Facelift Beauty Palace Application

INTRODUCTION

This is application is a web based application that works offline for the management of day-to-day running of facelift beauty salon. This application is designed to record, manage and analyze services, customers and expenses for everyday in the salon.

Access to the Application

There are three levels of access to users in the application. The user can either be a staff, an admin or a super admin. The application will indicate when a user does not have access to a page.

Main Menus:

1. Home
2. Customers
   a. Customers Directory
   b. Add Customer
   c. Loyalty points
3. Service
   a. Service History
   b. New Service
4. Referrals
   a. All Referrals
   b. Staff Referrals
   c. Customer Referrals
5. Staff
   a. New Staff
   b. Manage Staff
   c. Staff Commissions
6. Users
   a. Manage Users
   b. Add Users
7. Expenditure Control and MGT
8. Report

HOME

This is the Dashboard of the present User with summary of Services, Customers, Sales Report, Upcoming birthdays, and Upcoming Anniversaries.

CUSTOMERS

Sub-Menus:-

1. Customers Directory
2. Add Customers
3. Loyalty Points

To Add Customers: -

1. Click on Customers
2. Click on Add Customers

Note: All fields are required except House Number, street, location, and city. The customers' names must be unique to the customer

To View All Customers:-

1. Click on Customers
2. Click on Customers Directory

CUSTOMERS DIRECTORY

Buttons:-

1. View History: To check the history service of each customer
2. Edit: To edit customer information
3. View: to see to information about the customer
4. Delete: to remove the customer permanently from the database

Note: if a customer's last service is not more than 2 months then the customer is still regarded as been active but if the customer's last service is more than two months ago then the customer is regarded as being active

LOYALTY POINTS

This the reward system for the customers of facelift beauty salon.

TO Add Loyalty Points

1. Click on Services
2. Click on new service
3. Input the Customer name in the Returning Customer field and click find. This is will take you to the Customers page
4. At the top right corner of the customer's page you will find a form for New loyalty points
5. Input the new points and then click add points.

Each new loyalty point will be added to the old.

SERVICES

Sub-Menus

1. Service History
2. New Service

SERVICE Directory

This is where all the past services in the shop are listed. You can filter services by using the month and year form on the page. All new services becomes the number one service on the list.

NEW SERVICE

This is the page where you either register a new customer for a new service or you input the returning customers name in order to add a new service to the customer

REFERRALS

Sub-Menus

1. All Referrals
2. Staff Referrals
3. Customer Referrals

The referrals page lists all the referrals ever made to the shop. The customer referrals lists all the referrals made to the salon by the customers while the staff referrals lists all the referrals made to the salon by the staff. The referrals by the staff attracts a 5% commission on each of the services amount made by the referred customer.

STAFF

Sub-menus

1. New Staff: This is to add New staff to the directory
2. Manage staff: This page lists all the staff presently active and inactive in the salon. Information about each staff is listed.

A staff can either be active or deactivated. Deactivated Staff cannot perform any service in the salon

3. Staff commissions: This lists all the staff that has commissions with the salon. This is based on the referrals made by each Staff

USERS

Sub-Menus

1. Manage Users: To manage all the users that have access to the application.
2. Add Users: To add new users

EXPENDITURE CONTROL AND MGT

This is the page for input and analyzing expenses, inputting of expenses and budgets

Buttons:

1. New Expense Button: for adding new expenses
2. New Budget: for inputting new budget for the month
3. All Expenses: to view all the expenses made in a particular month

Search Expense Form

This form helps to filter out all the expense for a particular month.

REPORT MENU

This section helps to generate report for printing or for download

To generate Report:

1. Click on Generate and Print Report
2. Fill in the form:
   a. The Report section gives a list of all the reports that can be generated
   b. To generate a report from the beginning of the app usage, Click on Generate All
   c. The "from month & year" and "to month & year" generates report based on the selected months and year

MAIL

The downloaded or backup reports can be mailed to the Director.

To mail report:

1. Click on the Report Menu
2. Click on the Mail Report/Backup tab
3. Upload downloaded file
4. Click on Send Mail

BACKUP

Backup is generated in zip format.

To Backup

1. Click on the Report Menu
2. Click on the Download Backup tab
3. Click on the link generated to download
4. Save the file