

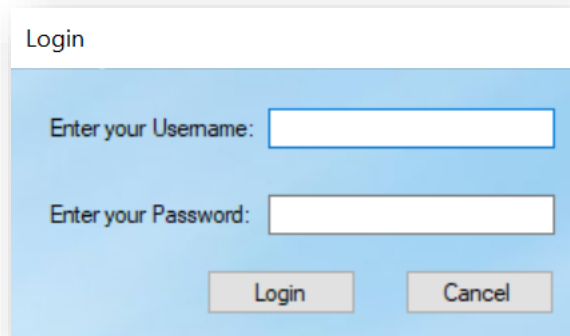
CHALIQUE NAIL STUDIO
INFORMATION SYSTEM
HELP MANUAL

Table of Contents

Getting Started.....	1
Logging in	1
Making a booking	2
Edit booking	3
Cancel a booking.....	3
Finish a booking	4
Managing Employees	4
Managing Clients.....	6

Getting Started

Logging in

A screenshot of a login dialog box. The dialog has a white title bar with the text "Login". The main area has a light blue background. It contains two text input fields: the first is preceded by the label "Enter your Username:" and the second by "Enter your Password:". Below the password field are two buttons: "Login" and "Cancel".

Login

Enter your Username:

Enter your Password:

Enter your credentials and click *login* to gain access to the main program. Please note: After 3 failed attempts, an email will be sent to the owner notifying them of the failed login. In addition to the sent email, the program will be terminated.

Making a booking

The screenshot shows the 'Chalique Nail Studio' software interface. At the top, there is a menu bar with 'File', 'View', 'Options', and 'Help'. On the right, there are buttons for 'Manage Clients' and 'Admin'. The main area is divided into two sections. The left section, titled 'Select a date to see bookings', features a calendar for September 2017. The date '15' is highlighted, and a box below it says 'Today: 15/09/2017'. Below the calendar, a client information box displays details for 'Sarie Du Toit', including their telephone number, email, booking date and time, technician name, and treatment details with prices. The right section, titled 'Click on a booking to see the details', shows a grid of dates from 15/09/2017 to 19/09/2017. The first cell for 15/09/2017 contains the booking details for Sarie Du Toit. At the bottom of the interface, there are four buttons: 'Edit Booking', 'New Booking', 'Cancel Booking', and 'Finish Booking'.

Chalique Nail Studio

File View Options Help Manage Clients Admin

Select a date to see bookings

September 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	1
2	3	4	5	6	7	8

Today: 15/09/2017

Client: Sarie Du Toit
Tel: 0729335360
Email: lynmss100@gmail.com
Date: 15/09/2017 Time: 09:30
Technician: Angelique
Times estimate: 120 minutes

Treatments:
-Full Set- Tip overlay or sculpture R380
-Gel toes- French R190

Click on a booking to see the details

15/09/2017	16/09/2017	17/09/2017	18/09/2017	19/09/2017
Sarie Du Toit 09:30:00 #23 Angelique				

Edit Booking New Booking Cancel Booking Finish Booking

Click the *New Booking* button to open the new booking form

The screenshot shows the 'New Booking' form. On the left, there is a calendar for September 2017 with the date '15' highlighted and 'Today: 15/09/2017' indicated. The main form area contains several fields: 'Client name:', 'Client tel number:', 'Client email:', 'Time of booking:' (with a dropdown menu showing '10:00'), 'Preferred Technician:' (with a dropdown menu showing 'No preference'), 'Treatment:' (with a dropdown menu), and 'Treatment list:' (a large text area). Below these fields, there is a 'Time estimate:' field with a dropdown menu showing '60 Minutes'. At the bottom, there are three buttons: 'Complete Booking', 'Cancel', and 'Clear'.

September 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	1
2	3	4	5	6	7	8

Today: 15/09/2017

Client name:

Client tel number:

Client email:

Time of booking: 10:00

Preferred Technician: No preference

Treatment:

Treatment list:

Time estimate: 60 Minutes

Complete Booking Cancel Clear

Enter the clients' credentials as well as the details of the booking. Note that several treatments can be added using the dropdown list provided.

- *Complete booking* completes the initial booking and adds it to the booking columns in the previous form.
- *Cancel booking* cancels the booking and returns to the previous form.
- *Clear* removes all the added details from form.

Edit booking

Select a booking you wish to edit. When booking is selected, the remaining buttons on the form will appear.

- Select the Edit booking (with a booking selected from the bookings columns) to open the new booking form with all of the current details of the booking.
- Change the details of the booking you wish to edit.
- Click Complete Booking to update details and return to the previous form.

Cancel a booking

If you wish to cancel a booking:

- Select the booking which you want to delete.
- Click the *Cancel* Booking to delete booking.
- A message will be displayed to confirm that you wish to cancel the booking.

Finish a booking

Click *finish booking* to proceed to the finish booking form.

Finish_booking

CLIENT INFORMATION:

Booking Number:

Client Details

Client name:

Client number:

E - mail:

SELECT TREATMENTS TO ADD:

Add Treatment:

TREATMENTS:

Full Set- Tip overlay or sculpture
Gel toes- French

SUGGESTED PRICE:

R

PAYMENT METHOD:

Done **Cancel**

- Confirm clients' details and select payment method.
- (Optional) Select any additional treatments that were added during the treatment and click *Add Treatment* to add it to the treatments list.
- Click *Done* to confirm payment and return to previous form.
- Click *Cancel* to cancel payment.

Managing Employees

Under Options on the Main form, Select *Employee Options* to add or remove employees from the system. Note that administrative login is required in order to access the Employee Options form.

Employee Management

Type of User Add User Remove User

Which type of employee do you want to work with?

☐ Owner

☒ Technician

Add new user Remove user

Select which type of employee to add or remove and click *Add new user/Remove user*

Employee Management

Type of User Add User Remove User

Username:

Full name:

Password:

☒ Is technician? (Can do treatments)

Finish Cancel

To add Employee:

- Enter credentials of new employee.
- Tick whether the person is a technician or not
- Click *Finish* to add new user and return to previous form.
- Click *Cancel* to return to previous form without adding new employee.

Employee Management

Type of User Add User Remove User

Type of employee:

ID	Name
tech1	Technician1
tech2	Technician2

Cancel

To remove Employee:

- Select employee to remove (*Remove* will display when employee is selected)
- Click *Remove* to delete selected employee.
- Click *Cancel* to return to previous form.

Managing Clients

Click *Manage Clients* on the main form to display the Client Management form.

Client_Management

Edit Delete

Name:

Telephone Number:

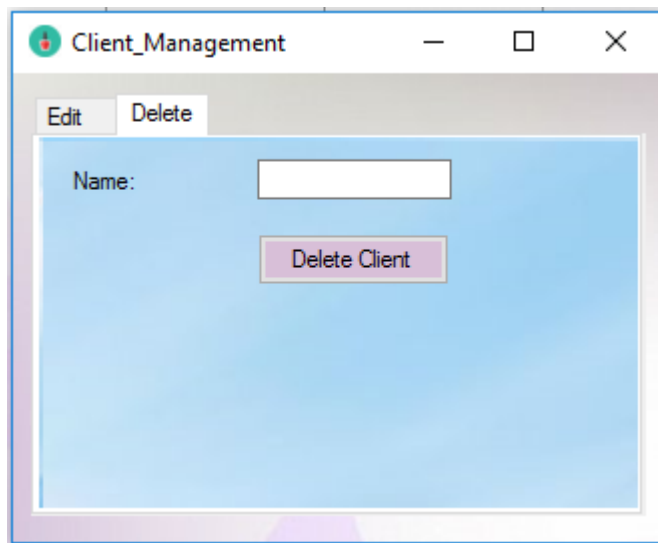
Email:

Submit Changes

To Edit Clients:

- Enter Client full name which will be edited.
- Enter NEW client telephone number and Email. (Last step on next page)

- Click *Submit Changes* to update client details.



To delete Clients:

- Select the Delete tab.
- Enter Client name which will be deleted.
- Click *Delete Client* to permanently delete Client.