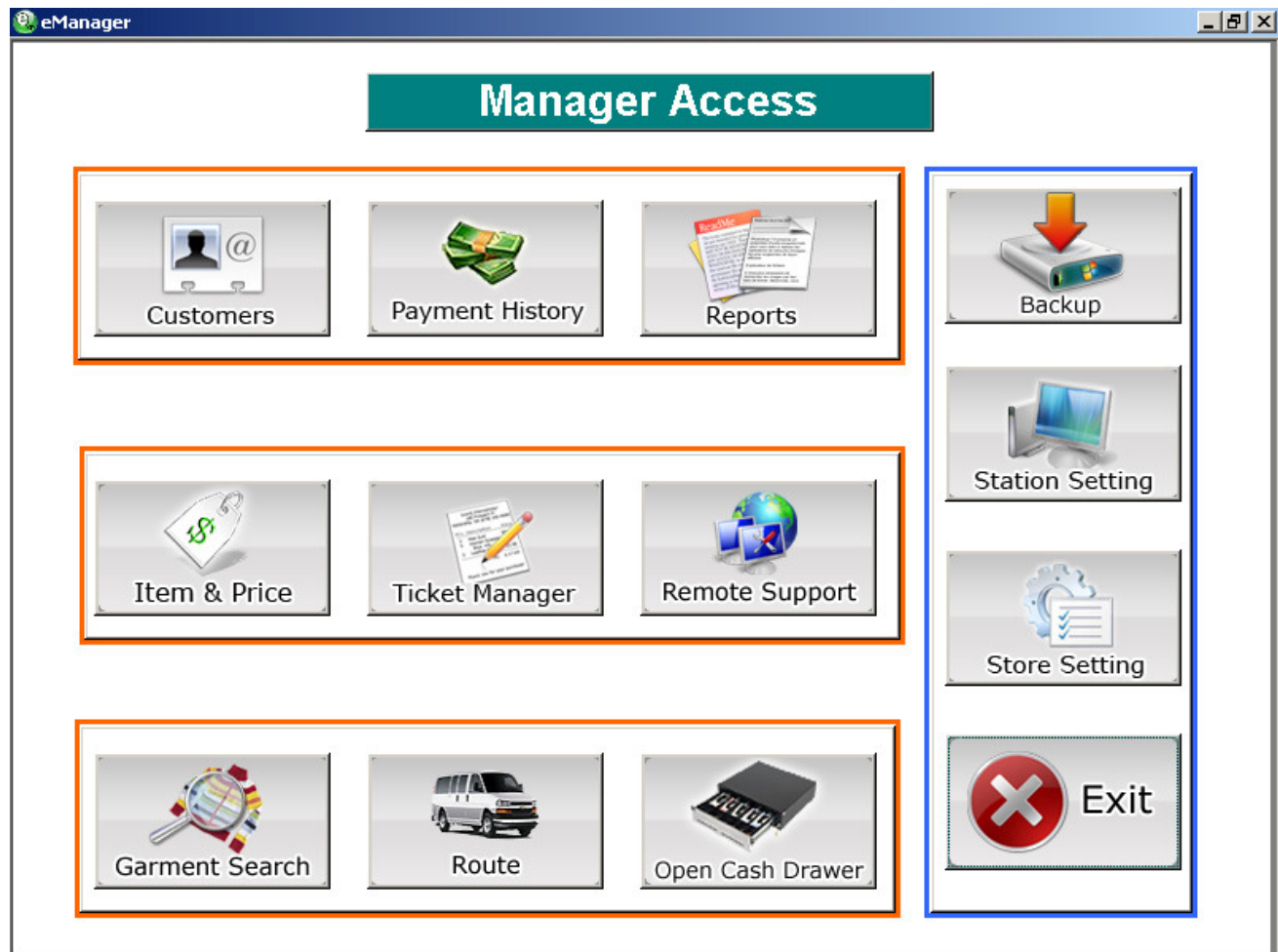
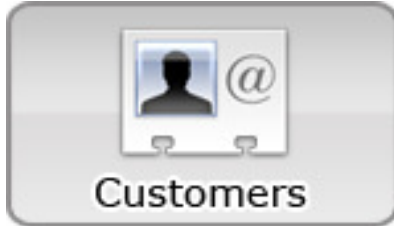


Manager Access



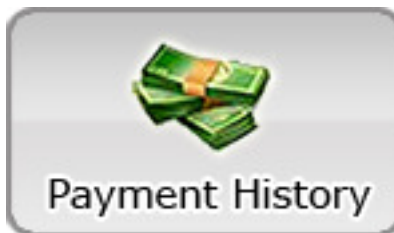
Manager Access

Functions only manager can access which have right to change vital transaction information and history if there is any mistake need to be changed.



Customers

Unlike basic customer function, manager can delete customer account



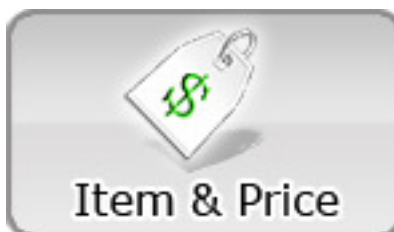
Payment History

Generate various types of payment history of cus-



Report

Manager can access report function to check sales and ticket status



Item & Price

Setup Garment price, create new garments, modify, update prices.

Manager Access

Manager can change transaction, make a reports, manage ticket in 'Manager Access' Menu as quick as possible. This Function help manager to manage store work flow shortly.



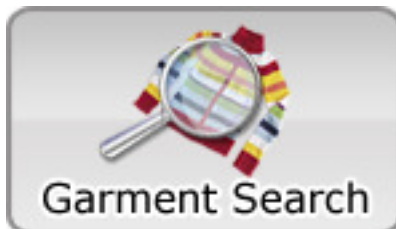
Ticket Manager

Let manager change ticket information when there are mistake or lost tickets



Remote Support

Access to Scanq online remote support (requires internet and service contract for technical support).



Garment Search

This function allows employee to search a garment by description, name, color, barcode, etc.



Route

Route function for delivery service

Manager Access

Manager can change transaction, make a reports, manage ticket in 'Manager Access' Menu as quick as possible. This Function help manager to manage store work flow shortly.



Open Drawer

Opens cash drawer



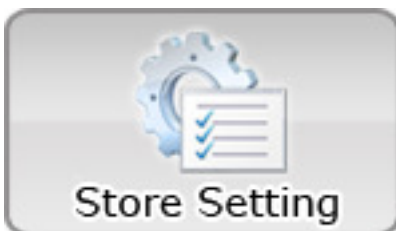
Backup

Data backup function



Station Setting

Change system settings



Store Setting

Change Store Default options for PickUp Arrangement, Discount Setup, Coupon Setup.

Open Manager Access



1. Click Manager Access button

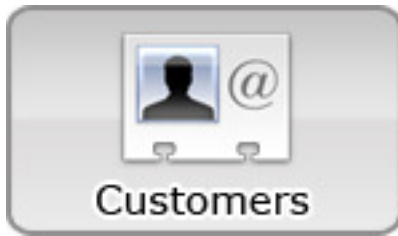


2. Enter Manager Password.



3. Select one of the Manager Access options.

Customer File



Manager can modify, delete and add new customer information. All steps are same as before,

eManager

Phone Number: 9090 ①

Last Name:

First Name:

Spouse Name:

Customer Info New Customer Show All Close ③

Delete Customer

Cust No	Last Name	First Name	Spouse Name	Address	Phone Num
100	DefUser				000-0000
1554 ②	Edward	Michael			243-6060
1556	Eldrich	Joyce			254-2020
101	EnliteXP	SCANQ		180 Prospect Pl	240-9090
1555	Estanos	George			246-1010

Record: 14 of 5

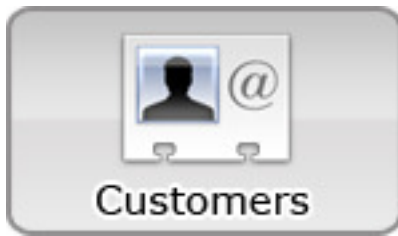
Q W E R T Y U I O P 1 2 3 *
 A S D F G H J K L 4 5 6 -
 Z X C V B N M , Special 7 8 9
 Caps Space <- Del 0 Del

1. Enter Name or Phone number to begin search.

2. Select customer from list.

3. Use close button when the job done.

Customer File



Customer File function will let user search a particular customer from all customer list, and also let users change any mistake in the customers information file.

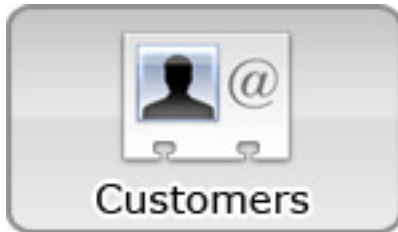
Cust No	Last Name	First Name	Spouse Name	Address	Phone Num
100	DefUser				000-0000
1554	Edward	Michael			243-6060
1556	Eldrich	Joyce			254-2020
101	EnliteXP	SCANQ		180 Prospect Pl	240-9090
1555	Estanos	George			246-1010

1. Show all customer in Enlite program.
2. Use phone number, last name, first name to begin search.

Cust No	Last Name	First Name	Spouse Name	Address	Phone Num
101	EnliteXP	SCANQ		180 Prospect Pl	240-9090

3. When there any change needed, use customer info to change information.
4. Select customer from the list.

Customer File

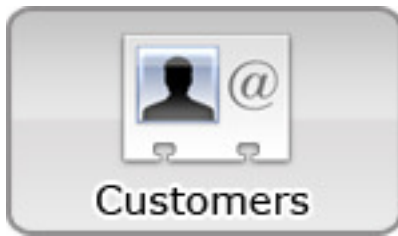


Customer File function will let user search a particular customer from all customer list, and also let users change any mistake in the customers information.

1. General tab is identical to new customer.
2. When change is done click close button.

3. In detail tab, user enter customers detail information such as birthday or special memo.

Customer File



User can input Customer Charge Information like Credit Card Information. This information will be shown at the bottom line on Pickup Slip. So User can use this credit card information for charge that balance.

Customer Info

General | Detail | E-Mail | **Charge Info** | Credit History | Membership History | Sales Info | Print

Statement: ☐ Paper ☐ Email Account Limit: \$0.00 Is Master Account ☐ Yes

Billing Address:

City/ST/Zip:

Billing Cycle: Each Time

Credit Card 1: Number: Exp Date (mm/yy): Card Holder:

Credit Card 2: Number: Exp Date: Card Holder:

Cancel Close

Q W E R T Y U I O P 1 2 3 *
A S D F G H J K L 4 5 6 -
Z X C V B N M , Special 7 8 9
Caps Space <- Del . 0 Del

Cust Info Recall [L] History Time Card Invoice Rack Pick Menu

1. Charge Info tab contains billing information.

2. After change information, click close.

Customer Info

General | Detail | E-Mail | Charge Info | **Credit History** | Membership History | Sales Info | Print

Credit History

Description	Amount	Invoice	Pickup Date	Total
Store Credit ISSUED (\$100) BEST CUSTOMER	100			

ISSUE Store Credit

Cancel Close

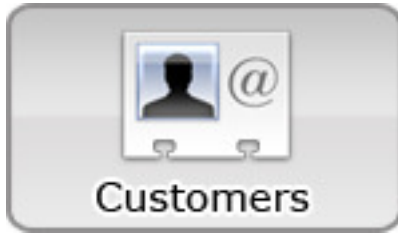
Q W E R T Y U I O P 1 2 3 *
A S D F G H J K L 4 5 6 -
Z X C V B N M , Special 7 8 9
Caps Space <- Del . 0 Del

Cust Info Recall [L] History Time Card Invoice Rack Pick Menu

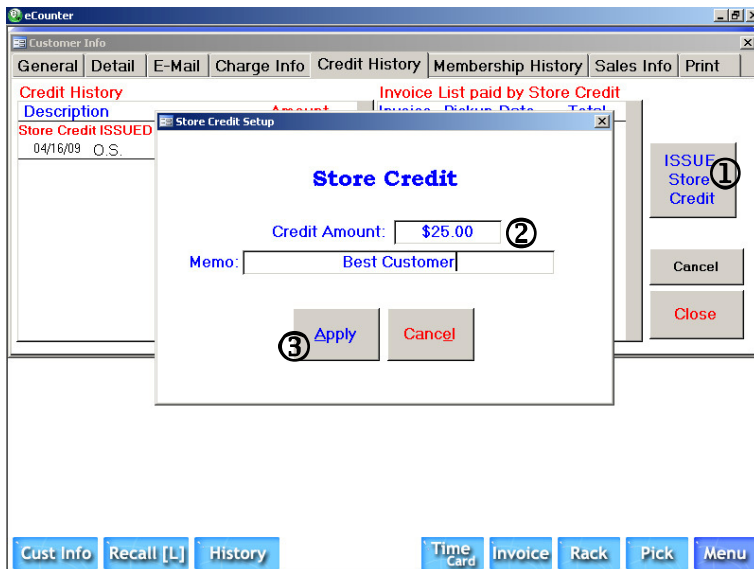
3. Credit History tab will display customers credit information.

4. Close Customer File.

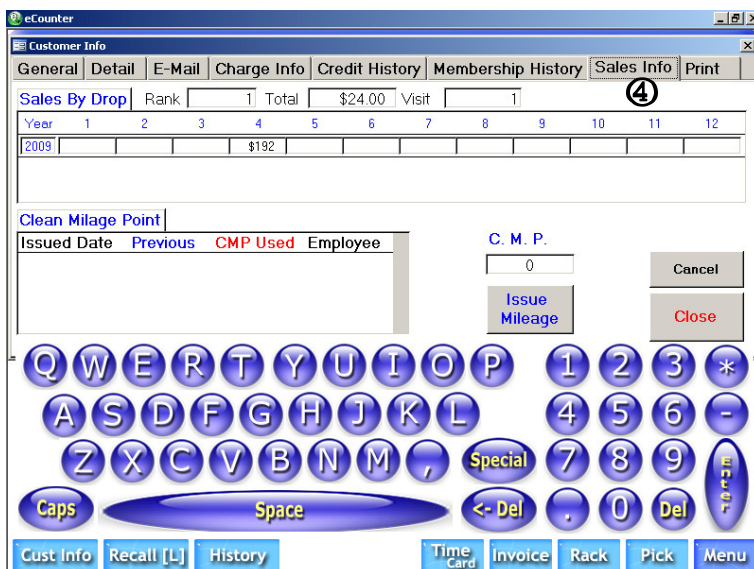
Customer File



When there is some error or mistake at Customer garments, User can give Store Credit to Customer. It's automatically charged to customer when customer pick up his garments. And Sales Amount show total sales amount of the Customer during one year that from today to last year yesterday.

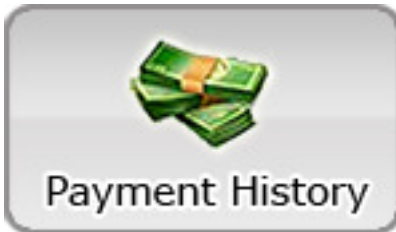


1. Click "Issue Store Credit" to give credit to a customer.
2. Enter amount and nature of credit.
3. Click Apply to update credit balance.

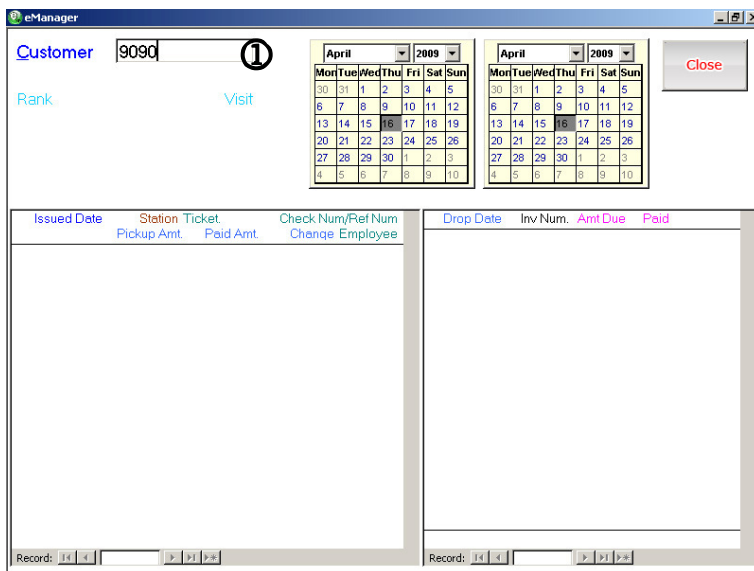


4. Sales Info tab shows sales history in each month.

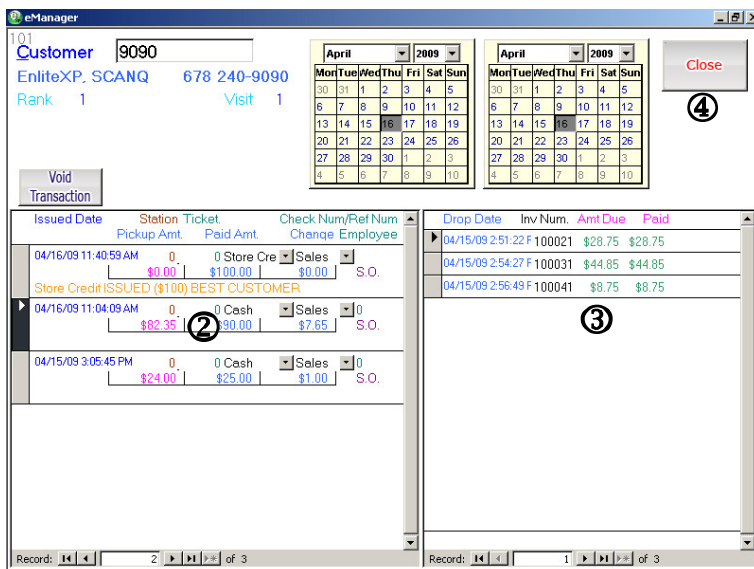
Payment History



This Menu shows Payment History of the customer.
And it shows current balance of the customer.



1. Enter customer phone number.



2. The customer's payment history will displayed.

3. This window displays invoice history.

4. Close after history check.

Report



Manager can select Report Type and Detail Report type for print report to screen or printer. And Manager can print Price List for customer.

The screenshot shows the 'eReport' window with the following elements:

- Date From:** 04/02/09, 12:00:00 AM
- Date To:** 04/16/09, 11:59:59 PM
- Period Selection:** Radio buttons for Daily, Weekly, Bi-Weekly, Monthly, and Yearly. 'Monthly' is selected.
- Output Option:** Radio buttons for Screen and Printer. 'Screen' is selected.
- Store:** ScanQ
- Report Type List:**
 - Sales By Pickup
 - Daily Report
 - Item & Price Report
 - Ticket & Invoice
 - Inventory Report
- Report List:**
 - Sales By Payment -Summary
 - Sales By Payment -By Type
- Buttons:** Generate Report, Export, Close, Chart

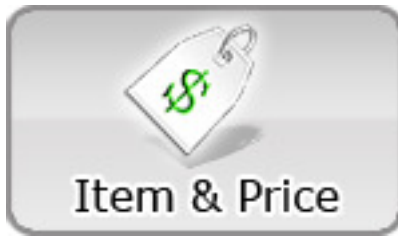
1. Select one of period.
2. Select report output option.

The screenshot shows the 'eReport' window with the following elements:

- Date From:** 04/02/09, 12:00:00 AM
- Date To:** 04/16/09, 11:59:59 PM
- Period Selection:** Radio buttons for Daily, Weekly, Bi-Weekly, Monthly, and Yearly. 'Monthly' is selected.
- Output Option:** Radio buttons for Screen and Printer. 'Screen' is selected.
- Store:** ScanQ
- Report Type List:**
 - Sales By Pickup
 - Daily Report
 - Item & Price Report
 - Ticket & Invoice
 - Inventory Report
- Report List:**
 - Ticket List With Detail By Date
 - Marked No Location Ticket List
 - Unmarked Ticket List
 - Marked No Location Ticket - Thermal
- Buttons:** Generate Report, Export, Close

3. Select report type.
4. Select detail report option.
5. Click to generate report.

Item & Price



Manager can change garment description and price.

eManager

Dry Cleaning Laundry Tailoring Outside Etc. Retail Close

Garment

Price Update UpCharge Basic Price Options Extra Price Special Price

Garment	ID	PCs	Price	Press Only	Coupon	P	T	E
M-SUIT	1	2	\$9.00	\$8.00	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PANTS	2	3	\$12.00	\$11.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SHIRT	3	2	\$11.50	\$10.50	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BLAZER	4	3	\$13.50	\$12.50	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JACKET	5	2	\$9.95	\$7.50	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SWEATER	6	2	\$15.00	\$6.75	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VEST	7	2	\$9.50	\$6.95	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TIE & SCARF	8	2	\$8.25	\$3.50	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
W-SUIT	9	2	\$10.50	\$7.50	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BLOUSE	10	2	\$11.00	\$10.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SKIRT	11	1	\$3.25	\$2.25	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRESS	31	1	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FANCY DRESS								
GOWN								
COAT								
ACCESSORY								
COMFORTER								
DRAPERY								
HOUSE HOLD								

1. Select work type.

2. Select garment type.

3. Change price on each item on the garment type.

4. Check mark the column 'T' to apply tax to the item, 'E' to apply environmental fee to the item. 'P' to print the item in the customer price list.

5. Use to change upcharge price.

(There are four different types of upcharge)

eManager

Dry Cleaning Laundry Tailoring Outside Etc. Retail Close

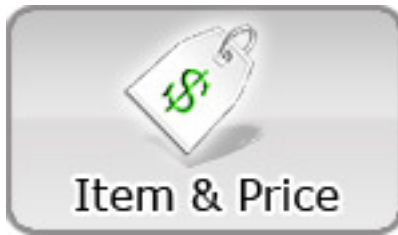
Garment

Price Update Regular

Color Material Extra Designer

Garment	ID	Color	Price
M-L 2pc Suit	1	Unknown	\$0.00
M-L 3pc Suit	2		
Men's 2pc Tuxedo	3		
Men's 3pc Tuxedo	4		
Army 2pc Uniform	5		
2pc Uniform	6		
Sport Men's 2pc Suit	7		
Child 2pc Suit	8		
2pc Men's Ultra	9		
Lady 2pc dress	10		
Vest	11		
*	31		

6. Click to go back to normal price.



Item & Price

Manager can change basic price and also Upcharge price and extra price.

eManager

Dry Cleaning Laundry Tailoring Outside Etc. Retail Close

Garment Price Update Regular

Garment	ID
1 M-SUIT	
2 PANTS	
3 SHIRT	
4 BLAZER	
5 JACKET	
6 SWEATER	
7 VEST	
8 TIE & SCARF	
11 W-SUIT	
12 BLOUSE	
13 SKIRT	
14 DRESS	
15 FANCY DRESS	
16 GOWN	
17 COAT	
18 ACCESSORY	
41 COMFORTER	
42 DRAPERY	
43 HOUSE HOLD	

Garment	ID
M-L 2pc Suit	1
M-L 3pc Suit	2
Men's 2pc Tuxedo	3
Men's 3pc Tuxedo	4
Army 2pc Uniform	5
2pc Uniform	6
Sport Men's 2pc Suit	7
Child 2pc Suit	8
2pc Men's Ultra	9
Lady 2pc dress	10
Vest	11
*	31

Color Material Extra Designer

1. Upcharge by Material.

Material	Price
Linen	\$0.00
Velvet	\$0.00
Wool	\$0.00
Silk	\$0.00

2. Upcharge by Extra.

Extra	Price
Hand Wash	\$0.00
Heavy	\$0.00
Over Size	\$0.00
Fold	\$0.00
Fancy	\$0.00
* Extra	\$0.00

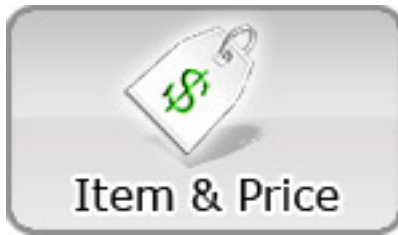
3. Upcharge by Designer.

Designer	Price
FILA	\$1.00
POLO	\$0.00
	\$0.00

Delete

Item & Price

IV-15



Manager can set price for general customer or member customer or special customer.

eManager

Dry Cleaning Laundry Tailoring Outside Etc. Retail Close

Garment Price Update UpCharge Basic Price Options Extra Price Special Price

Garment	Packing Crease	Assembly	W.Table	Pricing
1 M-SUIT	M-L 2pc Suit	Default	Defau	Dry Clec Top & B Regular
2 PANTS	M-L 3pc Suit	Default	Defau	Dry Clec Top & B Regular
3 SHIRT	Men's 2pc Tuxedo	Default	Defau	Dry Clec Top & B Regular
4 BLAZER	Men's 3pc Tuxedo	Default	Defau	Dry Clec Top & B Regular
5 JACKET	Army 2pc Uniform	Default	Defau	Dry Clec Top & B Regular
6 SWEATER	2pc Uniform	Default	Defau	Dry Clec Top & B Regular
7 VEST	Sport Men's 2pc Suit	Default	Defau	Dry Clec Top & B Regular
8 TIE & SCARF	Child 2pc Suit	Default	Defau	Dry Clec Top & B Regular
11 W-SUIT	2pc Men's Ultra	Default	Defau	Dry Clec Top & B Regular
12 BLOUSE				

eManager

Dry Cleaning Laundry Tailoring Outside Etc. Retail Close

Garment Price Update UpCharge Basic Price Options Extra Price Special Price

Garment	Wholesale Charge	Route	Hotel Coupon2
1 M-SUIT	M-L 2pc Suit	\$1.00	\$0.00
2 PANTS	M-L 3pc Suit	\$0.00	\$0.00
3 SHIRT	Men's 2pc Tuxedo	\$0.00	\$0.00
4 BLAZER	Men's 3pc Tuxedo	\$0.00	\$0.00
5 JACKET	Army 2pc Uniform	\$0.00	\$0.00
6 SWEATER	2pc Uniform	\$0.00	\$0.00
7 VEST	Sport Men's 2pc Suit	\$0.00	\$0.00
8 TIE & SCARF	Child 2pc Suit	\$0.00	\$0.00
11 W-SUIT	2pc Men's Ultra	\$0.00	\$0.00
12 BLOUSE	Lady 2pc dress	\$0.00	\$0.00
13 SKIRT	Vest	\$0.00	\$0.00
14 DRESS		\$0.00	\$0.00
15 FANCY DRESS		\$0.00	\$0.00
16 GOWN		\$0.00	\$0.00
17 COAT		\$0.00	\$0.00
18 ACCESSORY		\$0.00	\$0.00

eManager File Edit Insert Records Window Help

Dry Cleaning Laundry Press Only Tailoring Outside Etc. Close

Upcharge Basic Price Options Extra Price Special Price

ID	Garment	Hotel Charge	Not Used	Not Used	Default
1	M-SUIT	Men's 2pc Suit	\$0.00	\$0.00	\$0.00
2	SHIRT	Men's 2pc Tuxedo	\$0.00	\$0.00	\$0.00
3	PANTS	Sport Men's 2pc Suit	\$0.00	\$0.00	\$0.00
4	JACKET	Army 2pc Uniform	\$0.00	\$0.00	\$0.00
5	OUTER JACKET	Men's 2pc Uniform	\$0.00	\$0.00	\$0.00
6	SWEATER	Mens 2pc Linen	\$0.00	\$0.00	\$0.00
7	VEST	Men's 3pc Suit	\$0.00	\$0.00	\$0.00
8	TIE & SCARF	Child 2pc Suit	\$0.00	\$0.00	\$0.00
11	W-SUIT	2pc Men's Ultra	\$0.00	\$0.00	\$0.00
12	BLOUSE	DataTransfer	\$0.00	\$0.00	\$0.00
13	SKIRT		\$0.00	\$0.00	\$0.00
14	DRESS		\$0.00	\$0.00	\$0.00
15	FANCY DRESS		\$0.00	\$0.00	\$0.00
16	GOWN		\$0.00	\$0.00	\$0.00
17	COAT		\$0.00	\$0.00	\$0.00
18	ACESARY		\$0.00	\$0.00	\$0.00
31	COMFORTER		\$0.00	\$0.00	\$0.00

1. Select Dry Cleaning for work type.

2. Select item on Dry Cleaning.

3. Click option and select Packing Method(Hanger/Box), Crease(Yes/No), Assembly (DryCleaning/ Laundry/ Tailoring/ Outside/Etc), Price Level.

4. Use Extra Price to set up customize price by customer's price level.

5. Use Special Price to select special price such as Hotel price.

Ticket Management



Manager can manage Ticket that normal ticket, error ticket, lost ticket, etc... And check invoice number and invoice detail contents related with that ticket.

1. Select period.
2. Check ticket which hasn't been marked.
3. Shows all tickets issued within the period.


4. List ticket that hasn't racked yet.
5. Shows all other ticket related to the customer
6. Use to undo invoice pickup
7. Display any lost ticket.
8. Use void if user need to void the ticket.


Inventory Entry



It's first step of Inventory Check in 'Back Office' Menu. If you use single system, you don't need to do it.

After scan all invoice number, Manager can check
Lost invoice, already picked invoice, etc... in Back
Office menu

 eCounter

 ScanQ

Owner Store

Current Rack

Barcode Scan

1111

Record: 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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007

1. Enter employee password.

The screenshot displays the eCounter ScanQ software interface. On the left, a large window titled 'Rack Invoice' is shown, containing a list of invoices. Below this window, a 'Record:' field with navigation buttons is visible. In the center, the 'Owner Store' section displays 'Current Rack' with the number '1111' and 'Barcode Scan' with the number '10001'. To the right, a 'STORE WORKLOAD - INVOICES DUE x RACKED' table shows the number of invoices due for each day of the week. Below the table, a numeric keypad with buttons for digits 1-9, 0, *, -, and a vertical 'ENTER' button is displayed. At the bottom, there is a 'Record:' field with navigation buttons and a checkbox labeled 'Send out notifications'. The 'Close' button is located in the bottom right corner.

STORE WORKLOAD - INVOICES DUE x RACKED						
WED	THU	FRI	SAT	MON	TUE	
4/15	4/16	4/17	4/18	4/20	4/21	
0	0	0	3	0	0	0

2. Scan rack number, and then invoice number.
3. Check invoice number.
4. This window will display any unmatched invoice.
5. Click when all invoices have been enter.