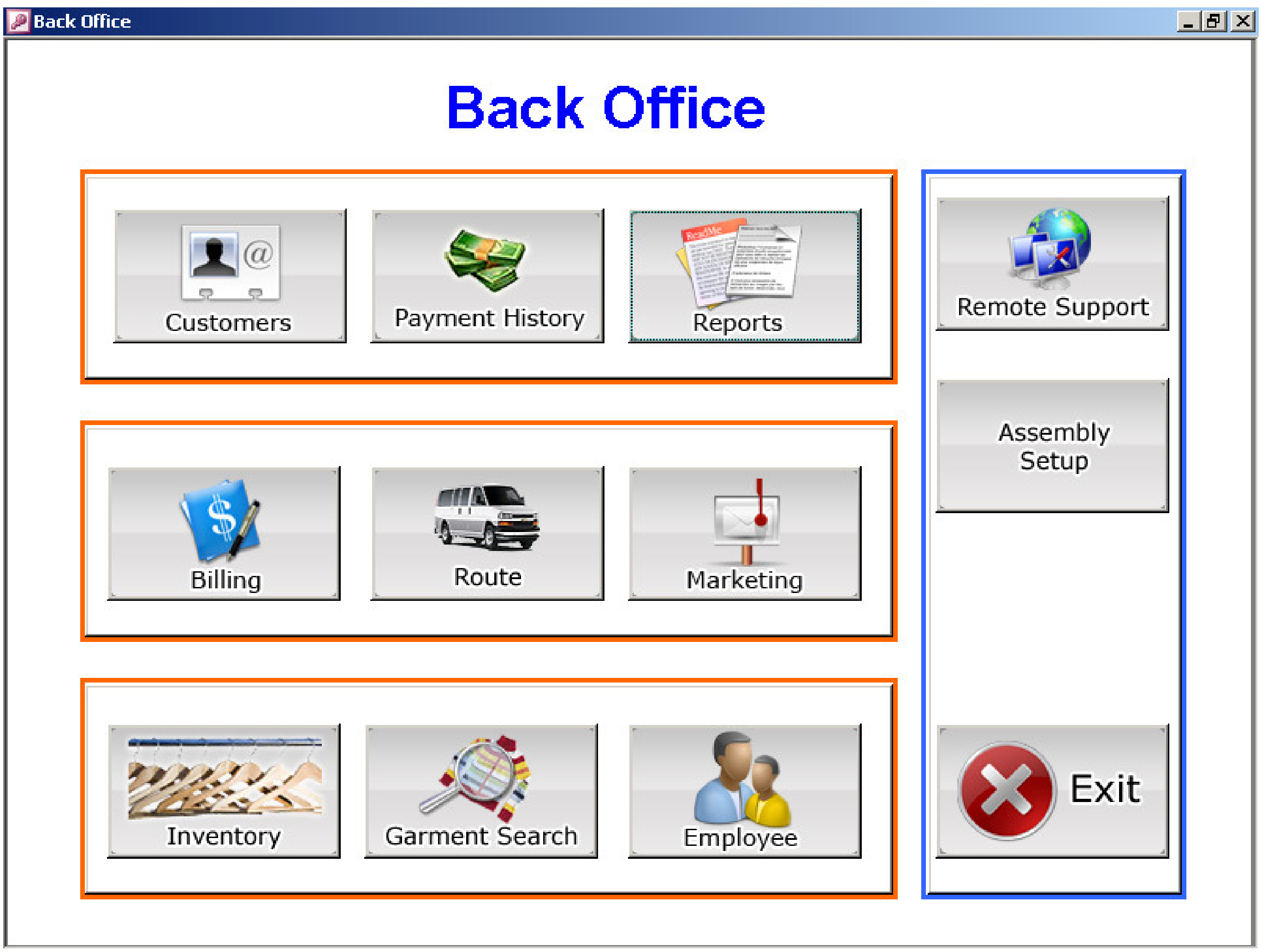
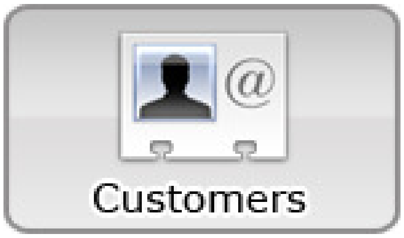
BACK OFFICE


Back Office
Back Office
Customers
Payment History
Reports
Remote Support
Assembly Setup
Billing
Route
Marketing
Inventory
Garment Search
Employee
Exit

BACK OFFICE

Back office function will help store owner can manage store more actively and help aggressive marketing with mailing management function.



Customers

Customer function is identical to manager access function

Payment History

Unlike manager access, owner can change the balance on customer history

Reports

Owner will be able to access more detailed and secured reports

Billing

Billing function will manage any billing customer

BACK OFFICE

Owner can manage (add, modify) employee information, make billing statements and mailing address labels or lists in this "Back Office" Menu.

Marketing

Mailing function will create labels and help to maintain mailing cards and coupon service to customer

Employee

Issue new employee password and change any employee information on his/her file.

Assembly Setup

Assembly setup will allow the owner to modify how many items will print on the in-voice

ASSEMBLY SETUP

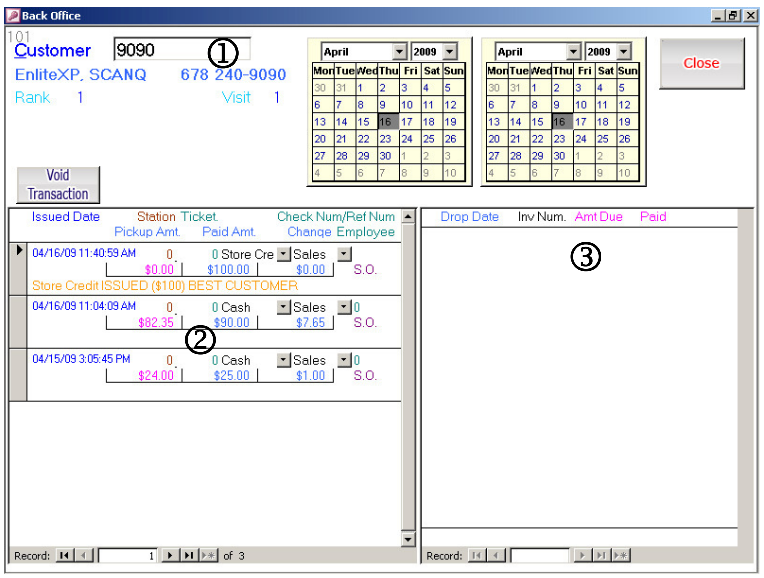
This section explain how to edit data that controls how many pieces of each category will be printed on the ticket. The items will be split in equal number on the invoice.

1. On the main screen click on menu
2. Select Back office
3. Select Assembly setup

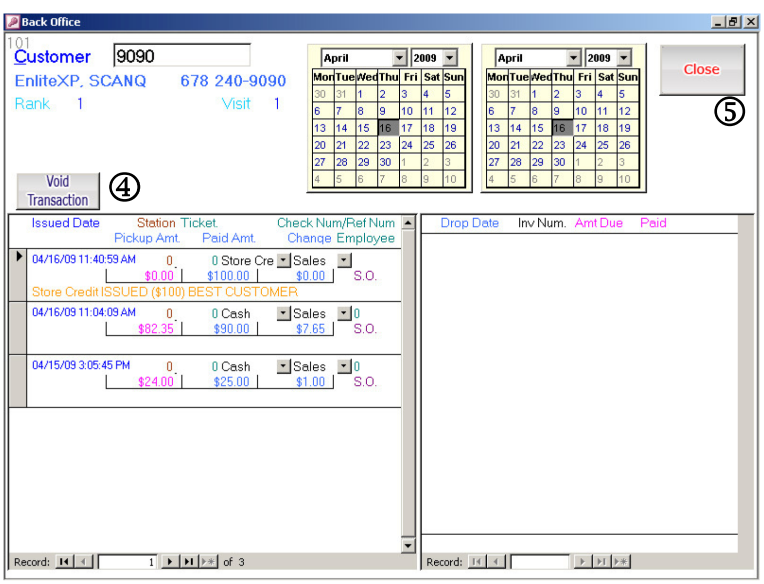
You will be presented with the assembly setup screen.
1. Select the category from the description column
2. Edit the Piece Limit column with the quantity that suits your preference.

Payment History

Manager and Owner can change see customer payment history. If there is a mistake with a payment or credit you can void that transaction.



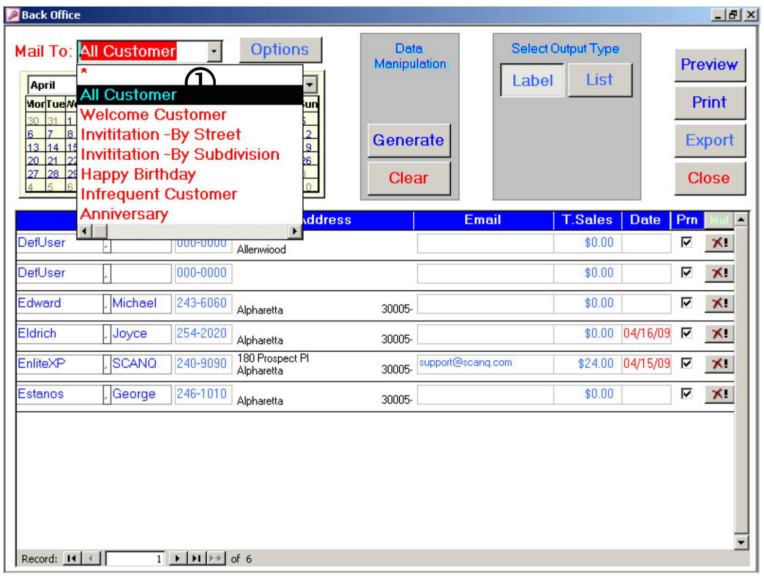
1. Enter customer number.
2. Show current payment and invoice history.
3. Detailed invoice history.



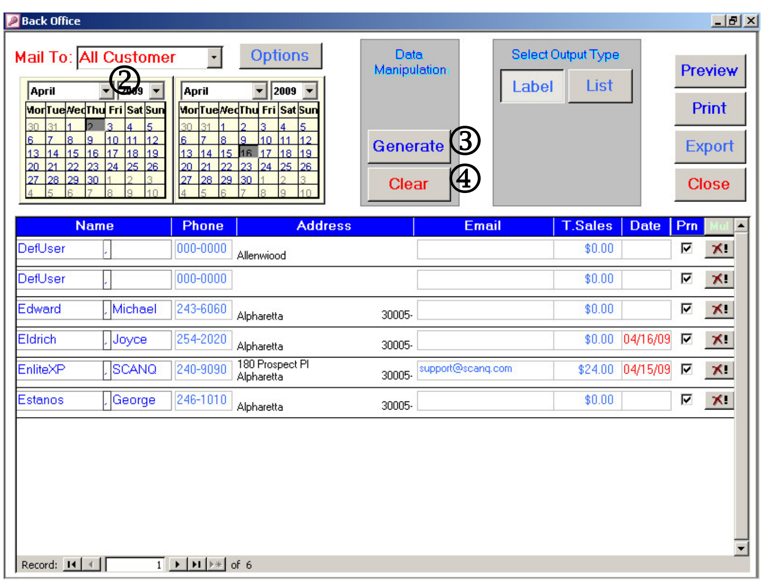
4. Click “Void Transaction” to void the selected payment.
5. Close to exit.

Marketing

Owner can make address labels or letter for customers. And customer list can be sorted ascending or descending by click title or double click title.



1. Select option.
   All Customer
   Shows all customers.
   Welcome Customer
   Shows new customers.
   Happy Birthday
   Shows customers with birthday info/
   Infrequent Customer
   Shows customers who haven't visited a while.
   Anniversary
   Shows customers with anniversary date info.



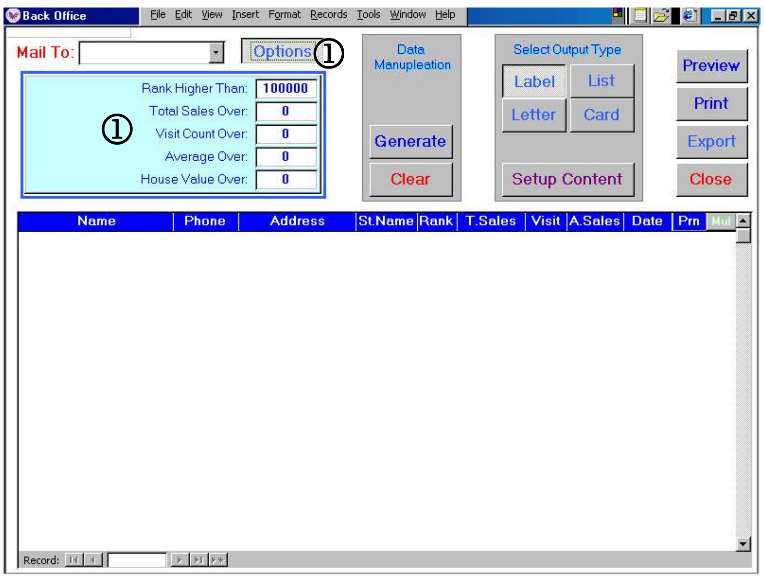
2. Select period.

3. Make a list.

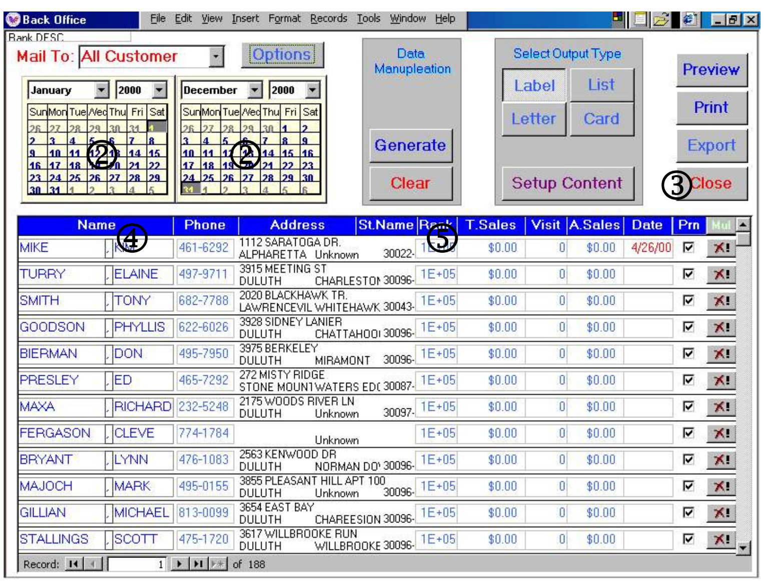
4. Clear to view next list.

Marketing

Select Options



1. Select options.
   Rank Higher Than
   Search by customer higher than this rank
   Total Sales Over
   Search by customer who spent over this amount
   Visit Count Over
   Search by customer who went to store over this time



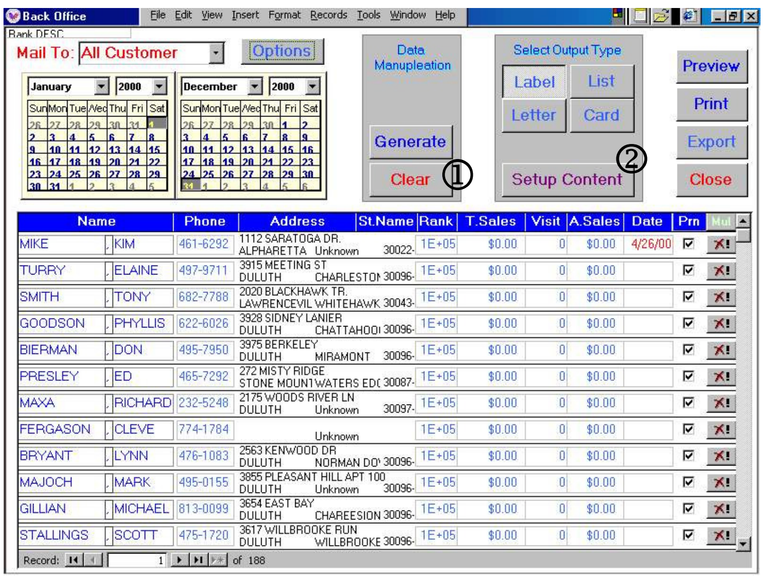
2. Select period.

3. Close to exit.
4. Can sort by name when click name.

5. Can sort by rank when click rank.

Marketing

Print mailing lables.

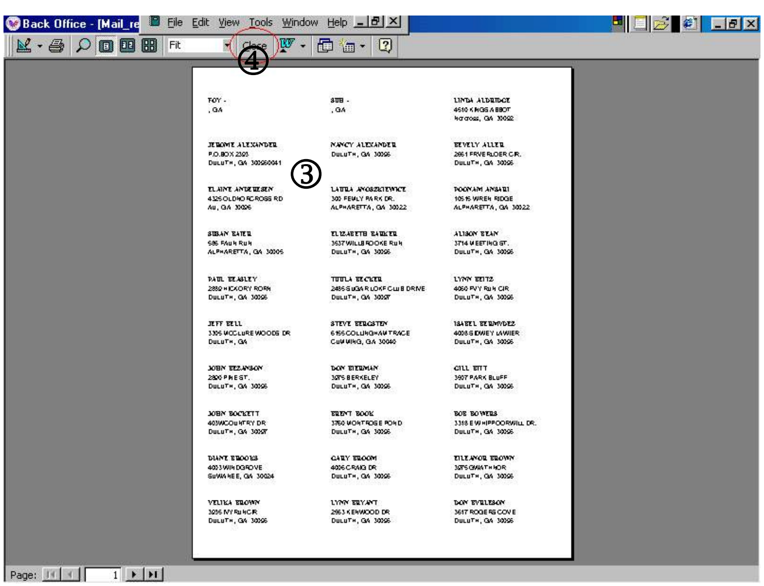


1. Select to generate label.

2. Preview before make printout.

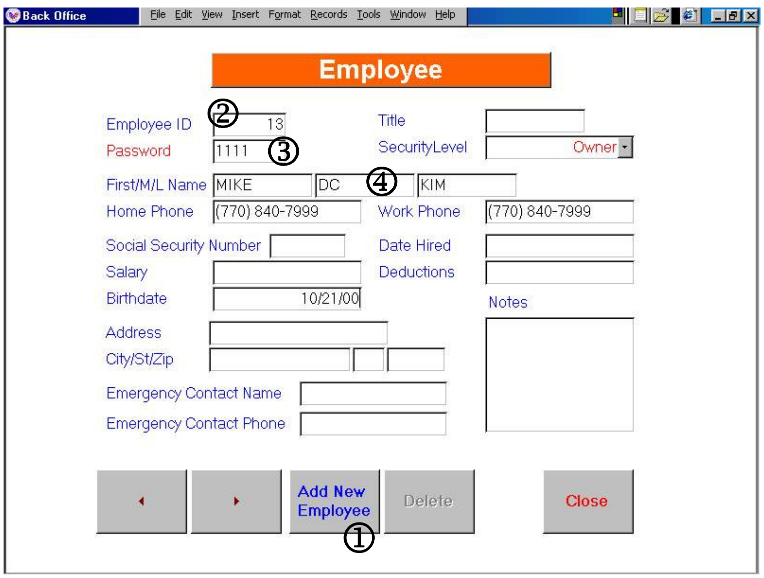
3. Label preview will be displayed.

4. Close to exit.

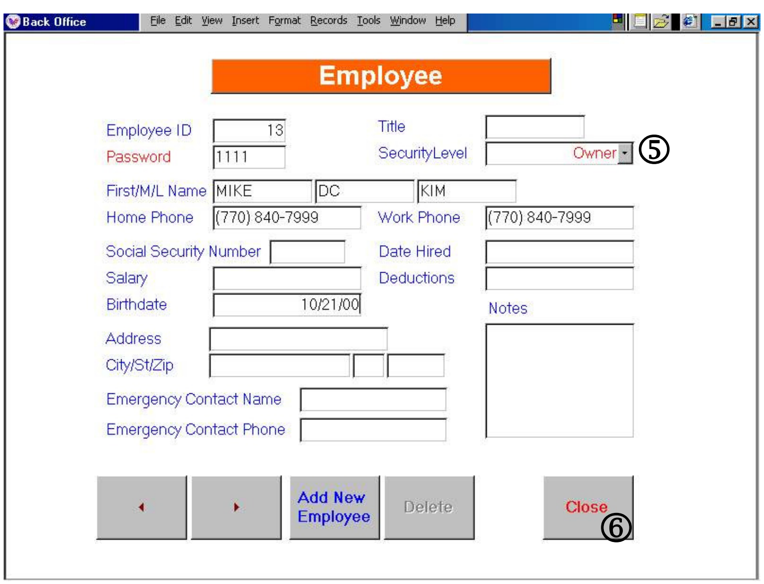


Employee

Owner can make another id and password for new employee.



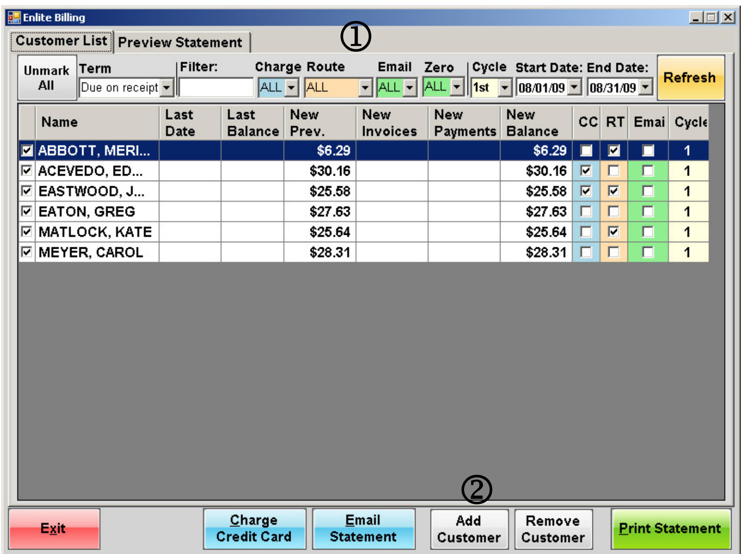
1. Add new employee.
2. Employee ID is generated by the system
3. Enter employee password.
4. Enter employee's name and phone number.



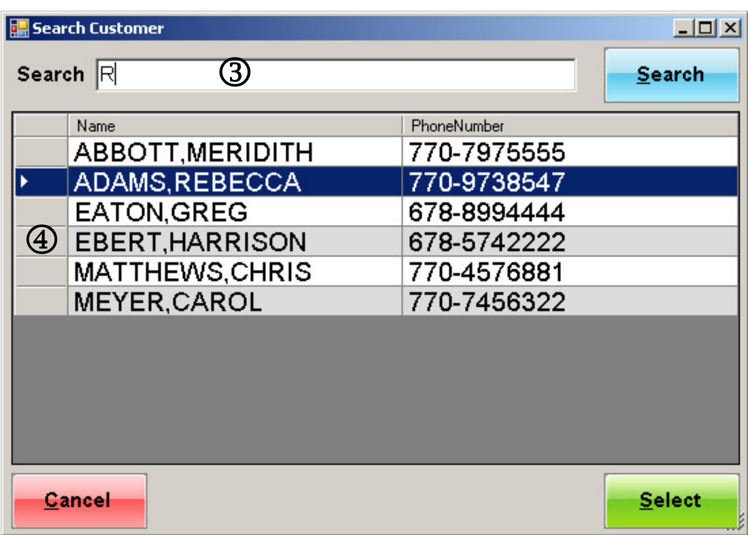
5. Select employee security level.
6. Click close save and exit.

Billing

Generate statements for billing and charge customers.

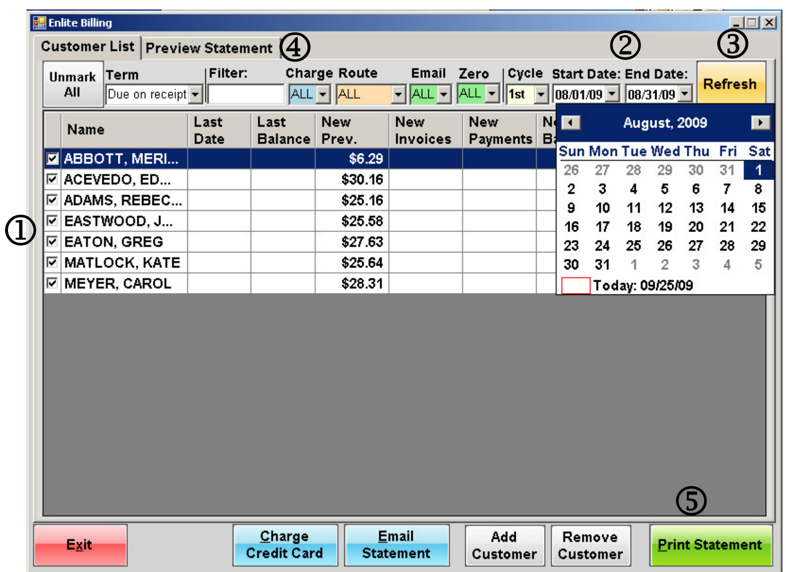


1. All billing customer will be displayed in this window.
2. Owner can add a new billing customer. When the "Add Customer is clicked another window will open with a list of all customers attending your business.



3. You can look for a specific customer searching by name or telephone number.
4. Select customer to add to billing and click on the Select button.

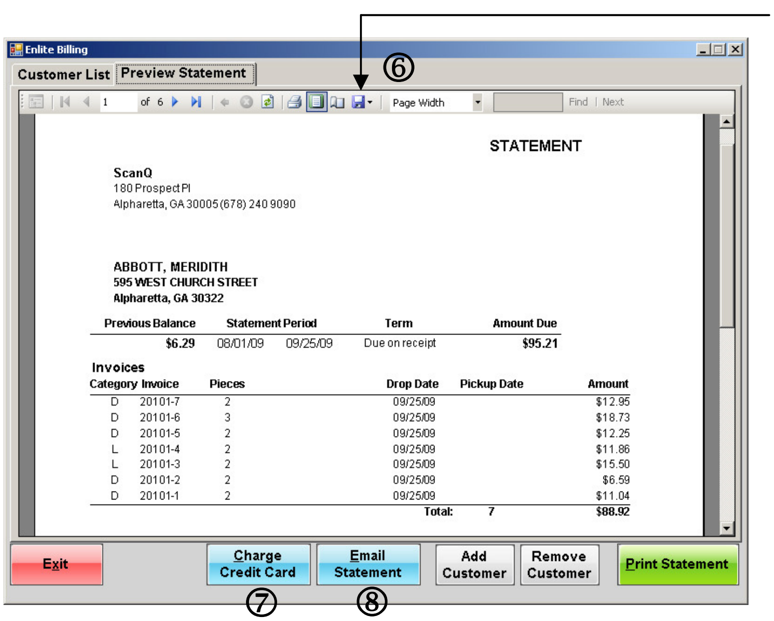
Billing



1. Select customers clicking the check mark.
2. Select billing period using the calendars "Start Date" and "End Date"
3. Click "Refresh" button to update customer balance

4. Click "Preview Statement" if you want to see the statements on the screen.

5. Click "Print Statement" to print the Statements.



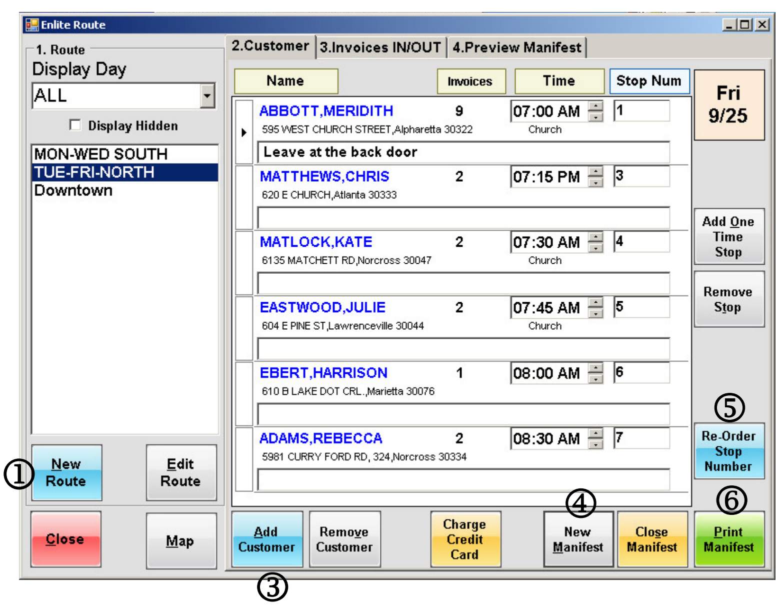
6. Click this button to export the statement to Excel or PDF file.

7. Click this button to run automatic credit card charge.
   (Requires credit card processing integration and internet connection)

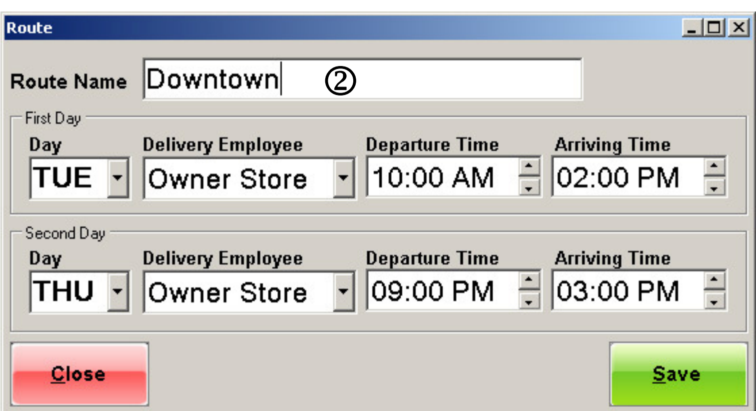
8. Click this button to send the statement by email to the customers.
   (requires internet connection and a valid email service activated on the system)

Route

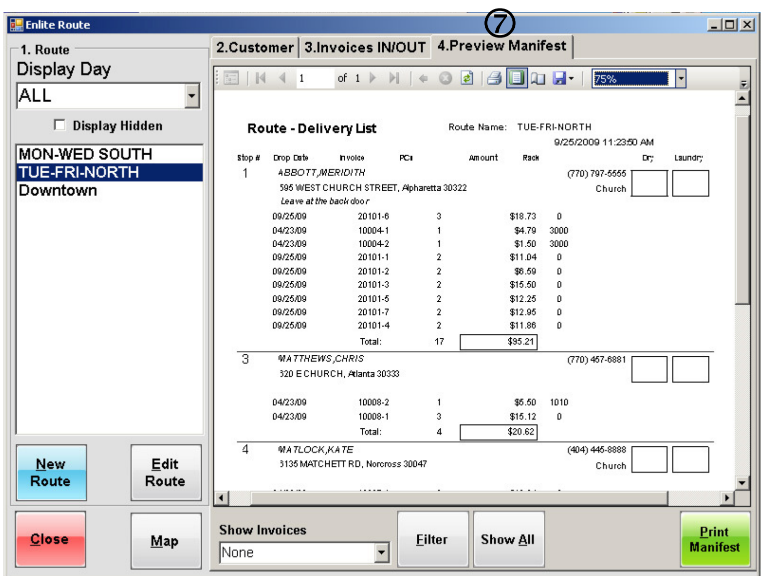
Manage pick-up and delivery routes for customers.



1. Click on "New Route" to create a route.
2. Type a Route Name, and set first and second day, delivery employee, departure and arriving time. Click on save.
3. Click "Add Customer" button to add customers to selected route.
4. Click "New Manifest". The system will bring all current invoices for this route
5. Click "Re-Order Stop Number". You can change the stop number for any customer and then the system will re-order the stop numbers.
6. Click "Print Manifest". It will print the route manifest



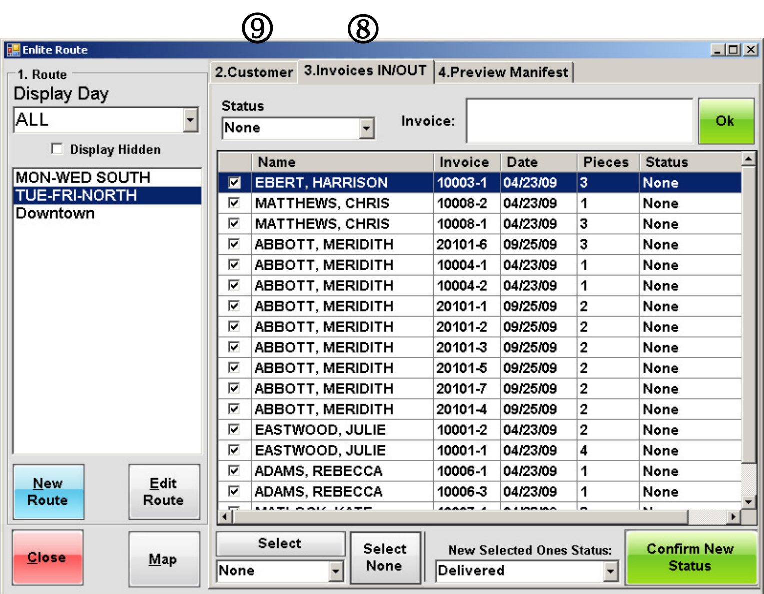
Route



7. The route manifest shows customer name, address, invoices for delivery and amount due.

8. After route is finished click on "Invoices IN/OUT" and select all Invoices delivered. From the list 'New selected Ones status" choose delivered and click "Confirm new status" button. This action will mark all selected invoices as delivered.

If some invoices were returned, select those, choose "Returned" from the list and click on "Confirm new status" to mark as returned.



The available status are:
- Out for delivery
- Out for delivery (Partial)
- Delivered
- Returned
- Returned (Partial)
- Lost
- Cancelled
- Held for release approval
- Held (Not ready)

9. When all invoices are marked to new status, click on "Customer" tab, and click "Close Manifest". This will close the manifest and all delivered invoices will be marked as Picked-up