



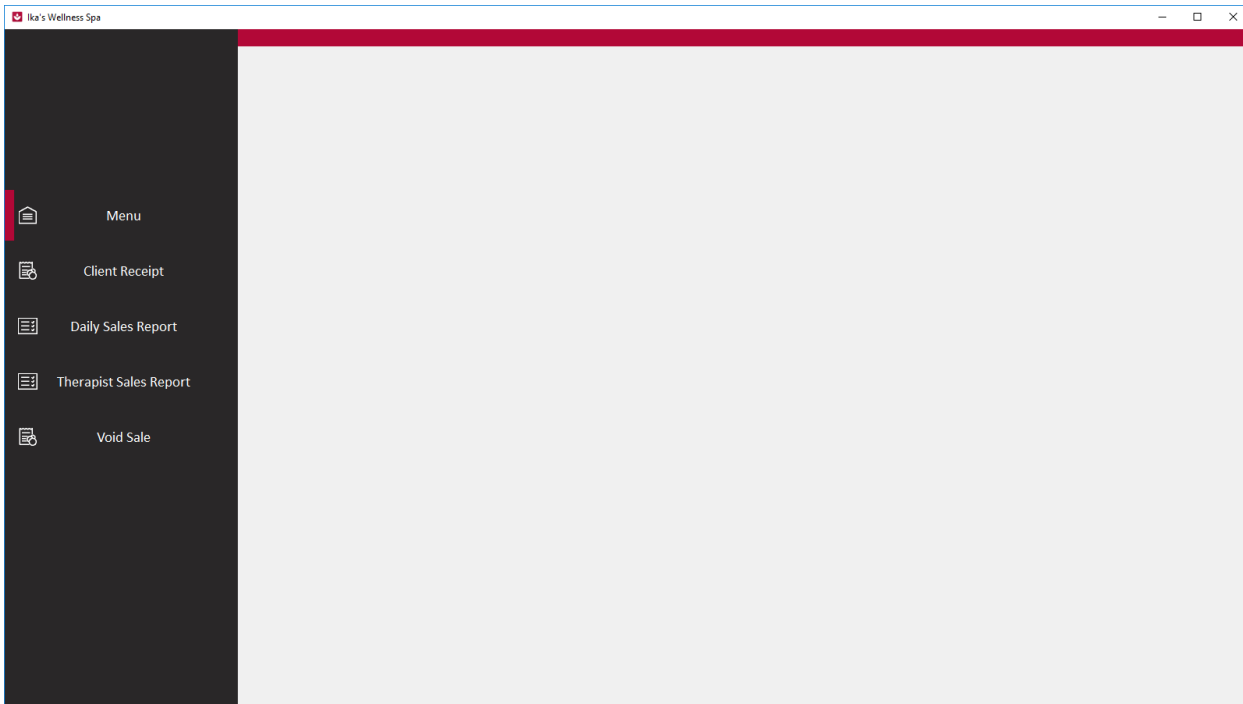
IKA'S WELLNESS SPA

User Guide

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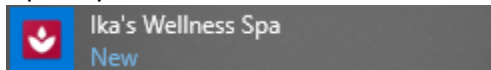
Opening Ika's Wellness



1. Open by Desktop shortcut



2. Open by Start Menu shortcut



3. When User Account Control pops-up just click Yes.

Client Receipt

Click Client Receipt to enter sales for Ika's Wellness Spa

Client Information:

Name of Client:

Senior Card (per holder only): ☐ Yes ☒ No

Therapist Assigned:

Series Number: 201811171

Date: 11/17/2018

Time: 16:38

Menu:	Price:	Quantity:	Amount:
Manhattan Experience:			
NYC Exp full body 30 mins	195	<input type="text"/>	0
Manhattan full body 60 mins	299	<input type="text"/>	0
Manhattan skin plus 60 mins	499	<input type="text"/>	0
UN Massages of the World:			
Balinese full body massage 75 mins	499	<input type="text"/>	0
Brazilian deep tissue 75 mins	599	<input type="text"/>	0
NY Foot Paradise:			
Balinese full body massage 75 mins	299	<input type="text"/>	0
Brazilian deep tissue 75 mins	399	<input type="text"/>	0
Additional: NY Foot Soak	50	<input type="text"/>	0
Additional: NY Foot Scrub	100	<input type="text"/>	0

Personalized:	Price:	Quantity:	Amount:
Duration:			
5 Minutes	49	<input type="text"/>	0
15 Minutes	149	<input type="text"/>	0
30 Minutes	249	<input type="text"/>	0
60 Minutes	399	<input type="text"/>	0
Medium:			
Dry Oil	Free	<input type="text"/>	0
Unscented	Free	<input type="text"/>	0
Aromatherapy Oil	50	<input type="text"/>	0
Glutawhite Lotion	100	<input type="text"/>	0
Total Moisture	100	<input type="text"/>	0
Nutralce Lotion	100	<input type="text"/>	0
Pressure:			
Gentle	Free	<input type="text"/>	0
Regular	Free	<input type="text"/>	0
Strong	100	<input type="text"/>	0
Additional Time:			
10 Minutes	100	<input type="text"/>	0
30 Minutes	200	<input type="text"/>	0

Total Amount Due: 0

Net of VAT: 0

VAT: 0

Senior Citizen Discount: 0

Total Amount Due: 0

OK

The Client Information must have values and at the Menu there should be at least one (1) sale before entering a sale.

Client Information:

Name of Client:

Senior Card (per holder only): ☐ Yes ☒ No

Therapist Assigned:

Series Number: 201811171

Date: 11/17/2018

Time: 16:41

Menu:	Price:	Quantity:	Amount:
Manhattan Experience:			
NYC Exp full body 30 mins	195	<input type="text"/>	0
Manhattan full body 60 mins	299	<input type="text"/>	0
Manhattan skin plus 60 mins	499	<input type="text"/>	0
UN Massages of the World:			
Balinese full body massage 75 mins	499	<input type="text"/>	0
Brazilian deep tissue 75 mins	599	<input type="text"/>	0
NY Foot Paradise:			
Balinese full body massage 75 mins	299	<input type="text"/>	0
Brazilian deep tissue 75 mins	399	<input type="text"/>	0
Additional: NY Foot Soak	50	<input type="text"/>	0
Additional: NY Foot Scrub	100	<input type="text"/>	0

Personalized:	Price:	Quantity:	Amount:
Duration:			
5 Minutes	49	<input type="text"/>	0
15 Minutes	149	<input type="text"/>	0
30 Minutes	249	<input type="text"/>	0
60 Minutes	399	<input type="text"/>	0
Medium:			
Dry Oil	Free	<input type="text"/>	0
Unscented	Free	<input type="text"/>	0
Aromatherapy Oil	50	<input type="text"/>	0
Glutawhite Lotion	100	<input type="text"/>	0
Total Moisture	100	<input type="text"/>	0
Nutralce Lotion	100	<input type="text"/>	0
Pressure:			
Gentle	Free	<input type="text"/>	0
Regular	Free	<input type="text"/>	0
Strong	100	<input type="text"/>	0
Additional Time:			
10 Minutes	100	<input type="text"/>	0
30 Minutes	200	<input type="text"/>	0

Total Amount Due: 0

Net of VAT: 0

VAT: 0

Senior Citizen Discount: 0

Total Amount Due: 0

OK

The application would automatically compute and apply senior citizen discount if selected.

When all the information and sales are entered correctly click the OK button to enter a sale.

A pop up would display for confirmation that the sale was successfully saved. You can click OK to continue.

The screenshot shows the 'Ika's Wellness Spa' software interface. A central pop-up window titled 'Client Receipt' displays a confirmation message: 'Client Name 'Anne' with Series Number '201811171' was successfully saved.' with an 'OK' button. The background interface includes a sidebar with navigation options: Menu, Client Receipt, Daily Sales Report, Therapist Sales Report, and Void Sale. The main area is divided into sections for Client Information, Menu, Personalized services, and Totals. Client Information includes Name (Anne), Senior Card status (No), Therapist Assigned (Beth), Series Number (201811171), Date (11/17/2018), and Time (16:44). The Menu section lists various services with prices and quantities. The Personalized section lists additional services like Duration, Medium, Pressure, and Additional Time. The Totals section shows the Total Amount Due (195), Net of VAT (174.11), VAT (20.89), and Senior Citizen Discount (0).

Menu:	Price:	Quantity:	Amount:
Manhattan Experience:			
NYC Exp full body 30 mins	195	1	195
Manhattan full body 60 mins	299	0	0
Manhattan skin plus 60 mins	499	0	0
UN Massages of the World:			
Balinese full body massage 75 mins	499	0	0
Brazilian deep tissue 75 mins			
NY Foot Paradise:			
Balinese full body massage 75 mins			
Brazilian deep tissue 75 mins			
Additional: NY Foot Soak			
Additional: NY Foot Scrub			

Personalized:	Price:	Quantity:	Amount:
Duration:			
5 Minutes	49	0	0
15 Minutes	149	0	0
30 Minutes	249	0	0
60 Minutes	399	0	0
Medium:			
Free	0	0	0
Free	0	0	0
50	0	0	0
100	0	0	0
100	0	0	0
100	0	0	0
Pressure:			
Gentle	Free	0	0
Regular	Free	0	0
Strong	100	0	0
Additional Time:			
10 Minutes	100	0	0
30 Minutes	200	0	0

Total Amount Due:	
Total:	195
Net of VAT:	174.11
VAT:	20.89
Senior Citizen Discount:	0
Total Amount Due:	195

Daily Sales Report

Click Daily Sales Report to generate Daily Sales report.

You can generate reports daily or date range.

The screenshot shows the 'Ika's Wellness Spa' software interface with the 'Daily Sales Report' option selected in the sidebar. A pop-up window titled 'Generate Reports' is displayed, showing date selection fields and two buttons: 'PDF Report' and 'Excel Report'. The date selection fields are labeled 'From:' and 'To:', both set to 'Saturday , November 17, 2018'. The 'Generate Reports' section contains two buttons: 'PDF Report' and 'Excel Report'.

Date	
From:	To:
Saturday , November 17, 2018	Saturday , November 17, 2018

Generate Reports	
PDF Report	Excel Report

For Daily Sales Report

The From and To Date should be the same in order to generate a daily report of the selected date.

You can choose between PDF Report and Excel Report.

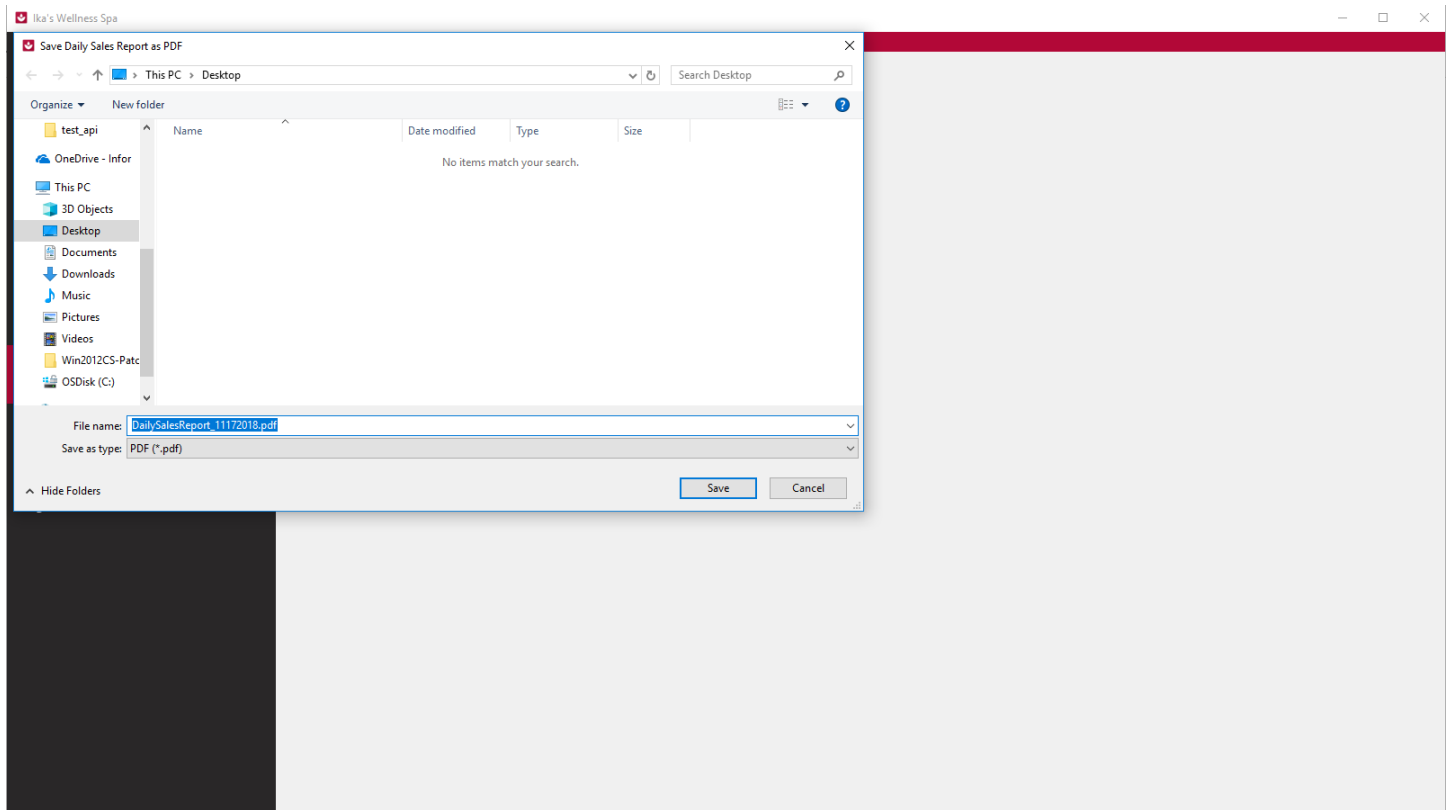
For Date Range Report

Enter the From date and To date in order to generate a Date Range report from the selected from and to dates.

You can choose between PDF Report and Excel Report.

PDF Report for Daily and Date Range Reports

When PDF report is clicked, it would ask for the location where to save the generated PDF report. You can freely choose where to save the report or leave it on the default location.

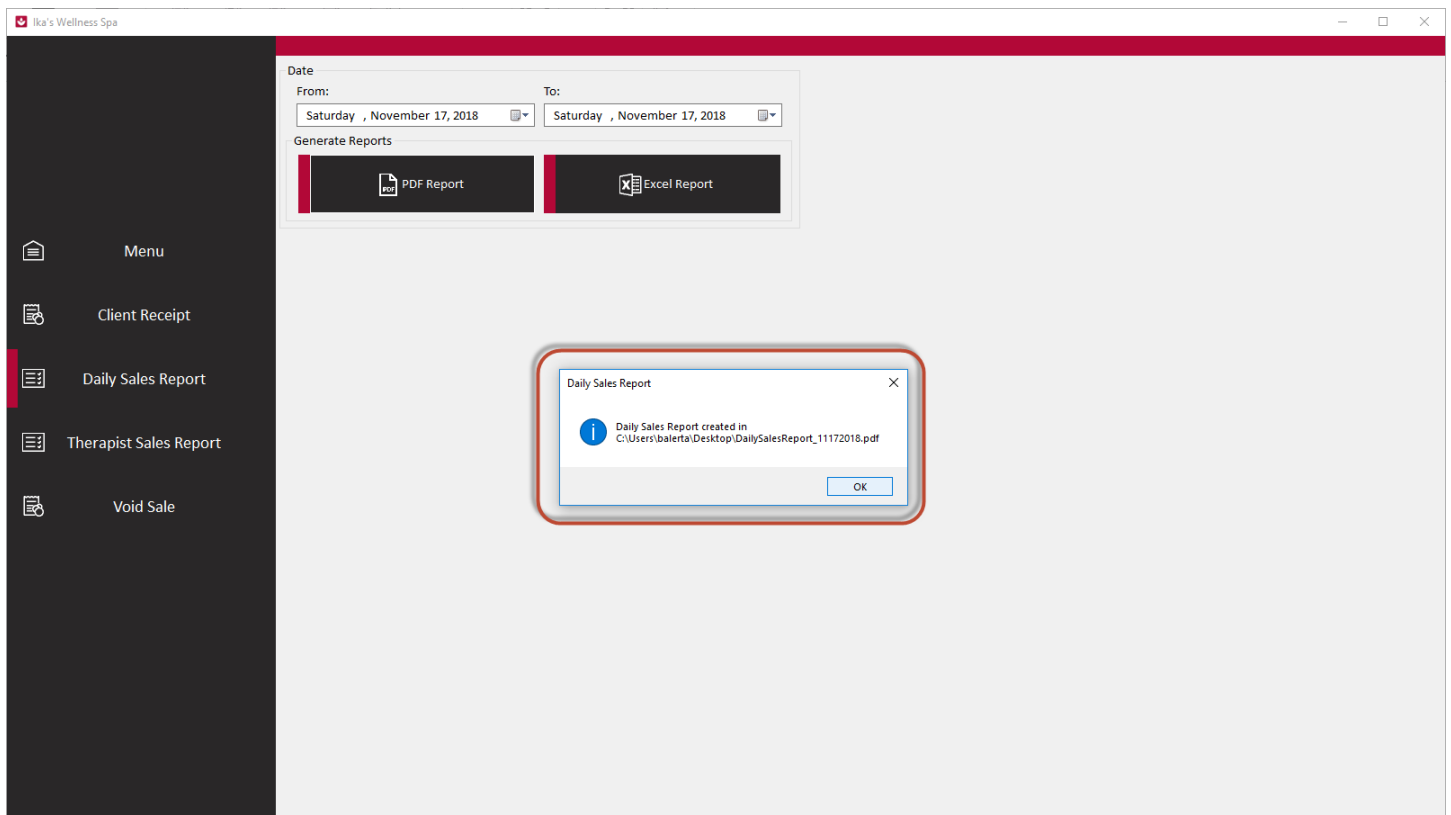


The PDF name report has the following format "DailySalesReport_<THE_FROM_DATE_VALUE>.pdf".

Click Save to save the generated PDF Report of Daily Sales Report.

A pop up would display for confirmation that the PDF Report of Daily Sales Report was created successfully. You can click OK to continue.

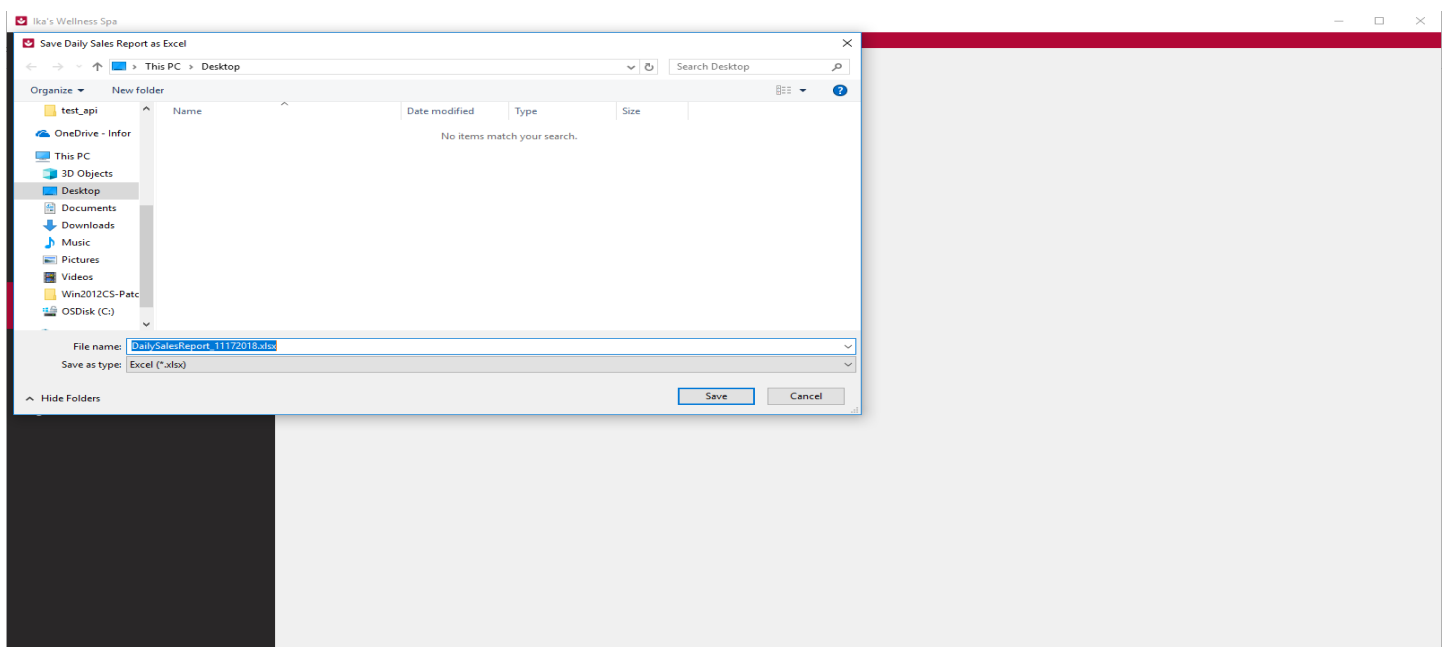
Note: You'll need to wait for this pop up to display in order to continue.



Note: You'll need a PDF reader or Acrobat Reader DC in order to view the file.

Excel Report for Daily and Date Range Reports

When Excel report is clicked, it would ask for the location where to save the generated Excel report. You can freely choose where to save the report or leave it on the default location.

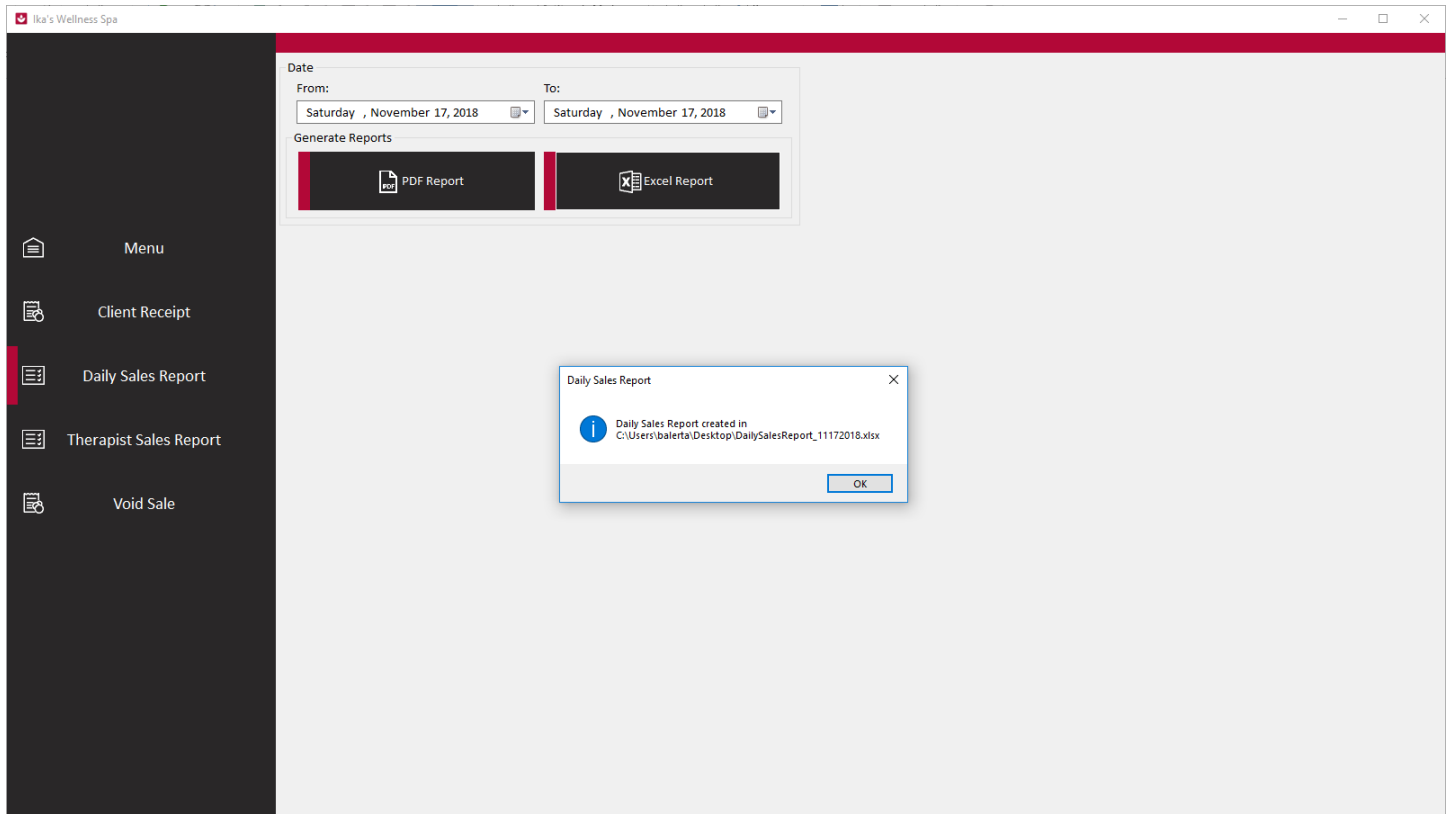


The Excel name report has the following format “DailySalesReport_<THE_FROM_DATE_VALUE>.xlsx”.

Click Save to save the generated Excel Report of Daily Sales Report.

A pop up would display for confirmation that the PDF Report of Daily Sales Report was created successfully. You can click OK to continue.

Note: You’ll need to wait for this pop up to display in order to continue.



Note: You’ll need a Microsoft Excel in order to view or edit the file.

Therapist Sales Report

Click Therapist Sales Report in order to generate a Therapist Sales Report by daily or date range.

The screenshot shows a web application window titled "Ika's Wellness Spa". On the left is a dark sidebar menu with icons and labels: "Menu", "Client Receipt", "Daily Sales Report", "Therapist Sales Report" (highlighted with a red bar), and "Void Sale". The main content area is light gray. A white modal form is centered, titled "Date". It contains two date pickers labeled "From:" and "To:", both showing "Saturday , November 17, 2018". Below these is a section "Generate Reports" with a "Therapist Assigned:" dropdown menu. At the bottom of the form is a dark button with a PDF icon and the text "PDF Report".

For Therapist Sales Daily Report

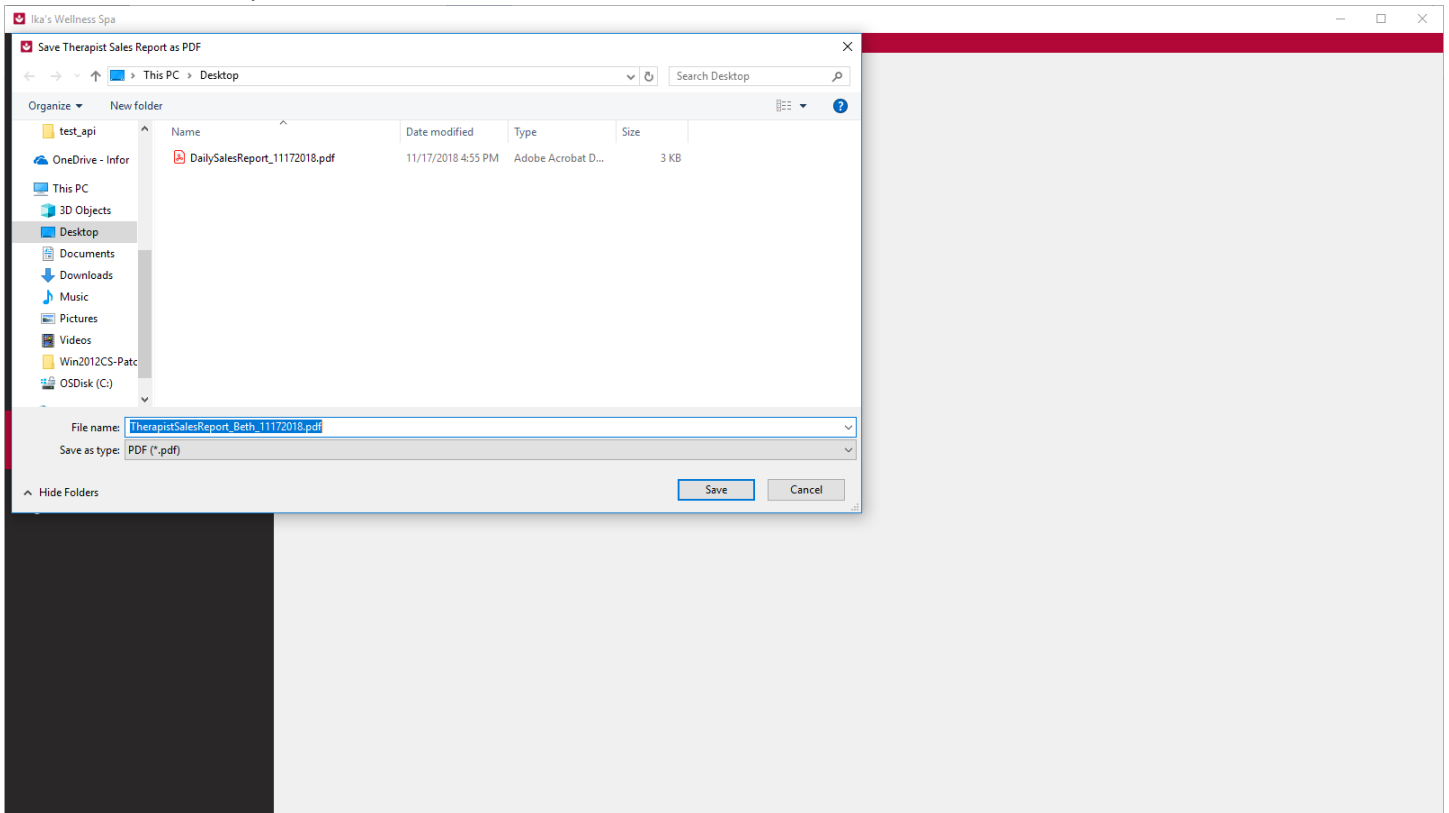
The From and To Date should be the same, select a therapist in order to generate report for the selected Therapist and the date selected.

For Therapist Sales Date Range Report

Enter the From date and To, select a therapist in order to generate report for the selected Therapist and the date range entered.

PDF Report for Therapist Sales Report

When PDF report is clicked, it would ask for the location where to save the generated PDF report. You can freely choose where to save the report or leave it on the default location.



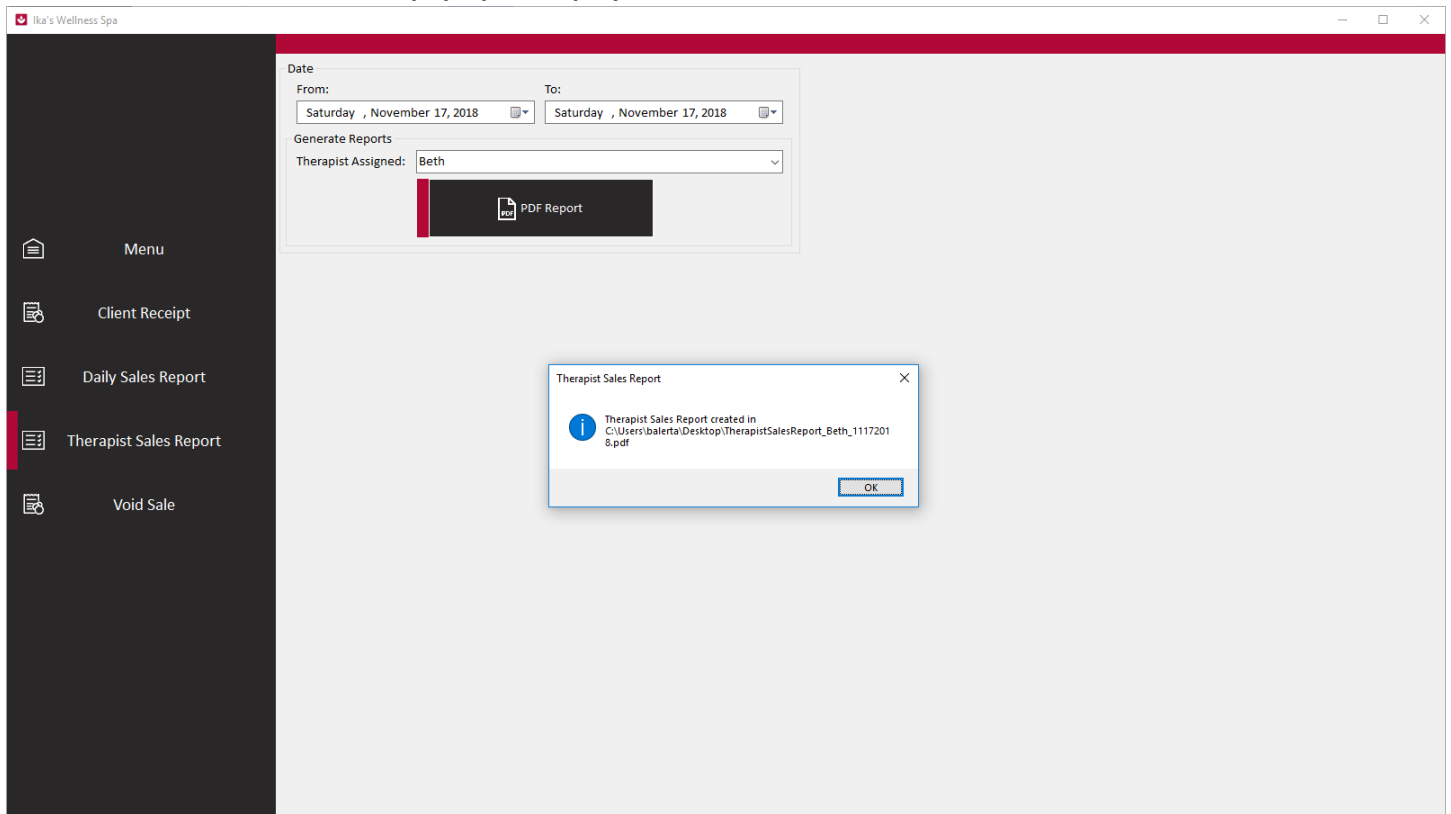
The PDF name report has the following format

“TherapistSalesReport_<SELECTED_THERPIST>_<THE_FROM_DATE_VALUE>.pdf”.

Click Save to save the generated PDF Report of Therapist Sales Report.

A pop up would display for confirmation that the PDF Report of Therapist Sales Report was created successfully. You can click OK to continue.

Note: You'll need to wait for this pop up to display in order to continue.



Note: You'll need a PDF reader or Acrobat Reader DC in order to view the file.

Void Sale

Click Void Sale to void an entered sale. Voiding a sale would not include it from the reports.

Ika's Wellness Spa

Menu

Client Receipt

Daily Sales Report

Therapist Sales Report

Void Sale

Void Sale

Name:
Series Number: 201811171

Date:
Time: 16:44

Therapist Assigned:
Total Amount Due: 195

View Table as:

☐ Voided ☒ Non-Voided

Void Sale

SeriesNumber	NameOfClient	TherapistAssigned	Date	Time	TotalAmountDue	Void
201811171	Anne	Beth	11/17/2018	16:44	195	FALSE

To Void a Sale

Click the sale on the table

Ika's Wellness Spa

Menu

Client Receipt

Daily Sales Report

Therapist Sales Report

Void Sale

Void Sale

Name: Anne
Series Number: 201811171

Date: 11/17/2018
Time: 16:44

Therapist Assigned: Beth
Total Amount Due: 195

View Table as:

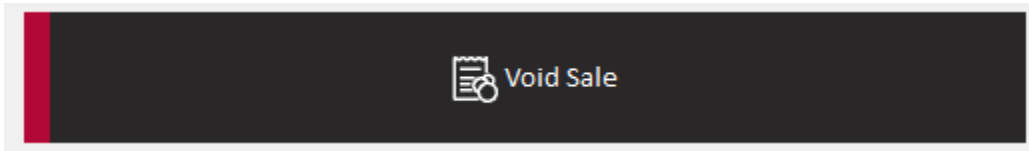
☐ Voided ☒ Non-Voided

Void Sale

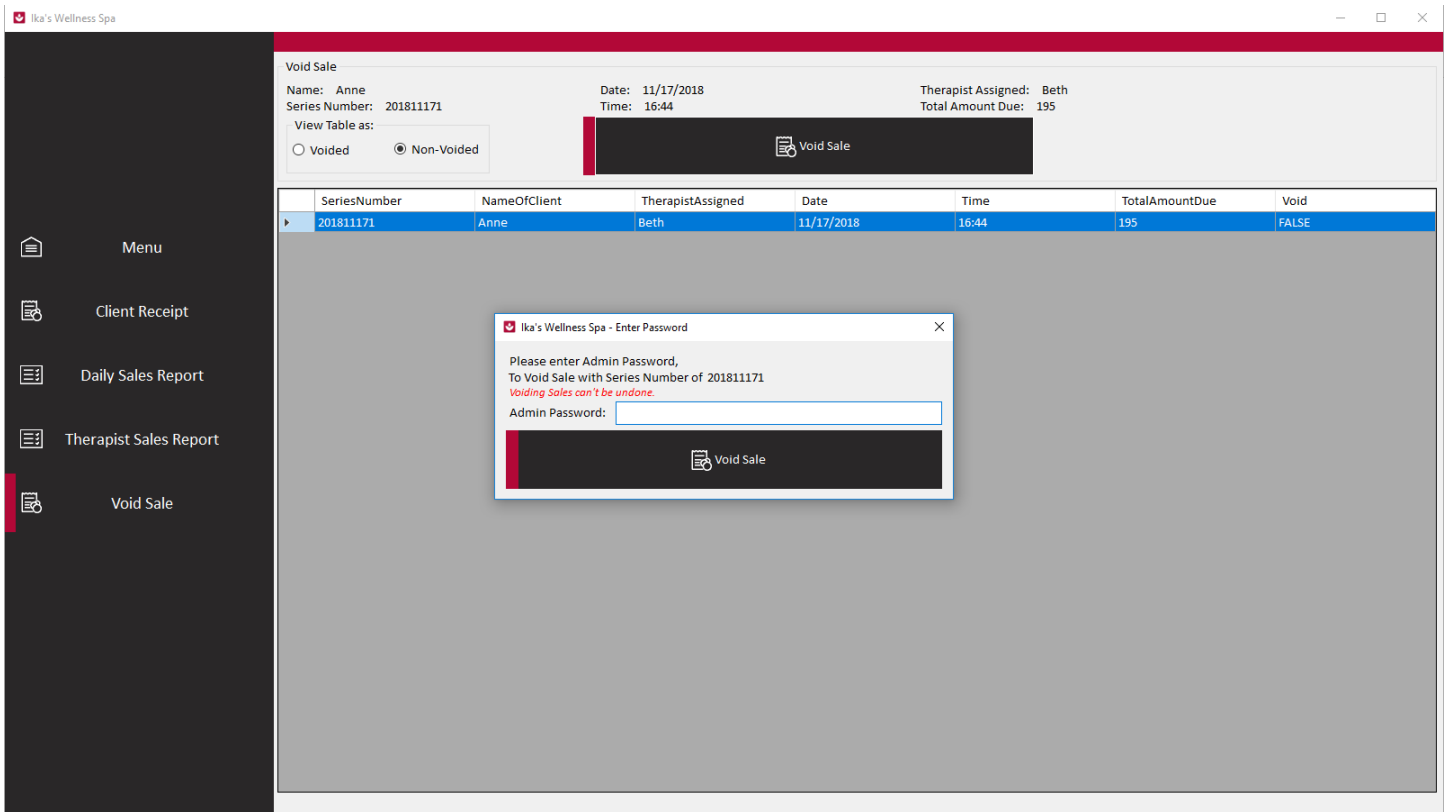
SeriesNumber	NameOfClient	TherapistAssigned	Date	Time	TotalAmountDue	Void
201811171	Anne	Beth	11/17/2018	16:44	195	FALSE

The Void Sale button would be enabled, and the information of the selected sale would display.

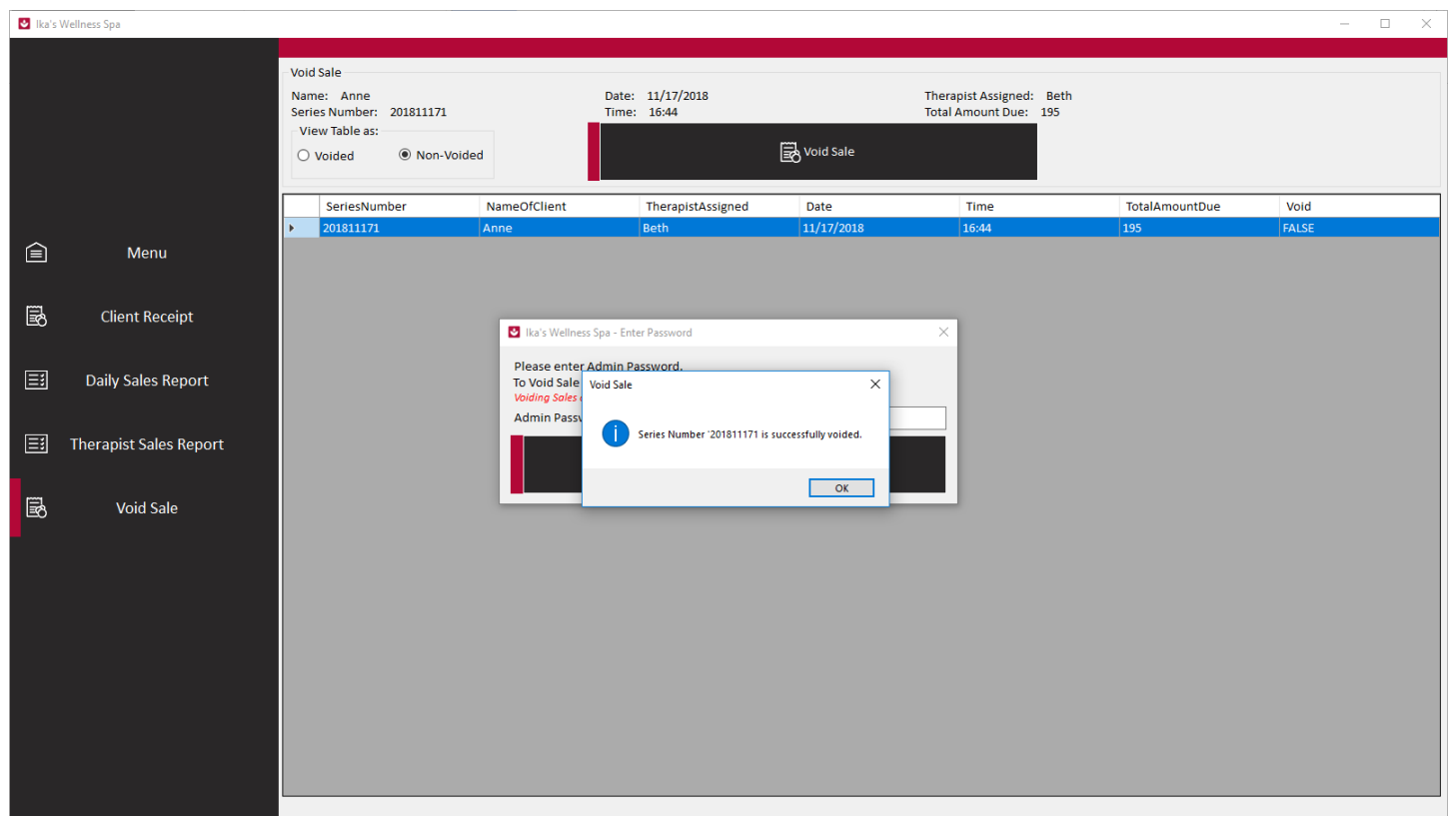
You now have the option to Void this sale, click the Void Sale button.



Enter the Admin Password for in order to Void this particular Sale.



Once you entered the correct Admin Password, a pop up would display for confirmation that you have successfully voided the selected sale.



You can click OK to continue.

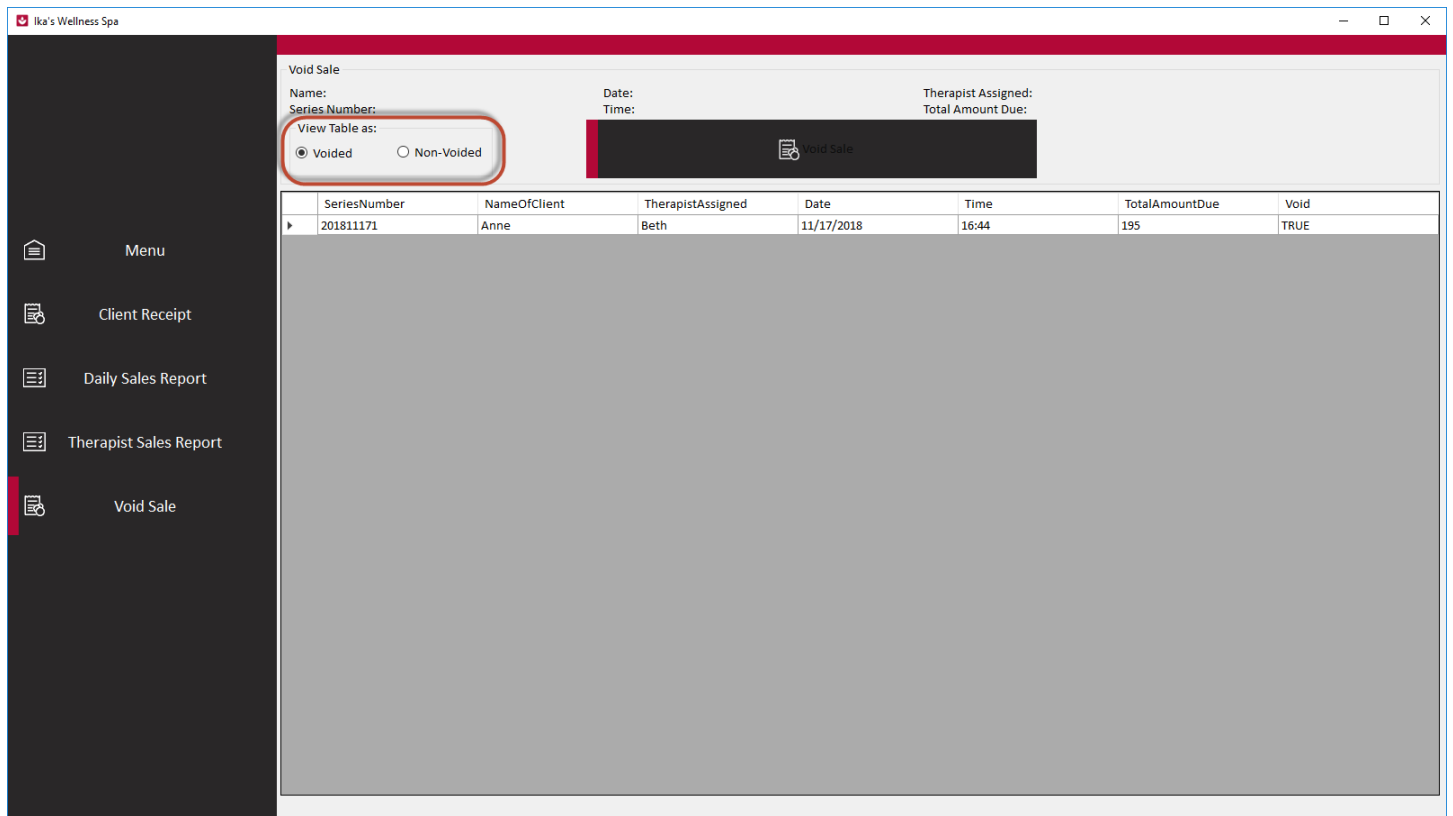
Viewing Non-Voided Sales and Voided Sales

You can view the Non-Voided Sales and Voided Sales by click the Voided and Non-Voided under the “View Table as:”.

The screenshot shows the 'Void Sale' interface of the Ika's Wellness Spa software. On the left is a dark sidebar menu with options: Menu, Client Receipt, Daily Sales Report, Therapist Sales Report, and Void Sale (highlighted in red). The main area has a header with 'Void Sale' and fields for Name, Series Number, Date, Time, Therapist Assigned, and Total Amount Due. Below these is a 'View Table as:' section with two radio buttons: 'Voided' and 'Non-Voided' (which is selected and circled in red). To the right of this is a dark button labeled 'Void Sale' with a document icon. Below the header is a table with the following columns: SeriesNumber, NameOfClient, TherapistAssigned, Date, Time, TotalAmountDue, and Void. The table body is currently empty.

SeriesNumber	NameOfClient	TherapistAssigned	Date	Time	TotalAmountDue	Void
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Viewing Non-Voided



Viewing Voided