

NAIL SALON POS USER GUIDE (PICTURES)

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 - iii. Setup Inventory
 - iv. Setup Discount
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PART I: SETUP BEFORE USE

Chapter i: Download App

1. Using Owner Password
2. Click "More tool" then click option on the left corner (3 lines)
3. Click "Service plan"
4. Click Change Plan (Register Lite 9.95/month per device)
5. Click back to come back App More Tools
6. Click Search Nail salon POS.
7. Click Connect
8. Click Download
9. Click Open


Chapter ii: SETUP EMPLOYEE

ID	Name	Email	Role
15	test minh	"Minh"	Employee
2	tran	"Z"	Employee
2	Tran	"Mark"	Manager
3	Karen	"K"	Employee
4	Rachel	"R"	Employee
5	Bach	"B"	Employee
6	Sally	"S"	Employee
7	Tim	"T"	Employee

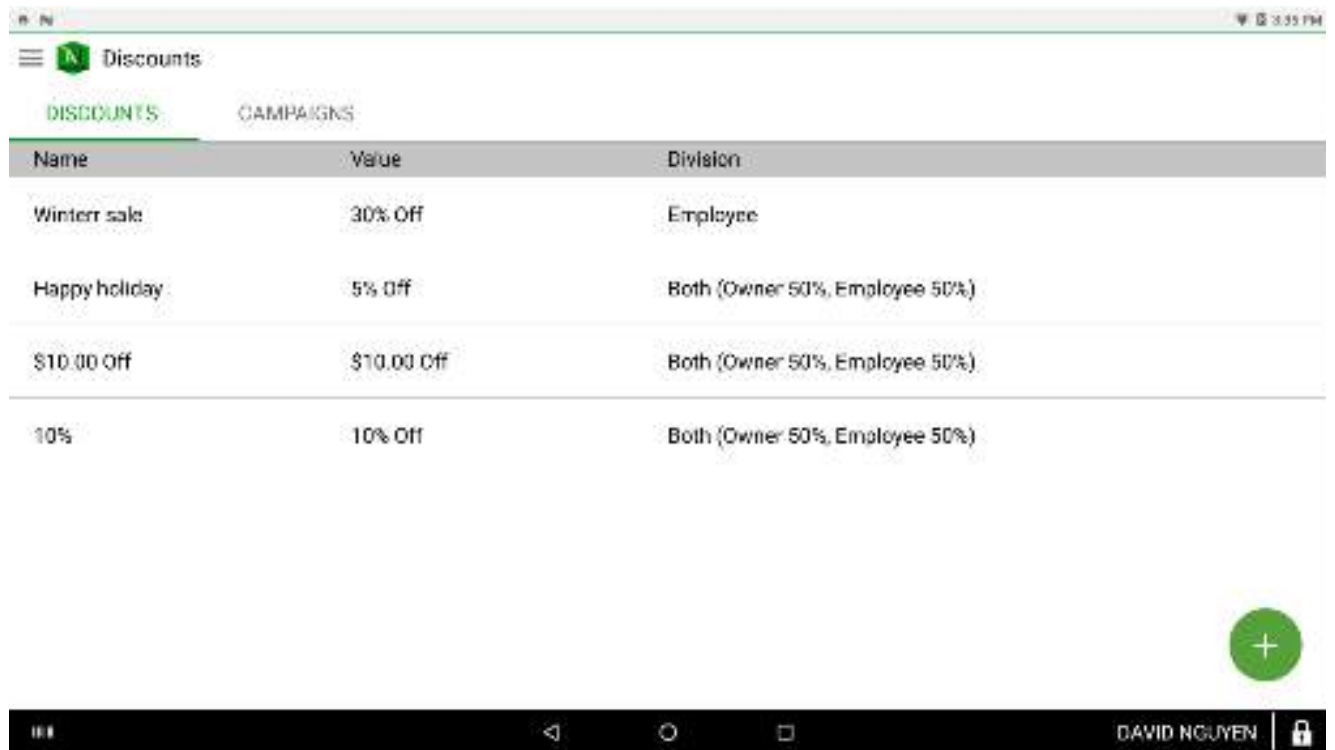
1. Click 3 lines on the Left corner.
2. Click Employees
3. Click "plus" green button.
4. Put the employee's information.
5. Save

Chapter iii: Setup Inventory

	Name	Product Code	SKU	Price	Quantity
Items	ACRYLIC REMOVAL			\$10.00	
Categories	BACK			\$75.24	
Modifiers	BIG TOES			\$7.00	
Labels	BIG TOES FILING			\$5.00	
	bingo11			\$6.66	
	Black			\$100.00	
	BUFF SHINE			\$5.00	
	CHEST			\$30.00	

1. Click **Inventory**.
2. On the Items tab, click Add New Item.
3. Click each entry field and add basic details. ...
4. Add optional item details by clicking Edit  for each one.
5. When you are done, click Save.

Chapter iv: Setup Discount



The screenshot shows a mobile application interface for 'Discounts'. At the top, there is a header with a hamburger menu icon, a green 'A' logo, and the text 'Discounts'. Below the header, there are two tabs: 'DISCOUNTS' (highlighted in green) and 'CAMPAIGNS'. The main content is a table with three columns: 'Name', 'Value', and 'Division'. The table contains four rows of data. At the bottom right of the table area, there is a green circular button with a white plus sign. At the very bottom of the screen, there is a black navigation bar with three icons (back, home, recent apps) and the text 'DAVID NGUYEN' next to a lock icon.

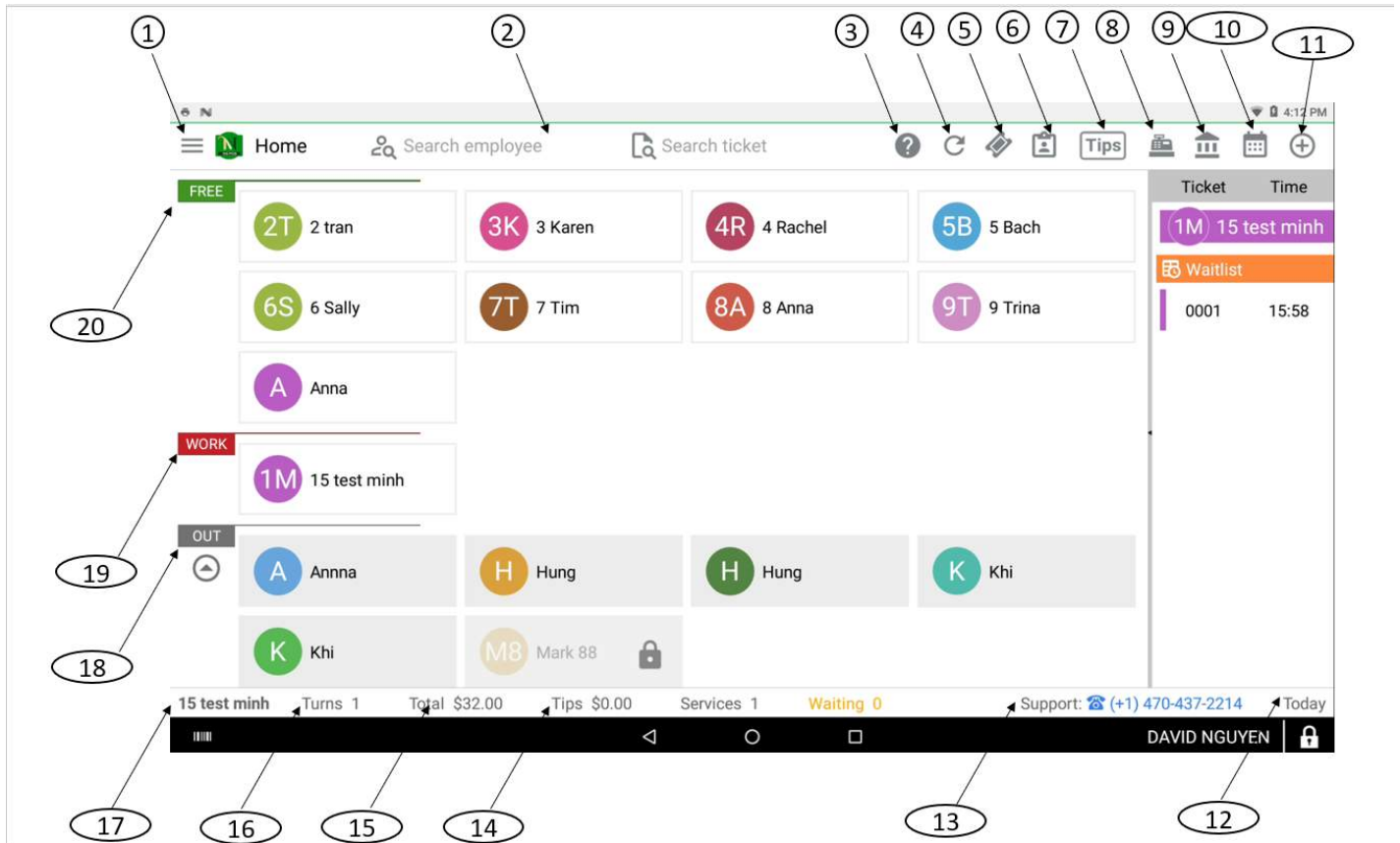
Name	Value	Division
Winter sale	30% Off	Employee
Happy holiday	5% Off	Both (Owner 50%, Employee 50%)
\$10.00 Off	\$10.00 Off	Both (Owner 50%, Employee 50%)
10%	10% Off	Both (Owner 50%, Employee 50%)

1. Click **Discount**
2. Click “plus” green button.
3. Add Name then chose Amount or Percentage.
4. Add Division on Owner or Employee or Both (with percent divided)
5. Click Done

PART II: FUNCTIONALITY

Chapter i: Home

11. Check-In



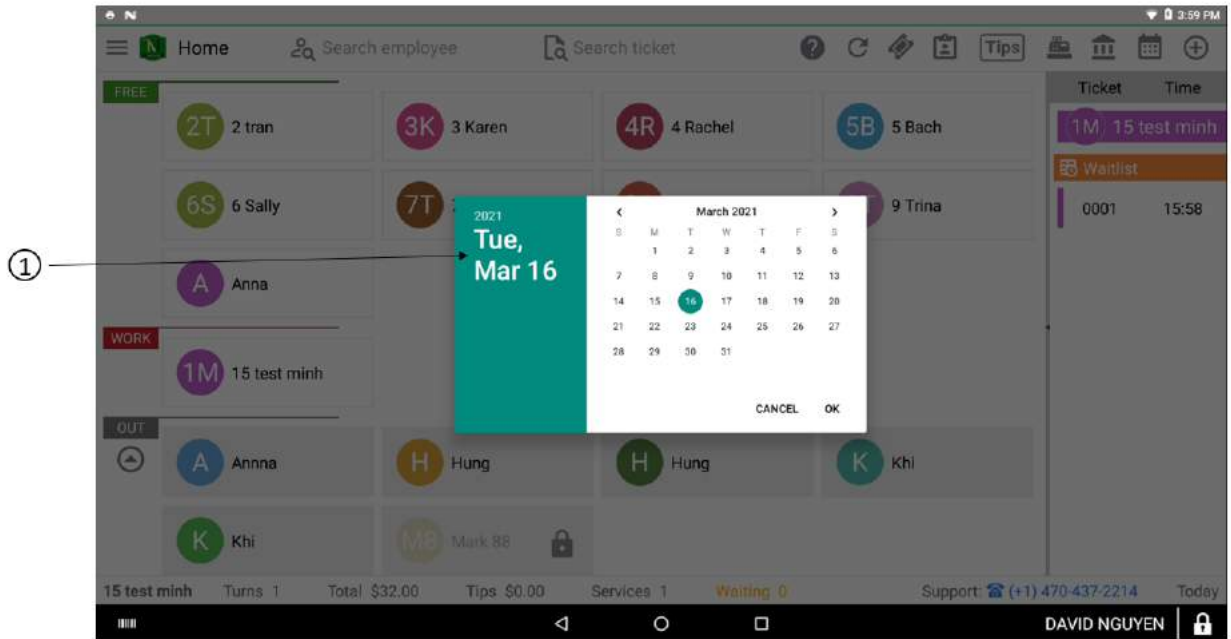
1. Menu
2. Employee Search Bar
3. Help
4. Refresh
5. Ticket Editor
6. Login (Employee and Owner)
7. Tips Edit
8. Cash Drawer
9. Batch
10. Calendar

12. Current Selected Date
13. Support Number
14. Total Tips
15. Total Amount
16. Total Number of Turns
17. Current Employee
18. Inactive Field
19. Currently Working Field
20. Active but not Working Field.

NOTES:

- a) Click Home
- b) Click name of the Employee.
- c) Click items.
- d) Click Add employee (if any)
- e) Click on
 - a. Save
 - b. + Waitlist will pop up for make payment.
 - c. + Click on waitlist number.
 - d. + Print Bill
 - e. + Pay in full amount or split custom amount by cash, Credit, or other.
 - f. Pay in full amount or split custom amount by cash, Credit, or other.
- f) Click on Report Icon → put password → 3 options popups: Daily report, Employee Daily Report or Clover Report
- g) Click on Tips → put password → enter tips → device tips by Employees or Items or Manual
- h) Click on Cash box to open cash box.
- i) Click on Close out to close batch.
- j) Click on the ticket on the right of screen to see the Transaction, Split tip, Print bill, Print receipt or Print Employee Receipt

Mini Chapter 1:
CALENDAR



TODAY'S DATE

Mini Chapter 2: Check - In Menu

CHECK IN MENU

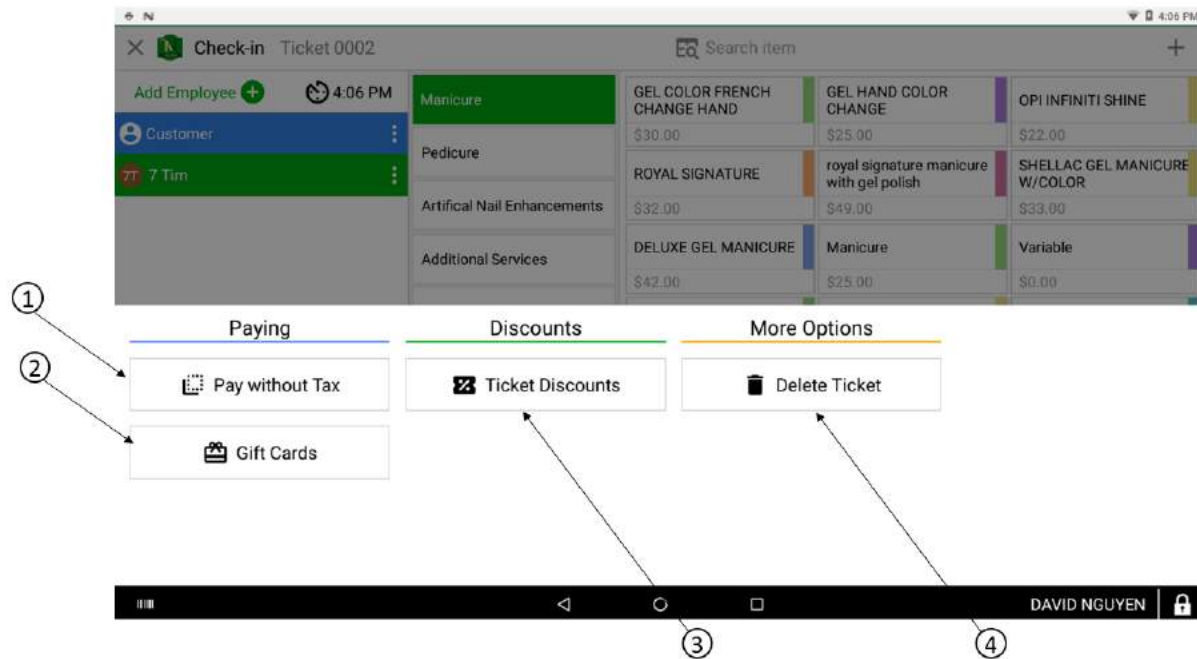


1. Add Employee
2. Add Time for the Service
3. Ticket Number
4. Categories of Services
5. Item Search Bar
6. Add Item

7. Services from Inventory
8. More Option for Payment (also Giftcard)
9. BarCode Scanner
10. Employee Name
11. Customer Name

Mini Chapter 3: More Check - Out Option Menu

MORE CHECK OUT OPTION MENU



1. Pay Without Tax
2. GiftCard Option
3. Discount Option
4. Delete Ticket

Chapter ii: Transaction

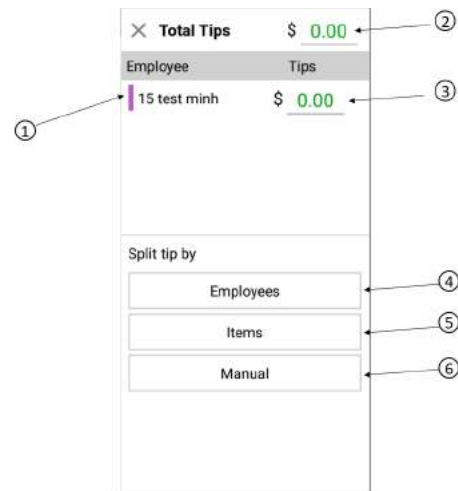
All Devices	All Employees	All Tenders	All Transaction Types
8:23:47 AM 13-Mar-2021	✓ Payment 0245M1SB960H8	\$32.00	Cash DAVID NGUYEN
10:34:58 AM 11-Mar-2021	✓ Payment 1G92N3J9ZE04W	\$42.00	Cash DAVID NGUYEN
10:33:26 AM 11-Mar-2021	✓ Payment QYRA4VEV12SD4	\$39.00	Cash DAVID NGUYEN
10:33:20 AM 11-Mar-2021	✓ Payment 48AZWMY5KAQY4	\$39.00	Cash DAVID NGUYEN
8:53:50 AM 02-Mar-2021	✓ Payment B2YF2ZZZQW1DJ	\$52.00	Cash DAVID NGUYEN
4:11:37 AM 01-Mar-2021	✓ Payment 6026QP300Q722	\$42.00	Cash DAVID NGUYEN
4:49:50 AM 18-Feb-2021	✓ Payment EQZN98HKAASR8	\$58.60	Cash DAVID NGUYEN
4:39:49 AM 18-Feb-2021	✓ Payment S0JYNN0N9SP0T	\$89.00	Cash DAVID NGUYEN
4:11:41 PM 17-Feb-2021	✓ Payment PNSWYJ5WX5FS8	\$88.33	NS Pay DAVID NGUYEN
4:10:44 PM 100602	✓ Payment	\$88.33	Debit Card DAVID NGUYEN

** Click this option to look at transactions that you want to see, to reprint the invoice or to refund.

Chapter iii: Ticket

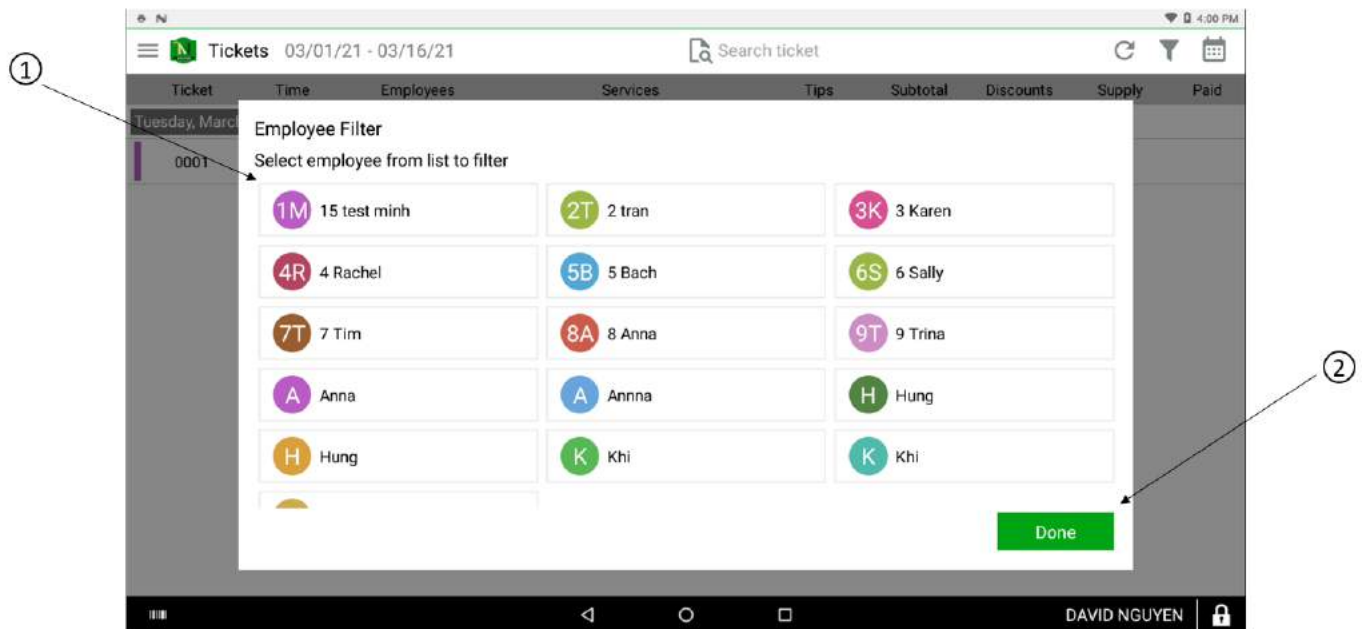
Ticket	Time	Employees	Services	Tips	Subtotal	Discounts	Supply	Paid
Tuesday, March 16 2021								
0001	15:58	15 test minh	ROYAL SIGNATURE	-	\$32.00	-	-	

1. Ticket Selected Date Range
2. Ticket Search Bar (By custom option)
3. Refresh
4. Filter
5. Ticket Date Selector
- ORANGE BOXES: Data indicated by the column title
1. EDIT TICKET OPTION



1. EMPLOYEE NAME
2. TOTAL TIP FOR THE TICKET
3. TOTAL TIP FOR THE EMPLOYEE
4. SPLIT TIP OPTION BY EMPLOYEE
5. SPLIT TIP OPTION BY ITEMS
6. SPLIT TIP OPTION MANUALLY

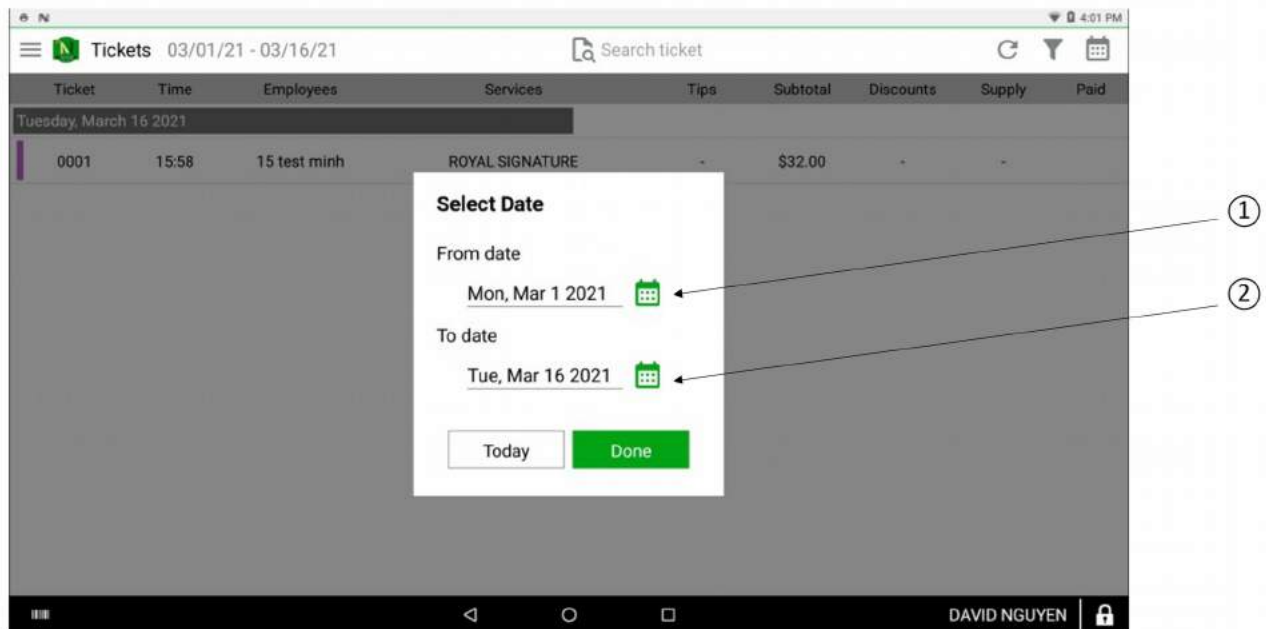
Mini Chapter 1: Employee Selection



Menu

1. Employees Field
2. Done Button

Mini Chapter 2: Ticket Date Selection



Menu

1. Start Date
2. End Date

Chapter iv: Employee

The screenshot shows a mobile application interface for managing employees. At the top, there is a header with a hamburger menu icon, the text "Employees (DEV)", a search bar with the placeholder "Search employees", and a dropdown menu currently set to "Everyone". Below the header are three tabs: "EMPLOYEES" (which is active), "ROLES", and "PERMISSIONS". A modal window titled "EMPLOYEE MANAGEMENT TOOLS" is open, displaying a table of employee records. The table has three columns: a primary key (ID), a name, and a role. The records are as follows:

ID	Name	Role
15	test minh	Employee
2	tran	Employee
2	Tran	Manager
3	Karen	Employee
4	Rachel	Employee
5	Bach	Employee
6	Sally	Employee
7	Tim	Employee

At the bottom right of the modal, there is a green circular button with a white plus sign, indicating an option to add a new employee. The bottom of the screen shows an Android navigation bar with the text "DAVID NGUYEN" and a lock icon.

Chapter v: Inventory

Inventory

Scan or search for items

Name	Product Code	SKU	Price	Quantity
ACRYLIC REMOVAL			\$10.00	
BACK			\$75.24	
BIG TOES			\$7.00	
BIG TOES FILING			\$5.00	
bingo11			\$6.66	
Black			\$100.00	
BUFF SHINE			\$5.00	
CHEST			\$30.00	

Add Item Add Item with Variants




DAVID NGUYEN

Chapter vi: Tips

6:52 PM

Tips (DEV) Search transactions AUTOFILL \$0.00 TIPS

All Devices All Employees All Tips (3) Unentered Tips (0)

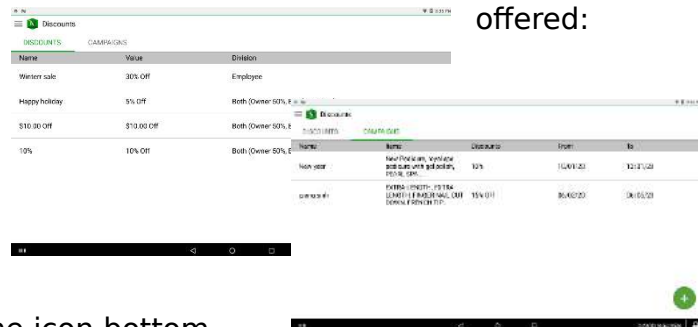
2:51:29 PM 12-Feb-2021	David Nguyen	100002	 Credit Card AMEX 1001	\$5.00 KAQ6Z1YSAKH7Y	+\$1.00 (20%)	\$6.00
2:36:53 PM 12-Feb-2021	David Nguyen	100001	 Credit Card AMEX 1001	\$5.00 FB01WCC46VP2M	+\$0.00 (0%)	\$5.00
12:21:45 PM 12-Feb-2021	David Nguyen	100000	 Credit Card AMEX 1001	\$100.00 HH4V31V1S56DY	+\$15.00 (15%)	\$115.00

DAVID NGUYEN


Chapter vii: Discounts

There are two type of Discounts

- Temporary Discounts:
- Campaigns Discounts:



offered:

To Add a Discount. Press on  in the icon bottom right of the screen.

This page should pop-up. →

The screenshot shows the 'Add Discount' form in a mobile application. The form has a title bar with a close button and the text 'Add Discount'. It is divided into three main sections. The left section contains form fields: 'Name' (with a value of '\$0.00 Off'), 'Amount' (radio button selected, value '\$ 0.00'), 'Percentage' (radio button unselected, value '0 %'), 'Division' (radio buttons for 'Owner', 'Employee', and 'Both'), and 'Owner' (radio button unselected, value '50 %') and 'Employee' (radio button unselected, value '50 %'). The middle section is a numeric keypad with digits 1-9, 00, 0, and a delete button (X). The right section contains two buttons: a green 'Done' button and a white 'Cancel' button. The bottom of the screen shows the Android navigation bar and the user's name 'DAVID NGUYEN' with a lock icon.







Notes:

1. Click **Discount**
2. Click "plus" green button.
3. Add Name then chose Amount or Percentage.
4. Add Division on Owner or Employee or Both (with percent divided)
5. Click Done

Chapter viii: Customers

Customers (DEV) Search by name or phone 6:55 PM

+ Add a customer

Name
 Sung Chung
 Max Nguyen (678) 559-9568
 Name Unknown
 Name Unknown
 Name Unknown
 Doi Nguyen

DAVID NGUYEN

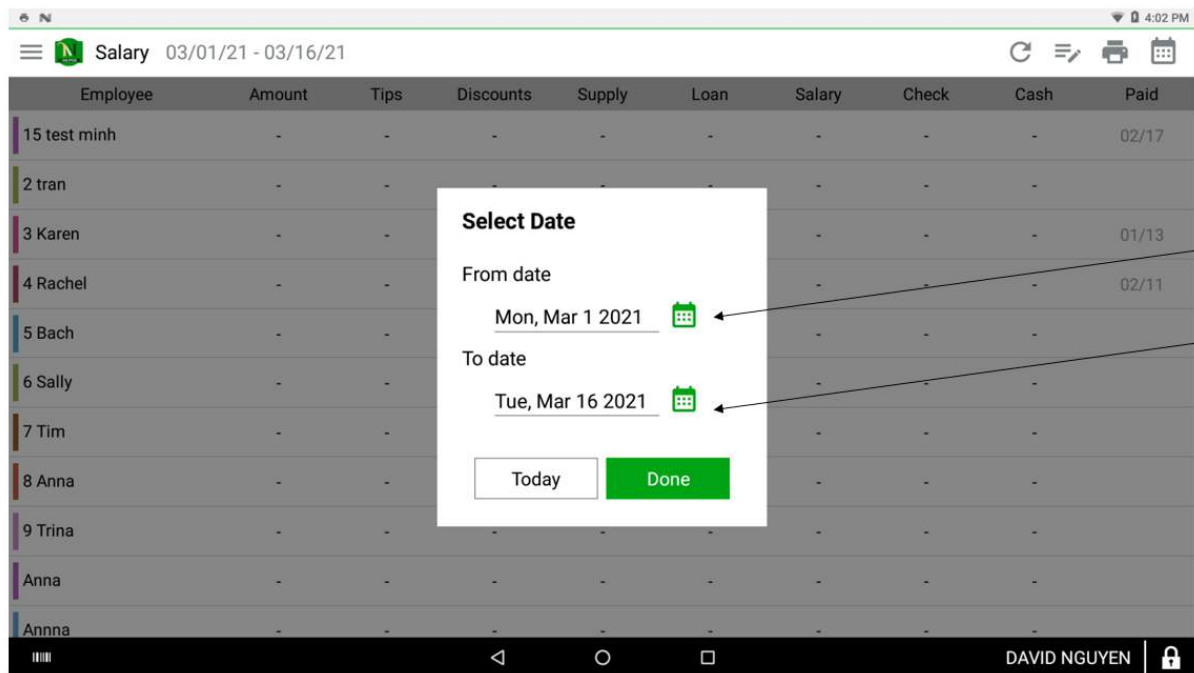
Chapter ix: Salary

Employee	Amount	Tips	Discounts	Supply	Loan	Salary	Check	Cash	Paid
15 test minh	-	-	-	-	-	-	-	-	02/17
2 tran	-	-	-	-	-	-	-	-	
3 Karen	-	-	-	-	-	-	-	-	01/13
4 Rachel	-	-	-	-	-	-	-	-	02/11
5 Bach	-	-	-	-	-	-	-	-	
6 Sally	-	-	-	-	-	-	-	-	
7 Tim	-	-	-	-	-	-	-	-	
8 Anna	-	-	-	-	-	-	-	-	
9 Trina	-	-	-	-	-	-	-	-	
Anna	-	-	-	-	-	-	-	-	
Annna	-	-	-	-	-	-	-	-	

1. Refresh
2. Ticket Editor (Similar to Chapter iii: Tickets)
3. Printer
4. Salary Date Selector
 - ORANGE BOXES: Data indicated by the column title.

Ticket	Time	Employees	Services	Tips	Subtotal	Discounts	Supply	Paid
Tuesday, March 16 2021								
0001	15:58	15 test minh	ROYAL SIGNATURE	-	\$32.00	-	-	

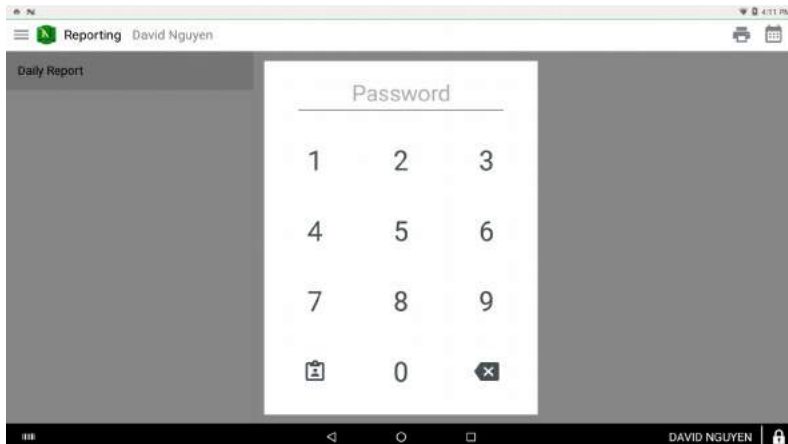
Mini Chapter 1: Salary Selection Date Menu



1. Start Date
2. End Date

Chapter x: Reporting

Reporting is only available for the Owner/Administrator, so an Owner/Administrator password is required.

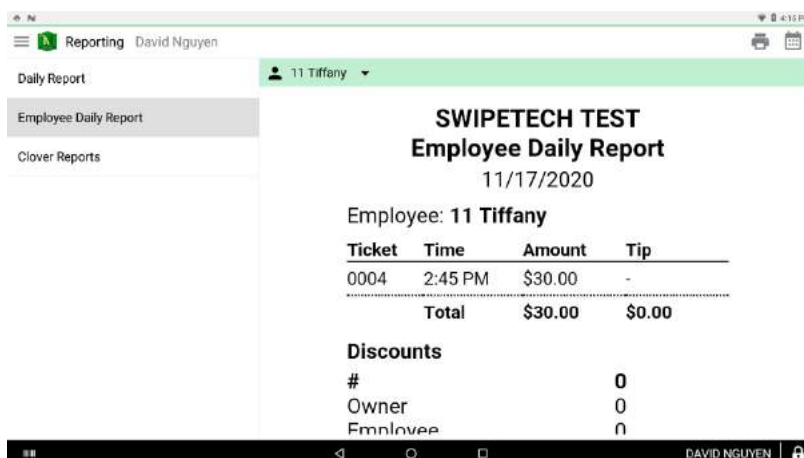
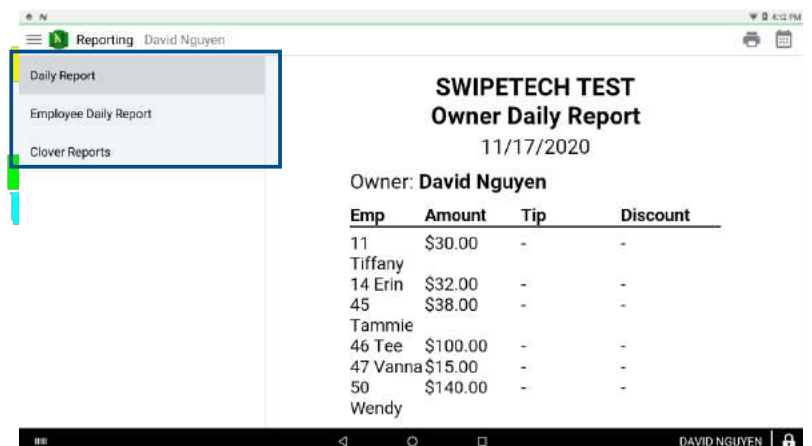


After entering the password

required:

There are Three Navigation Option:

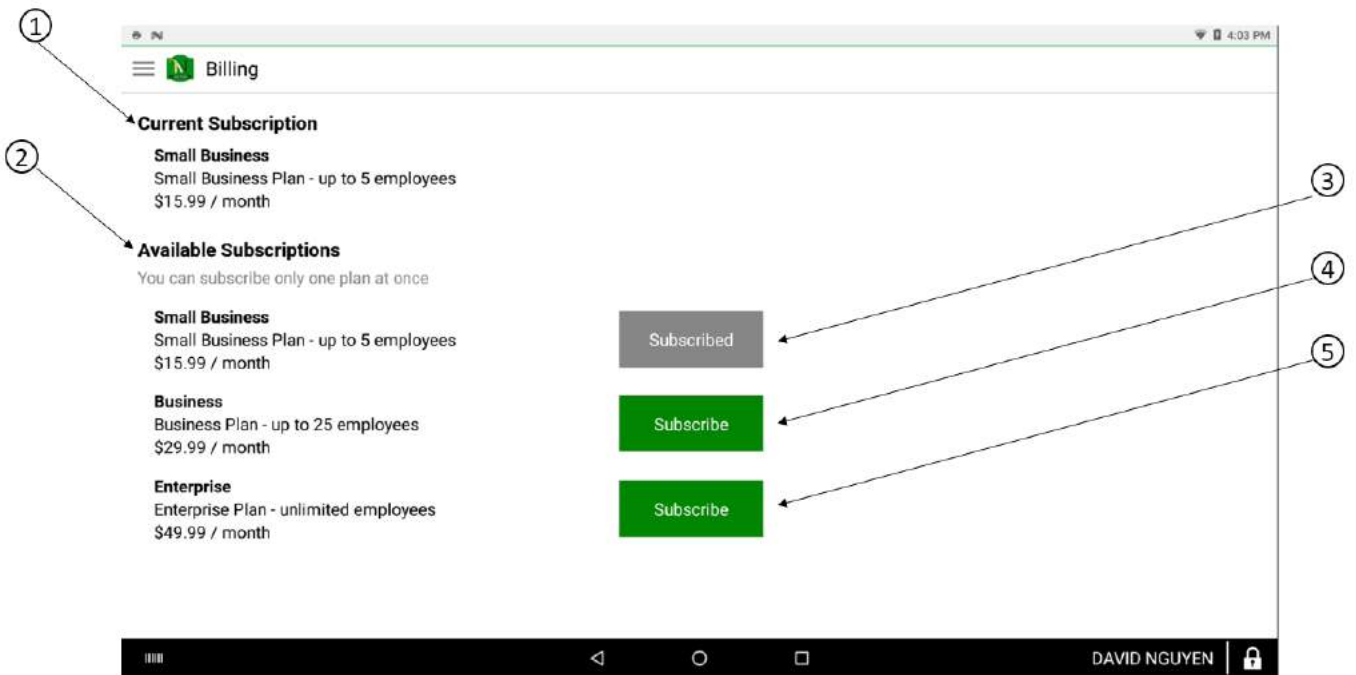
- Daily Report
- Employee Daily Report
- Clover Reports



Notes

1. Enter Owner/Manager Password to enter Full Report. Enter Employee Passwords to see Employee's Report.
2. Click on Daily Report to see that date Daily Report.
3. Click on Calendar to change the date of the Report.
4. Click on Employee Report to see Individual Employee Report (only available for Owner/Manager)
5. Click on the Printer to Print the Report.

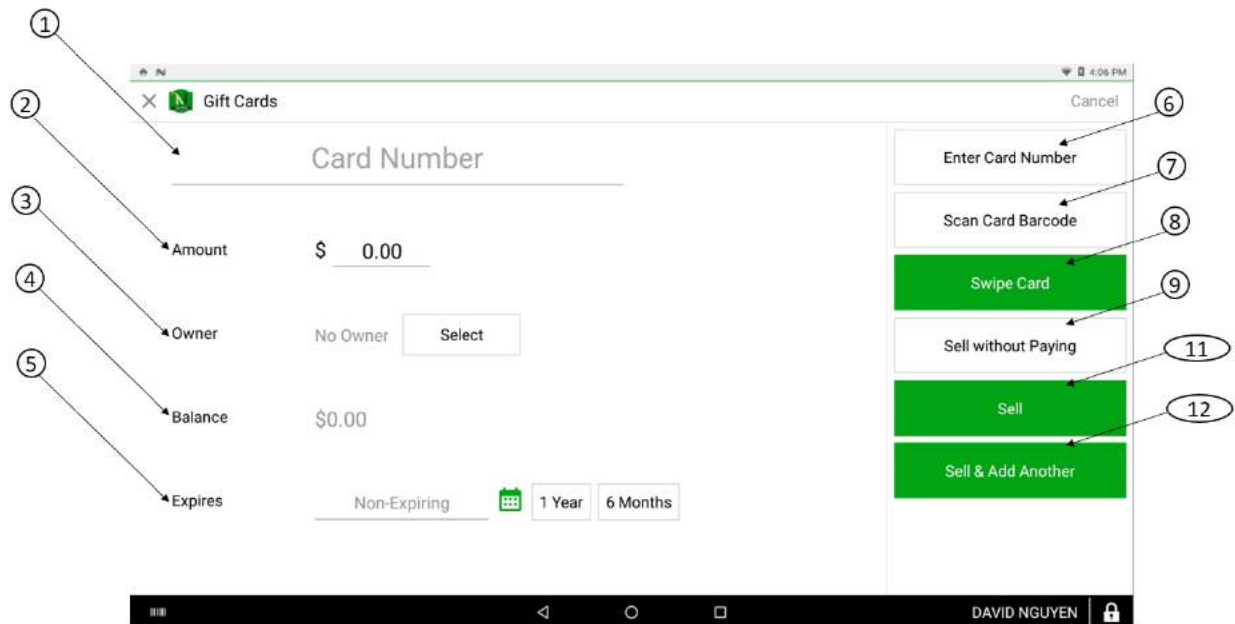
Chapter xi: Billing



1. Current Subscription
2. Available Subscription
3. Current Selected
4. Subscription Option
5. Subscription Option

Chapter xii: Giftcard


To Access Giftcard, Go to Mini Chapter 3: More Check - Out Option Menu.



1. Card Number Blank
2. Amount Setting
3. Owner Selection
4. Balance Setting
5. Expiration Setting
6. Enter Card Number
7. Scan Barcode
8. Sell Without Paying
9. Sell
10. Sell & Add Another

Mini Chapter 1: Selling Giftcard

Selling Gift card

1. Click Home
2. Click name of the Employee.
3. Click 3-dot
4. (next to Pay  button)
5. Click Sell Gift Card
6. Select - SwipeCard / Scan BarCode / Scan QR / Enter Card Number.
7. Enter Amount
8. Click Sell
9. Done

Mini Chapter 2: Using Giftcard/Check Balance

Using GiftCard / Check balance

1. Click Home
2. Click name of the Employee.
3. Select Services
4. Click
5. Select
6. SwipeCard / Scan BarCode / Scan QR / Enter Card Number.
7. Click Pay
8. Select Pay in full amount or spilt custom amount by cash, Credit, or other.
9. Done.

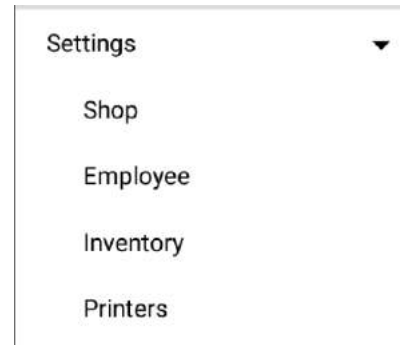
***NOTE:** If you want to use a custom amount from GiftCard, you need to first and then select Custom and enter amount you want to pay by Gift Card then repeat step

Part III: CONFIGURATION

Settings

In settings, there are four options:

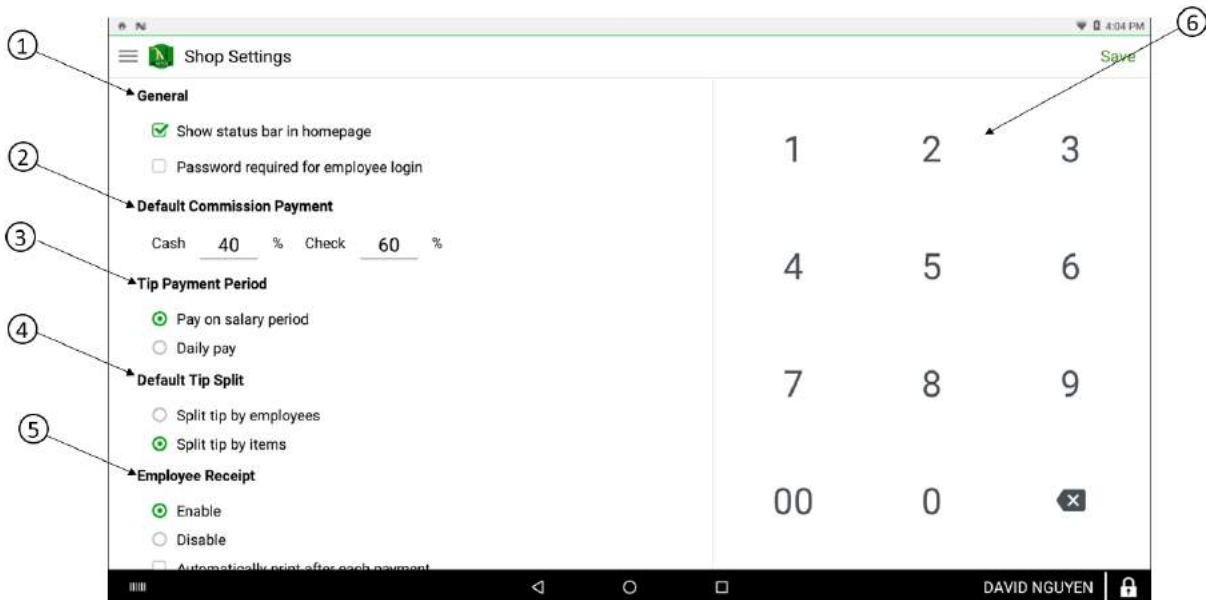
- Shop Setting:
- Employee Setting
- Inventory Setting
- Printer Setting



Chapter i: Shop Setting

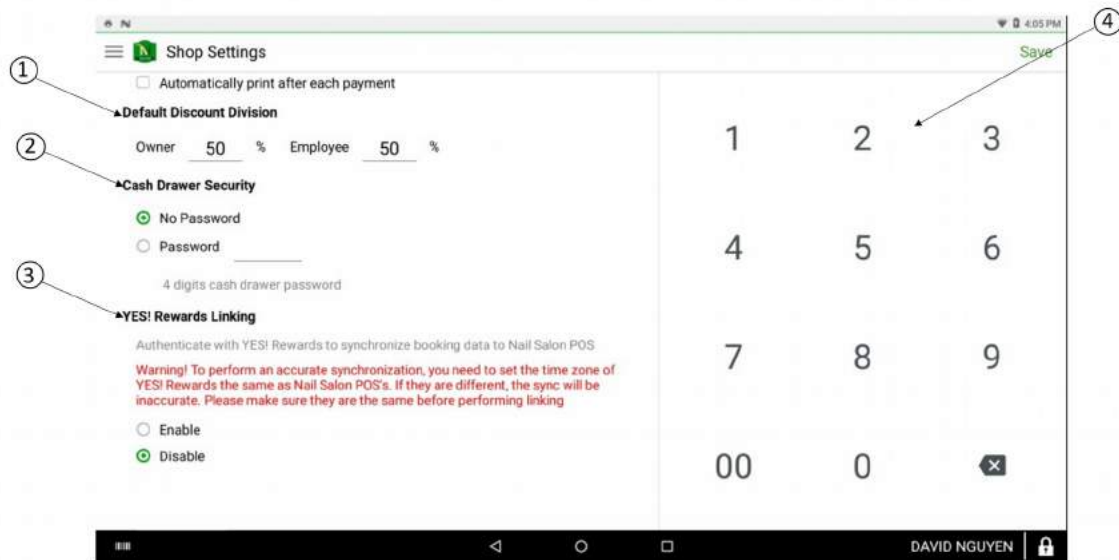
Shop Setting is where you edit the store setting.

Part 1:



1. General Setting
2. Default Commission payment Setting
3. Tip Payment Period Setting
4. Default Tip Split Setting
5. Employee Receipt Setting
6. Pin Pad

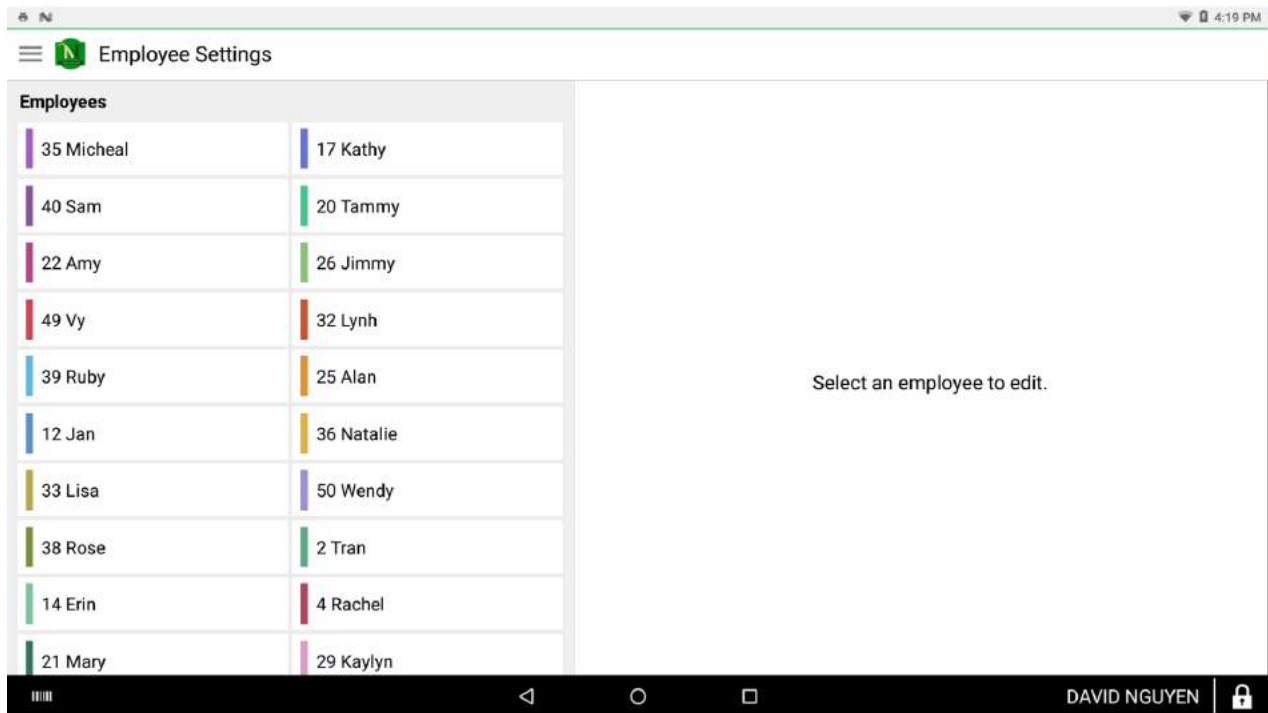
Part 2:



1. Default Discount Division Setting
2. Cash Drawer Security Setting
3. YES REWARD Setting

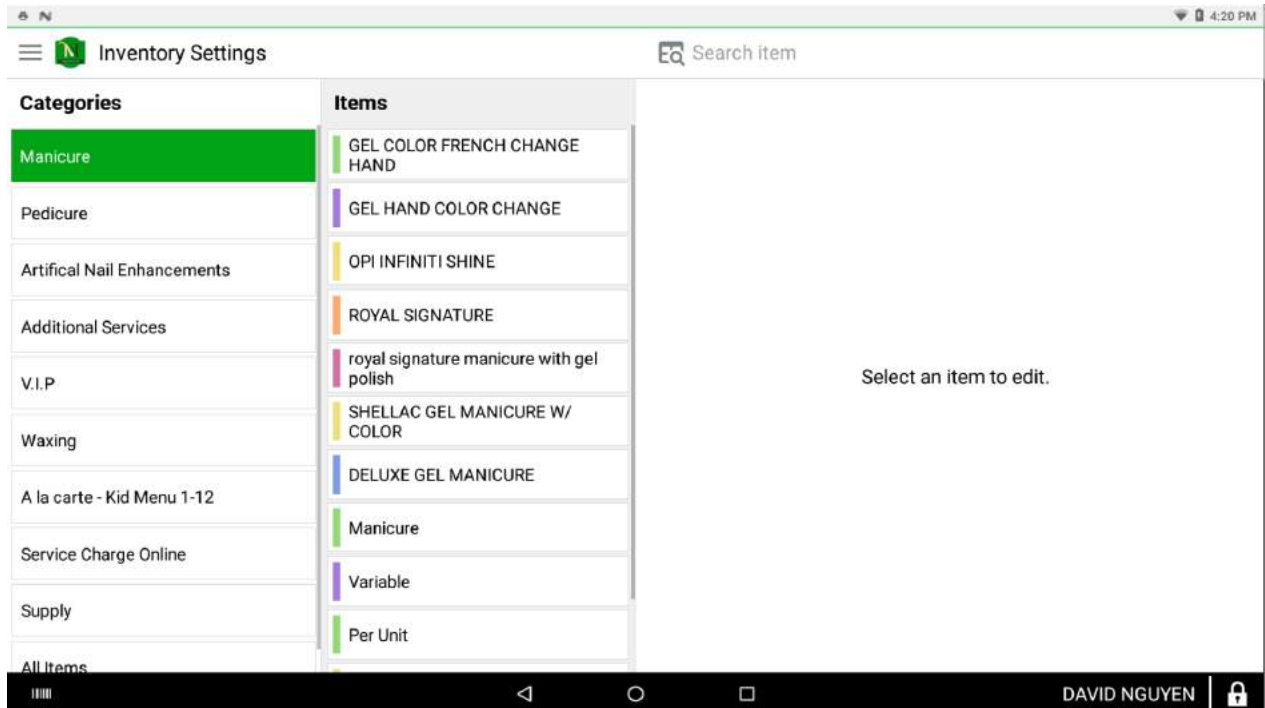
Chapter ii: Employee Setting

Employee Setting is where you edit individual Employee Setting (ID, Passwords, Nickname)



Chapter iii: Inventory Setting

Inventory Setting is where you edit your inventory.



Chapter iv: Printer Setting

Printer Setting Redirect you to the Printer app on Clover

