

Barbershop Made Easy

Tutorial Manual



Professional Hygiene Appointment Management Program

Towson University

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Introduction to the Barbershop Made Easy Program

Who Should Use this Application?

All barber shops, nail salons, and all other hygiene-service providers rely on a consistent, accurate and orderly customer tracking system in order to maintain a successful business operation. Barbershop Made Easy is the program that turns headaches of dealing with client information and employee availability into a just a breeze with great administrative tools which can be used to monitor and run the business. With Barbershop Made Easy, the administrative staff is able to have the peace of mind knowing that all their scheduling needs are being taken care of. From recording the accurate client information to dealing with employee scheduling and allowing availability for new walk-in customers and providing them with great experience, it is all done with one program.

All small business barbershop owners would benefit from using the Barbershop Made Easy Appointment Management Program due to simplicity, accuracy, and efficiency -- the 3 golden attributes of a well-maintained business.

Key Features

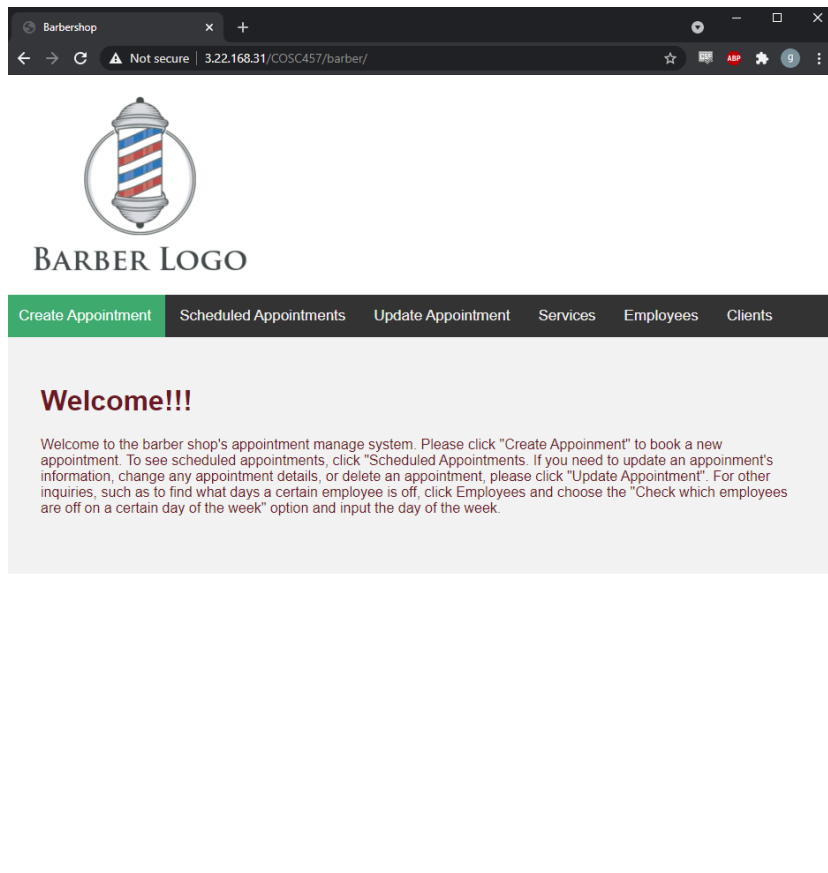
- Schedule appointments
- Search, update, insert and delete client records and appointments
- Generate lists of all client and employee information
- View availability for appointments with client preferred hygiene provider
- View schedules and job titles for employees
- Find clients based on name, phone number, or appointment

Administrative Features

Generate Lists of All Client and Employee Information

To generate a list of all client or employee information, the administrative staff must connect to

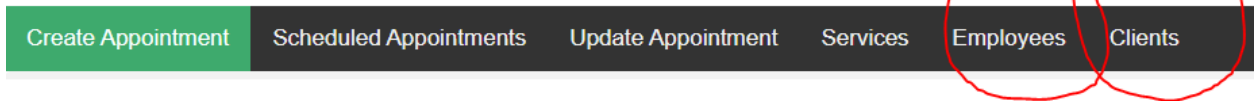
<http://3.22.168.31/COSC457/barber/>



1. The Admin will be welcomed with the home screen. From there, the admin must choose whether a list of employee or client information is necessary.



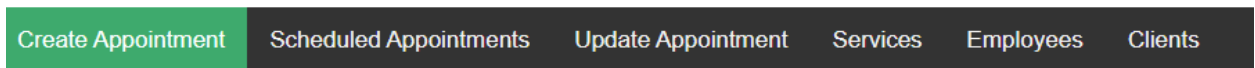
BARBER LOGO



2. For this example, Employee has been chosen. To select employee, please use the mouse to click to navigate to the employee page.



BARBER LOGO



- [Find Employee Information by Entering First and Last name](#)
- [Filter employee per job title](#)
- [Check which employees are off on a certain day of the week](#)

3. For this example, Filter Employee per job title has been chosen. To select example Filter Employee per job title, please use the mouse to click to navigate to the employee page.

Find Employees By Job Title

Job Title

Barber

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View Results

4. Enter a job title for example “Barber”, “Esthetician”, or “Janitor”.

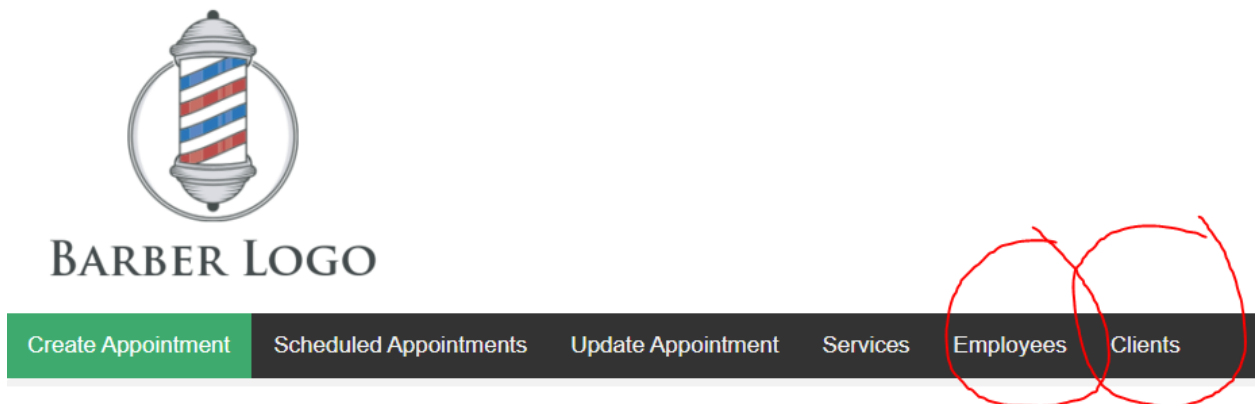
Results

Position	DaysOff	EmployeeID	FirstName	LastName
Esthetician	Friday	2	Hollie	Reilly
Esthetician	Tuesday	10	Kira	Pagac

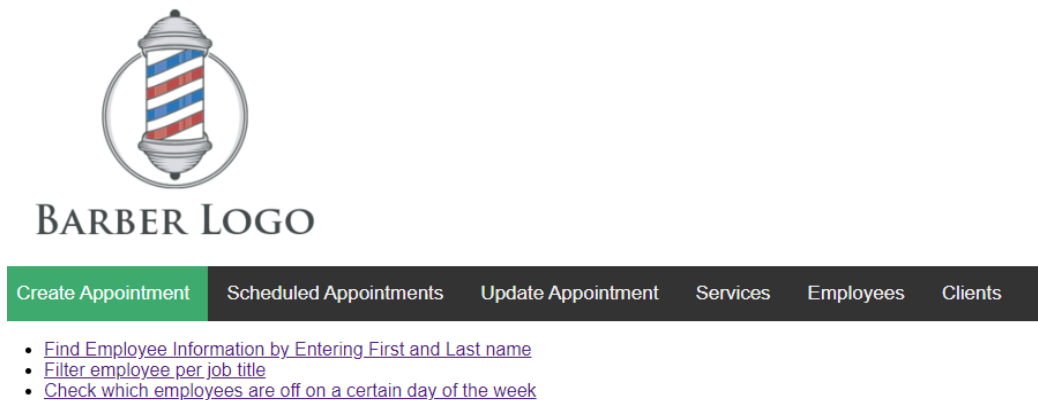
5. Above is the report that is generated.

Find Employee Information by Entering First and Last Name

1. For this example, Employee has been chosen. To select employee, please use the mouse to click to navigate to the employee page.



2. For this example, find employee information has been chosen. To select example Filter Employee per job title, please use the mouse to click to navigate to the employee page.



3. To select employee information using first and last name, please use the mouse to click to navigate to the first bulletin.

Find Employee Data by entering their first name and last name

First Name

Last Name

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View Results

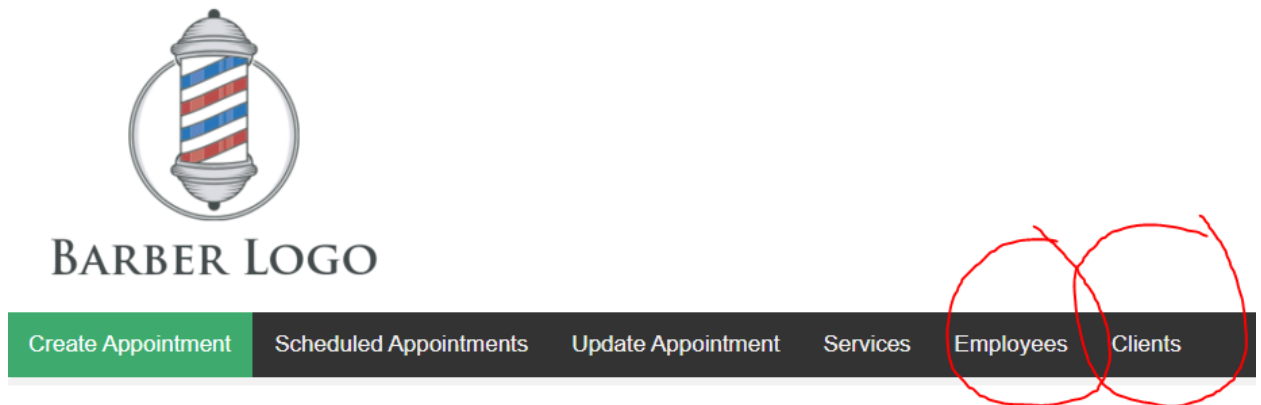
4. Enter the first and last name of the employee. For example, for Vincent Harris, enter the first name “Vincent” into the box below the first name and enter the last name “Harris” into the box below last name. Then click “View Results”.

Results

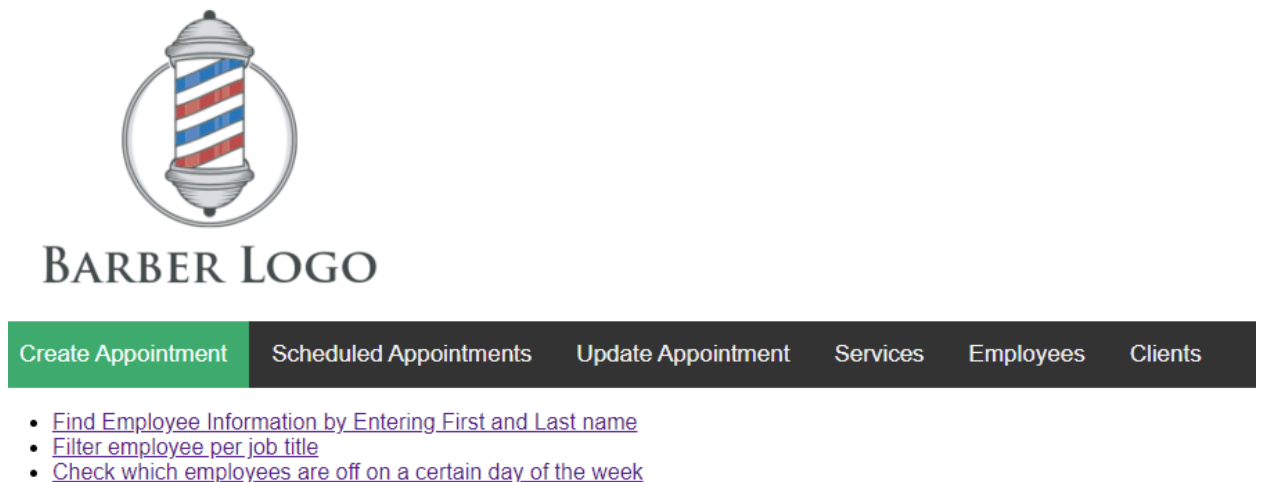
	Position	DaysOff	EmployeeID	FirstName	LastName
5.	Barber	Monday	5	Vincent	Harris

Check Which Employees are Off on a Certain Day of the Week

1. For this example, Employee has been chosen. To select employee, please use the mouse to click to navigate to the employee page.



2. For this example, find employee information has been chosen. To select example Filter Employee per job title, please use the mouse to click to navigate to the employee page.



3. To select check which employees are off on a certain day of the week, please use the mouse to click to navigate to the third bulletin.
4. Enter the day of the week you would like to see which employees are scheduled off.

Find Which Employees Are Off On A Specific Day

Day of Week

Tuesday |

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View Results

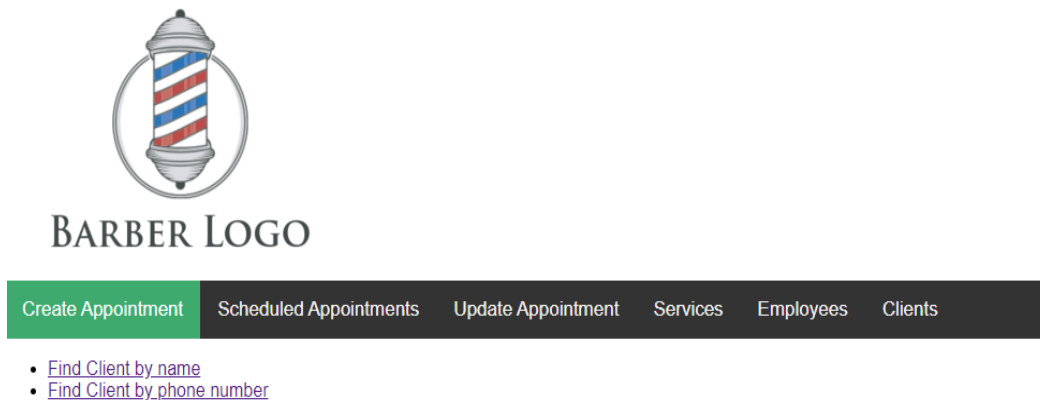
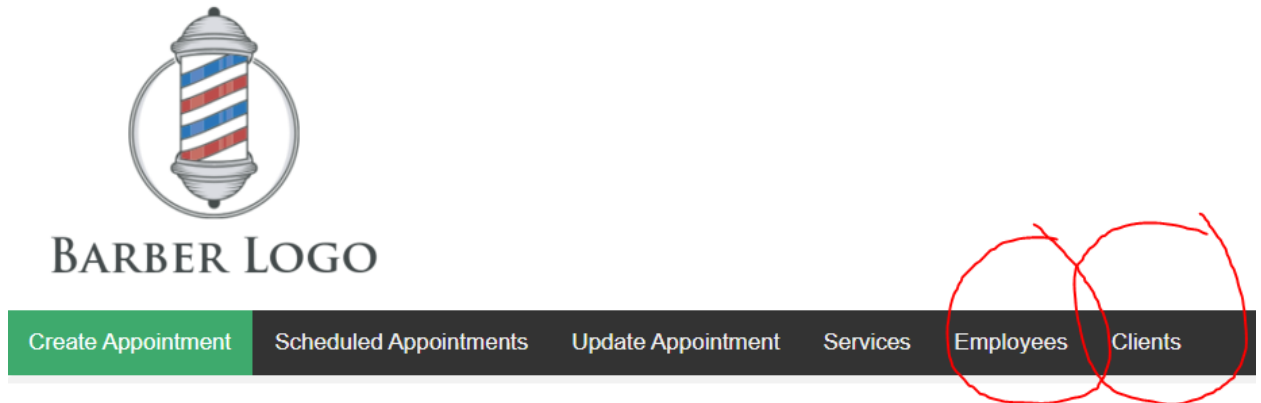
5. Click view results to see the generated list.

Results

Position	DaysOff	EmployeeID	FirstName	LastName
Janitor	Tuesday	6	Garett	Welch
Esthetician	Tuesday	10	Kira	Pagac

Find Clients by Name

1. For this example, clients have been chosen, to select employee please use the mouse to click to navigate to the Clients page



2. Select the first bulletin to search clients by name.

Find Employee Data by entering their first name and last name

First Name

Gurmilan

Last Name

Sangha

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View Results

3. For this example, Gurmilan Sangha has been entered, click view results to see all

Results

PhoneNumber	ClientID	FirstName	LastName
512511555	11	Gurmilan	Sangha

appointments

Find Clients by Phone Number

1. Select the second bulletin in the list to search clients by phone number, by using the mouse.



BARBER LOGO

[Create Appointment](#) [Scheduled Appointments](#) [Update Appointment](#) [Services](#) [Employees](#) [Clients](#)

- [Find Client by name](#)
- [Find Client by phone number](#)

2. When this screen is visible, enter a phone number and then select the view results

Find A Client By Entering Their Phone Number

Phone Number

4109314027

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[View Results](#)

3. Select the view results button using the mouse to view the results

Results

PhoneNumber	ClientID	FirstName	LastName
4109314027	12	Ben	Lee

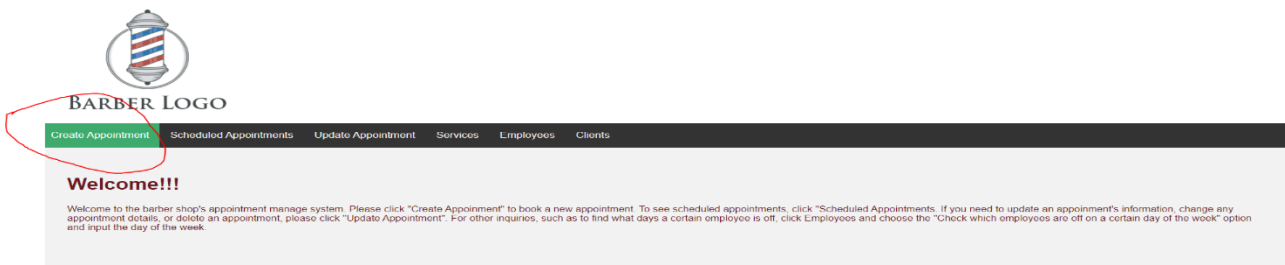
User Features

Create Appointment

1. Generate lists of all client and employee information

To generate a list of all client or employee information the administrative staff must connect to

<http://3.22.168.31/COSC457/barber/>



2. Click Create appointment using the mouse, this will navigate the client to a new page, pictured below.

Create Appointment

Please enter the date you wish to have your appointment on in the format of Year-Month-Day Hour:Minute:seconds format. Ex: 2021-04-30 18:25:28.607

Date

2021-12-25 12:45:00.000

Desired Employee

Vincent

Email

Santa@christmas.com

Appointment Service

Haircut

Appointment Service Type

Haircut

Payment Type

Cash

Comment

Ho Ho Ho, I need a hair cut!

When you are done entering your information, please click the green "Submit" button, then click "Next"

Next [Back to home](#)

Submit

3. Once the data has been inputted in the correct format, continue clicking submit and then clicking Next, Where the user will be prompted to enter more data. Once data has been inputted, click submit and then next

Create Appointment

Please enter the date you wish to have your appointment on in the format of Year-Month-Day Hour:Minute:seconds format. Ex: 2021-04-30 18:25:28.607

Phone Number

410-410-4110

First Name

Jim

Last Name

Smith

When you are done entering your information, please click the green "Submit" button, then click "Next"

Submit

[Next](#) [Back to home](#)

4. Appointment Details page should appear with a view results tab, click the view results tab to review the details of the appointment.

Results

PhoneNumber	ClientID	FirstName	LastName	Date	AppointmentID	DesiredEmployee	Email	AppointmentService	AppointmentServiceType	PaymentType	Comments
410-410-4110	13	Jim	Smith	2021-12-25 12:45:00	15	Vincent	Santa@christmas.com	Haircut	Haircut	Cash	Ho Ho Ho, I need a hair cut

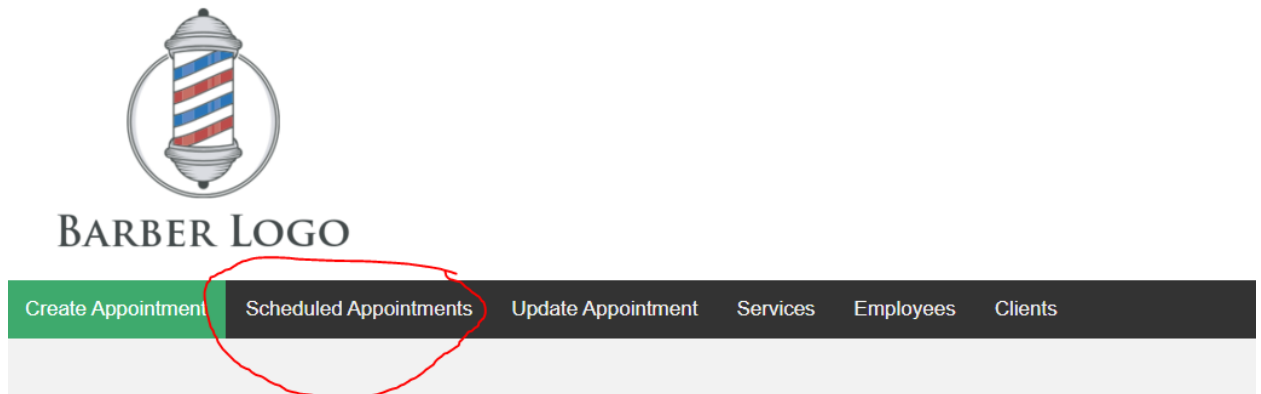
Appointment Details

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View Results

View all Appointments

1. To view all scheduled appointments, select the Scheduled appointments button using the mouse



2. Enter data using the required format listed in the directions.

List All Appointments

Please enter the the date in the following format: %2021-05-10%. The % are required since we are using the substring function

Date

%2021-06-20%

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[View Results](#)

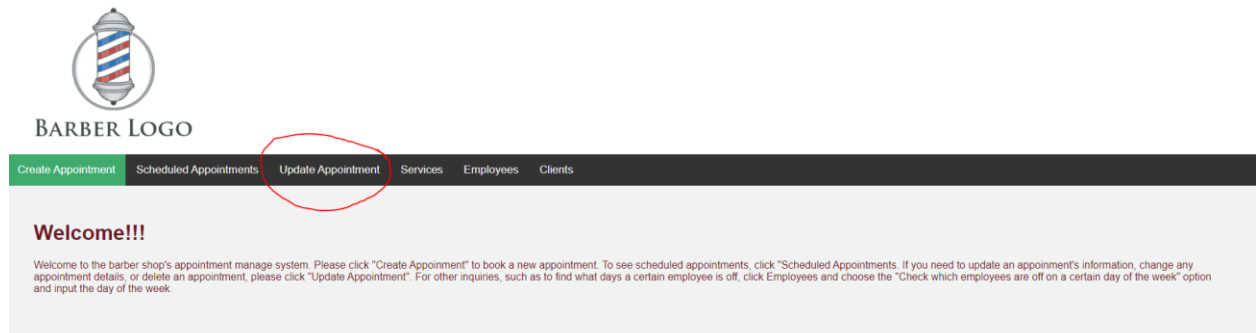
3. Click view results once the date has been entered in the required format. Once, the user clicks view results the results will be generated

Results

Date	AppointmentID	DesiredEmployee	Email	AppointmentService	AppointmentServiceType	PaymentType	Comments
2021-06-20 16:45:00	11	Vincent	Bent@yahoo.com	Haircut	Haircut	Cash	I want a nice cut
2021-06-20 16:45:00	12	Vincent	gfafafafafafafsgs@gmail.com	Nails	Nails	Bitcoin	test appt gs
2021-06-20 16:45:00	13	Vincent	gadasdasd@outlook.com	Nails	Nails	Cash	I want nice nails
2021-06-20 16:45:00	14	Dulce	Test@test.com	Haircut	Haircut	Cash	Please I need haircut

Update Appointment

1. If the user has another engagement at the same time as an already scheduled appointment
the user can update the appointment to fit their new schedule



2. All appointments for all users will be visible, Select the appointment that needs to
modified

Update Appointment

Date	AppointmentID	DesiredEmployee	Email	AppointmentService	AppointmentServiceType	PaymentType	Comments	
2021-05-09 10:30:00	1	Hilda	rjtowson@gmail.com	Haircut	Mullet	Cash	Light fade on sides	Edit
2021-05-02 11:15:00	2	Hollie	brandontowson@gmail.com	Haircut	Fade	Credit	Skin fade	Edit
2021-05-03 12:30:00	3	Isaac	gurmilantowson@gmail.com	Haircut	Buzzcut	Cash	1 all over	Edit
2021-05-04 14:45:00	4	Kira	rjtowson@gmail.com	Nails	Hands	Credit	Gel on top	Edit
2021-05-05 16:00:00	5	Dulce	brandontowson@gmail.com	Nails	Toes	Cash	No paint	Edit
2021-05-06 17:15:00	6	Odell	gurmilantowson@gmail.com	Nails	Hands	Credit	Hang nail on left big thumb	Edit
2021-05-07 18:00:00	7	Magdalena	rjtowson@gmail.com	Wax	Upper Lip	Cash	Sensitive skin	Edit
2021-05-08 09:15:00	8	Vincent	brandontowson@gmail.com	Wax	Eyebrows	Credit	Clean up eyebrow on sides	Edit
2021-05-09 10:00:00	9	Kira	gurmilantowson@gmail.com	Wax	Legs	Cash	Swimmer	Edit
2021-05-10 13:30:00	10	Hollie	rjtowson@gmail.com	Wax	Neck	Credit	Wants bald	Edit
2021-06-20 16:45:00	11	Vincent	Benf@yahoo.com	Haircut	Haircut	Cash	I want a nice cut	Edit
2021-06-20 16:45:00	12	Vincent	gfafafafafafafsgs@gmail.com	Nails	Nails	Bitcoin	test appt gs	Edit
2021-06-20 16:45:00	13	Vincent	gadasd@d@outlook.com	Nails	Nails	Cash	I want nice nails	Edit
2021-06-20 16:45:00	14	Dulce	Test@test.com	Haircut	Haircut	Cash	Please I need haircut	Edit
2021-12-25 12:45:00	15	Vincent	Santa@christmas.com	Haircut	Haircut	Cash	Ho Ho Ho, I need a hair cut	Edit

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3. For this example the first appointment will be modified and moved to July 4th, 2021 at
12pm. To begin editing the appointment select the underlined blue edit button on the
right side of the tuples.

4. Here the new date (July 4th, 2021 at 12pm) has been added and then the submit button must be select.

Edit a user

Date
2021-07-04 12:00:00

AppointmentID
1

DesiredEmployee
Hilda

Email
rjtowson@gmail.com

AppointmentService
Haircut

AppointmentServiceType
Mullet

PaymentType
Cash

Comments
Light fade on sides

[Back to home](#) [Submit](#)

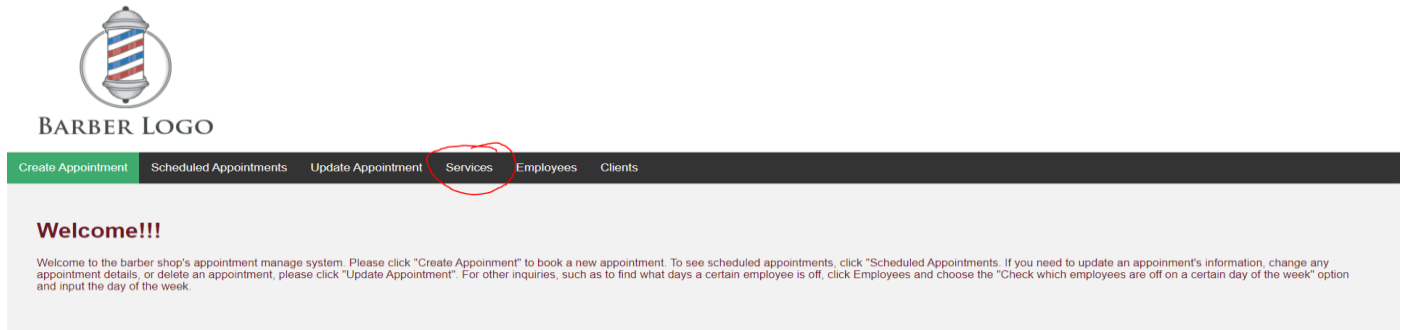
5. Below we can see the appointment time was updated, this same method can be repeated if any other variable of the appointment needs to be modified.

Update Appointment

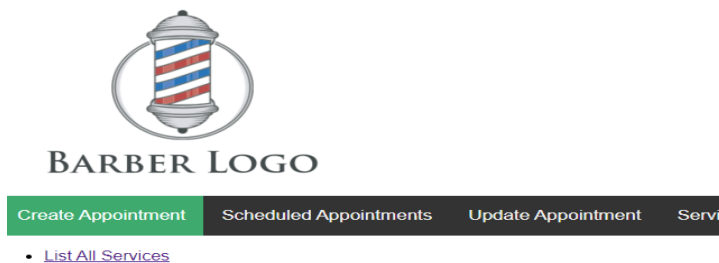
Date	AppointmentID	DesiredEmployee	Email	AppointmentService	AppointmentServiceType	PaymentType	Comments	
2021-07-04 12:00:00	1	Hilda	rjtowson@gmail.com	Haircut	Mullet	Cash	Light fade on sides	Edit

View Services offered at Barbershop

1. To view all the available services, select the services button



2. Use the mouse to select the Services button, once selected the user will be navigated to a new page.
3. The user will need to select the one and only bulletin view all services.



4. Once the user has selected the first builtin select the view results button on the right-hand side of the screen. The following list will be generated with prices.

Results

ServiceName	ServiceID	ServiceType	Cost
Haircut	1	Mullet	60
Wax	2	Eyebrows	40
Haircut	3	Fade	50
Haircut	4	Buzzcut	45
Wax	5	Upper Lip	65
Wax	6	Legs	55
Nails	7	Toes	85
Nails	8	Hands	75
Haircut	9	Dye	100
Wax	10	Neck	50