
- Fixed Cover: It is covered to a fixed amount, which is set in the box next to it.
 - For example: If the limit is set as \$600.00, then it does not matter how much he/she makes during that pay period, he/she would always get \$600.00.
- Cover Split: It is guarantee that the employee would get the amount set in that box, at the minimum. If the employee makes more than the amount set in that box, the split rule would apply for the portion that is above that amount set.
 - For example: the limit is set to \$600.00 with 60% over 40% and the employee makes \$800.00 in that pay period. Then the employee would get \$720.00 (\$600.00 for the limit plus \$120.00: $\$600 + (\$800 - \$600) \times 0.60 = \720.00)
- Other: For flexible setting based on option 1.
 - For example: if the setting is 70% over 30% and the employee makes \$1,000.00 during that pay period, then he/she would get \$700.00.
- No Contact: there is not a contract calculated for this employee. The employer would have a flexible to calculate his/her own method in the Payout screen.
- Commission: Based on the amount earned. There are 4 levels. The lowest level must start with zero and the last level ending would be the maximum possible allowed.

The screenshot shows the 'Employee Commission' window for 'Kelly'. It features four rows of commission tiers, each with 'Income From' and 'To' input fields and a 'Commission' percentage. A numeric keypad is on the right, and 'Cancel' and 'OK' buttons are at the bottom.

Income From	To	Commission
0.00	300	50.00 %
300.01	500	60.00 %
500.01	700	70.00 %
700.01	9999	75.00 %

To add a new employee profile

Input the name in the nick name field. As you leave this field, the “Add” button will be enabled. You can fill in or change the rest of the information if applicable. Click on “Add” button to add.

To delete an existing employee profile

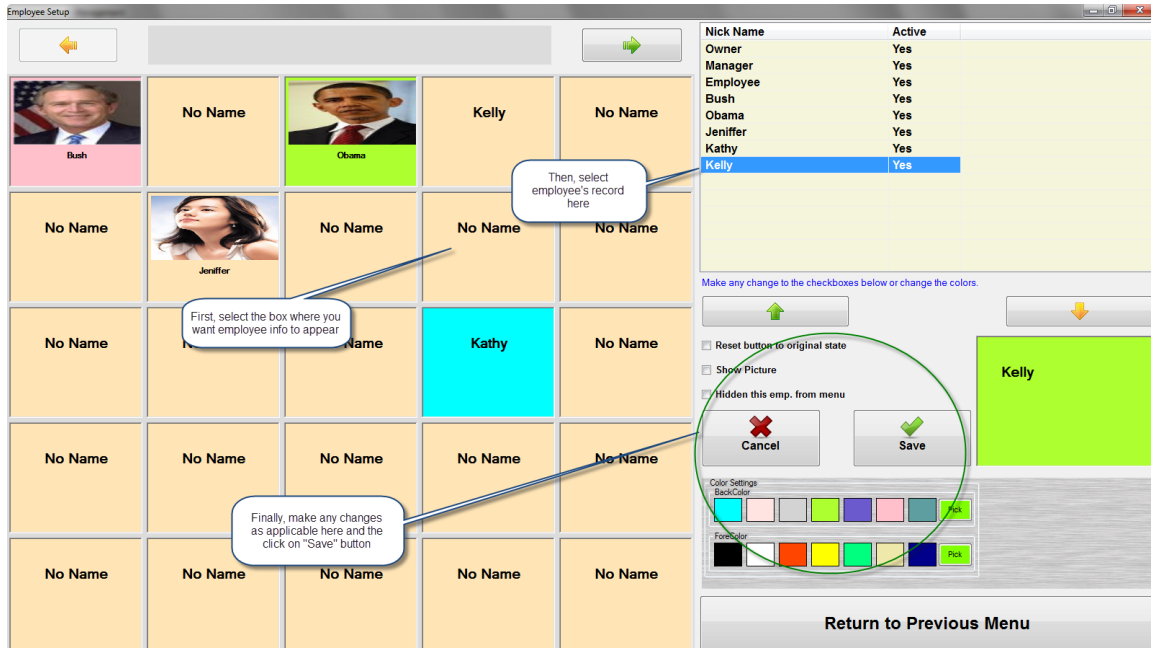
Select the employee record on the left that you want to delete. The “Delete” button will be enabled. Click on “Delete” button to delete. The confirmation screen will appear. Click on “Yes” to confirm, or “No” to cancel.

To modify an existing employee profile

Select the employee record on the left that you want to modify. Make any changes as you see applicable. Then click on “Save” button to save changes.

Setup Employee Menu

From the Main screen, click on “Configuration & Management”, then “[Setup Emp. Menu](#)”. This option allows you to pre-define a set of choices of employees, which will appear on the “[Employee Selection Menu](#)” and “[Turn Service Screen](#)”. Prior to create the ticket, you can select the employee from “[Employee Selection Menu](#)” or “[Turn Service Screen](#)” to service the customer.



Reset button to original state: Remove all employee information assigned to this box (if any) and reset all settings back to the original.

Show Picture: if checked, it will show employee picture assigned from “Employee Profile” on “Employee Selection Menu”.

Hidden this emp. from menu: this option allows you to hide this employee information from the “Employee Selection Menu” temporarily. It is sometimes helpful when an employee is still on the payroll, but temporarily unavailable (vacations, short term leave, etc...) you can check this option so that this information would not appear on the “Employee Selection Menu”, thus preventing from mistaken selected.

Color Settings: Backcolor is for background color and forecolor is for letter color.

- **Add employee information to the menu**
 - a. Select the button on the left where you want the employee information to appear.
 - b. The select the employee record on the right, which you want to associate with the selected button.
 - c. Make any changes on the bottom right area if applicable.
 - d. Click on “Save” to keep the setting.

- **Delete employee information from the menu**
 - a. Select the button on the left with employee information, which you want to delete.
 - b. Check the box of “Reset button to original state”.
 - c. Click on “Save” to delete.

- **Modify employee information from the menu**
 - a. Select the button on the left with employee information, which you want to modify.
 - b. Make any changes on the bottom right area if applicable.
 - c. Click on “Save” to keep the setting.

Setup Service Menu

Setup Service Menu allows you to assign categories and service items, which dictate how each item button appears and behaves on ticketing screen. These include name, price, item image, color settings, tax, and whether the item appears on ticketing screen.

1. Category Setup

The screenshot displays the 'Menu Configuration' interface. On the left, a grid of service items is shown under the heading 'Nails Services'. The items include 'Nails Services', 'Manicure and Pedicure', 'Waxing', 'Facial Treatment', 'Childrens Services', and various nail services like 'Acrylic Nail', 'Solar (Pink White)', 'White Tip (Acr Power)', 'White Tip (Solar Pink)', 'Gel / Silk', 'Acrylic Nail (Fill)', 'Solar - P and W (Fill)', 'Solar Pink Only (Fill)', 'Gel / Silk (Fill)', and repair services. Each item has a price listed below it. On the right, the 'Category and Menu Item Setting' panel is visible, with fields for 'Name', 'Price', and 'Supply Cost'. Below this are checkboxes for 'Hidden', 'Show Price', 'Open Price', 'Show Picture', and 'Turn Bonus'. A 'Picture Location' field is also present. At the bottom, there are 'Cancel' and 'Save' buttons. Callouts 1-4 point to specific UI elements: 1. Click on the existing button to modify or an empty one to create a new category; 2. Type the text for the category button here; 3. Change the color; 4. Save when done.

- Select the Category button on the left box that you wish to work on.
- Make any changes in Category Setting box on the right if applicable.
- You could change Category button background or foreground colors by selecting the buttons on Color Settings box at the bottom of the screen.
- In some stores, the employee has to pay for the supply cost. If Supply Cost box has any value greater than zero, then it would be deducted from the employee's earning from that item.
- Click "Save" to save changes.

2. Menu Item Setup



- a. Select the Category button on the left box that Menu Item would be in.
- b. Select Menu Item button on the middle box.
- c. Make any changes in Menu Item Setting box if applicable. If you'd like an image to appear on the button at Order Entry screen, select an image from navigated button for Picture Location, and then click on Show Picture checkbox. Check the checkbox "Show Price" if you'd like the price to be appeared on the button. "Open Price" option allow you to change the default price at the time of transaction. "Turn Bonus" would not count this item toward amount earned per turn. It is a bonus for technicians. You can set the tax where it is applicable. If you want to integrate the service time with appointment book, you can set up in the tab of "Service Time".
- d. You could change the Menu Item button background and foreground colors by selecting the buttons on Color Settings at the bottom of the screen.
- e. You can select the product from Product List. Please refer to "[Product Management](#)" for more details on setting up the product.
- f. You can select from the Sale Package. Please refer to "[Sale Package Management](#)" for more details on setting up the sale package.
- g. Click "Save" to save changes.

General Setup

From the Main screen, click on “Configuration & Management”, then “General Setup”.

Store Information

This tab allows to you enter your address along with other information such as location, business phone number, business fax number. This information would also appear on the customer’s receipt. Note that you can’t change you store name. When you purchase the license of this software, the key will be sent to you, which will import your store name into this software.

The screenshot displays the 'General Setup' window with the 'Store Info' tab selected. The 'Address Information' section contains the following fields: Store Name (TranPOS Demo), Location (#1 Plaza Mall), Address (1234 SomeStreet st.), City (Dallas), State (TX), Zipcode (11111), Bus. Phone ((972) 555-1212), and Bus. Fax ((972) 555-1213). There are checkboxes for 'Canadian Version' and 'Stretch Image'. A 'Print Logo on Receipt' checkbox is also present, with a dropdown menu showing 'Demo Logo'. At the bottom, there are 'Cancel' and 'Save and Return' buttons.

Canadian Version: This option is for Canadian customer. When checked, the receipt would display the Tax ID and Harmonized Sales Tax (HST) would appear instead of the word “Tax”. Also, there is an additional button “Cash-No HST” would show up on the payment type in [Ticketing Screen](#). When this button is used, HST would not be calculated, and payment tend would be treated as cash.

Print Logo on Receipt: This option would allow you to print the logo on the receipt. If checked, it would also allow you to skip the store name and address on the receipt as well as printing the image as original design or stretch the image to fit the receipt. **This feature is optional with additional charge.**

Tax and Payment

This tab allows you to configure the taxes, method of payment acceptance.

- **Sales Tax**

You can configure up to 3 different tax options. Enter the tax name and its percentage. Note that if you change the percentage, this percentage amount would automatically update the sales tax item amount in Menu Item. Please refer to “[Setup Service Menu](#)” section.

- **Accepting Payment**

The payment method acceptance can be selected or de-selected here. If selected, it will appear on ticketing screen as acceptable method of payment.

Merchant Account

- ***Non-Merchant Account:*** No merchant account is used through this POS. In this case, you need to do the transaction through POS, then take that amount and input into credit card terminal for credit card processing when credit card payment tend is selected.
- ***Cayan:*** If selected, Cayan will be used as the credit card processor. This option requires you to open a merchant account with Cayan.
- ***Mercury*** If selected, Mercury will be used as the credit card processor. This option requires you to open a merchant account with Mercury.
- ***VMS*** If selected, Vietnamese Merchant Services (VMS) will be used as the credit card processor. This option requires you to open a merchant account with VMS.

General

This tab allows you to configure the taxes, method of payment acceptance, and other system options.

- **Station ID**

By default, it is 1. If you have more than one station in the network, then you can assign each station a unique number.

- **Use Full Screen**

When checked, the system will maximize the screen to fit the entire monitor. If uncheck, the default screen resolution is 1024x768.

General Setup

Store Info | Tax and Payment | **General** | Printer | Printing Options | Pole Display | Coupon | Picture Background | Time Clock | Appointment Book | Gift Cards

Station ID: 1

Use Full Screen

System

Play Sound

Use Sub Ticket ID for Each Employee

Each Employee Uses Own Ticket Numbering

Reset Ticket# to 1 on the Next Day

Reset Order# to 1 When Cash-in

Prompt for Printing Receipt Question

Prompt for Table Assignment When Complete Sales

Password when Entering Ticket

Show Language Button

Enable Order Entry when Cash-in

Discount On Owner

Tip would be included in payout

% of Tip paid out as cash: 50

Exit to Main after complete sale or hold ticket

Display customer picture when check out

Enter Password for Each Employee Selection

Show Menu before Employee Selections

Bypass the Main Menu on Start-Up

Show Number of Tickets on Employee Button

Show Amount Make on Employee Button

Round Down Half Dime (Singapore version)

New Week for Contract Starts on

Mon Tues Wed Thurs Fri Sat Sun

When Cash Out Prints Sales:

Payments Tip Categories Menu Items

Order Payments Tax Misc. Emp. Earnings

Time Count on Employee Button

No Up Down 30 minutes



Scan Sale Item by:

Product ID

UPC (Universal Product Code)

SKU (Stock-Keeping Unit)

From Product List

- **SystemPlay Sound**

Play sound when a certain button is clicked. This feature is helpful in a noisy environment.

- **Use Sub Ticket ID for Each Employee**

When checked, each employee will use sub ticket ID as the primary ticket ID.

- **Each Employee Uses Own Ticket Numbering**

When checked, each employee will use their own ticket number, independent with each other. Otherwise, the ticket numbering will be shared among all of the servers, typically in a sequence increased by 1.

- **Reset Ticket# to 1 on the Next Day**

When checked, the ticket numbering will be reset to 1, regardless of the option above.

- **Reset Order# to 1 When Cash-in**

If checked, the Order Number will be reset to 1 every time the Cash-In function is performed.

- **Prompt for Printing Receipt Question**

When checked, the question will be asked when complete the transaction. Then user would have an option on whether to print a receipt.

- **Prompt for table assignment when complete sales**

If checked, it would prompt you to enter table ID when complete the transaction in ticketing screen. This table ID would be printed on the receipt. It is sometimes helpful for the customer to remember from the table/station that the service was performed than to remember servant's name.

- **Password when Entering Ticket**

The password is required when user clicks on "Ticket" button from the main screen, if this option is checked.

- **Show Language Button**

If you would like to hide the language button from the main screen, uncheck this box

- **Enable Order Entry when Cash-in**

For some nails and spa salons, there is no need to utilize the options Cash-In/Cash-Out. Use this option to disable such functionalities. Please refer to the [Cash-In/Cash-Out](#) for details.

- **Discount On Owner**

The owner will cover for any discounts if this option is checked. Otherwise, the employee earning will be deducted the portion for discount. (The employee will take a hit for the discount)

- **Tip would be included in payout**

If checked, the tip will be included in the amount of payout.

- **% of Tip paid out as cash**

The percentage of cash amount to be included in the paid out, the other portion would be paid out as check.

- **Exit to Main after complete sale or hold ticket**

Exit directly to Main menu after complete sale or hold ticket instead of Employee Selection Menu or Turn Service Screen.

- **Display customer picture when check out**

The customer picture will be displayed when check out if this option is checked and the customer picture location is filled in [Customer Database](#).

- **Enter password for Each Employee Selection**

The password will be prompted when employee button is selected for service if this option is checked. Only that employee's password or manager/owner level's password would be accepted.

- **Show Menu before Employee Selections**

When selected, the system will bypass the “Employee Selections” and goes directed to the menu to create the ticket. If this option is used, you can also create the tickets from [Appointment Book](#) and Waiting List.

- **Bypass the Main Menu on Start-Up**

When the application starts, it will bypass the main menu as if the “Ticket” button is clicked.

- **Show Number of Tickets on Employee Button**

If checked, number of tickets for the same day would be displayed on Employee Button in Employee Selection Menu or Turn Service Screen.

- **Show Amount Make on Employee Button**

If checked, the Amount Make for the same day would be displayed on Employee Button in Employee Selection Menu or Turn Service Screen.

- **Round Down Half Dime (Singapore version)**

This option is for Singapore only, where the amount needs to be round down to half a dime.

- **New Week for Contract Starts on**

Select the day of a week where the contract starts. It would be used to calculate the [Pay Out](#).

- **When Cash Out Prints Sales**

Select the reports that will automatically be printed when “Cash Out” function is performed.

- **Time Count on Employee Button**

There are 3 options for this:

No: no time count will be displayed.

Up: Counting time with up direction.

Down: Start counting down from the block set. When the count reaches zero, it will reset to the block set.

- **Scan Sale Item by:**

Select a default option when scan a product for sale in ticketing screen. There are current 4 options as below:

- Product ID
- UPC (Universal Product Code)
- SKU (Stock-Keeping Unit)
- From Product List

Printer

This tab allows you to set up and configure your printer to work with TranPOS software.

General Setup

Store Info | General | **Printer** | Printing Options | Pole Display | Coupon | Picture Background | Time Clock | Appointment Book | Gift Cards | Product | Turn Service | Rewards | Mercury | Email and Notification | Web Interface

Printing Options

Printer For Receipt
Microsoft XPS Document Writer Clear

Have a Cash Drawer Connected to
Please Select a Printer - Test

Open cash drawer for tenders:
 Cash ATM/Debit Credit Card
 Gift Card Personal Check

Cancel Save and Return

Printer for Receipt: drop down box allows you to select the type of printer you are using for printing receipt.

Have Cash Drawer Connected to: Select the printer from the list where cash drawer is connected to. In POS environment, most of cash drawer has a telephone type connector to the receipt printer. Check the applicable for “Open cash drawer for tenders”. Only checked options would cause the cash drawer to open when performing the transaction with those tenders.

Printing Options

General Setup

Store Info | Tax and Payment | General | Printer | **Printing Options** | Pole Display | Coupon | Picture Background | Time Clock | Appointment Book | Gift Cards

Show Preview Send To Printer

Print Employee Receipt When Clocks
 Print Receipt when Making Credit Card Adjustment
 Print Receipt when Placing Ticket On Hold
 Print Barcode when applicable
 Print Sub Ticket ID on Receipt
 Number of decimals printed for quantity: 0
 Number of Copy for Receipt: 1
 Number of Copy for Credit Card Receipt:
 For Merchant: 1
 For Customer: 1
 Print Gratuity/Tip Line on Credit Card Receipt

Number of Copy for Earning Portion: 1
 Print Contract on Earning Portion
 Print Employee Earning after Contract
 Show Gross Earning Only

Receipt Font
 Times New Roman, 9.00 Font Test Reset

Report Font
 Times New Roman, 9.00 Font Test Reset

Custom Header
 Bus. Hours
 Mon - Sat 9:00 AM - 9:00 PM
 Sun 12:00 PM - 5:00 PM

Custom Footer
 Thank you, please come again!

These options permit you to select fonts for receipt and other reports. The receipt header and footer can also be configured here. Header is the text lines that appear on the top of the receipt and footer is the text lines that show up at the bottom of the receipt. Also, there are a few more options to let you control the printing options, which would be explained more details below.

Show Preview: if selected, it will show the receipt on the screen for preview.

Send to Printer: if selected, it will automatically print the receipt when the ticket is completed.

Print Employee Receipt When Clocks: when checked, the receipt will automatically print whenever the employees clock-in or clock-out. Please refer to the [Time Clock and Time Clock Management](#) section.

Print Receipt when Making Credit Card Adjustment: when checked, the receipt will print automatically when the adjustment is made to the credit card transaction, including adjustment for tip, void, and return. Please refer to the section "[Credit Card Adjustment.](#)"

Print Receipt when Placing Ticket On Hold: when checked, the receipt will be printed as soon as the ticket is placed on hold.

Print Barcode when applicable: when checked, the barcode will be printed on the receipt, coupons. Also, it allows you to print the barcode for gift card ID, reward ID and customer number.

Number of decimals printed for quantity: The default is zero. In some businesses, the fraction of the quantity is required.

Number of Copy for Receipt: This option is setting number of copy for receipt to be printed. It can range from zero to five copies.

Number of Copy for Credit Card Receipt (For Merchant): This option is setting number of copy for credit card receipt (Merchant copy) to be printed. It can range from zero to five copies.

Number of Copy for Credit Card Receipt (For Customer): This option is setting number of copy for credit card receipt (Customer copy) to be printed. It can range from zero to five copies.

Number of Copy for Earning Portion: This option is setting number of copy for employee's Earning Portion to be printed. It can range from zero to five copies.

Print Contract on Earning Portion: If checked, the contract method would be showed in Earning Report.

Print Employee Earning after Contract: If checked, the employee earning amount would be showed in Earning Report.

Show Gross Earning Only: if checked, this option would override the previous 2 options, where it would only show the amount of gross earning, tip, and nothing else.

Receipt Font

Font: Click on this button to select font name, font style, and font size for the receipt.

Test: Click on this to test how receipt would look like with the new font.

Reset: This would reset the font back to "Times New Roman" with size 9.

Report Font

Font: Click on this button to select font name, font style, and font size for the reports.

Test: Click on this to test how the report would look like with the new font.

Reset: This would reset the font back to "Times New Roman" with size 9.

Custom Header: Enter text here where you want them to appear on the header of the customer's receipt, after the store address. It is useful to notify customers for your business hours.

Custom Footer: Enter text here where you want them to appear at the bottom of the customer's receipt. It is useful for your advertisement or appreciation of customer's business.

Pole Display

General Setup

Store Info Tax and Payment General Printer Printing Options Pole Display Coupon Picture Background Time Clock Appointment Book Gift Cards

Have a pole display connected to:
COM10 Test

Display Message Continuously
 Display Still Message
 Do Not Display Message

Message to Display
Welcome to TranPOS!

Cancel Save and Return

Check the option “Have a pole display connected to” when you have a pole display attached. Make sure to select the COM dropdown list that is configured for the pole display.

You can choose one of the three options below. This is the message that would display on the pole when the software is started.

Display Message Continuously:

Display Still Message

Do Not Display Message

Message to Display: The message to be displayed in the pole screen.

Coupon

This tab allows you to configure how and when the coupon will be printed.

General Setup

Store Info | Tax and Payment | General | Printer | Printing Options | Pole Display | **Coupon** | Picture Background | Time Clock | Appointment Book | Gift Cards

On Receipt

Print Discount Coupon on Receipt



Coupon Text:

Print only when ticket is above: \$

Expiration Date:

Discount by Percent %

Discount by Fixed Amount \$

On Receipt: This option allows the discount coupon to be printed at the bottom of the receipt.

Print Discount Coupon on Receipt

Use option to turn on or turn off whether the discount coupon would be printed on the receipt. If this option is unchecked, all other options in this box would have no effects.

Coupon Text

The text would appear on discount coupon box. Normally, it would have something like “Discount on Next Service”, “Discount on Next Visit”.

Print only when ticket is above

This is a threshold to trigger the discount coupon to be printed. Sometimes, you don’t want to give out discount coupon to everyone. This is a way to control how coupon is automatically printed when customer’s spending reaches a predefined amount (before tax).

Expiration Date

This is the date that the coupon will be expired. The expiration date would be printed on the coupon, if option other than “None” is selected.

None: No expires

In 30 Days: will print the expiration date that is 30 days from the printed date.

In 60 Days: will print the expiration date that is 60 days from the printed date.

On a Specific Date: When selected, the calendar will appear and any specific date can be picked. This date would be printed on the discount coupon as expiration date.

Pick Number of Days: You can pick any number of days from the printed date that the coupon would be expired. When this option is selected, the box would appear and you can fill in the number of days.

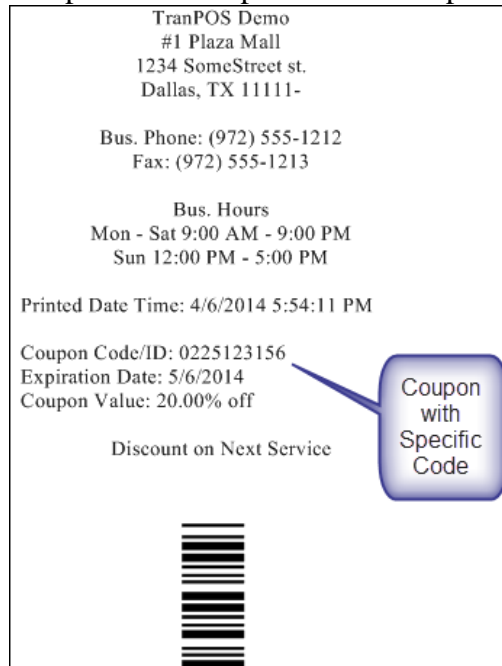
Discount by Percent

If selected, the discount coupon would print the percent that would be discounted. For example, if this option is selected and the value of 20 is entered on the box next to this line, then the discount coupon would print “20% Off”.

Discount by Fixed Amount

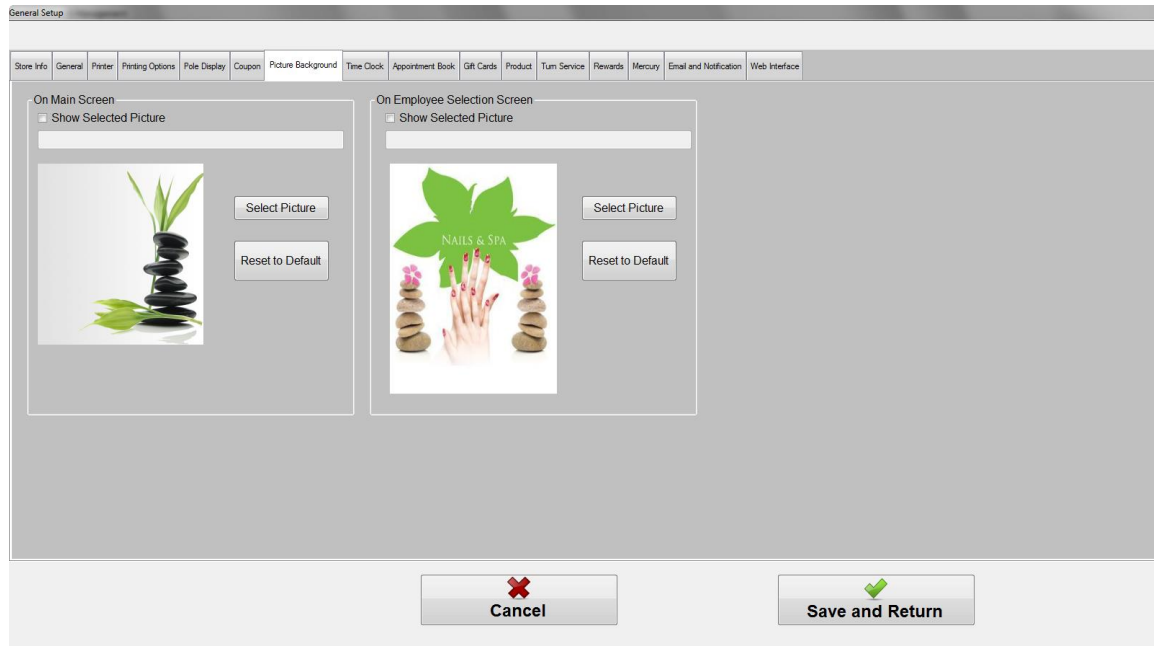
If selected, the discount coupon would print the fixed amount that would be discounted. For example, if this option is selected and the value of 5 is entered on the box next to this line, then the discount coupon would print “\$5.00 Off”.

Sample of the coupon on the receipt is shown below:



Picture Background

This option allows you to change customize the pictures at the main screen and at the employee selection screen.



On Main Screen

When “Show Selected Picture” is checked, the picture that you have chosen will appear on the picture box on the main screen. Otherwise, the default picture will be displayed instead.

Click on the “Select Picture” button and browse through Windows folders and pick out the picture that you want to be displayed.

When “Reset to Default” button is clicked, the default picture will be displayed.

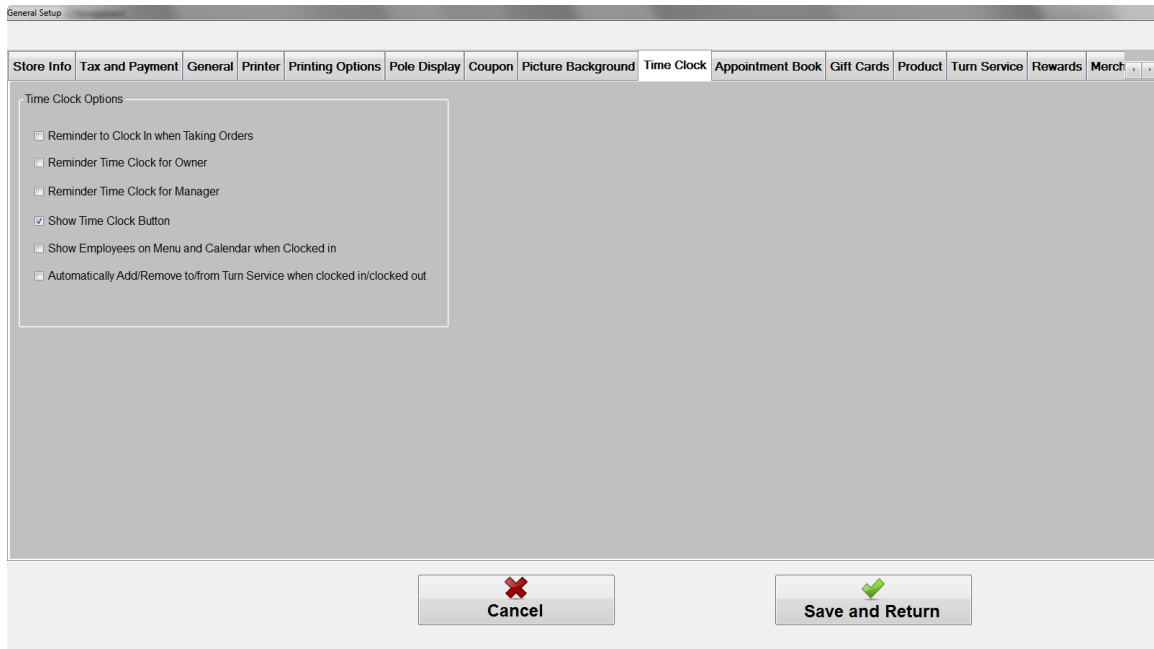
On Employee Selection Screen

When “Show Selected Picture” is checked, the picture that you have chosen will appear on the picture box on the employee selection screen. Otherwise, the default picture will be displayed instead.

Click on the “Select Picture” button and browse through Windows folders and pick out the picture that you want to be displayed.

When “Reset to Default” button is clicked, the default picture will be displayed.

Time Clock



Reminder to Clock In when Taking Orders: if checked, the message's reminder will pop-up when a person is clicking on "Order" (Tickets) button in attempting to create a ticket.

Reminder Time Clock for Owner: if checked, the person with owner's role will be reminded when attempting to take orders (given that the first option in this screen is checked.)

Reminder Time Clock for Manager: if checked, the person with manager's role will be reminded when attempting to take orders (given that the first option in this screen is checked.)

Show Time Clock Button: if your operation does not required an employee to clock in/out, you can hide the "Time Clock" button from the main screen. This option here allows you to do that.

Show Employees on Menu and Calendar when clocked in: When checked, only employees who have clocked in would so on the Employee Selection Menu/Turn Service Screen and Appointment Book.

Automatically Add/Remove to/from Turn Service when clocked in/clocked out: When checked, it would automatically add the employee into the Turn Service queue when clocked in and remove the employee from the Turn Service queue when clocked out. This option would work if the above option and the "[Use Turn Service](#)" option are checked.

Appointment Book

General Setup

Store Info Tax and Payment General Printer Printing Options Pole Display Coupon Picture Background Time Clock Appointment Book Gift Cards

Appointment Book Setting

Business Hour Open: 08:00 AM

Business Hour Close: 09:00 PM

Time Scale in minutes: 30

Default Appointment Time in Minutes: 30

Turn on Reminder when Appointment is Created.

Reminder in minutes: 30

Default Snooze Time in Minutes: 10

Include Customer Name, Phone Number, and Box ID on Appointment Description

Only Display Names in Employee Selection Screen

Number of Employees per Screen: All

Master Schedulers

Turn on Master Scheduler for Reminder

Turn on Master Scheduler for Snooze

Cancel Save and Return

Business Hour Open: The starting hour that will be displayed on the calendar.

Business Hour Close: The closing hour that will be displayed on the calendar. *The appointment can only be created during the business open.*

Time Scale in minutes: a block of time to be displayed in minutes. There are 2 settings: 15 and 30.

Default Appointment Time in Minutes: This is the default time slot in minutes when appointment is created.

Turn on Reminder when Appointment is created: Whether the reminder is turned on automatically when the appointment is created.

Reminder in minutes: The default time in minutes for reminder.

Default Snooze Time in Minutes: The default time in minutes for the snooze. The snooze time will occur right after the first reminder.

Include Customer Name and Phone Number, and Box ID on Appointment Description: If checked, it will display the customer name, phone number, box ID from the customer's database. *In some states, the store has the box for specific customer to keep the supplies for that customer.*

Number of Employees per Screen: Number of employees to be displayed in one screen on the appointment book. It ranges from 5 to 20, or all available employees.

Turn on Master Scheduler for Reminder: This is the main scheduler for the reminder. Turning on or off will have the full control of the master's reminder.

Turn on Master Scheduler for Snooze: This is the main scheduler for the snooze. Turning on or off will have the full control of the master's snooze.

Gift Cards

General Setup

Store Info Tax and Payment General Printer Printing Options Pole Display Coupon Picture Background Time Clock Appointment Book Gift Cards

Gift Card Options

Use Gift Card from this Software

Create the Gift Card ID Manually

Gift Card Prefix:

Gift Card Default Search by:

Last 4 Digits

Full Gift Card ID

Customer First Name

Customer Last Name

Phone Number

Cancel Save and Return

Use Gift Card from this Software: If checked, the gift card from this software will be used when settling. Currently, there are 2 options regarding to Gift Card “Settled” button: One will just to keep track of the settle amount for Gift Card, and another one, is to allow to track gift card sales through this POS.

Create the Gift Card ID Manually: If checked, the Gift Card ID must be entered manually when creating one. Otherwise, it will be create automatically. It might be useful if you already have some gift cards in circulation, turning on this option would allow you to track your gift cards, which have been sold previously.

Gift Card Prefix: when creating the gift card ID automatically, it would use this gift card prefix as part of the gift card ID.

Gift Card Default Search By: Setting the default search option on the Gift Card Management screen. There are currently 5 options as below:

- Last 4 Digits
- Full Gift Card ID
- Customer First Name
- Customer Last Name
- Phone Number

Product

General Setup

Time Clock | Appointment Book | Gift Cards | **Product** | Turn Service | Rewards | Merchant | Email and Notification | Waiting List | Web Interface

Product Options

Create the Product ID Manually

Product Prefix:

Product Default Search by:

- Product ID
- Product Name
- LPC (Universal Product Code)
- SKU (Stock-Keeping Unit)

Cancel Save and Return

Create the Product ID Manually: If checked, Product ID must be entered manually when creating one. Otherwise, it will be create automatically. It might be useful if you already have some inventories elsewhere, and now want to integrate into TranPOS software.

Product Prefix: when creating the Product ID automatically, it would use this Product prefix as part of Product ID.

Product Default Search By: Setting the default search option on the Product Management screen. There are currently 4 options as below:

- Product ID

Product Name
UPC (Universal Product Code)
SKU (Stock-Keeping Unit)

Turn Service

General Setup

Time Clock | Appointment Book | Gift Cards | **Product** | Turn Service | Rewards | Merchant | Email and Notification | Waiting List | Web Interface

Product Options

Create the Product ID Manually

Product Prefix:

Product Default Search by:

- Product ID
- Product Name
- UPC (Universal Product Code)
- SKU (Stock-Keeping Unit)

This section allows you to configure the Turn Service. In some Nails and Spa salon business, Turn Service is used to provide some fairness for all employees for their turns to service. The Turn Service works like a queue, where the first employee enters the Turn will have a chance to provide the service first. Once all of the services satisfy the “Turn Amount Threshold” – meaning this employee makes equal or more money than the amount defined, then this employee would move to the bottom of the Turn and the second employee in Turn would be able to be the next one to provide services.

Use Turn Service Screen: if checked, the Turn Service screen would be used instead of a regular “Employee Selection Screen”.

Force to Enter Password when Making Turn Modifications: This allows only employees with permission to modify the Turns. Please refer to “Security Setting” section for more details.

Allow to Select for Transaction on any Positions: If checked, you can select employee for service/transaction regardless of positions in Turn. By default, only the first employee in Turn would be allowed for service/transaction.

Show Amount per Turn: To display the amount earned in Turn. Once the amount has satisfied, the employee will be moved to the bottom of the Turn, and this amount will be reset to zero.

Check “Save Turn info on Exit” as Default: If you want the option “Save Turn Info on Exit” on Turn Service Screen to be checked as default, the mark this option. That would allow the Turn’s information reloaded automatically when the next time you come back to this screen.

Show Number of Turns: To display the number of turns on employee button.

Turn Order by Number of Turns: The order of employee’s position in the turn will be used to calculate the next position regardless of how many turns other employees have had.

Use Exact Amount for Turn: The exact amount would be used. For example, the “Turn Amount Threshold” is \$35.00, if the employee makes \$70.00 in this turn, then 2 turns would be added to this employee turn count. If this option is not checked, it would be counted as 1 turn, regardless of how much money this employee makes in this turn if it is equal or above \$35.00.

Turn Amount Threshold: The amount defined for each turn.

Days to Delete Turn Logs: The number of days that logs would be cleared.

Supply Cost Deduction per Turn: The amount to be deducted from employee’s earning per turn for the supply cost.

Rewards

Reward feature would allow customers to accumulate points via spending at your store and redeem later for the service. It is very effective to promote your business and keep loyal customers.

General Setup

Time Clock | Appointment Book | Gift Cards | Product | Turn Service | **Rewards** | Merchant | Email and Notification | Waiting List | Web Interface

Reward Options

Use Reward Feature From This Software

Prompt for Reward ID when Completing Transaction

Create Reward ID for Customer Automatically

Use Customer Number for Reward ID

Create the Reward ID Manually

Reward Prefix:

Number of Months to expire (default):

Points Earned per Dollar Spent:

Points for a dollar coupon:

Reward Points to Be Reminded:

Minimum Points to Use:

More Options

Reward Default Search by:

Last 4 Digits

Full Reward ID

Customer Last Name

Customer First Name

Phone Number

Cancel

Save and Return

Use Reward Feature from This Software: If checked, reward feature from this software will be used when settling. Currently, there are 2 options regarding to Reward Points “Settled” button: One will just to keep track of the settle amount for reward, and another one, is to allow to grand points to customers via sales through this POS.

Prompt for Reward ID when Completing Transaction: If checked, the screen to enter the reward ID would appear when completing the transaction. However, if customer name was selected and that customer has the reward ID previously, then the system know the customer to reward points to.

Create Reward ID for Customer Automatically: If checked, the reward ID would be automatically created for a customer, whose name was selected and does not have any reward ID previously.

Create the Reward ID Manually: If checked, the Reward ID must be entered manually when creating one. Otherwise, it will be create automatically.

Reward Prefix: when creating the Reward ID automatically, it would use this Reward prefix as part of the Reward ID.

Number of Months to expire (default): This is the default for number of months to expire when creating a new card. However, you can override this option in Reward Management.

Points Earned per Dollar Spent: Number of Points to be granted per a dollar spent. This setting would work in the conjunction with the option below.

Points for a dollar coupon: Number of points for one dollar to be redeemed. *For example, if we have “Points Earned per Dollar Spent” is 1 and “# Points for a dollar coupon” is 20, when the customer spent \$100 in your store, he/she would have 100 points to redeem for \$5 from the service on a subsequent visit.*

Reward Points to Be Reminded: This option would remind you when a customer name is selected during the transaction, so that you can inform the customer on their redemption.

Minimum Points to Use: To set the minimum points allowable to redeem.

Reward Default Search By: Setting the default search option on the Gift Card Management screen. There are currently 5 options as below:

- Last 4 Digits
- Full Reward ID
- Customer First Name
- Customer Last Name
- Phone Number

Merchant

There would be some specific instructions to set up when you sign up with a merchant.

Email and Notifications

General Setup

Time Clock | Appointment Book | Gift Cards | Product | Turn Service | Rewards | Merchant | **Email and Notification** | Waiting List | Web Interface

Smt (Simple Mail Transfer Protocol) Email Settings

Send Email

Smt Account Type: Other

Smt Host Name:

Port Number: 0

Enable SSL

Sender Email Account:

Send Email Password:

Show Password

Send Notifications to Email:

Notifications

When Cash-In/Cash-Out

When Clock In/Clock Out

When Complete Sale

Automatically Email Summary Report at: 08:30 PM

Smtplib (Simple Mail Transfer Protocol) Email Settings

Send Email: This option is used to turn on/off the email feature.

Smtplib Account Type: Select the account type. There are 3 pre-defined account types with popular providers. However, you can select “Other” if you know your account type besides those 3 types. If you select one of those 3 types, you can skip to “Sender Email Account”.

Smtplib Host Name: Smtplib host name.

Port Number: Port number.

Enable SSL: whether this smtplib uses Secured Socket Layer (SSL)

Sender Email Account: To set

Sender Email Password: To set

Show Password: To set

Send Notifications to Email: To set

Notifications

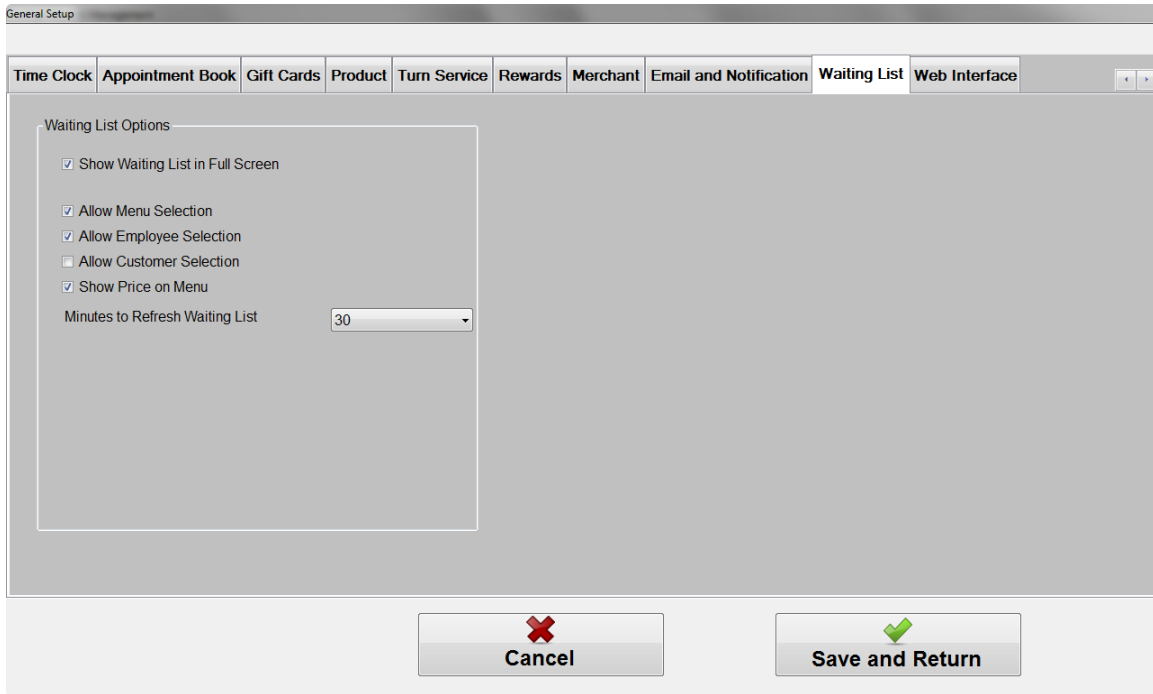
Min: To set

Min: To set

Min: To set

Min: To set

Waiting List



Use Reward Feature from This Software:

Use Reward Feature from This Software:

Use Reward Feature from This Software:

Use Reward Feature from This Software:

Web Interface

General Setup

Store Info General Printer Printing Options Pole Display Coupon Picture Background Time Clock Appointment Book Gift Cards Product Turn Service Rewards Mercury Email and Notification **Web Interface**

Web Interface Settings

Send To Web When Complete Sales


Cancel


Save and Return



Security Setting

From the Main screen, click on “Configuration & Management”, then “Security Setting”. It allows you as an owner to grant or deny access to predefine features within the application.

Security Settings

List More More

	Owner	Manager	Employee
Access to Appointment Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Cash In	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Cash Out	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Credit Card Adjustment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Change Price	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow to change TranPOS System Tray	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow to Clear Order After Hold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Coupon Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Customer Database	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Database Utilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow to Delete Gift Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow to Delete Item after Hold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Employee Earning Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow to Setup Employee Menu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Employee Profiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Security Settings

List More More

	Owner	Manager	Employee
Access to Excel Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to General Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Gift Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Configuration & Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow to Open Cash Drawer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Password Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PayOut	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Pricing Discount Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Product Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Reward Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Sale Package Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow to Setup Service Menu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
This Security Setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Time Clock Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel Save and Return

Security Settings

List More More

	Owner	Manager	Employee
Access to Ticket	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access to Ticket Modification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Time Clock Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Modify Turn Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

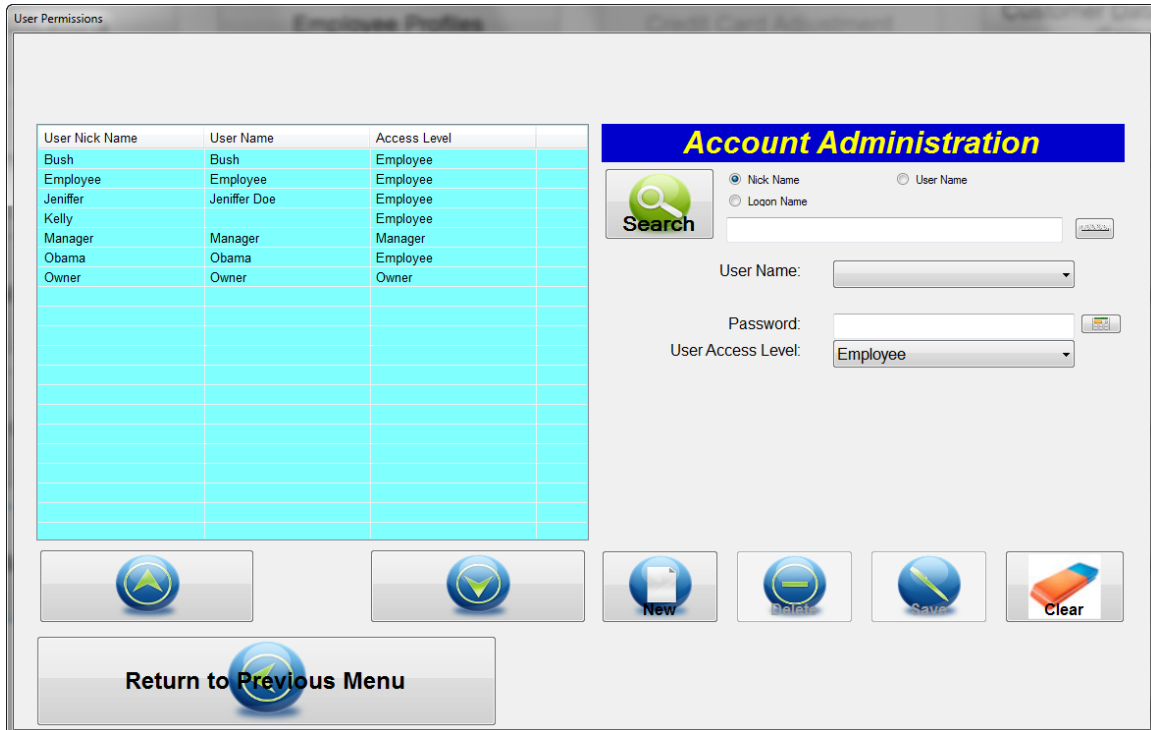
Cancel Save and Return

There are 3 levels of access: Owner, Manager, and Employee. Select appropriate column to enable/disable the features

- Access to “Ticket”
- Access to “Configuration & Management”
- Access to Cash In
- Access to Cash Out
- Access to Ticket Modification
- Access to Employee Profiles
- Access to Setup Employee Menu
- Access to Setup Service Menu
- Reports
- Access to Payout
- Access to General Setup
- This Security Setting
- Access to Password Management
- Database Utilities
- Access to Print Coupon
- Access to Credit Card Adjustment
- Access to Time Clock Management
- Access to Change Price
- Access to Appointment Book
- Access to Customer Database
- Access to Product Management
- Access to Gift Card
- Modify Turn Service
- Access to Pricing Discount Management

Password Management

Use this option to add, delete, or modify password associated to each employee. The system uses the password to identify employee when signed in, thus password must be unique among all employees. The maximum of password's length is 5 characters. Only active employees are showed up on the list to be assigned. There are 3 levels of access: Owner (everything), Manager (some limited access), and employee (very limited access). Please see "Security Settings" section on how to grant each level on access options.



The screenshot displays a software interface for user management. On the left, a table lists users with their nicknames, usernames, and access levels. On the right, a form titled "Account Administration" allows for searching and adding new users. Below the table and form are several action buttons: "New", "Delete", "Save", "Clear", and "Return to Previous Menu".

User Nick Name	User Name	Access Level
Bush	Bush	Employee
Employee	Employee	Employee
Jennifer	Jennifer Doe	Employee
Kelly		Employee
Manager	Manager	Manager
Obama	Obama	Employee
Owner	Owner	Owner

Account Administration

Nick Name User Name

Loqon Name:

User Name:

Password:

User Access Level:

To add a new password for an employee

Enter a new password in the password box, and then select an applicable access level by selecting from the drop down list. Next select the employee's name from the "Assign to" list box. Then click on "Add" button to confirm.

To delete a password for an employee

Select the record you want to delete, and then click on "Delete" button to perform that action.

To modify a password for an employee

Select the account you want to work on, make any modifications as needed, then click on "Save".

Database Utilities



Change Database

This option allows you to change the database location. For example, if you want to have the database on the network, so that multiple stations could share the same database, then use this task to do so. *However, be careful when you use this option, it might cause the application NOT to function correctly if an invalid database location is given.*

Restore Database

This function uses the selected database and restores all the data, including menus, orders, and archives data back to the current database. This function is useful after you do the software upgrades and want to bring the data back for future reporting. This process might take a while, depending on how much the data in the database that you want to bring back.

Import/Export to Microsoft Excel

Import / Export

Import from Microsoft Excel: Select from List

Import from File: [Browse]

Export to Microsoft Excel: Select from List

Export Location: C:\Users\ThienTran\Documents [Browse]

Active Database From: Tuesday, January 17, 2012

Archives Database To: Friday, February 17, 2012

This option allows to import or export the data from and to Microsoft Excel. There are 5 Excel Templates, which locate under My Documents\TranPOSForNails\Import. You can follow those to import data into TranPOS Software. Some of the export functions require date ranges to be selected, along with the database from which the data will be taken from.

Import from Microsoft Excel

- Category
- Menu
- Customers
- Gift Cards
- Products

Export to Microsoft Excel

- Order Payments
- Orders
- Order History
- Payouts
- Credit Card Payments
- Gift Card with Orders

Product Sales
Category
Menu
Customers
Gift Cards
Gift Card History
Products

Load Menu from List

This function allows you to load from some pre-define menus.

Reset Database

This function allows you to set all categories and menus to blank.

Make Backup Database

Backup makes a snapshot of an existing database and save it number different name. In an event of database's failure, you can recover from the snapshot of that database.

Archives Data

The sales records from main tables would be moved to other tables for better performance. Please see "Reports" section on how to run reports from archives tables.

Operations

Cash-In

Cash In

Drawer: 1

\$100.00		\$0.00
\$50.00		\$0.00
\$20.00		\$0.00
\$10.00		\$0.00
\$5.00		\$0.00
\$2.00		\$0.00
\$1.00		\$0.00
\$0.25		\$0.00
\$0.10		\$0.00
\$0.05		\$0.00
\$0.01		\$0.00

Enter Amount:

Cash-In

1	2	3
4	5	6
7	8	9
.	0	Clear

Total: \$0.00

This option allows you to put in cash (for changes) and track how much cash in and out during the operations until Cash-out function is performed. Typically, this function is done at beginning of the day, where you want to put some cash in for changes. The report will be printed for you as a record when you cash in.

Cash-Out

This option allows you to take cash out, normally by the end of the day. The Cashier Liability Report automatically prints out for your record for the period since you cashed in.

Time Clock and Time Clock Management

This function to keep track to time employees spent at work. If you want to leverage this feature with Appointment Book and Employee Selection Menu/Turn Service Menu, then you need to check the option “Show Employees on Menu and Calendar when clocked in”.

Time Clock

The screenshot shows a 'Time Clock Screen' with a blue border. At the top, it displays 'Tuesday, October 18, 2011' in yellow and '6:40:48 PM' in large red digits. Below this, there are several horizontal bars: a cyan bar with 'Owner', a light gray bar with 'Last Activity', and a white bar with 'Regular Clocked Out - 1/1/1900 12:00:00 AM'. At the bottom, there are five buttons: 'Clock In', 'Clock Out', 'Cancel', 'Break Time', and 'Back from Break'. The 'Clock In' and 'Clock Out' buttons are highlighted with a gradient, while the others are plain white with a thin border.

Clock In: Stamp date and time as clock in.

Clock Out: Stamp date and time as clock out.

Break Time: Stamp date and time as break. The break time will be excluded from the report.

Back from Break: Stamp date and time as ending break period.

Time Clock Management

Time Clock Management

From: Tuesday, October 18, 2011 To: Tuesday, October 18, 2011 Refresh

Employee Show Break

Employee Name	Type	Clock In	Clock Out	Modified By	Hours
Owner	REGULAR	Tuesday, October 18, 2011 7:45:42 AM	10/18/2011 11:30:52 AM	Employee	3:45
Employee	BREAK	Tuesday, October 18, 2011 11:30:52 AM	10/18/2011 12:00:30 PM	Employee	0:29
	REGULAR	Tuesday, October 18, 2011 12:00:30 PM	10/18/2011 6:46:08 PM	Employee	6:45

Return

Total Hours: 10:30

This function allows you to view how much time each employee has spent during a certain period.

Appointment Book

Appointment book allows you to book any appointment in advance. It has been built in with functionalities for reminder and snooze. Also, it has been integrated with customer database. You can also select the menu services ahead of time for convenience. If you use the option [“Show Menu before Employee Selections”](#), then you can even create the ticket directly from the appointment book.

Please refer to section [“Appointment Book”](#) for configurations.

Appointment Book

Time	Bush	Jeniffer	Kathy	Kelly	Maria
9:59 AM	Sunday, Jan-04	Sunday, Jan-04	Sunday, Jan-04	Sunday, Jan-04	Sunday, Jan-04
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30		Name: Moly Smith Ph#: 469-555-1212			
1:00				Name: Hilary Clinton Ph#: 972-555-1212	
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					

Calendar: January, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 1/4/2015

Appt Date Time	Customer Name	Customer Phone#	Employee Name
1/4/2015 12:30:00 PM	Moly Smith	469-555-1212	Jeniffer
1/4/2015 1:30:00 PM	Hilary Clinton	972-555-1212	Kelly

Return

Appointment Time

Add Appointment

Employee Name: Jeniffer

Customer Name: Moly Smith

Customer Phone#: 469-555-1212

Box ID:

Description: Brazillian Wax

Color: Custom Color from Service Menu

Start Time: 12:30 PM

End Time: 1:00 PM

Reminder:

Service Item: Brazillian Wax

Selected Service Item:

Add Selected Service Item to Description

OK Cancel

Customer Database

You can access to the customer database in many ways: Through appointment book, order entry, and “Customer Database” button from “Configuration & Management”. The customer database is where it houses customer information. You could also use it to keep track of customer’s preference, thus it would help you to serve your customers better.

Search when typing: when checked, the search would take place immediately as soon as the key is pressed. It filters out all the records matching for first key inputs. You can search by the following information:

- Customer Number
- First Name
- Last Name
- Phone Number
- Box ID

From this screen, you can also print the barcode for customer number. You can also view customer service history, which includes service date, service item and the amount spent.

The screenshot shows the 'Customer Database' application. On the left is a table with columns: Customer#, First Name, Last Name, Phone Number, and Box ID. The table contains three rows of data. On the right is a search panel with a 'Search when typing' checkbox and radio buttons for search criteria: Customer Number (selected), First Name, Last Name, Phone Number, and Box ID. Below the search panel is a detailed view for a selected customer, showing fields for Customer #, First Name, Last Name, Phone#, and Email, along with 'Last Visited' and 'Date Created' timestamps. At the bottom right are buttons for 'Customer Service History', 'Email Campaign', and 'Print Customer #'. The bottom navigation bar includes a 'Return to Previous Menu' button, an 'Add' button, a 'Delete' button, a 'Save' button, and a 'Clear' button.

Customer#	First Name	Last Name	Phone Number	Box ID
123456	Kevin	Tran		
	Molly	Smith	469-555-1212	
	Hilary	Clinton	972-555-1212	

From the Customer Database, you can perform the email campaign to promote your business by any special events or filter out by customers' birthday. Also, you can view any customers with their last visit, then send the email to remind them with your great services and discounts.

You can tailor the email's content for each of the email type to fit your business.

Email Promotion Campaigns

Email Campaigns

	First Name	Last Name	Email	Phone Number	Birthday	Last Visit
<input checked="" type="checkbox"/>	Kevin	Tran			Unknown	12/31/2014 2:37 PM
<input checked="" type="checkbox"/>	Molly	Smith	molly.smith@test.com	459-555-1212	Unknown	1/4/2015
<input checked="" type="checkbox"/>	Hilary	Clinton	hilary.clinton@test.com	972-555-1212	July 04	1/4/2015

Show with Email Only

Show with Phone Number Only

Promotion

Birthday

Last Visit on or before

Send a copy to you for record

Edit Email Text

Email Type: Promotion

Email Subject:

Email Text:

As a valued customer, we'd like to offer you 20% on your next visit within the next 2 weeks from this email's date. Simply show this email when you are checking out.

Thank you for being a great customer!

Gift Cards

Gift Card ID	Value	First Name	Last Name	Phone Number
54321	20.00	Kevin	Tran	
12345	50.00	Hilary	Clinton	972-555-1212

Search

Search when typing

Last 4 Digits Full Gift Card ID
 First Name Last Name
 Phone Number

Gift Card ID:

Expire Date: 1/ 4/2015 Never Expire

Last Purchased Date: 00/00/0000

Last Purchased Value: \$0.00

Last Face Value: \$0.00

Current Face Value: \$0.00

Customer Name:

Phone Number:

Last Date Used: 00/00/2011

New Purchase Value:

New Face Value:

Notes:

Gift Card Usage History:

You can access to the gift cards through “Configuration & Management” or from “Ticket”. On the Gift Card screen, you could create a new gift card, delete the existing one, or change the values of the card. You can link a gift card to a specific customer for tracking and later in conveniently search. You can also print the gift card ID barcode from this screen.

Search when typing: when checked, the search would take place immediately as soon as the key is pressed. It filters out all the records matching for first key inputs. You can search by the following information:

- Last 4 Digits (of the card ID)
- Full Gift Card ID
- First Name
- Last Name
- Phone Number

If you check the box in “Create the Gift Card ID Manually” on “[Gift Card](#)” tab of “[General Setup](#)” screen, the gift card ID box would be grayed out and disable. Once you have entered all the required fields and click on “New”, the new ID would be created automatically. Otherwise, you have to enter this ID by yourself. Some other fields will be explained below:

Never Expire: If checked, this card would never expire. Otherwise, this card will not be accepted when settled.

Current Face Value: This field is for information only and can’t be edited. It shows the current value of this card, which can be used to purchase to that amount.

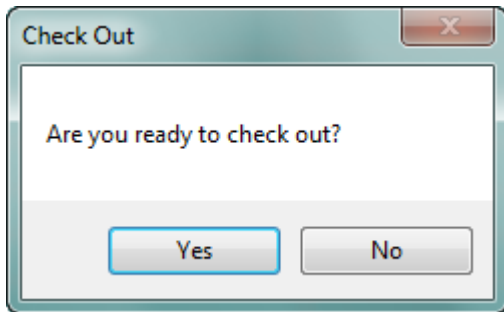
New Purchase Value: This is the value the customer must pay out of the pocket in exchange for the card with face value. Most of the time, the purchase value is the same with face value. However, sometimes you want to have some promotions that give the customers with better deal when purchasing the gift card by having the customers pay less now for better value to be spend later on.

New Face Value: This is the value that can be used to purchase or exchange for the service.

Create a new gift card: Enter the values in New Purchase Value and Face Value boxes and click on “Add” to create a new gift card.

Delete a gift card: Select the gift card ID on the left that you want to delete, and click on “Delete”.

Change the gift card: Select the gift card ID on the left that you want to change, then make any changes for this card and click “Save”. You can use this function to add more money into the gift card.



When you add a new card or change the gift card, the screen will prompt you whether you want to check out. This option would allow you to include more than one transactions in the same ticket. Once you are done with all of the cards, you can click on “Yes” to check out.

Reward Management

Reward Management

Reward Management

Reward ID	Points	Customer First Name	Customer Last Name	Phone Number
123456	1527	Kevin	Tran	
654321	0	Hilary	Clinton	972-555-1212

Search

Last 4 Digits of Reward ID Phone Number Search when typing
 Full Reward ID
 Customer Last Name Customer First Name

Reward ID:

Use Customer Number for Reward ID

Available Points:

Expire Date: Never Expire

Membership Fee:

Member Since: 1/1/1900

Customer Name:

Phone Number:

Last Activity Date: 1/1/1900 Active

Reward Management allows you to give your customer rewards through accumulating reward points, which can be redeemed for services later on.

You can access to Reward Management through “Configuration & Management” or from “Ticket”. On the Reward Management screen, you could create a new reward ID, delete the existing one, or change the values of the reward. Reward Management requires to be link to a specific customer for tracking and later in conveniently search. You can also print the gift card ID barcode from this screen.

Search when typing: when checked, the search would take place immediately as soon as the key is pressed. It filters out all the records matching for first key inputs. You can search by the following information:

- Last 4 Digits of Reward ID
- Phone Number
- Full Reward ID
- Customer Last Name
- Customer First Name

Use Customer Number for Reward ID: if checked, the customer number will be automatically populated for the Reward ID field, when a customer is selected.

Add Points: In general, points would be earned through purchasing the services. However, you can manually add points through this screen.

Expiration: You can set up the expiration if desired.

Membership Fee: You can charge the customer the membership fee if it is applicable.

Reward Earned History: You can view the service date, the amount spent and the services that the customer earned the reward points from.

Reward Redeem History: You can view the service date, the total points used to redeem, and the services that the customer redeemed from.

Sale Package Management

The screenshot displays the 'Sale Package Management' interface. At the top, there is a title bar 'Sale Package Management'. Below it, a table lists existing packages:

Description	Price
Combo Package	\$40.00

To the right of this table is a search bar labeled 'Search' and a 'Package Description' input field. Below the search bar is a table of items available for selection:

Item Description	Price
Deluxe Manicure	\$15.00
Deluxe Spa Pedicure	\$25.00

Below the items table is a form to edit package details:

Package Description:

Package Price:

Item Description:

Item Price:

At the bottom of the interface, there are several buttons: 'New' (with a plus icon), 'Delete' (with a minus icon), 'Modify' (with a pencil icon), and a 'Return to Previous Menu' button.

Sale Package Management allows you to create the Sale Package Bundle for discount if purchase multiple services. For example, if Deluxe Manicure is \$20.00 and Deluxe Spa Pedicure is \$30.00 at regular price, respectively, then you can create a bundle “Combo Package” at \$40.00 in total if the customer purchases both of those services at the same time. Thus give a customer \$10.00 discount if purchase them altogether.

You can access to “Sale Package Management” through “Configuration & Management”. You can create, delete or modify the existing packages.

To create a new one, click on “New”, the give the package description a name. You can select available items on the left and move these items to the right box. At first these items would have their original price, you can highlight these items, and change the item price.

To delete, select the package on the left and click on “Delete”.

To modify, select the package on the left and click on modify or select the package on the left and select the item in the box in the middle, change the item price, and click on “Save”.

You can attach the Sale Package to the menu for easy selection. Please refer to “[Setup Service Menu](#)” for more information.

Coupon Management

The screenshot displays the 'Coupon Manager' interface. On the left, a table lists coupons with columns for 'Coupon Code/ID', 'Discou...', and 'Date Created'. The first entry is 'Mother Day 2014' with a discount of '25.00%' and a creation date of '2014/04/06 17:48:15'. The right panel shows the configuration for this coupon, including 'Coupon Types' (Discount/Ticket), search options, active status, start and end dates, discount type (Amount/Percentage), and a notes field. At the bottom, there are buttons for 'Print', 'New', 'Delete', 'Save', and 'Clear', along with navigation arrows and a 'Return to Previous Menu' button.

Coupon Code/ID	Discou...	Date Created
Mother Day 2014	25.00%	2014/04/06 17:48:15

There are 2 kinds of coupons: Coupon Discount and Coupon Ticket. Both kinds would support for discount by amount or discount by percentage.

Coupon Discount: This kind of coupon is generic that would be able to apply to general population. In other words, anyone who would have the coupon code would be able to use it. The sample of this coupon is Mother Day promotion. You can create this kind of coupon with the code of MotherDay2014 and send that to many resident customer addresses in your area. The customers would come back with that code to take advantage of the discount. You can also set the start date and the end date of the coupon.

Coupon Ticket: This kind of coupon would apply to a specific customer, who have that coupon. Once the coupon has been redeemed, customer would not be able to use it again. This coupon has a unique code and would have an expiry date if desired. Otherwise, it would never expire.

Coupons

Coupon Code/ID	Discou...	Date Created
0000172151	20.00%	2014/04/06 17:18:19
0004916928	20.00%	2014/04/06 17:23:36

Coupon Manager

Coupon Types
 Coupon Discount Coupon Ticket

Search Coupon ID

Coupon ID:

Expire Date: 4/ 6/2014 Never Expire



Redeemed

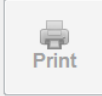
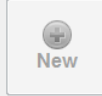
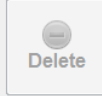

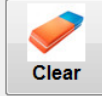
By Amount By Percentage

Coupon Amount:

Notes:

Coupon Usage History

 **Return to Previous Menu** 

 Print  New  Delete  Save  Clear

Product Management

Product Management

Product ID	Product Name	Price	Qty
DEMO001	DEMO001	\$10.99	0.00
DEMO002	DEMO002TST	\$20.99	0.00
DEMO003	DEMO003	\$30.99	3.00
DEMO004	DEMO004	\$40.99	0.00
DEMO005	DEMO005	\$50.99	5.00
DEMO006	DEMO006	\$60.99	5.00
DEMO007	DEMO007	\$70.99	7.00
DEMO008	DEMO008	\$80.99	8.00
DEMO009	DEMO009	\$90.99	9.00
DEMO010	DEMO010	\$100.99	10.00
TST1041	DEMO0011	\$10.99	0.00
TST1042	DEMO0022	\$20.99	2.00
TST1043	DEMO0033	\$30.99	3.00
TST1044	DEMO0044	\$40.99	4.00
TST1045	DEMO0055	\$50.99	5.00
TST1046	DEMO0066	\$60.99	5.00
TST1047	DEMO0077	\$70.99	0.00
TST1048	DEMO0088	\$80.99	6.00
TST1049	DEMO0099	\$90.99	7.00
TST1050	DEMO0100	\$100.99	10.00

Product Management

Product ID Product Name
 UPC SKU

Product ID: DEMO005
Product Name: DEMO005
UPC: UPC005
SKU: SKU005
Unit Current Price: \$50.99 Units In Stock: 5.00
Unit Average Cost: \$45.25
Tax Name: Sales Tax Tax: 8.25%
Last Enter Date: 12/8/2011 9:37:39 PM
Last Date Sold: 1/1/1900 12:00:00 AM

Unit Cost:
Quantity Add:

You can access to the Product through “Configuration & Management”. Here you can create a new product, delete the existing one, modify product information, or quickly add the quantity to the inventory.

Product ID: Product Identification.

Product Name: The name of the product. This name will be displayed on the receipt.

Description: Detail description on the product.

UPC (Universal Product Code): The common 12-digit standard barcode printed on the retail merchandise.

SKU (Stock-Keep Unit): Stock made up code for inventory. You can use any code to identify the product.

Unit Current Price / Unit Sales Price: Current Sale Price.

Units in Stock: Number of units available in stock and ready for sales.

Unit Average Cost: The average cost of the unit. This value is calculated whenever the new quantity is added into stock. The formula below is used to calculated average cost:

$$((\text{Units in Stock} * \text{Unit Cost}) + (\text{Received Quantity} * \text{Received Unit Cost}) / (\text{Units in Stock} + \text{Received Cost}))$$

Tax Name: The name of the tax used.

Tax: Percentage of the tax.

Last Enter Date: The date last time this product was updated.

Last Date Sold: The date last time this product was sold.

Unit Cost: Received Unit Cost.

Quantity Add: Quantity received.

Calculates Unit Average Cost Automatically: If checked, the Unit Average Cost will be calculated automatically. Otherwise, you must enter this value manually in order to maintain accurately of the inventory's value.

New: Create a new record for a product.

Delete: Delete the existing product out of stock.

Modify: Change the information on the product.

Pricing Discount Management

Price Management

Report

Price Discount Management

Discount Description	Start Date
Buy 1 get 10% off; 3 get 15...	1/1/1900
Buy 3 for \$21.00; Buy 5 for \$...	1/1/1900
Buy 1 and get second one h...	1/1/1900
Buy 3 get 1 free; Buy 5 get 2...	1/1/1900
Buy 5 or more get 10% off. ...	12/30/2011
Buy 3 or more and get \$2.00...	2/3/2012

Search

Discount Description:

Discount Type Description: 2. Price Fixed; Example: Buy 5 for \$17.00

Discount Description: Buy 3 for \$21.00; Buy 5 for \$30.

No Schedule Active

Last Modified Date: 2/3/2012

Level 1 Description: Buy 3 for \$21.00

Level 1 Qty - Buy: 3.00 for 21.00 Dollar(s)

Level 2 Description: Buy 5 for \$30.00

Level 2 Qty - Buy: 5.00 for 30.00 Dollar(s)

Return to Previous Menu

This feature allows you to manage your item sale prices for any sales events, or promote your product through discount prices.

There are total 5 different discount types and 3 levels for each type. The discount for each type can have mixed and matched items. That means you can put together any items/products with different pricing for the same discount type. Also, the same items/products can appear in more than one discount at the same time. In this case, the discount type 1 would be applied first, follow by the start date of the schedule (the date closer to today's date would be applied first). In an event of no dates scheduled, then the latest modified date will be applied.

If "No Schedule" is checked, the discount will be on effects as long as the "Active" is checked.

Active: Turn on or off the discount. If checked, the discount is on effects.

New: Create a new discount event.

Delete: Delete an existing one.

Modify: Modify an existing one.

Save: Allows you to quickly manage a few settings for the selected discount, such as start date, end date (or No Schedule), along with Active setting.

Discount Type:

1. Price Off.
Price will be off on the selected quantity. This is by far the most common method for sales promotions. Example: Buy 1 and get 20% off; Buy 3 and get 25% off.

This is the highest priority discount type.

2. Price Fixed.
Discount Price will be fixed. Example: Buy 3 for \$21.00; Buy 5 for \$30.00; Buy 10 for \$50.00.
3. Price Quantity Off.
Price will be off on the next quantity. Example: Buy 1 and get next one 50% off; Buy 3 get 1 free (1 with 100% off).
4. Price Percentage Off.
Price will be off on percentage of the whole selected quantity. Buy 3 or more and get 10% off.
5. Price Amount Off.
Price will be off on the amount of the whole selected quantity. Buy 3 or more and get \$2.00 off each.

Price Discount Levels

There are 3 different levels for price break based on the quantity purchased. The quantity for the next level must be higher than the previous one.

On New/Modify Price Discount screen, you can add an item or a product from the menu list or product list into the list of discount.

Report:

Click on “Report” on top, left to access to the report for discount. There are currently 2 reports available.

All Available Price Discount: These are for all price discounts regardless of their status.

Price Discounts in Effect: Only show price discounts that are currently in effect.

Price Discount - Modify

From Menu List
 From Product List

Item Description	Price
Acrylic Nail	\$25.00
Solar (Pink & White)	\$35.00
White Tip (Acr Power)	\$27.00
White Tip (Solar Pink)	\$30.00
Gel / Silk	\$40.00

Add **Delete**

Save **Cancel**

Discount Type: 3. Price Qty Off; Example: Buy 3 get 1 free (1 with 100% off)
 Discount Description: Buy 1 and get second one half price; Buy 3 get 1 free
 No Schedule Active

Discount Level 1 Discount Level 2 Discount Level 3

Level 1 Description: Buy 1 and get second one half price.

Level 1 Qty - Buy: 1.00

and get 1.00

50.00 % Off

Menu - Price Discount List

Available Items

Item Description	Price
Acrylic Nail (Fill)	\$15.00
Solar - P and W (Fill)	\$30.00
Solar Pink Only (Fill)	\$20.00
Gel / Silk (Fill)	\$30.00
Acrylic (Repair)	\$3.00
Solar (Repair)	\$3.00
Gel (Repair)	\$3.00
Silk (Repair)	\$3.00
Manicure	\$15.00
Deluxe Manicure	\$20.00
Spa Pedicure	\$25.00
Deluxe Spa Pedicure	\$30.00
Mani. and Spa Pedi. Combo	\$40.00
Delx Mani. and Delx Pedi	\$50.00
Extra for Feet	\$5.00
Extra for Hands	\$5.00
Eye Brown	\$10.00
Lip	\$7.00

Already Added Items

Item Description	Price
Acrylic Nail	\$25.00
Solar (Pink & White)	\$35.00
White Tip (Acr Power)	\$27.00
White Tip (Solar Pink)	\$30.00
Gel / Silk	\$40.00

OK **Cancel**

From: Sunday , February 19, 2012

To: Sunday , February 19, 2012

Refresh

Return

Price Discounts Currently in Effect Report

Discount Description	Type ID	Level 1	Off Qty 1	Off Val. 1	Level 2	Off Qty 2	Off Val. 2	Level 3	Off Qty 3	Off Val. 3	Start Date	End Date	Discount Item Desc
Buy 1 get 10% off; 3 get 15% off; 5 get 20% off.	1	1.00	0.00	10.00	3.00	0.00	15.00	5.00	0.00	20.00	1/1/1900	1/1/1900	
Buy 3 for \$21.00; Buy 5 for \$30.	2	3.00	0.00	21.00	5.00	0.00	30.00	0.00	0.00	0.00	1/1/1900	1/1/1900	
Buy 3 get 1 free; Buy 5 get 2 free.	3	3.00	1.00	100.00	5.00	2.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	
	3	3.00	1.00	100.00	5.00	2.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	
	3	3.00	1.00	100.00	5.00	2.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	
Buy 1 and get second one half price; Buy 3 get 1 free	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	Acrylic Nail
	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	Solar (Pink & White)
	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	White Tip (Acr Power)
	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	White Tip (Solar Pink)
Buy 5 or more get 10% off. Buy 10 or more get 20% off.	4	5.00	0.00	10.00	10.00	0.00	20.00	0.00	0.00	0.00	12/30/2011	12/28/2012	

Type ID 1. Price Off; Example: Buy one get 20% off
 Type ID 2. Price Fixed; Example: Buy 5 for \$17.00

Type ID 3. Price Qty Off; Example: Buy 3 get 1 free (1 with 100% off)
 Type ID 4. Price Percent Off; Example: Buy 3 or more get 10% off
 Type ID 5. Price Amount Off; Example: Buy 3 or more get \$2.00 off each

Start Date and End Date = 1/1/1900 - No schedule. If active, the price discount will be in effect.

Ticket Modifications

This option allows you to modify the tickets that have been settled.

The screenshot displays the 'Ticket Modifications' window. At the top, there are date range filters: 'From: Thursday, January 01, 2015' and 'To: Monday, January 05, 2015', along with a 'Refresh' button. Below this is an 'Employee' dropdown menu set to 'All Employees' and a checkbox for 'Show Selected Employee Items Only'. The main area is divided into two tables. The left table lists tickets with columns for 'Ticket#', 'Date', and 'Total'. The right table shows item details with columns for 'Qty', 'Description', 'Price', 'Tax', 'D/E', 'Server Name', and 'Sub Ticket'. At the bottom right, a summary box shows 'Tax: \$2.31', 'Discount/Extra: \$0.00', and 'Total: \$30.31'. A row of buttons is located at the bottom, including 'Void Ticket', 'Change Server by Ticket', 'View Payments', 'Edit Sale Item', 'Delete Sale Item', 'Re-Print Receipt', 'Remove Payment and Place on Tab', 'Delete Ticket' (highlighted in red), 'Change Server by Item', and 'Add Tip'. A 'Return to Previous Menu' button is also present.

Ticket#	Date	Total
0001	2015/01/02 11:26:29	\$47.89
0001	2015/01/04 10:27:27	\$50.00
0002	2015/01/01 14:28:13	\$30.31
0002	2015/01/02 11:27:27	\$133.68
0002	2015/01/04 17:48:54	\$67.12
0003	2015/01/01 14:33:39	\$42.06
0003	2015/01/04 17:49:25	\$35.00
0004	2015/01/01 14:35:56	\$27.06
0005	2015/01/01 14:37:17	\$49.06
0006	2015/01/01 17:37:47	\$169.96

Qty	Description	Price	Tax	D/E	Server Name	Sub Ticket
1.00	Soda (Repair)	3.00	0.25	0.00	Jennifer	1
1.00	Acrylic Nail	25.00	2.06	0.00	Jennifer	1

Tax: \$2.31
Discount/Extra: \$0.00
Total: \$30.31

Buttons: Void Ticket, Change Server by Ticket, View Payments, Edit Sale Item, Delete Sale Item, Re-Print Receipt, Remove Payment and Place on Tab, Delete Ticket, Change Server by Item, Add Tip, Return to Previous Menu

To access to this option from Main Menu, select “Configuration & Management”, then “Ticket Modifications”

The screen will display all the tickets eligible for these tasks. Click on the ticket record on the box in the left, the ticket details will be displayed on the box on the right.

You can filter out the tickets by date range, employee name. Within the same ticket, you can filter out whether for all employees or for a specific one on that ticket.

Void Ticket: Cancel/Delete the ticket

Change Server by Ticket: allows you to re-assign different servant to the ticket.

Re-Print Receipt: Simple re-prints the ticket

Remove Payment and Place on Tab: This function removes the payment, which was used to pay for this order, and place the order back on tab.

View Payments: Allows you view the payments to settle for this ticket.

Delete Ticket: This option would PERMANENTLY delete the ticket and its associated payments out of the system.

If you want to perform on multiple records, click on the first ticket, while pressing down the “Shift” key, click on the last ticket, it would highlight all of the tickets you want, then click on “Void Ticket” or “Delete Ticket”.

Edit Sale Item: allows making changes to the item's details such as quantity, price per item, tax, and other adjustment (discount or extra).

Delete Sale Item: delete the selected sale item.

Change Server by Item: Change the server by specific item.

Add Tip: allows adding tip.

Credit Card Adjustment

This screen allows you to make any adjustments to the settled tickets such as adding tip, void or refund the credit card payment. *These functionalities are applicable if you are using Merchant account to process credit card payments.*

Make Adjustment on the ticket: if checked, any of the 3 functions below would automatically update the original, in addition to make adjustment with the credit card transactions.

Tip Adjust: This function allows you to make the tip adjustment, normally at the end of the day and before the batch has been processed. Simply enter the amount in "Tip Amount" box and click "Tip Adjust" button. Keep in mind that the last action would supersede any previous one.

For example, if you had made one "Tip Adjust" with \$5.00 previously for the same ticket number and now make another one with \$7.00, then the final transaction for this adjustment is \$7.00. The previous \$5.00 adjustment is voided automatically.

Void: This function would void the payment with the full paid amount. Partly amount void is not allowable. If you had made any tip adjustment for this ticket, the original amount on the ticket, plus the tip adjustment would be voided. This function will work when the batch has not been closed. Please consult with Cayan for more information. After the transaction is successful, you will be asked whether to place this ticket back on tab. The order status will be placed back on tab if the answer is yes, otherwise, it would be set to void status. The report will exclude any orders with void status.

Refund: This function would refund the money back to the card holder. Please consult with your merchant for more information. Partly refund is allowable. You can return up to the amount of the original ticket. Keep in mind that the ticket will not be adjusted automatically if partly refund is performed. This function can be done even the batch has been closed.

To perform this function, enter the amount to be refunded on the Amount Box, and click "Refund" button.

If you check the box "[Print Receipt When Making Credit Card Adjustment](#)" in the "Printing Options" in [General Setup](#), then the receipt will be printed when you perform one of the three tasks above.

We are currently integrated with 3 merchants. Depending on your merchant, the adjustment screen might look a bit different. Each of the merchant's credit card adjustment is detailed below:

Cayan

Credit Card Adjustment

Ref Num	Ticket Num	CC Last 4	Amount	Tip Amount	Trans Type	Last Transaction Date/Time
---------	------------	-----------	--------	------------	------------	----------------------------

Credit Card Adjustment

From: Monday , January 05, 2015

To: Monday , January 05, 2015

Show PreAuth Transactions

Search by: Ref Num Ticket Number CC Last 4 Auth Code

Reference Number:
Auth. Code:
Ticket Number:
Credit Card Number:
Credit Card Type:
Amount: \$0.00
Transaction:
Last Transaction Date/Time:
 Make adjustment on the ticket
Tip Amount:

Show PreAuth Transactions: when checked, it only shows the transactions with PreAuth (Pre Authorization). All the transactions that perform on the credit card are PreAuth only. It would remain in that state until you settle it. When not checked, it would show all of the transactions.

You can search for the transactions by one of those 4 keys:

RefNum (Reference Number)

Ticket Number

CC Last 4 (Credit Card Last 4 digits)

Auth Code (Authorization Code)

Whether you perform any tip adjust or not, you must do the “Settle” at the end of the day. “Settle” function would change the status of the transactions from PreAuth to “Settle”, and make them ready for batching.

Depending on your merchant, you might already have automatically batch function in schedule. Please consult your merchant on this topic.

This screen gives you an option to manually batch.

Mercury

Credit Card Adjustment

Ref ...	Tic...	CC...	Amount	Tip A...	Trans ...	Last Transaction Dat...
---------	--------	-------	--------	----------	-----------	-------------------------

Credit Card Adjustment

From: Monday , January 05, 2015
To: Monday , January 05, 2015

Refresh

Search by: Ref Num Ticket Number CC Last 4

Search

Reference Number:
Auth. Code:
Ticket Number:
Credit Card Number:
Credit Card Type:
Amount:
Transaction:
Last Transaction Date/Time:
 Make adjustment on the ticket
Tip Amount:

Return to Previous Menu

Tip Adjust Void Refund Reversal

Batch Summary Batch Clear

You can search for the transactions by one of those 4 keys:

- RefNum (Reference Number)
- Ticket Number
- CC Last 4 (Credit Card Last 4 digits)

Depending on your merchant, you might already have automatically batch function in schedule. Please consult your merchant on this topic.

This screen gives you an option to manually batch. You can review the Batch Summary before taking the “Batch” action.

VMS

Show Auth Only Transactions: when checked, it only shows the transactions with authorization. All the transactions that perform on the credit card are authorization only. It would remain in that state until you settle it. When not checked, it would show all of the transactions.

You can search for the transactions by one of those 4 keys:

- RefNum (Reference Number)
- Ticket Number
- CC Last 4 (Credit Card Last 4 digits)
- Auth Code (Authorization Code)

Whether you perform any tip adjust or not, you must do the “Settle” at the end of the day. “Settle” function would change the status of the transactions from Auth Only to “Settle”, and make them ready for batching.

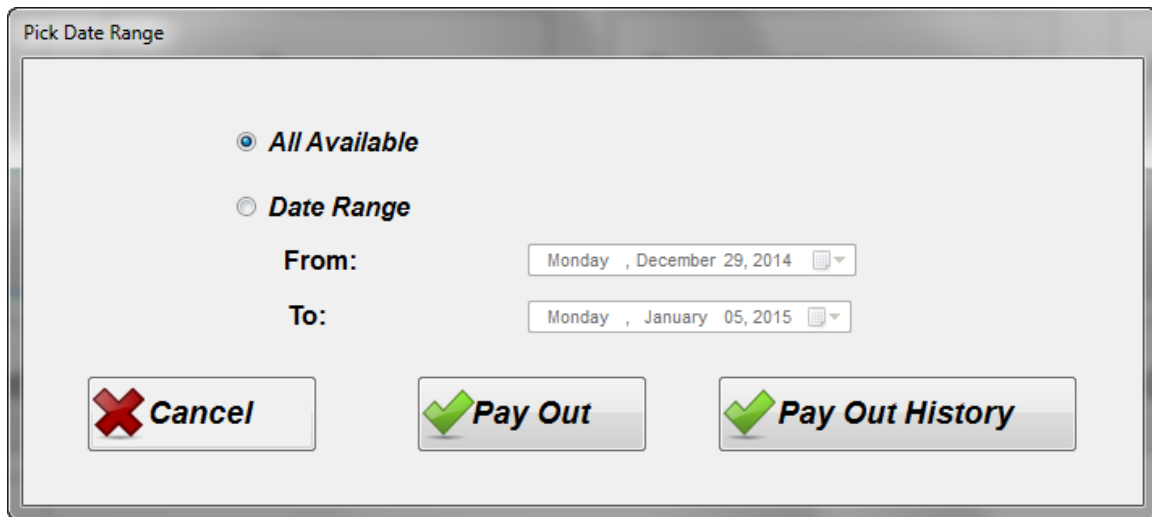
VMS is implementing the automatically batch by schedule. Please consult VMS for more details.

Pay Out

From the Main screen, click on “Configuration & Management”, then “Pay Out”. This option allows you to manage the employee payrolls and keep track of how each employee was paid.

Once the paid out, the information would not appear here again next time you come back. You can select the option with all available or some specific date ranges.

Also, you can choose “Pay Out History” to review or make any changes to the Pay Out that have been done.




Pick Date Range


All Available


Date Range

From: Monday , December 29, 2014

To: Monday , January 05, 2015

 **Cancel**

 **Pay Out**

 **Pay Out History**

One of the great benefits of using TranPOS for Nails & Spa is that it keeps track and handles all the payroll calculations for you. As you come to this screen, you can select the employee’s record on the left that you want to make the “Pay out”. Notice that when you select a record on the left, the payroll information automatically populates on the right. Most of them for information purposes only and can’t be edited, except a few fields.

Pay Out

Pay-Out Period: All

EmpID	Nick Name	Full Name	# of T	Gross Amt.	Tip	Net Amt.
0019	Bush	Bush	2	\$130.00	\$6.67	\$84.67
0021	Jeniffer	Jeniffer Doe	2	\$63.00	\$10.00	\$510.00
0022	Kathy		2	\$122.00	\$6.67	\$92.07
0031	Kelly		5	\$289.00	\$16.66	\$190.06

Name: Bush

Contract Method: Split

Amount Limited Per Contract: \$0.00

Split: 60 40

Gross Amount: \$130.00

Sub-Net Amount: \$78.00

Tip: \$6.67

Tip included in payout

% of Tip Paid-out as Cash: 50

Net Amount: 84.67

0.00

Amount of Customer Blank Checks: Enter Customer Blank Checks' Amounts

Store Check#:

Store Check Amount: 38.43

Cash Amount: 46.24

Return to Previous Menu

Print

Pay Out

The top portion shows the Contract Method, which was configured previously on "[Employee Profile](#)". The other fields would be explained below:

Gross Amount: This is the total amount the employee makes during this period BEFORE any contract method is applied. This amount does not include tip amount the employee has earned.

Sub-net Amount: This is the amount the employee should get based on the contract, BEFORE tip amount.

Tip: This is a tip amount that the employee earns during this period.

Tip included in payout: this item is grayed out and for information purposes only. If you want to change this option, go to "[General Setup](#)" section.

% of Tip Paid-out as Cash: shows the percentage of tip to be paid out as cash. If you want to change this option, go to "[General Setup](#)" section.

Net Amount: Total amount including tip, the employee should get paid. Notice that this field is editable, which gives the owner a flexibility to make any changes as applicable.

Amount of Customer Blank Checks: In some business, the owner uses customer blank checks (The customer checks that leave the field “Pay to the order of” blank) to pay for employees. This field allows you to do that and keep track for the record, all the checks made to the employees.



Edit Customer Blank Checks' Amounts


Check#	Amount
125	120.00
150	100.00

\$220.00

Check#:

Check Amount:

 Add  Delete

 Done

Store check#: The check number from the store makes to the employee.

Store check Amount: The check amount from the store makes to the employee.

Cash Amount: In some business, portion of the payroll amount makes to the employee is in cash. Depending on the formula how to split cash in the “[General Setup](#)”, TranPOS for Nails & Spa automatically calculates this cash amount here.

Click on “Pay Out” to perform this transaction.

Expense Management

From the Main screen, click on “Configuration & Management”, then “Expense Management”. This feature would allow you to keep track of all of expenses and could be used for tax deductions later on. You can add, modify or delete the expense item from here.

Expense Management

Expense Management

From: Monday , January 05, 2015 To: Monday , January 05, 2015 Refresh

Date	Description	Category	Amount
2015-01-05	Phone Bill	Utilities	\$257.00

\$257.00

Date: Monday , January 05, 2015

Description:

Category: Other Edit

Amount:

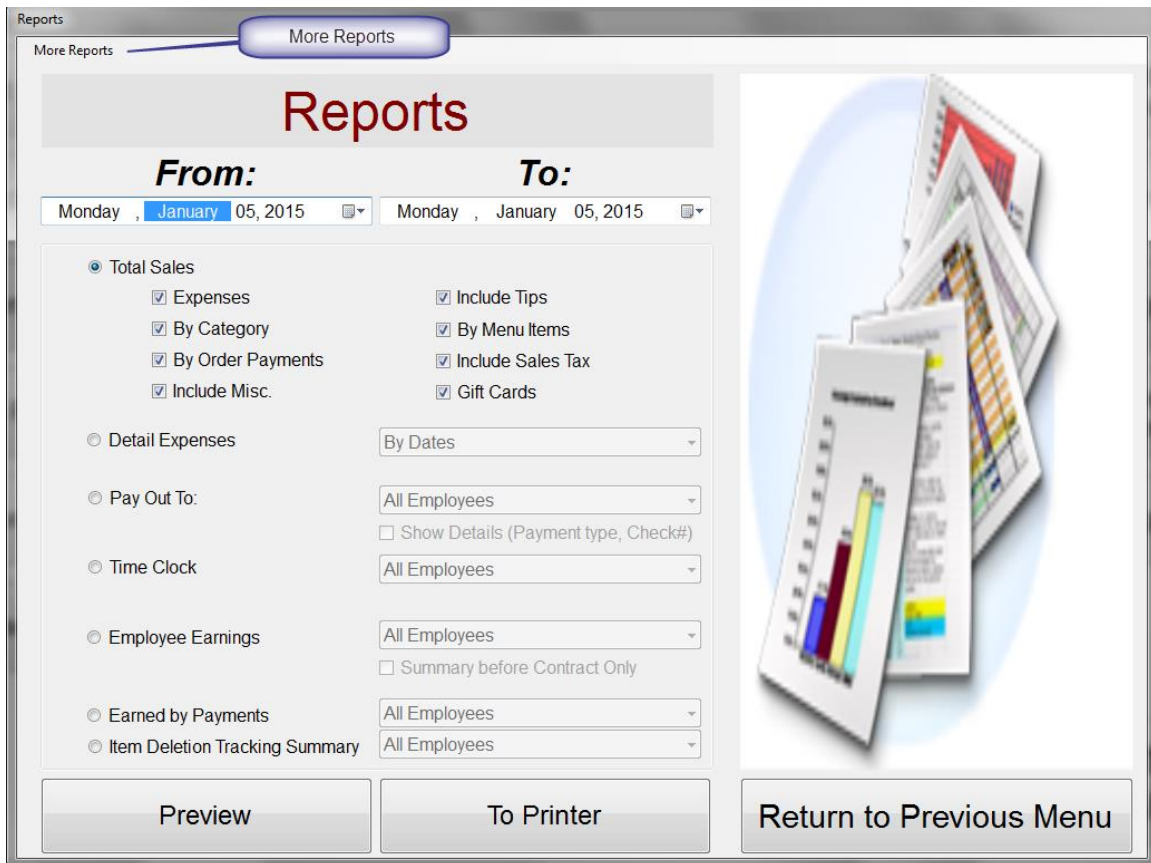
Notes:

Return to Previous Menu Add Save Delete Clear

Reports

There are 2 types of reporting. One is to print out on the receipt printer and another is Crystal Report that can print out to a standard desktop printer. For the later one, you need to down load the 2 files from www.TranPOS.com website and install them on your PC.

Reports for Receipt Printer



Reports

More Reports

Reports

From: Monday , January 05, 2015 **To:** Monday , January 05, 2015

Total Sales

- Expenses
- By Category
- By Order Payments
- Include Misc.
- Include Tips
- By Menu Items
- Include Sales Tax
- Gift Cards

Detail Expenses

Pay Out To:
 Show Details (Payment type, Check#)

Time Clock

Employee Earnings
 Summary before Contract Only

Earned by Payments

Item Deletion Tracking Summary

Preview To Printer Return to Previous Menu

You can get to this report from “Configuration & Management” and then “Reports”.

You can report by date ranges when select the drop down from “From” as start date and “To” as end date. There are quite a few options to pick, which would be explain briefly below:

- ❖ [Total Sales](#)
 - Expenses
Include any expenses recorded during that period.
 - Include Tips

Include summary of tips reported during that period.

- By Category
Include summary of sales for that period by categories.
- By Menu Items
Include summary of sales for that period by order items.
- By Order Payments
Break down by each order with its methods of payment during that period.
- Include Sales Tax
Include sales tax collected during that period.
- Include Misc.
Include summary of discount and/or extra charges during that period.

❖ Detail Expenses

Detail expenses report by dates, categories or description.

❖ Pay Out

This report shows the payroll that has been made. By default, it is for all employees. You can change this by selecting the drop down box with specific employee's name. Check the box "Show Details" if you want the report to include all the details of information on the payroll.

❖ Time Clock

It shows the hours that employees work during that period. It might be useful for payroll purpose. You can select each employee individually or all employees to be reported.

❖ Employee Earnings

It shows employee earnings before and after the contract.

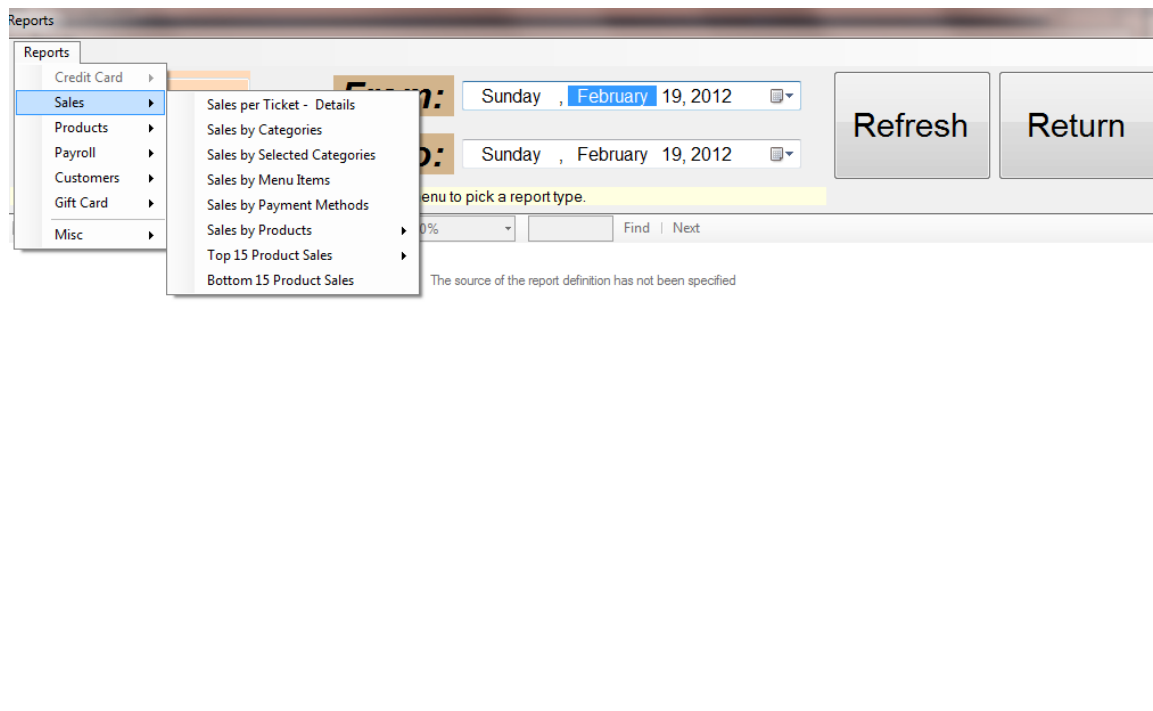
❖ Employee Earnings

It show employee earnings in total, breaking down by the payment methods received.

❖ [Item Deletion Tracking Summary](#)

It shows total of item sales, which were deleted out of the tickets. You can select each employee individually or all employees to be reported.

More Reports



You can access to this report by clicking on option “More Reports”, which is located on the upper-left of the reporting screen.

You can report by date ranges when select the drop down from “From” as start date and “To” as end date. Also, you pick which database the report will take its data from, by selecting either “Active Database” or “Archives Database”. Then select which report you want, and click on “Refresh” button the show the report.

Once the report is shown on the screen, you can click on the icons on the report box to perform some actions such as save, export, or print the report.

- ❖ [Credit Card Summary Report](#) (for Cayan account only)
It shows summary of credit card payments during that period.
- ❖ [Credit Card Detail Report](#) (for Cayan account only)
It shows detail transaction for each credit card payments during that period.
- ❖ [Sales by Payments](#)
The report shows method of payment and its amount for each ticket, breaking down by dates and ticket numbers.
- ❖ [Sales per Ticket Details](#)
It shows the details for each ticket sale with net amount, tip, tax, discount, and extra along with the total for each ticket.
- ❖ [Sales by Categories](#)
It shows the sales amount (before tax) for each category during that period.

- ❖ [Sales by Menu Items](#)
It shows the sales amount (before tax) for each menu item during that period.
- ❖ [Employees Earned by Payment Methods](#)
It shows the amounts that employees earned before tax for items they have performed the services on. It breaks down by the payment methods.
- ❖ [Sales by Products](#)
It shows sales by products, break down by dates. You can pick to sorting, by sales count, sales amount, or profits.
- ❖ [Top 15 Product Sales](#)
It shows the top 15 products that you sell most.
- ❖ [Bottom 15 Product Sales](#)
It shows the slowest 15 products in sales.
- ❖ [Products in Stock](#)
It shows your current inventory.
- ❖ Payment Summary
It shows the summary payrolls for all employees.
- ❖ Payment Details
It shows the detail payrolls.
- ❖ Customer Spend
It shows how much the customer spent during the report period.
- ❖ Customer Visits
It shows how many times the customer visits during the report period.
- ❖ Customer Birthday
It shows the customer birthday, so you can send out any birthday promotion for those customers.
- ❖ [Gift Card Sales](#)
It shows the details of each gift card sales for that period.
- ❖ [Gift Card Redemptions](#)
It shows the details of each card usage.
- ❖ [Gift Card Liability](#)
It shows the details of each gift card with the outstanding value.
- ❖ [Item Deletion Tracking](#)
It shows the details of each menu item deleted by an employee.

Excel Report

This feature require Microsoft Excel to be installed on your machine. It would create a report in Microsoft Excel format.

Excel Report

Excel Reports

Report From

Active database
 Archives database

From: Sunday , December 28, 2014 ▾

To: Monday , January 05, 2015 ▾

- Employee Incomes
- Gift Cards
- Sales by Menu Items
- Sales by Order Payments
- Sales by Payment Methods
- Sales Summary

OK Return

Appendix

Receipt Reports

Total Sales

Your Store Name Here

Total Sales Report

From: 10/23/2011

To: 10/23/2011

Printed Date Time: 10/23/2011 3:12:25 PM

Payment Summary

CASH	\$273.81
ATM	\$0.00
GiftCert	\$74.90
Check	\$0.00
Visa	\$103.70
MasterCard	\$68.85
Amex	\$0.00
Discover	\$67.06
TOTAL:	\$588.32

Tips Summary

TOTAL:	\$0.00
---------------	---------------

Category Sales

Facial Treatment	\$68.00
Nails Services	\$482.57
TOTAL:	\$550.57

Order Items Sales

TIP	\$37.75
Acrylic Nail	\$26.75
Solar (Pink & White)	\$149.80
White Tip (Acr Power)	\$28.89
White Tip (Solar Pink)	\$32.10
Acrylic Nail (Fill)	\$16.05
Solar - P and W (Fill)	\$96.30
Solar Pink Only (Fill)	\$126.26
Acrylic (Repair)	\$6.42
Glycolic Resurfacing	\$68.00
TOTAL:	\$588.32

Sales Tax Summary

Sales Tax	\$31.57
TOTAL:	\$31.57

Misc.

Discount	(\$2.00)
Extra	\$3.00
TOTAL:	\$1.00

Employee Tip

Your Store Name Here

Employee Tip

Printed Date Time: 10/23/2011 3:13:14 PM
Report From Date: 10/23/2011
Report To Date: 10/23/2011

Employee Name: Bush

TIP: \$5.00
\$

Employee Name: Obama

TIP: \$17.75
\$

Employee Name: Kathy

TIP: \$15.00
\$

Total: \$37.75

Item Deletion Tracking Summary

Your Store Name Here

Item Deletion Tracking

Printed Date Time: 10/23/2011 3:13:22 PM
Report From Date: 10/23/2011
Report To Date: 10/23/2011

Jeniffer	\$87.00
Kathy	\$30.00
Owner	\$75.00
TOTAL:	----- \$192.00

Other Reports

Sales by Payments

Your Store Name Here

Sales by Payment Report

Reported From 10/23/2011 to 10/23/2011

<u>Ticket#</u>	Cash	ATM/Debit	Gift Cert.	Check	Visa	MasterCard	Amex	Discover	Total
10/23/2011									
2	\$53.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53.50
5	\$116.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.15
6	\$0.00	\$0.00	\$0.00	\$0.00	\$103.70	\$0.00	\$0.00	\$0.00	\$103.70
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68.85	\$0.00	\$0.00	\$68.85
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.06	\$67.06
9	\$0.00	\$0.00	\$74.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.90
10	\$104.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104.16
	<u>\$273.81</u>	<u>\$0.00</u>	<u>\$74.90</u>	<u>\$0.00</u>	<u>\$103.70</u>	<u>\$68.85</u>	<u>\$0.00</u>	<u>\$67.06</u>	<u>\$588.32</u>
	<u>\$273.81</u>	<u>\$0.00</u>	<u>\$74.90</u>	<u>\$0.00</u>	<u>\$103.70</u>	<u>\$68.85</u>	<u>\$0.00</u>	<u>\$67.06</u>	<u>\$588.32</u>

Sales per Ticket Details

Your Store Name Here

Order Details Report

Reported From 10/23/2011 to 10/23/2011

<u>Ticket Date</u>	<u>Ticket#</u>	<u>Sub Total</u>	<u>Tip</u>	<u>Tax</u>	<u>Discount</u>	<u>Extra</u>	<u>Total</u>
10/23/2011							
10/23/2011 11:09:12AM	2	\$50.00	\$0.00	\$3.50	\$0.00	\$0.00	\$53.50
10/23/2011 12:27:28PM	5	\$112.00	\$0.00	\$3.15	(\$2.00)	\$3.00	\$116.15
10/23/2011 2:51:58PM	6	\$85.00	\$12.75	\$5.95	\$0.00	\$0.00	\$103.70
10/23/2011 2:53:40PM	7	\$55.00	\$10.00	\$3.85	\$0.00	\$0.00	\$68.85
10/23/2011 2:54:25PM	8	\$58.00	\$5.00	\$4.06	\$0.00	\$0.00	\$67.06
10/23/2011 2:56:58PM	9	\$70.00	\$0.00	\$4.90	\$0.00	\$0.00	\$74.90
10/23/2011 3:03:05PM	10	\$88.00	\$5.00	\$6.16	\$0.00	\$0.00	\$99.16
10/23/2011		\$518.00	\$32.75	\$31.57	(\$2.00)	\$3.00	\$583.32
Grand Total:		\$518.00	\$32.75	\$31.57	(\$2.00)	\$3.00	\$583.32

Sales by Categories

Your Store Name Here

Sales by Categories Report

Reported From 10/23/2011 to 10/23/2011

<u>Ticket Date</u>	<u>Category Description</u>	<u>Sale Price</u>
10/23/2011		
10/23/2011	Facial Treatment	\$68.00
10/23/2011	Nails Services	\$451.00
10/23/2011		\$519.00
Grand Total:		\$519.00

Sales by Menu Items

Your Store Name Here

Sales by Menu Items Report

Reported From 10/23/2011 to 10/23/2011

<u>Ticket Date</u>	<u>Menu Item Description</u>	<u>Sale Price</u>
10/23/2011		
10/23/2011	Acrylic (Repair)	\$6.00
10/23/2011	Acrylic Nail	\$25.00
10/23/2011	Acrylic Nail (Fill)	\$15.00
10/23/2011	Glycolic Resurfacing	\$68.00
10/23/2011	Solar - P and W (Fill)	\$90.00
10/23/2011	Solar (Pink & White)	\$140.00
10/23/2011	Solar Pink Only (Fill)	\$118.00
10/23/2011	White Tip (Acr Power)	\$27.00
10/23/2011	White Tip (Solar Pink)	\$30.00
10/23/2011		\$519.00
Grand Total:		\$519.00

Employees Earned by Payment Methods

Your Store Name Here

Employee Earned by Payment Methods Summary

Reported From 10/23/2011 to 10/23/2011

Emp. Name	Number of Tickets	Total Amount Before Tax (incl. Tip)	Cash	ATM	Gift Cert.	Check	Visa	MasterCard	Amex	Discover
Bush	2	\$130.00	60.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00
Jeniffer	2	\$163.00	163.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kathy	2	\$128.00	0.00	0.00	0.00	0.00	0.00	65.00	0.00	63.00
Obama	2	\$135.75	38.00	0.00	0.00	0.00	97.75	0.00	0.00	0.00
Grand Total:										
	<u>8.00</u>	<u>\$556.75</u>	<u>261.00</u>	<u>0.00</u>	<u>70.00</u>	<u>0.00</u>	<u>97.75</u>	<u>65.00</u>	<u>0.00</u>	<u>63.00</u>

Sales by Products

Reports

Report From

Active database

Archives database

From: Saturday , February 11, 2012

To: Friday , February 17, 2012

Refresh

Return

Select the database and date range, then click on Reports menu to pick a report type.

1 of 1 | 100% | Find | Next

Your Store Name Here

Product Sales Report

Reported From 2/11/2012 to 2/17/2012

Sales Date	Product Name	Sales Count	Sales Count %	Sales Amount	Sales Amount %	Profits	Profits %
02/17/2012	DEMO007	3.00	30.00%	\$212.97	36.73%	\$17.22	30.00%
	DEMO003	2.00	20.00%	\$61.98	10.69%	\$11.48	20.00%
	DEMO010	1.00	10.00%	\$100.99	17.42%	\$5.74	10.00%
	DEMO0022	1.00	10.00%	\$20.99	3.62%	\$5.74	10.00%
	DEMO0033	1.00	10.00%	\$30.99	5.34%	\$5.74	10.00%
	DEMO0066	1.00	10.00%	\$60.99	10.52%	\$5.74	10.00%
	DEMO0099	1.00	10.00%	\$90.99	15.69%	\$5.74	10.00%
Total		10.00		\$579.90		\$57.40	
Total		10.00		\$579.90		\$57.40	

2/17/2012 12:39:06 PM 1

Top 15 Product Sales

Reports

Report From

Active database

Archives database

From: Saturday , February 11, 2012

To: Friday , February 17, 2012

Refresh Return

Select the database and date range, then click on Reports menu to pick a report type.

1 of 1 100% Find | Next

Your Store Name Here

Product Top 15 Sales Report

Reported From 2/11/2012 to 2/17/2012

Product Name	Sales Count	Sales Count Pct	Sales Price	Sales Price Pct	Profits	Profits Pct
DEM0007	3.00	30.00%	\$212.97	37.00%	\$17.22	30.00%
DEM0003	2.00	20.00%	\$61.98	11.00%	\$11.48	20.00%
DEM0099	1.00	10.00%	\$90.99	16.00%	\$5.74	10.00%
DEM0066	1.00	10.00%	\$60.99	11.00%	\$5.74	10.00%
DEM0033	1.00	10.00%	\$30.99	5.00%	\$5.74	10.00%
DEM0022	1.00	10.00%	\$20.99	4.00%	\$5.74	10.00%
DEM0010	1.00	10.00%	\$100.99	17.00%	\$5.74	10.00%
Total	10.00		\$579.90		\$57.40	

2/17/2012 12:37:26 PM 1

Bottom 15 Product Sales

Reports

Report From

Active database

Archives database

From: Saturday , February 11, 2012

To: Friday , February 17, 2012

Refresh Return

Select the database and date range, then click on Reports menu to pick a report type.

1 of 1 100% Find | Next

Product Bottom 15 Sales Report

Reported on latest date and time

Product ID	Product Name	Last Date Sold	Qty Sold
TST1041	DEMO0011	12/13/2011 9:50:51 PM	0.00
DEMO002	DEMO002TST	12/9/2011 9:15:52 AM	0.00
DEMO004	DEMO004	12/13/2011 1:29:50 PM	0.00
DEMO005	DEMO005	1/1/1900 12:00:00 AM	0.00
DEMO006	DEMO006	12/9/2011 9:13:00 AM	0.00
DEMO008	DEMO008	1/1/1900 12:00:00 AM	0.00
DEMO001	DEMO001	12/9/2011 9:14:11 AM	0.00
DEMO009	DEMO009	1/1/1900 12:00:00 AM	0.00
TST1050	DEMO0100	1/1/1900 12:00:00 AM	0.00
TST1044	DEMO0044	1/1/1900 12:00:00 AM	0.00
TST1045	DEMO0055	1/1/1900 12:00:00 AM	0.00
TST1047	DEMO0077	12/21/2011 8:51:45 PM	0.00
TST1048	DEMO0088	12/21/2011 9:01:14 PM	0.00
TST1042	DEMO0022	2/17/2012 12:35:54 PM	1.00
TST1043	DEMO0033	2/17/2012 12:35:10 PM	1.00
Total			2.00

2/17/2012 12:38:19 PM 1

Products in Stock

Reports

Report From

Active database

Archives database

From: Monday , January 11, 2010

To: Friday , February 17, 2012

[Refresh](#) [Return](#)

Select the database and date range, then click on Reports menu to pick a report type.

1 of 1 75% Find | Next

Your Store Name Here

Products in Stock Report

Reported From 1/11/2010 to 2/17/2012

Product ID	Product Name	Unit Price	Unit Average Cost	Units In Stock	Product Value
DEH0001	DEH0001	\$10.99	\$5.25	0.00	\$0.00
DEH0002	DEH0002TST	\$20.99	\$15.25	0.00	\$0.00
DEH0003	DEH0003	\$30.99	\$25.25	3.00	\$75.75
DEH0004	DEH0004	\$40.99	\$36.00	0.00	\$0.00
DEH0005	DEH0005	\$50.99	\$45.25	5.00	\$226.25
DEH0006	DEH0006	\$60.99	\$55.25	5.00	\$276.25
DEH0007	DEH0007	\$70.99	\$65.25	7.00	\$456.75
DEH0008	DEH0008	\$80.99	\$75.25	8.00	\$602.00
DEH0009	DEH0009	\$90.99	\$85.25	9.00	\$767.25
DEH0010	DEH0010	\$100.99	\$95.25	10.00	\$952.50
TST1041	DEH00011	\$10.99	\$5.25	0.00	\$0.00
TST1042	DEH00022	\$20.99	\$15.25	2.00	\$30.50
TST1043	DEH00033	\$30.99	\$25.25	3.00	\$75.75
TST1044	DEH00044	\$40.99	\$35.25	4.00	\$141.00
TST1045	DEH00055	\$50.99	\$45.25	5.00	\$226.25
TST1046	DEH00066	\$60.99	\$55.25	5.00	\$276.25
TST1047	DEH00077	\$70.99	\$65.25	0.00	\$0.00
TST1048	DEH00088	\$80.99	\$75.25	6.00	\$451.50
TST1049	DEH00099	\$90.99	\$85.25	7.00	\$596.75
TST1050	DEH00100	\$100.99	\$95.25	10.00	\$952.50
Total		\$1119.80	\$1003.75	89.00	\$6107.25

2/17/2012 12:27:04 PM 1

Gift Card Sales

Your Store Name Here

Gift Card Sales Report

Reported From 9/1/2011 to 9/18/2011

Gift Card Sales by Date



Purchased Date	Gift Card ID	Purchased Value	Face Value
9/18/2011			
9/18/2011	DEMO1000	20.00	25.00
9/18/2011	DEMO1001	20.00	25.00
9/18/2011	DEMO1002	30.00	35.00
9/18/2011	DEMO1003	30.00	35.00
9/18/2011	DEMO1004	45.00	50.00
9/18/2011	DEMO1005	20.00	20.00
9/18/2011	DEMO1006	20.00	20.00
9/18/2011	DEMO1007	20.00	20.00
9/18/2011	DEMO1008	20.00	20.00
9/18/2011	DEMO1009	20.00	20.00
9/18/2011	DEMO1010	30.00	30.00
9/18/2011	DEMO1011	30.00	30.00
9/18/2011	DEMO1012	30.00	30.00
9/18/2011	DEMO1013	30.00	30.00
9/18/2011	DEMO1014	30.00	30.00
9/18/2011	DEMO1015	50.00	50.00
9/18/2011	DEMO1016	45.00	45.00
9/18/2011	DEMO1017	45.00	45.00
9/18/2011	DEMO1018	221.00	221.00
9/18/2011	DEMO1019	221.00	221.00
9/18/2011		977.00	1,002.00
Grand Total:		977.00	1,002.00

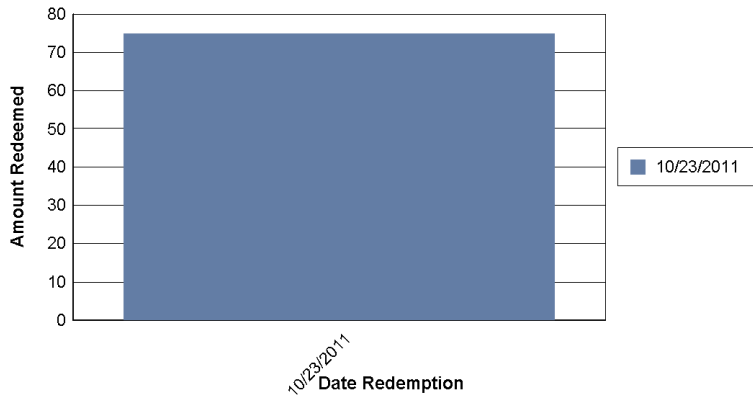
Gift Card Redemptions

Your Store Name Here

Gift Card Redemption Report

Reported From 10/23/2011 to 10/23/2011

Gift Card Redemption by Date



Redeemed Date	Gift Card ID	Redeemed Amount
10/23/2011		
10/23/2011	Demo1020	74.90
10/23/2011		74.90
Grand Total:		74.90

Gift Card Liability

Your Store Name Here

Gift Card Liability Report

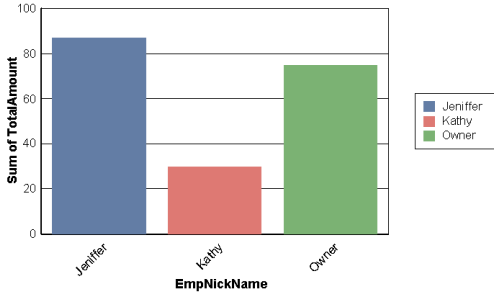
Gift Card ID	Current Value
DEMO1005	0.00
DEMO1006	0.00
DEMO1007	0.00
DEMO1008	0.00
DEMO1009	0.00
DEMO1011	45.00
DEMO1012	0.00
DEMO1013	14.69
DEMO1014	50.00
DEMO1015	0.00
DEMO1017	70.00
DEMO1018	23.00
DEMO1019	103.90
DEMO1020	142.30
DEMO1031	30.00
DEMO1032	55.55
Grand Total:	534.44

Item Deletion Tracking

Your Store Name Here Item Deletion Tracking Report

Reported From 10/23/2011 to 10/23/2011

Sum of TotalAmount / EmpNickName



Employee Name	Delete Date	Order#	Qty	Item Description	Amount	Action*
Jennifer						
10/23/2011						
Jennifer	10/23/2011 12:10:10PM	4	1	White Tip (Acr Power)	\$27.00	DI
Jennifer	10/23/2011 12:10:11PM	4	1	White Tip (Solar Pink)	\$30.00	DO
Jennifer	10/23/2011 12:10:11PM	4	1	Gel / Silk (Fill)	\$30.00	DO
					3.00	\$87.00
					3.00	\$87.00
Kathy						
10/23/2011						
Kathy	10/23/2011 2:52:58PM	7	1	Gel / Silk (Fill)	\$30.00	DI
					1.00	\$30.00
					1.00	\$30.00

* DO: Delete Order
* DI: Delete Item

10/23/20