Microsoft CERTIFIED Partner

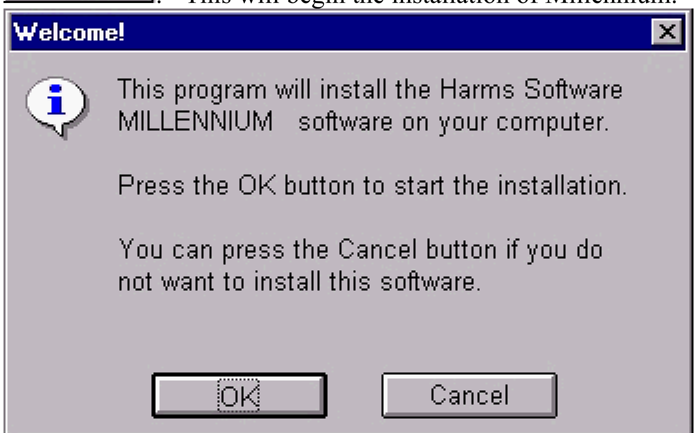
Microsoft Mobile Solutions PARTNER

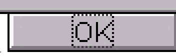
Getting Started

Welcome to Millennium - Advanced Salon/Spa Management!   This will guide you through identifying the contents of your Millennium package and step you through how to start utilizing your new software.

Installing Millennium

- Insert the CD-ROM into your computer's drive.
  - If your computer is setup for Auto-play, the installation program should begin automatically.
- If you need to begin manually, click the mouse on the  button in the lower left corner of the computer screen.
- Click the mouse on the  Menu Selection to open the Run Window.
- Click the mouse on the  button, and select your computer's CD-ROM Drive from the Look In Pulldown List. This will display the Millennium.exe file. Click the mouse on it, then click . This will begin the installation of Millennium.



- Click the mouse on  to continue.
- When you reach the "Select Destination Directory" window, you'll have the opportunity to change the default directory where Millennium will be installed. The default directory is **C:\Program Files\Harms\MILLENNIUM**. Directories are like filing cabinets because they store related files and information. Unless you have a reason not to use the default drive/directory, there is no reason to change it.

Database: Products: Product Prescriptions

All of your salon/spa's clients are different regardless of their age, gender, race, etc. Each one will have their own hair type, skin complexion, nail condition, muscle tone, etc. Millennium uses a three level system that will help you to put together a package of products that are best suited for your client's individual needs.

These three levels in the Millennium Database are:

1. **Prescription Categories**

   The prescription categories are the basic building block for creating a client's prescription. The category, "Hair" for instance, will contain a descriptive list of hair types that you could select when creating a prescription. Normal, Dry, Brittle, Oily, and Color Treated are descriptive examples of the Hair prescription category. These choices can then be linked to your salon/spa's hair products made especially for, say, dry hair.

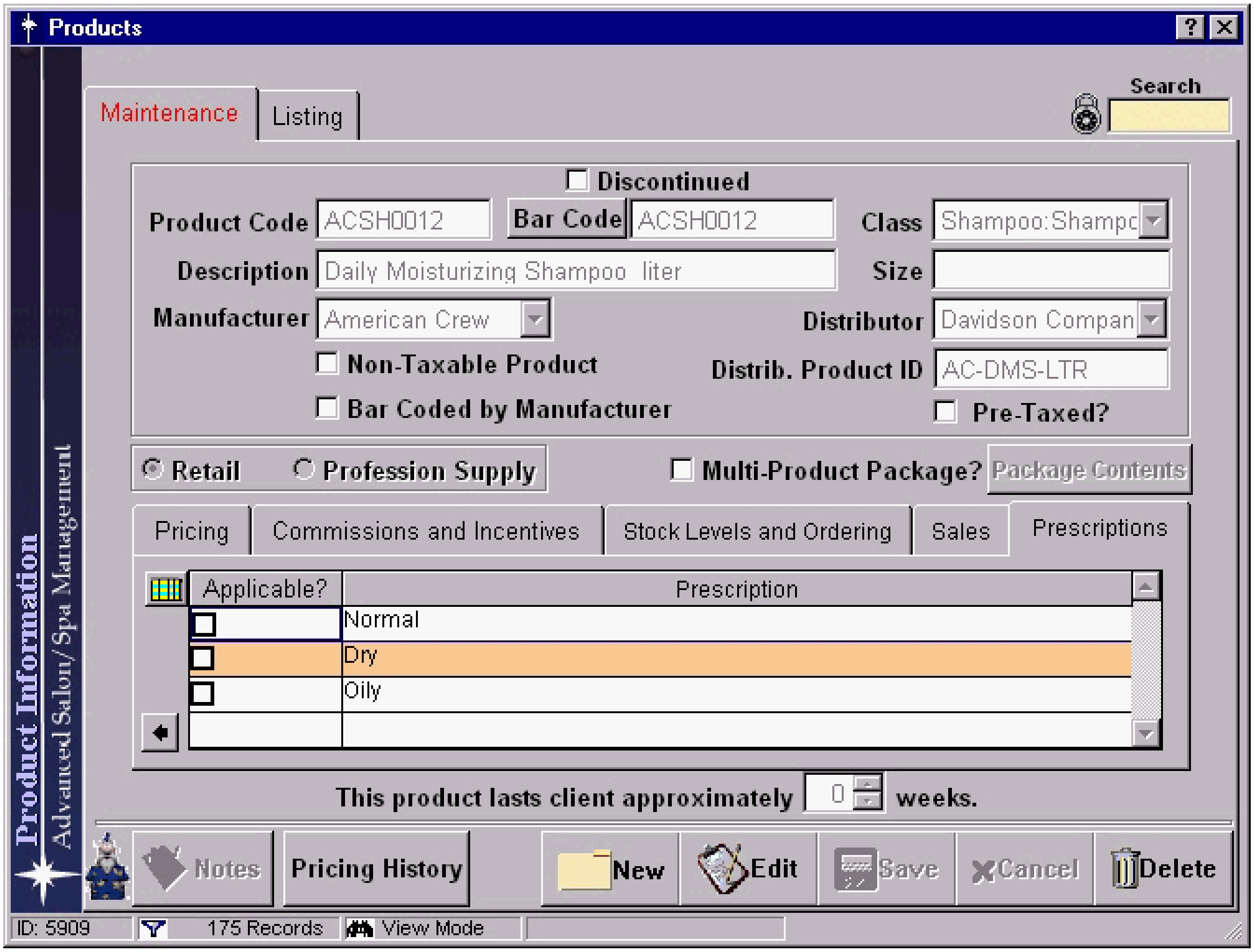
2. **Product Classes**

   Each product stored in Millennium can be categorized by assigning it a "Product Class". A product class is a category which similar products can fall under. For example, the different shampoos sold in your salon/spa can all be assigned a class called “Shampoos”. It is here that you can assign a prescription category to the product class. The product class called Shampoos would have a prescription category called Hair that you can select This links the hair types like Normal, Dry, Brittle, etc. to the product class of shampoos. The reason why these features are separate is so you can assign more than one product class to the same prescription category. For example, a product class called "Conditioners" may also be given the prescription category of Hair.

3. **Products**

   Within the Products database in Millennium is a pulldown list called Class. When creating or editing a product, you would choose the product class from this list. So, if you are creating a product record for a 6oz. bottle of hair cleansing solution, this is where you can choose the product class called Shampoos. Once the product class is selected, the prescription category linked to that product class is activated, and it's choices will appear within the Prescriptions tab. It is here you can click the mouse on the check boxes of all of the applicable types like Normal, Dry, Brittle, etc.

   What you've just done is taken your 6 oz. bottle of *hair cleansing solution* (product), and designated it as a *shampoo* (product class) to be used for *hair* (prescription category) that is *dry* (prescription category description).


Products
Maintenance
Listing
Search
Discontinued
Product Code
ACSH0012
Bar Code
ACSH0012
Class
Shampoo:Shampo
Description
Daily Moisturizing Shampoo liter
Size
Manufacturer
American Crew
Distributor
Davidson Compan
Non-Taxable Product
Distrib. Product ID
AC-DMS-LTR
Bar Coded by Manufacturer
Pre-Taxed?
Retail
Profession Supply
Multi-Product Package?
Package Contents
Pricing
Commissions and Incentives
Stock Levels and Ordering
Sales
Prescriptions
Applicable?
Prescription
Normal
Dry
Oily
This product lasts client approximately
0
weeks.
Product Information
Advanced Salon/Spa Management
Notes
Pricing History
New
Edit
Save
Cancel
Delete
ID: 5909
175 Records
View Mode

Using the Menus

Millennium, like other Windows applications, uses a menu system located at the top of the current screen. The menus change as you move throughout the system.

To activate a menu using a keyboard shortcut:

1) Hold down the ALT key on the keyboard

2) Press the letter or number that is underlined in the menu

example: File You would press ALT-F to activate this menu

Note: Buttons that contain underlined letter on a form can also be activated using the ALT+underlined letter combination.

Login

Upon startup of Millennium program, the login screen will appear and will prompt you to enter your Login ID (User Name) and Password.

To log in:

1. Start the Millennium program.

2. At the login screen, make sure the cursor is in the Login ID text field and enter your Login ID.

3. Hit the Tab Key, or click the mouse into the Password text field and enter your password.

4. Click  to enter the system, or

 to terminate this procedure.

To log in with bar code scanner:

At the login screen, make sure the cursor is in the Bar Code field, and scan your employee card's bar code.

Once you've logged into the system, you can update the status of your salon/spa as opened or closed.

To log in when another user is already logged in:

Use the Quick Log Out feature to swap user access.

Note: Be aware of the Auto Logout feature as set in the Business Information Database, in the This Computer - Multi Tasking Tab. If set to any number other than zero, Millennium will automatically log out the current user if no activity has been detected for the set amount of minutes.

Login ID is the unique handle that differentiates all users. Use your Login ID and Password to log into the Millennium program.

A Password is the private string of characters and digits known only by the user.   This authenticates the Login ID and allows access to the Millennium program.

Text fields are very common throughout the Millennium program, especially in the Database screens. Text fields allow you to type data directly into them. Some text fields will automatically capitalize letters for you. It is recommended that you do not use all capital letters in Millennium when entering text. Sometimes data sorting will not work correctly if some records are all capitals and others are not.

As a security and safety measure, all fields are read only unless 

or

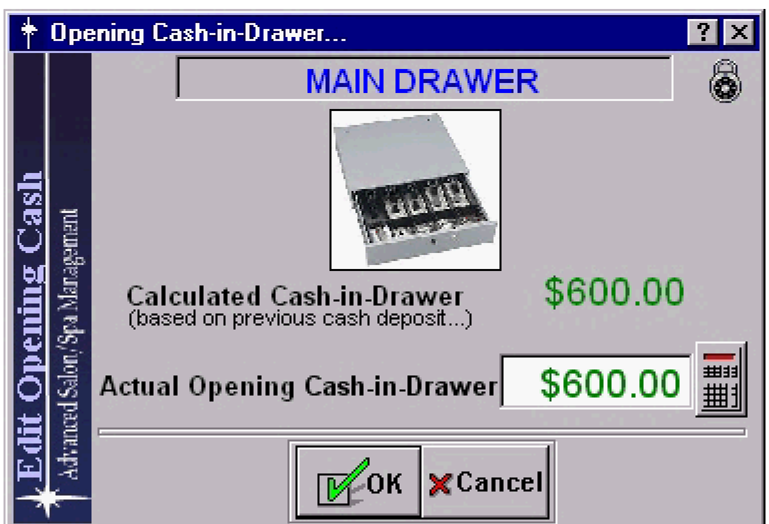
has been clicked.

Activities: Opening Salon/Spa

Opening the salon/spa changes the salon/spa status from closed to open.

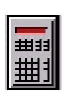
While the status of the Salon/Spa is close, click the mouse on the 

button. This will open the screen that will prompt you to enter the amount of cash in the register drawer. Millennium will use that amount as the baseline for all its record keeping when completing transactions.



Enter the amount of cash and click the mouse on the 

button. The status of the salon/spa will now be open.

If you need to, click on the  button to open a Drawer Calculator screen to help count the money in the drawer.

When ready, click 

to exit this procedure. Once the status of your salon/spa has been set, the Millennium Navigator screen will appear.

Click on 

to terminate this procedure. The Opening Cash-in-Drawer screen will appear, but the salon/spa status will still be set to open.

Salon/Spa Status screen appears after logging into system. It displays if the salon/spa is Closed, or Open.

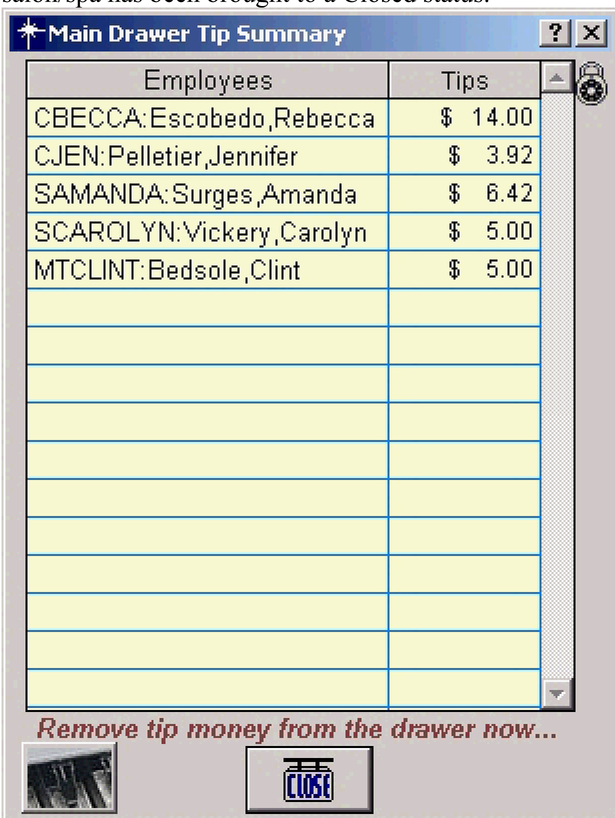
Activities: Closing salon/spa

Closing the salon/spa changes the salon/spa status from open to closed.

Click on 

.

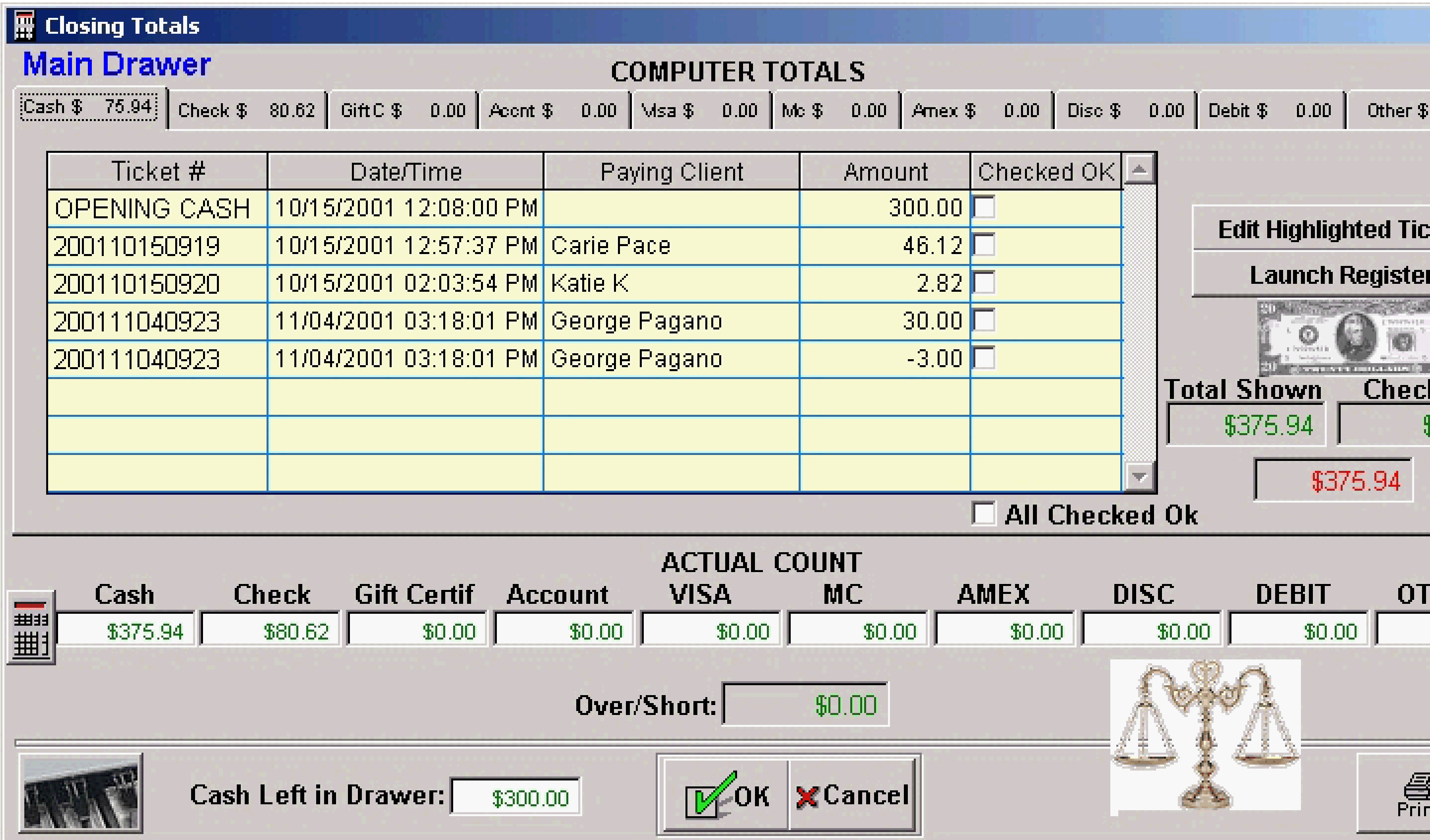
A Tip Summary window will open and display the employee's names who have earned tips since the last time the salon/spa has been brought to a Closed status.



Remove the tip money from the register drawer at this time. Click the mouse on the 

button to continue.

This will open the Closing Totals screen and displays the computer's totals for Cash, Checks, Visa, Mastercard, American Express, Discovery, Gift Certificates, Debit Card, On Account, and Other.



Each has its own tab that can be clicked on to display the spreadsheet containing the details of each transaction.

Along the bottom of the screen are fields displaying the sub-totals for each that you can enter manually as you tally up the end of day totals. These totals will compare against the transactions from the register, and the Over/Short field will display any discrepancies, or if you're balanced.

The Cash Left In Drawer text field can be manually entered.

Click **Edit Highlighted Ticket** to launch the Register, and manually update any transactions that were incorrectly processed. Make sure to click the mouse on a particular ticket number before clicking this button.

Click **Launch Register** to launch the Register where a new transaction may be processed.

Click on **OK** to enter this data and return to the salon/spa Status screen. The salon/spa status will change to closed.

Click on **Cancel** to terminate this procedure. The Opening Cash-in-Drawer screen will appear, but the salon/spa status will still be set to open.

When ready, click **Continue...** to exit the Opening Cash-in-Drawer screen.

Once the status of your salon/spa has been set, the Millennium Navigator screen will appear.

salon/spa Closed.

salon/spa Open

Pulldown Lists are very common throughout Millennium. The register and many other screens contain several pulldown list fields that allow you to easily select clients, employees, products, services, and more. Clicking the mouse anywhere on the field can activate the list. You can also use the spacebar on the keyboard to activate a pulldown list. Once the list is pulled down you can select from the list by typing in the text you are looking for OR by using the mouse to scroll up and down through the list.

If editing a record, right clicking the mouse on the pulldown list displays a menu where you can add a new entry to the pulldown list, or edit/view the selected item.

As a security and safety measure, all fields are <u>read only</u> unless 

or

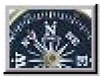
has been clicked.

Navigator

The Millennium Navigator is the central "Hub" that leads you to many features and functions of the Millennium program. The Navigator screen automatically appears after you've logged into the system and set the salon/spa status to open or closed.

The Navigator can be closed by clicking the mouse on the "X" in the upper right hand corner of the screen.

Once the Navigator is closed, a navigator button will appear on the main screen so it can be re-opened at any time.



Appointment: Scheduling An Appointment

The following will explain how to book (schedule) an appointment using the Appointment Book and the Appointment Editor.

- Locate the desired employee. If you will be booking multiple stylists for a single client, you can arrange the employees side by side by clicking on the column over the employee's name and dragging the column.
- Locate the time the client wishes to book and double click on the cell in the desired employee’s column that matches the time (row).
- The Appointment Editor will automatically open once you double click the mouse on the cell of your choice. You may also click the right mouse button and select the Launch Editor menu selection.
- Select the paying client. You can search for the client using either the Quick Search or by using the Intelligent Controls.
- Select the service being booked by clicking the mouse in the service field and typing the service code. A Bar Code scanner may also be used to scan the service bar code to enter the code into the field. If you type ? or / in the field, or just press the spacebar, a selection screen will open which will allow you to browse through the available services and select them from the database. The screen will also open if Millennium does not recognize the code you've entered.
- As soon as the service is selected, the time it takes to perform that service automatically appears. However, this time can be manually changed.
- If you are booking multiple clients within an appointment simply click on the client list and change the client.
- Click the mouse on the 

button to enter the appointment into the Appointment Book.
- Click the mouse on the 

button to terminate the entry without saving.

Database: General

The information stored in the database is the source of all information throughout the Millennium program. The database stores individual records for your salon/spa's employees, products, services, and clients as well as many other categories.

Each category within the database contains the following:

Maintenance Tab

Listing Tab

Search

Action Buttons (Used for writing to database)

Control Buttons (Used for navigation)

When you enter and save information, a record is created in the database. The database is comprised of the various records you create. All of Millennium's functions will pull from the information you have loaded into the records to complete its tasks.

Click on the following to learn more about:

Working with Records

Graphs & Charts

Marketing

Running a successful salon/spa depends so heavily on marketing. Attracting new clients is essential, and keeping them is just as important. Millennium gives you the marketing tools you'll need to attract, and keep your client base.

Anniversaries

Birthdays

Referrals

Welcome

Reminders

Form Letters

A record is a saved collection of information that is stored in the Millennium Database. For example, when you enter and save the name, address, phone number, age, etc. for one of your employees, a record is created storing all of this information. It's this collection of records that builds your database from which Millennium performs its functions.

Click on the topics to learn how to:

Create a new record

Locate an existing record

Copy an existing record

Edit an existing record

Delete an obsolete record

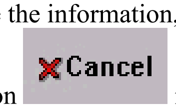
Un-delete a previously deleted record

Records: Creating

You must be working in a Database screen that supports the creation of records

- Click on 

. The information in the currently viewed record will clear, and the cursor will jump to the first available field so you can begin to create a new record. The Tab Key on your keyboard will jump the cursor to the next available field.
- Enter all applicable information into the various text fields, pulldown lists, and select options using the spinner fields, check boxes, and buttons.
- Once you've completed entering all information into the record, click on 

. Once you've saved a record, the appearance of the information turns gray and cannot be changed. All fields are now read only, and in order to change the information, you must edit the record.
- Click the mouse on 

if you choose not to save the record.

Click on the topics to learn how to:

Locate an existing record

Copy an existing record

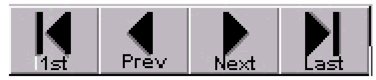
Edit an existing record

Delete an obsolete record

Un-delete a previously deleted record

Records: Locating

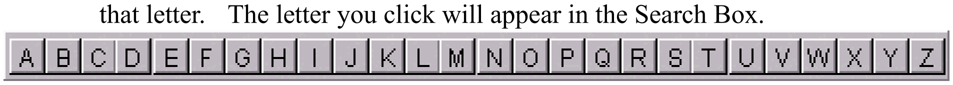
There are several methods of quickly locating existing records:

- You can scroll through all records by using the Locate Buttons. 

  - 1st Button jumps to the first sorted record. Records are usually sorted in alphanumeric order.
  - Prev Button jumps to the next record backward in alphanumeric order each time it is clicked.
  - Next Button jumps to the next record forward in alphanumeric order each time it is clicked.
  - Last Button jumps to the last sorted record.
- You may quickly call up existing records by typing in the Search text field in the top right of the screen.
  - Click in the Search text field located in the top right of the screen. 

– For each character you type, Millennium matches the string with saved records in your database and instantly recalls it.

- You can jump to different records within your list by using the alphabetized buttons. The buttons act as an index for the key field in the database. For example, in the client database if you click on the 'H' button you will move to the first client whose last name begins with the letter 'H'.
  - Click on the Listing Tab and click on the any of the lettered buttons to display the first record starting with that letter. The letter you click will appear in the Search Box.



  - The first record that begins with the letter you chose will be selected. Click on the actual record you wish to recall.
  - Click on the Maintenance Tab and the selected record will be the one displayed.

Click on the topics to learn how to:

Create a new record

Copy an existing record

Edit an existing record

Deleting an obsolete record

Un-delete a previously deleted record

Using the Control Buttons

Records: Editing

You must be working in a Database screen that supports the editing of records

- Locate the record you wish to edit.
- Once you've located the record, switch over to the Maintenance Tab if not already there.
- Click on 

. The information in the currently viewed record will darken, and the cursor will jump to the first available field so you can begin to create a new record. The Tab Key on your keyboard will jump the cursor to the next available field, or you can click directly onto the field you with to edit.
- Change all applicable information into the various text fields, pulldown lists, and change the options using the spinner fields, check boxes, and buttons.
- Once you've completed editing the information in the record, click on 

. Once you've saved a record, the appearance of the information turns gray and can no longer be changed. All fields are now read only, and in order to change the information, you must edit the record again.
- Click the mouse on 

if you choose not to save the record. All changes will be discarded and the record will revert back to it's previous state.

Click on the topics to learn how to:

Create a new record

Locate an existing record

Copy an existing record

Delete an obsolete record

Un-delete a previously deleted record

Records: Deleting

You must be working in a Database screen that supports the deleting of records

- Locate the record you wish to delete.
- Once you've located the record, switch over to the Maintenance Tab if not already there.
- Click on 

. The system will prompt you to be sure you want to delete the record.

- Click on 

to complete the deletion.

Click on the topics to learn how to:

Create a new record

Locate an existing record

Copy an existing record

Edit an existing record

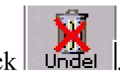
Un-delete a previously deleted record

Records: Un-deleting

You must be working from the Maintenance Tab

Any record that has been deleted is still stored in Millennium's database. A deleted record is not visible or usable in any way in the Millennium system. Any deleted record can be recalled (or un-deleted) if the need arises. For example, if you have deleted a client who has not used your salon/spa in over a year. Should that client return, you can un-delete the record and re-activate the client.

- To un-delete a record, click on . This will open the un-delete window. This will list all records that have been deleted. Keep in mind that the un-delete window will only display records that match the area of the database you are working in. For example, if you are in the Employee database and click on the Un-delete button, all deleted employees will be listed. Any clients' records that may have been deleted would not be shown.

- Click on the record you wish to un-delete, and then click . The record will then be reactivated and become the currently displayed record in the Maintenance screen.

- Click  if you wish at any time to terminate this procedure.

Click on the topics to learn how to:

Create a new record

Locate an existing record

Copy an existing record

Edit an existing record

Delete an obsolete record

Employees

The Employees database stores records of the salon/spa's employees. An employee's record contains administrative information such as Name, Address, Emergency Contacts, Hire Date, etc. It also stores salary and commission treatment, retains appraisals and reviews, and tallies total sales in both services and products.

When you choose Employees from the Navigator screen, the Employee's Maintenance screen will open and the first alphabetized employee record will be active on the screen.

Employee's Maintenance Screen

Salaries and Commissions

Appraisals and Reviews

Goal Setting

Employee Listing

Click to learn more about:

Using the Database

Record

A record is a saved collection of information that is stored in the Millennium Database. For example, when you enter and save the name, address, phone number, age, etc. for one of your employees, a record is created storing all of this information. It's this collection of records that builds your database from which Millennium performs its functions.

What is an Active Record?

Click on the topics to learn how to:

Create a new record

Locate an existing record

Copy an existing record

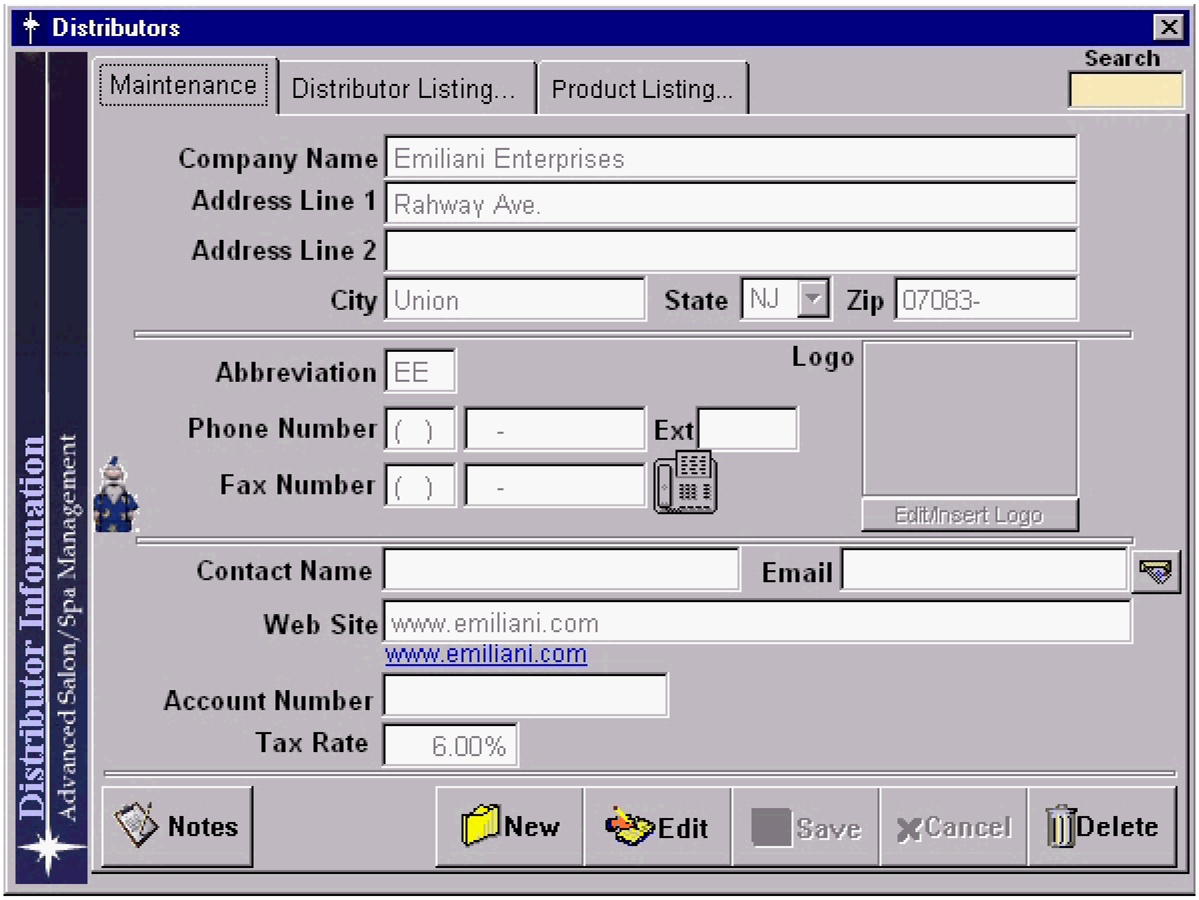
Edit an existing record

Delete an obsolete record

Un-delete a previously deleted record

Database: General: Maintenance Tab

The Maintenance tab in the database displays all information for records that are being created, or ones that have already been stored.



The maintenance tab is comprised of several fields and buttons that allow you to enter unique information and choose specific options for each one of the records that make up the database.

The Listing tab in the database displays a sorted list of all available records. Click the mouse on the column headings to sort by that heading.

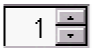
Read Only means that information is protected and cannot be over-written. All fields in the database records are read only unless you are creating a new record, or editing an existing one.

In order to do this, 

or

must be clicked.

Many times when Millennium requires a number to be entered into the system you will be using a spinner field. The name spinner comes from the fact that you can "spin" through the values by pressing the up/down arrow buttons adjacent to the field.



Example: Changing the quantity from the preset value of 1 to 2.

To change the quantity from 1 to 2 simply click the mouse on the up arrow located to the right of the field.   You can also click the mouse in the field itself and type a 2 over the top of the 1.

As a security and safety measure, all fields are read only unless 

or 

has been clicked.

Check boxes are used for yes or no and on or off indicators.   For example, in the Database > Employees Maintenance screen, there are four check boxes at the bottom of the screen that can indicate whether or not to show the employee's name in the Appointment Book, or to show the employee's name in the Time Schedules.   You can see this is a yes or no (on or off) indicator.

As a security and safety measure, all fields are read only unless 

or 

has been clicked.

Most screens contain at least one button. Buttons only need to be clicked on once to activate them. Many times buttons will be enabled or disabled as appropriate to help guide you as to what you should be doing. When a button is disabled it appears shadowed or grayed out.

Click to learn more about:

Action Buttons (used for writing to the database)

Control Buttons (used for Navigation)

Date fields are recognizable by the fact that the separators show up in the field even if it is blank – "   /   /   ". Millennium requires you to enter months and days using 2 digits.   January would be 01, February 02, etc.   Entering the century is optional.   For 2000 you could type "00" or you could type "2000".

As a security and safety measure, all fields are <u>read only</u> unless 

or 

has been clicked.

Database: General: Field Types

Millennium utilizes several types of fields; however, these are the basic data entry fields used throughout the program. Read each description carefully, because understanding how data should be entered into a field will save you time in the long run.

Text Field

Check Box

Date Field

Pulldown List

Spinner Field

Radio Buttons

A **string** of characters are any characters on the keyboard (letters, numbers, punctuation marks, etc.) that are typed together before the next space, or end of field.

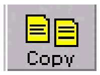
For example: When you are prompted to enter your password, the collection of characters you enter is a string. *Millennium2000*

Records: Copying

You must be working in a Database screen that supports the copying of records

Millennium gives you the ability to copy an existing record if similar records are necessary. This is a convenient feature that eliminates the need for redundant data entry. For example, if you are creating records for several clients of the same family, the address, phone numbers, and other information is going to be the same.

To copy an existing record:

- Locate the record you wish to copy if it is not already the active record on the Maintenance screen.
- Click 

.
- Immediately, a new record is created. The Action Button bar changes, and the 

and 

buttons are activated.
- Only certain text fields will clear to allow the entry of new information. All other information remains.

****Keep in mind that if you click off the of the Maintenance screen, all information will be cleared when you return. Be sure to complete the new record before clicking away from the Maintenance screen.****

- Click 

when new information is added.
- Click 

to terminate the procedure.

Click on the topics to learn how to:

Create a new record

Locate an existing record

Edit an existing record

Delete an obsolete record

Un-delete a previously deleted record

An active record is the one currently visible. All editing, option setting, etc. will affect only the active record.

The Action Button bar contains the buttons that build the database.

The action buttons build the database.

button creates a blank record to populate new information

button allows the user to modify the records in the database

button adds records to the database

button reduces the amount of records in the database

button terminates current procedure and returns to view mode

This button will exit the current application screen and return to the Navigator screen.

Database: General: Action Buttons

The bottom of the database screen contains the *action* buttons - NEW, EDIT, SAVE, CANCEL, and DELETE.

The action buttons build the database.

button creates a blank record to populate new information

button allows the user to modify the records in the database

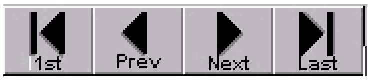
button adds records to the database

button reduces the amount of records in the database

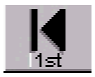
button terminates current procedure and returns to view mode

Database: General: Control Buttons

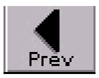
Along the top of the database screen are the *controls*. These buttons allow you to move through the database - 1st, Previous, Next, Last. The copy, Un-delete, and Close buttons are also located with the controls.



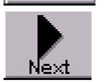
Use the control buttons to scroll though all existing records in each database (Clients, Employees, Services, etc.).



Jumps to the first alphabetized record in the database.



Jumps from the active record to the one before it.



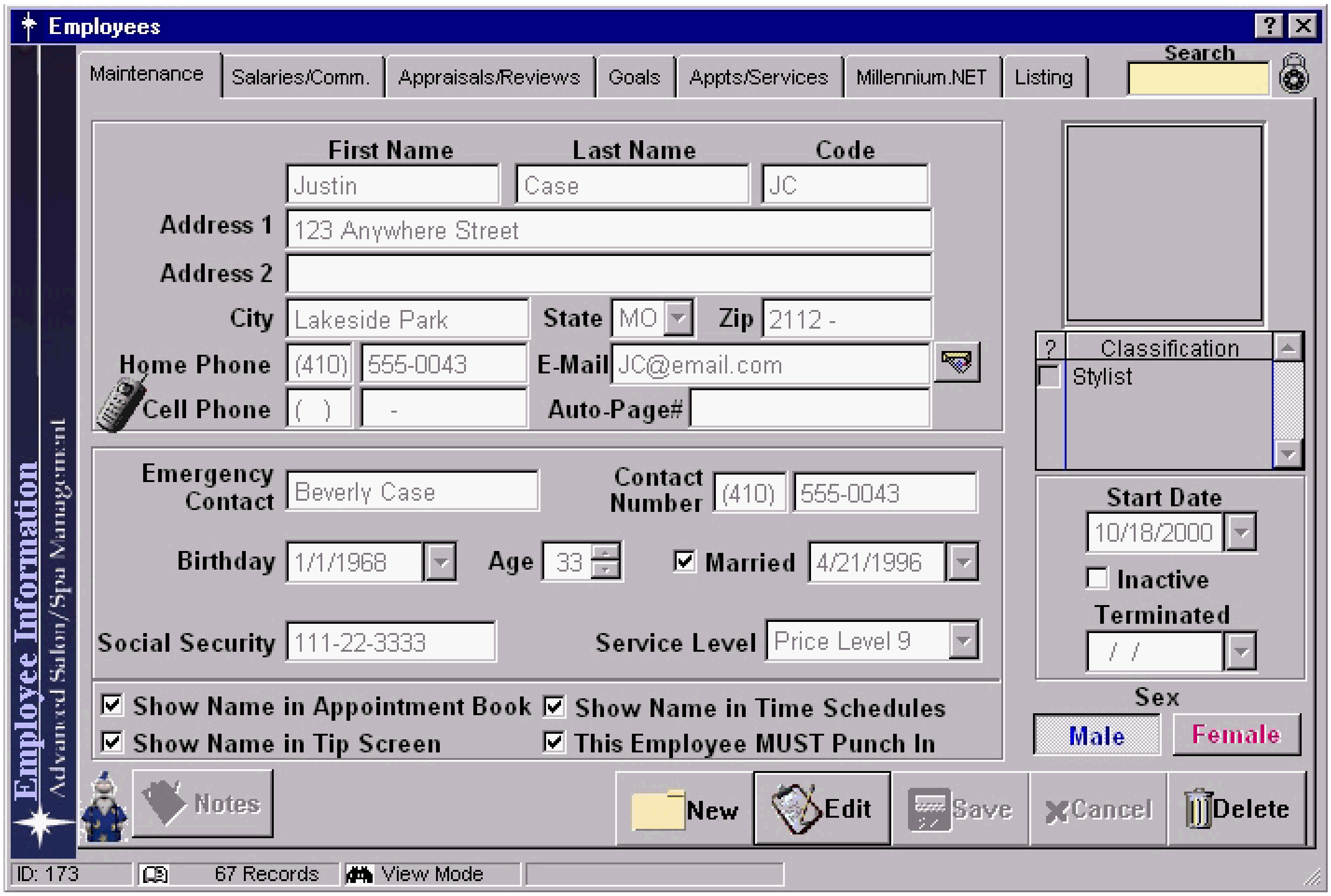
Jumps from the active record to the one that follows it.

Jumps to the last alphabetized record in the database.

Database: Employee's Maintenance Screen

The Employee's Maintenance screen displays all of the information for each of your salon/spa's employees. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized employee name will be displayed in the text field. Each individual employee can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available employees. To see a listing of all employee records, click on the Listing tab.



Employee Database Field Descriptions

Employee Database Buttons

Working With Records

Click below to:

Add a New Employee

Database: Employee's Field Descriptions
Following are brief descriptions of each field located within the Employee Maintenance screen.

First Name, Last Name

The employee's first and last names. The first letter of each name is automatically capitalized for you. It is strongly recommended NOT to use all capital letters when entering first and last names. When sorting data, the computer evaluates a capital "T" as coming before a lowercase "a".

Code

Allows "Nickname" of employee's name. This code name will the be the name displayed in Millennium whenever an employee's name is required in the display. For example, pulldown lists, appointment scheduling grid, etc.

Address

The address consists of two street address lines followed by a field for the City, State, and Zip Code. The City, State, and Zip Code fields are interactive. For example, if you enter the city and state, Millennium automatically fills in the zip code. If you put in a zip code the city and state are automatically filled in.

Home Phone

The Employee's home Area Code and Phone Number. The parenthesis around Area Code and the '-' in the Phone Number are automatically entered for you.

Cell Phone

The Employee's cellular Area Code and Phone Number. The parenthesis around Area Code and the '-' in the Phone Number are automatically entered for you.

Emergency Contact and Contact Number

A contact name indicating who to contact in case of an Emergency and the Phone Number as well. The parenthesis around Area Code and the '-' in the Phone Number are automatically entered for you.

Start Date

The date the employee began working for the salon.

Inactive

A check mark inside of the check box indicates that the employee is inactive.

Birthday

The employee's birthday.

Age

This field is automatically calculated for you when you enter the employee's birthday. If you do not enter a birthday, you can manually enter an age for the employee by using the spinner to increase or decrease the age.

Married

This field indicates whether or not the employee is married. A check mark inside of the check box indicates that the employee is married.

Anniversary

If married, displays wedding anniversary.

Social Security #

The employee’s Social Security number.

<u>Service Level</u>

This setting determines the price range of a particular service when it is rung up. The service level relates directly to the 10 price levels for each service. Use the <u>pulldown list</u> to increase or decrease the employee’s service level from 1 to 10.

Terminated

A check mark inside of the <u>check box</u> indicates that the employee is no longer employed with the salon.

<u>Classification</u>

Check marks inside of the <u>check boxes</u> indicate the employee's areas of service expertise.

Show Name In Appointment Book

<u>Check Box</u> which will enable the Appointment Book to display the employee’s name as an eligible employee to book appointments with. For example, if your salon/spa has a hired receptionist then that employee would not need to be shown in the Appointment Book.

Show Name In Time Schedules

Allows the name of the employee to be displayed in the Time Schedule screen. When the salon/spa manager makes up the time schedules for the week/month/etc., the employees who have this box checked will show up in that screen.

Show Name in Tip Screen

Allows the name of the employee to be displayed in the Tip Screen. This way, upon register transactions, tips can be designated to the employee listed in the tip screen.

This Employee MUST Punch in

<u>Check Box</u> that indicates this employee must use a timecard to punch in and out of work. If an employee that is designated to punch in attempts to ring up a service or sale, the system will warn the employee that they must punch in. This is used mostly for employees who are paid on an hourly rate.

Search

Allows the user to call up a record that matches the <u>string</u> of characters entered into this field.

Service Level

Database: Employee Maintenance Buttons

Following are brief descriptions of each button located within the Employee Maintenance screen.

Picture

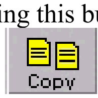
Double clicking on the picture box will open the picture selection windows.

Sex 

Click the Male or Female button to designate gender of employee.

Service Exclusions 

Clicking this button will display the list of services that the employee will not perform.

Copy 

When editing the employee's record, clicking this button will allow the user to choose any employee from the pulldown list and duplicate their service exclusions for the current employee.

Notes 

This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Adding a New Employee

Following are instructions on how to enter new Employees.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. All fields will clear themselves. The cursor will jump into the First Name field to guide you where to begin entering your information.

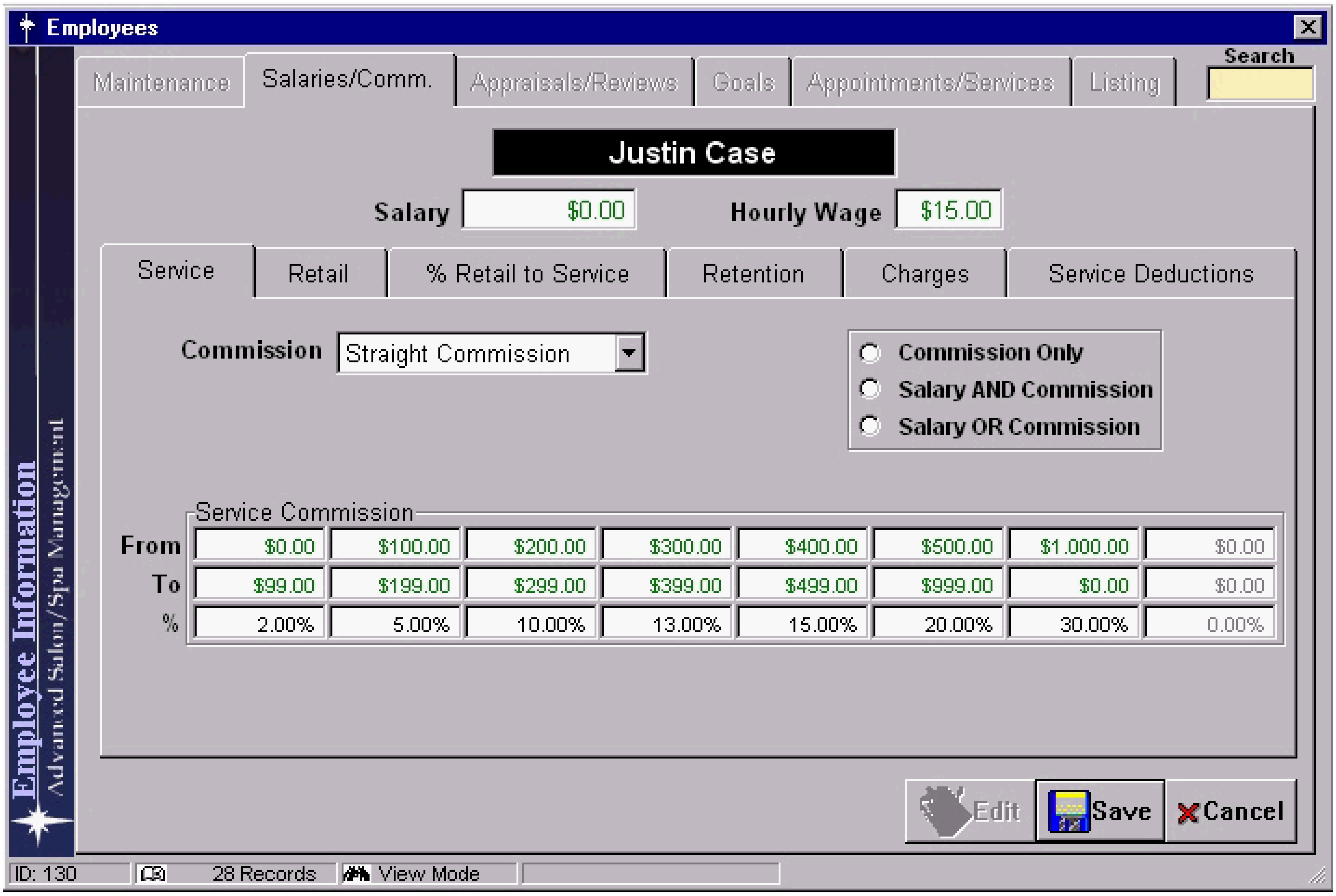
- Populate the necessary <u>fields</u> with the employee's information. Click on the various <u>buttons</u> to select employee options.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Employee Salaries and Commissions

This tab of the Employee Database allows you to set the salary and commission criteria for each of your salon/spa's employees. The salary and/or wage and a ticket deduction can be set on the main screen, and it is these values that are used as a base for setting the commission rates and percentages.



The Salaries/Commission tab is separated into five sub-tabs:

- Service - Commissions designated for any services performed by the employee. Millennium gives you the flexibility to define your commissions based on either a Straight or Sliding scale.
- Retail - You also have the choice of defining when an employee is eligible for retail commission.
- % Retail to Service - This option can be used to pay retail commissions based on the percent of retail sales to service sales.
- Retention - TBD
- Bonuses/Deductions - TBD

Database: Employee Salaries and Commissions-Service

The Service tab designates commissions designated by any services performed by the employee. Millennium gives you the flexibility to define your commissions based on either a Straight or Sliding scale. You can also designate whether or not an employee will receive service deductions, and apply them either before or after the commission.

Click below to:

Set Commissions for Services

Click below to learn more about:

Reducing Service Totals to Cover Costs

Setting Commissions for Retail

Setting Commissions for % Retail to Services

Database: Employee Salaries and Commissions-Retail

The Retail tab designates commissions designated by any products sold by the employee. Millennium gives you the flexibility to define your commissions based on either a Straight or Sliding scale.

Click below to:

Set Commissions for Retail

Click below to learn more about:

Reducing Service Totals to Cover Costs

Setting Commissions for Services

Setting Commissions for % Retail to Services

Database: Employee Salaries and Commissions-% Retail to Service

Millennium contains an optional tab that allows you to give additional commission on retail. The additional percentage is based on the percent of retail sales to service sales. The scale is all percentages.

Example: $500 in service sales, $50 in retail. The percent of retail to service sales is 10% (50 / 500). 10% of this employee's sales were retail sales.

So why have this additional "bonus". Say, for instance, that your salon/spa's overall retail sales were only 5% of all sales. As we all know, retail is usually 100% markup so you want to sell as much as possible. Providing your employees with a retail bonus may encourage them to sell more retail or at least attempt to add on a retail sale when providing a service.

How the bonus works

You set the percentage ranges for the bonuses (example 10% - 12%) and then you assign the additional percentage to add to the retail commission.

Example:

From	10%	12.1%
To	12%	15%
Extra%	5%	10%

In the example above, if the employee sold $150 in retail and $1,000 in services (15% retail to service) they would get 10% of $150 added to their retail commission.

Setup the scale just like the service and retail scales, but use percentages to indicate the range instead of dollar amounts.

Click below to:

Set Commissions for % Retail to Service

Click below to learn more about:

Reducing Service Totals to Cover Costs

Setting Commissions for Services

Setting Commissions for Retail

Database: Employee Salaries and Commissions-Bonuses/Deductions
TBD

Understanding Straight or Sliding scale

Millennium allows you to define Straight or Sliding commissions for each employee. Straight commissions refer to the fact that only one percentage is applied for the entire total.

Example of Straight Commission:

Refer to the following scale:

EMPLOYEE ‘A’ : Salary = $300

From	$600	$801	**$1001**	$1201	$1401
To	$800	$1000	**$1200**	$1400	$0.00
%	35%	40%	**45%**	50%	55%

Notice that until the employee makes at least $600 in services, NO commissions will be paid because that is where the scale begins. Many times this is because they are paid, say, a $300 salary so until they make back at least twice their salary no commissions are paid out. You have the flexibility to set any scale you desire.

Commissions are actually paid out using the *eligible service total* that can be less that the actual service total. It is calculated as follows:

Eligible Service Totals = Services Total - Commission Deductions

Eligible Service Totals will be discussed in more detail in the next section - Reducing Service Totals to Cover Costs.

Using the scale above, if Employee A’s eligible service totals are $1140, he/she will receive 45% commission on the entire amount which comes out to $513. This is because $1140 falls between $1001 and $1200 on the scale. Remember this is a straight commission scale.

From	**$600**	**$801**	**$1001**	$1201	$1401
To	**$800**	**$1000**	**$1200**	$1400	$0.00
%	**35%**	**40%**	**45%**	50%	55%

Using the same scale and example mentioned above, if this was a Sliding Scale with Employee A’s service totals being $1140, the pay-out would be as follows:

35% ($70) on the first $200 between $600 and $800.

40% ($80) on the next $200 between $801 and $1000.

45% ($62.55) on the next $139 between $1001 and $1200 ($1140 - $1001 = $139)

Total pay-out in commission = **$70 + $80 + 62.55 = $212.55**.

So if you take the total commission paid out and divide it by the service total eligible for commission ($1140Service Total - $600Scale starting value =$540) you will see that the employee's commission comes out to 39% overall ($212.55 divided by $540). This is the key difference between sliding and straight commission. Sliding scales do NOT give commission on the ENTIRE service sale amount - straight commission does. Usually, employees on straight commission get little or no salary for obvious reasons. Another important fact to note about the sliding scale is that only $540 is available for commissions in our example because the scale starts at $600; therefore, anything prior to $600 is not eligible for any commission.

This is all a little confusing, but play around with the numbers within Millennium using the Sample Commission Totals button to see how the values are calculated.

Sliding scales give incentive to the employee to try and make the next higher percentage on the scale. When salons advertise "Up to 75% Commissions" in classified ads you can bet that this is a sliding commission scale. It is completely up to you to determine how you want to pay your employees. The important thing is that you setup whichever your scale is (straight or sliding) correctly.

Deductions

There are a couple of ways to reduce the employee's service totals to help recover some of your costs. One of the beta salons that helped test Salon Solutions referred to it this way:

"I look at it this way. If I am giving an employee, say, 45% commission. We aren't truly partners until we level the playing field. Subtracting some of the cost off of the higher-end services like Perms and Colors allows me to level the playing field before we become 'partners' and the employee gets their 45%. If I don't do this, I am getting far less than the 55% balance that the employee thinks I am getting. It's important for other salon owners to realize what their costs are if they want to be truly profitable." *Rod Ridolfo - Hair Visions, Parsippany, NJ.*

Another owner put it this way:

"The easiest way for me to recover some of my costs was to subtract a set dollar amount off of each ticket - usually as little as $1. On a woman's haircut, instead of getting commission on $30, the employee would get commission on $29. This is very insignificant to the employee, yet, over time helps me recover costs." *Niko Margaronis - Niko's Salon, Morristown, NJ.*

So as you can see, understanding your costs and leveling the playing field helps you recover some of those costs before the commissions are paid out.

How does Millennium provide for these adjustments? The commission screen allows you to define how much to take off of each ticket via the **Deduction Per Ticket** field. Simple enough. Deducting for individual services takes a little more effort, but it is still very simple.

Click the mouse on either of the radio buttons to select whether service deductions are to be applied before or after commissions are calculated.

Set Commissions for Services

- Click on 

.
- Click in the Salary field and enter the employee's salary (if not already done). If employee is not on a salary, leave this field set at $0.00.
- Click in the Hourly Wage field and enter the employee's hourly wage (if not already done) if this is how the employee is paid. If the employee is no paid by the hour, leave this field set at $0.00.
- Click in the Ticket Deduction field and enter the deduction per ticket (if not already done).
- Click on the Service Sales pulldown list and select either Straight or Sliding Commission
- Use the radio buttons and check boxes to apply service deductions BEFORE or AFTER commissions are calculated.

Next, you need to decide the minimum service sales that the employee will need to make before commission is paid to them. If they are ONLY on commission without a salary or hourly wage, then the minimum service sale amount might be $0. If the employee receives a salary or an hourly wage, you probably expect them to reach a certain amount of sales before they are eligible for commission. Either way, this will be the first number you enter in the scale.

The next few steps will help you enter the dollar range (**From** $###.## **To** $###.##):

Example

From	$600	$801	$1001	$1201	$1401
To	$800	$1000	$1200	$1400	$0.00
%	35%	40%	45%	50%	55%

- Type the **From** amount then press Enter or Tab.
- Now type the **To** amount - the top end of the current dollar range. Press Enter or Tab.
- Enter the percentage to use if the service sales fall between the **To** amount and the **From** amount. Press Enter or Tab.

The cursor will automatically advance to the next column and default the **From** field to one cent more than the previous column's **To** field. This helps ensure that you do not accidentally overlap or leave a hole in your scale.

Repeat the previous three steps until you reach the end of the scale (six columns) or until you have finished defining your scale. It is suggested that the last dollar amount you enter into the **To** field should be left at $0.00. Millennium will interpret the $0.00 as *no limit*. (Ex. If last **From** field is $2,000 and the last **To** field is $0.00, Millennium would use the corresponding percentage for any service total of $2,000 and higher.

Click on 

to complete, or

to terminate this procedure without writing to the database.

Click below to:

Set Commissions for Retail

Set Commissions for % Retail to Service

Set Bonuses/Deductions

Set Commissions for Retail

- Click on 

.
- Click in the Salary field and enter the employee's salary (if not already done). If employee is not on a salary, leave this field set at $0.00.
- Click in the Hourly Wage field and enter the employee's hourly wage (if not already done) if this is how the employee is paid. If the employee is no paid by the hour, leave this field set at $0.00.
- Click in the Ticket Deduction field and enter the deduction per ticket (if not already done).
- Click on the Retail Sales pulldown list and select either Straight or Sliding Commission.
- Click on the Frequency of Charge pulldown list and set the rate at which you designate.
- Set the Minimum Service Sales required before an employee is eligible for retail commissions (leave this at $0.00 if you do not want to place this requirement on your employees)

The next few steps will help you enter the dollar range (**From** $###.## **To** $###.##):

Example:

From	100.00	201.01
To	200.00	300.00
%	5%	10%

- Type the **From** amount then press Enter or Tab.
- Now type the **To** amount - the top end of the current dollar range. Press Enter or Tab.
- Enter the percentage to use if the retail sales fall between the **To** amount and the **From** amount. Press Enter or Tab.

The cursor will automatically advance to the next column and default the **From** field to one cent more than the previous column's **To** field. This helps ensure that you do not accidentally overlap or leave a hole in your scale.

Repeat the previous three steps until you reach the end of the scale (six columns) or until you have finished defining your scale. It is suggested that the last dollar amount you enter into the **To** field should be left at $0.00. Salon Solutions will interpret the $0.00 as *no limit*. (Ex. If last **From** field is $500 and the last **To** field is $0.00, Salon Solutions would use the corresponding percentage for any retail total of $500 and higher.

Click below to:

Set Commissions for Services

Set Commissions for % Retail to Service

Set Bonuses/Deductions

Set Commissions for % Retail to Service

- Click on .
- Click in the Salary field and enter the employee's salary (if not already done). If employee is not on a salary, leave this field set at $0.00.
- Click in the Hourly Wage field and enter the employee's hourly wage (if not already done) if this is how the employee is paid. If the employee is no paid by the hour, leave this field set at $0.00.
- Click in the Ticket Deduction field and enter the deduction per ticket (if not already done).

The next few steps will help you enter the dollar range (**From** $###.## **To** $###.##):

Example:	**From**	100.00	201.01
	To	200.00	300.00
	%	5%	10%

- Type the **From** amount then press Enter or Tab.
- Now type the **To** amount - the top end of the current dollar range. Press Enter or Tab.
- Enter the percentage to use if the % retail to sales fall between the **To** amount and the **From** amount. Press Enter or Tab.

The cursor will automatically advance to the next column and default the **From** field to one cent more than the previous column's **To** field. This helps ensure that you do not accidentally overlap or leave a hole in your scale.

Repeat the previous three steps until you reach the end of the scale (six columns) or until you have finished defining your scale. It is suggested that the last dollar amount you enter into the **To** field should be left at $0.00. Salon Solutions will interpret the $0.00 as *no limit*. (Ex. If last **From** field is $500 and the last **To** field is $0.00, Salon Solutions would use the corresponding percentage for any retail total of $500 and higher.

Click below to:

Set Commissions for Services

Set Commissions for Retail

Set Bonuses/Deductions

Set Bonuses/Deductions
TBD

Database: Hair Colors

Hair color is among the many important pieces of information Millennium enables you to enter into your client's records.

Hair Color is used to establish the different hair colors that will be available to choose from when entering client information. If you were viewing or editing a client's record in the Client Information screen, the different hair colors found in the text field come from the Hair Colors database.

Hair Colors Maintenance Screen

Hair Colors Listing

Click to learn more about:

Using the Database

Database: Employee Appraisal Review

Millennium allows the appraisal and review of each of your salon/spa's employees. Within each employee's record, appraisal/review records can be created and stored.

The appraisal/review section of the database contains three tabs associated with reviewing employees' performance:

General Review:

This window displays a listing of all saved appraisals by the Review Date, and the date range of the period of time that was reviewed.

Clicking the mouse on any of the reviews in the list will display the Review Date, the From Period, and the To Period in the pulldown list fields. The center box will display the summary statements of the review.

This window also allows you to create new reviews, edit existing review, and delete obsolete reviews.

Statistics

This tab contains several cells that track all of the employee's service and retail sales by month and year to date. It will also compare year to date sales with the previous year and show the % change. Use this information when conducting the employee appraisal/review.

Performance Evaluation

Displays an evaluation Grid (excellent, good, fair,etc.) for various evaluation categories related to the job type. Performance evaluation categories can be established in the Evaluations database.

Click below to learn how to:

Create a new Appraisal/Review record

Edit an existing Appraisal/Review record

This pulldown list field displays the date the employee's appraisal/review took place.

This pulldown list field displays the date that the appraisal/review period began.

This pulldown list field displays the date that the appraisal/review period ended.

Database: Employee Appraisal Review Create Record

- Click on 

.
- The Review Date field will automatically display today's date. If you would like to change the date, click on the pulldown list arrow and a calendar will appear. Change the month and date to the desired review date.
- Click the mouse in the Period From pulldown list and type the date of the first day of the review period. You may also click on the arrow and choose the date from the calendar.
- Click the mouse in the To pulldown list and type the date of the last day of the review period. You may also click on the arrow and choose the date from the calendar.
- Click the mouse in the summary text box and type appraisal information here.
- Click on the Performance Evaluation tab and rate the employee. To do this, click on the check boxes for each category listed. Then click in the comments box to include any comments.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

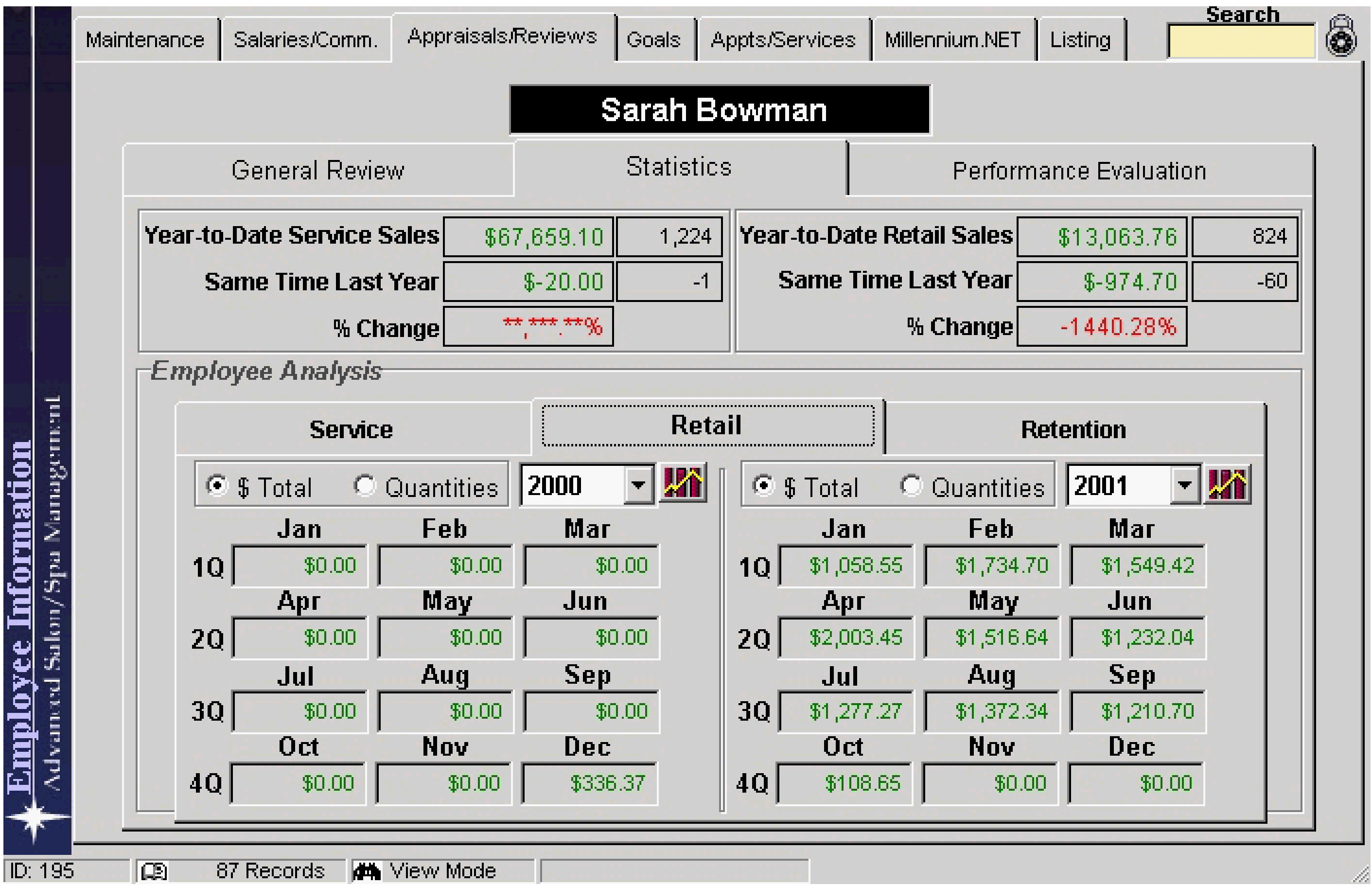
NOTE:

Use the information in the Statistics tab to help rate the employee by their service and retail sales as well as tracking the number of new and/or repeat customers the employee has retained for the salon/spa.

Employee: Appraisal Review Statistics

This tab contains several cells that track all of the employee's service and retail sales by month and year to date. It will also compare year to date sales with the previous year and show the % change. Use this information when conducting the employee appraisal/review.

Click on the Service or Retail tabs to see the total sales for each month in the current year. Click on the Retention tab to see the number of new and repeat customers the employee has retained. This tab will also show the % retained for each.



Database: Hair Colors Maintenance Screen

The Hair Colors Maintenance screen displays all of the information for each of your salon/spa's hair colors. The Maintenance screen is where new hair colors can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized hair color name will be displayed in the text field. Each individual hair color can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available hair colors. To see a listing of all hair color records, click on the Listing tab.

Hair Colors Field Descriptions

Click below to learn more about:

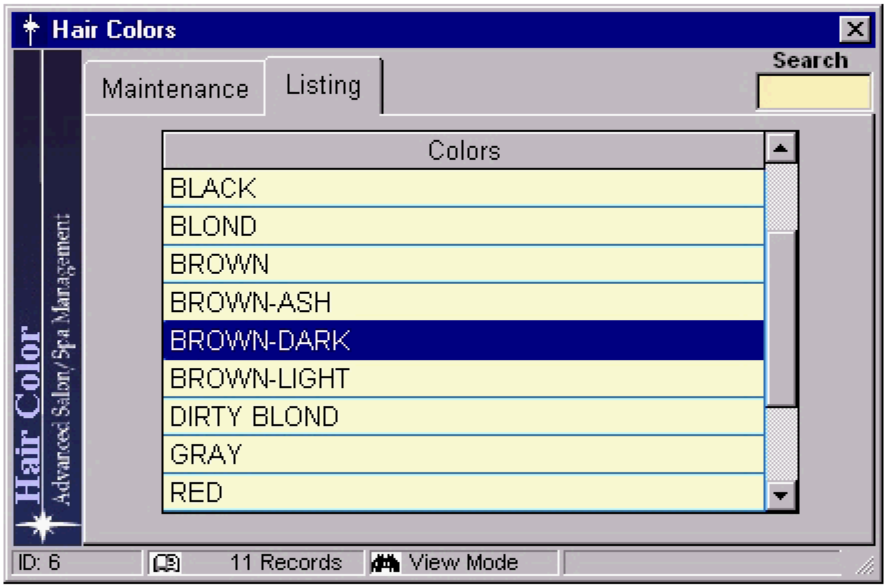
Working With Records

Click below to:

Add a New Hair Color

Database: Hair Colors Listing Tab

The Hair Colors Listing tab displays all stored hair color records.



Click the mouse on the desired hair color to make it the active record. When you return to the Maintenance screen, the selected hair color will be displayed in the text field. It is there where new hair colors can be created, or the active hair color name can be edited or deleted.

If the list of hair colors goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular hair color.

Database: Hair Color Add New

Following are instructions on how to enter new hair colors.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The text field will clear itself. The cursor will appear in the text field where you can enter a new hair color.

- Type the name of the new hair color.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Product Classes

Millennium allows you to keep an inventory of all products that are sold in your salon/spa. You can even track shop supplies that are listed to perform services. Each product stored in Millennium can be categorized by assigning it a "Product Class". A Product Class is a category which similar products can fall under. For example, the different conditioners sold in your salon/spa can all be assigned a class of "Conditioners".

Product Classes Maintenance Screen

Product Classes Listing

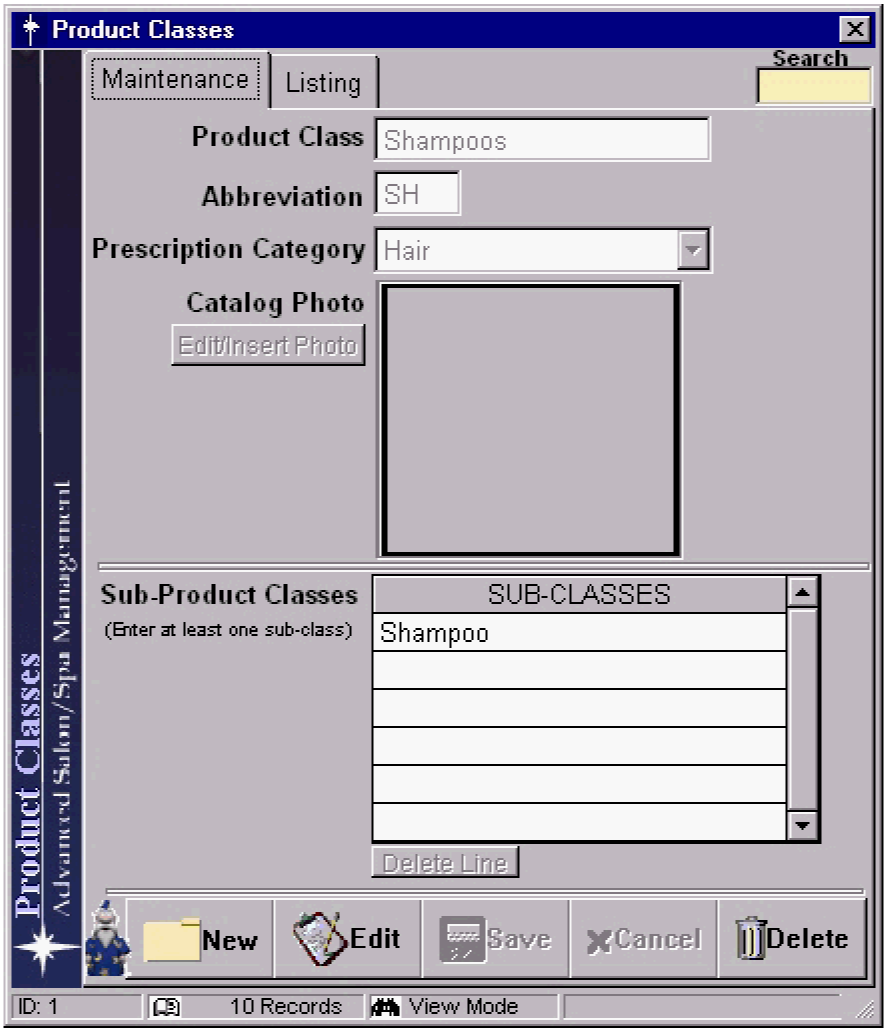
Click to learn more about:

Using the Database

Database: Product Classes Maintenance Screen

The Product Classes Maintenance screen displays all of the information for each of your salon/spa's product classes. The Maintenance screen is where new product classes can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized product class name will be displayed in the text field. Each individual product class can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available product classes. To see a listing of all product class records, click on the Listing tab.



Product Classes Field Descriptions

Click below to learn more about:

Working With Records

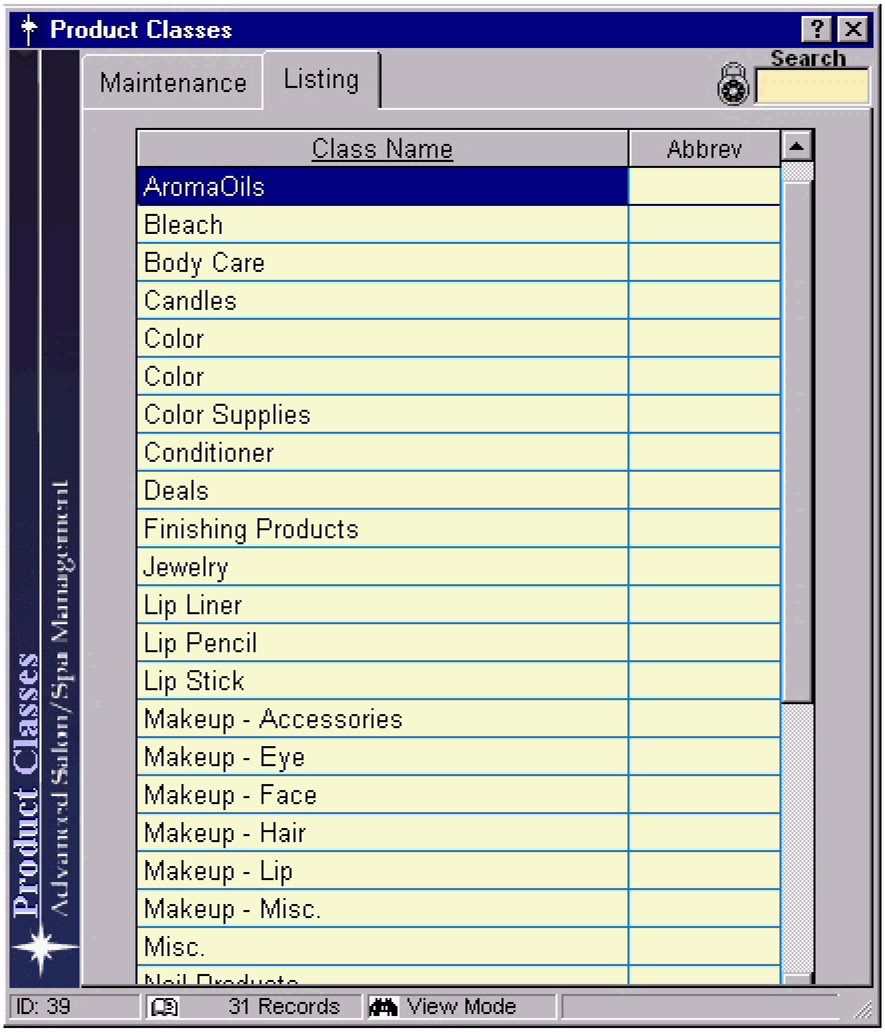
Sub-Product Classes

Click below to:

Add a New Product Class

Database: Product Classes Listing

The Product Classes Listing tab displays all stored product class records.



Click the mouse on the desired product class to make it the active record. When you return to the Maintenance screen, the selected product class will be displayed in the text field. It is there where new Product Classes can be created, or the active product class can be edited or deleted.

If the list of Product Classes goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular product class.

Database: Product Classes Field Descriptions

Following are brief descriptions of each field located within the Product Classes Maintenance screen.

Product Class

This text field displays the official name of the product class.

Abbreviation

Displays the two character abbreviation for each product class. No two abbreviations can be alike.

Prescription Category

This pulldown list displays the selected prescription category the product class is best suited with.

Catalog Photo

Shows a picture of the product.

Sub-Product Classes

Lists all sub-product classes made available with the "Parent" product class.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Product Classes Sub-Classes

Product Sub-Classes are a more detailed listing of records for the "Parent" Product Class. For example, a product class for shampoo may be broken down to several sub-classes for dry hair, normal hair, oily hair, etc.

When creating product classes, at least one sub-class must be entered.

Click below to learn how to:

<u>Add a new Product Class</u>

Database: Product Classes Add New

Following are instructions on how to enter new product classes.

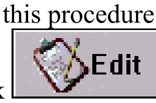
You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Product Class text field will clear itself and cursor will appear in the text field where you can enter a new product class.

- Type the name of the new product class.
- The abbreviation field will automatically populate itself with the first two characters of the product class name. For example, if you type the word Shampoo in the Product Class text field, the letters SH will be designated for the abbreviation. You may change the abbreviation to whatever two character combination you choose. However, no two abbreviations may be the same.
- Click on the Prescription Category pulldown list and select which prescription category your product class should belong to.
- Enter the product sub-classes separately in the available slots. At least one sub-class must be added for each product class. If non is entered, Millennium will automatically add the title of the product class into the first product sub-class line.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.
- In order to insert a picture of your product, you must first click 

to enter the record into the database, then edit the record to include the picture.
- Click 

and the

button will be activated. Select the picture that matches the product and click

. The picture will be shown in the center window.

Inserting Pictures

Security: Security Settings

Millennium allows you to set the security level for virtually every feature and report in the system. This becomes very useful for reports such as Client Information, Employee Information, Phone Lists, and Mailing Labels. Protect your valuable data!

Millennium breaks your security administration down into main topics, sub topics, and specific details. This allows you to categorize and set the security level for each of the specific details.

Click below to learn about:

Security Administration Screen

This is the level of security that, as the manager of your salon/spa, can be set for each user's access. There are 9 security levels. You determine the amount of access for each level. Typically, level 9 would give the highest or most amount of access, whereby level 1 would give the lowest.

Each security level maps directly to each person's login security level. If you set the Security Level to, say, 3 - only level 3 users and above can get to that option.

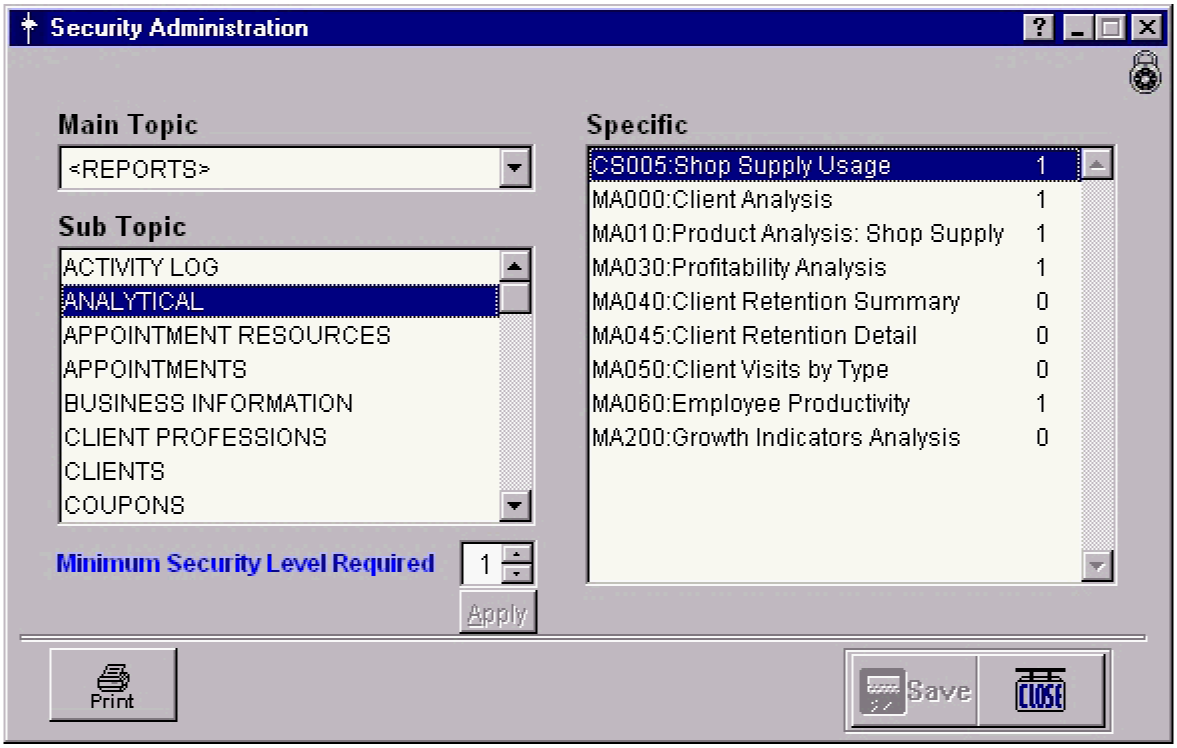
This is the main topic - which usually corresponds to the highest level option you would normally select to get to a specific feature. Example: Database would be the main topic for all of the database screens including clients, employees, products, services, etc.

The subtopic is next level option you would choose to get to the desired Millennium feature. Example: Database (Main Topic) Clients (Sub-topic).

The next (third) level represents the specific feature or report you are setting the security on. Example: Database (Main Topic) Clients (Sub-topic) Add New Client (Specific).

Security: Security Administration Screen

This screen allows you to manage the security setting for every feature of the Millennium system. When a feature's security level is set, only users who have that security level or higher will be able to access that feature. This is critical to ensure that your Salon/Spa's vital information is confidential, secure, and available for only those who have a need to know.



Security Administration Field Descriptions

Click below to learn more about:

Setting the desired security level for specific topics

Printing security settings

Security: Setting Security Level

You must be in the Security Administration screen

- Enter the Security Administration screen by clicking <<Security>> from the Millennium Navigator.
- Select the Main Topic, the Sub Topic, and the Specific Topic you wish to change the security level for.
- Using the Spinner field at the bottom of the screen, change the security level to what you desire.
- Click 

 to apply the new security level and exit the Security Administration screen.

Security: User Maintenance

This will allow the administration of user logins for the Millennium system. You will need the appropriate security level in order to create any new logins. Any user who will be accessing the system must do so via their own user login.

Click to learn more about:

User Maintenance Screen

User Maintenance Listing

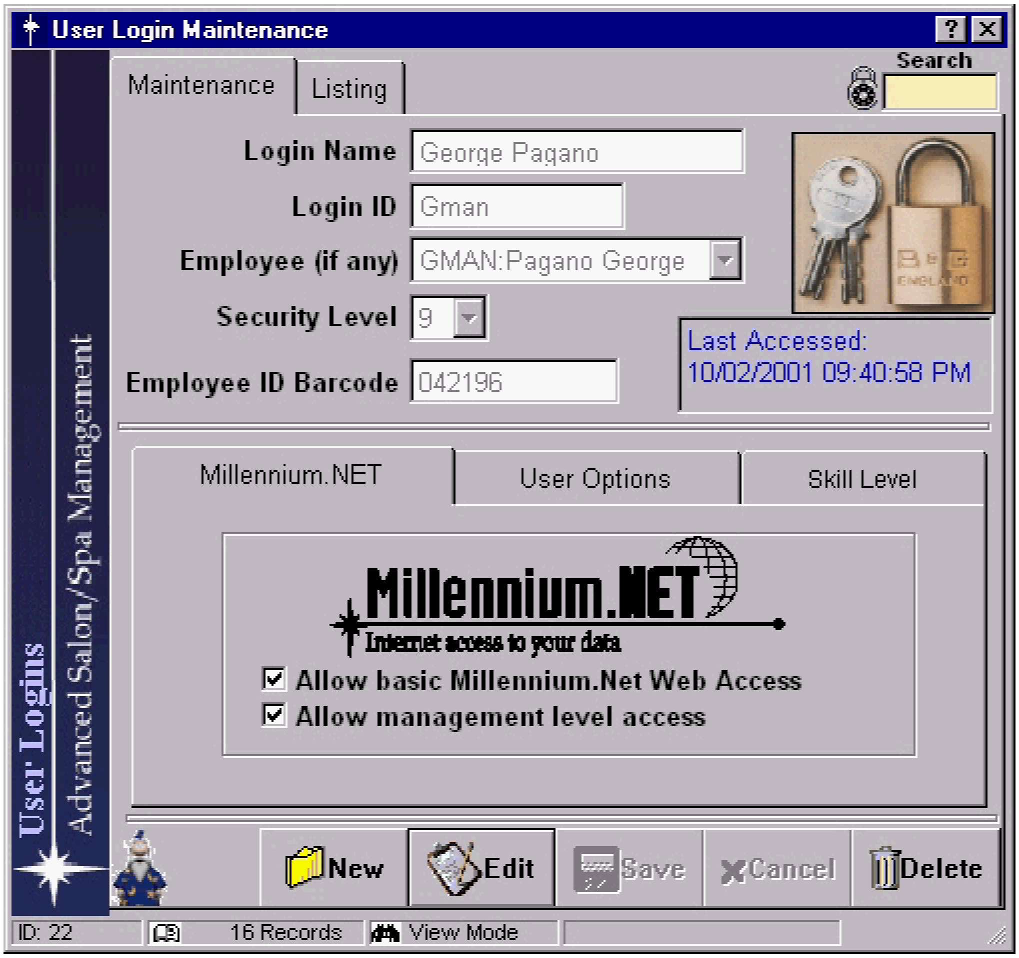
Security -- Printing Settings

It is a good idea to print the security settings to quickly view all of the topics and what level they are set at.

- To print security settings, click on <<Print>> located in the bottom left corner of the Security Administration Screen.

Security: User Maintenance Screen

This screen allows the management of all user logins.   user IDs can be created, edited, and deleted here.   Access controls such as passwords and security levels also are management in this screen.



User Maintenance Field Descriptions

Click below to learn more about:

Working With Records

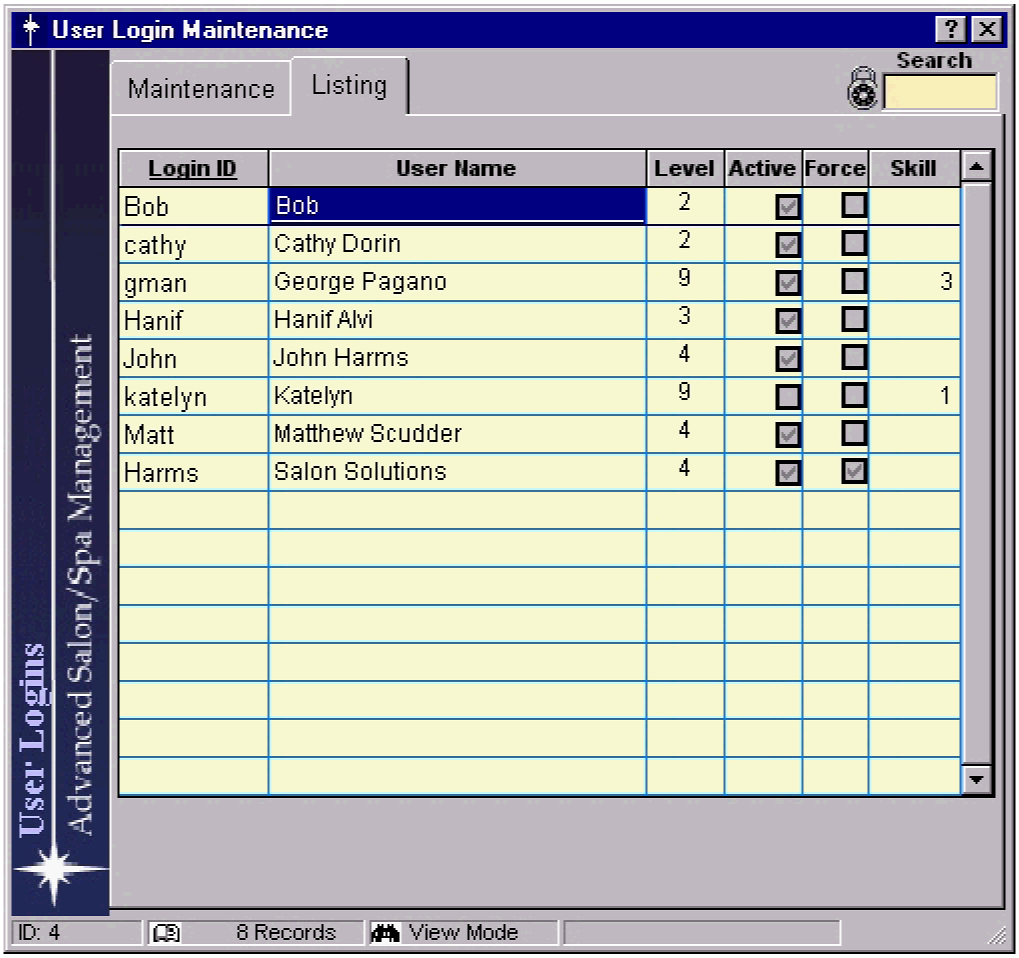
Click below to:

Add a New User ID

Reset a user's password

Security: User Maintenance Listing

The User Login Maintenance Listing tab displays all stored user records.



Click the mouse on the desired user to make it the active record. When you return to the Maintenance screen, the selected user will be displayed in the text field. It is there where new users can be created, or the active user's login id can be edited or deleted.

If the list of users goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular user id.

Security

Part of running a successful salon/spa is keeping your information secure. Millennium addresses this by allowing varying levels of access for each user. Every feature, function, and report can be set to respond to these levels of access by allowing or restricting their use.

The Millennium Navigator has been set up with two main security categories:

User Maintenance

Security Settings

Commissions and Payroll

Security: Security Administration Field Descriptions

Main Topic:

This pulldown list displays all available main topics. You can scroll down to the desired topic and click to select it.

Sub-Topic:

Each time a different main topic is selected, the appropriate sub topics will appear in the box. Scroll down to the desired sub topic and click to select it.

Specific:

Each time a different sub topic is selected, the corresponding specific topics will appear in the box. To the right of the specific topic's title, the security level will be displayed. Only users with that security level or higher will be able to access those areas within the Millennium system. Scroll down to the desired specific topic and click to select it.

Minimum Security Level Required:

Use this spinner to select the desired security level for each of the specific topics.

Search

Allows the user to call up a security administration record that matches the string of characters entered into this field.

Security: User Maintenance Field Descriptions

Login Name

This text box displays the user's name.

Login ID

This text box displays the user's login. These are the characters that will be typed in the Login ID text box when logging into Millennium.

Employee Name (if any)

Displays the employee's name that owns the login. The employee's name is selected using the pulldown list.

NOTE: If an employee record is deleted, Millennium will prompt you to delete the corresponding login.

Security Level

This pulldown list displays the security level that the user is currently set for. This is the level of security that, as the manager of your salon/spa, can be set for each user's access. There are 9 security levels. You determine the amount of access for each level. Typically, level 9 would give the highest or most amount of access, whereby level 1 would give the lowest.

Each security level maps directly to each person’s login security level. If you set the Security Level to, say, 3 - only level 3 users and above can get to that option.

Employee ID Bar Code

This field displays the user's unique bar code number.

Search

Allows the user to call up a user maintenance record that matches the string of characters entered into this field.

Millennium.net Tab

User Options Tab

Skill Level Tab

Security: Adding A New User ID

Following are instructions on how to enter new user IDs.

You must be working from the Maintenance Tab

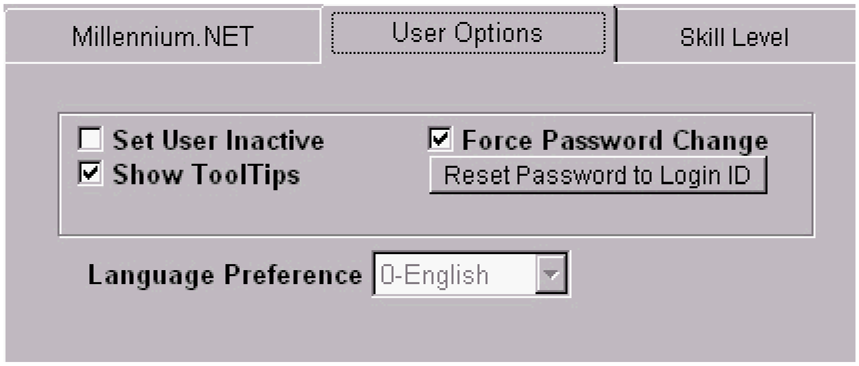
- Click the mouse on the 

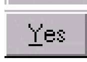
button. The screen will change into Update Mode, which means you can now Save or Cancel any changes you make. The text field will clear itself. The cursor will appear in the text field where you can enter a new hair color.
- In the Login Name text box, type the name of the new user
- In the Login ID text box, type the users login id. These are the characters that will be typed in the Login ID text box when logging into Millennium.
- Click on the pulldown list and select the level of security that you would like the user to have.
- Click on the Force Password Change check box. It is recommended to activate this feature when creating a new user id. This will prompt the user to establish a new password the first time they use their new login id. The default password for all new user IDs is the user id. For example; George Pagano's user id is Gman. His default password is also Gman.
- Click on the Show Tool Tips check box if you wish to have the tool tips visible whenever this user is logged into the system.
- Select the user's skill level. Beginner, Intermediate, and Advanced are the three available choices.
- Click the mouse on the 

button to save the record.

Security: Reset a User's Password

Open the User's Login screen from the Management, User Logins menu.



- Click on the Listing tab, and select the user's login name from the available list. Then, click back to the Maintenance tab.
- Click the mouse on the  button.
- Click the mouse on the User Options Tab.
- Click the mouse on the  Button.
- Click the mouse on the  button when prompted.
- Click the mouse on the  button.

Database: Appointment Resources

Millennium allows you to intelligently book appointments for your salon/spa without the risk of double booking a service that would require the use of the resource. For example, if your spa has 2 massage rooms, you would only want to book 2 massages during the same time period. Using the Appointment Resources function allows you to "link" this resource to the service when booking the appointment, so you can't overbook your resources. Millennium does not prohibit the user from overbooking the resource, but does warn that the resource has expired.

Appointment Resources Maintenance Screen

Appointment Resources Listing

Viewing Appointments by Appointment Resources

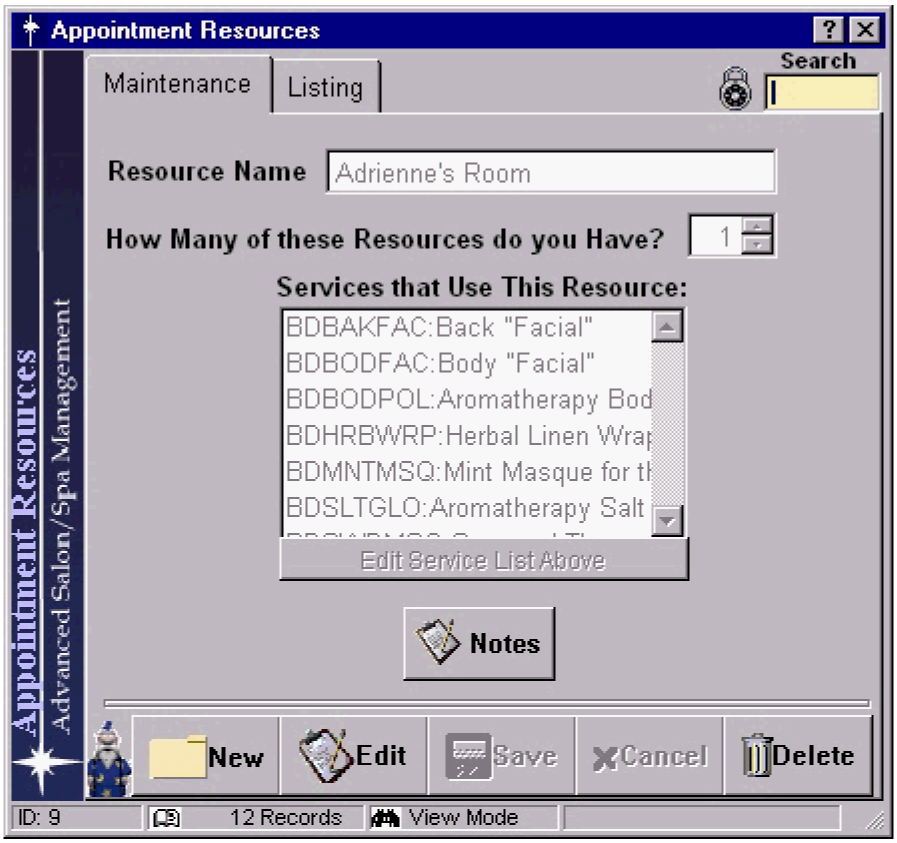
Click to learn more about:

Using the Database

Database: Appointment Resources Maintenance Screen

The Appointment Resources Maintenance screen displays all of the information for each of your salon/spa's resources. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized appointment resource name will be displayed in the text field. Each individual appointment resource can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available appointment resources. To see a listing of all appointment resource records, click on the Listing tab.



Appointment Resource Database Field Descriptions

Working With Records

Click below to:

Add a New Appointment Resource

Database: Appointment Resources Field Descriptions

Following are brief descriptions of each field located within the Appointment Resource Maintenance screen.

Resource Name

This is the name of the resource that will be used when booking the service that requires that resource.

Number of Resources Spinner

The number displayed is how many of that resource your salon/spa has. This will determine how many appointments can be booked at the same time that are for a service which requires that resource. When creating or editing the resource record, click on the spinner arrows to increase or decrease the number of resources.

Services Resource Window

This window displays the list of services that will require that resource. Any appointment booked for a service listed in this window will reduce the resource availability.

Edit Service List Button

When creating or editing the resource record, clicking this button will allow you to add and/or remove services to the resource.

Notes 

This button opens a "Notes" window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Appointment Resources Add New

Following are instructions on how to enter new Appointment Resources.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. All fields will clear themselves. The cursor will jump into the Resource Name field to guide you where to begin entering your information.

- Type the name of the new Appointment Resource.
- Use the spinner to select the total number of available resources your salon/spa has available.
- Click the mouse on the 

button to open the Millennium <u>Mover</u> screen and select the service you would want to be associated with this appointment resource.
- Click the mouse on the 

button to include any notes you feel are important.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

The Mover screen is a selection tool that allows you to pick and choose through a list of available records that you want to be applicable to the subject. For example, if your subject was a Product Class for hair coloring products, you would want to select all of the applicable hair coloring products your salon/spa sells from the Available list in the Mover screen.

Use the 

,

,


, or


buttons to choose the records. Once a record is added, it moves over to the Selected window at the right side of the screen.

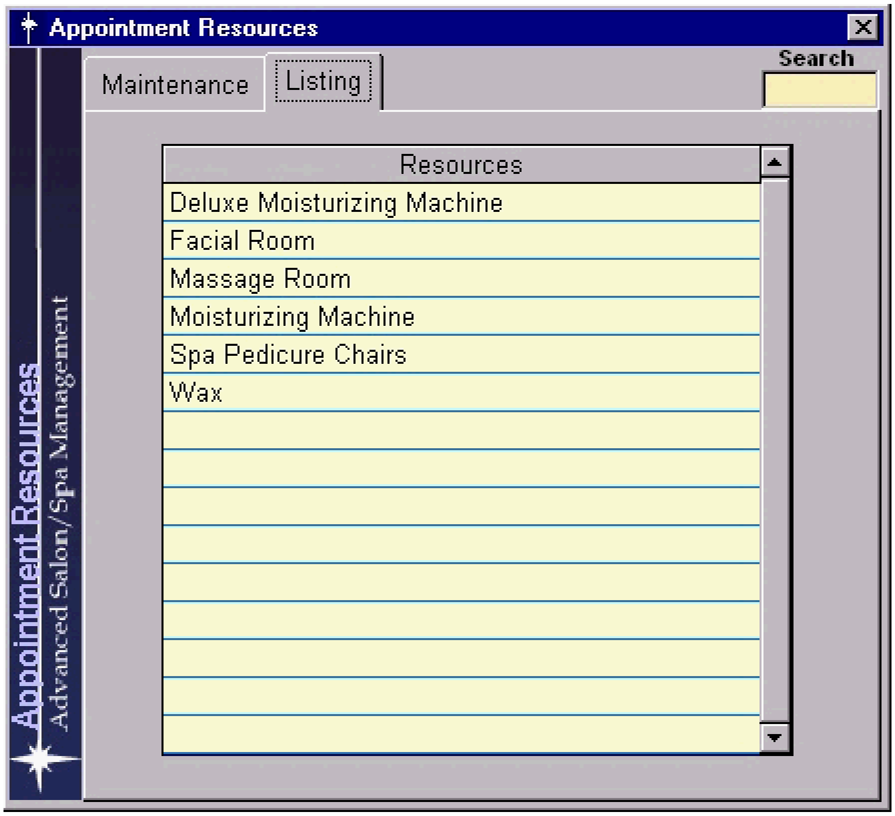
When finished, click 

to save the changes and exit, or

to terminate the procedure without saving.

Database: Appointment Resources Listing

The Appointment Resources Listing tab displays all stored appointment resource records.



Click the mouse on the desired appointment resource to make it the active record. When you return to the Maintenance screen, the selected resource will be displayed in the text field. It is there where new Appointment Resources can be created, or the active resource can be edited or deleted.

If the list of Appointment Resources goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular appointment resource.

Database: Appointment Types

Appointment Types can be defined to help you track what kind of clients your employees are servicing. For example, New Request or Repeat Request.

Appointment Types Maintenance Screen

Appointment Types Listing

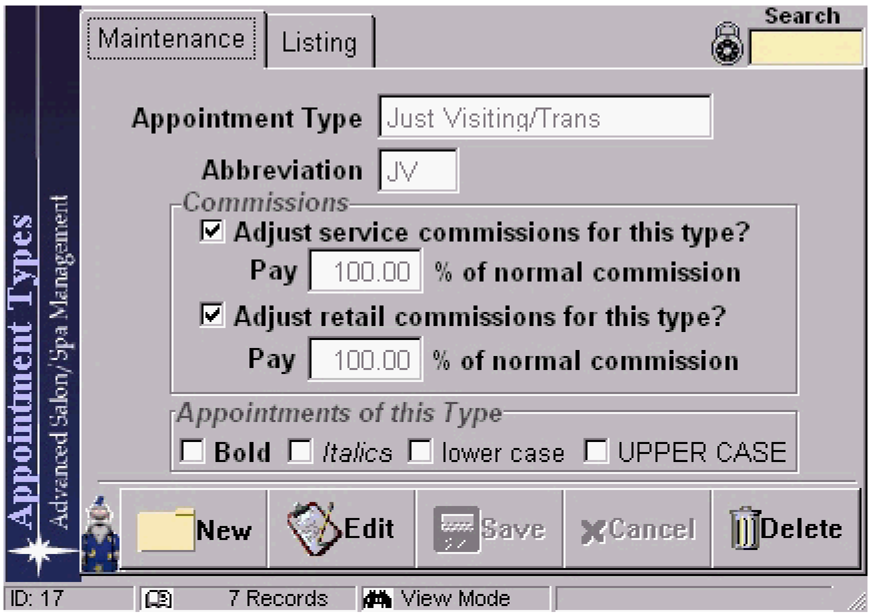
Click to learn more about:

Using the Database

Database: Appointment Types Maintenance Screen

The Appointment Types Maintenance screen displays all of the information for each of your salon/spa's appointment types. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized appointment type name will be displayed in the text field. Each individual appointment type can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available appointment types. To see a listing of all appointment type records, click on the Listing tab.



Appointment Types Field Descriptions

Working With Records

Click below to:

Add a New Appointment Type

Database: Appointment Types Field Descriptions

Following are brief descriptions of each field located within the Appointment Types Maintenance screen.

Appointment Type

This is the name of the appointment type that will appear as the available selection when choosing from the various appointment types.

Abbreviation

Displays the abbreviation for each appointment type. No two abbreviations can be alike. This will appear in pulldown lists for Appointment Types and in browse windows.

Adjust Service Commissions

If this option is active, it will display the percentage of the normal commission for services that the employee performing the service will receive.

Adjust Retail Commissions

If this option is active, it will display the percentage of the normal commission for retail sales that the employee selling the product will receive.

Type Face Check boxes

Use these Check Boxes to select how your Appointment Resouce should appear.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Appointment Types Add New

Following are instructions on how to enter new Appointment Types.

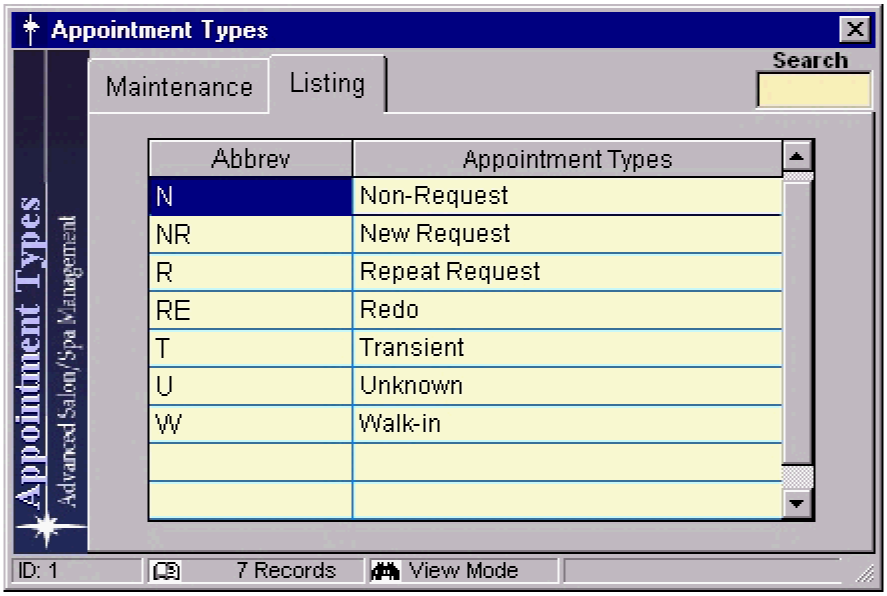
You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. All fields will clear themselves. The cursor will jump into the Appointment Type field to guide you where to begin entering your information.

- Type the name of the new Appointment Type.
- Enter the abbreviation for the Appointment Type. It can be from 1 to 5 characters long, but no two abbreviation can be the same.
- If desired, click the mouse in the check box by the Adjust Service commissions for this type. This will activate the function for this particular appointment type. Next, enter the percentage of commission the employee will receive. Anything below 100% will be less than normal commission, and anything above 100% will exceed normal commission.
- If desired, click the mouse in the check box by the Adjust Retail commissions for this type. This will activate the function for this particular appointment type. Next, enter the percentage of commission the employee will receive. Anything below 100% will be less than normal commission, and anything above 100% will exceed normal commission.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Appointment Types Listing

The Appointment Types Listing tab displays all stored appointment type records.



Click the mouse on the desired appointment type to make it the active record. When you return to the Maintenance screen, the selected appointment type will be displayed in the text field. It is there where new Appointment Types can be created, or the active appointment type can be edited or deleted.

If the list of Appointment Types goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular appointment type.

Database: Client Professions

This part of the Millennium database allows you to create professions and have them stored as records. The function allows easy selection of these professions from a pulldown list when registering clients in the database.

Client Professions Maintenance Screen

Client Professions Listing

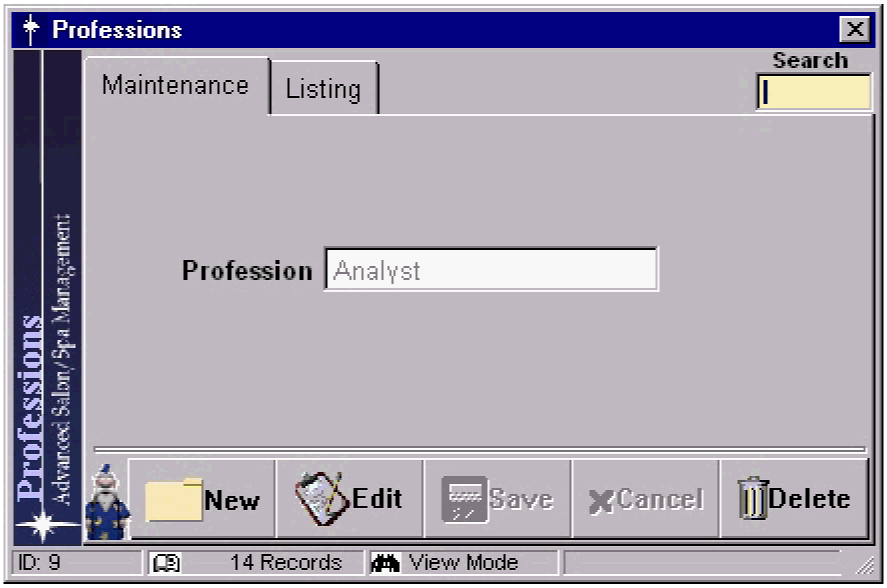
Click to learn more about:

Using the Database

Database: Client Professions Maintenance Screen

The Client Professions Maintenance screen displays all of the information for each of your salon/spa's client professions. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized client profession name will be displayed in the text field. Each individual client profession can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available client professions. To see a listing of all client profession records, click on the Listing tab.



Client Professions Field Descriptions

Working With Records

Click below to:

Add a New Client Profession

Database: Client Profession Add New

Following are instructions on how to enter new Client Professions.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The field will clear itself. The cursor will jump into the Profession field to guide you where to begin entering your information.

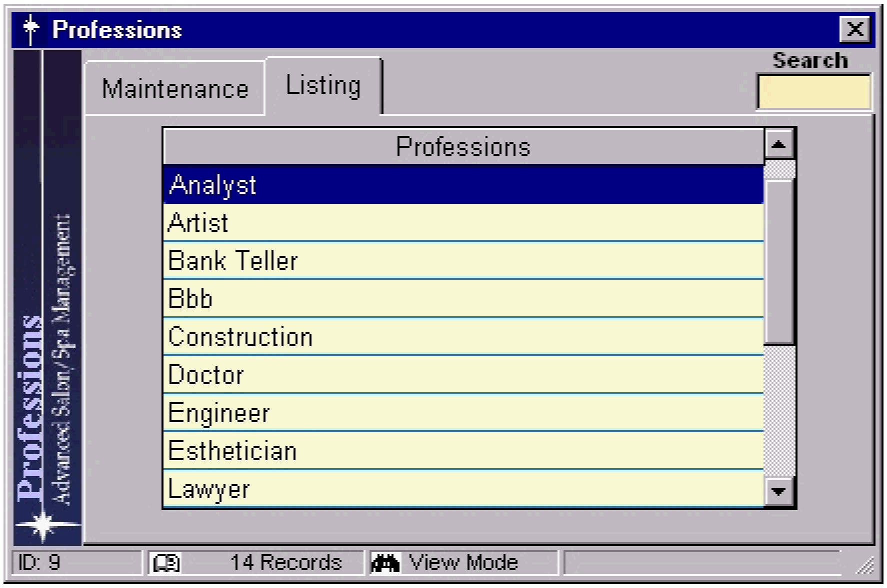
- Enter the name of the Profession.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Client Professions Listing

The Client Professions Listing tab displays all stored profession records.



Click the mouse on the desired client profession to make it the active record. When you return to the Maintenance screen, the selected profession will be displayed in the text field. It is there where new Client Professions can be created, or the active professions can be edited or deleted.

If the list of Client Professions goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular profession.

Database: Company Information

The Company Information database contains three major areas for tracking the various companies your salon/spa work with. These three areas are Distributors, Manufacturers, and Other Company Information.

Click to learn more about:

Using the Database

Database: Company Information: Distributors

The Distributors database tracks the name, address, and contact information for the distributors that you use. You can also look up all of the products that each distributor sells by clicking first on the Distributor Listing Tab, then on the Product Listing Tab.

Distributors Maintenance Screen

Distributors Listing Screen

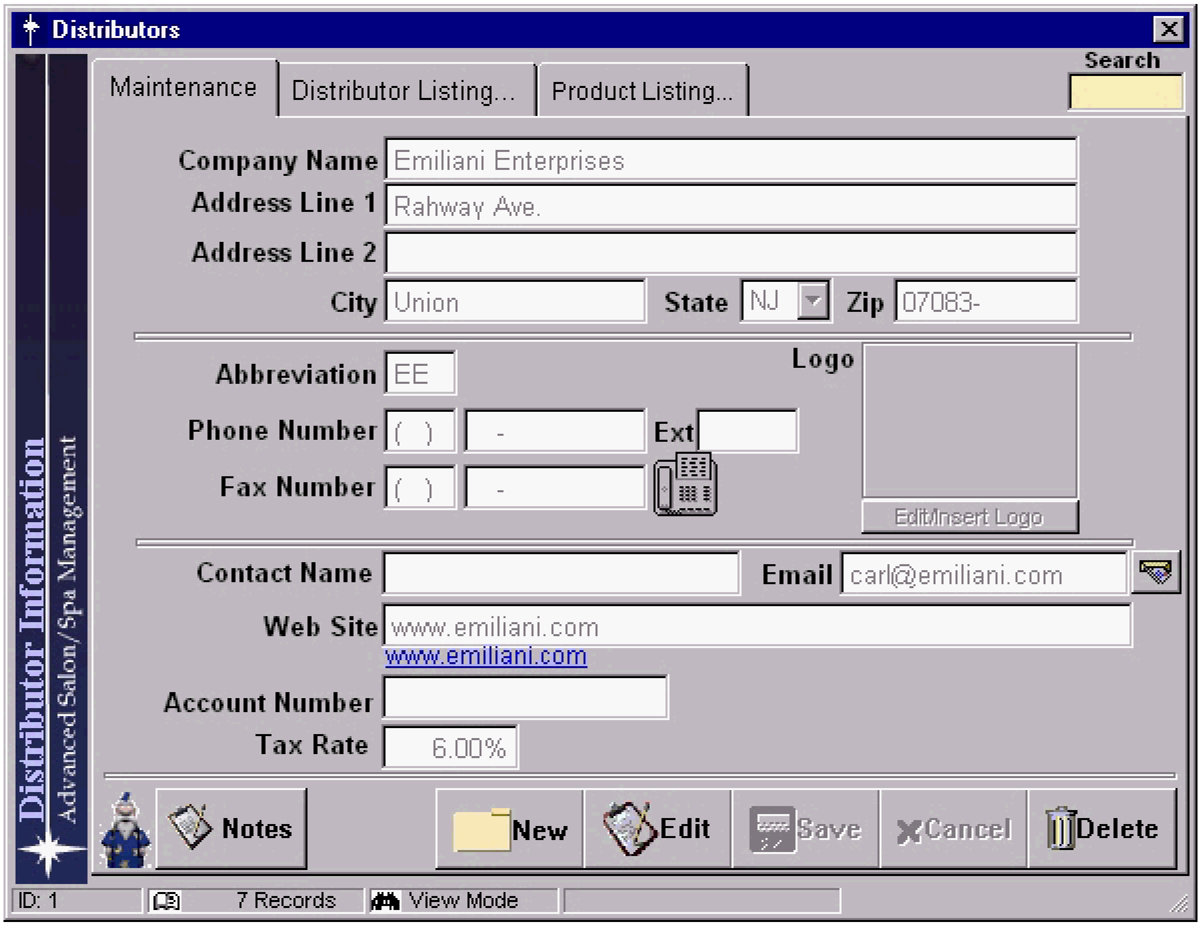
Click to learn more about:

Using the Database

Distributors Maintenance Screen

The Distributors Maintenance screen displays all of the information for each of your salon/spa's distributors. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized distributor name will be displayed in the text field. Each individual distributor can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available distributors. To see a listing of all distributor records, click on the Listing tab.



Distributors Field Descriptions

Working With Records

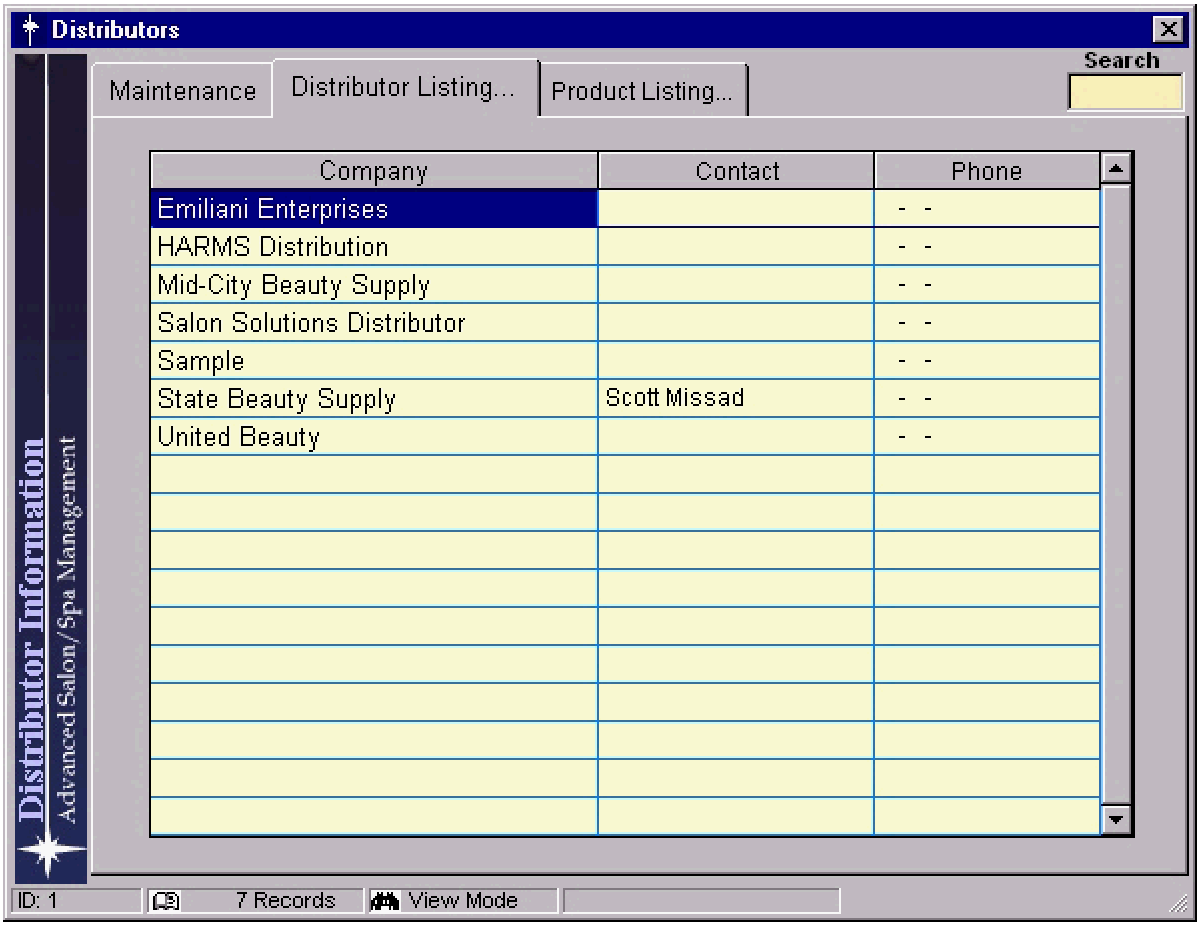
Click below to:

Add a New Distributor

Distributors Listing Screen

There are two listing tabs supporting the Distributors information. The first is the Distributors Listing Tab that contains all of the distributor companies listed alphabetically. The second is the Product Listing Tab that is specific to the selected distributor. The product list will change to show only the products applicable to the distributor.

The Distributors Listing tabs display all stored distributor and product records.



Click the mouse on the desired distributor to make it the active record. When you return to the Maintenance screen, the selected distributor will be displayed in the text field. It is there where new Distributors can be created, or the active distributors can be edited or deleted.

If the list of distributors goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular distributor.

Distributors Field Descriptions

Following are brief descriptions of each field located within the Distributors Maintenance screen.

distributor Name

Displays the distributor’s name.

Address Line 1

The address of the distributor.

Address Line 2

Another line for the distributor's address if necessary.

City

The city in which the distributor is located.

State

The state in which the distributor is located.

Zip

The zip code.

Abbreviation

Displays the 2 character abbreviation that Millennium uses as identification of the distributor name. No two distributor names can share the same abbreviation.

Phone Number

Displays the distributor’s area code and phone number.

Extension

Displays the 4-digit extension number of the contact person, if necessary.

Fax Number

Displays the area code and number for facsimile transmissions.

Logo

Displays the logo of the distributor.

Contact Name

Displays the distributor’s contact person’s name.

E-Mail

Displays the e-mail address of the distributor's contact person. There is a button that will trigger your computer's e-mail software

Web site

Displays the web site of the distributor.   Just below the text box is a hyperlink that can be clicked on to directly access the web site over the internet.

Account Number

Displays the account number the distributor issues to the salon/spa.

Tax Rate

Displays the tax rate applicable to the products sold by that particular distributor.

Notes 

This button opens a "Notes" window that has available space for any pertinent information you feel necessary to be included.   There is no limit to the amount of information entered into this field.
Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Distributor Add New

Following are instructions on how to enter new Distributors.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Update Mode, which means you can now Save or Cancel any changes you make. The field will clear itself. The cursor will jump into the Company Name field to guide you where to begin entering your information.

- Enter the name of the Distributor.
- Enter the company's address.
- Enter the desired 2 character abbreviation. Remember that no two distributors' abbreviation may be the same.
- Enter the phone number and fax number, as well as the extension number of a contact person at the distributor.
- Enter the contact's name, e-mail address, and the distributor's web site.
- Your salon/spa may have an account number with the distributor. If so, you would enter that account number into this field.
- Enter the applicable Tax Rate.
- Click the mouse on the 

button to include any notes you feel are important.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Other Company Information

The Other Company Info. Database is used for tracking information about other companies that you deal with such as your plumber, electrician, or even HARMS Software!

Other Company Information Maintenance Screen

Other Company Information Listing Screen

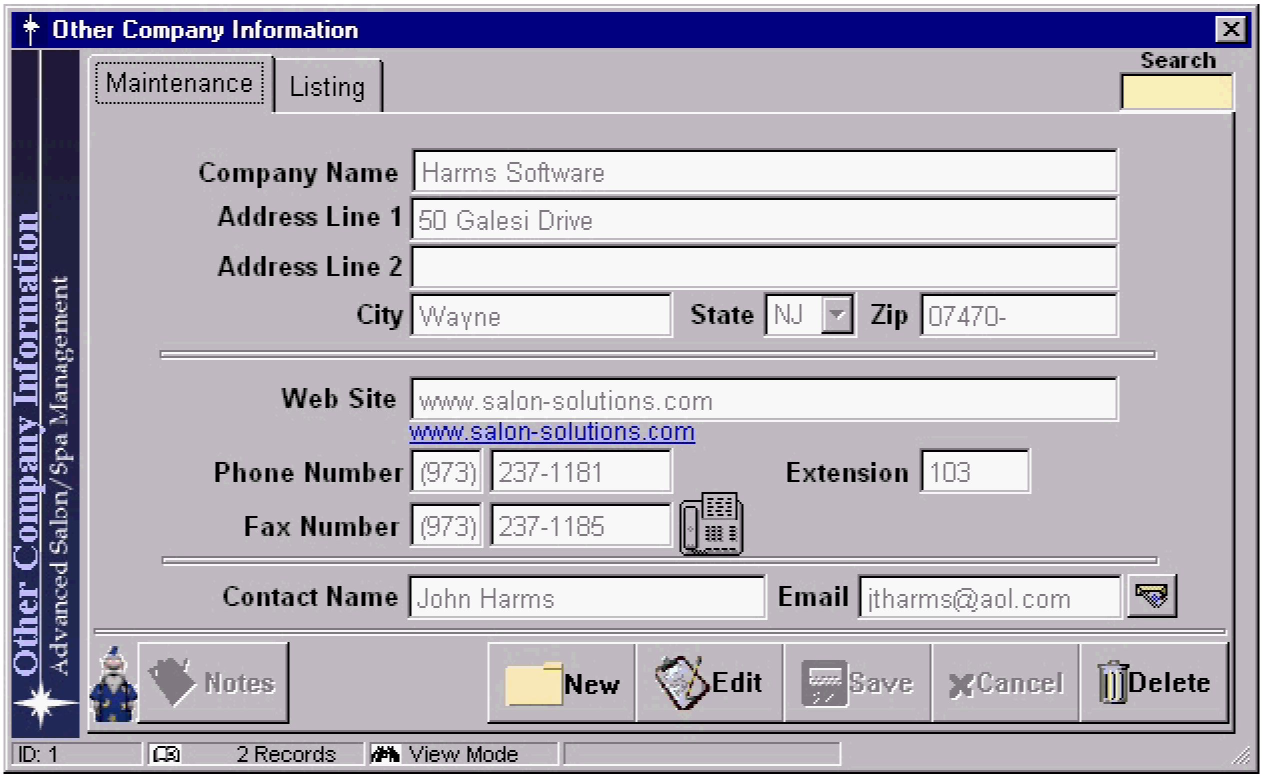
Click to learn more about:

Using the Database

Other Company Information Maintenance Screen

The Other Company Information Maintenance screen displays all of the information for each of your salon/spa's other companies. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized company name will be displayed in the text field. Each individual company can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available companies. To see a listing of all company records, click on the Listing tab.



Other Company Information Field Descriptions

Working With Records

Click below to:

Add A New Other Company

Other Company Information Field Descriptions

Following are brief descriptions of each field located within the Other Company Information Maintenance screen.

Company Name

Displays the company's name.

Address Line 1

The address of the company.

Address Line 2

Another line for the company's address if necessary.

City

The city in which the company is located.

State

The state in which the company is located.

Zip

The zip code.

Web Site

Displays the web site of the company   Just below the text box is a hyperlink that can be clicked on to directly access the web site over the internet.

Phone Number

Displays the company’s area code and phone number.

Extension

Displays the 4-digit extension number of the contact person, if necessary.

Fax Number

Displays the area code and number for facsimile transmissions.

Contact Name

Displays the company's contact person’s name.

E-Mail

Displays the e-mail address of the company's contact person.   There is a button that will trigger your computer's e-mail software

Notes 

This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

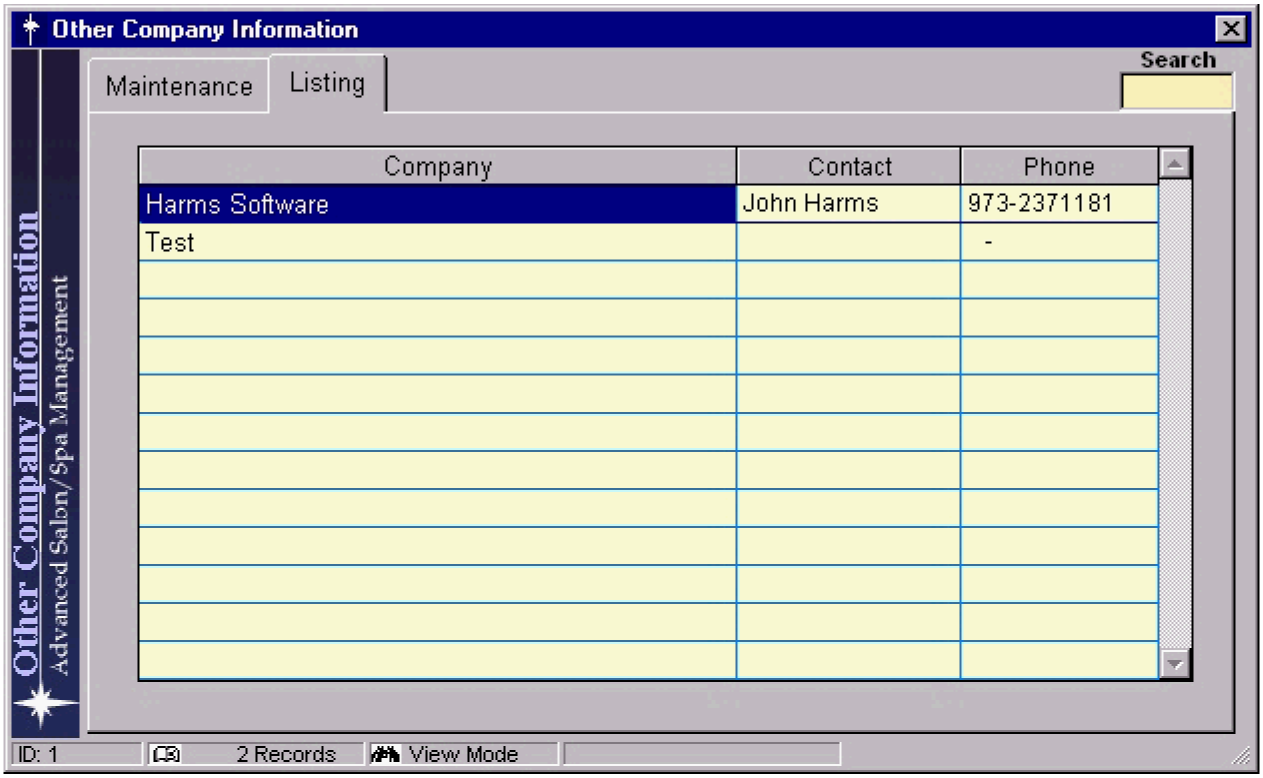
Search

Allows the user to call up a record that matches the string of characters entered into this field.

Other Company Information Listing Screen

The Other Company Information Listing tab displays all stored company names affiliated with your salon/spa that are not distributors or manufacturers.

The listing tab displays all stored records.



Click the mouse on the desired company to make it the active record. When you return to the Maintenance screen, the selected company will be displayed in the text field. It is there where new companies can be created, or the active companies can be edited or deleted.

If the list of companies goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular company.

Click the mouse on the desired company name to make it the active record. When you return to the Maintenance screen, the selected company will be displayed in the text field. It is there where new companies can be created, or the active company can be edited or deleted.

If the list of companies goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular company.

Database: Other Company Add New

Following are instructions on how to enter new Companies.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Update Mode, which means you can now Save or Cancel any changes you make. The field will clear itself. The cursor will jump into the Company Name field to guide you where to begin entering your information.

- Enter the name of the Company.
- Enter the company's address.
- Enter the Company's web site.
- Enter the phone number and fax number, as well as the extension number of a contact person at the company.
- Enter the contact's name, and e-mail address.
- Click the mouse on the 

button to include any notes you feel are important.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Coupons

Coupons are an excellent marketing tool and they also give you the ability to track discounts that are given to customers in the register.

The coupon database is where the information for all coupons is stored. Information such as name and description of coupon, expiration date, type and amount of discount is maintained in this database. The number of coupons distributed and received is also tracked by the database.

The Coupon Maintenance Screen has two tabs within it:

- Discount: Displays the discounting details of the coupon. For example the discount amount, the total coupons distributed, and how many were used by your salon/spa's customers.
- Design/Layout: Displays the borders and text formatting tools where you can create unique and event specific coupon designs.

Coupons Maintenance Screen

Coupons Listing Screen

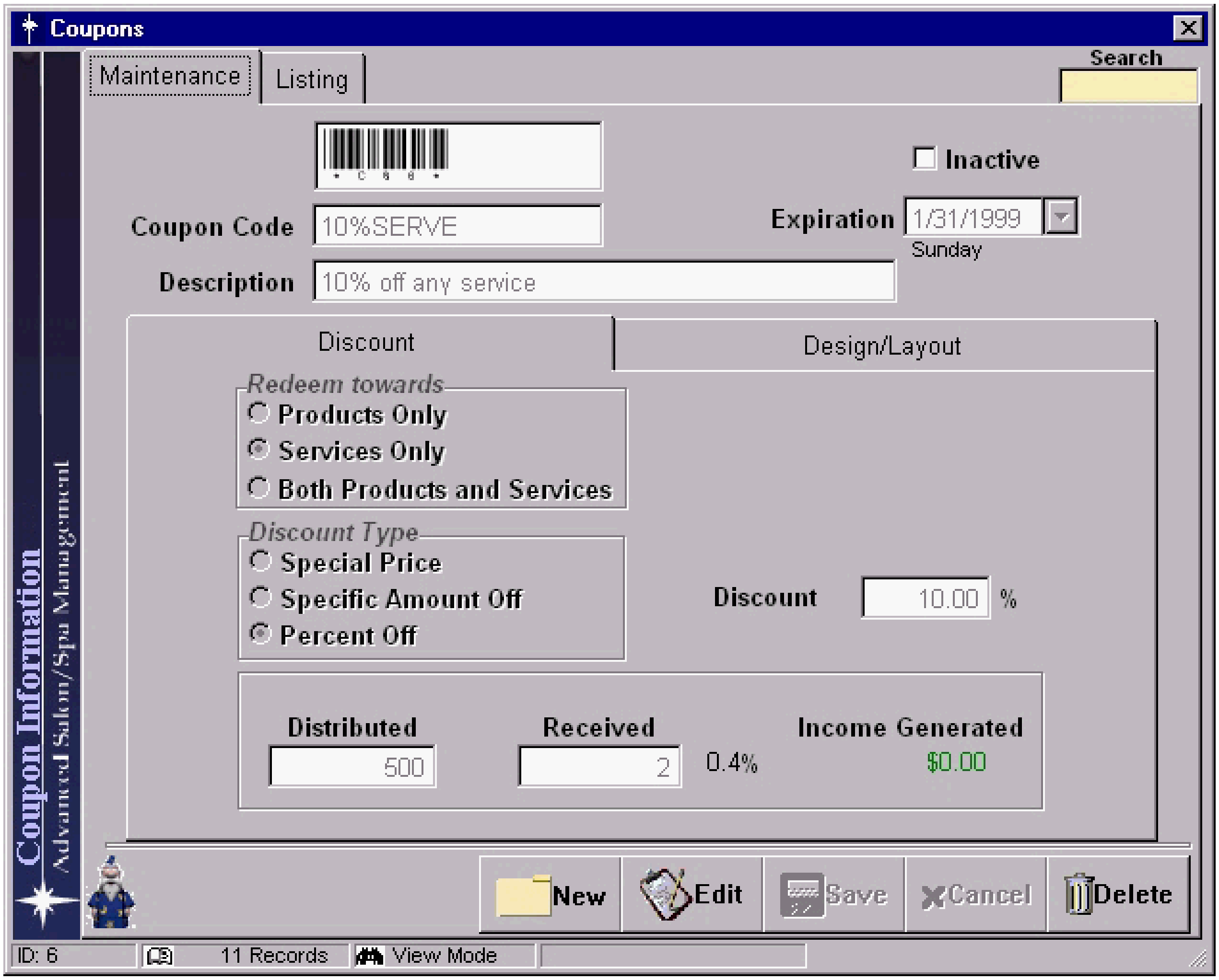
Click to learn more about:

Using the Database

Database: Coupons Maintenance Screen

The Coupons Maintenance screen displays all of the information for each of your salon/spa's coupons. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized coupon code will be displayed in the text field. Each coupon code can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available coupons. To see a listing of all coupon records, click on the Listing tab.



Coupons Field Descriptions

Working With Records

Click below to:

Add a New Coupon

Database: Coupons Field Descriptions

Following are brief descriptions of each field located within the Coupons Maintenance screen.

Bar Code

Displays the bar code number that is found on the coupon (if available). You can create your own bar code if you choose to; however, the bar code cannot begin with the letters Q or X because these prefixes are reserved for Clients and Services.

Inactive Check Box

Indicates whether the coupon is active or inactive. If an "X" appears in the box, the coupon will be inactive and will not show up in the Register.

Coupon Code

The name given to a specific coupon. No two coupons can share the same coupon code.

Expiration Pulldown List

This is the date the coupon will expire. Depending on the settings selected from the Salon/Spa Information Database, you may or may not be allowed to override the expiration date in the register.

Description

Describes the type of service or product that can be purchased with the specific coupon.

Search

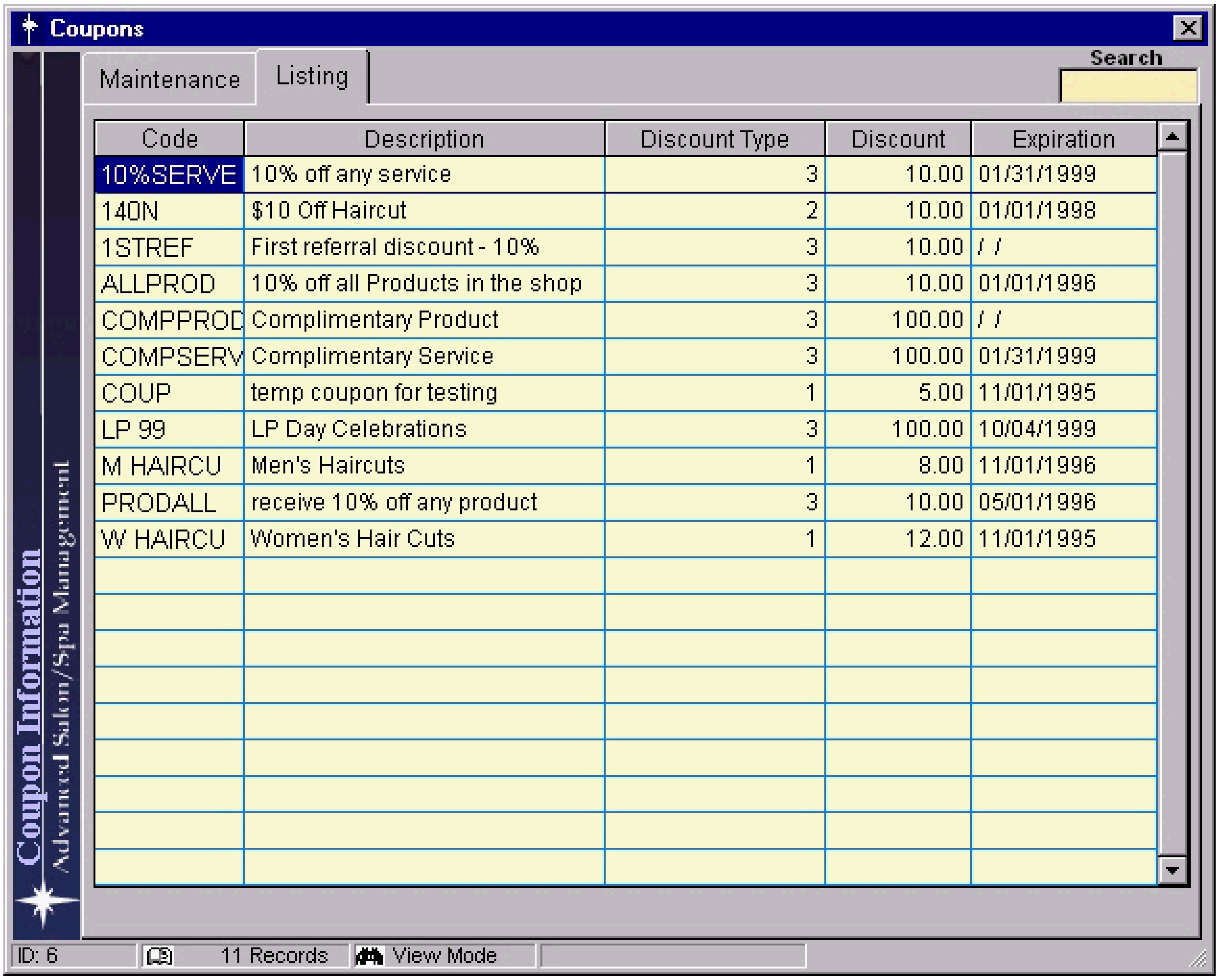
Allows the user to call up a coupon's record that matches the string of characters entered into this field.

Coupons Discount Field Descriptions

Coupons Design/Layout Field Descriptions

Database: Coupons Listing Screen

The Coupons Listing tab displays all stored coupon records.



Code	Description	Discount Type	Discount	Expiration
10%SERVE	10% off any service	3	10.00	01/31/1999
140N	$10 Off Haircut	2	10.00	01/01/1998
1STREF	First referral discount - 10%	3	10.00	/ /
ALLPROD	10% off all Products in the shop	3	10.00	01/01/1996
COMPPROD	Complimentary Product	3	100.00	/ /
COMPSERV	Complimentary Service	3	100.00	01/31/1999
COUP	temp coupon for testing	1	5.00	11/01/1995
LP 99	LP Day Celebrations	3	100.00	10/04/1999
M HAIRCU	Men's Haircuts	1	8.00	11/01/1996
PRODALL	receive 10% off any product	3	10.00	05/01/1996
W HAIRCU	Women's Hair Cuts	1	12.00	11/01/1995

Click the mouse on the desired coupon to make it the active record. When you return to the Maintenance screen, the selected coupon will be displayed in the text field. It is there where new Coupons can be created, or the active coupon can be edited or deleted.

If the list of Coupons goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular coupon.

Database: Coupons Discount Field Descriptions

Following are brief descriptions of each field located within the Coupons Maintenance screen when the Discount tab is selected.

Discount Type Radio Buttons

This is the amount of discount that will be applied toward the customer's purchase when using this coupon.

- If Special Price is selected then a "$" sign will appear next to the Discount field.
- If the Discount Type is Specific Dollar Amount Off then a "-$" sign will appear in front of this field.
- If Percent Off is selected a "%" sign will appear next to this field.

Distributed

This is the total number of coupons to be distributed.

Received

This field automatically calculates the number of coupons that have been received, as well as the percentage of coupons received based on the number distributed. Even though the number of coupons received is automatically calculated, you have the ability to manually change it.

Income Generated

This field is automatically calculated. It will show the amount of income generated based upon the coupon's usage.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Coupons Design/Layout Field Descriptions

Following are brief descriptions of each field located within the Coupons Maintenance screen when the Design/Layout tab is selected.

Border Display

This will display the selected border that the coupon will have.

Border Slide Selector

Click and drag the mouse left or right along the selection slide to quickly display all of the available border types. Release the mouse button to select the border.

Border Selector Pulldown List

Displays the list of available border types alphabetically. Use the scroll bar to browse through the selections. Click the mouse on the desired border type. Border titles with an asterisk (*) next to it indicate a portrait orientation. Border titles without the asterisk indicate a landscape orientation.

Show Expiration Date Check box

Selecting this option will show the expiration date on the coupon. Leaving the box unchecked will omit the expiration date from the coupon.

Show Salon Logo Check box

Selecting this option will display the Salon/Spa's logo on the coupon. Leaving the box unchecked will omit the logo from the coupon.

Font Selection Tools

Use the Font pulldown list to select your computer's available fonts. Use the font size pulldown list to select a font size for the selected font. Use the **Bold**, *Italic*, and Color buttons to change the appearance of the coupon's text.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Coupons Add New

Following are instructions on how to enter new Coupons.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the Edit button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The field will clear itself. The cursor will jump into the Coupon Code field to guide you where to begin entering your information.

- Enter the Coupon Code.
- Enter the coupon's Expiration Date.
- Enter the coupon's Description.

Discount Tab:

- Select the Discount Type by clicking the mouse on one of the radio buttons.
- Enter the amount of the discount that the coupon will offer. This will either be a dollar amount or a percentage, depending upon the Discount Type chosen.
- Enter the total amount of coupons that will be distributed.
- Click the mouse on the Edit button when you have completed entering the information and are ready to save the record.
- Click the mouse on the Edit button to terminate this procedure without saving.

Design/Layout Tab:

- Select the Border Type either by using the slide selector or by using the <u>pulldown list</u>.
- If you want to display the coupon's expiration date, click the mouse on the check box.
- If you want to display your salon/spa's company logo, click the mouse on the check box.
- Click the mouse in into the design box and type the specifics of the coupon.
- Use the text editing tools just above the design box to change the look of the coupon's text.

Database: Credit Cards

This part of the database allows you to administer the credit cards that your salon/spa will honor. As new credit companies, banks, and credit unions issue new credit cards to the market, your salon/spa can keep up to date by using the functions of the Millennium database.

Credit Cards Maintenance Screen

Credit Cards Listing Screen

Click to learn more about:

Using the Database

Database: Credit Cards Maintenance Screen

The Credit Cards Maintenance screen displays all of the information for each of your salon/spa's Credit Cards. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized credit card name will be displayed in the text field. Each individual credit card can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available credit cards. To see a listing of all credit card records, click on the Listing tab.

Credit Cards Field Descriptions

Working With Records

Click below to:

Add a New Credit Card

Database: Credit Cards Field Descriptions

Following are brief descriptions of each field located within the Credit Cards Maintenance screen.

Credit Card Name

This is the name of the credit card that will appear as the available selection when choosing from the various credit cards.

Card Logo

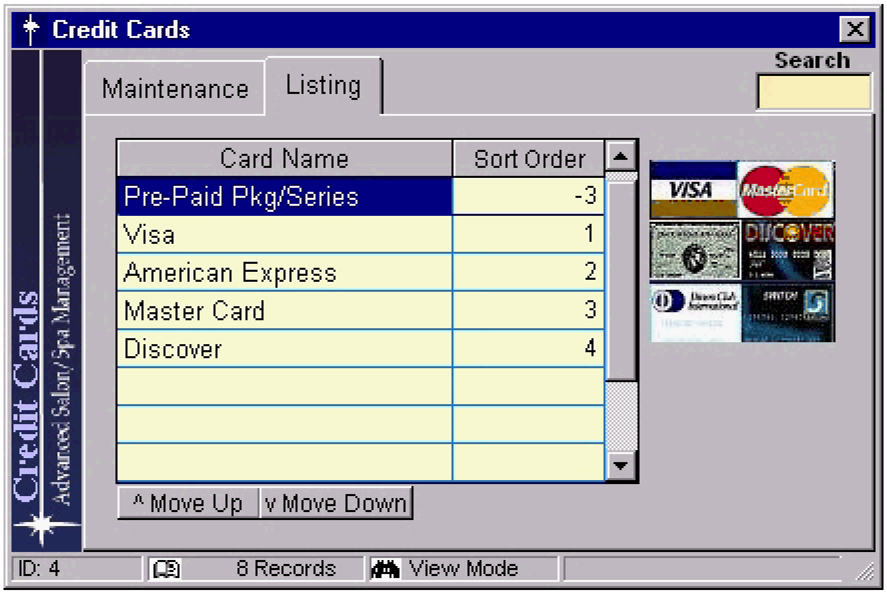
Displays a picture of the credit card.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Credit Cards Listing

The Credit Cards Listing tab displays all stored credit card records.



Click the mouse on the desired credit card to make it the active record. When you return to the Maintenance screen, the selected credit card will be displayed in the text field. It is there where new Credit Cards can be created, or the active credit card can be edited or deleted.

If the list of Credit Cards goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The <<Move Up>> and <<Move Down>> buttons allow you to set the order the the list of credit cards will be displayed.

Use the Search box to locate a particular credit card.

Database: Evaluation Categories

This part of the database allows you to administer the evaluation categories that the salon/spa supervisor will use to review the employee's performance.

Evaluation Categories Maintenance Screen

Evaluation Categories Listing Screen

Click to learn more about:

Using the Database

Database: Credit Cards Add New

Following are instructions on how to enter new credit cards.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Credit Card Name field will clear itself. The cursor will jump into the credit card name field to guide you where to begin entering your information.

- Type the name of the new credit card.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Inserting Pictures

Database: Evaluation Categories Maintenance Screen

The Evaluation Categories Maintenance screen displays all of the information for each of your salon/spa's evaluation categories. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized evaluation category name will be displayed in the text field. Each individual evaluation category can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available evaluation categories. To see a listing of all evaluation category records, click on the Listing tab.

Evaluation Categories Field Descriptions

Working With Records

Click below to:

Add a New Evaluation

Database: Evaluation Categories Field Descriptions

Following are brief descriptions of each field located within the Evaluation Categories Maintenance screen.

Evaluation Category

This is the name of the evaluation category.

Notes 

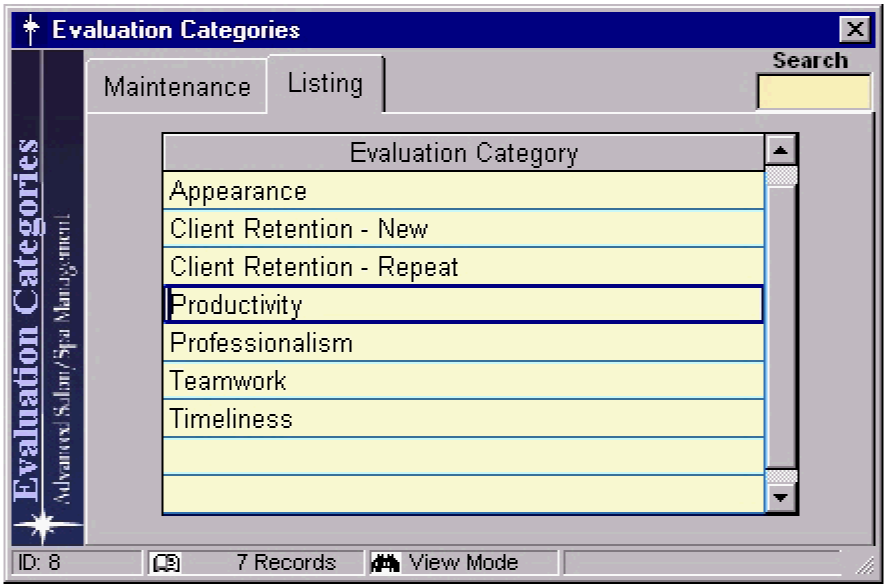
This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Evaluation Categories Listing

The Evaluation Categories Listing tab displays all stored evaluation category records.



Click the mouse on the desired evaluation category to make it the active record. When you return to the Maintenance screen, the selected evaluation category will be displayed in the text field. It is there where new Evaluation Categories can be created, or the active evaluation category can be edited or deleted.

If the list of Evaluation Categories goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular evaluation category.

Database: Evaluation Category Add New

Following are instructions on how to enter new evaluation categories.

You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Evaluation Category field will clear itself. The cursor will jump into the evaluation category field to guide you where to begin entering your information.

- Type the name of the new evaluation category.
- Click the mouse on the  button to include any miscellaneous and descriptive information regarding the evaluation category.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Formula Types

This part of the database allows you to administer the formula types to be used with your salon/spa's Millennium system.   When creating a formula for your clients, the formula types created here will be accessible for use.

Formula Types Maintenance Screen

Formula Types Listing Screen

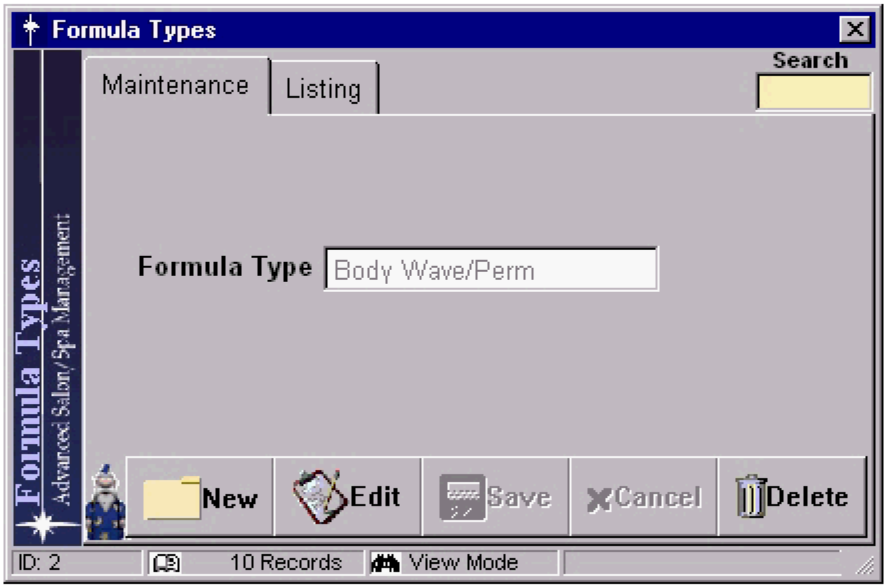
Click to learn more about:

Using the Database

Database: Formula Types Maintenance Screen

The Formula Types Maintenance screen displays all of the information for each of your salon/spa's formula types. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first formula type name will be displayed in the text field. Each individual formula type can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available formula type. To see a listing of all formula type records, click on the Listing tab.



Formula Types Field Descriptions

Working With Records

Click below to:

Add a New Formula Type

Database: Formula Types Field Descriptions

Following are brief descriptions of each field located within the Formula Types Maintenance screen.

Formula Type

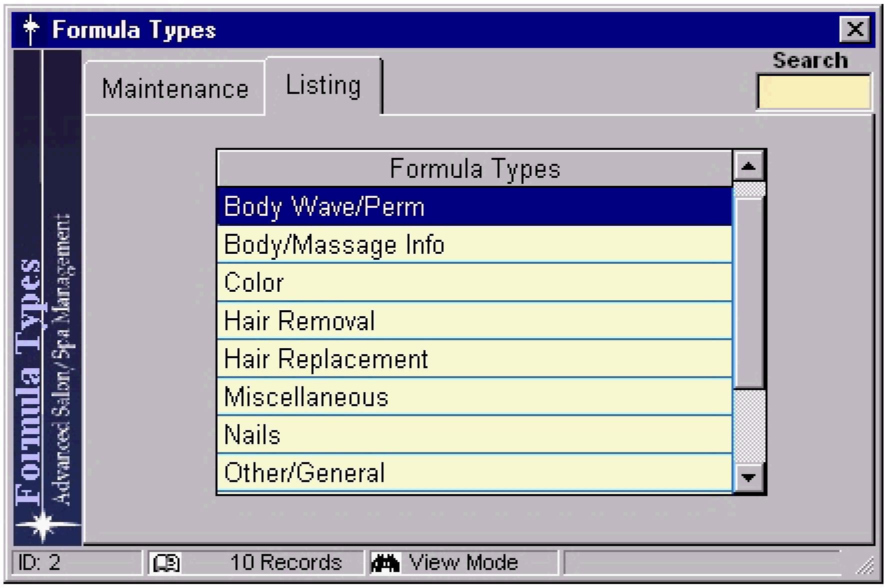
This is the name of the formula type.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Formula Types Listing

The Formula Types Listing tab displays all stored Formula Type records.



Click the mouse on the desired Formula Type to make it the active record. When you return to the Maintenance screen, the selected Formula Type will be displayed in the text field. It is there where new formula types can be created, or the active formula type can be edited or deleted.

If the list of formula types goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular formula type.

Database: Formula Type Add New

Following are instructions on how to enter new formula types.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Formula Type field will clear itself. The cursor will jump into the formula type field to guide you where to begin entering your information.

- Type the name of the new formula type.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Gift Certificate Types

This part of the database allows you to administer the gift certificate types to be used with your salon/spa's Millennium system. When creating a gift certificate for your clients purchase, the gift certificate types created here will be accessible for use.

Gift Certificate Types Maintenance Screen

Gift Certificate Types Listing Screen

Click to learn more about:

Using the Database

Database: Gift Certificate Types Maintenance Screen

The Gift Certificate Types Maintenance screen displays all of the information for each of your salon/spa's Gift Certificate Types. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized gift certificate type name will be displayed in the text field. Each individual gift certificate type can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available gift certificate types. To see a listing of all gift certificate type records, click on the Listing tab.

Gift Certificate Types Field Descriptions

Working With Records

Click below to:

Add a New Gift Certificate Type

Database: Gift Certificate Types Field Descriptions

Following are brief descriptions of each field located within the Gift Certificate Types Maintenance screen.

Gift Certificate Type

This is the name of the gift certificate type.

Expires Spinner Control

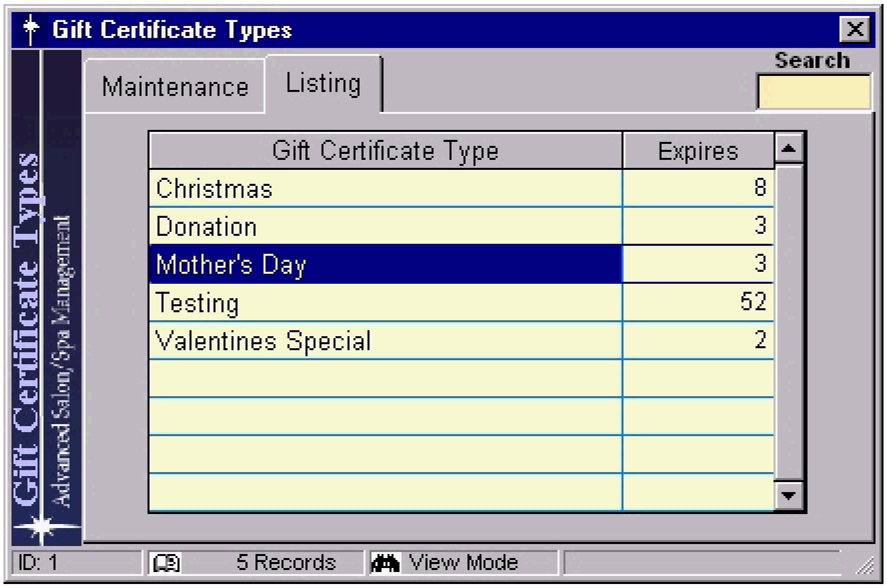
Displays the amount of weeks designated before the gift certificate will expire after it is purchased.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Gift Certificate Types Listing

The Gift Certificate Types Listing tab displays all stored gift certificate type records.



Click the mouse on the desired gift certificate type to make it the active record. When you return to the Maintenance screen, the selected gift certificate type will be displayed in the text field. It is there where new gift certificate types can be created, or the active gift certificate type can be edited or deleted.

If the list of gift certificate types goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The list of gift certificate types will also display the number of weeks selected until the gift certificate will expire after it is purchased.

Use the Search box to locate a particular gift certificate type.

Database: Gift Certificate Type Add New

Following are instructions on how to enter new gift certificate types.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Gift Certificate Type field will clear itself. The cursor will jump into the gift certificate type field to guide you where to begin entering your information.

- Type the name of the new gift certificate type.
- Using the <u>Spinner</u> control, select the number of weeks desired before the gift certificate will expire once it is purchased.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Memberships

If you choose to do so, Millennium can create membership groups in which members can be charged a monthly fee for discounts on products and services. You can create an unlimited amount of different membership types and clients can belong to as many as they want.

Memberships Maintenance Screen

Memberships Listing

Click to learn more about:

Using the Database

Database: Memberships Maintenance Screen

The Memberships Maintenance screen displays all of the information for each of your salon/spa's memberships. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized membership name will be displayed in the text field. Each individual membership can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available memberships. To see a listing of all membership records, click on the Listing tab.

Memberships Field Descriptions

Click below to learn more about:

Working With Records

Click below to:

Add a New Membership

Database: Memberships Field Descriptions

Following are brief descriptions of each field located within the Memberships Maintenance screen.

Membership Name

This is the name of the membership.

Membership Price

This displays the designated price of the membership per client.

Billing Spinner Controls

Displays the amount of weeks designated for the member to be billed, when the member should be billed, and when to cancel membership after payment is past due.

Discounts

Displays the percentage at which the member will save on Services, Products, a Packaged Series which would include a combination of multiple services, and Tanning.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Services

This part of the database is what enables you to create the records for all the services of your salon/spa. All applicable information about the service is displayed here. The service name, class, and all pertinent information are shown within this screen. Important historical information about the service is also tracked here. For example the pricing history of the service, and the pricing level per employee, and there is an area for keeping notes about the service. This section explains how to operate within the Service Maintenance and Listing screens. You will discover that it is easy to create, categorize, update, and even delete service records.

Services Maintenance Screen

Services Listing

Click to learn more about:

Using the Database

Database: Products

This part of the database is what enables you to create the records for all the products of your salon/spa. All applicable information about the product is displayed here. The product name, class, and all pertinent information are shown within this screen. Important historical information about the product is also tracked here. For example the manufacturer and distributor of the product are shown, inventory status is displayed, and there is an area for keeping notes about the product. This section explains how to operate within the Product Maintenance and Listing screens. You will discover that it is easy to create, categorize, update, and even delete product records.

Products Maintenance Screen

Products Listing

Click to learn more about:

Using the Database

Database: Tanning Beds

Millennium allows you to maintain information on tanning beds if your salon/spa offers this service to clients. Following are descriptions of the Tanning Beds screen, as well as instructions to work in the database.

Tanning Beds Maintenance Screen

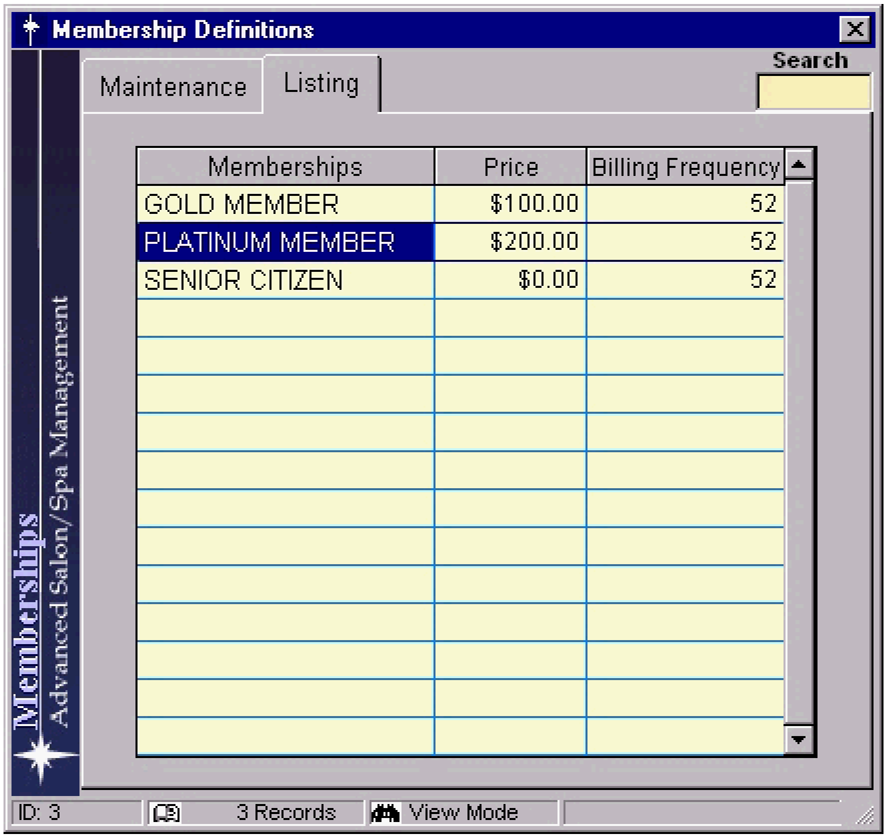
Tanning Beds Listing

Click to learn more about:

Using the Database

Database: Memberships Listing

The Memberships Listing tab displays all stored membership records.



Click the mouse on the desired membership to make it the active record. When you return to the Maintenance screen, the selected membership will be displayed in the text field. It is there where new memberships can be created, or the active membership can be edited or deleted.

If the list of memberships goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The list of memberships will also display the price and the billing frequency.

Use the Search box to locate a particular membership.

Database: Memberships Add New

Following are instructions on how to enter new memberships.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Membership Name field will clear itself. The cursor will jump into the membership name field to guide you where to begin entering your information.

- Type the name of the new membership.
- Include the desired price of the membership. You may of course choose to have free memberships for, say, Senior Citizens who will benefit from the membership discounts free of charge.
- Using the Spinner controls, select the desired number of weeks for the billing cycle, number of weeks to send bill before payment is due, and number of weeks to give a member to pay past due bills before their membership is canceled.
- Enter the percentage discounts that a member will have privilege to. These discounts will be available for Services, Products, Packages, and Tanning.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Skin

The Skin part of the database is split into three sub-categories - Skin Color, Skin Tone, and Skin Type. Each of these sub-categories are used to establish the different selections that will be available to choose from when entering client information. If you were viewing or editing a client's record in the Client Maintenance screen, the different skin selections found in the pulldown lists come from this database.

Skin Maintenance Screens

Skin Listing

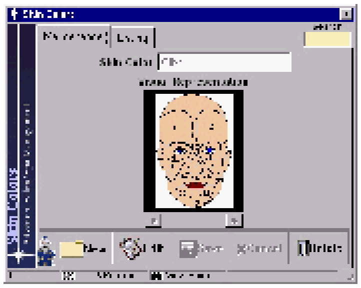
Click to learn more about:

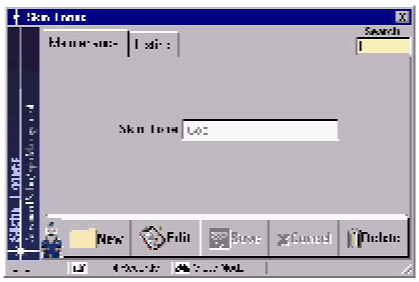
Using the Database

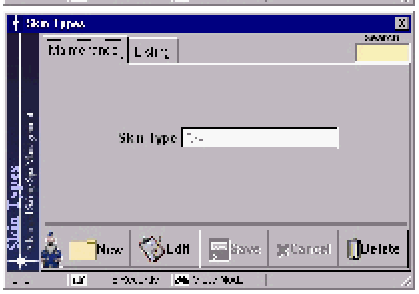
Database: Skin Maintenance Screens

The Skin Maintenance screens display all of the information for each of your salon/spa's skin colors, skin tones, and skin types. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

The applicable information is entered into the text fields within each maintenance screen..







Skin Field Descriptions

Working With Records

Click below to:

Add a New Skin Color, Tone, or Type

Database: Skin Field Descriptions

Following are brief descriptions of each field located within the Skin Maintenance screens.

Skin Color Name

Establishes the name of the selections to be made available when selecting skin colors in the Client Maintenance screen.

Visual Representation Picture and Selector *(Found in Skin Color Maintenance Screen only)*

Shows a visual representation of the color skin depicted in the Skin Color name. The selector is used to scroll through the available faces that will best match the skin color name.

Skin Tone Name

Establishes the name of the selections to be made available when selecting skin tones in the Client Maintenance screen.

Skin Type Name

Establishes the name of the selections to be made available when selecting skin types in the Client Maintenance screen.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Skin Color, Tone, or Type Add New

Following are instructions on how to enter new skin colors, tones, or types.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The <u>text field</u> will clear itself. The cursor will appear in the text field where you can enter a new skin color, tone, or type.

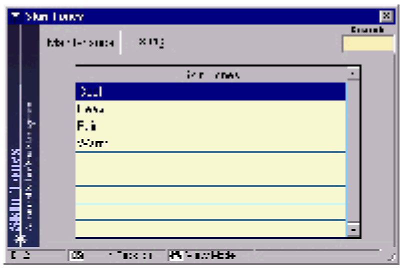
- Type the name of the new skin color, tone, or type.
- If working with a Skin Color: Use the selector to browse through the available images that best visually matches the name of your skin color.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Skin Listing

The Skin Listing tabs display all stored membership records.



Click the mouse on the desired skin color, tone, or type to make it the active record. When you return to the Maintenance screen, the selected skin color, tone, or type will be displayed in the text field. It is there where new skin colors, tones, or types can be created, or the active color, tone, or type can be edited or deleted.

If the list of skin colors, tones, or types go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular skin color, tone, or type.

Database: Pay-in Descriptions

There are instances when the register will have money paid into it without actually conducting a transaction with a client. This is called a Pay-in. Pay-ins allow you to put cash into the drawer without having to ring-up a transaction. For example, you find a dollar on the floor and put it into the register.

Pay-in Descriptions Maintenance Screen

Pay-in Descriptions Listing

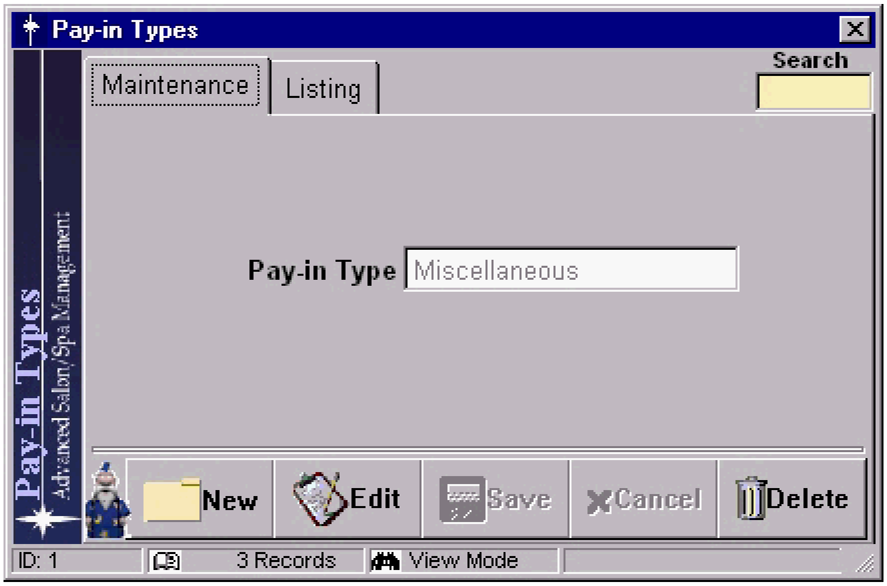
Click to learn more about:

Using the Database

Database: Pay-in Descriptions Maintenance Screen

The Pay-in Descriptions Maintenance screen displays all of the information for each of your salon/spa's pay-in descriptions. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized pay-in description name will be displayed in the text field. Each individual pay-in description can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available pay-in descriptions. To see a listing of all pay-in description records, click on the Listing tab.



Pay-in Descriptions Field Descriptions

Working With Records

Click below to:

Add a New Pay-in Description

Database: Pay-in Descriptions Field Descriptions

Following are brief descriptions of each field located within the Pay-in Descriptions Maintenance screen.

Pay-in Type

This is the name of the pay-in description.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Pay-in Description Add New

Following are instructions on how to enter new pay-in descriptions.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Pay-in Type field will clear itself. The cursor will jump into the pay-in type field to guide you where to begin entering your information.

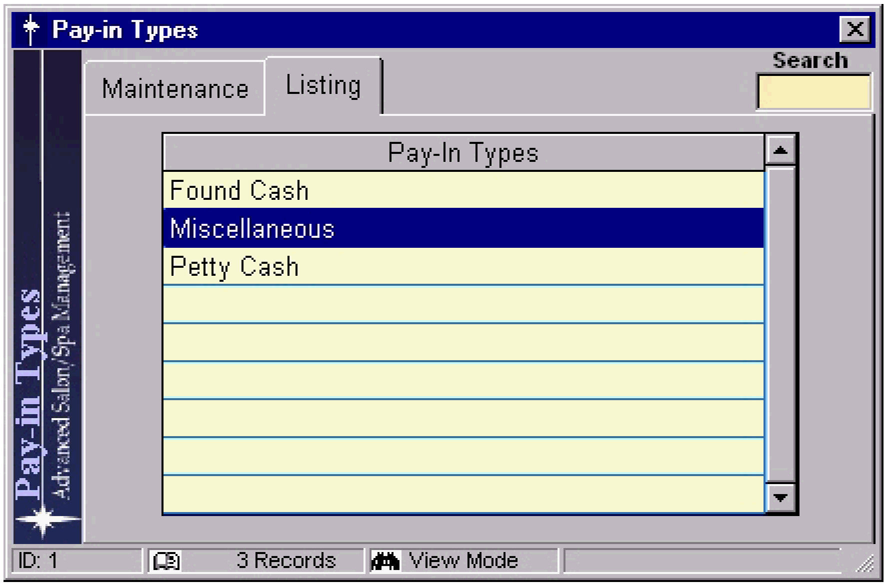
- Type the name of the new pay-in type.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Pay-in Descriptions Listing

The Pay-in Descriptions Listing tab displays all stored pay-in type records.



Click the mouse on the desired pay-in type to make it the active record. When you return to the Maintenance screen, the selected pay-in type will be displayed in the text field. It is there where new pay-in descriptions can be created, or the active pay-in type can be edited or deleted.

If the list of pay-in descriptions goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular pay-in type.

Database: Pay-out Descriptions

There are instances when the register will have money taken from it without actually conducting a transaction with a client.   This is called a Pay-out.   These “instances” can be saved as records in the database and track the money that was paid-out.   This will insure balancing your cash at the close of the day and also establish a history that can be used to determine patterns of money being taken from the register.   The Pay-Out Description Maintenance screen allows you to create the different descriptions available when entering pay-outs in the register.

Pay-out Descriptions Maintenance Screen

Pay-out Descriptions Listing

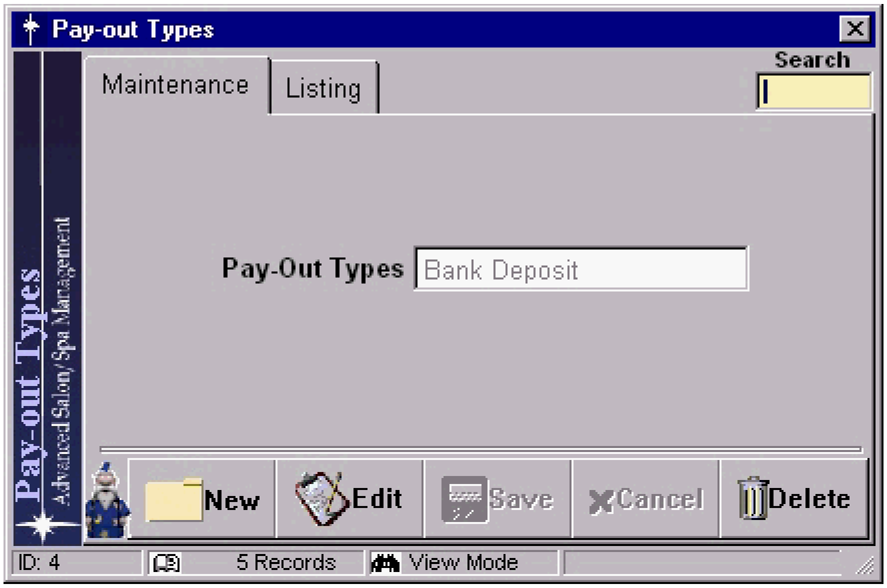
Click to learn more about:

Using the Database

Database: Pay-out Descriptions Maintenance Screen

The Pay-out Descriptions Maintenance screen displays all of the information for each of your salon/spa's pay-out descriptions. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized pay-out description name will be displayed in the text field. Each individual pay-out description can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available pay-out descriptions. To see a listing of all pay-out description records, click on the Listing tab.



Pay-out Descriptions Field Descriptions

Working With Records

Click below to:

Add a New Pay-out Description

Database: Pay-out Descriptions Field Descriptions

Following are brief descriptions of each field located within the Pay-out Descriptions Maintenance screen.

Pay-out Type

This is the name of the pay-out description.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Pay-out Descriptions Add New

Following are instructions on how to enter new pay-out descriptions.

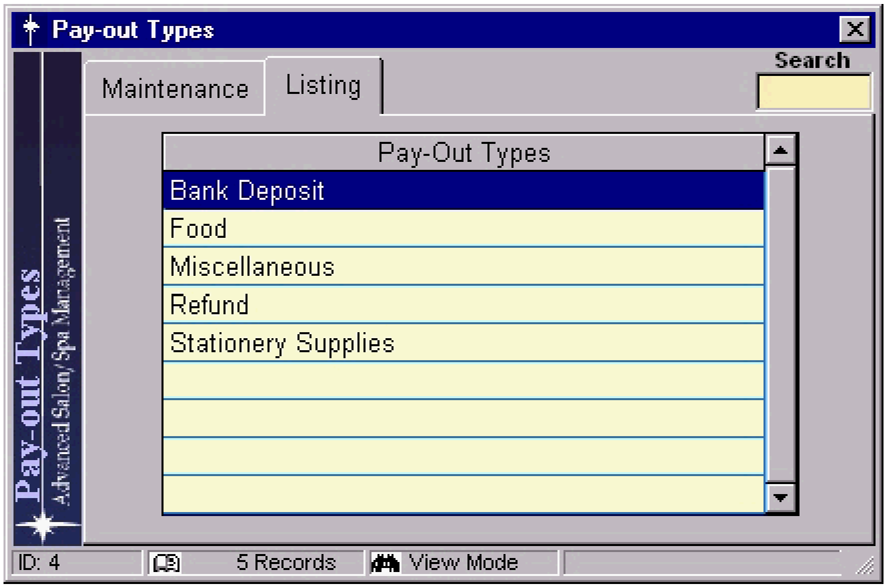
You must be working from the Maintenance Tab

Click the mouse on the  button.   The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record.   The Pay-out Type field will clear itself.   The cursor will jump into the pay-out type field to guide you where to begin entering your information.

- Type the name of the new pay-out type.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Pay-out Descriptions Listing

The Pay-out Descriptions Listing tab displays all stored pay-out type records.



Click the mouse on the desired pay-out type to make it the active record. When you return to the Maintenance screen, the selected pay-out type will be displayed in the text field. It is there where new pay-out descriptions can be created, or the active pay-out type can be edited or deleted.

If the list of pay-out descriptions goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular pay-out type.

Database: Prescription Categories

The prescription categories are the basic building block for creating a client's prescription. The category, "Hair" for instance, will contain a descriptive list of hair types that you could select when creating a prescription. Normal, Dry, Brittle, Oily, and Color Treated are descriptive examples of the Hair prescription category. These choices can then be linked to your salon/spa's hair products made especially for, say, dry hair.

Prescription Categories Maintenance Screen

Prescription Categories Listing

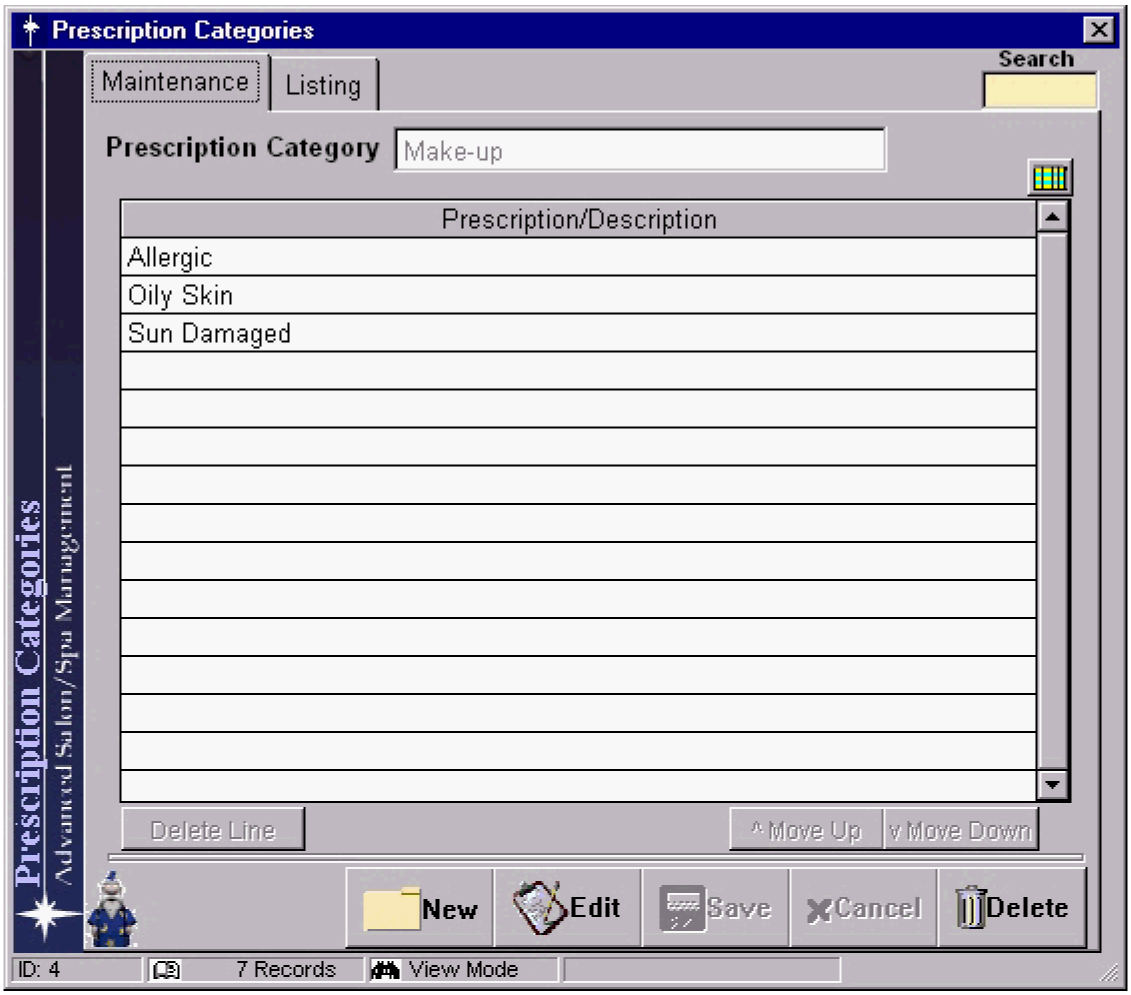
Click to learn more about:

Using the Database

Database: Prescription Categories Maintenance Screen

The Prescription Categories Maintenance screen displays all of the information for each of your salon/spa's prescription categories. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized prescription category name will be displayed in the text field. Each individual prescription category can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available prescription categories. To see a listing of all prescription category records, click on the Listing tab.



Prescription Categories Field Descriptions

Working With Records

Click below to:

Add a New Prescription Category

Database: Prescription Categories Field Descriptions

Following are brief descriptions of each field located within the Prescription Categories Maintenance screen.

Prescription Category

This is the name of the prescription category.

Prescription/Description Window

This window displays the descriptive types associated with the prescription category.

Grid Color Selection Button

Clicking this button will open a screen where you can select two colors for every other row in the Prescription/Description Window.

Delete Line Button

Removes the selected item from the Prescription/Description Window.

Move Up Button

Moves the selected item up one position in the Prescription/Description Window.

Move Down Button

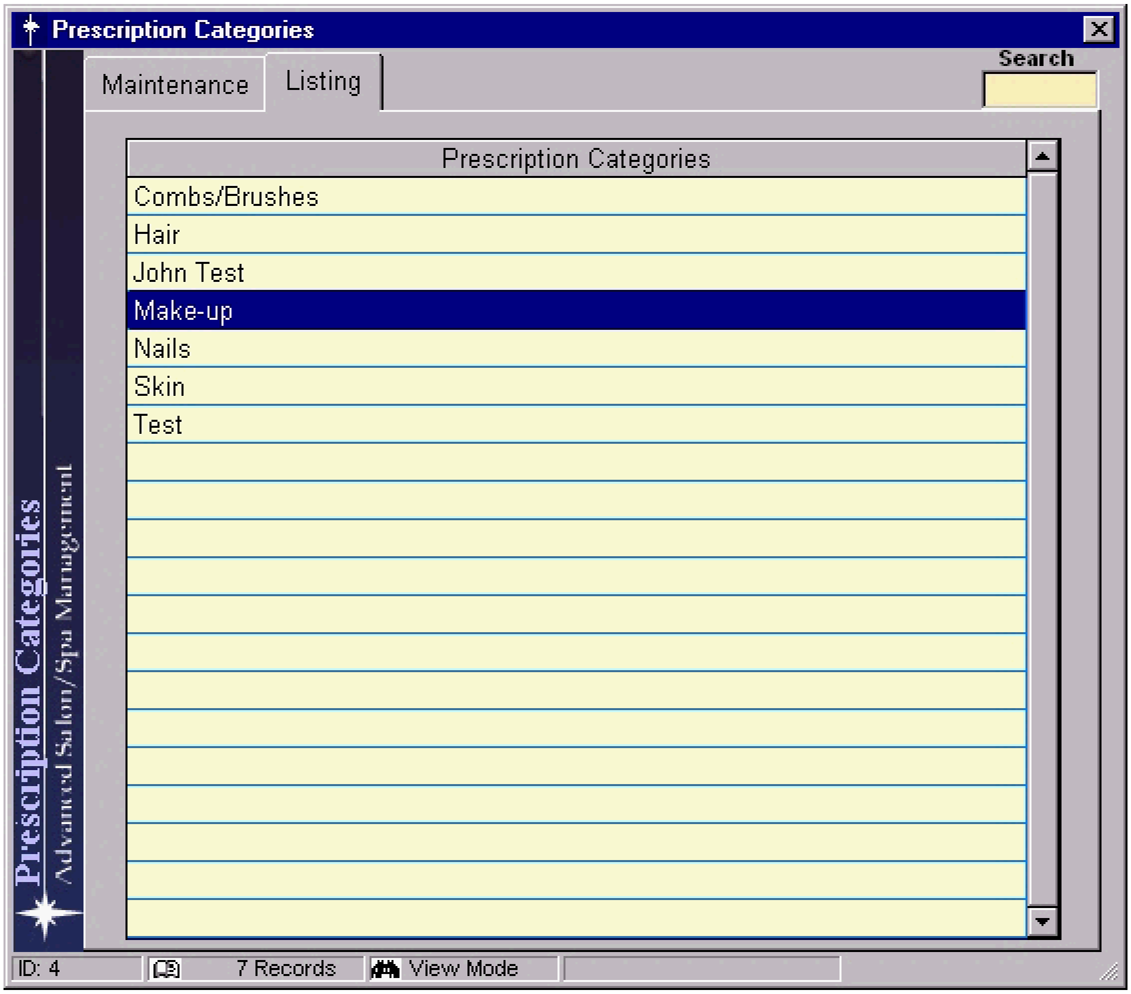
Moves the selected item down one position in the Prescription/Description Window.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Prescription Categories Listing

The Prescription Categories Listing tab displays all stored pay-out type records.



Click the mouse on the desired prescription category to make it the active record. When you return to the Maintenance screen, the selected prescription category will be displayed in the text field. It is there where new prescription categories can be created, or the active prescription category can be edited or deleted.

If the list of prescription categories goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular prescription category.

Database: Prescription Category Add New

Following are instructions on how to enter new prescriptions categories.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Prescription Category field will clear itself. The cursor will jump into the prescription category field to guide you where to begin entering your information.

- Type the name of the new prescription category.
- Click the mouse into the Prescription/Description Window and add the detailed items that will be associated with the prescription category.
- Click the mouse on the 

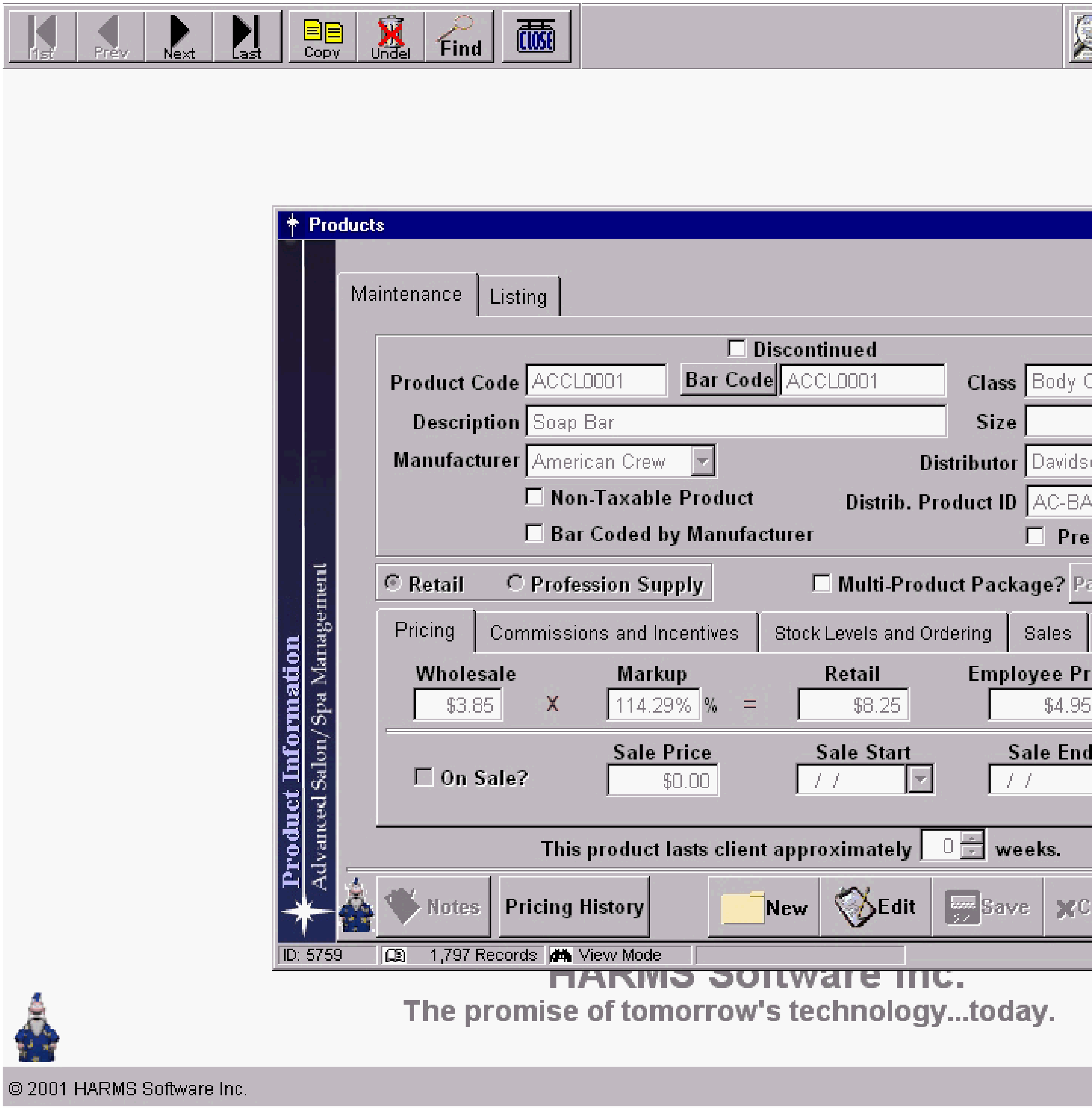
button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Products Maintenance Screen

The Products Maintenance screen displays all of the information for each of your salon/spa's products. The Maintenance screen is where new products can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized product will be displayed in the text field. Each individual product can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available products. To see a listing of all product records, click on the Listing tab.



[Products Field Descriptions]

Click below to learn more about:

[Working With Records]

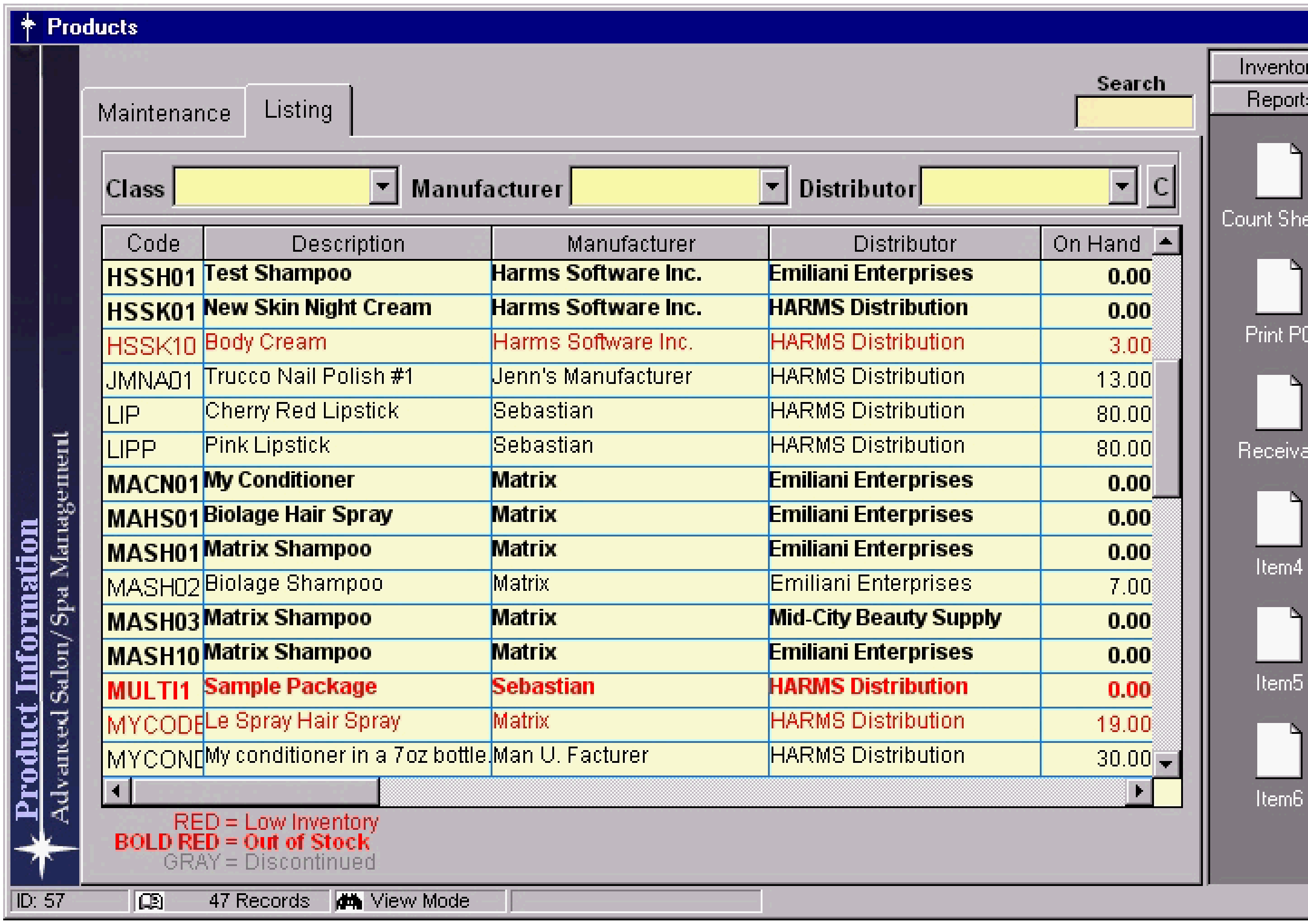
[Sub-Classes]

Click below to:

Add a New Product

Database: Products Listing

The Products Listing tab displays all stored product records.



There are three pulldown lists that can be used to "constrain" the list of products. Meaning, each one of the selections chosen from these pulldown lists will only allow products that match theses selections to be listed. This will make finding a particular product much easier than if the entire list of products is displayed.

Class Pulldown List

Selecting this list will display all Product Classes that have been created in the Millennium database. It will also display each individual Product Sub-Class established within each product class. Click the mouse on the desired product class / sub-class to list only products matching this criteria.

Manufacturer Pulldown List

Selecting this list will display all Manufacturers that have been created in the Millennium database. Click the mouse on the desired manufacturer to list only products matching this criteria.

Distributor Pulldown List

Selecting this list will display all Distributors that have been created in the Millennium database. Click the mouse on the desired distributor to list only products matching this criteria.

Click the mouse on the desired product to make it the active record. When you return to the Maintenance screen, the selected product will be displayed in the text field. It is there where new Products can be created, or the active product can be edited or deleted.

If the list of Products goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular product.

Database: Products Field Descriptions

Following are brief descriptions of each field located within the Products Maintenance screen.

Product Code

The code given to a specific product. No two products can share the same code. Millennium sorts the records in order using this field.

> *Coding products* using a consistent methodology will save you time and aggravation later when looking up products in the register. Since products are sorted by their code, the following format is suggested which will group similar products together in the lists:
>
> M M PC PC __ __ where "M" refers to a two letter code representing the Manufacturer of the product. "PC" refers to a two-letter code representing the Product Class. You must use two letters for the Product Class and two letters for the Manufacturer in order for the sorting to work correctly. The last two letters are left to your discretion.
>
> Example 1: Grid Biolage Conditioner 10oz.
>
> MBCN10
>
> Example 2: Grid Icon Grooming Cream 12oz.
>
> MIGC12

Discontinued Check box

If this check box is activated, Millennium will regard the product as discontinued. Although the product's record will still be saved in the database, Millennium will not order the product when doing an automatic purchase order.

Bar Code

Displays the bar code number that is found on the product (if available). You can create your own bar code if you choose to; however, the bar code cannot begin with the letters Q or X because these prefixes are reserved for Clients and Services.

Bar Code Button

Opens the Product Bar Code screen. This screen allows you to print labels to stick on your products. A label will include the product description, the bar code, and optional price.

Class Pulldown List

This pulldown list categorizes similar products. For example, all conditioners would be assigned the "Conditioner" class.

Description

Displays a written description of the product. Typically it is advisable to include the full name of the product including size.

Size

The size of the container for the product. For example, and 10oz. bottle of shampoo would have 10oz. displayed here.

Manufacturer

This pulldown list displays all manufacturers saved in the database.

Non-Taxable Product Check box

If this check box is activated, the register will not add state sales tax when this product is rung-up.

Bar Codes by Manufacturer Check box

Distributor Pulldown List

This pulldown list displays all distributors saved in the database.

Distrib. Product ID

Displays the distributor's product id. This ID will show in parenthesis next to the product name on a purchase order.

Pre Taxed Pulldown List

In the case where a distributor taxes you for the products you order from them, this Check box should be activated. This is very important for accurate tax liability calculations. If you pre-pay sales tax on a product, you only owe the difference between the retail, tax collected and the wholesale tax you paid.

Retail or Professional Supply Radio Buttons

These radio buttons will be used to determine if the product is a retail product for consumer sales, or a professional supply product and not for re-sale. For example, shampoo used only to wash clients' hair is not to be sold as retail and should have Profession Supply selected.

Multi-Product Package Check box

Millennium allows you to create product packages that consist of multiple products. This check box needs to be turned on before you can click on the Product Listing button.

Package Contents 

Opens the Multiple Products Package screen. This screen allows you to create packages that consist of multiple products that already exist in the product database. The Multi-Product Package Check box must be activated for the Product Listing button to be available.

Product life span Spinner Control

This spinner control displays the selected number of weeks that the product should last the client once they begin using the product.

Pricing History 

Runs a report that lists all instances that a price was changed for a product. The report will show product title, date price was changed, wholesale price, retail price, employee price, sale indicator, sale price, sale start date, and sale end date. This report can be sent to the screen or to the printer.

Notes 

This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Pricing Field Descriptions

Commissions and Incentives Field Descriptions

Stock Levels and Ordering Field Descriptions

Sales Field Descriptions

Prescriptions Field Descriptions

Database: Products Add New

Following are instructions on how to enter new products.

You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. All fields will clear themselves. The cursor will jump into the product code field to guide you where to begin entering your information.

- Populate the necessary fields with the product's information. Click on the various pulldown lists, check boxes, and radio buttons to select product options.
- Using the Bar Code device (optional), scan the product's UPC (bar code). You may also enter the UPC manually if no bar code device is being used.
- If this product is the "parent" record for a product package, then activate the Multi-Product Package check box and click on the  to create the package.
- Click the mouse on each of the five product tabs and populate the various fields with the applicable information.
  Pricing
  Commissions and Incentives
  Stock Levels and Ordering
  Sales
  Prescriptions
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Clients

The client database is where all of the clients' profiles are stored. Information, such as name, address, phone number, age, birthday, hair information, and more is saved and retained for each client.

The client records that are stored in the database are utilized in several functions throughout Millennium. For example, you cannot complete a transaction in the register with a customer who is not a client in your Millennium database.

Clients Maintenance Screen

Account Information

Formulas

Photos

Millennium.net

Clients Listing

Click to learn more about:

Using the Database

Database: Products: Pricing Field Descriptions

Following are brief descriptions of each field located within the Products Maintenance screen when the Pricing tab is selected.

Wholesale

This field displays the wholesale price of the product.

Markup

Displays the percentage of markup that will be applied to the wholesale price.

Retail

Displays the total price calculated by multiplying the wholesale price by the percentage of markup. This will be the price the customer is charged for the product.

Employee Price

If applicable, this field displays the special price offered to employees.

On Sale Check box

Activating this check box will designate the product as on-sale.

Sale Price

Displays the price a product will be sold for when running a sale.

Sale Start

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Sale End

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Database: Products: Commissions and Incentives Field Descriptions

Following are brief descriptions of each field located within the Products Maintenance screen when the Commissions and Incentives tab is selected.

Commission Override Checkbox

Activating this checkbox will enable commissions to be set on the sale of this product. The trigger for the commission would be the employee (logged in) ringing up the product at the register.

$ or % $

%

This displays the amount (in dollars or by percentage) that the employee will receive in commission if this option is given.

Incentive - added on to commission

Activating this checkbox will enable a bonus to the employee who rings up this product in the register. If you have an over stocked product that you really want to sell, or if this is a new product that you want to push, these plus many other reasons may prompt you to give incentive to the employees to sell this particular product. This incentive would be in addition to any commission you may have established for the sale of this product.

$ or % $

%

This displays the amount (in dollars or by percentage) that the employee will receive in incentive if this option is given.

Incentive Starts

Marks the start of the incentive you are offering the employees on the sale of this product. This field can be manually entered, or it can be selected using the calendar screen.

Incentive Ends

Marks the end of the incentive you are offering the employees on the sale of this product. This field can be manually entered, or it can be selected using the calendar screen.

Database: Products: Stock Levels and Ordering Field Descriptions

Following are brief descriptions of each field located within the Products Maintenance screen when the Stock Levels and Ordering tab is selected.

On Hand

Displays the total quantity remaining in stock of the currently viewed product. This field can be adjusted manually; however, many functions within Salon Solutions will automatically update this field.

Model Quantity

Refers to the number of products to be considered full stock. Salon Solutions will determine the quantity to be ordered by subtracting the on hand quantity from the Model Quantity. More simply, the maximum number of this product to keep on the shelf.

Order Point

Displays the set minimum quantity Salon Solutions will let the on-hand quantity reach before considering the product as needing to be ordered.

Order In Multiples of

Displays the multiples that each quantity will equal. For instance, ordering in multiples of 20 will give you 100 units if you order a quantity of 5.

Last Ordered

Displays the last date this product had any new orders placed. This field can be manually updated, or the Purchase Order screen can automatically set the date.

Last Received

Displays the last date this product was received. This field can be manually updated, or the Receive Products screen can automatically update the date.

Last Counted

Displays the last date a physical count was taken of this product. This field can be manually updated, or the Count Inventory screen can automatically set the date.

Last Sold

Displays the last date the currently viewed product was sold. This field can be manually updated, or the register can automatically set the date every time a ring-up occurs for that particular product.

Database: Products: Sales Field Descriptions

Following are brief descriptions of each field located within the Products Maintenance screen when the Sales tab is selected.

Totals $ / Quantities Radio Buttons

Depending on which of these is selected, the sales statistics displays will either be in Dollars ($), or in quantities.

Year Pulldown List

The statistical information displayed will be for the year selected using this pulldown list.

Monthly results

The total amount of sales (displayed in either dollars ($) or in quantities) for the month will be displayed in each of the 12 text fields designated for each month of the year. The 12 months are separated into quarters (Q1, Q2, Q3, and Q4).

Database: Products: Prescriptions Field Descriptions

Following are brief descriptions of each field located within the Products Maintenance screen when the Prescriptions tab is selected.

Prescriptions Table

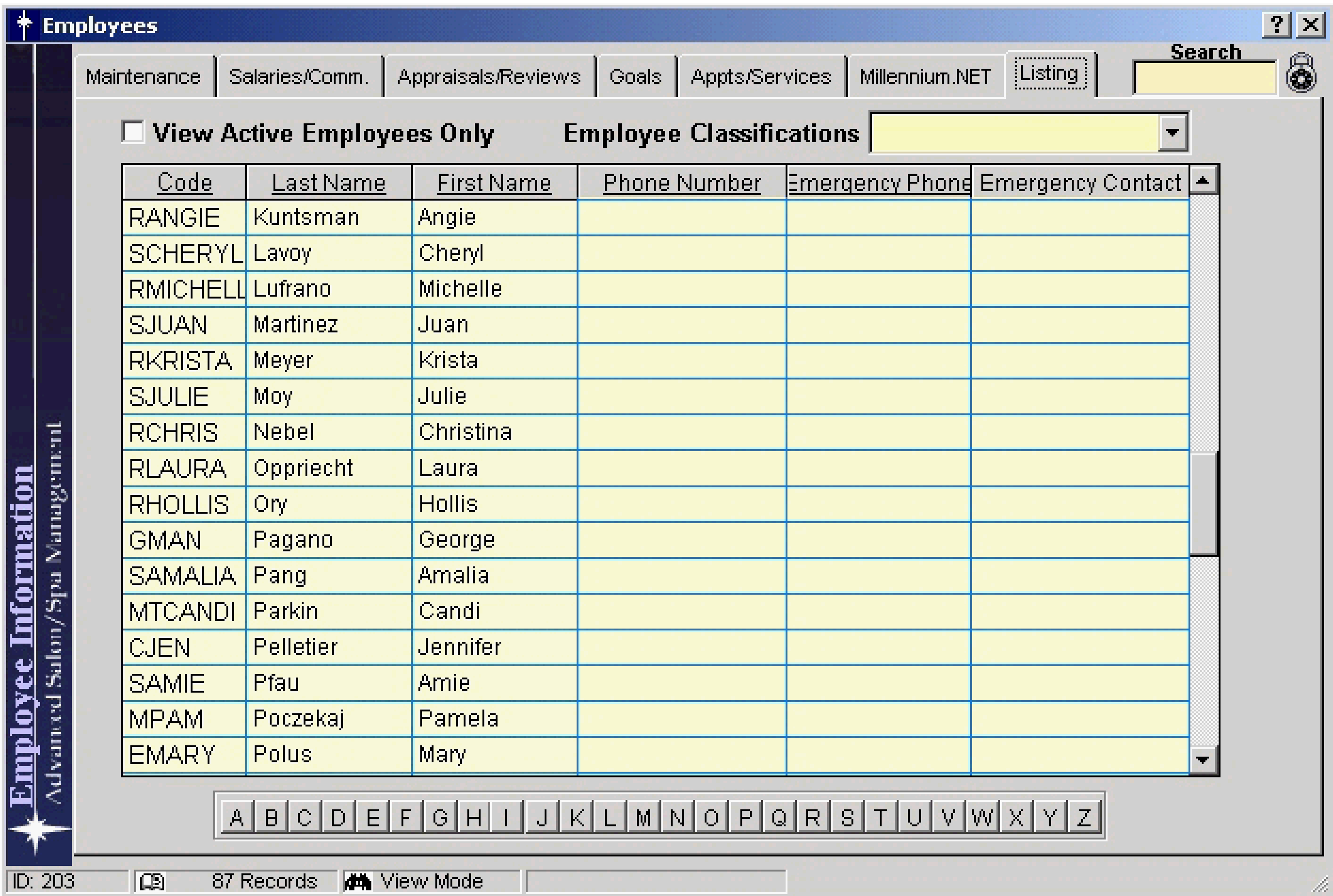
The prescriptions table displays the descriptive items that have been established for the prescription category selected for the product. Next to each description is a check box that displays which descriptions are to be used for this particular product.

Grid Color Selection Button

Clicking this button will open a screen where you can select two colors for every other row in the Prescription/Description Window.

Database: Employees Listing

The Employees Listing tab displays all stored employee records.



Click the mouse on the desired employee to make it the active record. When you return to the Maintenance screen, the selected employee will be displayed in the text field. It is there where new Employees can be created, or the active employee can be edited or deleted.

If the list of Employees goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Alpha buttons to jump to the first employee who's last name begins with the letter you've clicked.

There are two options that can be used to filter the displayed list of employees. Click on the View Active Employees Only Check Box to filter the list, or use the Employee Classification Pulldown List to display only those employees who match the selection. Note that when a filter is in use, the Maintenance tab will turn red as an indicator that not ALL employees are being displayed.

Use the Search box to locate a particular employee.

Database: Manufacturers

The Manufacturers database tracks the name, address, and contact information for the manufacturers that you use. You can also look up all of the products that each manufacturer sells by clicking first on the Manufacturer Listing Tab, then on the Product Listing Tab.

Manufacturers Maintenance Screen

Manufacturers Listing Screen

Click to learn more about:

Using the Database

Bar Code

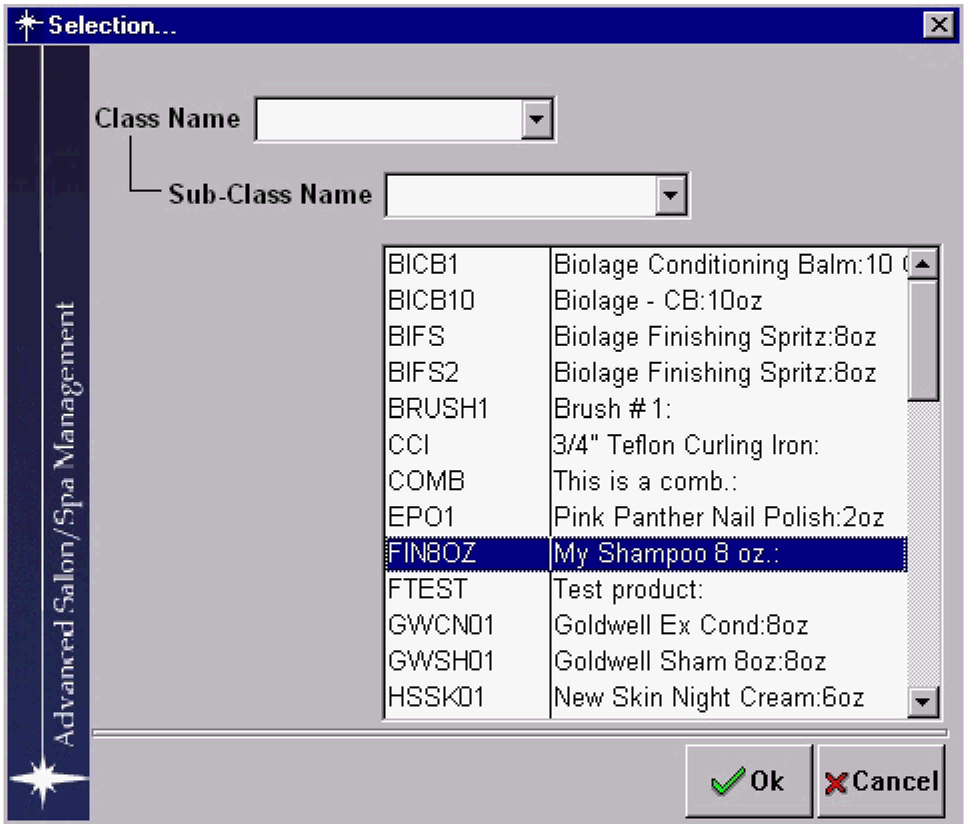
Database: Products: Creating a Product Package

If creating a product package, which is a combination of several products to be bundled and sold as one product:

- While creating a new product, click the mouse on the 

check box and button. This will open the Multi-Product Package window.

- Type the product code inside of the products field. If Millennium does not recognize the code, it will automatically open a products selection window that will allow you to select from any of the products listed. A shortcut to opening this screen is simply pressing the space bar. You can restrict the list to only show certain class names or sub-class names. This may make your search a great deal easier.



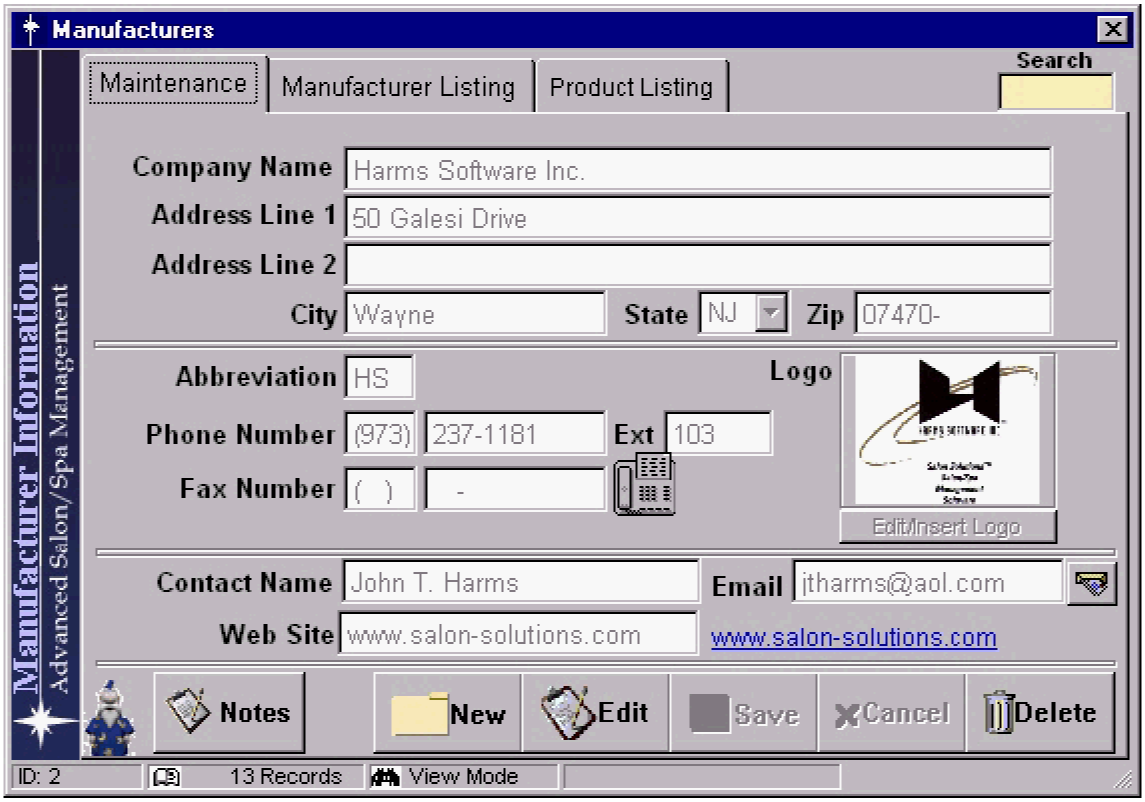
- Click the mouse on 

to include the product in the package and close the selection window.
- Select the quantity for each individual product included within the product package.
- When you've added all of the products to be included in the product package, click the mouse on

.

Database: Other Company Information: Manufacturers Maintenance Screen
The Manufacturers Maintenance screen displays all of the information for each of your salon/spa's manufacturers. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized manufacturer name will be displayed in the text field. Each individual manufacturer can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available manufacturers. To see a listing of all manufacturer records, click on the Listing tab.



Manufacturers Field Descriptions

Working With Records

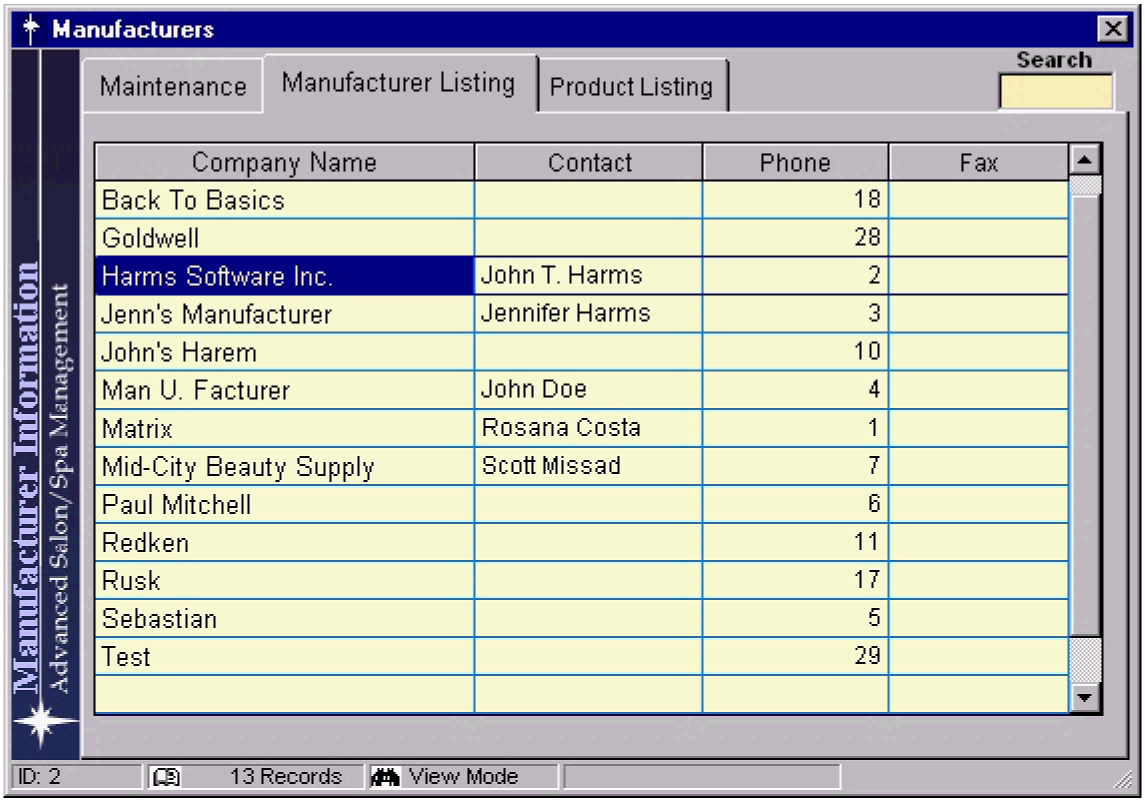
Click below to:

Add a New Manufacturer

Database: Company Information: Manufacturers Listing

There are two listing tabs supporting the Manufacturers information. The first is the Manufacturers Listing Tab that contains all of the manufacturer companies listed alphabetically. The second is the Product Listing Tab that is specific to the selected manufacturer. The product list will change to show only the products applicable to the manufacturer.

The Manufacturers Listing tabs display all stored manufacturer and product records.



Click the mouse on the desired manufacturer to make it the active record. When you return to the Maintenance screen, the selected manufacturer will be displayed in the text field. It is there where new manufacturers can be created, or the active manufacturers can be edited or deleted.

If the list of manufacturers goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular manufacturer.

Database: Company Information: Manufacturer Add New

Following are instructions on how to enter new Manufacturers.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Update Mode, which means you can now Save or Cancel any changes you make. The field will clear itself. The cursor will jump into the Company Name field to guide you where to begin entering your information.

- Enter the name of the Distributor.
- Enter the company's address.
- Enter the desired 2 character abbreviation. Remember that no two manufacturers' abbreviation may be the same.
- Enter the phone number and fax number, as well as the extension number of a contact person at the manufacturer.
- Enter the contact's name, e-mail address, and the manufacturer's web site.
- Click the mouse on the  button to include any notes you feel are important.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Company Information: Manufacturers Field Descriptions

Following are brief descriptions of each field located within the Manufacturers Maintenance screen.

Company Name

Displays the manufacturer’s name.

Address Line 1

The address of the manufacturer.

Address Line 2

Another line for the manufacturer's address if necessary.

City

The city in which the manufacturer is located.

State

The state in which the manufacturer is located.

Zip

The zip code.

Abbreviation

Displays the 2 character abbreviation that Millennium uses as identification of the manufacturer's name. No two manufacturer's names can share the same abbreviation.

Phone Number

Displays the manufacturer’s area code and phone number.

Extension

Displays the 4-digit extension number of the contact person, if necessary.

Fax Number

Displays the area code and number for facsimile transmissions.

Logo

Displays the logo of the manufacturer.

Contact Name

Displays the manufacturer’s contact person’s name.

E-Mail

Displays the e-mail address of the manufacturer's contact person. There is a button that will trigger your computer's e-mail software

Web Site

Displays the web site of the manufacturer. Just below the text box is a hyperlink that can be clicked on to directly access the web site over the internet.

Notes 

This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Products: Pricing Add New

Within the Products database, this is where the price is set for each of the products your salon/spa sells.

Wholesale

Enter the amount that your salon/spa is charged from the supplier of this product.

Markup

To create the retail price automatically, enter the % increase to the wholesale price. You will see the Retail price populated based on the percentage entered here.

Retail

To create the retail price manually, enter the amount in this field. You will see the Markup % automatically populated based on the amount entered here.

Employee Price

If you choose to make this product available to employees at a reduced rate:

- Enter the exact amount in this field, or
- Click the mouse on the %. This will open the Employee Price Options screen where you can set the parameters to automatically create employee prices for the products your salon/spa sells.

On Sale Check box

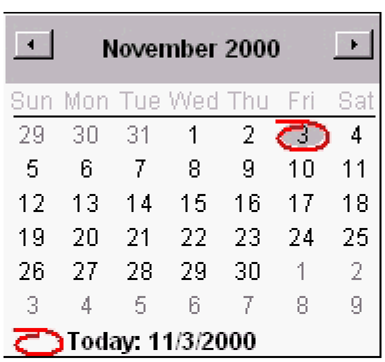
Click the mouse on this check box to establish that this product will be on sale.

Sale Price

Enter the reduced sale price for the product in this field.

Sale Start

Enter the date that the sale begins into this field. You may click the mouse on the down arrow to open the calendar screen and use its functions to click on the starting date.



Sale End

Enter the date that the sale ends into this field. You may click the mouse on the the down arrow to open the calendar screen and use its functions to click on the ending date.

Database: Products: Commissions and Incentives Add New

Within the Products database, this is where the commissions and incentives are set for each of the products your salon/spa sells.

Commission Override Check box

Click the mouse on this check box to establish that the sale of this product will have a commission added to it. Enter either the direct dollar amount that the commission will be, or the percentage of the retail price that the commission will calculate to. Select dollar amount, or percentage by clicking the mouse on the $

%.

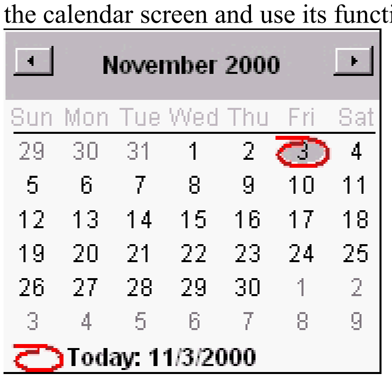
Incentive - added on to commission Check box

Click the mouse on this checkbox to establish that the sale of this product will also include an extra bonus as an incentive for selling this item. Enter either the direct dollar amount that the incentive will be, or the percentage of the retail price that the incentive will calculate to. Select dollar amount, or percentage by clicking the mouse on the $

%.

Incentive Starts

Enter the date that the incentive to sell begins into this field. You may click the mouse on the down arrow to open the calendar screen and use its functions to click on the starting date.



Incentive Ends

Enter the date that the incentive ends into this field. You may click the mouse on the the down arrow to open the calendar screen and use its functions to click on the ending date.

Database: Products: Stock Levels and Ordering Add New

Within the Products database, this is where the stock levels and ordering quantities are set for each of the products your salon/spa sells.

On Hand Spinner Control

Use this spinner control to establish the quantity currently on hand in your salon/spa. Once this initial number is established, it will be automatically updated each time it is rung up in the register.

Model Qty.

Use this spinner control to establish the level of in-stock qualities you would like to maintain for this product.

Order Point

Use this spinner control to establish the lowest level of in-stock quantity before Millennium will alert you that it is time to order more of this product. It can also trigger the auto invoice feature.

Order in Multiples of

Use this spinner control to establish the multiples that each quantity ordered will equal. For example, if you enter 20 as the value, and order of 5 will order a total of 100 units.

Last Ordered

Enter the last date this product had any new orders placed. This field can be manually updated, or the Purchase Order screen can automatically set the date.

Last Received

Enter the last date this product was received. This field can be manually updated, or the Receive Products screen can automatically update the date.

Last Counted

Enter the last date a physical count was taken of this product. This field can be manually updated, or the Count Inventory screen can automatically set the date.

Last Sold

Displays the last date the currently viewed product was sold. This field can be manually updated, or the register can automatically set the date every time a ring-up occurs for that particular product.

Database: Products: Sales Add New

Within the Products database, this is where the sales are tracked for each of the products your salon/spa sells.

Totals $ / Quantities Radio Buttons

Select the sales statistics you wish to have displayed. It can either be in Dollars ($), or in quantities.

Year Pulldown List

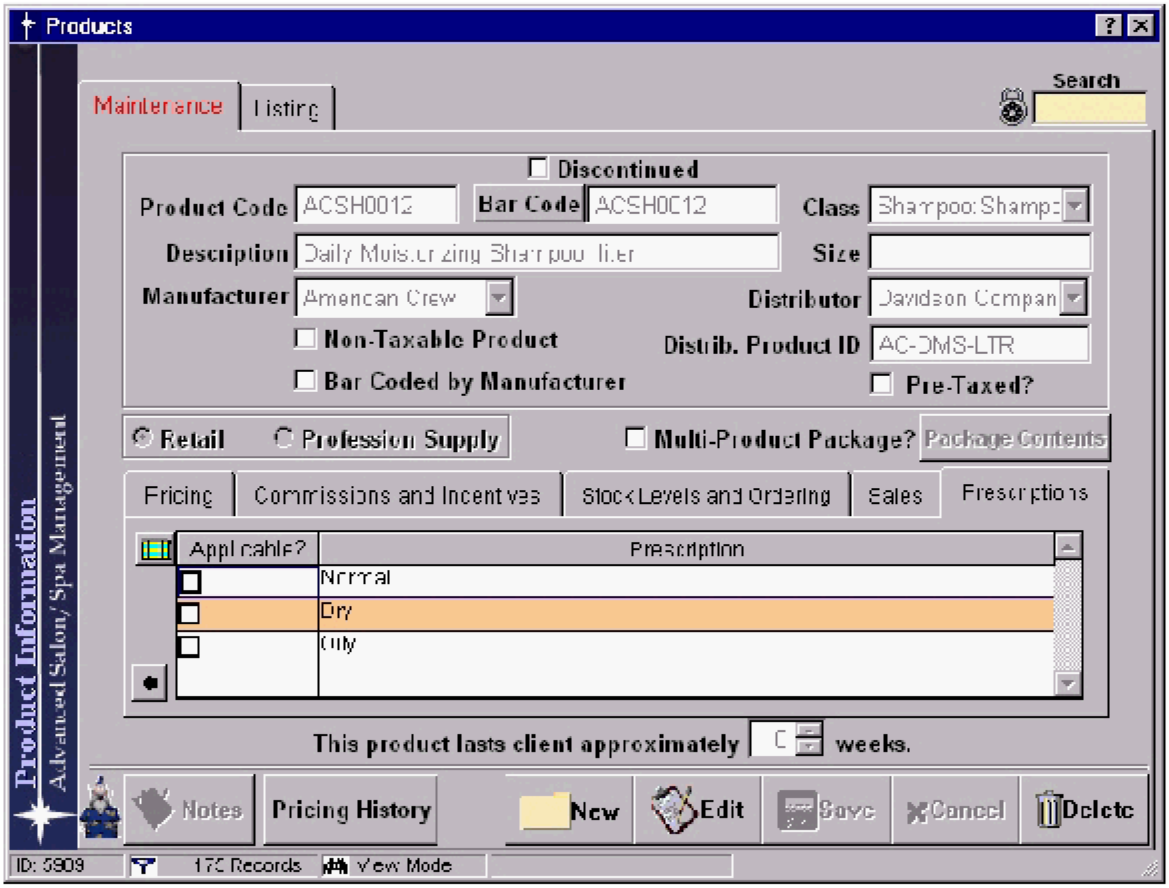
Use this pulldown list to display the year in which you wish to view the statistical sales information.

Monthly results

Enter the total amount of sales, or total quantity sold for the month in each of the 12 text fields designated for each month of the year. The 12 months are separated into quarters (Q1, Q2, Q3, and Q4). These fields can either be manually updated, or automatically maintained based on the register sales activity.

Database: Products: Prescriptions Add New

Within the Products database,. this is where the prescriptions are set for each of the products your salon/spa sells. When the Product Class was chosen for the product, the Product Category's descriptive items that were linked to the product class are populated within this screen. Each item has a check box next to it. Click the mouse on the check boxes you feel best match this particular product.

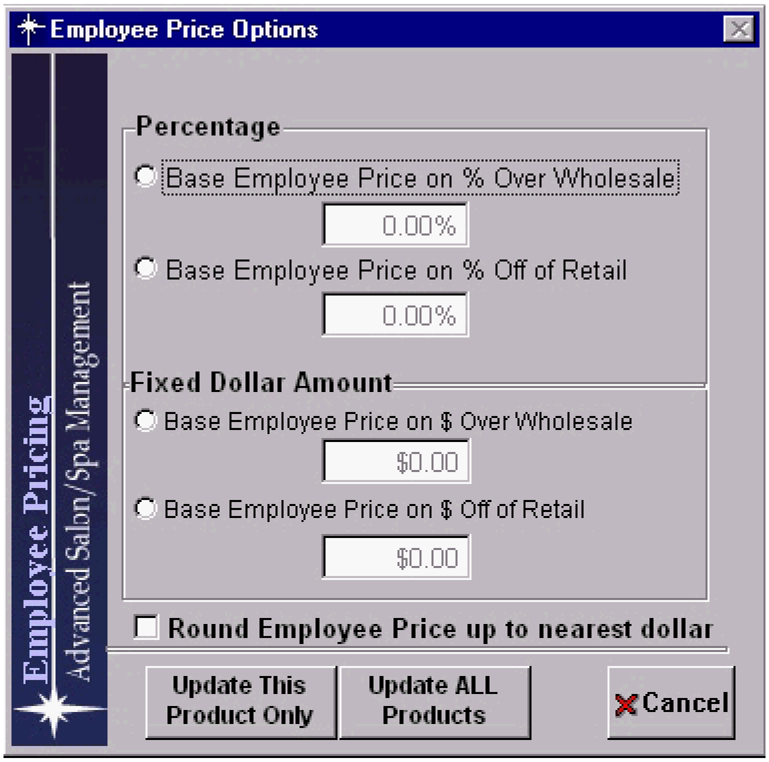


From this point forward, these products will appear as matches any time you need to find a product for the descriptive you've established here.

See Product Prescriptions for more details.

Database: Products: Employee Price Options

This screen allows you to create employee prices for the active product that you are editing, or you can establish a regulated system and apply it throughout all of the products. For instance, if you wanted to make all products 10% off as an employee price, you could do that here.



Percentage

There are two radio buttons where you can choose to:

1. Base Employee Price on % Over Wholesale, or
2. Base Employ Price on % Off of Retail

Fixed Dollar Amount

There are another two radio buttons where you can choose to:

3. Base Employee Price on $ Over Wholesale, or
4. Base Employee Price on $ Off of Retail

ONLY ONE OF THESE FOUR RADIO BUTTONS MAY BE CHOSEN. CHOOSE WHICH ONE WORKS BEST FOR YOUR SALON/SPA.

Round Employee Price Up To Nearest Dollar Check Box

Click the mouse on this checkbox to have the employee price rounded up to the nearest dollar. For instance, if an employee price is calculated to be $8.59, then this feature would force the price to be $9.00.

Click this button to apply the pricing selections you have chosen only to the active product you are working in at the time this screen was opened.

Click this button to apply the pricing selections you have chosen to ALL of the products in your database.

Click this button to terminate all procedures without saving.

Radio buttons are selection fields that designate a singular choice.   No two radio buttons can be selected.   It's a this, or that -- A, B, or C.   For example, in the Products Maintenance screen, there are two radio buttons titled Retail or Shop Supply.   One of the two MUST be chosen, but both cannot be.   Once you click the mouse on one of them, the other will turn off.

As a security and safety measure, all fields are read only unless 

or 

has been clicked.

Database: Promotions/Awards

Millennium gives you the ability to run promotions on your salon/spa's products and services. It also allows you to establish a point system whereby clients who earn enough points can redeem them for free products and services.

Promotions/Awards Maintenance Screens

Promotions/Awards Listing

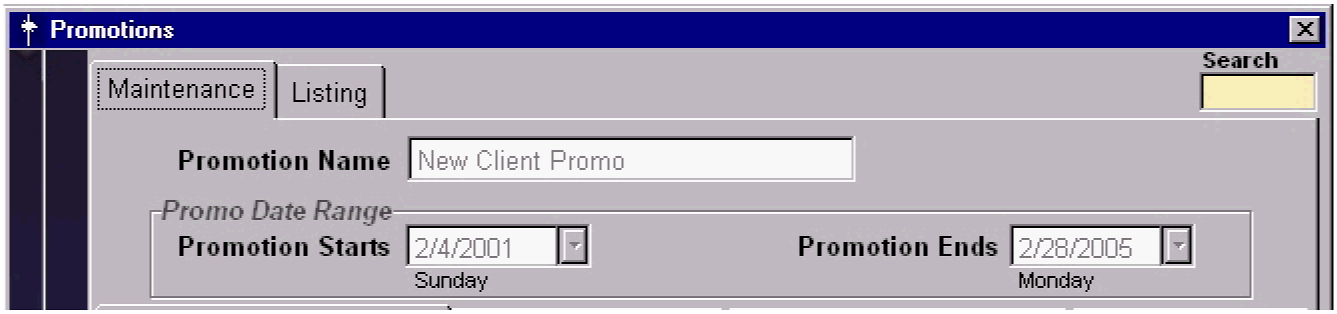
Click to learn more about:

Using the Database

Database: Promotions/Awards Maintenance Screens

The Promotions/Awards Maintenance screen displays all of the information for each of your salon/spa's promotions and awards. The maintenance screen is where new promotions/awards can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized promotion/award will be displayed in the text field. Each individual promotion/award can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available promotions/awards. To see a listing of all promotion/award records, click on the Listing tab.



Promotions/Awards Field Descriptions

Click below to learn more about:

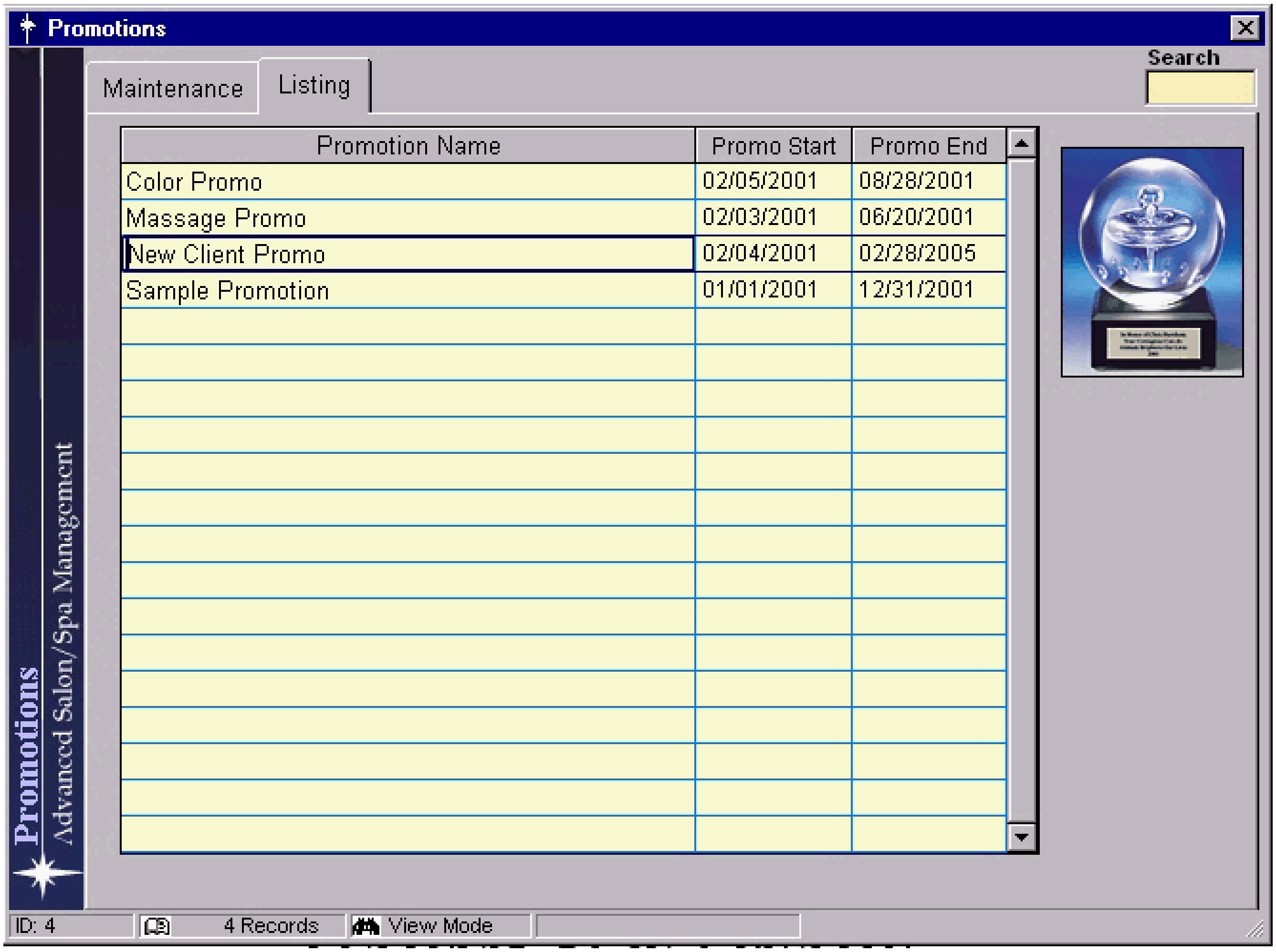
Working With Records

Click below to:

Add a New Promotion/Award

Database: Promotions/Awards Listing

The Promotions/Awards Listing tab displays all stored promotion/award records.



Click the mouse on the desired promotion/award to make it the active record. When you return to the Maintenance screen, the selected promotion/award will be displayed in the text field. It is there where new promotions/awards can be created, or the active promotion/award can be edited or deleted.

If the list of promotions/awards goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular promotion/award.

Database: Promotions/Awards Field Descriptions

Following are brief descriptions of each field located within the Promotions/Awards Maintenance screen.

Promotion Name

Displays the name of the promotion.

Promotion Starts

Marks the start of the promotion you are offering the clients of your salon/spa. This field can be manually entered, or the date can be selected using the calendar screen.

Promotion Ends

Marks the end of the promotion you are offering the clients of your salon/spa. This field can be manually entered, or the date can be selected using the calendar screen.

The Maintenance Screen is split into three separate tabs that allow you to offer the promotions based on the quantity of services, a point value system, and trying out new services.

Notes 

This button opens a "Notes" window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Quantity of Services Field Descriptions

Point System Field Descriptions

Trying New Services Field Descriptions

Database: Promotions/Awards Quantity of Services Field Descriptions

Following are brief descriptions of each field located within the Promotions/Awards Maintenance screen when the Quantity of Services tab is selected.

Services Radio Buttons

Two radio buttons will display weather the promotion is for 1 particular service, or for any service that falls within a particular service class.

Services Pulldown Lists

These pulldown lists displays the Service or the Service Class that was selected in the promotion.

Frequency and Time Spinners

These spinners display the amount of times the service must be purchased by the same client and within a certain amount of weeks.

Amount Received

Displays the dollar amount or percentage that the client receives off.

$ or % <<buttons>>

This button toggles between dollars or percentage for what the client will receive.

Service Radio Buttons

Two more radio buttons will display weather the client may use the award toward the same service that they had to purchase in the promotion, or if they can use the award toward any service.

Database: Service Classes

Millennium allows you to categorize your services by Service Class. For example, the different types of haircuts sold in a salon will all be assigned a class of “Hair Cuts”.

The Service Classes Maintenance Screen is where your service classes will be created. When viewing or editing a service record, the different classes found in the pulldown list would be created here. This section describes the different functions of the Service Classes screen.

Service Classes Maintenance Screen

Service Classes Listing

Click to learn more about:

Using the Database

Database: Promotions/Awards Point System Field Descriptions

Following are brief descriptions of each field located within the Promotions/Awards Maintenance screen when the Point System tab is selected.

There are 6 check boxes that can be turned on or off as different ways for the client to earn points. The 6 check boxes are:

- **Receive [##] points for each service purchase over [$$]**
  Every service that a client purchases that is over the specified amount will earn them the specified amount of points.
- **Receive [##] points for each retail purchase over [$$]**
  Every retail product that a client purchases that is over the specified amount will earn them the specified amount of points.
- **Receive points equal to [%%] of Services Purchased**
  A specified percentage in points can be earned for every service that is purchased by the client.
- **Receive points equal to [%%] of Retail Purchased**
  A specified percentage in points can be earned for every product that is purchased by the client.
- **[##] points for pre-booking next appointment**
  The client can earn a specified amount of points by booking their next appointment.
- **[##] for referring a new client**
  The client can earn a specified amount of points by referring a new client to you salon/spa.

Redeeming points: [##]

This specified amount of points is the minimum requirement for the client to be eligible for the award.

Award =: [$$]

This specified amount is the money awarded to the client who earns the necessary points in the promotion.

Database: Promotions/Awards Trying New Services Field Descriptions

Following are brief descriptions of each field located within the Promotions/Awards Maintenance screen when the Trying New Services tab is selected.

Services Radio Buttons

Three radio buttons will display weather the promotion is for a particular service, for any service that falls within a particular service class, or for any new service tried by the client.

Award Check boxes

There are two check boxes that determine the award granted to the client.

- **[##] Points for trying new service**
  A specified amount of points is granted to the client for trying the new service.
- **[%%] Percent off Service Price for trying new service**
  A specified percentage off of the service price for trying the new service.

Database: Promotions/Awards Add New

Following are instructions on how to enter new promotions/awards..

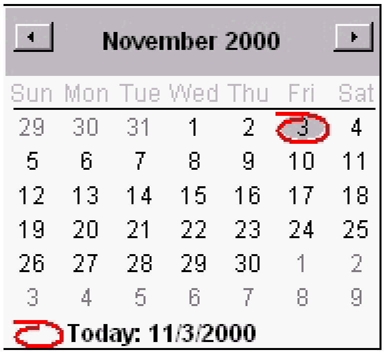
You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Promotion Name field will clear itself. The cursor will jump into the promotion name field to guide you where to begin entering your information.

- Type the name of the new promotion.
- Specify the promotion start and end dates by either typing directly in to the date field, or by using the calendar screen.
- Click the mouse on the three product tabs and populate the various fields with the applicable information.
  Based on Quantity of Services
  Based on Point System
  Promote Trying New Services
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Calendar Screen

The Calendar Screen is an interactive calendar that allows you to choose dates (usually start and end dates) directly from the calendar. This makes choosing dates very easy since an actual calendar is being used.



There are several ways to navigate through the calendar:

- Click the mouse on the left or right arrow buttons to skip to either the next or previous month of the year.
- Jump to any month of the year by clicking the mouse directly on the name of the month. A pulldown list will appear with all twelve months displayed. Click the mouse on the month you wish to jump to.

- Skip to the next or previous year by clicking the mouse directly on the displayed year and using the spinner control to select the desired year.

- Select the actual date by clicking the mouse directly on the number day's number.

For your convenience, Millennium always circles today's date. The current date is also displayed at the bottom of the screen. Clicking the mouse over the current date will select it and close this window.

You'll also notice that each same day as the current date is colored gray. For example, if today was the 20th day of the month, then every month will have the 20th colored in gray.

Database: Promotions/Awards: Based on Quantity of Services Add New

Within the Promotions/Awards database, this is one of three promotion and award systems available to you. You are not limited to using only one of the three systems, but rather you may use all of the choices available.

Services Radio Buttons

Click the mouse on one of the two radio buttons to determine weather the promotion is for 1 particular service, or if it is for any service that falls within a particular service class.

Services Pulldown Lists

Click on these pulldown lists to select either the Service or the Service Class that you wish to run your promotion.

Frequency and Time Spinners

Use the spinners to select the quantity of purchases that the client must complete in order to qualify for the award, and to select the amount of time that the client is limited to complete the purchases within. You may also enter the information manually by clicking the mouse directly into the field and typing the number in.

Amount Received

Enter the dollar amount or percentage that the client receives off once they've earned the award.

$ or % $

%

Click the mouse on this button to toggle and select between dollars or percentage for what the client will receive.

Services Radio Buttons

Click the mouse on one of the two radio buttons to display weather the client may use the award toward the same service that they had to purchase in the promotion, or if they can use the award toward any service.

Database: Promotions/Awards: Based on Point System Add New

Within the Promotions/Awards database, this is one of three promotion and award systems available to you. You are not limited to using only one of the three systems, but rather you may use all of the choices available.

Select as many of the 6 check boxes as you decide for the client to earn points. The 6 check boxes are:

- **Receive [##] points for each service purchase over [$$]**
  Every service that a client purchases that is over the specified amount will earn them the specified amount of points.
- **Receive [##] points for each retail purchase over [$$]**
  Every retail product that a client purchases that is over the specified amount will earn them the specified amount of points.
- **Receive points equal to [%%] of Services Purchased**
  A specified percentage in points can be earned for every service that is purchased by the client.
- **Receive points equal to [%%] of Retail Purchased**
  A specified percentage in points can be earned for every product that is purchased by the client.
- **[##] points for pre-booking next appointment**
  The client can earn a specified amount of points by booking their next appointment.
- **[##] for referring a new client**
  The client can earn a specified amount of points by referring a new client to you salon/spa.

Redeeming points: [##]

Enter the amount of points that would be the minimum requirement for the client to be eligible for the award.

Award =: [$$]

Enter the specified amount of money awarded to the client who earns the necessary points in the promotion.

Database: Promotions/Awards: Promote Trying New Services Add New

Within the Promotions/Awards database, this is one of three promotion and award systems available to you. You are not limited to using only one of the three systems, but rather you may use all of the choices available.

Services Radio Buttons

Click the mouse on one of the three radio buttons to select display weather the promotion is for a particular service, for any service that falls within a particular service class, or for any new service tried by the client.

Award Check boxes

Click the mouse on one or both of the two check boxes to determine the award granted to the client.

- **[##] Points for trying new service**
  A specified amount of points is granted to the client for trying the new service.
- **[%%] Percent off Service Price for trying new service**
  A specified percentage off of the service price for trying the new service.

Database: Referrals

In the Client Maintenance screen, one of the available fields is the Referred By field. It is a pulldown list used to display the different ways a client may have been referred to the salon/spa. For example, radio commercials, a friend's recommendation, the yellow pages, etc. would be referrals. This part of the database allows you to create referral types that will appear in the pulldown list of the Client Maintenance screen.

Referrals Maintenance Screen

Referrals Listing

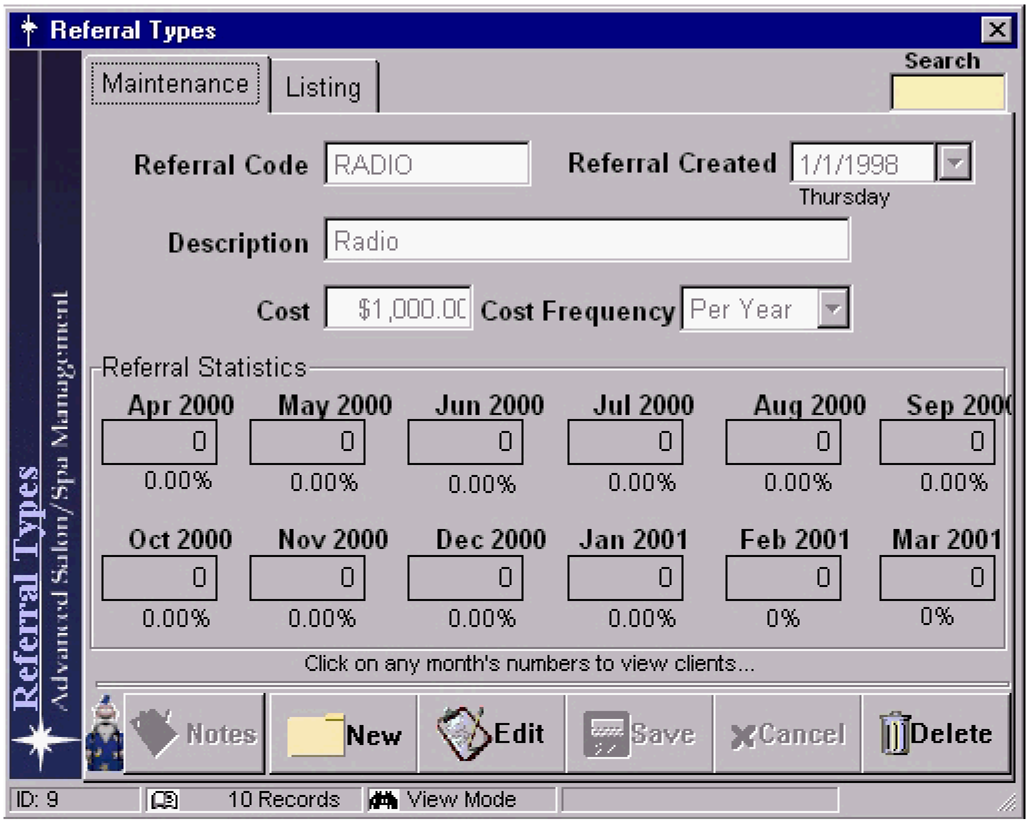
Click to learn more about:

Using the Database

Database: Referrals Maintenance Screen

The Referrals Maintenance screen displays all of the information for each of your salon/spa's referral types. The maintenance screen is where new referrals can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized referral will be displayed in the text field. Each individual referral type can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available referrals. To see a listing of all referral records, click on the Listing tab.



Referrals Field Descriptions

Click below to learn more about:

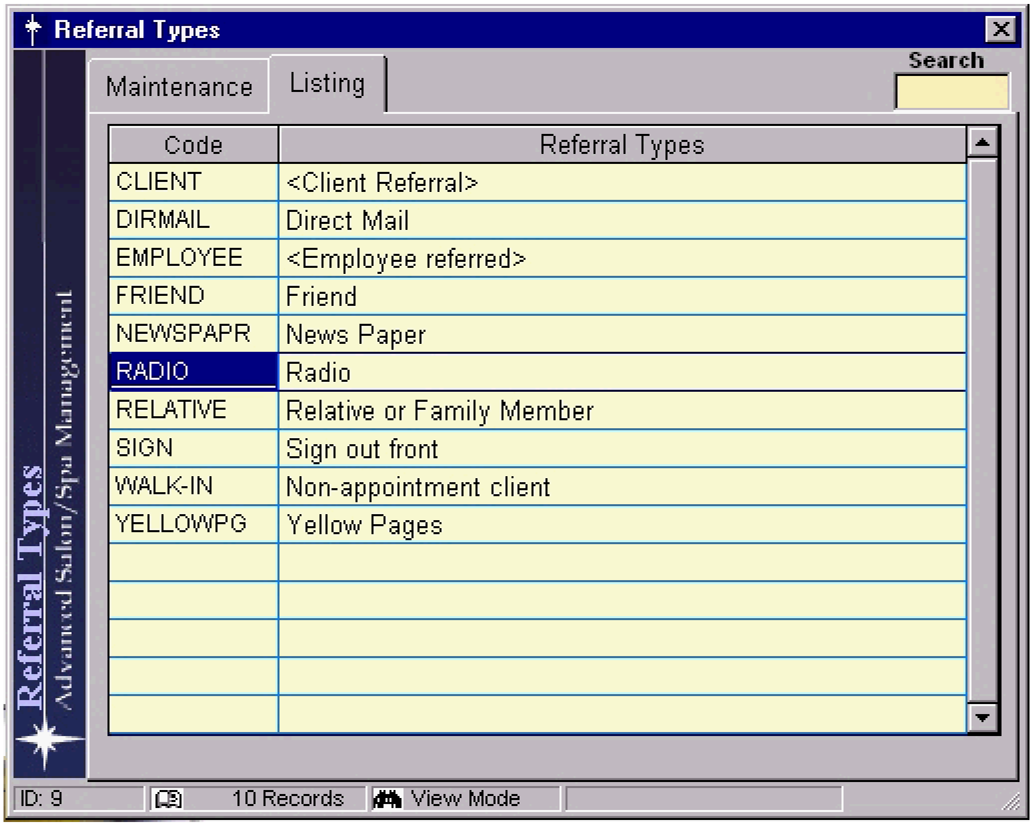
Working With Records

Click below to:

Add a New Referral

Database: Referrals Listing

The Referrals Listing tab displays all stored referral records.



Click the mouse on the desired referral to make it the active record. When you return to the Maintenance screen, the selected referral will be displayed in the text field. It is there where new referrals can be created, or the active referral can be edited or deleted.

If the list of Referrals goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The list of referrals will also display the referral codes.

Use the Search box to locate a particular referral.

Database: Referrals Field Descriptions

Following are brief descriptions of each field located within the Referrals Maintenance screen.

Referral Code

The code given to a specific referral. No two referrals can share the same code. Millennium sorts the records in order using this field.

Referral Created Pulldown List

Displays the creation date of the referral type.

Description

Displays a full description of the referral.

Cost

Shows the dollar amount that it costs the salon/spa to make the referral available. For example, a radio commercial could cost $1,000.00 to have played over the airwaves. This field would display that amount.

Cost Frequency

Shows the interval of the cost field. For example, if the salon/spa runs an ad in the newspaper, it could cost $50.00 per day. This field would then display "day".

Referral Statistics

Displays a "rolling" group of 12 month fields. The last month displayed will be the current month, and the 11 previous months will also be displayed. Because the available months will change one month at a time, it is considered as "rolling". Each field will display the number of referrals that occurred within that month. Beneath each field will be the percentage those referrals were of all referrals for that month. For example, if October, 1999 had 20 referrals in it's field, and 50% displayed below it, it would mean that there were 40 total referrals for October, and half of them were for the 20 displayed here.

Click on any month to open a Client Referral Window that shows every client that was referred by that type that month.

Notes 

This button opens a "Notes" window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Client Professions Field Descriptions

Following are brief descriptions of each field located within the Client Professions Maintenance screen.

Profession

This is the name of the client profession.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Referrals Add New

Following are instructions on how to enter new referrals.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The referral field will clear itself. The cursor will jump into the referral field to guide you where to begin entering your information.

- Type the name of the new referral code.
- The Referral Created field will automatically display the current date once the 

button is clicked. However, this field may be manually entered either by typing directly in it, or by using the Calendar Screen.
- Enter the full description of the referral type in the Description field.
- Enter the cost of the referral in to the Cost field. For example, if you are running a radio ad that is $1000.00, then include that cost in this field.
- Using the pulldown list, select the cost frequency. For example, if you are running the radio add for four weeks, then you would select Month from the list.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: States/Provinces

The States database contains the 50 United States within it. All databases in Millennium that require an address will look to the States database. The client, employee, distributor, and manufacturer databases have address fields that will rely on the States database to provide the correct information. A two-letter abbreviation has been assigned to each state for you. You need only to type or select this two-letter abbreviation to enter a particular state. For example, NJ would be entered for New Jersey.

States/Provinces Maintenance Screen

States/Provinces Listing

Click to learn more about:

Using the Database

Database: States/Provinces Maintenance Screen

The States/Provinces Maintenance screen displays all of the information for each of your salon/spa's State/Province types. The maintenance screen is where new States/Provinces can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized State/Province will be displayed in the text field. Each individual State/Province type can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available State/Provinces. To see a listing of all State/Province records, click on the Listing tab.

State/Provinces Field Descriptions

Click below to learn more about:

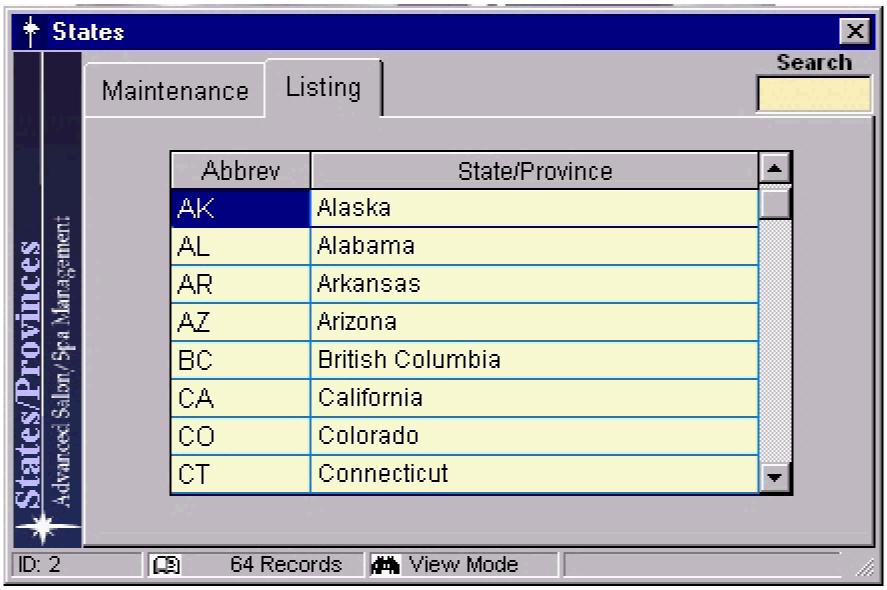
Working With Records

Click below to:

Add a New State/Province (Hey -- you never know)

Database: States/Provinces Listing

The States/Provinces Listing tab displays all stored State/Province records.



Click the mouse on the desired State/Province to make it the active record. When you return to the Maintenance screen, the selected State/Province will be displayed in the text field. It is there where new States/Provinces can be created, or the active State/Province can be edited or deleted.

If the list of States/Provinces goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The list of States/Provinces will also display the two letter abbreviation along with the state name.

Use the Search box to locate a particular state/province.

Database: States/Provinces Field Descriptions

Following are brief descriptions of each field located within the States/Provinces Maintenance screens.

State/Province

Displays the two letter abbreviation of the state.

Full Name

Displays the full name of the state.

Mail Order Tax Rate

Displays the the state tax on any mail order purchases.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: States/Provinces Add New

Following are instructions on how to enter new states/provinces.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The State/Province field will clear itself. The cursor will jump into the State/Province field to guide you where to begin entering your information.

- Type the two letter abbreviation of the new state/province code.
- Enter the full name of the state/province in the Full Name field.
- Enter the cost of the state/province in to the Cost field. For example, if you are running a radio ad that is $1000.00, then include that cost in this field.
- Enter the state tax rate in the Mail Order Tax Rate field.
- Click the mouse on the 

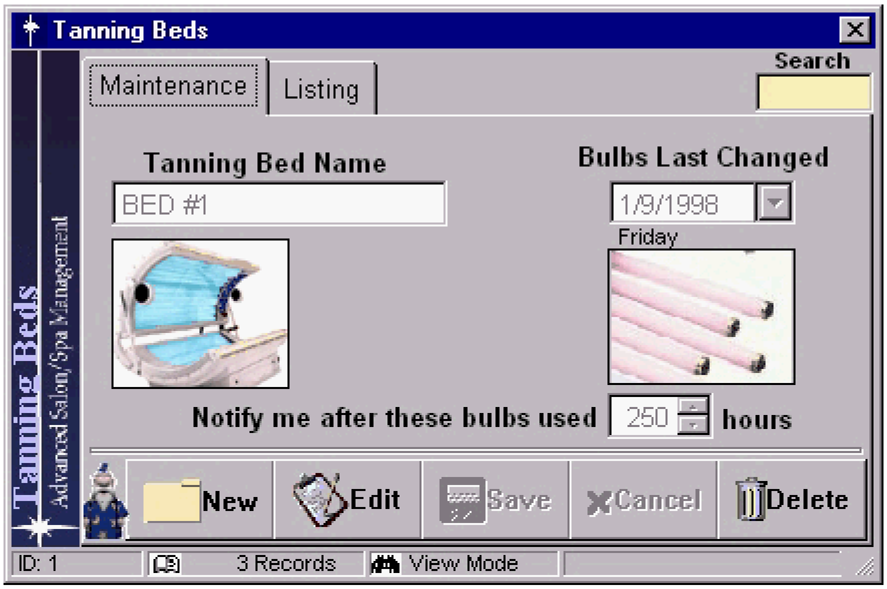
button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Tanning Beds Maintenance Screen

The Tanning Beds Maintenance screen displays all of the information for each of your salon/spa's tanning beds. The maintenance screen is where new tanning beds can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized tanning bed will be displayed in the text field. Each individual tanning bed can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available tanning beds. To see a listing of all tanning bed records, click on the Listing tab.



Tanning Beds Field Descriptions

Click below to learn more about:

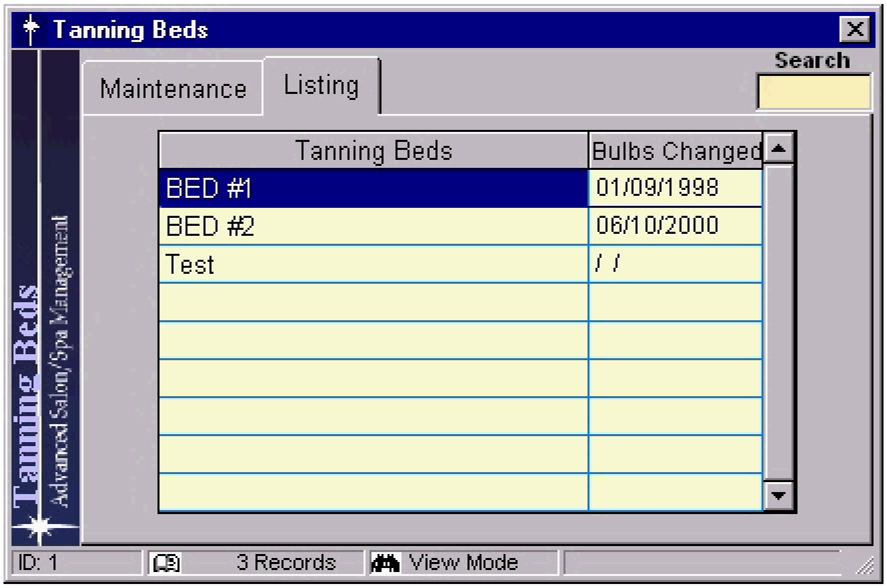
Working With Records

Click below to:

Add a New Tanning Bed

Database: Tanning Beds Listing

The Tanning Beds Listing tab displays all stored tanning bed records.



Click the mouse on the desired tanning bed to make it the active record. When you return to the Maintenance screen, the selected tanning bed will be displayed in the text field. It is there where new tanning beds can be created, or the active record can be edited or deleted.

If the list of tanning beds go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular tanning bed.

Database: Tanning Beds Field Descriptions
Following are brief descriptions of each field located within the Tanning Beds Maintenance screen.

Tanning Bed Name

Displays the name of the tanning bed. Typically, the tanning beds can simply be numbered, i.e., Tanning Bed #1, Tanning Bed #2, etc.

Bulbs Last Changed

Marks the date that the bulbs were last changed. This field can be manually entered, or the date can be selected using the calendar screen.

Bulb usage spinner controls

Displays the amount of hours in bulb usage that should pass before you are notified. The number may be manually entered, or the number may be changed in increments of 50 using the spinner control.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Tanning Beds Add New

Following are instructions on how to enter new tanning beds.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The tanning bed name field will clear itself. The cursor will jump into the tanning bed name field to guide you where to begin entering your information.

- Type the name of the new tanning bed name. Typically, the tanning beds can simply be numbered, i.e., Tanning Bed #1, Tanning Bed #2, etc.
- The Bulbs Last Changed field will automatically display the current date once the 

button is clicked. However, this field may be manually entered either by typing directly in it, or by using the Calendar Screen.
- Enter the number of hours you want the bulbs to be used before you are notified of the usage hours. Use the spinner controls, or enter the number manually. When you use the spinner, the number of hours will jump in increments of 50.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Tanning Packages

There are several different tanning services your salon/spa can offer to clients. Millennium allows you to create these tanning packages that the register will be able to ring-up when doing transactions.

Tanning Packages Maintenance Screen

Tanning Packages Listing

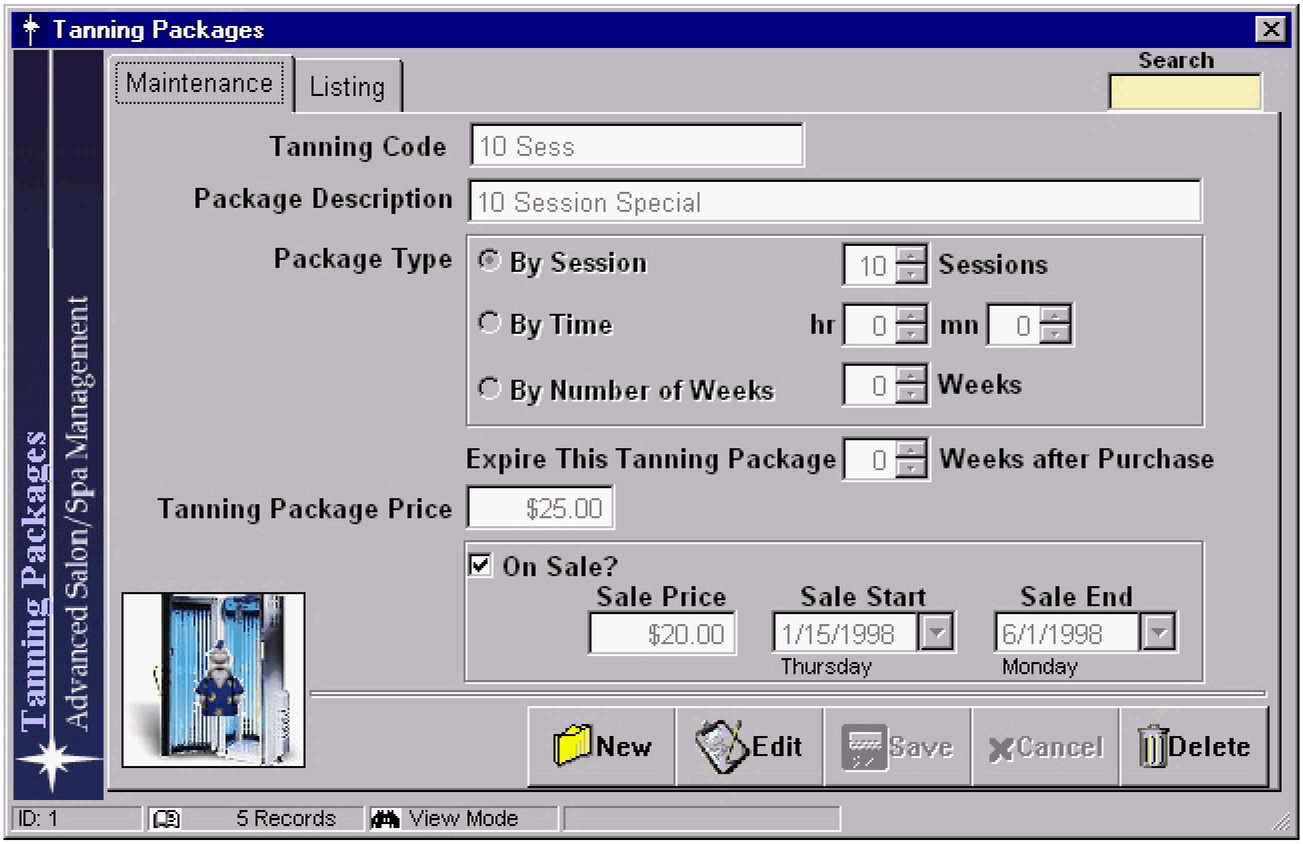
Click to learn more about:

Using the Database

Database: Tanning Packages Maintenance Screen

The Tanning Packages Maintenance screen displays all of the information for each of your salon/spa's tanning packages. The maintenance screen is where new tanning packages can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized tanning package will be displayed in the text field. Each individual tanning package can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available tanning packages. To see a listing of all tanning package records, click on the Listing tab.



Tanning Packages Field Descriptions

Click below to learn more about:

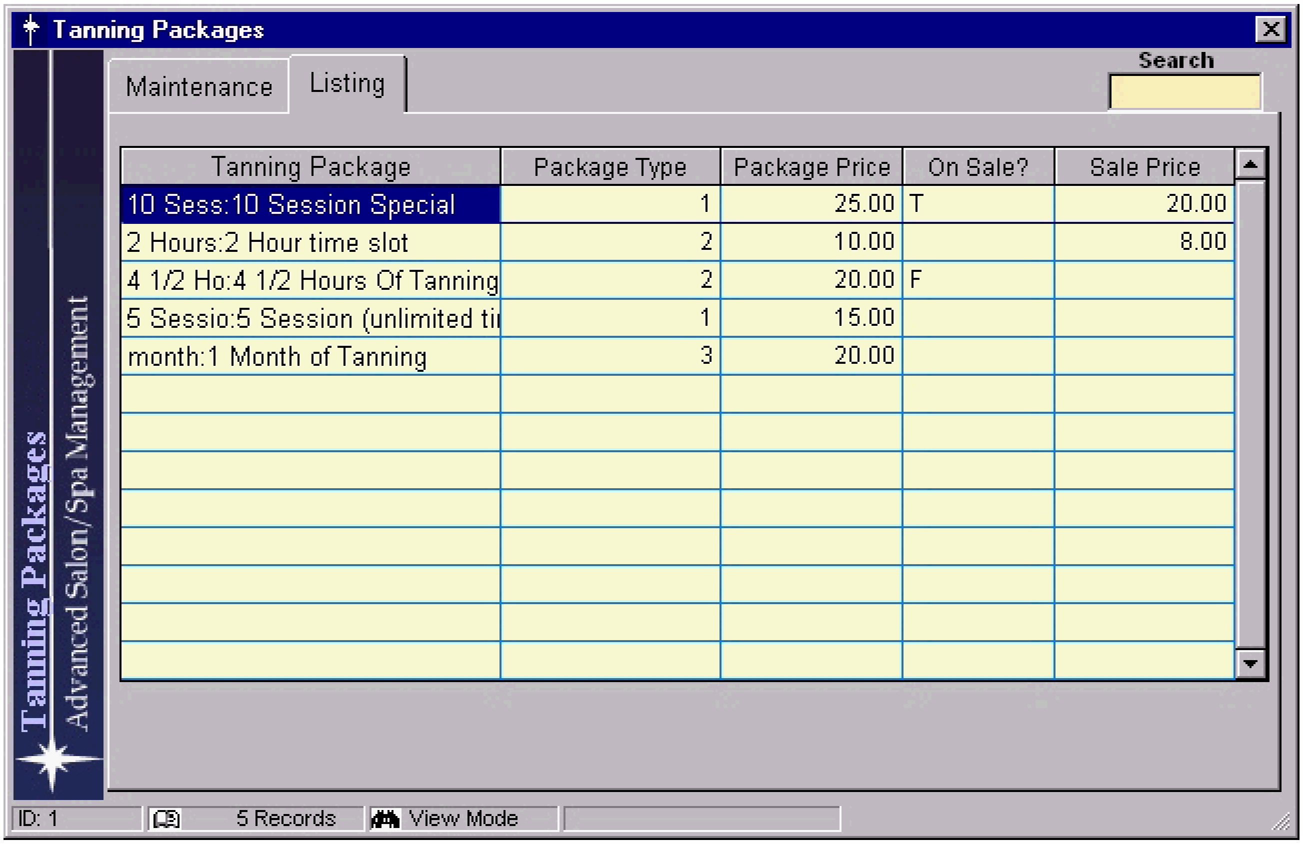
Working With Records

Click below to:

Add a New Tanning Package

Database: Tanning Packages Listing

The Tanning Packages Listing tab displays all stored tanning package records.



Click the mouse on the desired tanning package to make it the active record. When you return to the Maintenance screen, the selected tanning package will be displayed in the text field. It is there where new tanning packages can be created, or the active record can be edited or deleted.

If the list of tanning packages go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular tanning package.

Database: Tanning Packages Field Descriptions

Following are brief descriptions of each field located within the Tanning Packages Maintenance screen.

Tanning Code

Establishes the name of the tanning package.

Package Description

Contains the full description of the tanning package. This allows for a more detailed explanation than the tanning code can offer.

Package Type Radio Buttons

There are three radio buttons that designate the tanning package. They are:

- By Session
- By Time
- By Number of Weeks

Click the mouse on the appropriate radio button to select it.

Time Spinner Controls (Number Of Sessions/Tanning Time/Weeks)

Depending on which tanning type you selected, this field will display either the total number of sessions in the package, the total amount of time a session will last, or the total amount of weeks the tanning package will be honored.

Tanning Package Price

Displays the total price of the tanning package.

On Sale Check Box

If the tanning package is on sale, this check box will be activated.

On Sale Checkbox

Activating this check box will designate the product as on-sale.

Sale Price

Displays the price the tanning package will be sold for when running a sale.

Sale Start

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Sale End

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Tanning Packages Add New

Following are instructions on how to enter new tanning packages.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The tanning package name field will clear itself. The cursor will jump into the tanning package name field to guide you where to begin entering your information.

Tanning Code

Type the name you wish to assign the specific tanning package. This is the information that Millennium will look at when sorting the tanning packages.

Tanning Description

Type a full description of what the tanning package will offer.

Package Type

There are three tanning types that may be selected by clicking the mouse on its <u>radio button</u>. The three types are by Session, by Time, or by Number of Weeks.

> Session -- will increment the tanning package by number of sessions. For example, a tanning package could be for 10 sessions to be used whenever the client wanted.
>
> Time -- will increment the tanning package by amount of time. For example, a tanning package could be for 1 session that lasts 4 hours. Another package would be for 2 hours, etc.
>
> Number of Weeks -- will increment the tanning package by a designated number of weeks. For example, a tanning package could be for unlimited use for 4 weeks.

The choice of tanning type will directly affect the next field. That field is the numerical total for the tanning package. Each of these three selections changes the label of this field to read Number of Sessions, Tanning Time, or Weeks.

Increments

Enter the numerical total for the tanning package into this field. Use the decimal point to designate whole numbers, hours and minutes, and full weeks.

> Number of Sessions -- Shows the total number of sessions to be honored in the tanning package. For example, if you were offering a 10 Session Special, you would enter 10.00 into this field.
>
> Tanning Time -- Enter the total time the tanning session will last. For example, if you were offering a 4 1/2 hour session, you would enter 4.50 into this field.
>
> Weeks -- Enter the total number of weeks to be honored in the tanning package. For example, if you were offering a 1-month package with unlimited sessions and unlimited time, you would enter 4.00 into this field for 4 weeks.

Tanning Package Price

Enter the total price of the tanning package into this field. Use the decimal point when entering dollars and cents.

On Sale Check box

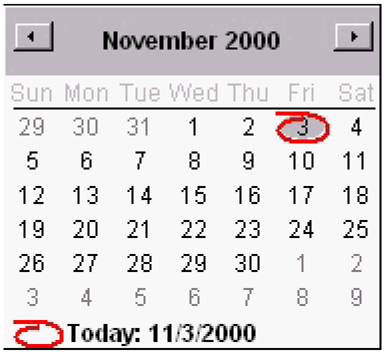
Click the mouse on this check box to establish that this package will be on sale.

Sale Price

Enter the reduced sale price for the package in this field.

Sale Start

Enter the date that the sale begins into this field. You may click the mouse on the down arrow to open the calendar screen and use its functions to click on the starting date.



Sale End

Enter the date that the sale ends into this field. You may click the mouse on the the down arrow to open the calendar screen and use its functions to click on the ending date.

- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Work Activities

The Work Categories database allows you to customize what you will see in the Employee Schedules screen – Work Type pulldown list. Work activities such as Work Time, Vacation, Sickness, etc. are provided with Millennium, but you may want to add activities of your own such as Color/Perm Training or Massage Therapy Class.

Work Activities Maintenance Screen

Work Activities Listing

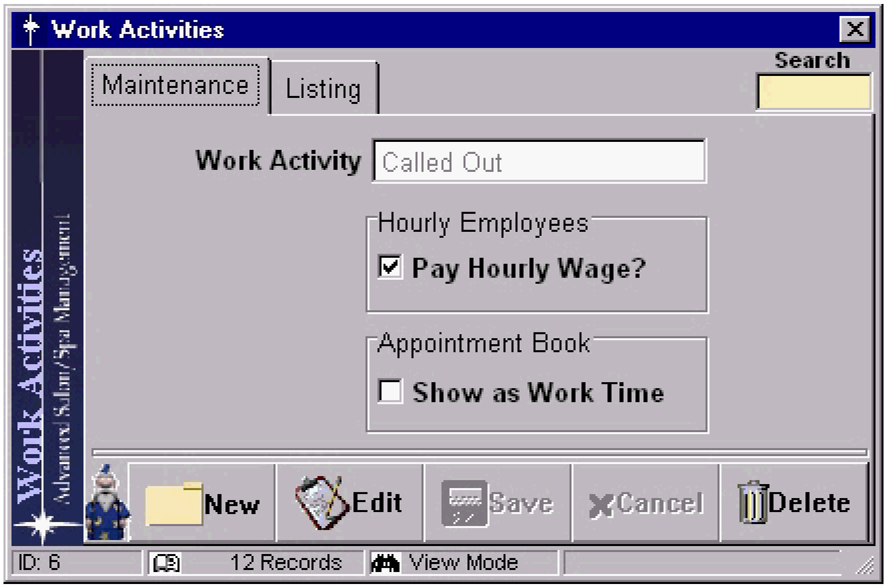
Click to learn more about:

Using the Database

Database: Work Activities Maintenance Screen

The Work Activities Maintenance screen displays all of the information for each of your salon/spa's work activities. The maintenance screen is where new work activities can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized work activity will be displayed in the text field. Each individual work activity can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available work activities. To see a listing of all work activity records, click on the Listing tab.



Work Activities Field Descriptions

Click below to learn more about:

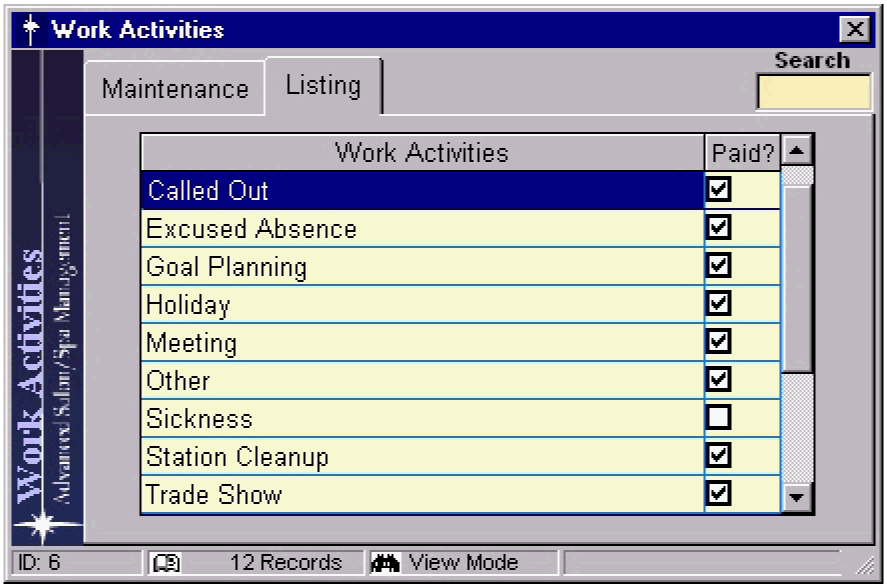
Working With Records

Click below to:

Add a New Work Activity

Database: Work Activities Listing

The Work Activities Listing tab displays all stored work activity records.



Click the mouse on the desired work activity to make it the active record. When you return to the Maintenance screen, the selected work activity will be displayed in the text field. It is there where new work activities can be created, or the active record can be edited or deleted.

If the list of work activities go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Also displayed in this screen is if the work activity is marked as paid or unpaid.

Use the Search box to locate a particular work activity.

Database: Work Activities Field Descriptions

Following are brief descriptions of each field located within the Work Activities Maintenance screen.

Work Activity

Displays the name of the work activity.

Hourly Employees

Pay Hourly Wage Check box

Check box that displays if the employee will receive hourly wages for the work activity. For example, if the work activity is Training and that is the reason for employee not being at the Salon/Spa, they would still be paid their hourly wage rate, so this check box would be activated.

Appointment Book

Show As Regular Time Check box

Check box that displays if the employee will show as regular time in the Appointment Book. That would mean that the employee could be scheduled for appointments under this work activity.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Work Activities Add New

Following are instructions on how to enter new work activities.

You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Work Activity field will clear itself. The cursor will jump into the Work Activity field to guide you where to begin entering your information.

- Type the name of the work activity.
- Click the mouse in the check box if this work activity would allow the employee to receive their hourly wages.
- Click the mouse in the check box if this work activity would allow the employee to be visible in the Appointment Book and thereby able to have scheduled services with clients.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Appointment: Appointment Book

Millennium provides you with a visual, intelligent appointment book. Several screens are available that allow you to view appointments for multiple employees, single employee, or an entire day at a glance.

The Appointment Book was designed to be a fully functional scheduling tool for your employees and their clients. It replaces the need for a scheduling book or calendar and the Appointment Book works hand-in-hand with other features to make scheduling and ring-ups a snap. For example, the Appointment Editor knows how long particular services should typically take, so it will automatically book the service for that amount of time. However, when booking a service with a repeat client, Millennium determines, based on the client's past history, how long to book the service. Also, the services that you schedule in the Appointment Book, as well as their price, can be automatically listed in the Register upon ring up. Now that's convenience! Millennium even lets you designate appointment types such as New Request and Transient to track the nature of the client's appointment. This will help you track client retention.

The Appointment Editor screen is used to book the appointments and the Appointment Book screen displays them. It's as easy as that.

You can then print the appointments within any given date range you desire. The appointments can be separated by employee and also list the client's phone numbers for confirmation. There's even a menu selection which allows you to list the client's formulas used for specific services.

You can have a wealth of valuable information available on one sheet of paper that would be next to impossible to write by hand if you didn't use Millennium.

Screen Descriptions

Appointment Status Bar

Right Click Options

Button Descriptions

Appointment Editor

Booking an Appointment

Appointment Book Legend

Appointment Monitoring Station

Database: Zip Codes

The Zip Codes database is where every city's zip code throughout the United States is stored.

Zip Codes Maintenance Screen

Zip Codes Listing

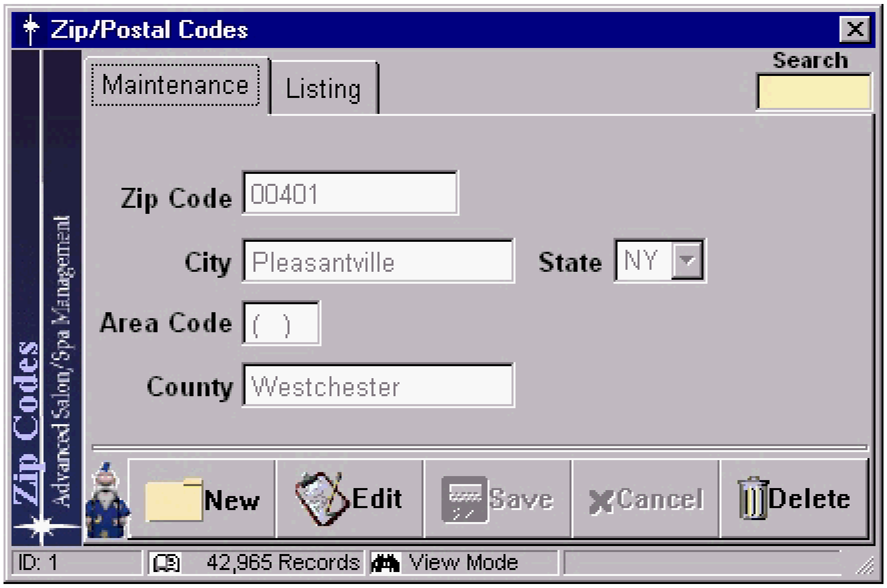
Click to learn more about:

Using the Database

Database: Zip Codes Maintenance Screen

The Zip Codes Maintenance screen displays all of the information for each of your salon/spa's zip codes. The maintenance screen is where new zip codes can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized zip code will be displayed in the text field. Each individual zip code can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available zip codes. To see a listing of all zip code records, click on the Listing tab.



Zip Codes Field Descriptions

Click below to learn more about:

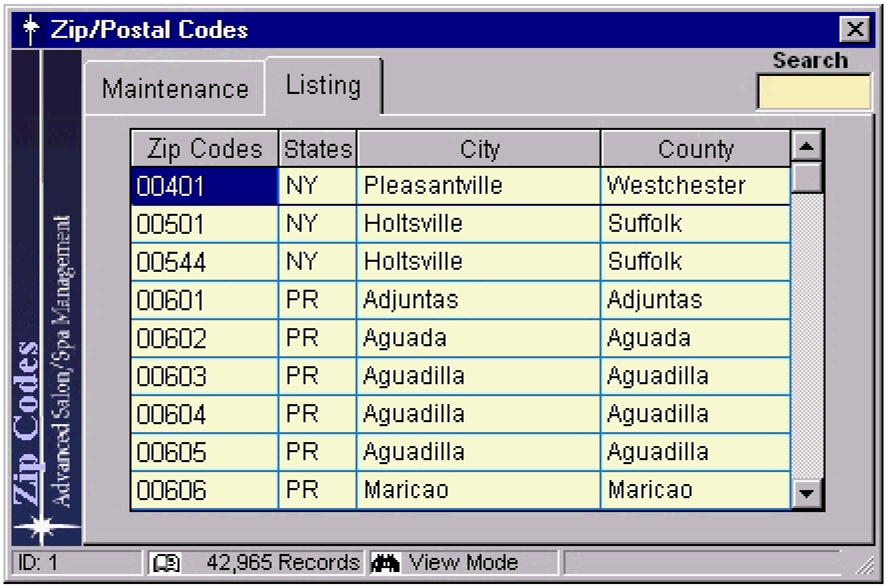
Working With Records

Click below to:

Add a New Zip Code

Database: Zip Codes Listing

The Zip Codes Listing tab displays all stored zip code records.



Click the mouse on the desired zip code to make it the active record. When you return to the Maintenance screen, the selected zip coded will be displayed in the text field. It is there where new zip codes can be created, or the active record can be edited or deleted.

If the list of zip codes go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Also displayed in this screen are the states, cities. Clicking the mouse on the column heading will sort the list by that selection.

Use the Search box to locate a particular zip code.

Database: Zip Codes Field Descriptions

Following are brief descriptions of each field located within the Zip Codes Maintenance screen.

Zip Code

Displays the Zip Code.

City

Displays the city name that matches the zip code.

State Pulldown List

This pulldown list displays the state that the city and zip code are located in.

Area Code

Displays the area code (optional) for this zip code.

County

Displays the county in which the zip is located.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Zip Codes Add New

Following are instructions on how to enter new zip codes.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Zip Code field will clear itself. The cursor will jump into the Zip Code field to guide you where to begin entering your information.

- Type the name of the zip code.
- The cursor will automatically jump into the city text field where you can enter the city name.
- Use the pulldown list to click and select the two character abbreviation for the state, or enter it manually.
- Enter the 3-digit area code used within this zip code's area.
- Enter the name of the county.
- Click the mouse on the 

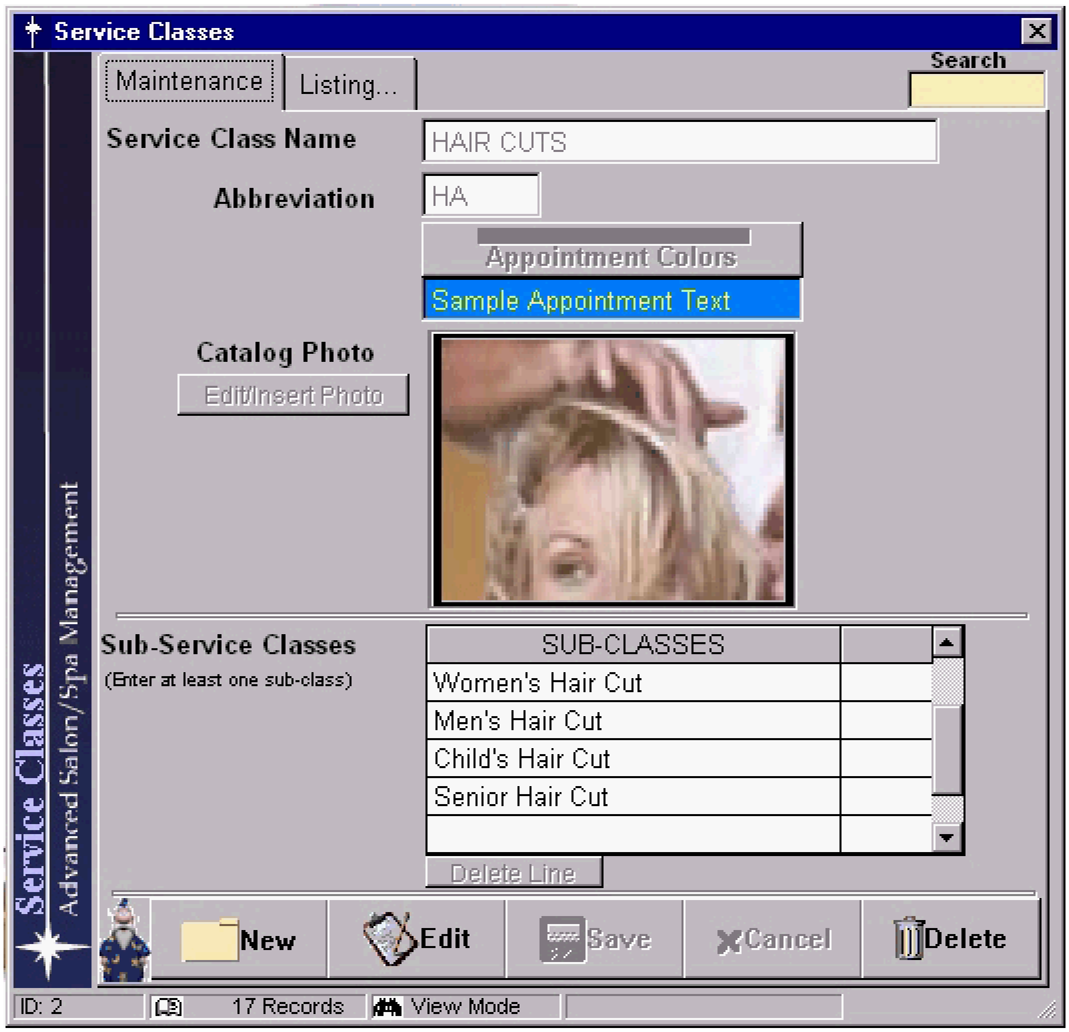
button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Service Classes Maintenance Screen

The Service Classes Maintenance screen displays all of the information for each of your salon/spa's service classes. The maintenance screen is where new service classes can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized service class name will be displayed in the text field. Each individual service class can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available service classes. To see a listing of all service class records, click on the Listing tab.



Service Classes Field Descriptions

Click below to learn more about:

Working With Records

Sub-Service Classes

Click below to:

Add a New Service Class

Database: Service Classes Field Descriptions

Following are brief descriptions of each field located within the Service Classes Maintenance screen.

Service Class Name

This text field displays the official name of the service class.

Abbreviation

Displays the two character abbreviation for each service class. No two abbreviations can be alike.

Appointment Colors

Displays the colors (Background and Text) of the service class appearance in the Appointment Book.

Catalog Photo

Shows a picture of the service.

Sub-Service Classes

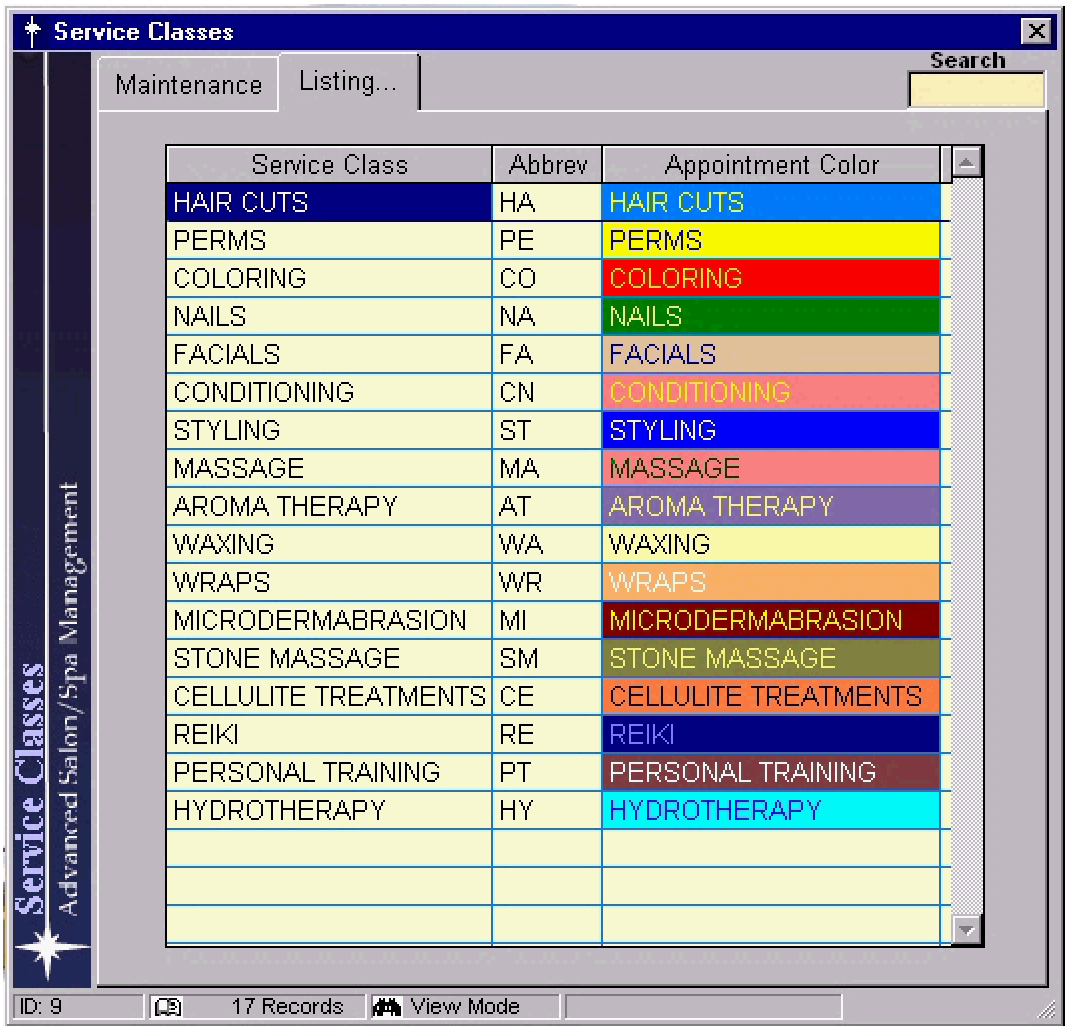
Lists all sub-service classes made available with the "Parent" service class.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Service Classes Listing

The Service Classes Listing tab displays all stored service class records.



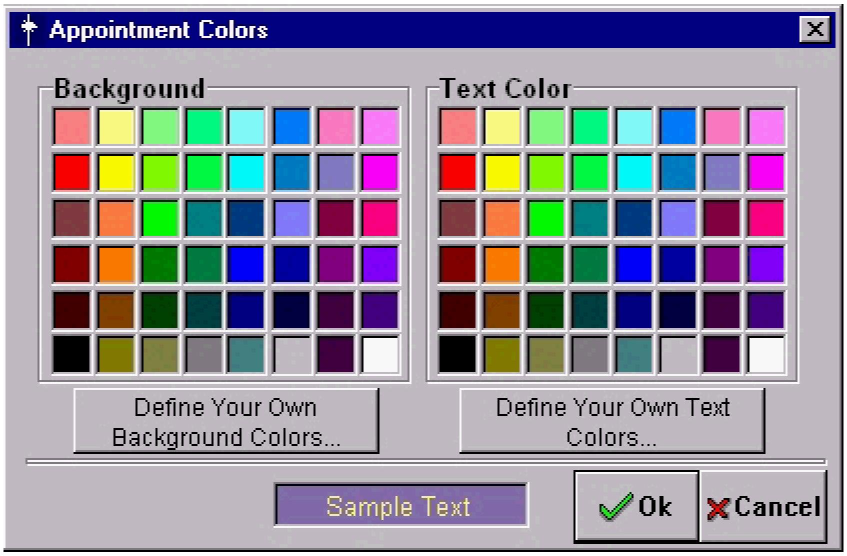
Click the mouse on the desired service class to make it the active record. When you return to the Maintenance screen, the selected service class will be displayed in the text field. It is there where new Service Classes can be created, or the active service class can be edited or deleted.

If the list of Service Classes goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular service class.

Appointment Colors

The Appointment Colors screen allows you to apply different colors to the various service classes. When booking appointments, these colors will appear when selecting the service classes for the appointment.



Click the mouse on the desired colors for the Background and Text color. There is a sample text field in the bottom center of the screen that will display the colors you've chosen.

Click the mouse on the 

button when complete.

Database: Service Classes Sub-Service Classes

Sub-Service Classes are a more detailed listing of records for the "Parent" Service Class. For example, a service class for hair cuts may be broken down to several sub-classes for women's, men's, children's, or senior's.

When creating service classes, at least one sub-class must be entered.

Click below to learn how to:

Add a new Service Class

Database: Service Classes Add New

Following are instructions on how to enter new service classes.

You must be working from the Maintenance Tab

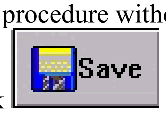
Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Service Class Name text field will clear itself and cursor will appear in the text field where you can enter a new service class.

- Type the name of the new service class.
- The abbreviation field will automatically populate itself with the first two characters of the service class name. For example, if you type the word Coloring in the Service Class text field, the letters CO will be designated for the abbreviation. You may change the abbreviation to whatever two character combination you choose. However, no two abbreviations may be the same.
- Click the mouse on the 

button. This will open the Appointment Colors screen where you can select the background and text colors that the Service Class will appear in when working in the Appointment Book.
- Enter the service sub-classes separately in the available slots. At least one sub-class must be added for each service class. If non is entered, Millennium will automatically add the title of the service class into the first service sub-class line.
- Click the mouse on the 

button to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.
- In order to insert a picture of your service, you must first click 

to enter the record into the database, then edit the record to include the picture.
- Click 

and the

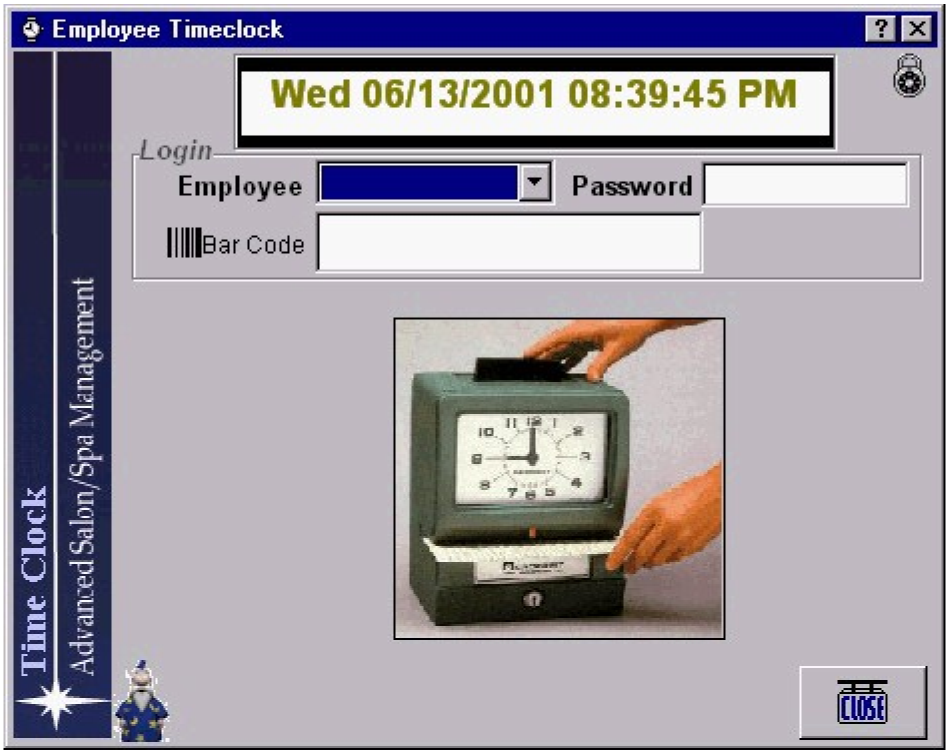
button will be activated. Select the picture that matches the service and click 

. The picture will be shown in the center window.

Inserting Pictures

Activities: Employee Time Clock

Millennium eliminates the need for a punch-clock in your salon/spa. Employees can quickly and easily punch in when they arrive for work and punch out at quitting time. Their time is then tracked and can be tallied and displayed using Time Clock reports from the Management, Employee Tracking Menu.



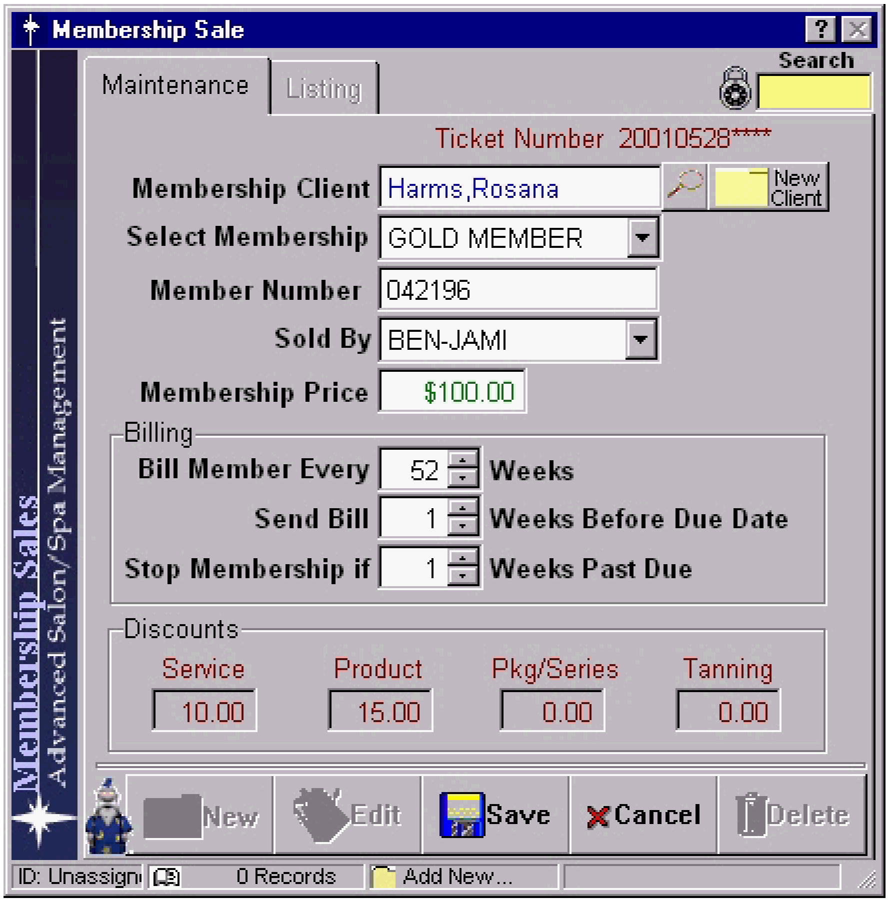
Punch In

Punch Out

Take a Break

Register: Membership Sale

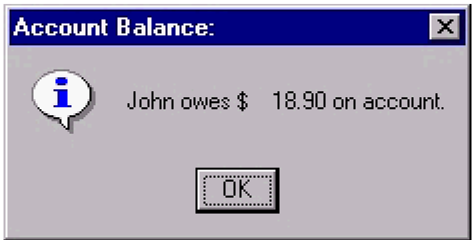
Clients can purchase memberships directly through the register, and have the total included as part of the grand total of their register transaction.



Selling a Membership

Register: Account Payments

Clients have the ability to put payments due on account. Millennium will keep track of how much the client owes on their account. When conducting a ring-up in the register, a prompt screen will appear for clients who have charges currently on account.

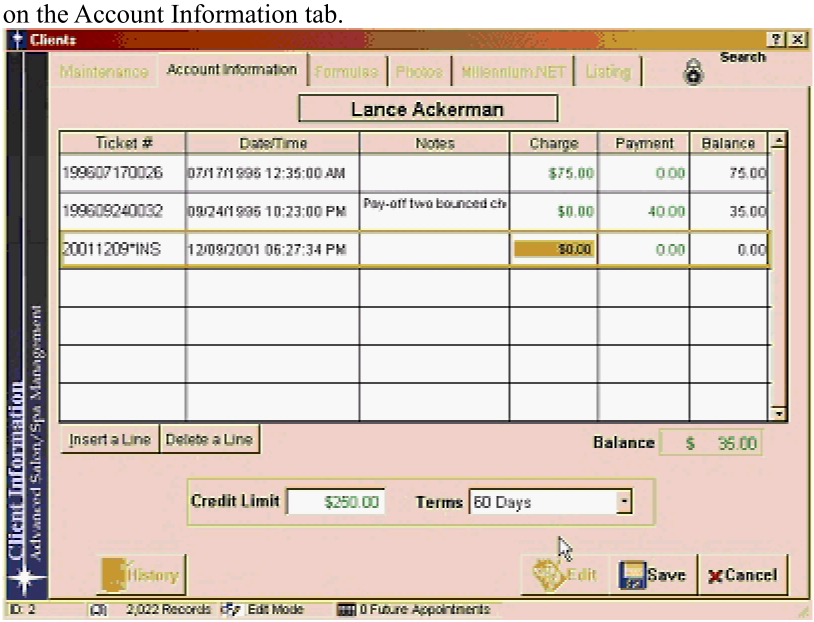


Click the 

button to continue to the register's main screen.

From The Client Database:

Client account information can be viewed directly inside the client's profile by going to Database->Clients. Click on the Account Information tab.



You can edit accounts by manually entering payments and charges but it is recommended that you use the Register screen for better accounting of the data.

Charging Services/Products on account

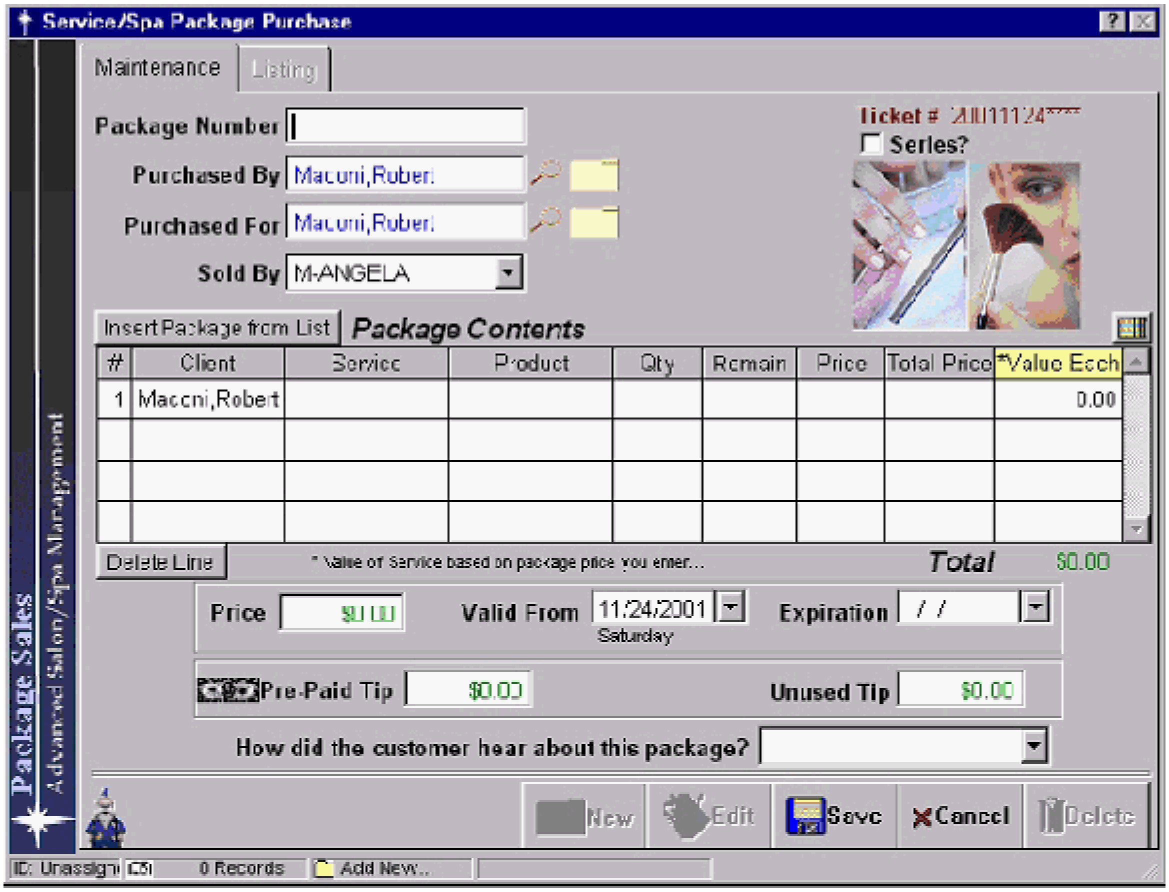
Applying payments to a client's account

Register: Service/Spa Package Purchase

- Look up the paying client.

- Click on the **Packages** button.

  The following screen will appear:



- The client's name you looked up will automatically be inserted into the "Purchased By" and "Purchased For" fields.   If the client is buying the package/series for someone other than themselves, put the recipient's name in the "Purchased For" field.   *You can triple click the mouse in the field to quickly highlight and delete the contents so you can type the desired client's name.*

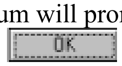
- If you track packages/series by number, enter the number in the "Package Number" field.   Millennium will automatically assign a package/series number if one is not entered.
- Select the employee that is selling the package/series.

IF YOU ARE SELLING A PRE-DEFINED PACKAGE (defined in Database->Package Definitions):

- Click on the **Insert Package from List** button
- Select the package/series from the drop-down list that you had previously defined in the Package/Series Database.

- Click on the  button.

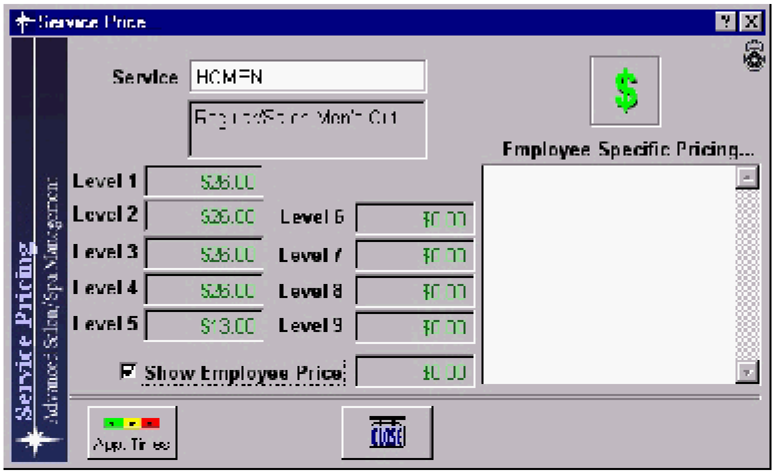
IF YOU ARE SELLING A PACKAGE OR SERIES THAT IS NOT PREDEFINED:

- Enter the services/products into the grid along with the quantity
- Enter in the expiration date.
- If you collect tips ahead of time on packages/series, fill in the “Pre-Paid Tip” field.
- Select the referral type corresponding to how the client heard about the package/series.
- Click on the  button.
- If the client wants to by another package/series, click on the  button and repeat the process above.
- Click on the “X” in the top right corner of the screen to close the screen or click the  button at the top of the screen.
- Millennium will prompt you - “Don’t forget to finalize the sale by using the Sale button.”
- Click the  button.
- Finalize the sale by clicking on the  button.

<u>Allowing a Package/Series Item to be Used by Someone Else</u>e

Register: Price References

Millennium gives the ability to look up prices of both services and products. This feature is especially useful when consulting with clients on which services and products would be best for their budget. It can also be used for quick price reference if clients walk up to the reception desk and ask for prices.



Looking up prices

Register: Product Pricing

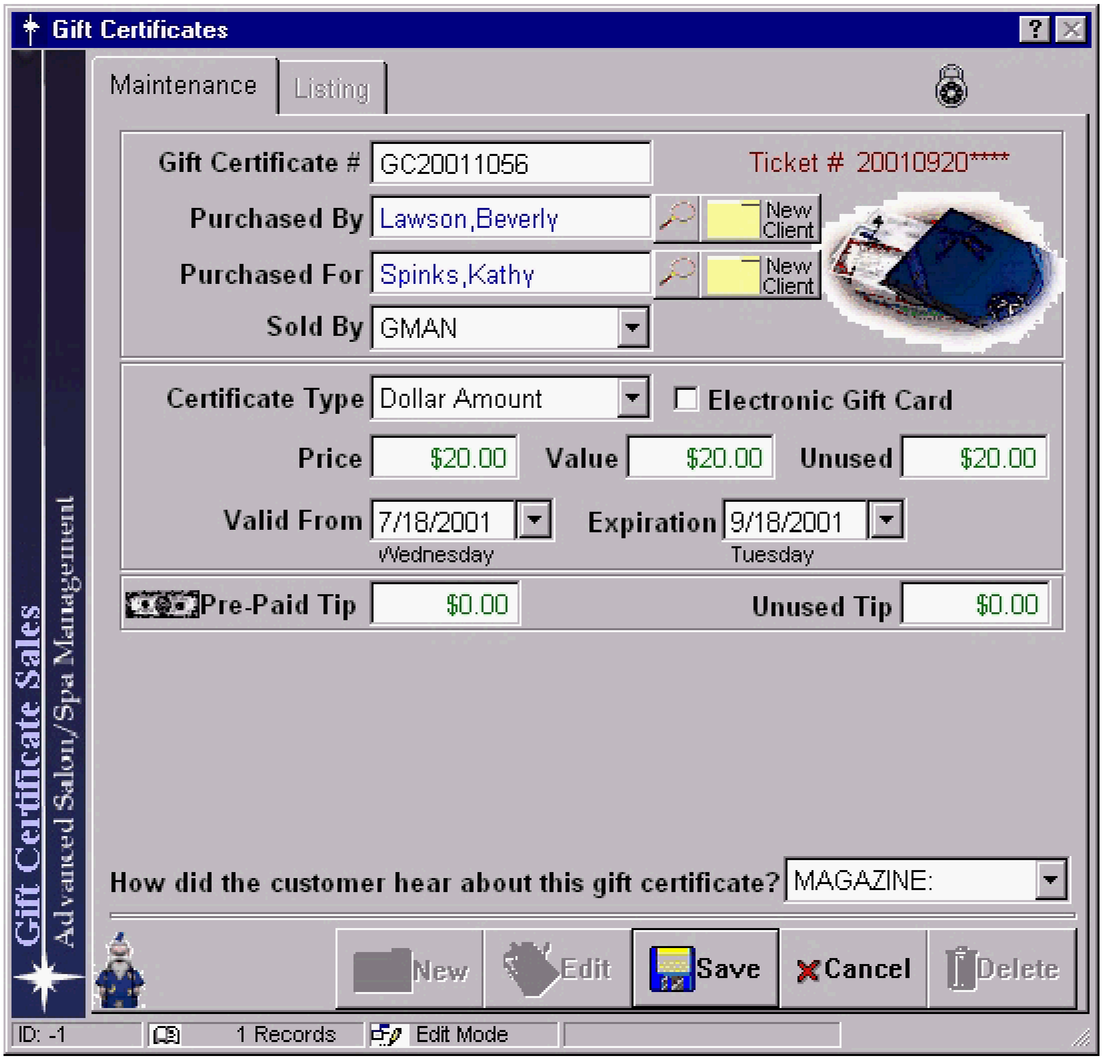
Register: Pay In_Pay Out Tracking

Cash Pay-ins are used to track when cash is put into the drawer by means other than a transaction. For instance, if you do a cash pay-out of $20 to send someone to the store for stationary and they return with $5 change - do a cash pay-in for the $5. Another example reason for cash pay-in is money found on the floor, etc.

<u>Entering a Cash Pay In or Pay Out</u>

Register: Gift Certificate Editor

Clients can purchase gift certificates and have the total included as part of the grand total of their register transaction. The gift certificate can then be used before their expiration dates (if one is established).



Creating a Gift Certificate

Register

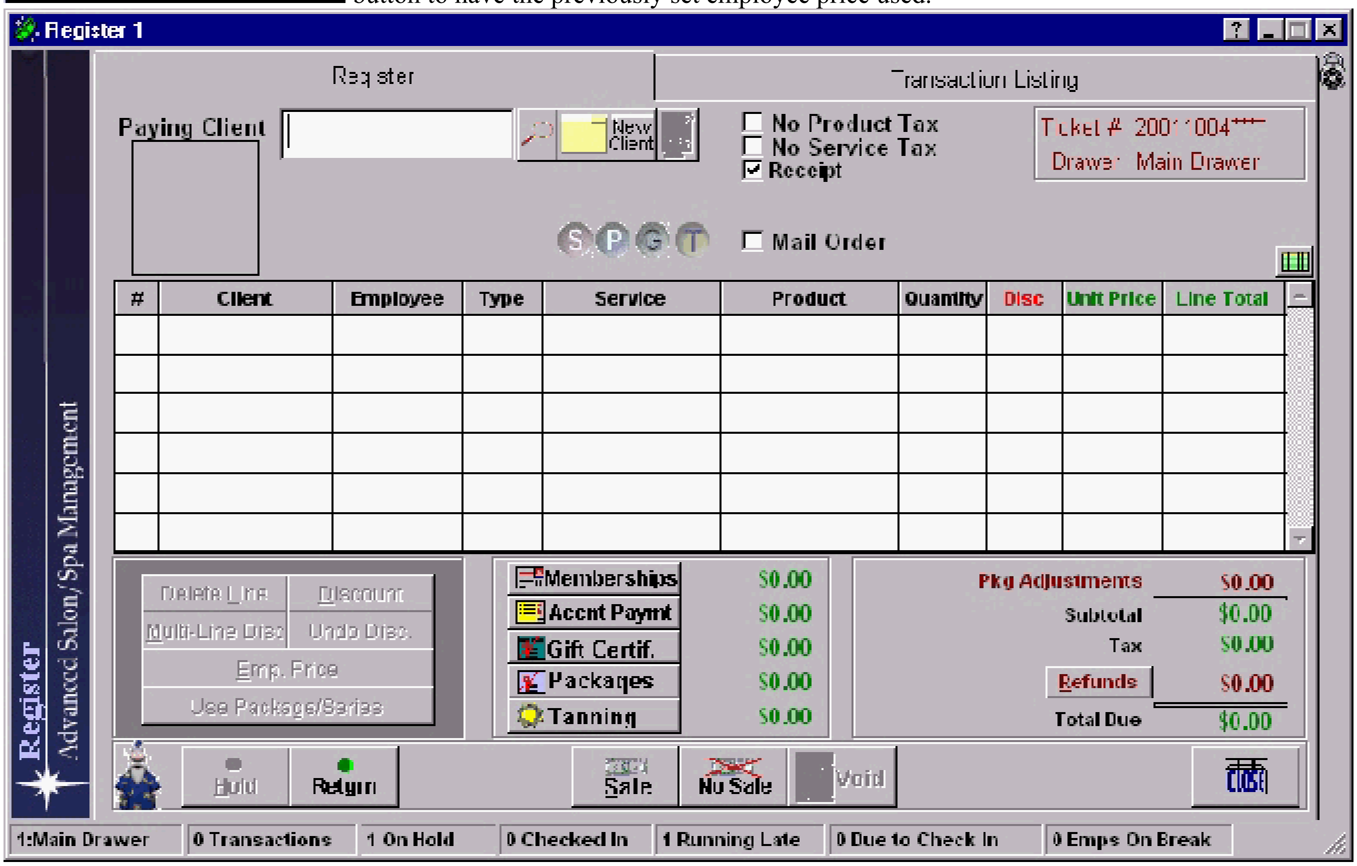
The register allows you to conduct your salon/spa's transactions while providing a lot of internal intelligence about the clients being rung-up. The Millennium Register can be opened up multiple times, be minimized, co-exist with the appointment book, and provides you with powerful features to service your clients quickly and accurately.

When you first enter the Register screen the Paying Client field is selected and you are ready to enter the client's name. Usually, you enter the paying client, then on each line below you enter either a service or a product. The default quantity is 1, but this can be manually changed. The Line Total will automatically calculate the unit price of the product or service with the quantity you enter.

The standard price appears, but you can use the 

button to either lower *or raise* the price. You can also use the

button to have the previously set employee price used.



Note: Click the mouse on the Client, Employee, Type, Service, or Product column headings to open that respective database.

Getting familiar with the Register Screen

Performing a Ring Up:

Select the Paying Client

Select the Employee

Select the Appointment Type

Select the Service and/or Product

Select the Quantity, and Prices

Applying Line-Item Discounts

Applying Multi-Item Discounts

Applying Employee Prices

Using a Package/Series

Selling a Gift Certificate

Completing the Sale

Printing Receipts

Checking a client's balances

Using Intelligent Controls

Transaction Listings

Find Transactions

Editing Transactions

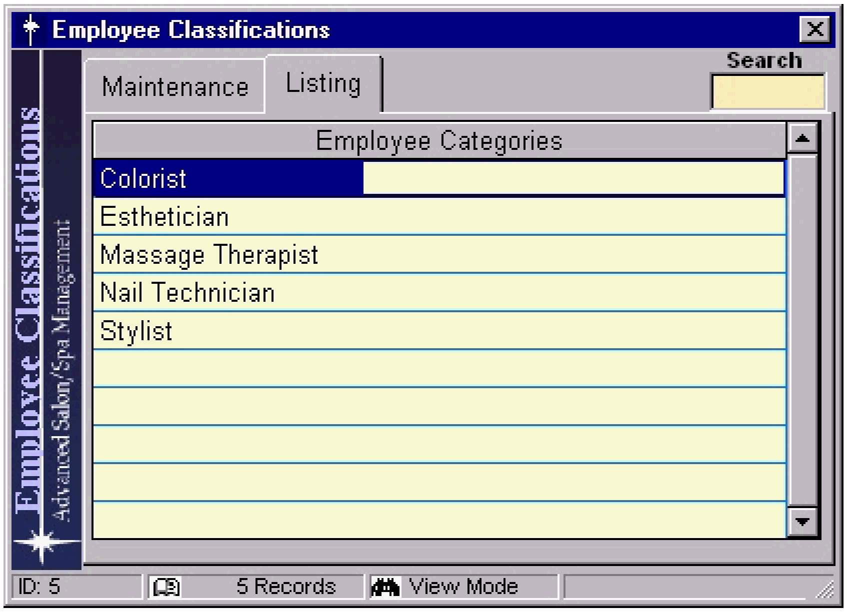
Editing Gift Certificates

Editing Package/Series Balances

Voiding a Transaction

Database: General: Listing Tab

The Listing tab displays all stored records for that particular database.



Typically the records are sorted in alpha numerical order, but in certain databases, you are given manual control to list the records in any order you choose.

Database: General: Search

There are several methods of quickly locating existing records:

- You can scroll through all records by using the Locate Buttons. 

  - 

 jumps to the first sorted record.   Records are usually sorted in alphanumeric order.

– 

 jumps to the next record backward in alphanumeric order each time it is clicked.

– 

 jumps to the next record forward in alphanumeric order each time it is clicked.

– 

 jumps to the last sorted record.

- You may quickly call up existing records by typing in the Search text field in the top right of the screen.
  - Click in the Search text field located in the top right of the screen. 

– For each character you type, Millennium matches the string with saved records in your database and instantly recalls it.

- You can jump to different records within your list by using the alphabetized buttons.   The buttons act as an index for the key field in the database.   For example, in the client database if you click on the 'H' button you will move to the first client whose last name begins with the letter 'H'.
  - Click on the Listing Tab and click on the any of the lettered buttons to display the first record starting with that letter.   The letter you click will appear in the Search Box.

  - The first record that begins with the letter you chose will be selected.   Click on the actual record you wish to recall.
  - Click on the Maintenance Tab and the selected record will be the one displayed.

Database: Evaluations

The Evaluations database contains the definitions that shape the various positions within the salon/spa.

For example, if you were evaluating a receptionist, you may evaluate their performance based on productivity, timeliness, teamwork, etc. Here is were you would define these categories.

Evaluations Maintenance Screen

Evaluations Listing

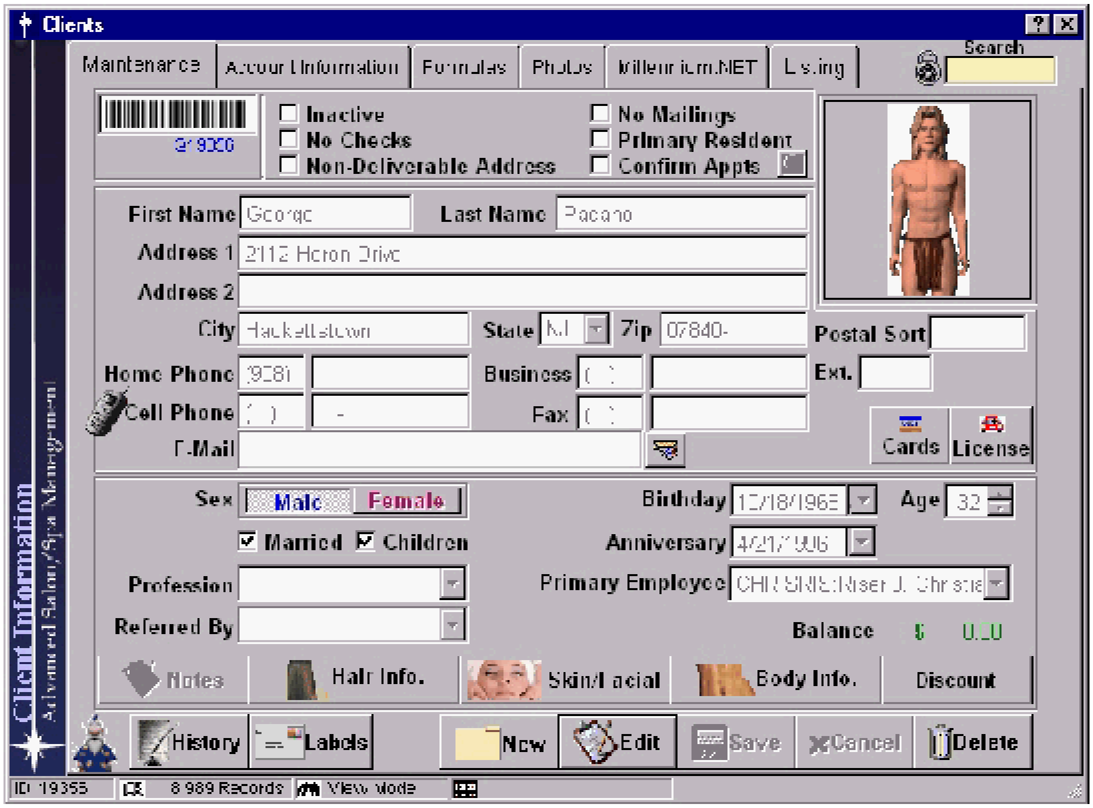
Click to learn more about:

Using the Database

Database: Clients Maintenance Screen

The Clients Maintenance screen displays all of the information for each of your salon/spa's clients. The Maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized client profession name will be displayed in the text field. Each individual client can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available clients. To see a listing of all client records, click on the Listing tab.



Clients Field Descriptions

Working With Records

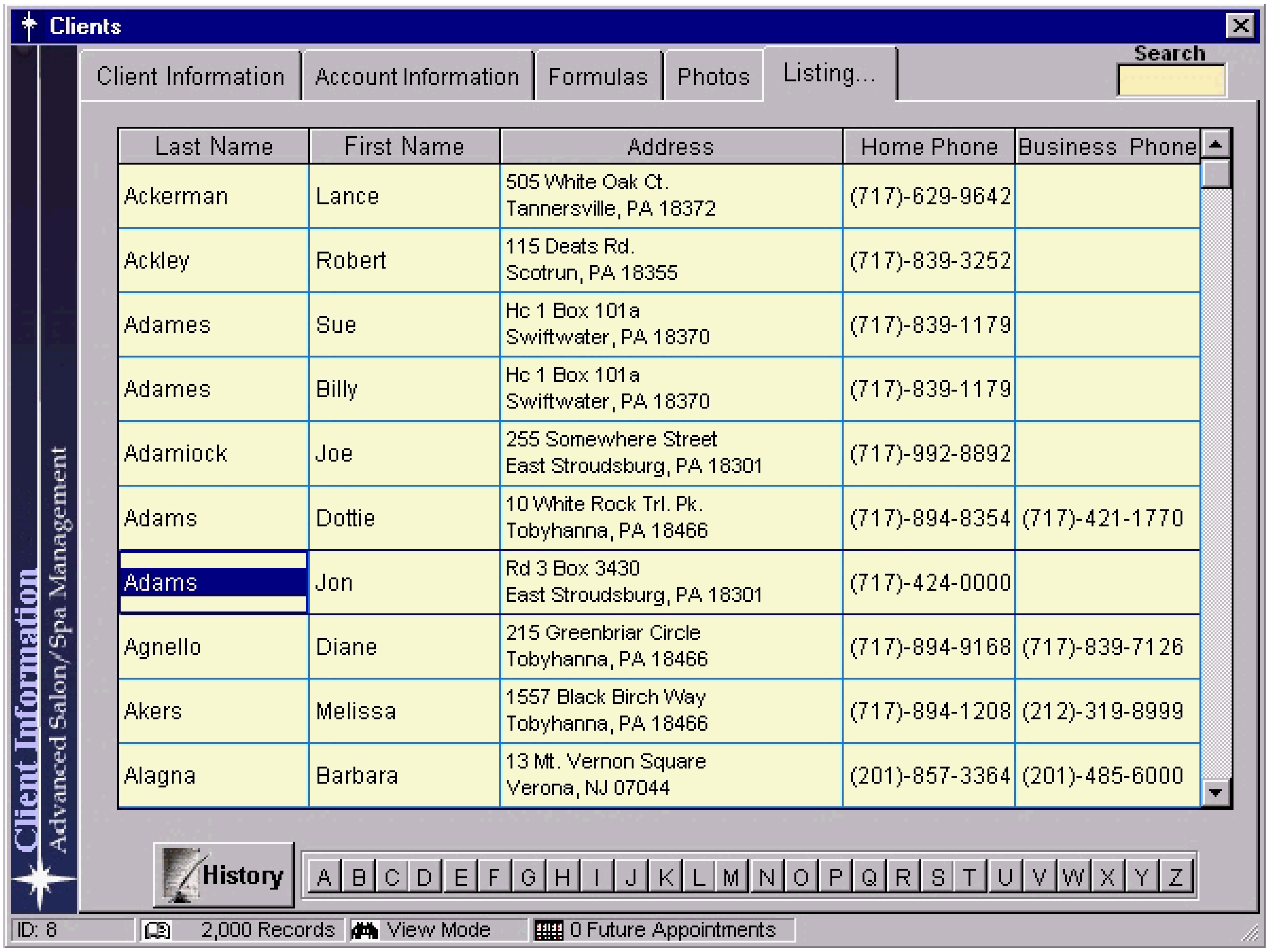
Click below to:

Add a New Client

Add a New Client from the Register

Database: Clients Listing

The Clients Listing tab displays all stored client records.



Last Name	First Name	Address	Home Phone	Business Phone
Ackerman	Lance	505 White Oak Ct. Tannersville, PA 18372	(717)-629-9642	
Ackley	Robert	115 Deats Rd. Scotrun, PA 18355	(717)-839-3252	
Adames	Sue	Hc 1 Box 101a Swiftwater, PA 18370	(717)-839-1179	
Adames	Billy	Hc 1 Box 101a Swiftwater, PA 18370	(717)-839-1179	
Adamiock	Joe	255 Somewhere Street East Stroudsburg, PA 18301	(717)-992-8892	
Adams	Dottie	10 White Rock Trl. Pk. Tobyhanna, PA 18466	(717)-894-8354	(717)-421-1770
Adams	Jon	Rd 3 Box 3430 East Stroudsburg, PA 18301	(717)-424-0000	
Agnello	Diane	215 Greenbriar Circle Tobyhanna, PA 18466	(717)-894-9168	(717)-839-7126
Akers	Melissa	1557 Black Birch Way Tobyhanna, PA 18466	(717)-894-1208	(212)-319-8999
Alagna	Barbara	13 Mt. Vernon Square Verona, NJ 07044	(201)-857-3364	(201)-485-6000

Click the mouse on the desired client to make it the active record. When you return to the Maintenance screen, the selected client will be displayed in the text field. It is there where new Clients can be created, or the active client can be edited or deleted.

If the list of clients goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Alpha buttons to jump to the first client who's last name begins with the letter you've clicked.

Use the Search box to locate a particular client.

Database: Clients Field Descriptions

Following are brief descriptions of each field located within the Clients Maintenance screen.

Client Status Check Boxes

Inactive - Will be checked if the client is no longer an active customer of your salon/spa. Any automatic features within the Millennium program involving clients will skip over all inactive clients.

No Checks - Activating this checkbox will not allow checks to be accepted from that client.

Non-Deliverable Address -

No Mailings - Any automatically generated mailings from the Millennium program will not include these clients.

Primary Resident - Should more than one of your Salon/Spa's clients share the same address, one of them would be designated as the primary resident using this checkbox.

Confirm Appts -

First Name, Last Name

The client's first and last names. The first letter of each name is automatically capitalized for you. It is strongly recommended NOT to use all capital letters when entering first and last names. When sorting data, the computer evaluates a capital “T” as coming before a lowercase “a”.

Address

The address consists of two street address lines followed by a field for the City, State, and Zip Code. The City, State, and Zip Code fields are interactive. For example, if you enter the city and state, Millennium automatically fills in the zip code. If you put in a zip code the city and state are automatically filled in.

Home Phone

The Client's home Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

Business and Ext.

The Client's business Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

Cell Phone

The Client's cellular Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

Fax

The Client's fax Area Code and Fax Number. The parenthesis around Area Code and the ‘-’ in the Fax Number are automatically entered for you.

E-Mail

The Client's E-mail address.

Birthday

The employee’s birthday.

Age

This field is automatically calculated for you when you enter the client's birthday. If you do not enter a birthday, you can manually enter an age for the client by using the spinner to increase or decrease the age.

Married

This field indicates whether or not the client is married. A check mark inside of the check box indicates that the client is married.

Children

This field indicates whether or not the client has children. A check mark inside of the check box indicates that the client has children.

Anniversary

If married, displays wedding anniversary.

Profession

Displays the selected profession of the client. These professions are establish in the Client Profession Database.

Primary Employee

Displays the primary employee who is involved with the client. The list of employees is pulled from the active list of employees from the Employees Database.

Referred By

Displays the selected referral for the client. These referrals are establish in the Referrals Database.

Database: Clients Maintenance Buttons

Following are brief descriptions of each button located within the Clients Maintenance screen.

E-mail 

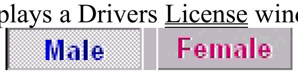
Opens your computer's e-mail program and create a new outgoing e-mail message addressed to the client's e-mail address found in the e-mail text field.

Credit 

Opens the Credit Cards window that allows you to enter the client's credit card information. This information can be readily available when ringing up a transaction for the client in the Register.

License 

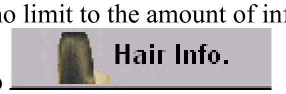
Displays a Drivers License window containing the client's drivers license number.

Sex 

Click the Male or Female button to designate gender of the client

Notes 

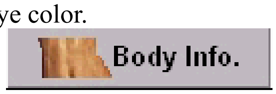
Opens a Notes window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Hair Info 

Opens a Hair Information window where you can establish details about the clients hair such as color, texture, form, length, etc.

Skin/Facial 

Opens a Skin/Facial window where you can establish details about the clients skin and face such as skin color, type, tone, and eye color.

Body Info. 

Opens a Body Information window where you can establish details about the clients body.

Discount 

Opens a Client Discount window where you can establish a discounting structure for the client.

Client History 

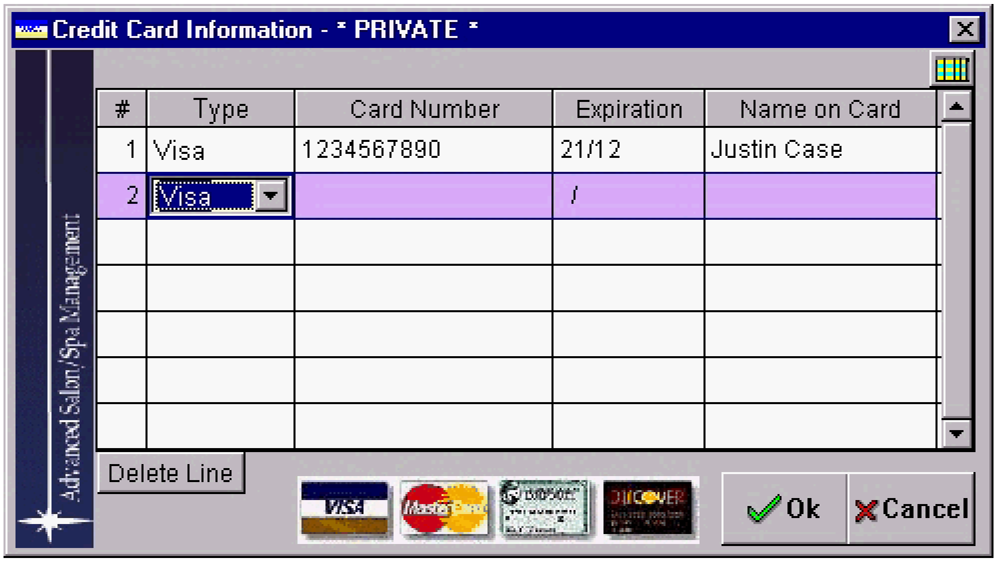
Opens a Client History window that displays details of each visit to the salon/spa.

Mailing Labels 

Opens a Mailing Labels window that will allow the printing of labels for mailings to the client.

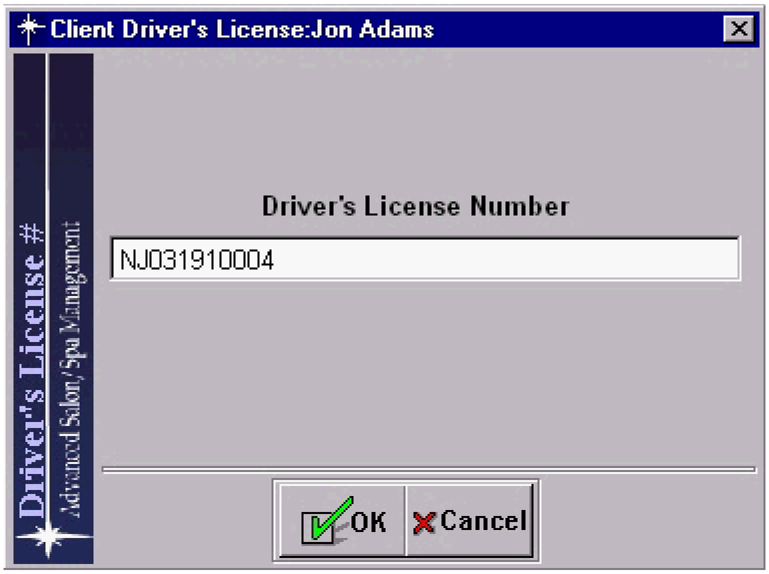
Database: Clients: Credit Cards

The Credit Card Information window allows you to keep your client's credit card information stored with their record. Several credit cards may be stored and listed here. This credit card information can be retrieved when doing a ring-up in the Register.



Database: Clients License

The Clients Driver's License window stores the client's driver's license number.

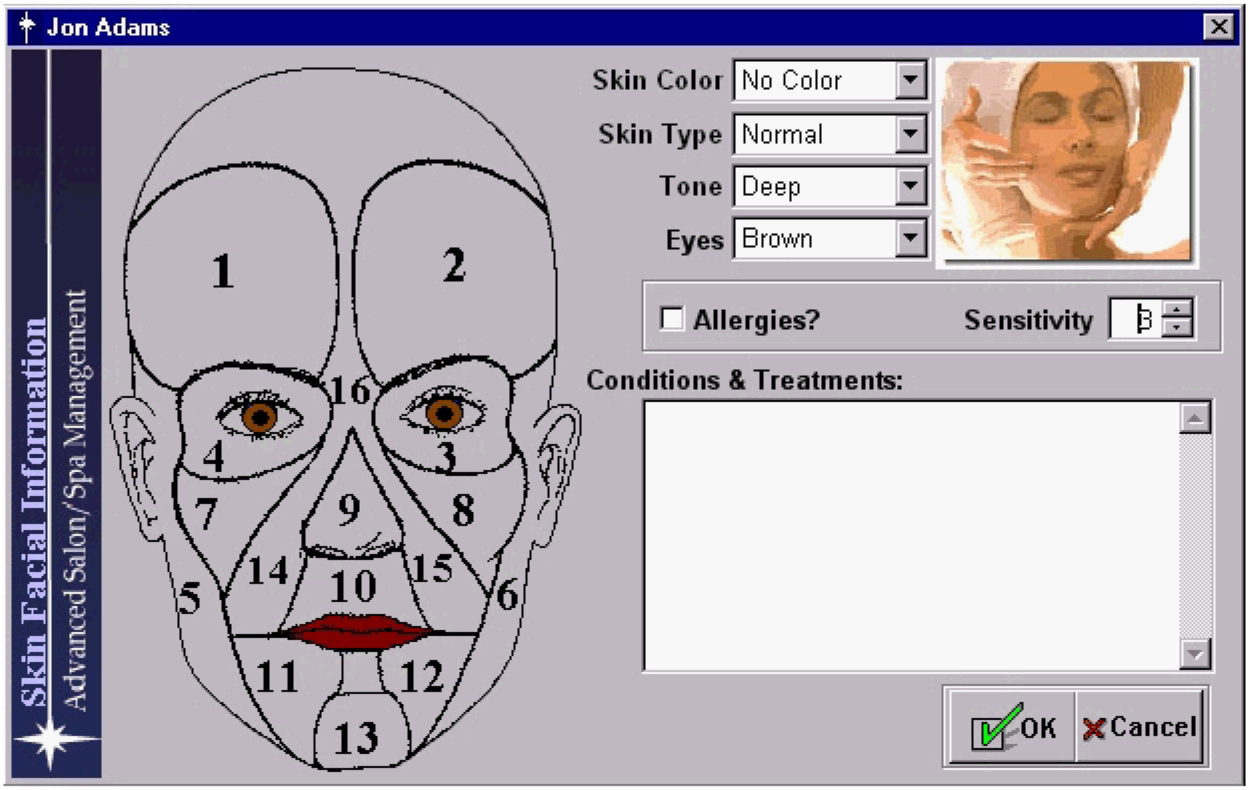


Database: Clients Hair Info

The Clients Hair Information window is where descriptive selections about the client's hair can be chosen.

Database: Clients Skin-Facial

The Clients Skin/Facial window is where descriptive selections about the client's skin can be chosen.

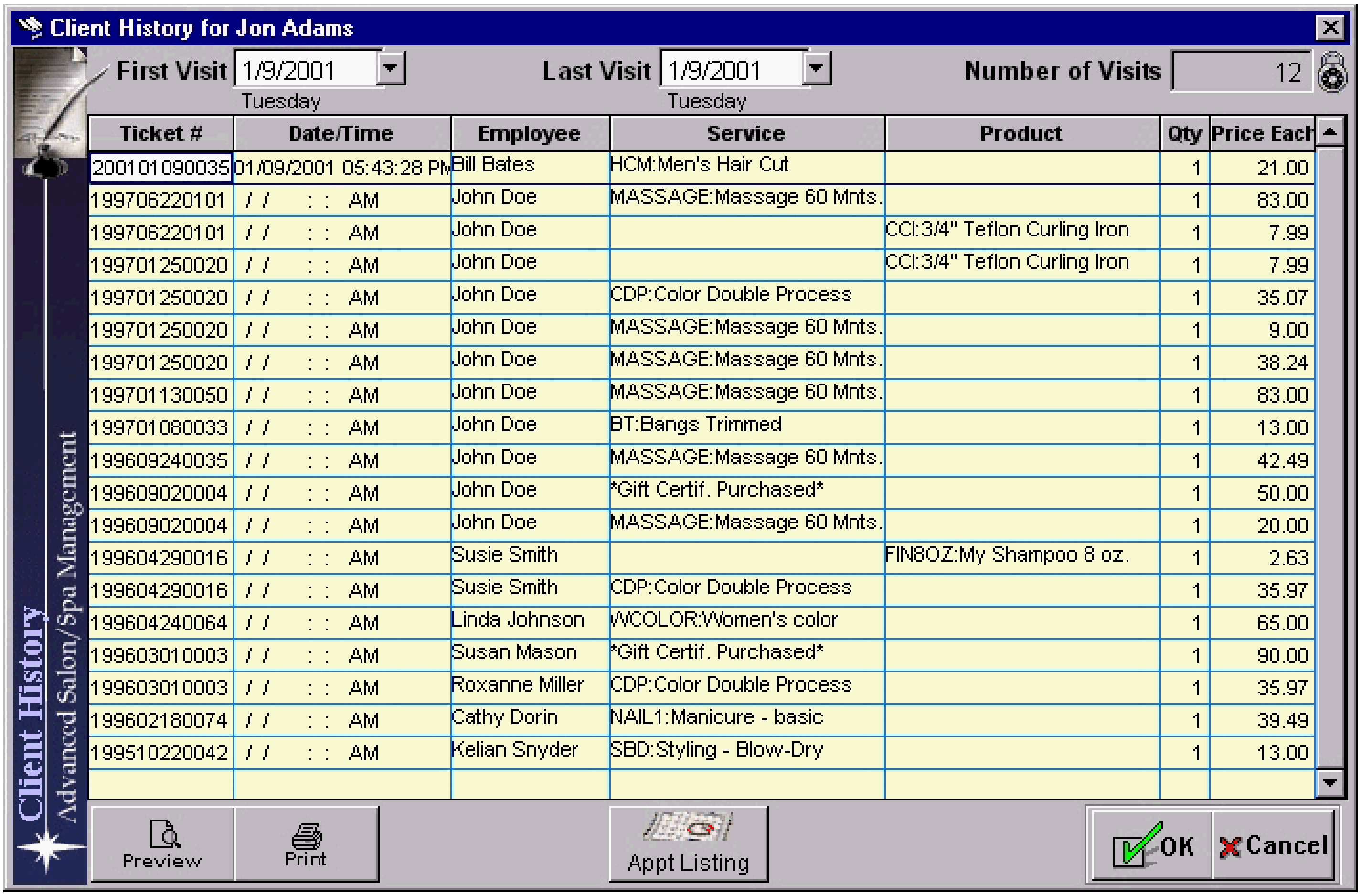


Database: Clients Discounts

The Discounts window allows clients to be granted various discounts.   These discounts will automatically be applied to the unit price when ringing-up clients in the Register.

Database: Clients Clients History

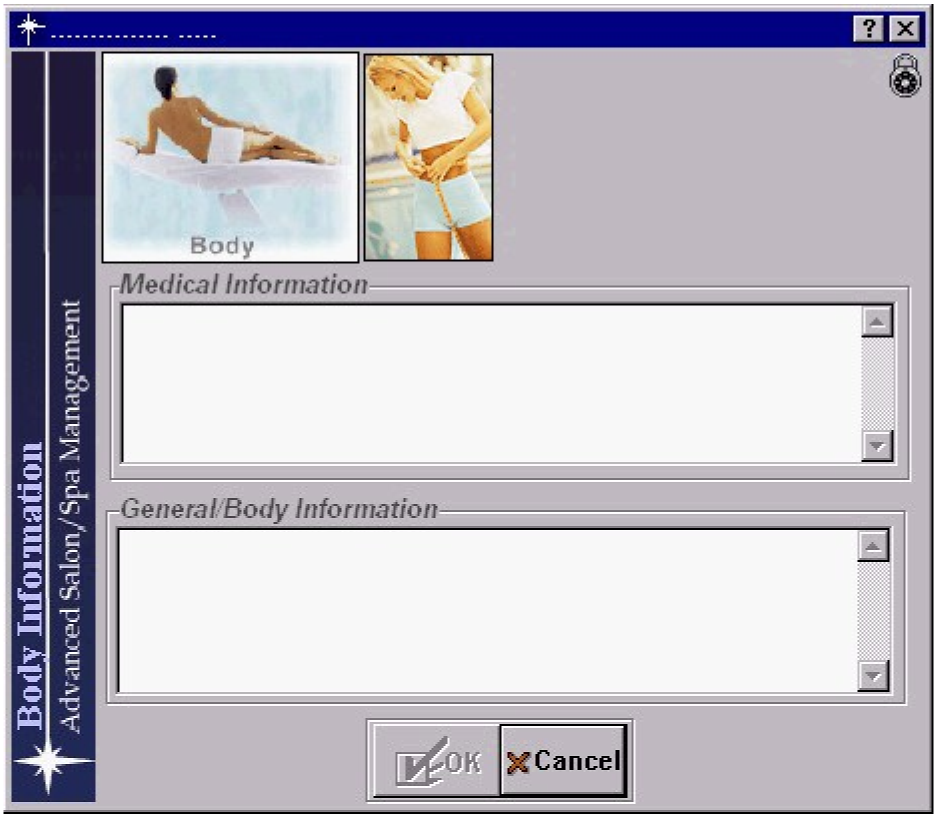
The Clients History window displays a detailed and sorted listing of transactions involving the client. This history can be printed.



Ticket #	Date/Time	Employee	Service	Product	Qty	Price Each
200101090035	01/09/2001 05:43:28 PM	Bill Bates	HCM:Men's Hair Cut		1	21.00
199706220101	/ / : : AM	John Doe	MASSAGE:Massage 60 Mnts.		1	83.00
199706220101	/ / : : AM	John Doe		CCI:3/4" Teflon Curling Iron	1	7.99
199701250020	/ / : : AM	John Doe		CCI:3/4" Teflon Curling Iron	1	7.99
199701250020	/ / : : AM	John Doe	CDP:Color Double Process		1	35.07
199701250020	/ / : : AM	John Doe	MASSAGE:Massage 60 Mnts.		1	9.00
199701250020	/ / : : AM	John Doe	MASSAGE:Massage 60 Mnts.		1	38.24
199701130050	/ / : : AM	John Doe	MASSAGE:Massage 60 Mnts.		1	83.00
199701080033	/ / : : AM	John Doe	BT:Bangs Trimmed		1	13.00
199609240035	/ / : : AM	John Doe	MASSAGE:Massage 60 Mnts.		1	42.49
199609020004	/ / : : AM	John Doe	*Gift Certif. Purchased*		1	50.00
199609020004	/ / : : AM	John Doe	MASSAGE:Massage 60 Mnts.		1	20.00
199604290016	/ / : : AM	Susie Smith		FIN8OZ:My Shampoo 8 oz.	1	2.63
199604290016	/ / : : AM	Susie Smith	CDP:Color Double Process		1	35.97
199604240064	/ / : : AM	Linda Johnson	WCOLOR:Women's color		1	65.00
199603010003	/ / : : AM	Susan Mason	*Gift Certif. Purchased*		1	90.00
199603010003	/ / : : AM	Roxanne Miller	CDP:Color Double Process		1	35.97
199602180074	/ / : : AM	Cathy Dorin	NAIL1:Manicure - basic		1	39.49
199510220042	/ / : : AM	Kelian Snyder	SBD:Styling - Blow-Dry		1	13.00

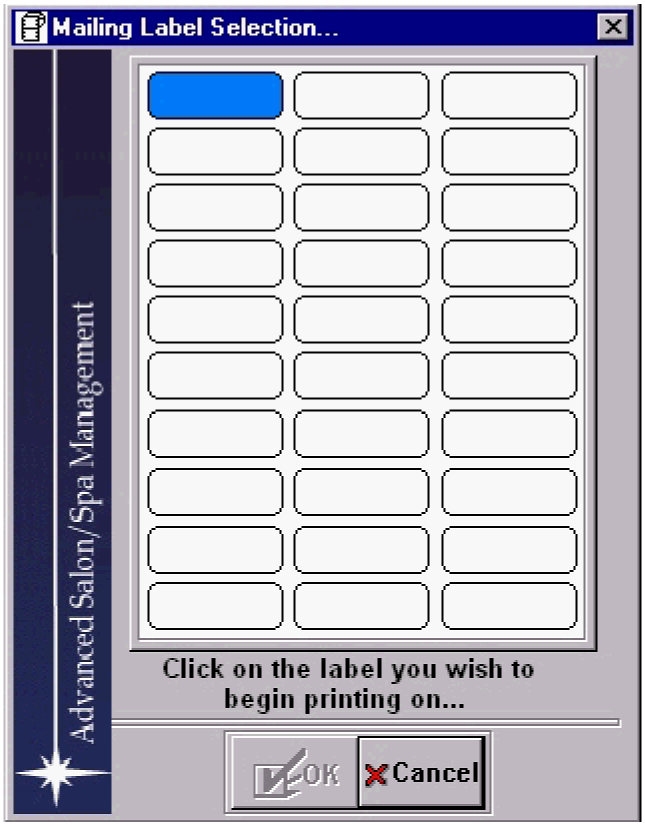
Database: Clients Body Info

The Body Information window contains pertinent information regarding the client's body.



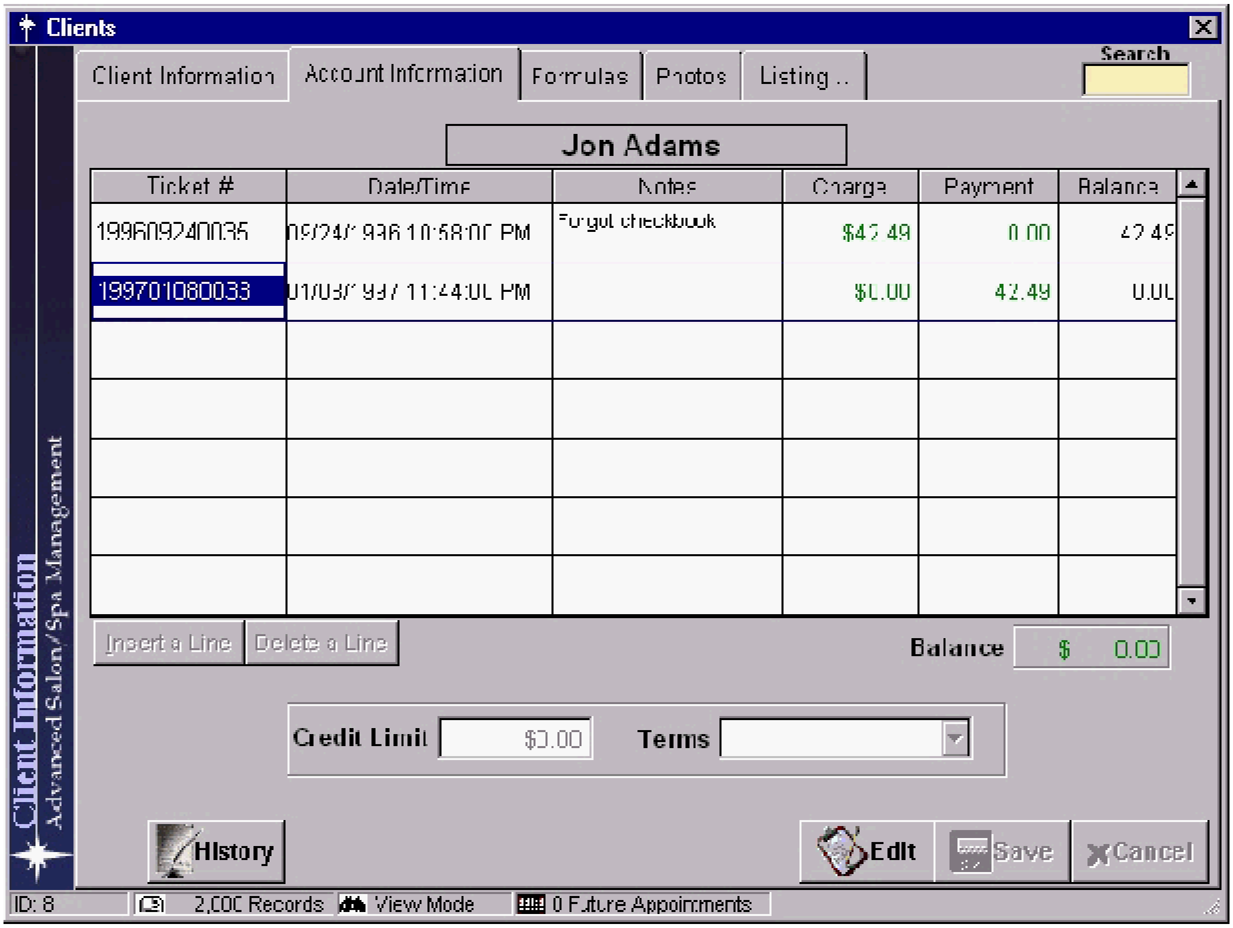
Database: Clients Mailing Labels

For mailings, each client's record contains a Clients Mailing Labels window that will allow you to print labels with the necessary mailing information automatically loaded.



Database: Clients Account Information

The Client Account Information screen keeps up to date information on the client's account. Every time a transaction is rung up in the register, this screen is updated.



Detailed information includes the ticket number which is automatically generated whenever a transaction occurs in the register, the date and time of the transaction, any notes that would help describe the transaction, then the charge, any payments, and the balance.

You may also set a credit limit to the client along with terms of payment.

Set a client's credit limit

Database: Clients setting credit limit

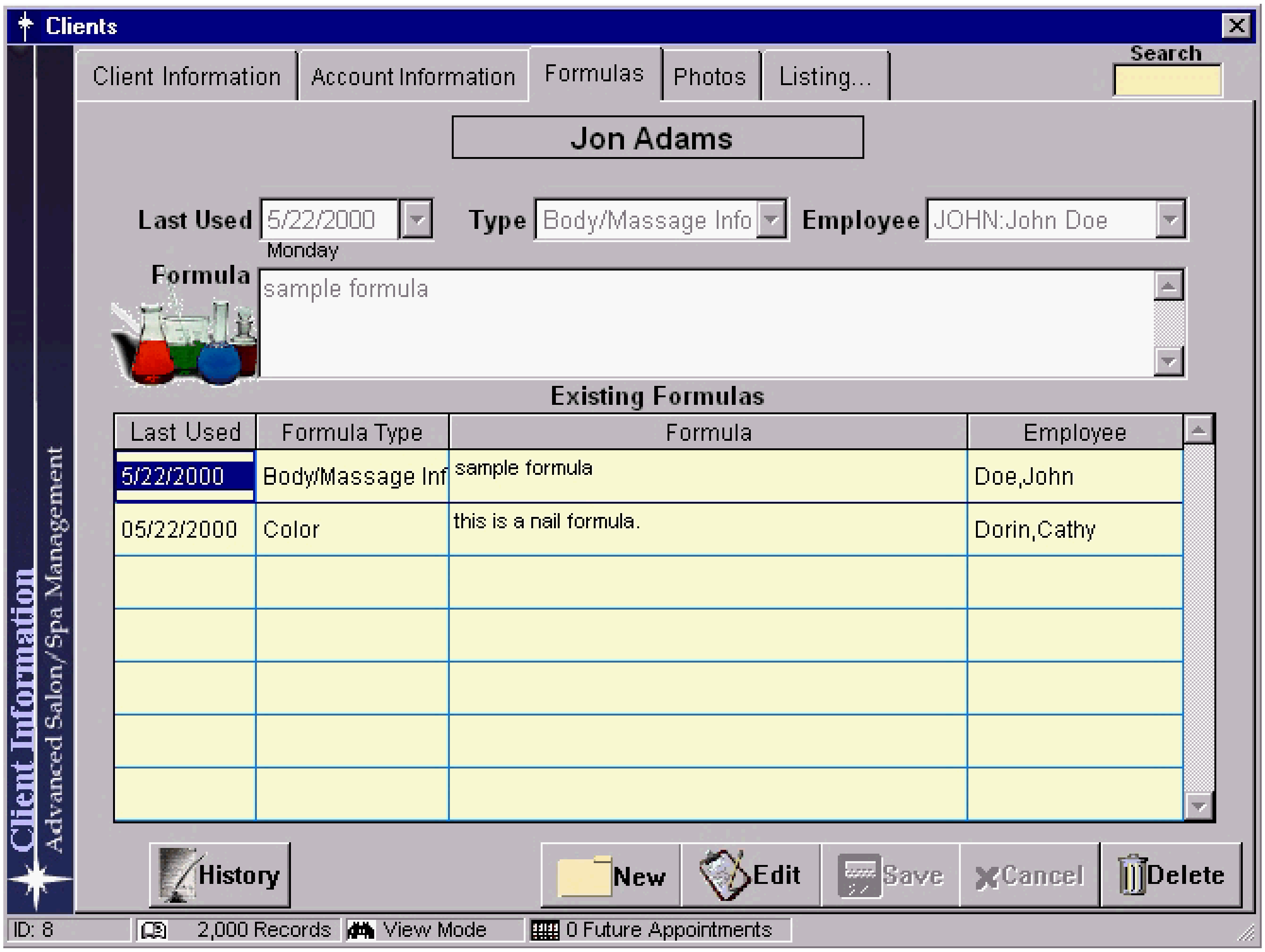
To set a client's credit limit:

<u>Note: Be sure to be in the Account Information screen of the Client's database.</u>

- Click the mouse on the  button.
- Click the mouse inside of the Credit Limit field and enter the amount of credit you wish to give the client.
- Click the mouse on the pulldown list and select the payment terms you wish to offer your client. There are 5 available payment terms to choose from: 30 Days, 60 Days, 90 Days, 180 Days, or No Terms.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Clients Formulas

The Formulas tab is where unlimited formulas can be written and stored per client. Use the Action buttons to CREATE, SAVE, and DELETE formulas. Use the Control buttons to search one by one through the formulas.



The Formula screen contains detailed information regarding the formulas that have used for the client.

Last Used

This pulldown list is used to establish the last date the formula type was used, and will also display the chosen date.

Type

This pulldown list displays the chosen Formula Type. The available formula types have been created using the Formula Types database. If you cannot find a suitable formula type for the client's formula you are entering, you may choose <<Add New>> from the pulldown list to quickly create a new Formula Type record.

Employee

This pulldown list displays the chosen Employees name who performed the service requiring the formula. The available employees' names are pulled directly from the Employees database.

Formula

This is a free form text box which allows for unlimited explanation   and detail of what the formula is.

Existing Formulas

This chart is automatically maintained based on the formulas that have been created.

Create a new Client Formula

Database: Clients Create a new Client Formula

To set a formula for a client:

Note: Be sure to be in the Formulas screen of the Client's database.

- Click the mouse on the 

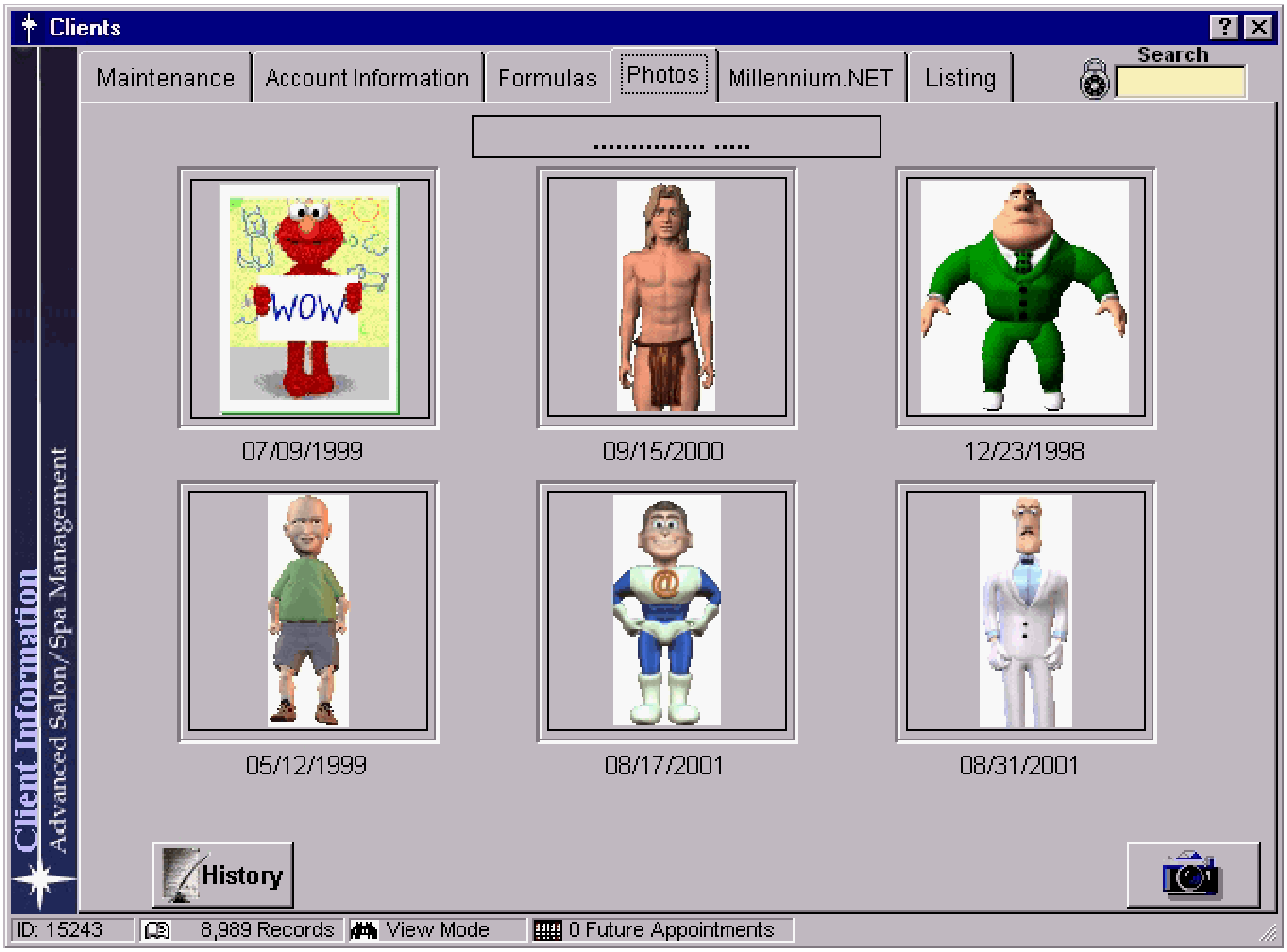
button.
- Click the mouse inside of the Last Used pulldown list and use the Calendar to select the date.
- Click the mouse on the Type pulldown list and select the formula type that best describes the formula for the client. If you do not see a formula type that matches the formula you need to write up, click on <<Add New>> to create a new formula type.
- Click the mouse on the Employee pulldown list and select the employee who is creating the formula. Probably yourself.
- Click the mouse into the Formula text box and enter complete details and explanations of the formula here.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Clients Photos

The Photos tab can store up to six pictures of the client. Each picture can be dated. Use these pictures to keep a catalog over time of a client's changes to their hair, skin, etc. Or, take different angles of the client's head for a "panoramic" perspective.



Inserting Photos

Database: Clients Add New

Following are instructions on how to enter new Clients.

You must be working from the Maintenance Tab

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. All fields will clear themselves. The cursor will jump into the First Name field to guide you where to begin entering your information.

- Populate the necessary fields with the client's information. Click on the various buttons to select client options.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Create a client's credit limit

Create a new client formula

Inserting Pictures

Database: Employment Applications

The Employment Applications database allows you to enter information about prospective hires. This information can be very useful in determining the best choice for your available positions.

The information available in this database ranges from contact and personal information such as home address and phone number, marital status, alternate contact information, social security number, etc. Interview information can also be stored such as education and certifications, work experience, interview notes, salary requirements, and references.

Employment Applications Maintenance Screen

Interview Information

Employment Applications Listing

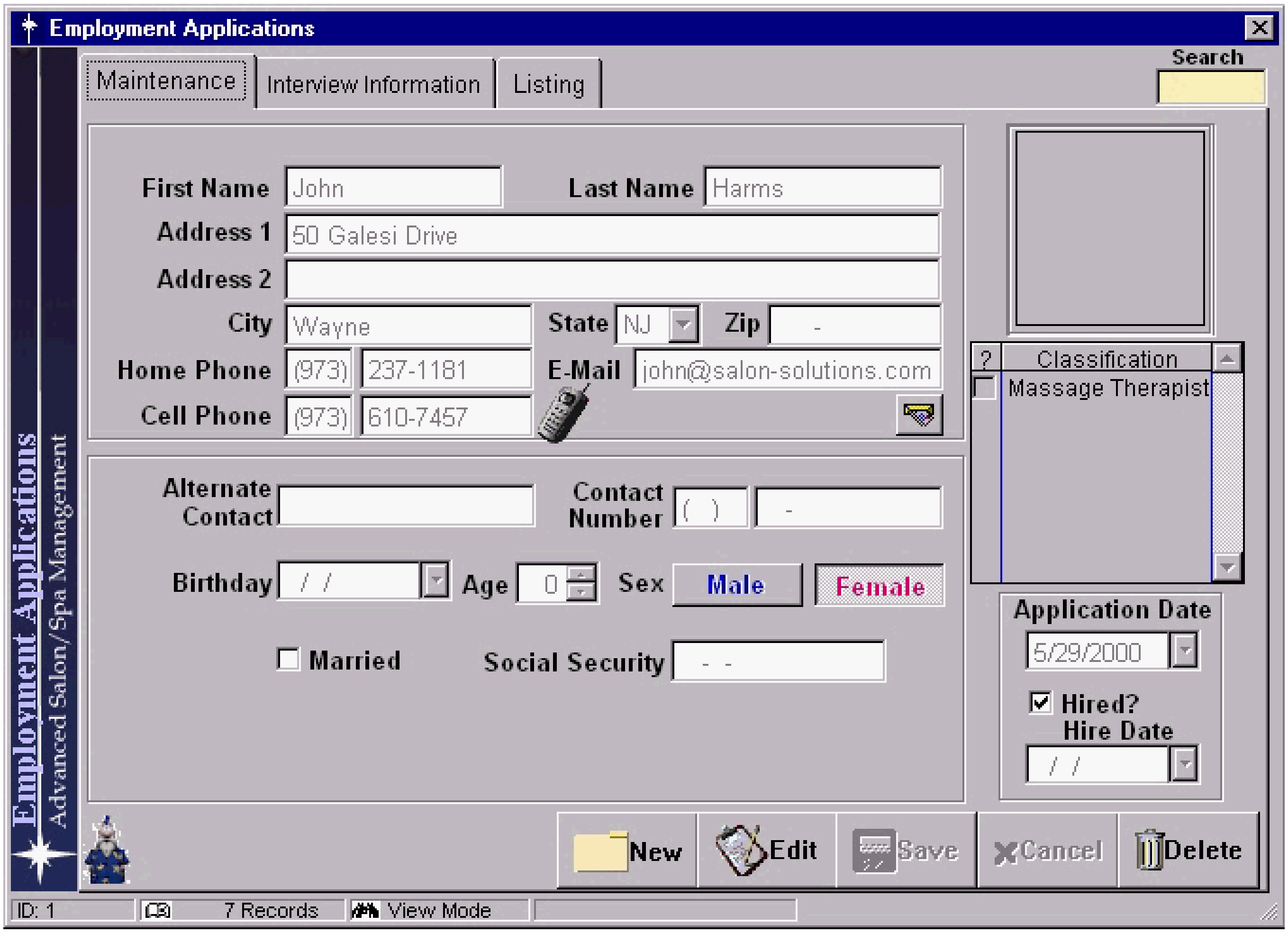
Click to learn more about:

Using the Database

Database: Employment Applications Maintenance Screen

The Employment Applications Maintenance screen displays all of the information for each of your salon/spa's applicants   The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized applicant's last name will be displayed in the text field.   Use the Control Buttons at the top of the screen to display the available applicants.   To see a listing of all applicant records, click on the Listing tab.



Employment Applications Field Descriptions

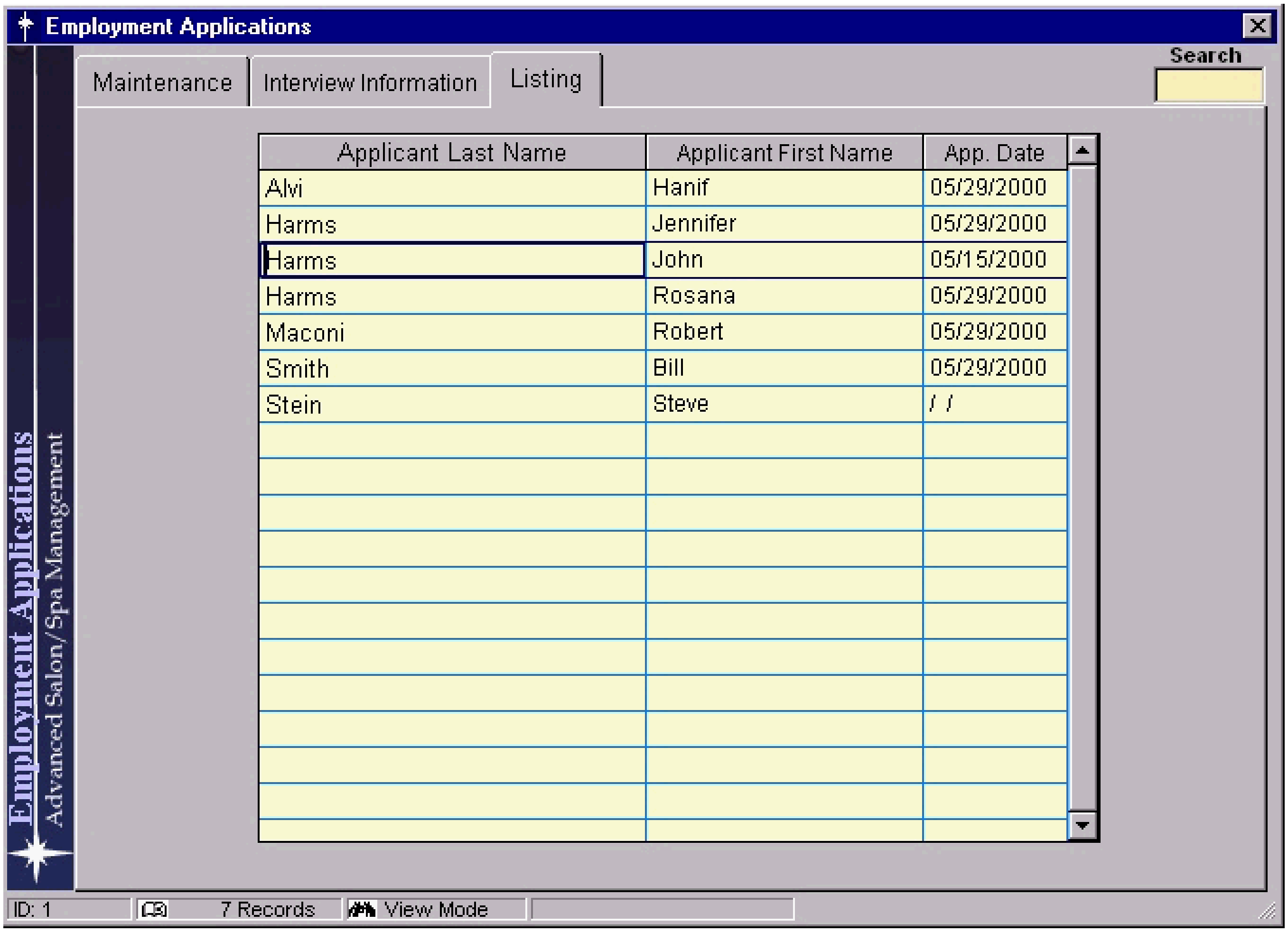
Working With Records

Click below to:

Add an Employment Application

Database: Employment Applications Listing

The Employment Applications Listing tab displays all stored applicant records.



Click the mouse on the desired applicant to make it the active record. When you return to the Maintenance screen, the selected applicant will be displayed in the text field. It is there where new applicants can be created, or the active applicant can be edited or deleted.

If the list of applicants goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Alpha buttons to jump to the first applicant who's last name begins with the letter you've clicked.

Use the Search box to locate a particular employee.

Database: Employment Applications Field Descriptions

Following are brief descriptions of each field located within the Employment Applications Maintenance screen.

First Name, Last Name

The applicant's first and last names. The first letter of each name is automatically capitalized for you. It is strongly recommended NOT to use all capital letters when entering first and last names. When sorting data, the computer evaluates a capital "T" as coming before a lowercase "a".

Address

The address consists of two street address lines followed by a field for the City, State, and Zip Code. The City, State, and Zip Code fields are interactive. For example, if you enter the city and state, Millennium automatically fills in the zip code. If you put in a zip code the city and state are automatically filled in.

Home Phone

The applicant's home Area Code and Phone Number. The parenthesis around Area Code and the '-' in the Phone Number are automatically entered for you.

Cell Phone

The applicant's cellular Area Code and Phone Number. The parenthesis around Area Code and the '-' in the Phone Number are automatically entered for you.

E-Mail

The applicant's E-mail address.

Alternate Contact

The applicant's alternate contact's name.

Contact Number

The alternate's contact number.

Birthday

The applicant's birthday.

Age

This field is automatically calculated for you when you enter the applicant's birthday. If you do not enter a birthday, you can manually enter an age for the applicant by using the spinner to increase or decrease the age.

Sex 

Click the Male or Female button to designate gender of the applicant.

Married

This field indicates whether or not the applicant is married. A check mark inside of the check box indicates that the

applicant is married.
Social Security #

The applicant’s Social Security number.

Application Date

Date the application was turned in.

Hired Checkbox

This checkbox will be checked if the applicant was hired.

Hire Date

The applicant's (employee's) hire date.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Employment Applications Interview Information

Within the Interview Information screen, there are 7 different categorized note boxes that will allow you to type free form notes regarding the following:

- Education/Certifications
- Work Experience
- Interview Notes
- Salary/Commission Requirements
- References
- Appearance/Professionalism
- Salary/Commission offered

There is also a date field to show if a position has been offered to the applicant, and a checkbox to show if the applicant accepted the position.

Note: When the Hired checkbox is activated, Millennium will prompt the user to add the applicant's record into the Employees database.

Database: Employment Applications Add New

Following are instructions on how to enter new Employment Applications.

<u>You must be working from the Maintenance Tab</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. All fields will clear themselves. The cursor will jump into the First Name field to guide you where to begin entering your information.

- Populate the necessary <u>fields</u> with the applicant's information. Click on the various <u>buttons</u> to select applicant options.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Employee Classifications

This part of the database allows you to administer the classifications that Millennium will use to specify the qualifications of the employees. For example, the person you hire to do nails would be given an employee classification of "Nail Technician". The classifications created here will appear on the Employees Database Maintenance Screen. Use these classifications to identify the employee's function within your Salon/Spa. These classifications will become especially useful when developing your Employee's Schedules.

Employee Classifications Maintenance Screen

Evaluation Categories Listing Screen

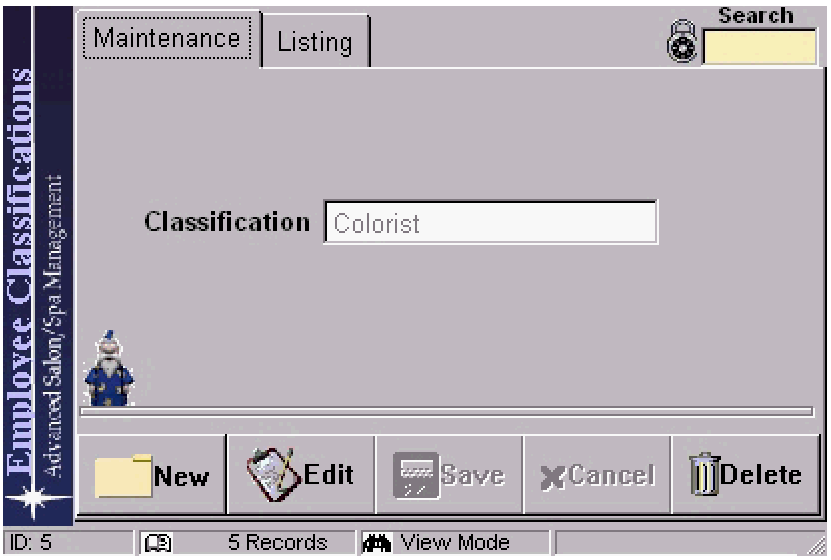
Click to learn more about:

Using the Database

Database: Employee Classifications Maintenance Screen

The Employee Classifications Maintenance screen displays all of the information for each of your salon/spa's employee classifications. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized employee classification name will be displayed in the text field. Each individual employee classification can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available employee classifications. To see a listing of all employee classification records, click on the Listing tab.



Employee Classifications Field Descriptions

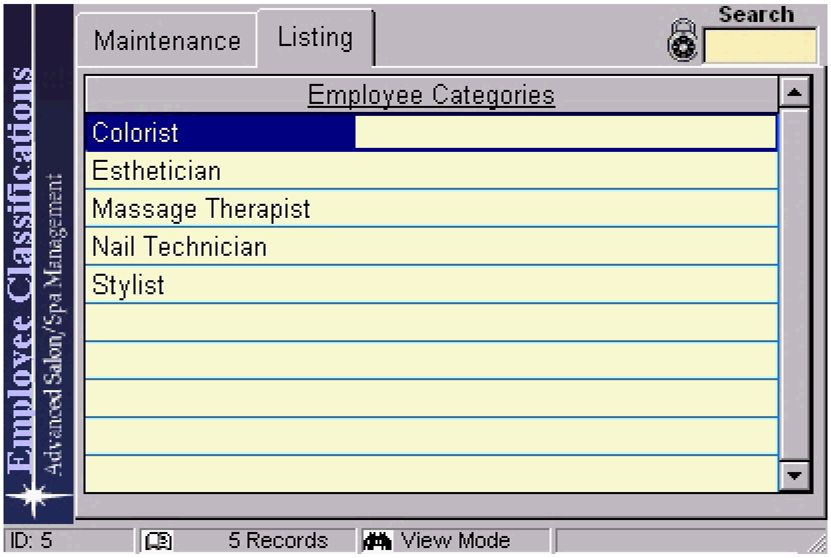
Working With Records

Click below to:

Add a New Employee Classification

Database: Employee Classifications Listing

The Employee Classifications Listing tab displays all stored employee classification records.



Click the mouse on the desired employee classification to make it the active record. When you return to the Maintenance screen, the selected employee classification will be displayed in the text field. It is there where new Employee Classifications can be created, or the active employee classification can be edited or deleted.

If the list of employee classifications goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular employee classification.

Database: Employee Classifications Field Descriptions

Following are brief descriptions of each field located within the Employee Classifications Maintenance screen.

Classification

This is the name of the employee classification.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Employee Classification Add New

Following are instructions on how to enter new employee classifications..

<u>*You must be working from the Maintenance Tab*</u>

Click the mouse on the 

button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Classification field will clear itself. The cursor will jump into the classification field to guide you where to begin entering your information.

- Type the name of the new classification.
- Click the mouse on the 

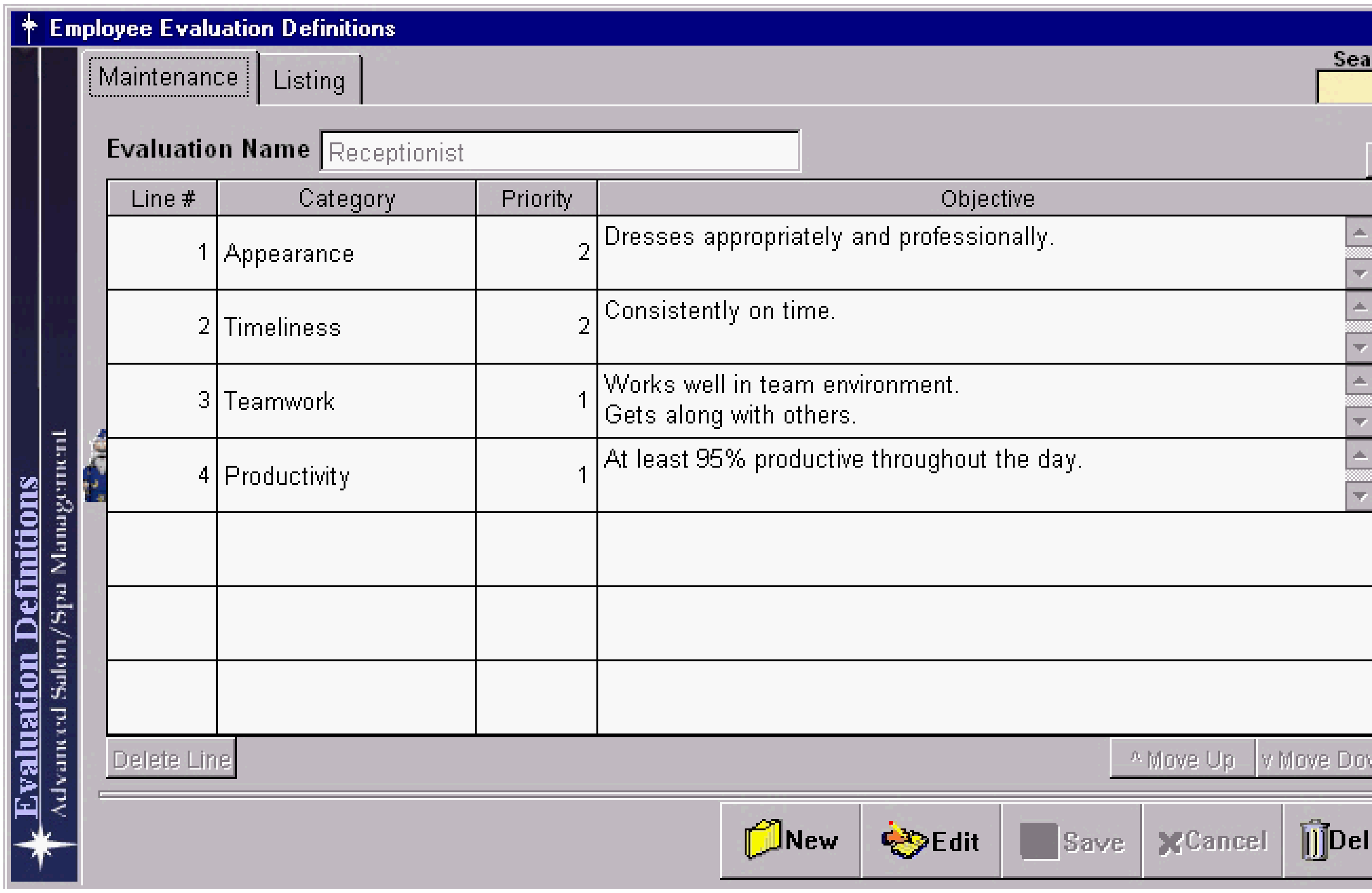
button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

button to terminate this procedure without saving.

Database: Evaluations Maintenance Screen

The Evaluations Maintenance screen displays all of the information for each of your salon/spa's evaluations. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized evaluation name will be displayed in the text field. Each individual evaluation can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available evaluation categories. To see a listing of all evaluation records, click on the Listing tab.



Evaluations Field Descriptions

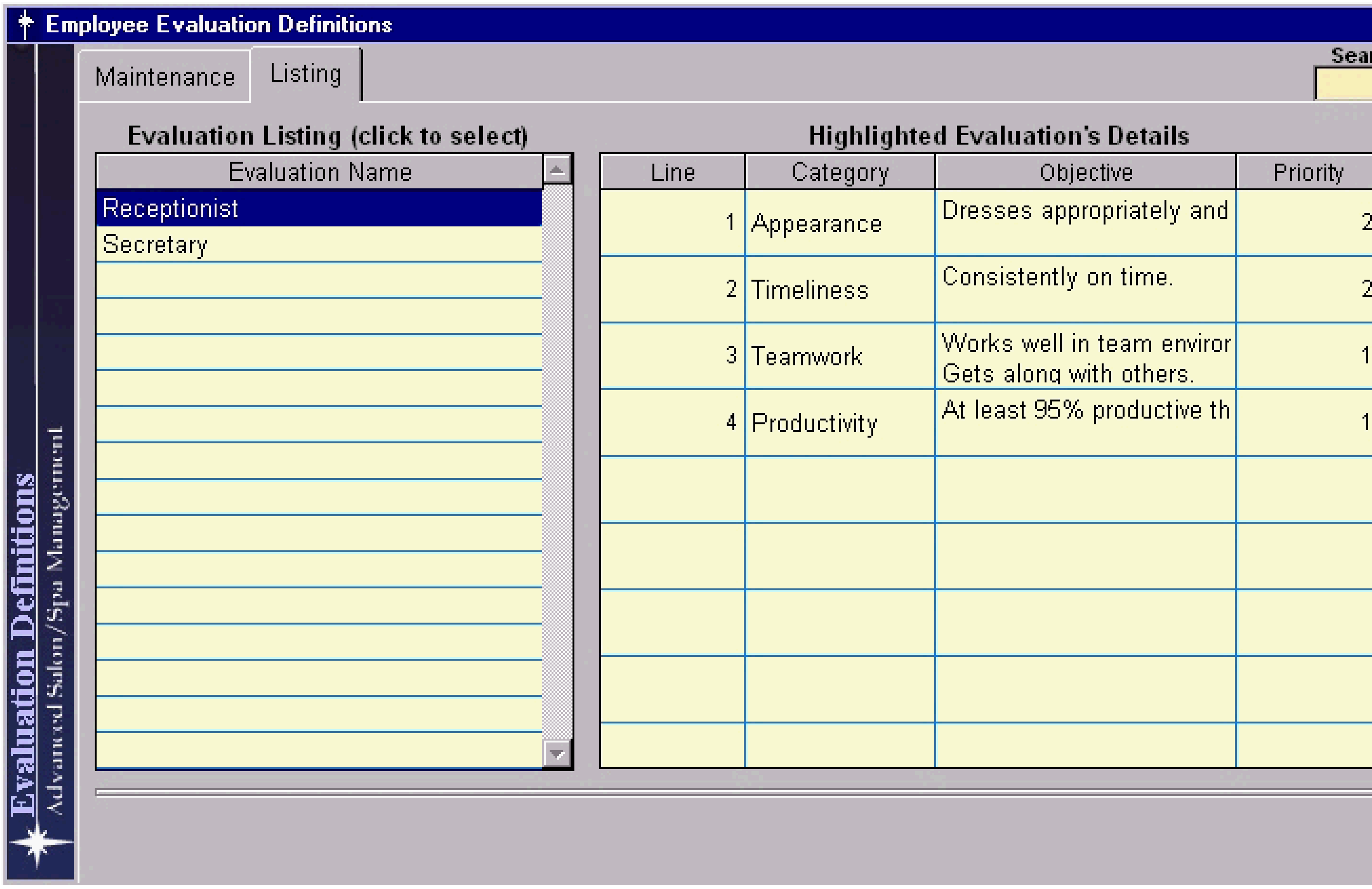
Working With Records

Click below to:

Add a New Evaluation

Database: Evaluations Listing

The Evaluations Listing tab displays all stored evaluation records.



Click the mouse on the desired evaluation to make it the active record.   When you return to the Maintenance screen, the selected evaluation will be displayed in the text field.   It is there where new Evaluations can be created, or the active evaluation can be edited or deleted.

If the list of Evaluations goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular evaluation.

Database: Evaluations Field Descriptions

Following are brief descriptions of each field located within the Evaluations Maintenance screen.

Evaluation Name

This is the name of the evaluation.

Evaluation Grid

Displays columns detailing the evaluation name.

- Category: Name of the category that shapes the responsibilities of the various evaluations. ex. Productivity.
- Priority: A numerical value that prioritizes the importance of each category. Certain categories would be "weighted" higher than others.
- Objective: A written explanation of the category. ex. "At least 95% productive throughout the day" would be the objective for the Productivity category.

Delete Line Delete Line

Removes a category and all of the supporting information such as priority and objective.

Positioning Buttons ^ Move Up

v Move Down

Repositions the order of various categories. The Line Number column will maintain a numbering scheme for the categories.

Color Selection Button

Clicking this button will open a screen where you can select two colors for every other row in the Evaluations Window.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Evaluations Add New

Following are instructions on how to enter new evaluations.

You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Evaluation field will clear itself. The cursor will jump into the evaluation field to guide you where to begin entering your information.

- Type the name of the new evaluation.
- In the Category column, type the names of the various categories that shape the responsibilities of the evaluation.
- Enter a priority for each of the evaluations. More than one category can share the same priority.
- Enter a detailed explanation of the category in the Objective column.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Business Information

Millennium allows you to store your salon/spa's information within its own screen. Certain generic information can be entered here which Millennium will use throughout the program.

Business's name, address, and phone number are entered. Millennium can use this information when printing business mailing labels.

- You can create a message that will print at the bottom of each register receipt.
- You can also establish the state's retail sales tax that the register will use when ringing up transactions.
- Other features include the ability to establish business hours, activate and title cash drawers your salon/spa may use, set register options, and choose what printer devices your reports, invoices, and receipts will print to.

Business Information Maintenance Screen

Evaluations Listing

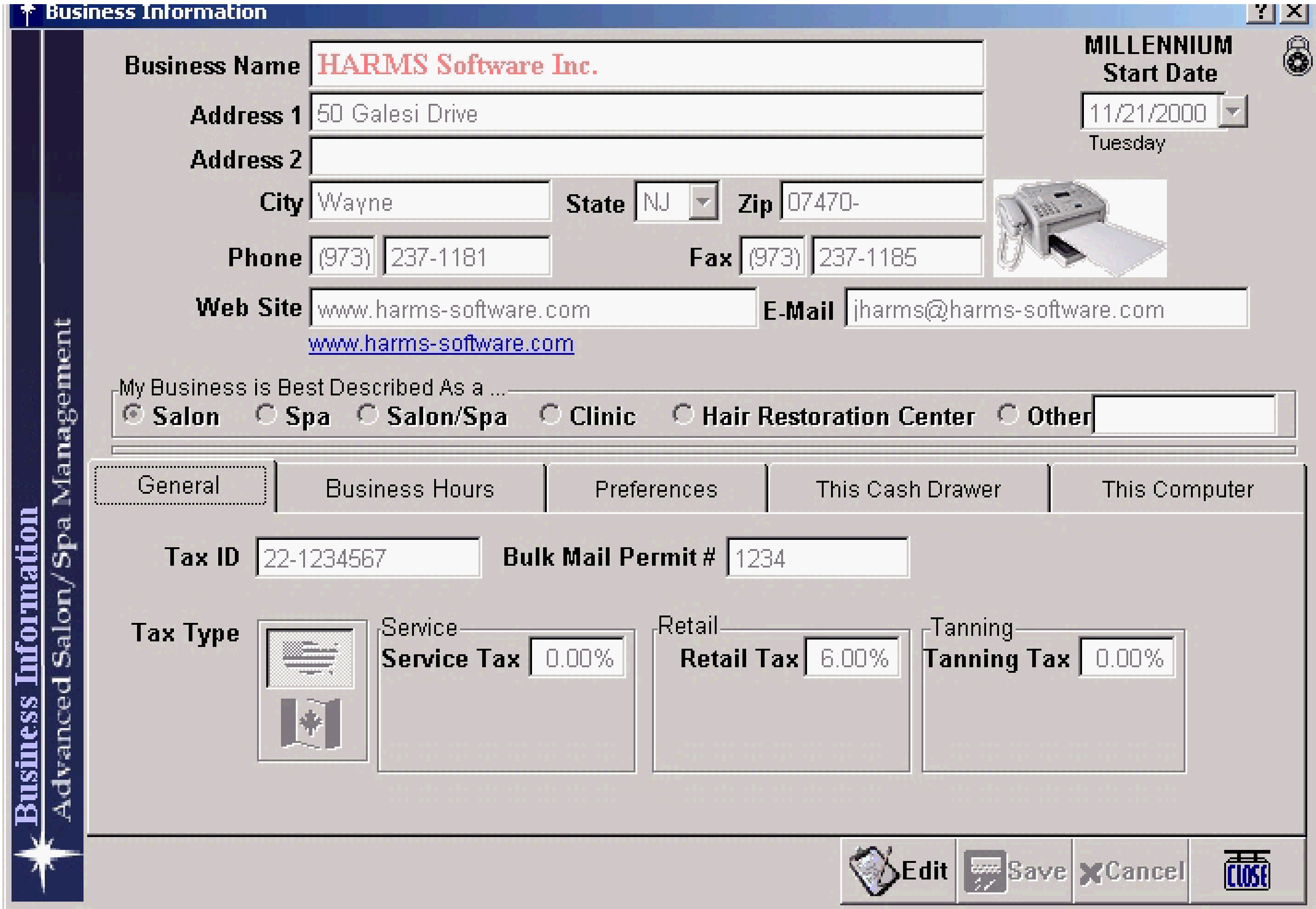
Click to learn more about:

Using the Database

Database: Business Information Maintenance Screen

The business Information Maintenance screen displays all of the information for your business. The Maintenance screen is where new information can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the business information will be displayed.



Business Field Descriptions

Click below to learn more about:

Working With Records

Database: Business Information Field Descriptions

Following are brief descriptions of each field located within the Business Information Maintenance screen.

Business Name

Displays the business's name.

Address Line 1

The address of the business.

Address Line 2

Another line for the business's address if necessary.

City

The city in which the business is located.

State

The state in which the business is located.

Zip

The zip code.

Phone Number

Displays the business's area code and phone number.

Fax Number

Displays the area code and number for facsimile transmissions.

Web site

Displays the web site of the business.

E-Mail

Displays the main e-mail address of the business.

Start Date

Displays the date that your business started using Millennium.

Company Type Radio Buttons

Displays the selected radio button of the type of business Millennium is helping you run i.e., Salon, Spa, Clinic, Hair Restoration Center, etc.

Logo/Watermark

Displays the logo and/or watermark of the business.

General

Salon Hours

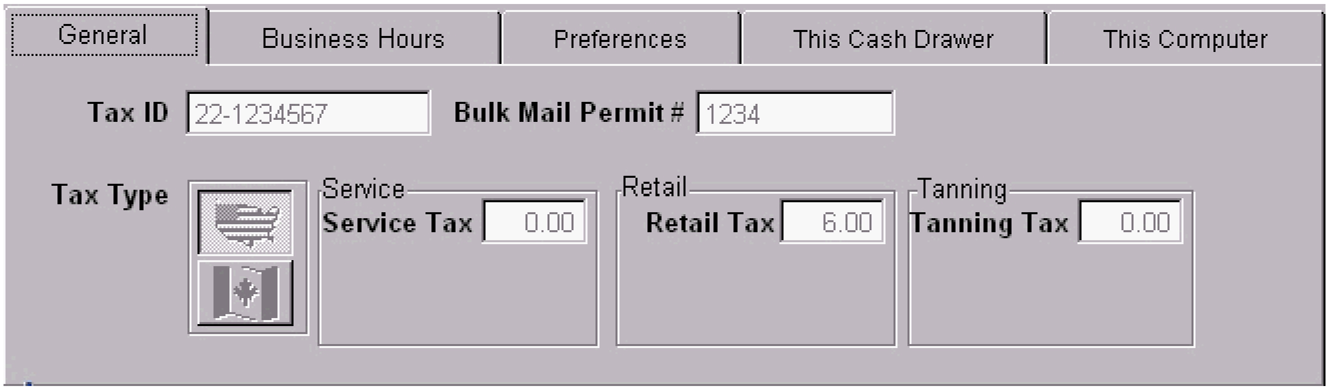
Preferences

This Cash Drawer

This Computer

Database: Business Information General

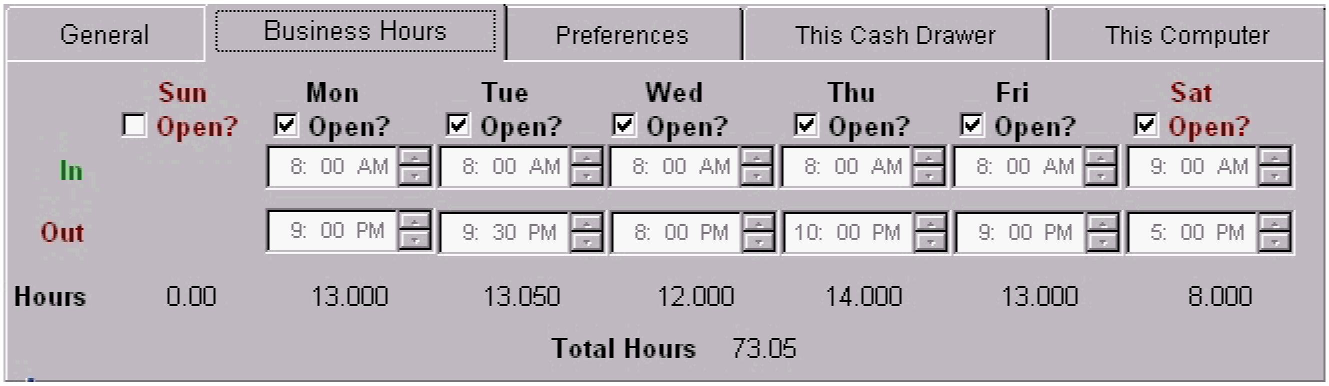
This tab within the business Information Maintenance screen displays general information about your business.



Tax ID
Your business's required tax id is displayed here.
Bulk Mail Permit #
Your business's required permit # for doing bulk mailings is displayed here.
Tax Type
Click on the US or Canada button to choose the taxing method.
Taxing on Services, Retail, and Tanning
Enter the percent of tax to be added to your businesses services, retail sales, and tanning.

Database: Business Information - Business Hours

The Salon Hours screen is where the hours of business are stipulated.



Use the check boxes to select which days of the week your salon/spa is open for business, then use the time spinners to choose the times that the salon/spa is open and closed. You may also click the mouse into the field and enter the times.

The total hours per day are displayed just beneath each day, and the total weekly hours of operation are displayed bottom center.

Database: Business Information Preferences

Various options or preferences about your business or how Millennium will operate can be chosen here. The Preferences screen is separated into several sub-tabs. They are:

Register

Appointment Book / Employee Schedule

Country Specific Formatting

Other

Database: Business Information - This Cash Drawer

This tab within the Business Information Maintenance screen displays specific information regarding the cash drawer.

Cash Drawer Connected?
The checkbox will show if there is a cash drawer connected to your computer.
Drawers
Radio buttons that allow you to individually "name" and control several cash drawers within your salon/spa.
Cash Drawer Code
Each of the Cash Drawers installed within the Salon/Spa is assigned its own unique code that can be selected using this Pulldown List.
Send Code

Spinner control that lets you establish how many times Millennium will pulse a signal to the Cash Drawer.

Cash Drawer Port

This pulldown list allows you to select which port from the back of your computer the cash drawer is connected to.

Opening Cash in this Drawer

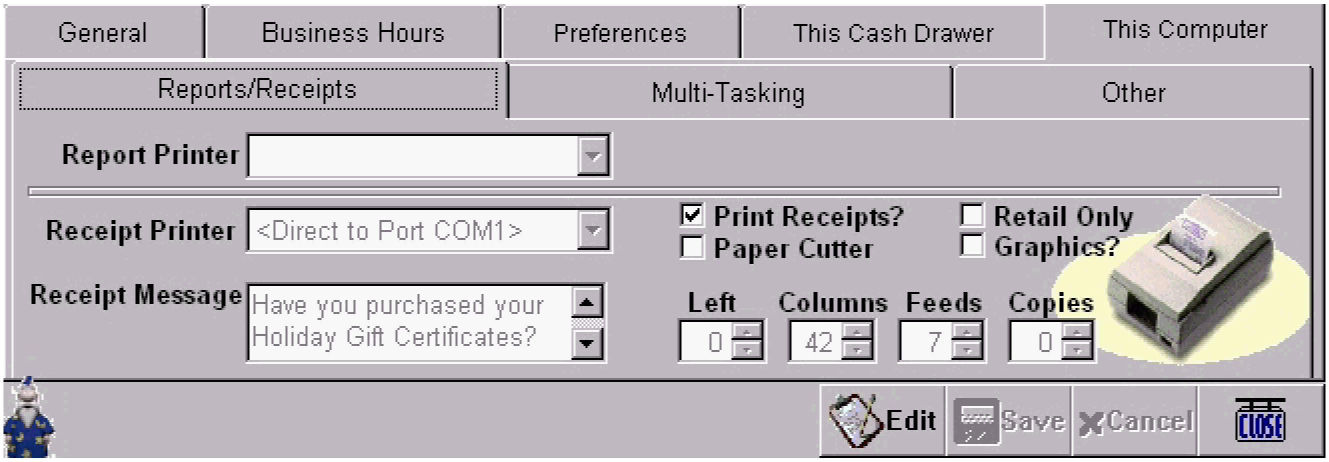
This text box allows you to establish a standard amount of money that the cash drawer will have in it each time the salon is opened.

Test Drawer Button

Use this button to test the settings and ensure that the cash drawer opens.

Database: Business Information - This Computer - Reports/Receipts

This tab within the Business Information Maintenance screen displays Reports/Receipts information about your computer.



Report Printer
Use this Pulldown List to specify a default printer to send all reports to.
Receipt Printer
Use this Pulldown List to choose the printer to print all of your receipts to.
Receipt Message
The message typed within this box will be printed on each register receipt.
Print Receipts?
This Check Box shows whether or not this function is activated.
Paper Cutter

Certain receipt printers have a paper cutter included with it. If so, this check box should be activated.

Retail Only

Prints receipts only when retail products are included on the ticket.

Graphics?

This check box shows whether or not this function is activated.

Left, Column, and Feed

These spinner controls allow you to set the amount of spacing to included before the receipt will begin printing. The left part of the receipt can be set, as well as the number of columns in total to printer, and finally the amount of feed to allow the receipt to fully clear the paper cutter.

Sound Button

This will toggle whether or not you computer will make sounds while using the Millennium program.

Modem Port

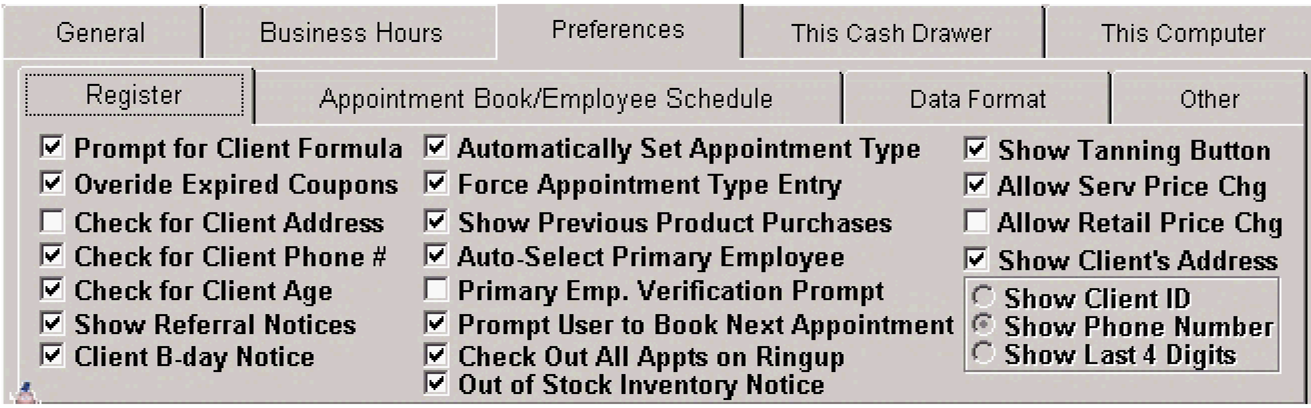
Use this pulldown list to specify which computer port the modem uses.

Help Agent

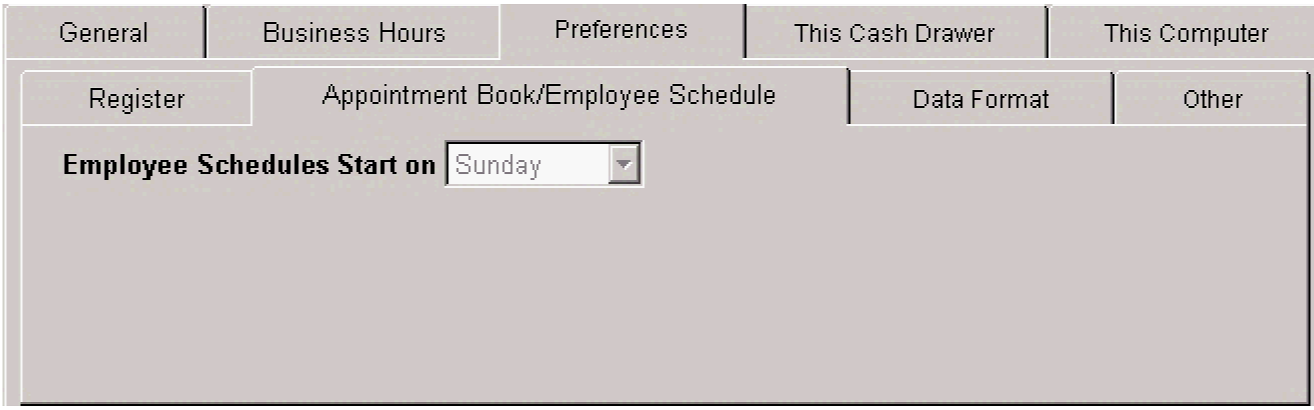
Use this pulldown list to choose which help agent will appear and offer suggested tips.

Database: Business Information Preferences - Register

Below are the available preferences for the Register.

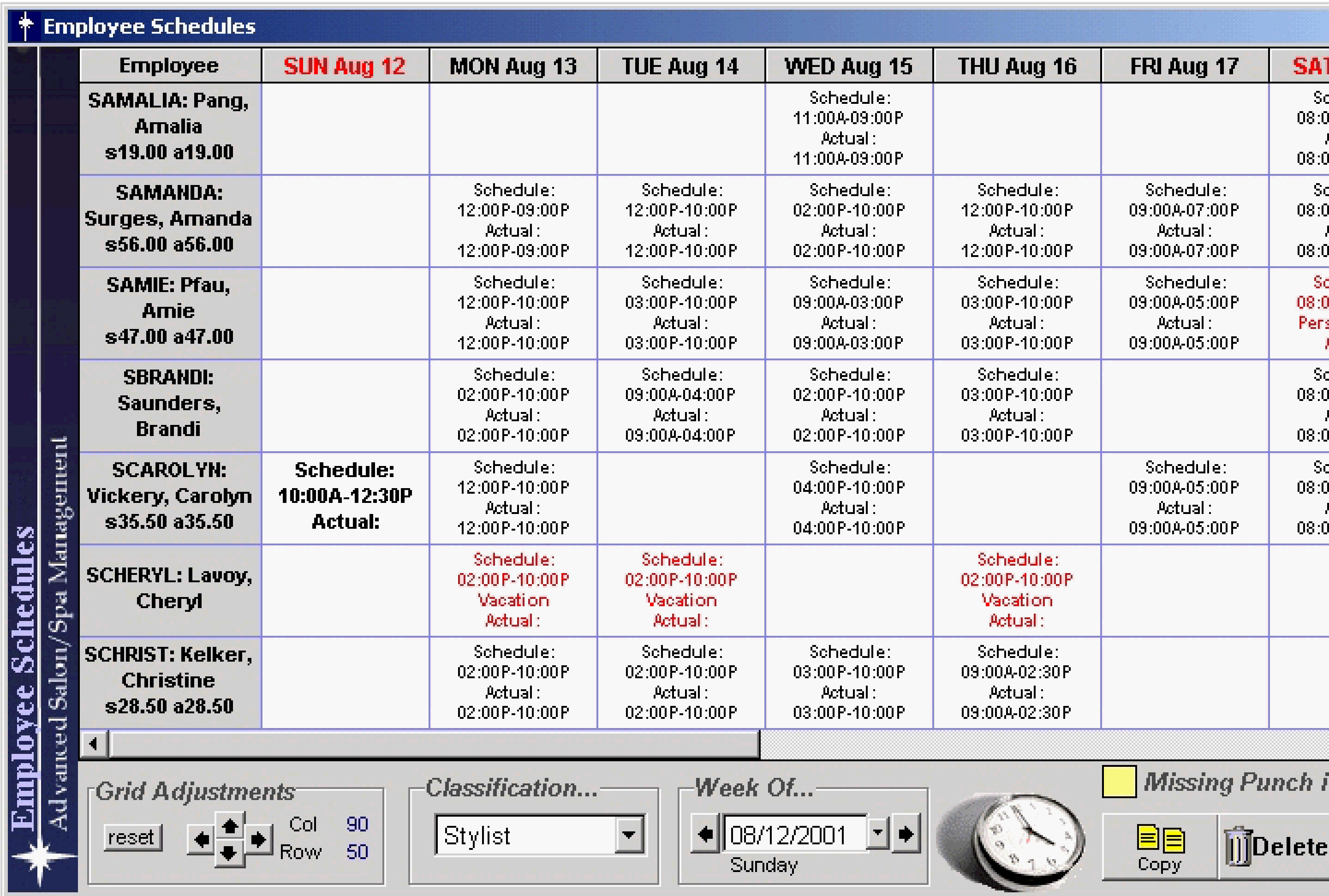


Database: Business Information Preferences - Appointment Book / Employee Schedule
Below are the available preferences for the Appointment Book and Employee Schedule.



Employee Schedules

Millennium allows you to punch employees in and out using the Employee Time Clock.   The Employee Schedule feature allows you to edit when an employee punched in or out.   Also, if you want to track employees' schedules even if they don't punch in and out - set the schedule up here.



Selecting the desired week

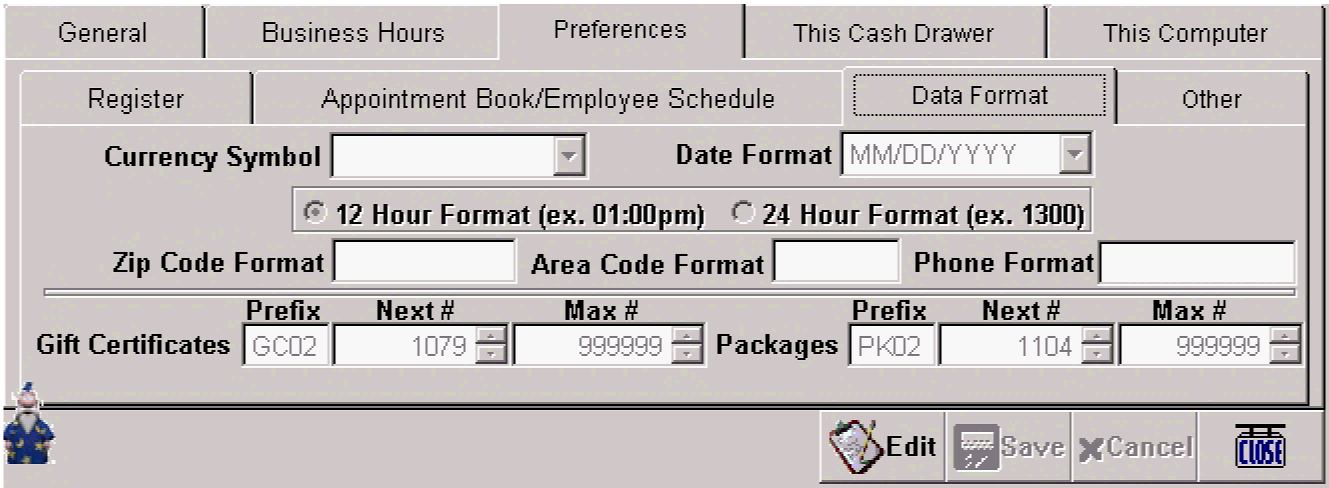
Selecting an Employee Classification

Viewing the daily schedule by Employee Classification

Creating a schedule entry

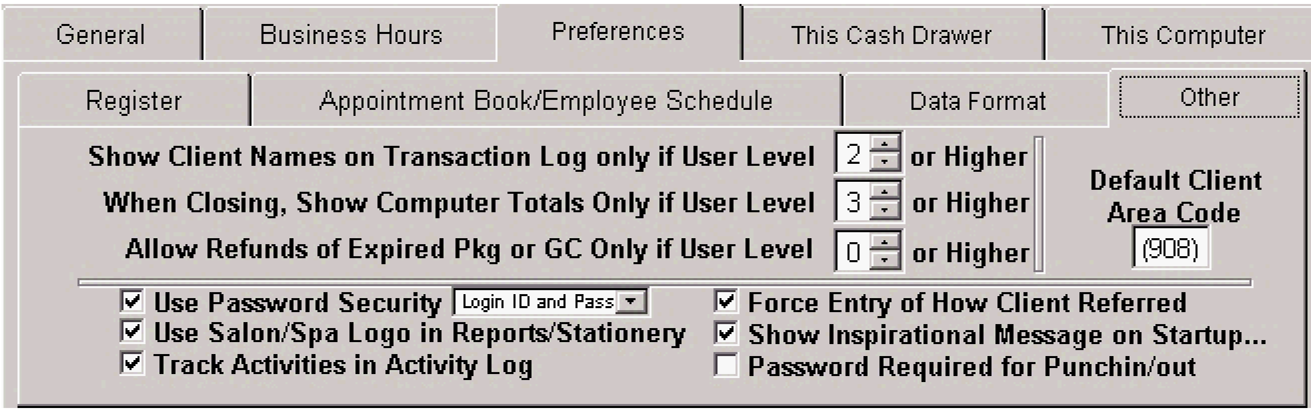
Database: Business Information Preferences - Data Format

Below are the country specific preferences that can be chosen.



Database: Business Information Preferences - Other

Below are other miscellaneous preferences which can be chosen.



Millennium Help Agent

The Millennium help agent is designed to offer helpful tips and information while you navigate through the many areas of Millennium.   Depending on the level of access you are given will determine how often the help agent will offer tips.

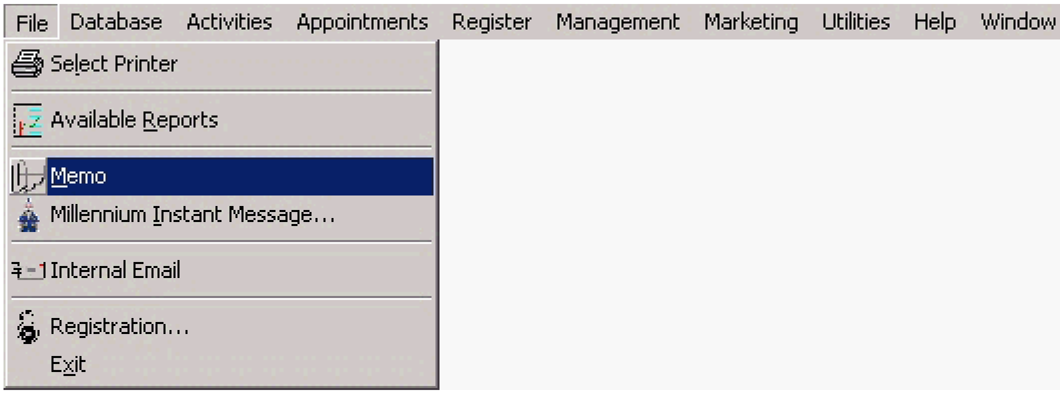
There are several different Agents to choose from.   The Wizard (Merlin) is pictured above.   You may choose amongst the different agents in the Salon/Spa Information database.

There are several manual actions that will cause the agent to react.

1. Help Agent Icon 
   On several screens you'll notice a small icon of the help agent.   Click on it and the agent will announce the name of the screen that is currently open.

2. While in Edit Mode, right click on a text field and the help agent will read it to you 
.

3. If at the Navigator screen., click on the File Menu, and select Memo



.


Whatever text you type or paste from another window (such as a word processor) can be read by the help agent. Right click the mouse and selecting Read This Text To Me as in Step 2.
The help agent will remain on the screen until you are ready for him to hide. In order to hide the agent, just right click the mouse on the agent, and select 

.

Choosing a Help Agent

Database: Package/Series

Millennium allows you to create a series of services and/or products and offer it as a package deal to your clients.

Package/Series Maintenance Screen

Package/Series Listing

Click to learn more about:

Using the Database

Database: Package/Series Maintenance Screen

The Package/Series Maintenance screen displays all of the information for each of your salon/spa's packages. The maintenance screen is where new records can be added, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized package name will be displayed in the text field. Each individual package can be displayed in the text field. Use the Control Buttons at the top of the screen to display the available packages. To see a listing of all package records, click on the Listing tab.

Package/Series Field Descriptions

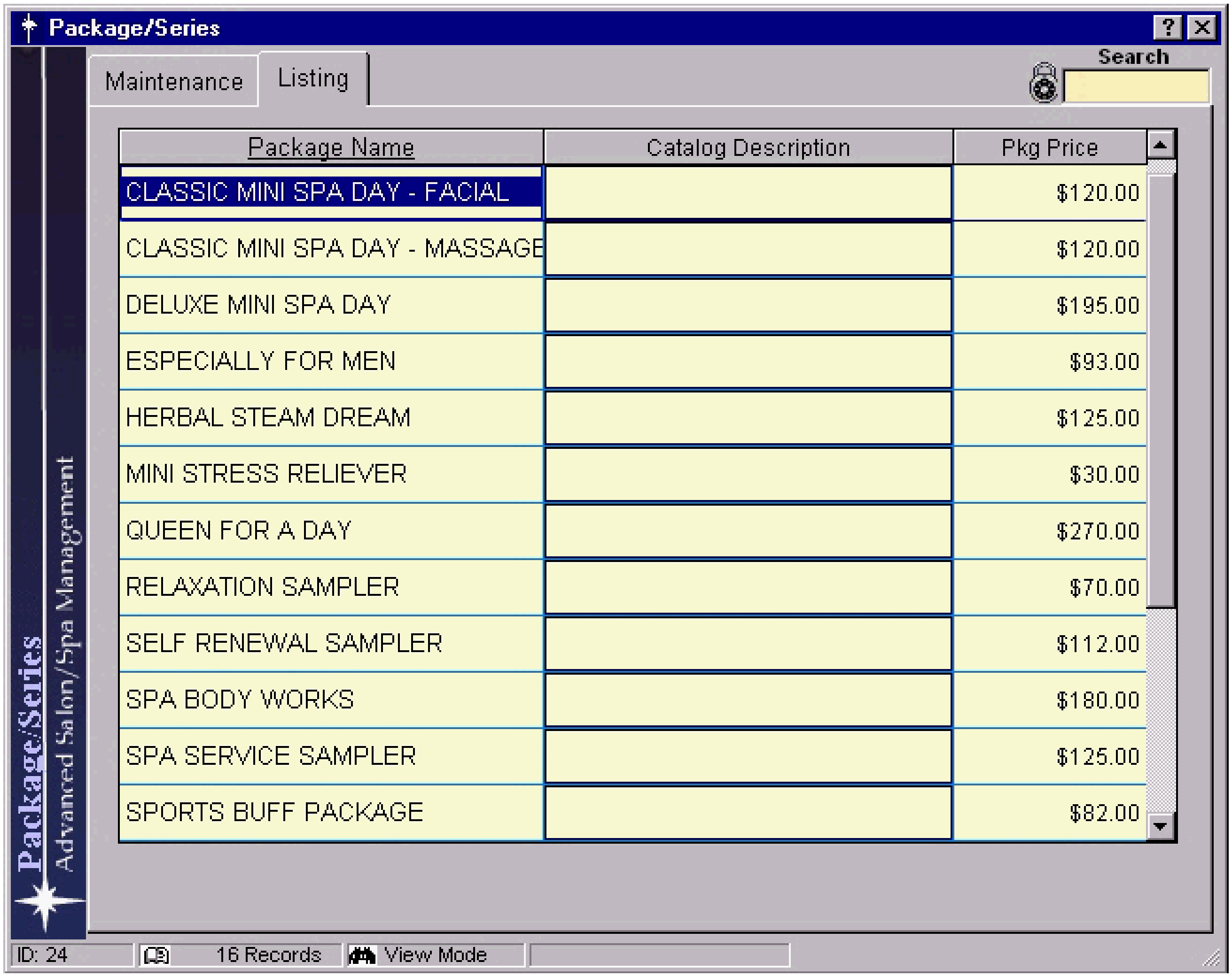
Working With Records

Click below to:

Add a new Package

Database: Package/Series Listing

The Package/Series Listing tab displays all stored membership records.



Click the mouse on the desired package to make it the active record. When you return to the Maintenance screen, the selected package will be displayed in the text field. It is there where new packages can be created, or the active package can be edited or deleted.

If the list of packages goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The list of packages will also display the catalog description and the package price.

Use the Search box to locate a particular package.

Database: Package/Series Add New

Following are instructions on how to enter new packages.

You must be working from the Maintenance Tab

Click the mouse on the 

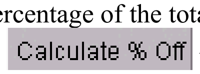
button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Package/Series Name field will clear itself. The cursor will jump into the package/series name field to guide you where to begin entering your information.

- Type the name of the new package.
- Click the mouse on the Service and/or Product fields (one per line) and select the various items that will make up the package.

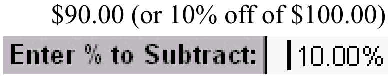
  Type the service or product code inside of the appropriate field. If Millennium does not recognize the code, it will automatically open a selection window that will allow you to select from any of the services or products listed. A shortcut to opening this screen is simply pressing the space bar. You can restrict the list to only show certain class names or sub-class names. This may make your search a great deal easier.

- Click the mouse on 

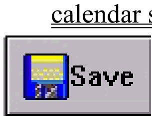
to include the service or product in the package and close the selection window.
- Select the quantity of individual services or products to be included. For example, you may be offering several bottles of shampoo to maintain a coloring package. Therefore the quantity would be, say, 3 for the shampoo.
- The price for each will automatically populate based on the pricing set in the Services or Products database. You may however edit this price if so desired.
- Use the Spinner control to enter the number of weeks the package is valid for once it has been purchased. You may click the mouse into the field and type the number manually.
- Enter the price for the package in the Package/Series Price field. You may also have the price automatically calculated using any percentage of the total value listed in the item Grid above.

  Click the mouse on the 

button. This will open a text box whereby the percentage you enter will calculate the package price based off of the total value. For example, if the total value of the package items was $100.00 and you entered 10% in this box, the Package/Series Price will automatically be calculated at $90.00 (or 10% off of $100.00).



- Click the mouse on the On Sale check box to establish that this package will be on sale.
- Enter the reduced sale price for the package. in this field.
- Enter the date that the sale begins into this field. You may click the mouse on the down arrow to open the calendar screen and use its functions to click on the starting date.



- Enter the date that the sale ends into this field. You may click the mouse on the the down arrow to open the calendar screen and use its functions to click on the ending date.
- Click the mouse on the 

button when you have completed entering the information and are ready to save the record.

- Click the mouse on the 

button to terminate this procedure without saving.

Database: Package/Series Field Descriptions

Following are brief descriptions of each field located within the Package/Series Maintenance screen.

Package/Series Name

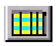
This is the name of the Package/Series.

Series Check Box

This check box determines if the package will be designated as a series.

Items Included Grid

This Grid shows the services and/or products that are included in the package. A quantity and unit price column are also shown Just below the price column the total price of all products and services is displayed. If a client were to purchase each of these products and services separately, this would be the total price.

Color Selection Button 

Clicking this button will open a screen where you can select two colors for every other row in the items Grid window.

Delete Line Delete Line

Removes a line that is part of the item Grid.

Positioning Buttons ^ Move Up

v Move Down

Repositions the order of items in the Grid.

Expiration

This spinner control displays the amount of weeks the package is valid after purchase.

Package/Series Price

This box displays the chosen price of the package to the client. Typically a package would be priced at a reduced rate than the total of each individual product and service if they were purchased separately.

Calculate % Off Calculate % Off

When creating or editing a package, clicking this button will open a text box whereby the percentage entered will calculate the package price based off of the total value. For example, if the total value of the package items was $100.00 and you entered 10% in this box, the Package/Series Price will automatically be calculated at $90.00 (or 10% off of $100.00).

Enter % to Subtract: 10.00%

On Sale Check box

Activating this check box will designate the package as on-sale.

Sale Price

Displays the price a package will be sold for when running a sale.

Sale Start

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Sale End

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Catalog Description

This free form notes box can include any description that describes the package to make it enticing for the client to purchase.

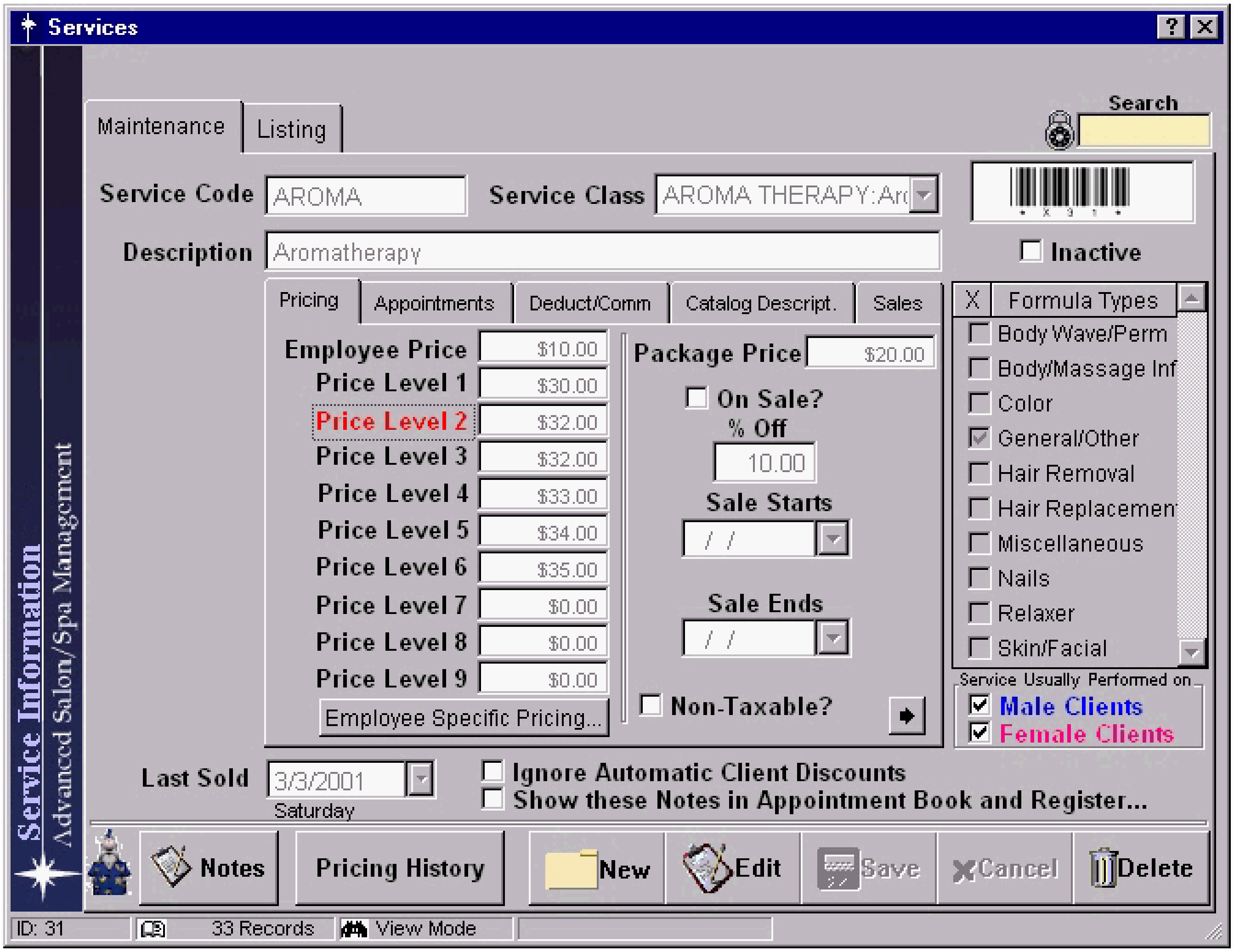
Search

Allows the user to call up a record that matches the string of characters entered into this field.

Database: Services Maintenance Screen

The Services Maintenance screen displays all of the information for each of your salon/spa's services.   The Maintenance screen is where new services can be added as records, existing records can be edited, obsolete records can be deleted, and deleted records can be revived.

Upon entering the screen, the first alphabetized service will be displayed in the text field.   Each individual service can be displayed in the text field.   Use the Control Buttons at the top of the screen to display the available services. To see a listing of all service records, click on the Listing tab.



Services Field Descriptions

Click below to learn more about:

Working With Records

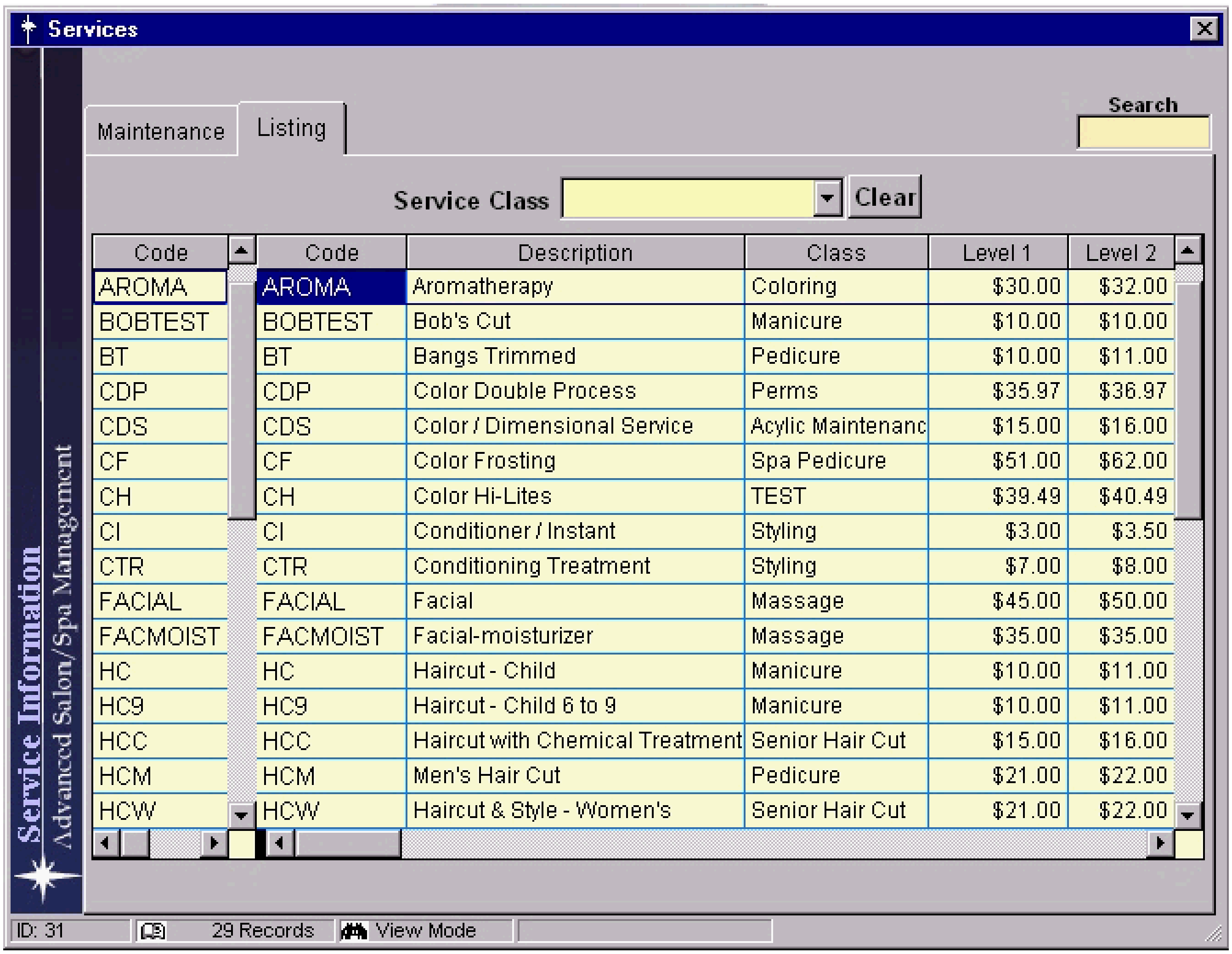
Sub-Classes

Click below to:

Add a New Service

Database: Services Listing

The Services Listing tab displays all stored Services records.



Code	Code	Description	Class	Level 1	Level 2
AROMA	AROMA	Aromatherapy	Coloring	$30.00	$32.00
BOBTEST	BOBTEST	Bob's Cut	Manicure	$10.00	$10.00
BT	BT	Bangs Trimmed	Pedicure	$10.00	$11.00
CDP	CDP	Color Double Process	Perms	$35.97	$36.97
CDS	CDS	Color / Dimensional Service	Acylic Maintenanc	$15.00	$16.00
CF	CF	Color Frosting	Spa Pedicure	$51.00	$62.00
CH	CH	Color Hi-Lites	TEST	$39.49	$40.49
CI	CI	Conditioner / Instant	Styling	$3.00	$3.50
CTR	CTR	Conditioning Treatment	Styling	$7.00	$8.00
FACIAL	FACIAL	Facial	Massage	$45.00	$50.00
FACMOIST	FACMOIST	Facial-moisturizer	Massage	$35.00	$35.00
HC	HC	Haircut - Child	Manicure	$10.00	$11.00
HC9	HC9	Haircut - Child 6 to 9	Manicure	$10.00	$11.00
HCC	HCC	Haircut with Chemical Treatment	Senior Hair Cut	$15.00	$16.00
HCM	HCM	Men's Hair Cut	Pedicure	$21.00	$22.00
HCW	HCW	Haircut & Style - Women's	Senior Hair Cut	$21.00	$22.00

Click the mouse on the desired Service to make it the active record. When you return to the Maintenance screen, the selected Service will be displayed in the text field. It is there where new Services can be created, or the active Service can be edited or deleted.

If the list of Services goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

The list of Services will also display the two letter abbreviation along with the service name.

Use the Search box to locate a particular service.

Database: Services Field Descriptions

Following are brief descriptions of each field located within the Services Maintenance screen.

Service Code

The code given to a specific service. No two services can share the same code. Millennium sorts the records in order using this field.

Service Class

Displays the class that is designated to that service. Service Classes group like services together. For example, all services involving manicures could be grouped together in a Service Class named Nails.

Description

Displays a written description of the service.

Formula Types Selection Box

All formula types that have been created in the Formula Types Database are displayed with a check box next to them. You can check off all related formula types that are associated with the service.

Sex Check Boxes

There is a Male and Female check box that can show if the service is typically performed on that gender. On or both may be checked.

Ignore Automatic Client Discounts Check Box

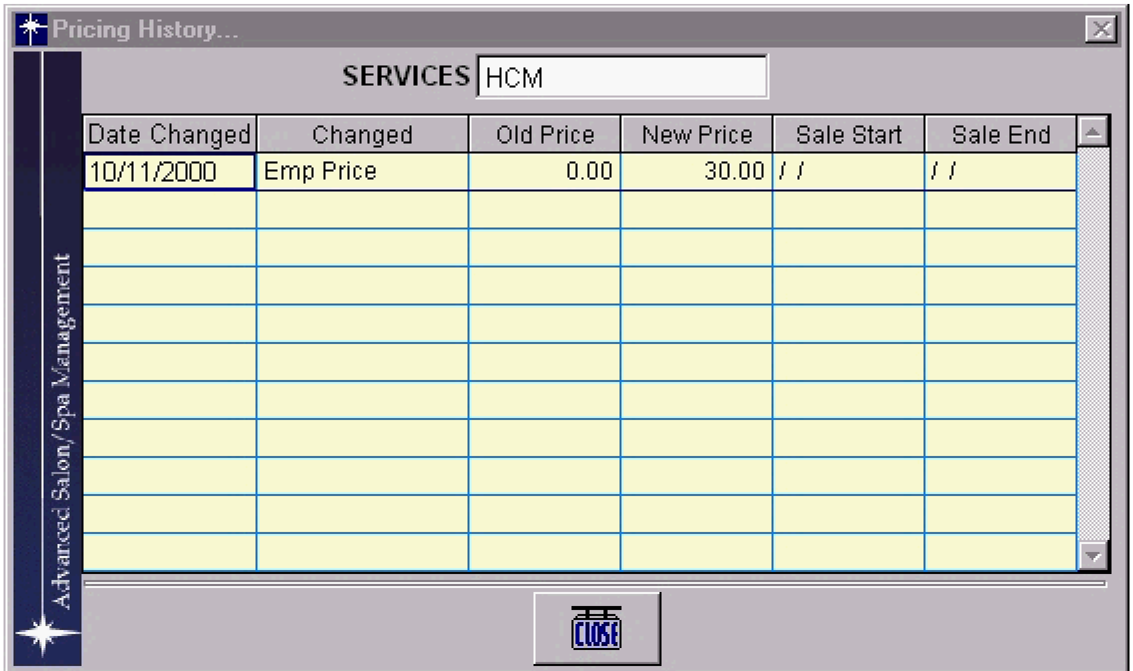
Should you choose to, you may designate the service to never be discounted to those clients who may receive automatic discounts on their services.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

Pricing History 

Runs a report that lists all instances that a price was changed for a service The report will show service code, the date the price was changed, old price, new price, sale start date, and sale end date. This report can be sent to the screen or to the printer.



Notes 

This button opens a "Notes" window that has available space for any pertinent information you feel necessary to be included.   There is no limit to the amount of information entered into this field.

Service Pricing
Appointment Info.
Commissions/Cost
Catalog Description
Sales

Database: Services Add New

Following are instructions on how to enter a new service.

You must be working from the Maintenance Tab

Click the mouse on the  button. The screen will change into Add New Mode, allowing you to Save or Cancel the adding of a new record. The Service Code text field will clear itself and cursor will appear in the text field where you can enter a new service code.

- Populate the necessary fields with the service's information. Click on the various pulldown lists, check boxes, and radio buttons to select product options.
- Make sure to click on each Formula Type that corresponds with the particular service.
- Click the mouse on each of the four service tabs and populate the various fields with the applicable information.
  Service Pricing
  Appointment Info.
  Commissions/Costs
  Catalog Descrip.
- Click the mouse on the  button when you have completed entering the information and are ready to save the record.
- Click the mouse on the  button to terminate this procedure without saving.

Database: Services - Service Pricing Field Descriptions

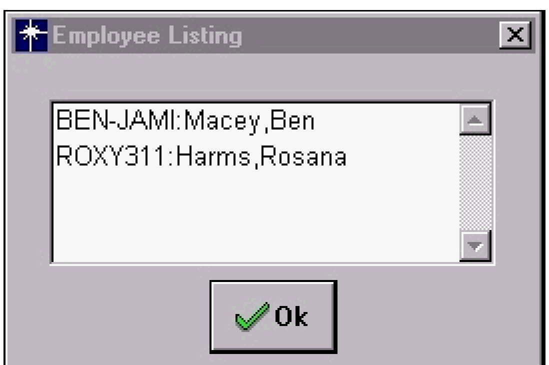
The Service Pricing tab is where specific pricing is established for the service based on the level of employee. The higher the level, the better the quality of service the client will receive. Therefore, the higher the price.

Employee Price

This is where a special price can be set for the employees of the salon/spa.

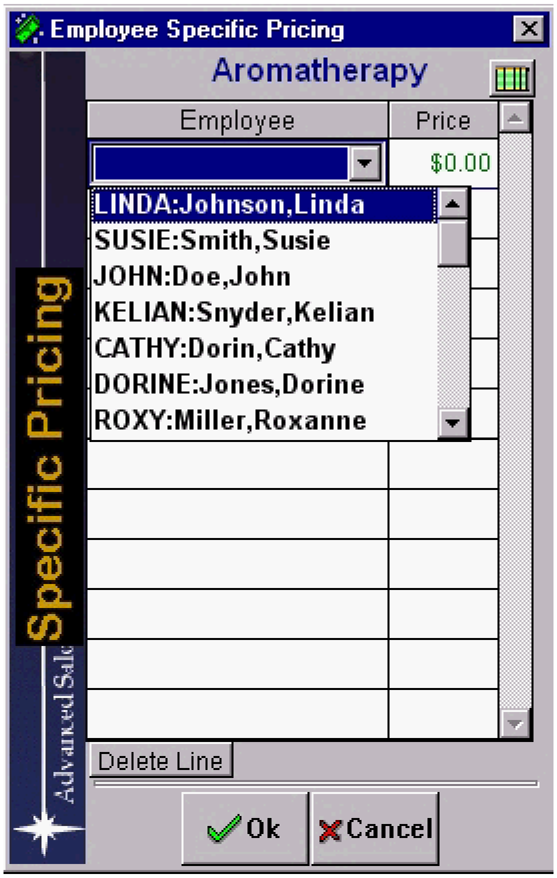
Price Levels 1-9

Enter the different prices for the service based on the level of employee. Click the mouse on the pricing level and a screen will appear displaying all of the employees that are at that level.



Employee Specific Pricing 

For setting specific prices for specific employees, this button will open a window to achieve this.



On Sale Check box

Activating this check box will designate the package as on-sale.

% Off

Displays the percentage that will be taken off of the regular service price.

Sale Start

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Sale End

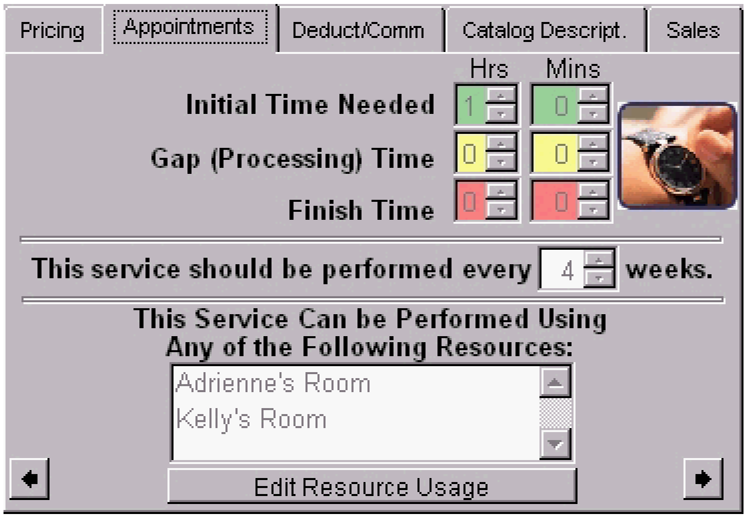
Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Non-Taxable Check Box

Will be checked if service is designated as non-taxed.

Database: Services - Appointment Info. Field Descriptions

The Appointment Information screen allows you to establish the amount of time the service should take to perform. The Appointment Book will use this information when the service is scheduled. For example, if the service requires 45 minutes to perform, Millennium will not let another appointment be schedule within that 45 minute block of time without prompting your first.



Initial Time Needed

This is the amount of time it takes to get the first phase of the service completed. For example, if this was a perm the initial time needed to do service would be the amount of time it takes to put the rods in the client's hair.

Gap (Processing) Time

Gap time refers to the time between the first phase and the last phase of a service. For example, the gap time for a perm would be the amount of time you leave the person sitting under the dryer or the time necessary for the perm to "take hold".

Finish Time

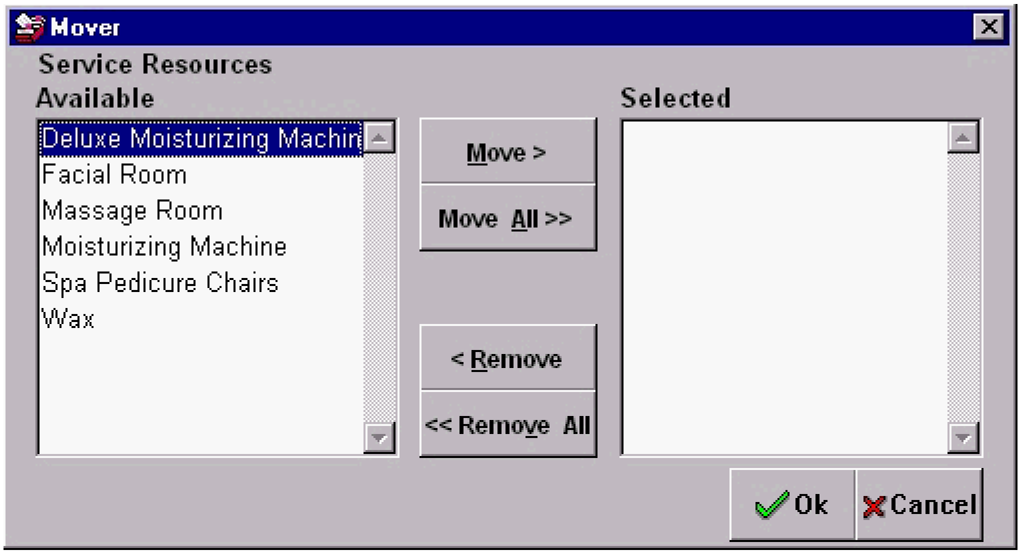
Time needed after the gap refers to the amount of time it takes to finish the service once the gap time is over. For example, after the perm has taken hold, the Finish Time would be the amount of time it takes to remove the rods and style the hair.

Service Interval Selector

This spinner control allows you to set the recommended amount of weeks before the service should be to be repeated on the same client. Millennium will use this information to prompt scheduling the next service while the client is still there.

Appointment Resources Reference 

This box displays the Appointment Resources you choose that will be necessary to perform the service. For example, it will be necessary for the client to sit under the dryer if receiving a perm. Therefore the dryer is an appointment resource that should be displayed in the window. Click the mouse on the button to open the selection window and choose the necessary resources.



The resources available are created in the Appointment Resource database.

Database: Services - Commissions/Cost Field Descriptions

The Commissions/Cost tab allows you to set commissions on your Salon/Spa's services as well as set cost reduction options to help recover some of the costs of paying out commissions to your employees.

$ or % 

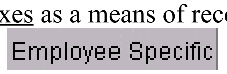
This displays the amount (in dollars or by percentage) that the employee will receive in commission if this option is given.

Commission Override Checkbox

Activating this checkbox will enable commissions to be set on the sale of this service. The trigger for the commission would be the employee (logged in) ringing up the service at the register.

Subtract Costs from Commissions

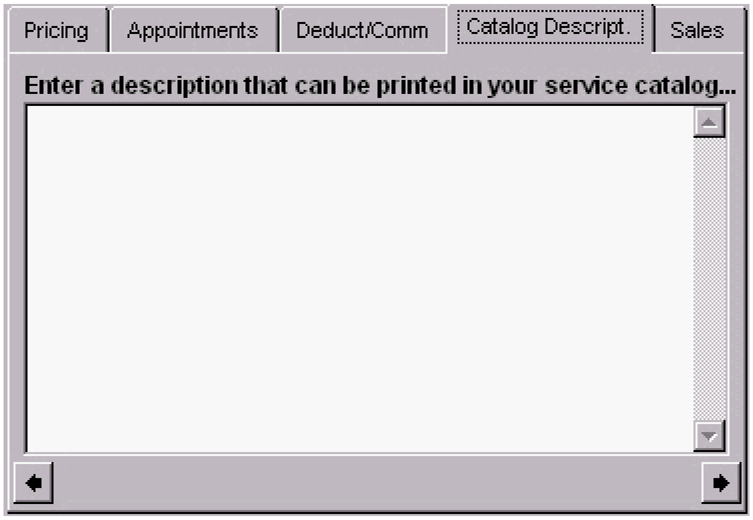
Use these check boxes as a means of recovering some of your costs.

Employee Specific 

Click on this button to select particular employees to apply the various commissions options to.

Database: Services - Catalog Description Field Descriptions

The Catalog Description tab is simply a free form text box that allows you to enter a detailed description of the service. This description is what will be printer in your Salon/Spa's catalog.



Database: Services: Service Pricing Add New

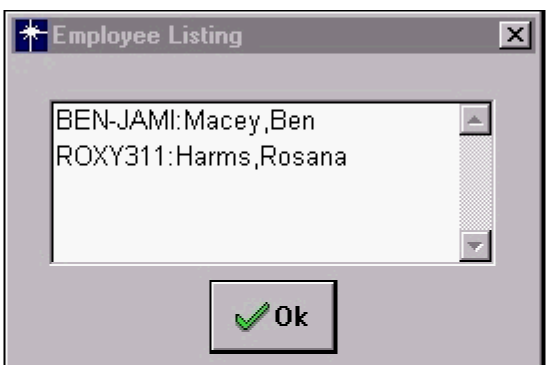
The Service Pricing tab is where specific pricing is established for the service based on the level of employee. The higher the level, the better the quality of service the client will receive. Therefore, the higher the price.

Employee Price

Click the mouse inside of this filed and enter a special price for the employees of the salon/spa.

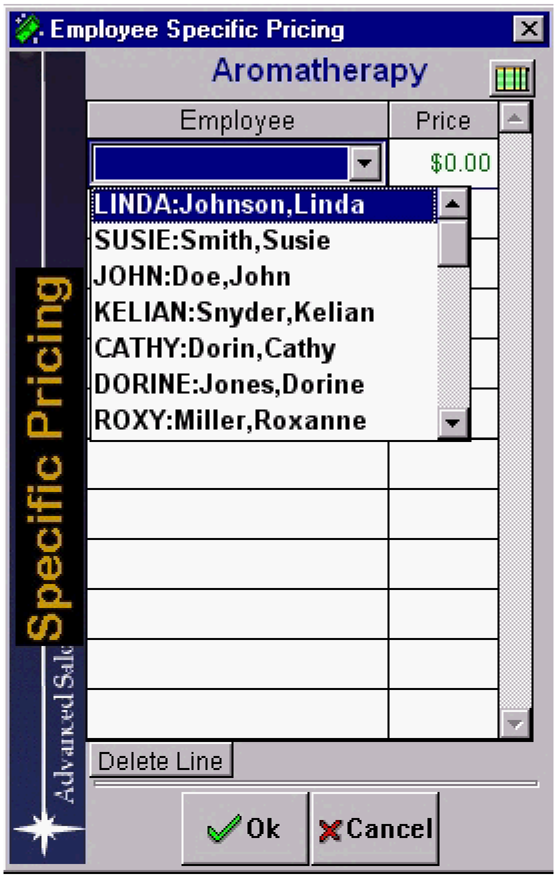
Price Levels 1-9

Click the mouse in each of these fields, and enter the different prices for the service based on the level of employee. Click the mouse on the pricing level and a screen will appear displaying all of the employees that are at that level.



Employee Specific Pricing

Click the mouse on this button to set a price for specific employees, this button will open the following window.



Click on the pulldown list and select the desired employee's name. Then click the mouse in the price field to the right of the selected employee's name and enter the desired price.

On Sale Check box

Click the mouse on this check box to designate the package as on-sale.

% Off

Click the mouse in this field and enter the percent that you would want the service price reduced by. For example, if you enter 10% in this field on a $10.00 service, the service will now be on sale for $9.00 or 10% off.

Sale Start

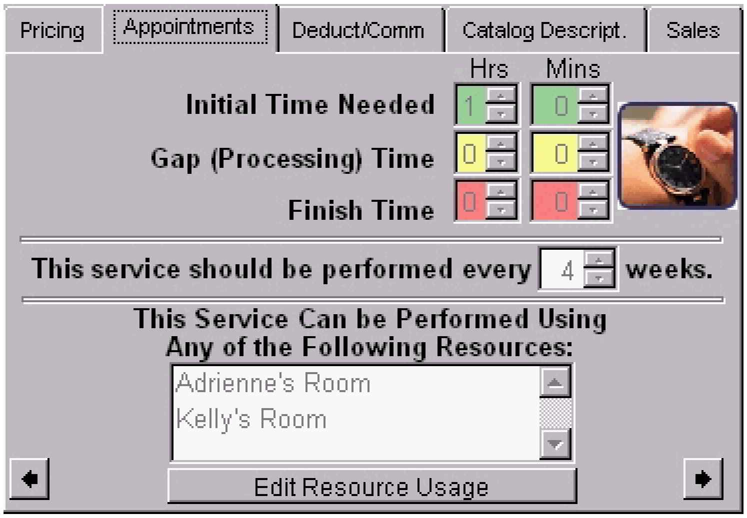
Click the mouse inside of this field and enter the start date of the sale. The Register will only accept the sale price during a ring-up as of this date. This field can be manually entered, or the date can be selected using the calendar screen.

Sale End

Click the mouse inside of this field and enter the end date of the sale. The Register will no longer accept the sale price during a ring-up after this date. This field can be manually entered, or the date can be selected using the calendar screen.

Database: Services: Appointment Info. Add New

The Appointment Information screen allows you to establish the amount of time the service should take to perform. The Appointment Book will use this information when the service is scheduled. For example, if the service requires 45 minutes to perform, Millennium will not let another appointment be schedule within that 45 minute block of time without prompting your first.



Initial Time Needed

Use the spinner control to select the hours and minutes necessary to get the first phase of the service completed. For example, if this was a perm the initial time needed to do service would be the amount of time it takes to put the rods in the client's hair.

Gap (Processing) Time

Use the spinner control to select the hours and minutes between the first phase and the last phase of a service. For example, the gap time for a perm would be the amount of time you leave the person sitting under the dryer or the time necessary for the perm to "take hold".

Finish Time

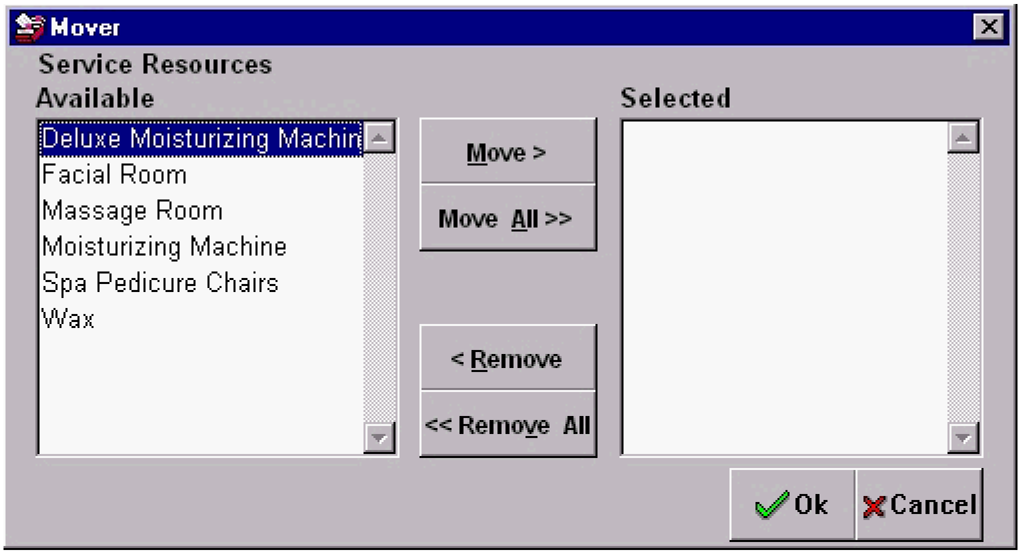
Use the spinner control to select the hours and minutes necessary to finish the service once the gap time is over. For example, after the perm has taken hold, the Finish Time would be the amount of time it takes to remove the rods and style the hair.

Service Interval Selector

Use this spinner control to set the recommended amount of weeks before the service should be to be repeated on the same client. Millennium will use this information to prompt scheduling the next service while the client is still there.

Appointment Resources Reference 

This box displays the Appointment Resources you choose that will be necessary to perform the service. For example, it will be necessary for the client to sit under the dryer if receiving a perm. Therefore the dryer is an appointment resource that should be displayed in the window. Click the mouse on the button to open the selection window and choose the necessary resources.



The resources available are created in the Appointment Resource database.

Database: Services: Commissions/Costs Add New

The Commissions/Cost tab allows you to set commissions on your Salon/Spa's services as well as set cost reduction options to help recover some of the costs of paying out commissions to your employees.

$ or % 

This displays the amount (in dollars or by percentage) that the employee will receive in commission if this option is given. Click the mouse on the button to toggle between the two options. Then click the mouse inside of the field and enter either the dollar amount or percentage.

Commission Override Checkbox

Activating this check box will enable commissions to be set on the sale of this service. The trigger for the commission would be the employee (logged in) ringing up the service at the register.

Subtract Costs from Commissions

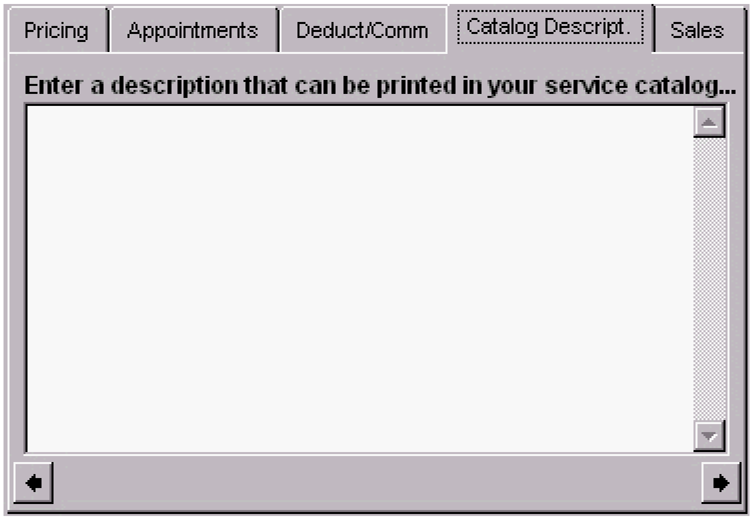
Use these check boxes as a means of recovering some of your costs.

Employee Specific 

Click on this button to select particular employees to apply the various commissions options to.

Database: Services: Catalog Descrip. Add New

The Catalog Description tab is simply a free form text box that allows you to enter a detailed description of the service. This description is what will be printer in your Salon/Spa's catalog.



Click the mouse inside of this box and type a full description of the service.

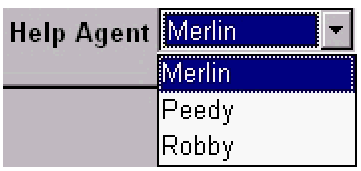
Millennium Help Agent_Choosing

To select amongst the different help agents:

- Open the Salon/Spa database.
- Select the 

Tab.
- Click the mouse on the 

button.
- Click the mouse on the Help Agent pulldown list and choose the desired agent.



- Click the mouse on the 

button.

Search: Quick Search

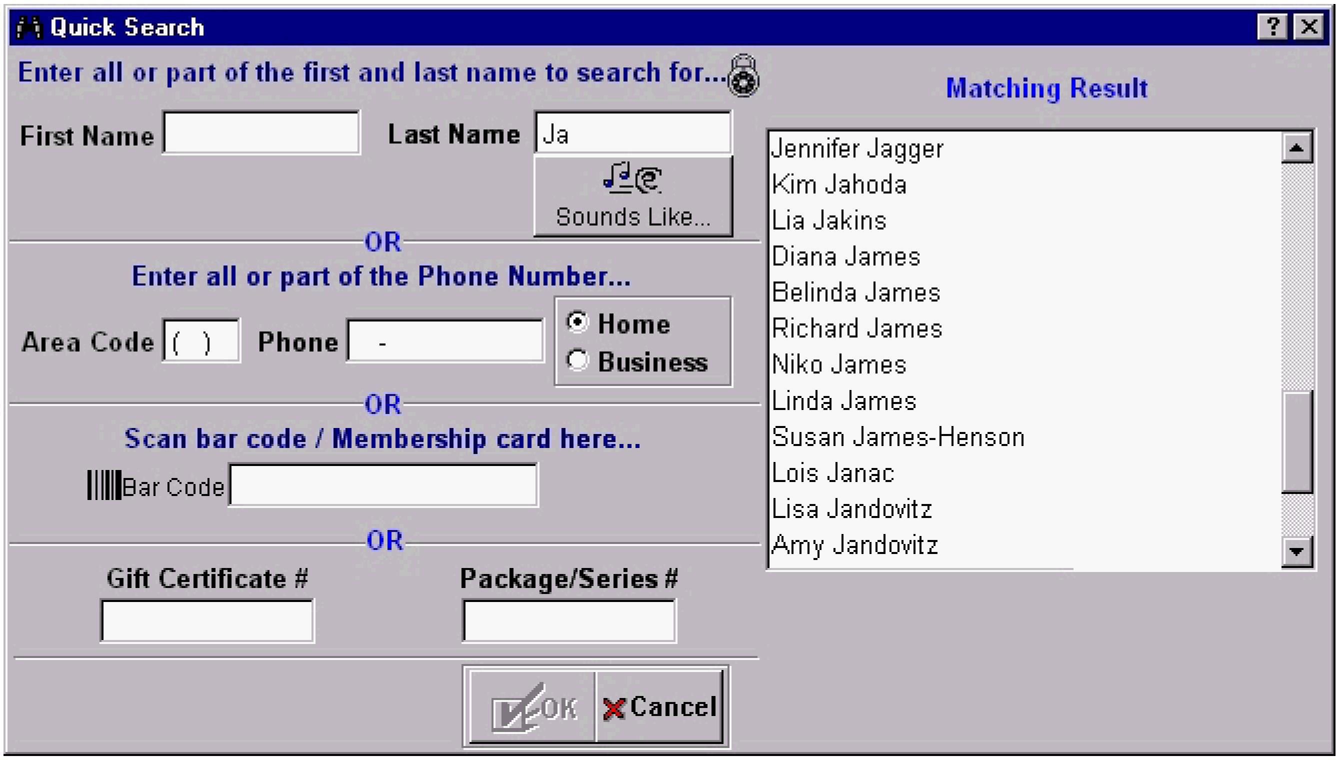
There are several ways to select the Paying Client for your ring up or appointment schedule. While conducing a ring up in the register, it is important to note that the Paying Client does not necessarily have to be the client receiving the product and/or service. You can select several different clients on each line of the ring up. The name in the Paying Client field will pay for the transaction and have record of it filed in the database under their name.

- Click the mouse in the Paying Client text field. Type the client's last name in the field and hit the tab key. Millennium will do a search of the Client Database and retrieve the client. A good suggestion is to use the Intelligent Controls built into Millennium to help quickly search for the paying client.

  Another method to select the paying client is to do a Quick Search. You may begin the quick search either by clicking the  button or by entering the characters "?" or "/". Pressing the space bar inside of the text field will automatically enter the "?" character and also trigger the Quick Search function.

Enter the information in the fields above and click the mouse on 

, or hit the Tab or Enter key. This will expand the window to show all matching results based on the information you entered. For example, if you entered the name Harms in the Last Name field, below will be the matching result.



NOTE: The phone numbers of the matching clients have been removed for this example.

Click the mouse on the correct name and click 

. This will close the quick search window and enter the client's name into the Paying Client field.

– If this is a first time client of your salon/spa, you can click the mouse on the 

button. This will connect you to the Clients Database where you can enter the new client's information. Once the information is stored in the database, you may select them as a paying client.

– You may also open the Clients Database by right-clicking the mouse inside of the Paying Clients text field, and selecting 

.

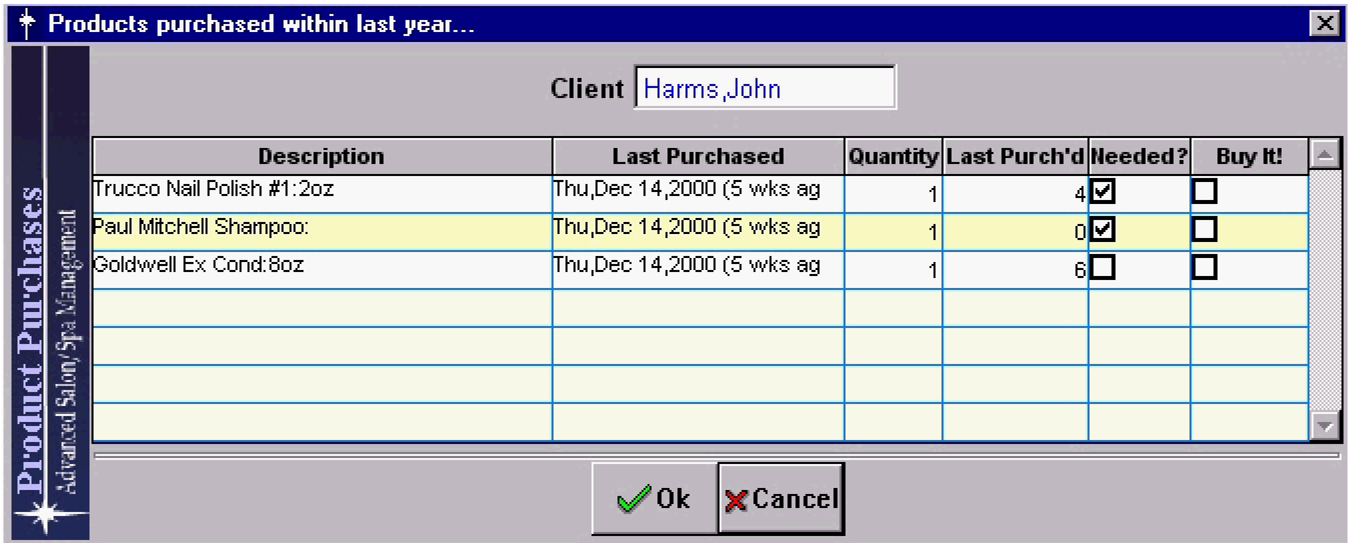
– Another way to access the Clients Database is to click the mouse directly on the 

column in the register grid. This will open the Clients Database over the register so you won't have to exit the register. Once in the Clients database, you may search for, add, or edit clients.

Checking the Client's History

Register: Checking the Client's History

Once you've selected a Paying Client, Millennium will check the database and automatically notify you if the client is not allowed to write checks. It will also tell you if information is missing from the client's profile (such as phone number). Millennium will then display a screen showing all products purchased in the last 12 months. It is designed to assist you in determining if there are any products that have expired and should be offered again to the client.

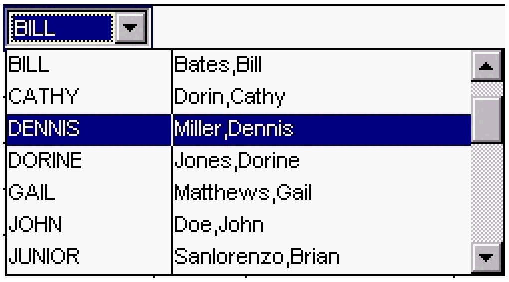


If you click the mouse on the Check Box in the Buy It! column then click 

, it will enter the product(s) into the register as part of the ring up.

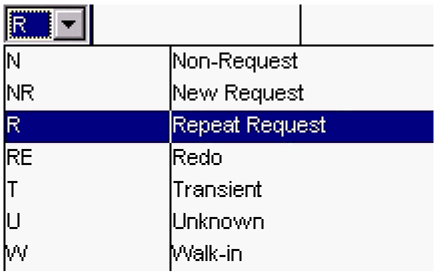
Register: Select the Employee

Click the mouse in the Employee cell of the current line in the transaction. A Pulldown List will appear that will contain your salon/spa's employees. Scroll through the list and select the employee who is receiving credit for the sale of the services and/or products.



Register: Select the Appointment Type

Click the mouse in the Type cell of the current line in the transaction. A Pulldown List will appear that will contain your salon/spa's Appointment Types. Scroll through the list and select the appointment type that best fits.



Register: Select the Service or Product

Click the mouse in the Service or Product field (depending on which you are ringing up for the customer). If you know the service or product code, type it in the field and press either the Tab or Enter key. This will enter the service or product that matches the code that you typed in.

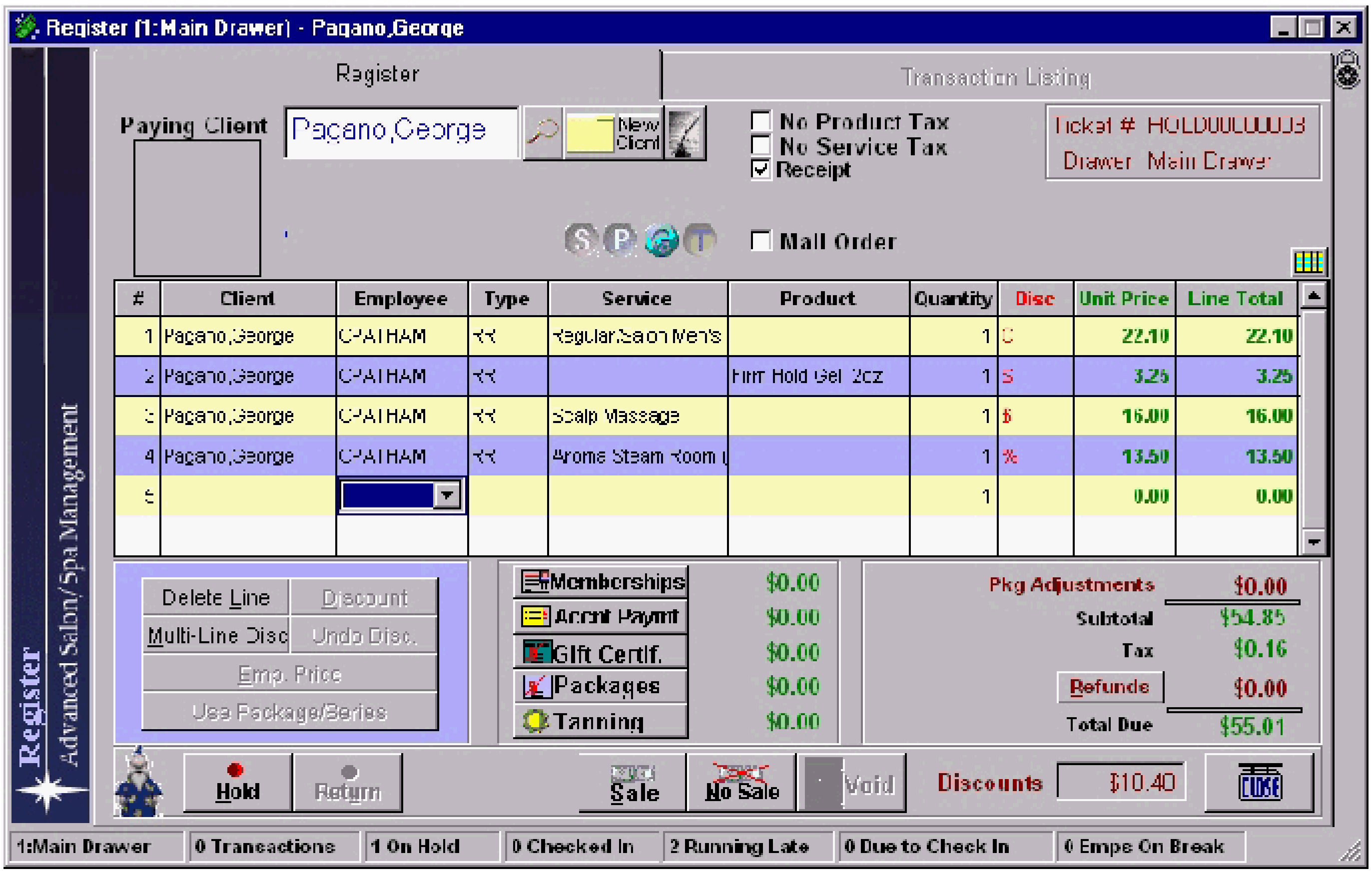
If you need to search the database for the product or service name, use Intelligent Controls to automatically search the database.

Register: Select the Quantity and Prices

When the Service or Product is selected, the Unit Price established in the database is automatically entered. The quantity will default to 1, therefore the Line Total will equal the unit price.

Click the mouse in the quantity field. A spinner control will appear, and you can use this to increase or decrease the quantity for the service or product you are selling. The Line Total will automatically calculate the Unit Price times the Quantity.

The Unit Price is automatically drawn from the database. However, the unit prices for services may be changed by clicking the mouse in the unit price field and manually changing it. Note that this pertains to **services only**. Products cannot have their unit prices changed. If you wish to reduce the price of a product for a client, you can do so by using the discount field. Discounts may also be applied to services.

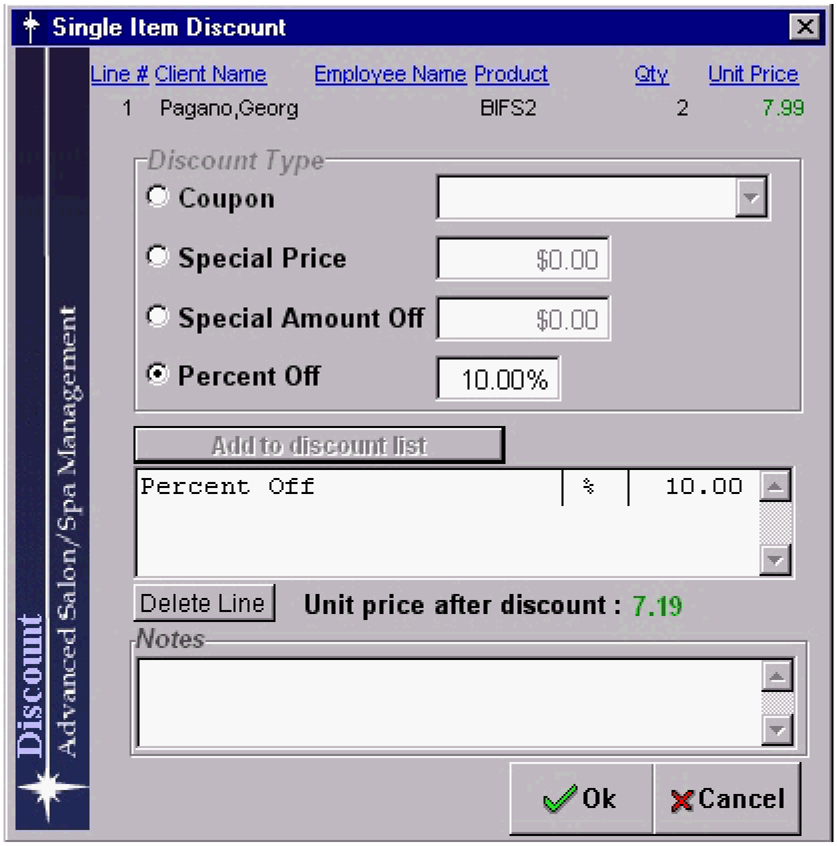


Applying Discounts

Register: Applying Discounts to Single Items

- Make sure the cursor is somewhere on the line # containing the service or product you wish to apply the discount to.
- Click on the 

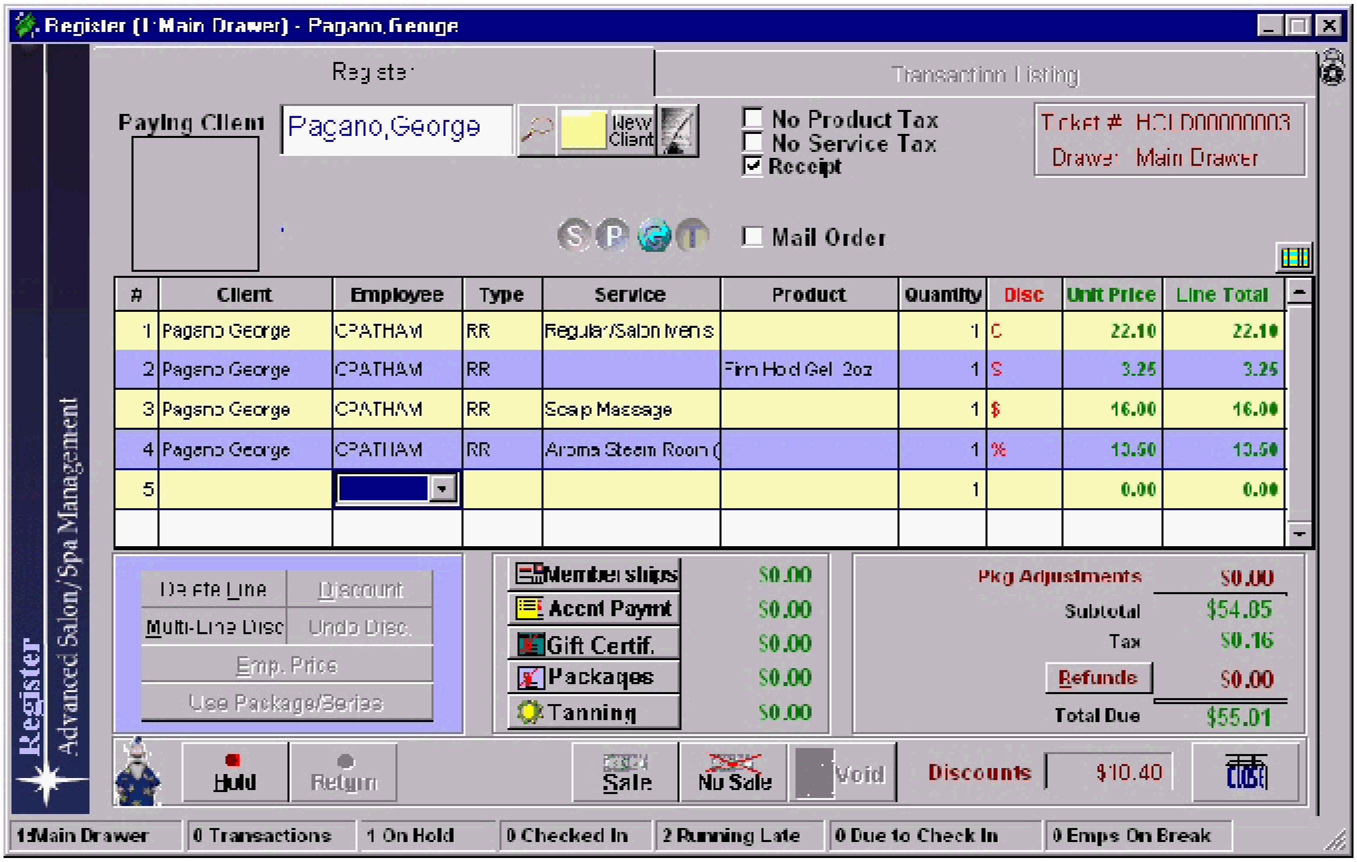
button to open the Single Item Discount screen.



- Click on one of the Radio buttons that will designate the type of discount you wish to apply: Coupon (C), Special Price ($), Special Amount Off ($), or Percent Off (%).
- Once the discount type is selected, click the mouse in the corresponding field to enter the amount. If Coupon was chosen, use the pulldown list to select the Coupon that was presented by the paying client.
- Press the Tab or Enter key, or click the mouse on the 

button to add the discount type to the window.
- Multiple discounts may be added to the same item. When all discounts have been added, click the mouse on 

to exit.



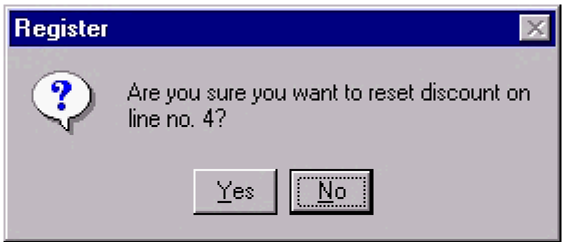
- When a discount has been applied to an item, the Discount field is populated with a single character to show the type of discount that has been applied. The "C" shows that a Coupon was used, the "S" shows that a Special Price was used, the "$"shows that a Special Amount was taken off the unit price, and the "%" shows that a percentage was taken off the unit price.

Undoing a Discount

Register: Undoing a Discount

- Be sure the cursor is somewhere on the line # containing the service or product you wish to remove the discount from.
- Click on the 

button. Immediately a window will appear that will prompt you to remove the discount on that particular line.

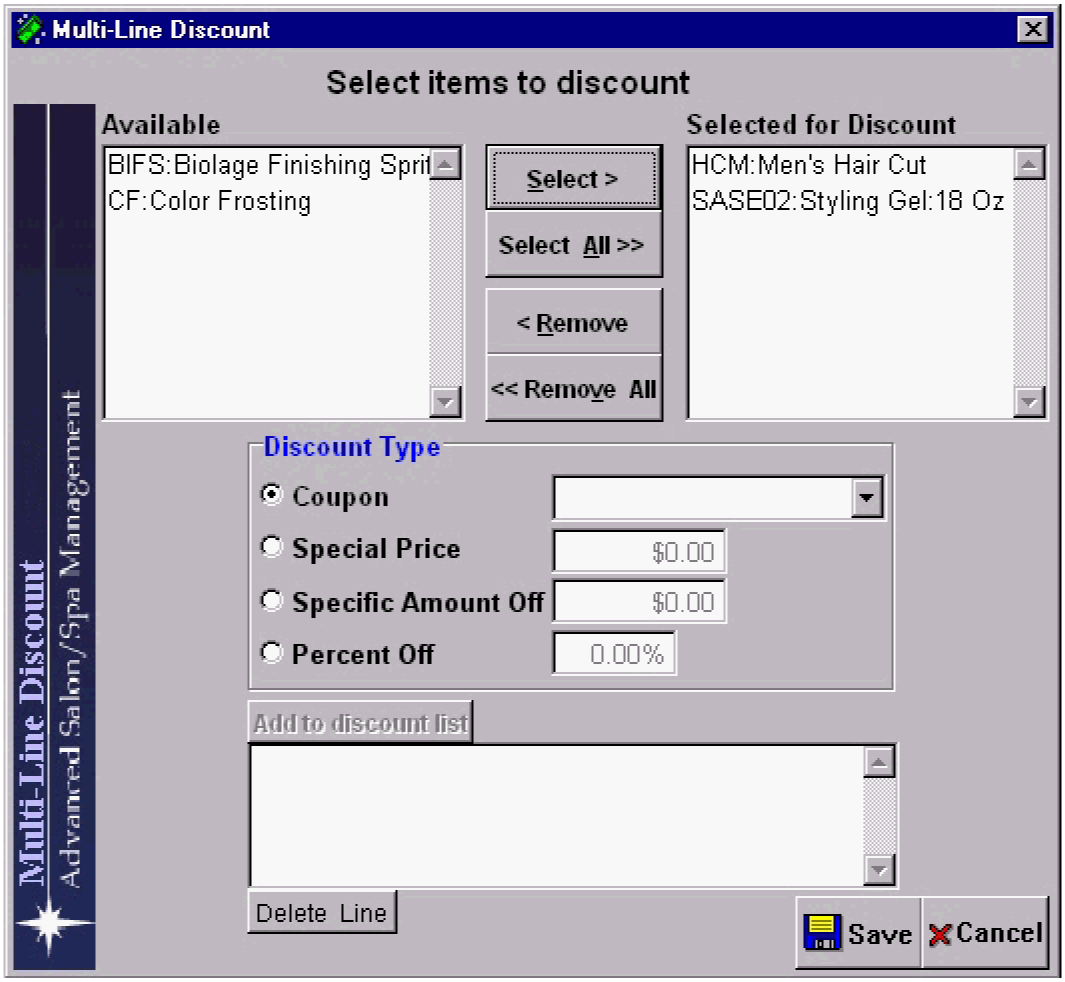


- Click the mouse on 

to complete the discount removal.

Register: Applying Discount to multi items

- Click on the Multi-Line Disc button to open the Multi-Line Discount screen.



- Use the following for selecting the items for discount:
  - Click on one of the items in the Available window on the left side of the screen, and click Select >. This will move the item into the Selected for Discount window to the right. Repeat until all items that you wish to apply an identical discount to are selected.
  - Click on Select All >> to move ALL of the items from the Available window to the Selected for Discount window.
  - Click on < Remove to move selected items back to the Available window. Those items will not receive a discount.
  - Click on << Remove All to move ALL selected items back to the Available window. No items are then selected for a discount.
- Once all items have been selected to receive a discount, click on one of the Radio buttons to select the discount type.
- Click the mouse in the corresponding field of the discount type you've selected, and enter the amount of the discount.
- Press the Tab or Enter key, or click the mouse on the Add to discount list button to add the

discount type to the window.

- Click the mouse on 

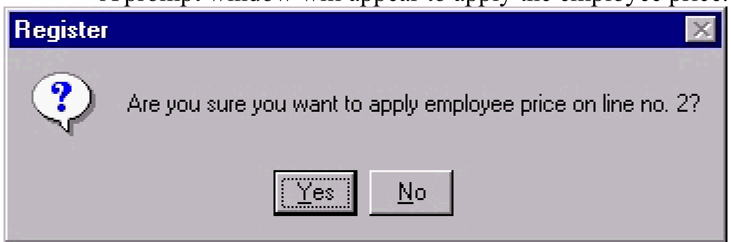
to exit and apply the discount to those items. This will return you to the main register screen, and the discount types will appear in the lines of the items that have been discounted.

Undoing a Discount

Register: Applying Employee Price

- Make sure the cursor is somewhere on the line # containing the service or product you wish to apply the employee price to.
- Click on the 

button to apply the employee price. The employee price is specified in the Services and Products databases.
- A prompt window will appear to apply the employee price.

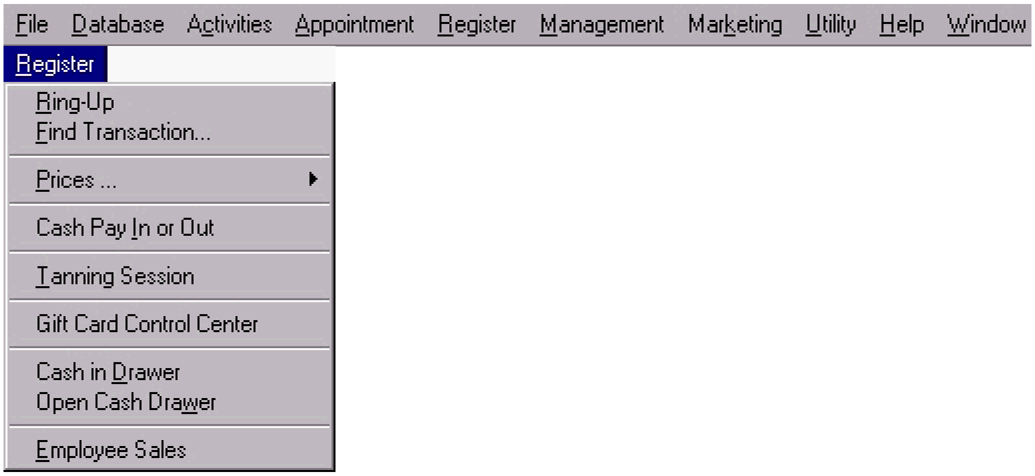


- Click the mouse on the 

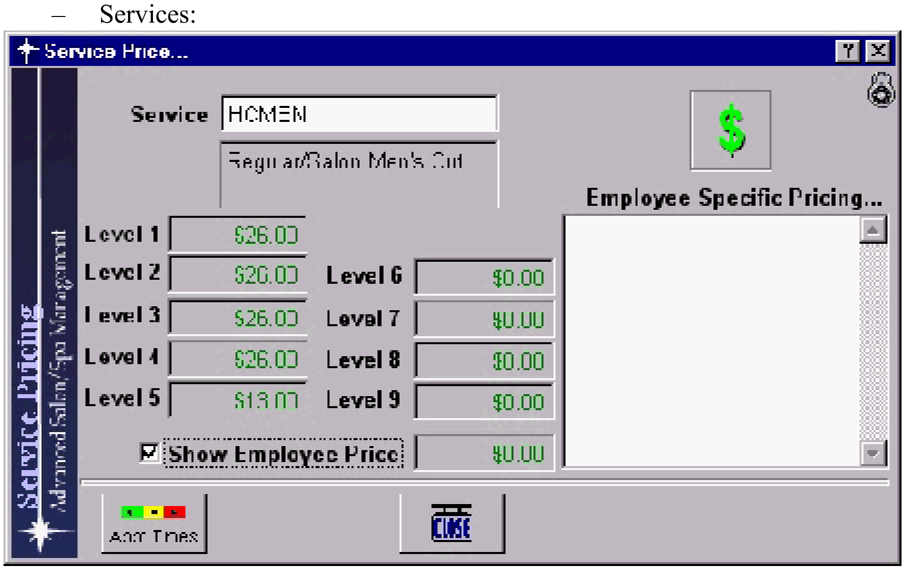
button to apply the employee price and return to the register main screen. You'll notice an "E" in the Discount field to show that the Employee price is being used.

Register: Looking up prices

- Regardless of where you are within the Millennium system, as long as you can see the main menu, you can access the price look up from the Register menu.

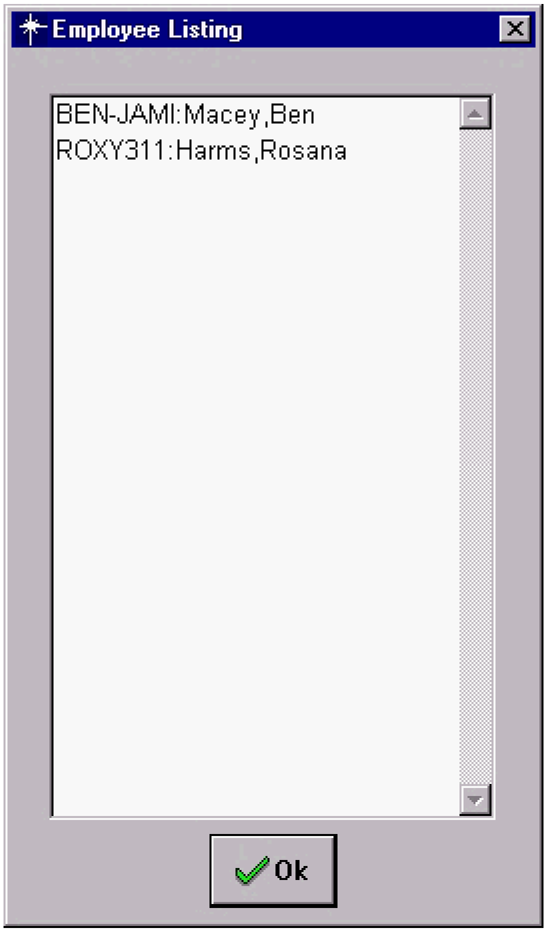


- Click the mouse on either Services or Products once you've opened the Register, and Prices menu.
  - Services:



Make sure the cursor is inside of the Service text field. If you know the service code, type it and either click the mouse or hit the <Enter> or <Tab> keys. The service title and prices by level will populate the screen.

Click the mouse on any of the levels to open a window that will display the employees who will price at that level.



– Products:

Make sure the cursor is inside of the Product text field. If you know the product code, type it and either click the mouse or hit the <Enter> or <Tab> keys. The service title and prices by level will populate the screen. You may also use the bar scanner to scan the product.

Searching for services or products

Register: Transaction On Hold

Many times when you are ringing-up a transaction, the client will *suddenly* remember that they need to buy a product or they may have forgotten their checkbook in the car. Regardless of what the reason, you want to be able to proceed with ringing-up other clients in the mean time. Millennium allows you to do that.

Putting a transaction on hold

Returning to a transaction put on hold

Register: Putting a transaction on hold

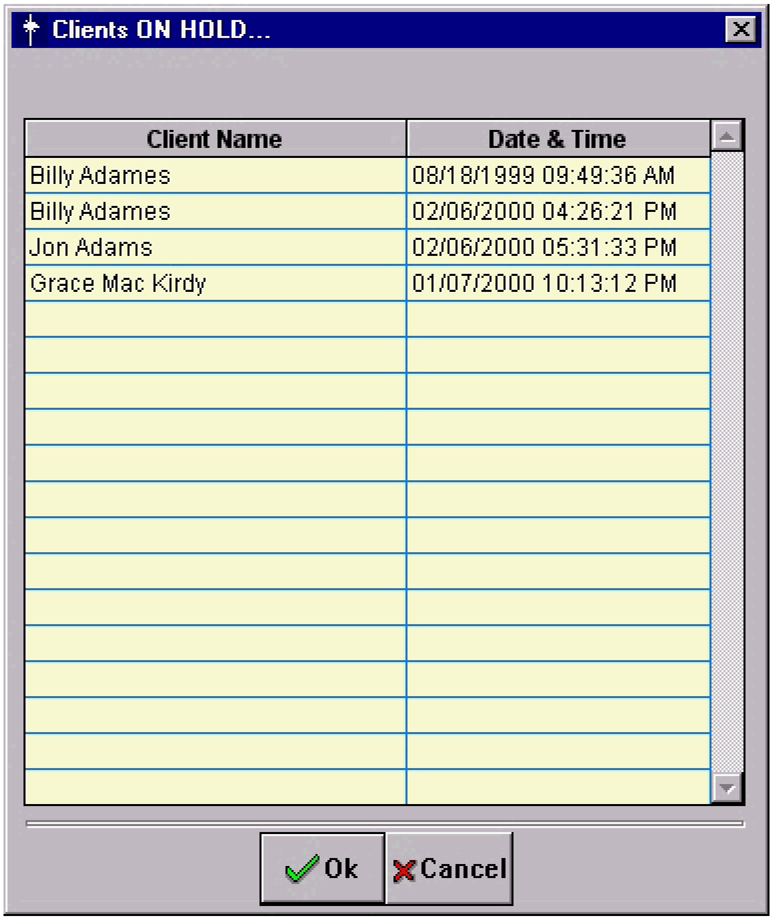
- During a transaction, click the mouse on the  button.
- A window will appear to prompt you if you want to put the transaction on hold.
- Click the mouse on the  button to put the transaction on hold.
- The transaction cannot be continued and made final until you return to the transaction on hold.

<u>Returning to a transaction on hold</u>

Register: Returning to a transaction on hold

- While in the register's main screen, click on the 

button.
- If there is only one transaction on hold it will automatically reappear.
- If there are multiple transactions on hold, you will be given the option of choosing which transaction to return to. You can choose the sort order for the list.



– Select the transaction you wish to return to by clicking the mouse on it, then click on the 

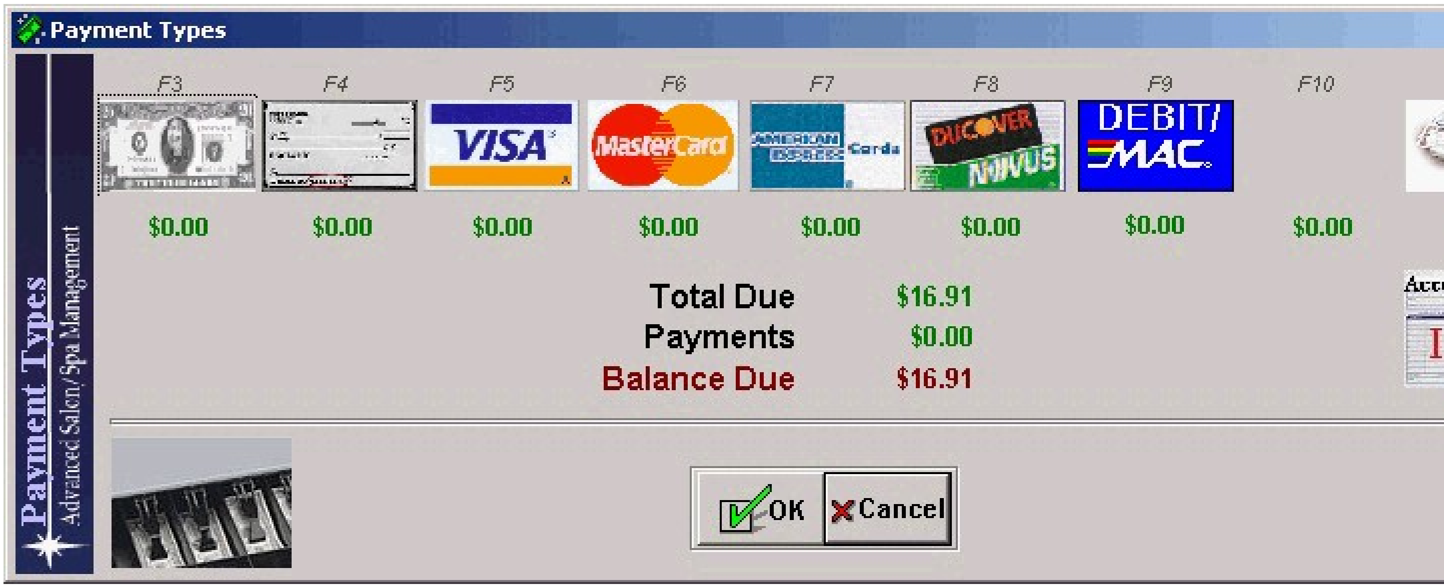
button. This will retrieve the transaction and you may complete the sale from the point where it was put on hold.

NOTE: Another use for placing transactions on hold would be to save time by entering a client's name and the services they are getting done prior to them approaching the receptionist to pay. This allows the receptionist to make use of idle/slower time and also speeds the client's ring-up process thus improving customer satisfaction.

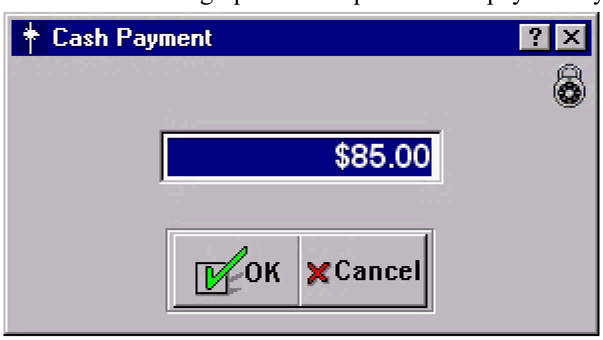
Register: Completing the Sale

- After all of the necessary steps have been completed (selecting, the paying client, employee, services and products, prices w/ any discounts,etc.), it is time to complete the sale.
- Click on the 

button to tell Millennium the details of the transaction are finished and the client is ready to pay. This will open the payment type screen.

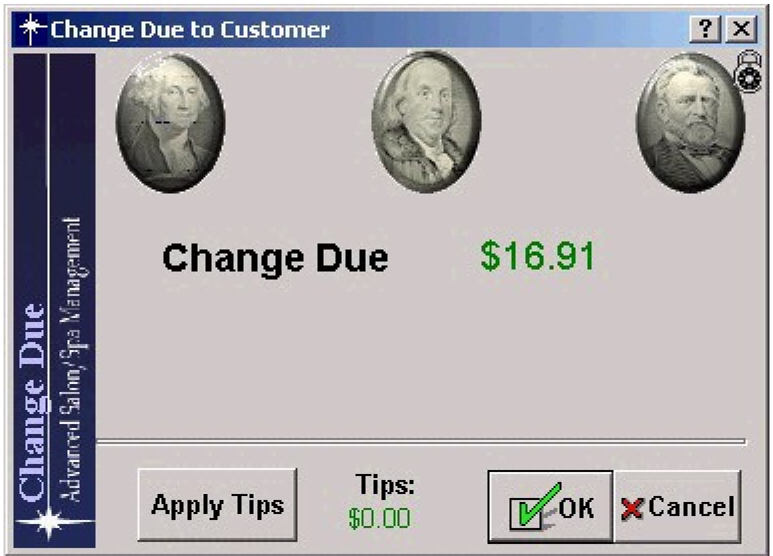


- Click on the corresponding type of payment, whether it be cash, check, credit card, or debit card. Click the mouse on the graphic that represents the payment type. This will open a payment screen.



- The total amount of the transaction will automatically be entered in the field. If the amount received by the paying client is different than the total owed, enter it over the defaulted entry. For instance, the example above shows that $77.81 is owed by the client. They pay with $100.00. The automatic value of $77.81 would be changed to $100.00.
- Click the mouse on the 

button. The Change Due screen will appear to show how much change to give to the client.



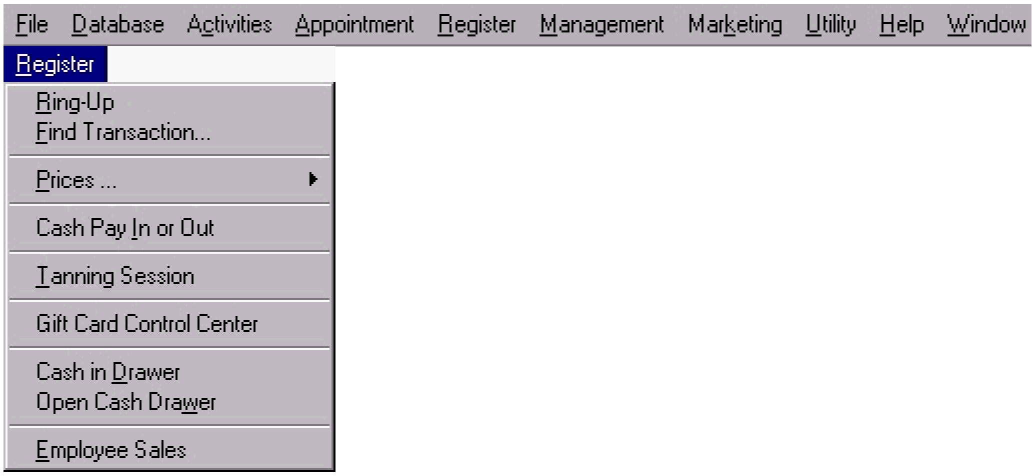
- Click on the 

button to apply tips to the employee. Or, click the 

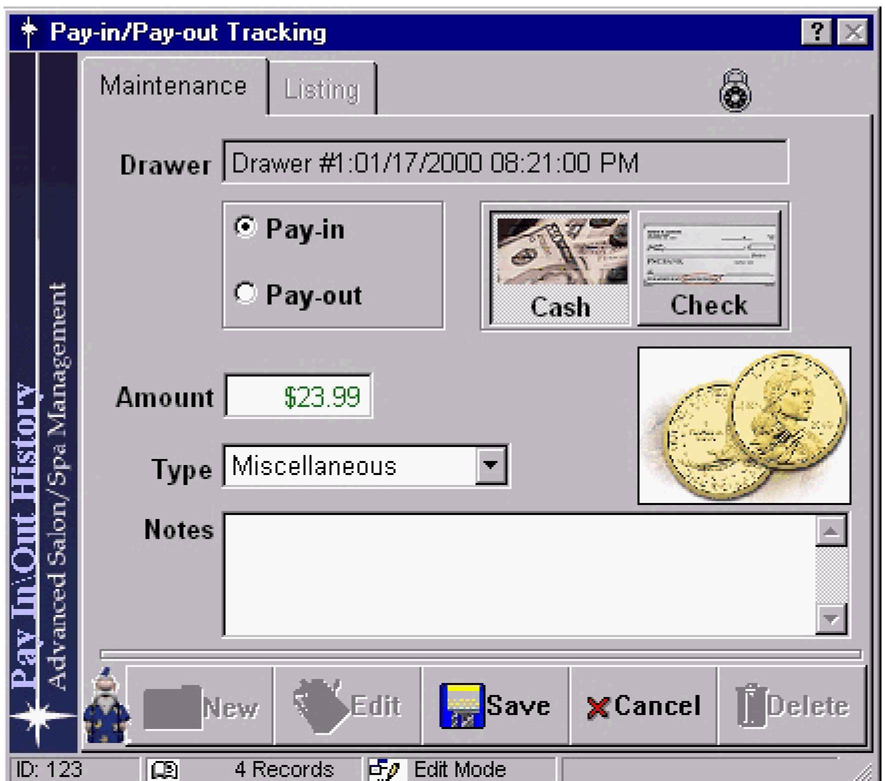
button to finish.

Register: Entering a Cash Pay In or Pay Out

- Regardless of where you are within the Millennium system, as long as you can see the main menu, you can access the Cash Pay In or Out from the Register menu.



- Click on the Cash Pay In or Out menu selection. This will open the Cash Pay in/out screen.



- Click the mouse on the  button, and select the Radio button to either do a Pay-in or Pay-out.
  - *[Pay-ins only]* Click the mouse on the  or the

button to depress and designated if this will be a cash or check pay-in.

– Click the mouse into the Amount field and enter the amount of the pay-in/out.

– Click the mouse on the Type pulldown list to select one of the pay-in/out types from the available list. The list is maintained in the Pay-In Descriptions and the Pay-Out Descriptions Databases. If the description that best fits the type of cash pay-in/out this is, click on the <<Add New...>> selection. This will open the database where a new type can be created.

– Add any miscellaneous notes into the Notes field.

– Click the mouse on the 

button to complete the cash pay-in/out.

Search: Client Based Intelligent Controls

It's important to quickly be able to call up your client's information from the Database when conducting a transaction in the register, or booking appointments. Your clients should not have to wait for you to perform cumbersome tasks with your salon/spa's software. Intelligent search controls have been built into Millennium to help quickly retrieve the client's information.

Millennium is designed to immediately search the Clients Database when the Enter Key is pressed. If the field is left blank and the Enter Key is pressed, no information will be retrieved and nothing will happen. If the / or ? characters are entered, Millennium knows to open the Quick Search window when the Enter Key is pressed.

There are several different ways that Millennium intelligently searches for the client's name:

- Character Match
  Millennium will always assume you are typing the last name of the client if you simply type in characters. If you type the client's last name in the Paying Client field, one of two things will happen: If there is only one client with the last name, then their full name will appear in the field and the search is completed. However, if there are more than one match to that spelling, then a Client Selection screen will open and you can select which is the correct client. See an example of the Client Selection screen at the bottom of this page. Following is an example of character matching:

Enter	Result
Doe	Jane Doe Philip Doe
D	Angelina D'Angelo Jane Doe Philip Doe Shane Douglass Robert Dylan

- Using the comma (,)
  If you place a comma (,) between characters, Millennium will assume [last name , first name]. For example:

Enter	Result
Doe, Jane	Jane Doe
, D	Daniel Boswick Debbie Canata Drake Remoray

- 3-digits
  Millennium will show a Client Selection screen displaying all clients who's area code matches the 3 digits you enter. For example:

Enter	Result	
973	Jane Doe Philip Doe Rachel Green	(973) 555-1234 (973) 555-1234 (973) 555-0987

- 4-digits

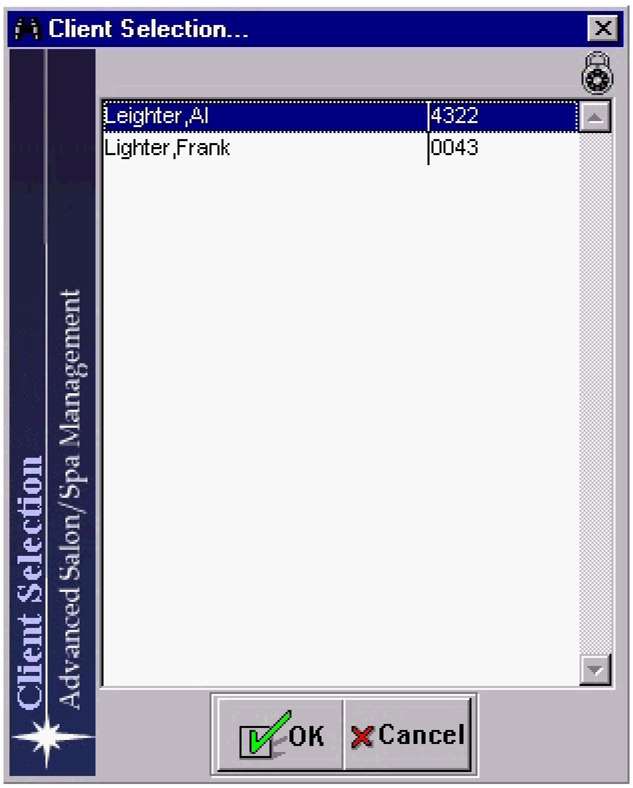
Millennium will show a Client Selection screen displaying all clients who's last 4 digits of their Home or Business phone number match the 4 digits you enter.   For example:

Enter	Result	
0987	Rachel Green	(973) 555-0987
	Roger Tempest	(908) 781-0987
	Tracy Yearner	(212) 541-0987

- ~ w last name (sounds like)
  Using the ~ will allow you to phonetically spell the client's last name.   Millennium will try to best match the last name with what you enter.   For example:

Enter	Result
~Pegeno	George Pagano
~Lighter	Al Leighter
	Frank Lighter

- Example of the results in the Client Selection screen with the following entry: ~Lighter



- !NJ (State Abbreviation)
  Using the ! character with any state abbreviation, Millennium will display all clients who have addresses in that particular state.

- #
  The Grid symbol followed by a return will show any client with an appointment scheduled for that day.

- Q followed by digits (Q1000) - Client Bar Code

Each client's bar code identification begins with the letter Q. Millennium will match the bar code ID when entered.

- Z followed by digits (Z1000) - Client Membership Search
  Each client membership sold is given an ID that begins with the letter Z. Millennium will match the ID when entered.

- g# - Gift Certificate Search
  Type the letter g followed by the # sign, Millennium will display a window that lists all clients who have purchased gift certificates.

- g#1234 - Gift Certificate Owner
  Type the letter g followed by the # sign, then the number of the Gift Certificate. The gift certificate's owner will be displayed.

- p# - Package/Series Search
  Type the letter p followed by the # sign, Millennium will display a window that lists all clients who have purchased package/series.

- p#1234 - Package Series Owner
  Type the letter p followed by the # sign, then the number of the Package/Series. The package/series owner will be displayed.

- $ - Account Balances
  Type a $, Millennium will display a window that lists all clients who have account balances.

Right Click Options

This is the name of the resource that will be used when booking the service which requires that resource.

The number displayed is how many of that resource your salon/spa has. This will determine how many appointments can be booked at the same time that are for a service which requires that resource. When creating or editing the resource record, click on the spinner arrows to increase or decrease the number of resources.

This window displays the list of services that will require that resource. Any appointment booked for a service listed in this window will reduce the resource availability.

When creating or editing the resource record, clicking this button will allow you to add and/or remove services to the resource.

This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

Allows the user to call up a record that matches the string of characters entered into this field.

This is the name of the appointment type that will appear as the available selection when choosing from the various appointment types.

Displays the abbreviation for each appointment type. No two abbreviations can be alike. This will appear in pulldown lists for Appointment Types and in browse windows.

If this option is active, it will display the percentage of the normal commission for services that the employee performing the service will receive.

If this option is active, it will display the percentage of the normal commission for retail sales that the employee selling the product will receive.

Displays the business's name.

Another line for the business's address if necessary.

The address of the business.

The city in which the business is located.

The state in which the business is located.

The zip code.

Displays the business's area code and phone number.

Displays the area code and number for facsimile transmissions.

Displays the web site of the business.

Displays the main e-mail address of the business.

Displays the date that your business started using Millennium.

Displays the selected radio button of the type of business Millennium is helping you run i.e., Salon, Spa, Clinic, Hair Restoration Center, etc.

Displays the logo and/or watermark of the business.

This is the name of the client profession.

Inactive - Will be checked if the client is no longer an active customer of your salon/spa.   Any automatic features within the Millennium program involving clients will skip over all inactive clients.

No Checks - Activating this checkbox will not allow checks to be accepted from that client.

Non-Deliverable Address -

No Mailings - Any automatically generated mailings from the Millennium program will not include these clients.

Primary Resident - Should more than one of your Salon/Spa's clients share the same address, one of them would be designated as the primary resident using this checkbox.

Confirm Appts -

The client's first and last names. The first letter of each name is automatically capitalized for you. It is strongly recommended NOT to use all capital letters when entering first and last names. When sorting data, the computer evaluates a capital “T” as coming before a lowercase “a”.

The address consists of two street address lines followed by a field for the City, State, and Zip Code. The City, State, and Zip Code fields are interactive. For example, if you enter the city and state, Millennium automatically fills in the zip code. If you put in a zip code the city and state are automatically filled in.

The Client's home Area Code and Phone Number. The parenthesis around Area Code and the '-' in the Phone Number are automatically entered for you.

The Client's business Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

The Client's cellular Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

The Client's fax Area Code and Fax Number. The parenthesis around Area Code and the ‘-’ in the Fax Number are automatically entered for you.

The Client's E-mail address.

The employee’s birthday.

This field is automatically calculated for you when you enter the client's birthday. If you do not enter a birthday, you can manually enter an age for the client by using the spinner to increase or decrease the age.

This field indicates whether or not the client is married. A check mark inside of the check box indicates that the client is married.

This field indicates whether or not the client has children.   A check mark inside of the check box indicates that the client has children.

If married, displays wedding anniversary.

Displays the selected profession of the client.   These professions are establish in the Client Profession Database.

Displays the primary employee who is involved with the client. The list of employees is pulled from the active list of employees from the Employees Database.

Displays the selected referral for the client. These referrals are establish in the Referrals Database.

Displays the distributor’s name.

The address of the company.

Another line for the company's address if necessary.

The city in which the company is located.

The state in which the company is located.

The zip code.

Displays the 2 character abbreviation that Millennium uses as identification of the company name. No two company names can share the same abbreviation.

Displays the distributor’s area code and phone number.

Displays the 4-digit extension number of the contact person, if necessary.

Displays the area code and number for facsimile transmissions.

Displays the logo of the distributor.

Displays the distributor’s contact person’s name.

Displays the e-mail address of the distributor's contact person. There is a button that will trigger your computer's e-mail software

Displays the web site of the distributor.   Just below the text box is a hyperlink that can be clicked on to directly access the web site over the internet.

Displays the account number the distributor issues to the salon/spa.

Displays the tax rate applicable to the products sold by that particular distributor.

Displays the manufacturer’s name.

The address of the manufacturer.

Another line for the manufacturer's address if necessary.

The city in which the manufacturer is located.

The state in which the manufacturer is located.

The zip code.

Displays the 2 character abbreviation that Millennium uses as identification of the manufacturer's name. No two manufacturer's names can share the same abbreviation.

Displays the manufacturer's area code and phone number.

Displays the 4-digit extension number of the contact person, if necessary.

Displays the area code and number for facsimile transmissions.

Displays the logo of the manufacturer.

Displays the manufacturer’s contact person’s name.

Displays the e-mail address of the manufacturer's contact person. There is a button that will trigger your computer's e-mail software

Displays the web site of the manufacturer. Just below the text box is a hyperlink that can be clicked on to directly access the web site over the internet.

This will display the selected border that the coupon will have.

Click and drag the mouse left or right along the selection slide to quickly display all of the available border types. Release the mouse button to select the border.

Displays the list of available border types alphabetically. Use the scroll bar to browse through the selections. Click the mouse on the desired border type. Border titles with an asterisk (*) next to it indicate a portrait orientation. Border titles without the asterisk indicate a landscape orientation.

Selecting this option will show the expiration date on the coupon. Leaving the box unchecked will omit the expiration date from the coupon.

Selecting this option will display the Salon/Spa's logo on the coupon. Leaving the box unchecked will omit the logo from the coupon.

Use the Font pulldown list to select your computer's available fonts.   Use the font size pulldown list to select a font size for the selected font.   Use the **Bold**, *Italic*, and Color buttons to change the appearance of the coupon's text.

This is the amount of discount that will be applied toward the customer’s purchase when using this coupon.

- If Special Price is selected then a “$” sign will appear next to the Discount field.
- If the Discount Type is Specific Dollar Amount Off then a “-$” sign will appear in front of this field.
- If Percent Off is selected a “%” sign will appear next to this field.

This is the total number of coupons to be distributed.

This field automatically calculates the number of coupons that have been received, as well as the percentage of coupons received based on the number distributed. Even though the number of coupons received is automatically calculated, you have the ability to manually change it.

This field is automatically calculated. It will show the amount of income generated based upon the coupon's usage.

Displays the bar code number that is found on the coupon (if available). You can create your own bar code if you choose to; however, the bar code cannot begin with the letters Q or X because these prefixes are reserved for Clients and Services.

Indicates whether the coupon is active or inactive. If an “X” appears in the box, the coupon will be inactive and will not show up in the Register.

The name given to a specific coupon. No two coupons can share the same coupon code.

This is the date the coupon will expire. Depending on the settings selected from the Salon/Spa Information Database, you may or may not be allowed to override the expiration date in the register.

Describes the type of service or product that can be purchased with the specific coupon.

This is the name of the credit card that will appear as the available selection when choosing from the various credit cards.

Displays a picture of the credit card.

This is the name of the employee classification.

The employee’s first and last names. The first letter of each name is automatically capitalized for you. It is strongly recommended NOT to use all capital letters when entering first and last names. When sorting data, the computer evaluates a capital “T” as coming before a lowercase “a”.

Allows “Nickname” of employee’s name. This code name will the be the name displayed in Millennium whenever an employee’s name is required in the display. For example, pulldown lists, appointment scheduling grid, etc.

The address consists of two street address lines followed by a field for the City, State, and Zip Code. The City, State, and Zip Code fields are interactive. For example, if you enter the city and state, Millennium automatically fills in the zip code. If you put in a zip code the city and state are automatically filled in.

The Employee’s home Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

The Employee’s cellular Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

A contact name indicating who to contact in case of an Emergency and the Phone Number as well. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

The date the employee began working for the salon.

A check mark inside of the check box indicates that the employee is inactive.

The employee’s birthday.

This field is automatically calculated for you when you enter the employee's birthday. If you do not enter a birthday, you can manually enter an age for the employee by using the spinner to increase or decrease the age.

This field indicates whether or not the employee is married. A check mark inside of the check box indicates that the employee is married.

If married, displays wedding anniversary.

The employee’s Social Security number.

This setting determines the price range of a particular service when it is rung up. The service level relates directly to the 10 price levels for each service. Use the pulldown list to increase or decrease the employee's service level from 1 to 10.

A check mark inside of the check box indicates that the employee is no longer employed with the salon.

Check marks inside of the check boxes indicate the employee's areas of service expertise.

Check Box which will enable the Appointment Book to display the employee’s name as an eligible employee to book appointments with. For example, if your salon/spa has a hired receptionist then that employee would not need to be shown in the Appointment Book.

Allows the name of the employee to be displayed in the Time Schedule screen. When the salon/spa manager makes up the time schedules for the week/month/etc., the employees who have this box checked will show up in that screen.

Allows the name of the employee to be displayed in the Tip Screen. This way, upon register transactions, tips can be designated to the employee listed in the tip screen.

Check Box that indicates this employee must use a timecard to punch in and out of work. If an employee that is designated to punch in attempts to ring up a service or sale, the system will warn the employee that they must punch in. This is used mostly for employees who are paid on an hourly rate.

The applicant's first and last names. The first letter of each name is automatically capitalized for you. It is strongly recommended NOT to use all capital letters when entering first and last names. When sorting data, the computer evaluates a capital "T" as coming before a lowercase "a".

The address consists of two street address lines followed by a field for the City, State, and Zip Code. The City, State, and Zip Code fields are interactive. For example, if you enter the city and state, Millennium automatically fills in the zip code. If you put in a zip code the city and state are automatically filled in.

The applicant’s home Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

The applicant’s cellular Area Code and Phone Number. The parenthesis around Area Code and the ‘-’ in the Phone Number are automatically entered for you.

The applicant's E-mail address.

The applicant's alternate contact's name.

The alternate's contact number.

The applicant’s birthday.

This field is automatically calculated for you when you enter the applicant's birthday. If you do not enter a birthday, you can manually enter an age for the applicant by using the spinner to increase or decrease the age.

Click the Male or Female button to designate gender of the applicant.

This field indicates whether or not the applicant is married.   A check mark inside of the check box indicates that the applicant is married.

The applicant’s Social Security number.

Date the application was turned in.

This checkbox will be checked if the applicant was hired.

The applicant's (employee's) hire date.

This is the name of the evaluation category.

This is the name of the evaluation.

Displays columns detailing the evaluation name.

- Category: Name of the category that shapes the responsibilities of the various evaluations. ex. Productivity.
- Priority: A numerical value that prioritizes the importance of each category. Certain categories would be "weighted" higher than others.
- Objective: A written explanation of the category. ex. "At least 95% productive throughout the day" would be the objective for the Productivity category.

Removes a category and all of the supporting information such as priority and objective.

Repositions the order of various categories. The Line Number column will maintain a numbering scheme for the categories.

Clicking this button will open a screen where you can select two colors for every other row in the Evaluations Window.

This is the name of the formula type.

This is the name of the gift certificate type.

Displays the amount of weeks designated before the gift certificate will expire after it is purchased.

Database: Hair Colors Field Descriptions

Following are brief descriptions of each field located within the Hair Colors Maintenance screen.

Hair Color

This is the name of the hair color.

Search

Allows the user to call up a record that matches the string of characters entered into this field.

This is the name of the hair color.

This is the name of the membership.

This displays the designated price of the membership per client.

This is the name of the Package/Series.

This check box determines if the package will be designated as a series.

This Grid shows the services and/or products that are included in the package. A quantity and unit price column are also shown Just below the price column the total price of all products and services is displayed. If a client were to purchase each of these products and services separately, this would be the total price.

Clicking this button will open a screen where you can select two colors for every other row in the items Grid window.

Removes a line that is part of the item Grid.

Repositions the order of items in the Grid.

This spinner control displays the amount of weeks the package is valid after purchase.

This box displays the chosen price of the package to the client. Typically a package would be priced at a reduced rate than the total of each individual product and service if they were purchased separately.

When creating or editing a package, clicking this button will open a text box whereby the percentage entered will calculate the package price based off of the total value. For example, if the total value of the package items was $100.00 and you entered 10% in this box, the Package/Series Price will automatically be calculated at $90.00 (or 10% off of $100.00).

Activating this check box will designate the package as on-sale.

Database: Package/Series: Sale Price

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

This free form notes box can include any description that describes the package to make it enticing for the client to purchase.

This is the name of the pay-in description.

This is the name of the pay-out description.

This is the name of the prescription category.

This window displays the descriptive types associated with the prescription category.

Clicking this button will open a screen where you can select two colors for every other row in the Prescription/Description Window.

Removes the selected item from the Prescription/Description Window.

Moves the selected item up one position in the Prescription/Description Window.

Moves the selected item down one position in the Prescription/Description Window.

This text field displays the official name of the product class.

Displays the two character abbreviation for each product class. No two abbreviations can be alike.

This pulldown list displays the selected prescription category the product class is best suited with.

Shows a picture of the product.

Lists all sub-product classes made available with the "Parent" product class.

The code given to a specific product. No two products can share the same code. Millennium sorts the records in order using this field.

Coding products using a consistent methodology will save you time and aggravation later when looking up products in the register. Since products are sorted by their code, the following format is suggested which will group similar products together in the lists:

M M PC PC __ __ where "M" refers to a two letter code representing the Manufacturer of the product. "PC" refers to a two-letter code representing the Product Class. You must use two letters for the Product Class and two letters for the Manufacturer in order for the sorting to work correctly. The last two letters are left to your discretion.

Example 1: Grid Biolage Conditioner 10oz.

MBCN10

Example 2: Grid Icon Grooming Cream 12oz.

MIGC12

If this check box is activated, Millennium will regard the product as discontinued. Although the product's record will still be saved in the database, Millennium will not order the product when doing an automatic purchase order.

Displays the bar code number that is found on the product (if available). You can create your own bar code if you choose to; however, the bar code cannot begin with the letters Q or X because these prefixes are reserved for Clients and Services.

Opens the Product Bar Code screen. This screen allows you to print labels to stick on your products. A label will include the product description, the bar code, and optional price.

This pulldown list categorizes similar products. For example, all conditioners would be assigned the "Conditioner" class.

Displays a written description of the product. Typically it is advisable to include the full name of the product including size.

The size of the container for the product.   For example, and 10oz. bottle of shampoo would have 10oz. displayed here.

This pulldown list displays all manufacturers saved in the database.

If this check box is activated, the register will not add state sales tax when this product is rung-up.

This pulldown list displays all distributors saved in the database.

Displays the distributor's product id.   This ID will show in parenthesis next to the product name on a purchase order.

In the case where a distributor taxes you for the products you order from them, this Check box should be activated. This is very important for accurate tax liability calculations.   If you pre-pay sales tax on a product, you only owe the difference between the retail, tax collected and the wholesale tax you paid.

These radio buttons will be used to determine if the product is a retail product for consumer sales, or a professional supply product and not for re-sale. For example, shampoo used only to wash clients' hair is not to be sold as retail and should have Professional Supply selected.

Millennium allows you to create product packages that consist of multiple products. This check box needs to be turned on before you can click on the Product Listing button.

Opens the Multiple Products Package screen. This screen allows you to create packages that consist of multiple products that already exist in the product database. The Multi-Product Package Check box must be activated for the Product Listing button to be available.

This spinner control displays the selected number of weeks that the product should last the client once they begin using the product.

Runs a report that lists all instances that a price was changed for a product. The report will show product title, date price was changed, wholesale price, retail price, employee price, sale indicator, sale price, sale start date, and sale end date. This report can be sent to the screen or to the printer.

Activating this checkbox will enable commissions to be set on the sale of this product. The trigger for the commission would be the employee (logged in) ringing up the product at the register.

This displays the amount (in dollars or by percentage) that the employee will receive in commission/incentive if this option is given.

Activating this checkbox will enable a bonus to the employee who rings up this product in the register. If you have an over stocked product that you really want to sell, or if this is a new product that you want to push, these plus many other reasons may prompt you to give incentive to the employees to sell this particular product. This incentive would be in addition to any commission you may have established for the sale of this product.

Marks the start of the incentive you are offering the employees on the sale of this product. This field can be manually entered, or it can be selected using the calendar screen.

Marks the end of the incentive you are offering the employees on the sale of this product. This field can be manually entered, or it can be selected using the calendar screen.

The prescriptions table displays the descriptive items that have been established for the prescription category selected for the product. Next to each description is a check box that displays which descriptions are to be used for this particular product.

Clicking this button will open a screen where you can select two colors for every other row in the Prescription/Description Window.

This field displays the wholesale price of the product.

Displays the percentage of markup that will be applied to the wholesale price.

Displays the total price calculated by multiplying the wholesale price by the percentage of markup. This will be the price the customer is charged for the product.

If applicable, this field displays the special price offered to employees.

Activating this check box will designate the product as on-sale.

Displays the price a product will be sold for when running a sale.

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Depending on which of these is selected, the sales statistics displays will either be in Dollars ($), or in quantities.

The statistical information displayed will be for the year selected using this pulldown list.

The total amount of sales (displayed in either dollars ($) or in quantities) for the month will be displayed in each of the 12 text fields designated for each month of the year. The 12 months are separated into quarters (Q1, Q2, Q3, and Q4).

Displays the total quantity remaining in stock of the currently viewed product. This field can be adjusted manually; however, many functions within Salon Solutions will automatically update this field.

Refers to the number of products to be considered full stock. Salon Solutions will determine the quantity to be ordered by subtracting the on hand quantity from the Model Quantity. More simply, the maximum number of this product to keep on the shelf.

Displays the set minimum quantity Salon Solutions will let the on-hand quantity reach before considering the product as needing to be ordered.

Displays the multiples that each quantity will equal. For instance, ordering in multiples of 20 will give you 100 units if you order a quantity of 5.

Displays the last date this product had any new orders placed. This field can be manually updated, or the Purchase Order screen can automatically set the date.

Displays the last date this product was received. This field can be manually updated, or the Receive Products screen can automatically update the date.

Displays the last date a physical count was taken of this product. This field can be manually updated, or the Count Inventory screen can automatically set the date.

Displays the last date the currently viewed product was sold. This field can be manually updated, or the register can automatically set the date every time a ring-up occurs for that particular product.

Displays the last date the currently viewed product was sold. This field can be manually updated, or the register can automatically set the date every time a ring-up occurs for that particular product.

Displays the last date the currently viewed product was sold. This field can be manually updated, or the register can automatically set the date every time a ring-up occurs for that particular product.

Marks the start of the promotion you are offering the clients of your salon/spa. This field can be manually entered, or the date can be selected using the calendar screen.

Marks the end of the promotion you are offering the clients of your salon/spa. This field can be manually entered, or the date can be selected using the calendar screen.

The Maintenance Screen is split into three separate tabs that allow you to offer the promotions based on the quantity of services, a point value system, and trying out new services.

There are 6 check boxes that can be turned on or off as different ways for the client to earn points. The 6 check boxes are:

- **Receive [##] points for each service purchase over [$$]**
  Every service that a client purchases that is over the specified amount will earn them the specified amount of points.
- **Receive [##] points for each retail purchase over [$$]**
  Every retail product that a client purchases that is over the specified amount will earn them the specified amount of points.
- **Receive points equal to [%%] of Services Purchased**
  A specified percentage in points can be earned for every service that is purchased by the client.
- **Receive points equal to [%%] of Retail Purchased**
  A specified percentage in points can be earned for every product that is purchased by the client.
- **[##] points for pre-booking next appointment**
  The client can earn a specified amount of points by booking their next appointment.
- **[##] for referring a new client**
  The client can earn a specified amount of points by referring a new client to you salon/spa.

This specified amount of points is the minimum requirement for the client to be eligible for the award.

This specified amount is the money awarded to the client who earns the necessary points in the promotion.

Two radio buttons will display weather the promotion is for 1 particular service, or for any service that falls within a particular service class.

These pulldown lists displays the Service or the Service Class that was selected in the promotion.

These spinners display the amount of times the service must be purchased by the same client and within a certain amount of weeks.

Displays the dollar amount or percentage that the client receives off.

This button toggles between dollars or percentage for what the client will receive.

Two more radio buttons will display weather the client may use the award toward the same service that they had to purchase in the promotion, or if they can use the award toward any service.

Three radio buttons will display weather the promotion is for a particular service, for any service that falls within a particular service class, or for any new service tried by the client.

There are two check boxes that determine the award granted to the client.

- **[##] Points for trying new service**
  A specified amount of points is granted to the client for trying the new service.
- **[%%] Percent off Service Price for trying new service**
  A specified percentage off of the service price for trying the new service.

The code given to a specific referral. No two referrals can share the same code. Millennium sorts the records in order using this field.

Displays the creation date of the referral type.

Displays a full description of the referral.

Shows the dollar amount that it costs the salon/spa to make the referral available. For example, a radio commercial could cost $1,000.00 to have played over the airwaves. This field would display that amount.

Shows the interval of the cost field. For example, if the salon/spa runs an ad in the newspaper, it could cost $50.00 per day. This field would then display “day”.

Displays a "rolling" group of 12 month fields. The last month displayed will be the current month, and the 11 previous months will also be displayed. Because the available months will change one month at a time, it is considered as "rolling". Each field will display the number of referrals that occurred within that month. Beneath each field will be the percentage those referrals were of all referrals for that month. For example, if October, 1999 had 20 referrals in it's field, and 50% displayed below it, it would mean that there were 40 total referrals for October, and half of them were for the 20 displayed here.

This text field displays the official name of the service class.

Displays the two character abbreviation for each service class. No two abbreviations can be alike.

Displays the colors (Background and Text) of the service class appearance in the Appointment Book.

Shows a picture of the service.

Lists all sub-service classes made available with the "Parent" service class.

This is the amount of time it takes to get the first phase of the service completed. For example, if this was a perm the initial time needed to do service would be the amount of time it takes to put the rods in the client’s hair.

Gap time refers to the time between the first phase and the last phase of a service. For example, the gap time for a perm would be the amount of time you leave the person sitting under the dryer or the time necessary for the perm to "take hold".

Time needed after the gap refers to the amount of time it takes to finish the service once the gap time is over. For example, after the perm has taken hold, the Finish Time would be the amount of time it takes to remove the rods and style the hair.

This <u>spinner</u> control allows you to set the recommended amount of weeks before the service should be to be repeated on the same client.   Millennium will use this information to prompt scheduling the next service while the client is still there.

The Catalog Description tab is simply a free form text box that allows you to enter a detailed description of the service.   This description is what will be printer in your Salon/Spa's catalog.

This displays the amount (in dollars or by percentage) that the employee will receive in commission if this option is given.

Activating this checkbox will enable commissions to be set on the sale of this service. The trigger for the commission would be the employee (logged in) ringing up the service at the register.

Use these check boxes as a means of recovering some of your costs.

Click on this button to select particular employees to apply the various commissions options to.

This is where a special price can be set for the employees of the salon/spa.

Enter the different prices for the service based on the level of employee. Click the mouse on the pricing level and a screen will appear displaying all of the employees that are at that level.

For setting specific prices for specific employees, this button will open a window to achieve this.

Activating this check box will designate the package as on-sale.

Displays the percentage that will be taken off of the regular service price.

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

The code given to a specific service. No two services can share the same code. Millennium sorts the records in order using this field.

Displays the class that is designated to that service. Service Classes group like services together. For example, all services involving manicures could be grouped together in a Service Class named Nails.

Displays a written description of the service.

All formula types that have been created in the Formula Types Database are displayed with a check box next to them. You can check off all related formula types that are associated with the service.

There is a Male and Female check box that can show if the service is typically performed on that gender. On or both may be checked.

Should you choose to, you may designate the service to never be discounted to those clients who may receive automatic discounts on their services.

Runs a report that lists all instances that a price was changed for a service The report will show service code, the date the price was changed, old price, new price, sale start date, and sale end date. This report can be sent to the screen or to the printer.

Establishes the name of the selections to be made available when selecting skin colors in the Client Maintenance screen.

Shows a visual representation of the color skin depicted in the Skin Color name. The selector is used to scroll through the available faces that will best match the skin color name.

Establishes the name of the selections to be made available when selecting skin tones in the Client Maintenance screen.

Establishes the name of the selections to be made available when selecting skin types in the Client Maintenance screen.

Displays the two letter abbreviation of the state.

Displays the full name of the state.

Displays the the state tax on any mail order purchases.

Displays the name of the tanning bed. Typically, the tanning beds can simply be numbered, i.e., Tanning Bed #1, Tanning Bed #2, etc.

Marks the date that the bulbs were last changed. This field can be manually entered, or the date can be selected using the calendar screen.

Displays the amount of hours in bulb usage that should pass before you are notified. The number may be manually entered, or the number may be changed in increments of 50 using the spinner control.

Establishes the name of the tanning package.

Contains the full description of the tanning package. This allows for a more detailed explanation than the tanning code can offer.

There are three radio buttons that designate the tanning package. They are:

- By Session
- By Time
- By Number of Weeks

Depending on which tanning type you selected, this field will display either the total number of sessions in the package, the total amount of time a session will last, or the total amount of weeks the tanning package will be honored.

Displays the total price of the tanning package.

If the tanning package is on sale, this check box will be activated.

Displays the price the tanning package will be sold for when running a sale.

Displays the date the sale price will become active and accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Displays the last day a sale price will be accepted by the register during a ring-up. This field can be manually entered, or the date can be selected using the calendar screen.

Displays the name of the work activity.

Check box that displays if the employee will receive hourly wages for the work activity. For example, if the work activity is Training and that is the reason for employee not being at the Salon/Spa, they would still be paid their hourly wage rate, so this check box would be activated.

Check box that displays if the employee will show as regular time in the Appointment Book.   That would mean that the employee could be scheduled for appointments under this work activity.

Displays the Zip Code.

Displays the city name that matches the zip code.

This pulldown list displays the state that the city and zip code are located in.

Displays the area code (optional) for this zip code.

Displays the county in which the zip is located.

This pulldown list displays all available main topics. You can scroll down to the desired topic and click to select it.

Each time a different main topic is selected, the appropriate sub topics will appear in the box. Scroll down to the desired sub topic and click to select it.

Each time a different sub topic is selected, the corresponding specific topics will appear in the box. To the right of the specific topic's title, the security level will be displayed. Only users with that security level or higher will be able to access those areas within the Millennium system. Scroll down to the desired specific topic and click to select it.

Use this spinner to select the desired security level for each of the specific topics.

This text box displays the user's name.

This text box displays the user's login. These are the characters that will be typed in the Login ID text box when logging into Millennium.

Displays the employee's name that owns the login. The employee's name is selected using the pulldown list.

NOTE: If an employee record is deleted, Millennium will prompt you to delete the corresponding login.

This pulldown list displays the security level that the user is currently set for. This is the level of security that, as the manager of your salon/spa, can be set for each user's access. There are 9 security levels. You determine the amount of access for each level. Typically, level 9 would give the highest or most amount of access, whereby level 1 would give the lowest.

Each security level maps directly to each person’s login security level. If you set the Security Level to, say, 3 - only level 3 users and above can get to that option.

This check box indicates that the user will be prompted to change their password the next time they attempt to log into the Millennium system. The default password for each newly created user login is the same as the Login ID. It is recommended to activate this check box when creating a new login ID. This way, the user can establish their own password when using the system for the first time.

Selecting this check box will turn on the Tool Tips feature of Millennium. When a user who has this feature active with their Login ID is logged into the system, tool tips will appear on screen when selecting various functions within the system.

Allows the user to call up a user maintenance record that matches the string of characters entered into this field.

Activities: Quick Log Out

Found in just about every screen in Millennium is a small pad lock.

The purpose of this pad lock is to allow multiple users to use the Millennium program. As each person sits to use the computer, they would be able to quickly log the last user out, and log themselves in. The quick log out function allows this to happen without leaving the current screen.

Using the quick log out feature

Activities: Swapping Access

To quickly log the last user out of the system, and log yourself in:

1. Click on the pad lock  located somewhere on the screen you are in. Virtually every screen in Millennium will have this padlock. This will open the Login screen you originally see when first launching the Millennium program. However, you'll notice the screen that was being used (most likely the Register) will still be there.

2. At the login screen, make sure the cursor is in the Login ID text field and enter your Login ID.

3. Hit the Tab Key, or click the mouse into the Password text field and enter your password.

4. Click 

to enter the system, or

to terminate this procedure.

To log in with bar code scanner:

At the login screen, make sure the cursor is in the Bar Code field, and scan your employee card's bar code.

Once you've logged into the system, the login screen disappears and access to the system continues.

Note: Be aware of the Auto Logout feature as set in the Business Information Database, in the This Computer - Multi Tasking Tab. If set to any number other than zero, Millennium will automatically log out the current user if no activity has been detected for the set amount of minutes.

Found in the top right of each Database Maintenance Screen, use this box to quickly search for a match.

Appointment: Appointment Editor

Once you've determined who the client would like to schedule an appointment with and have located an available time slot on the day the appointment is requested, you are ready to book the appointment using the Appointment Editor.

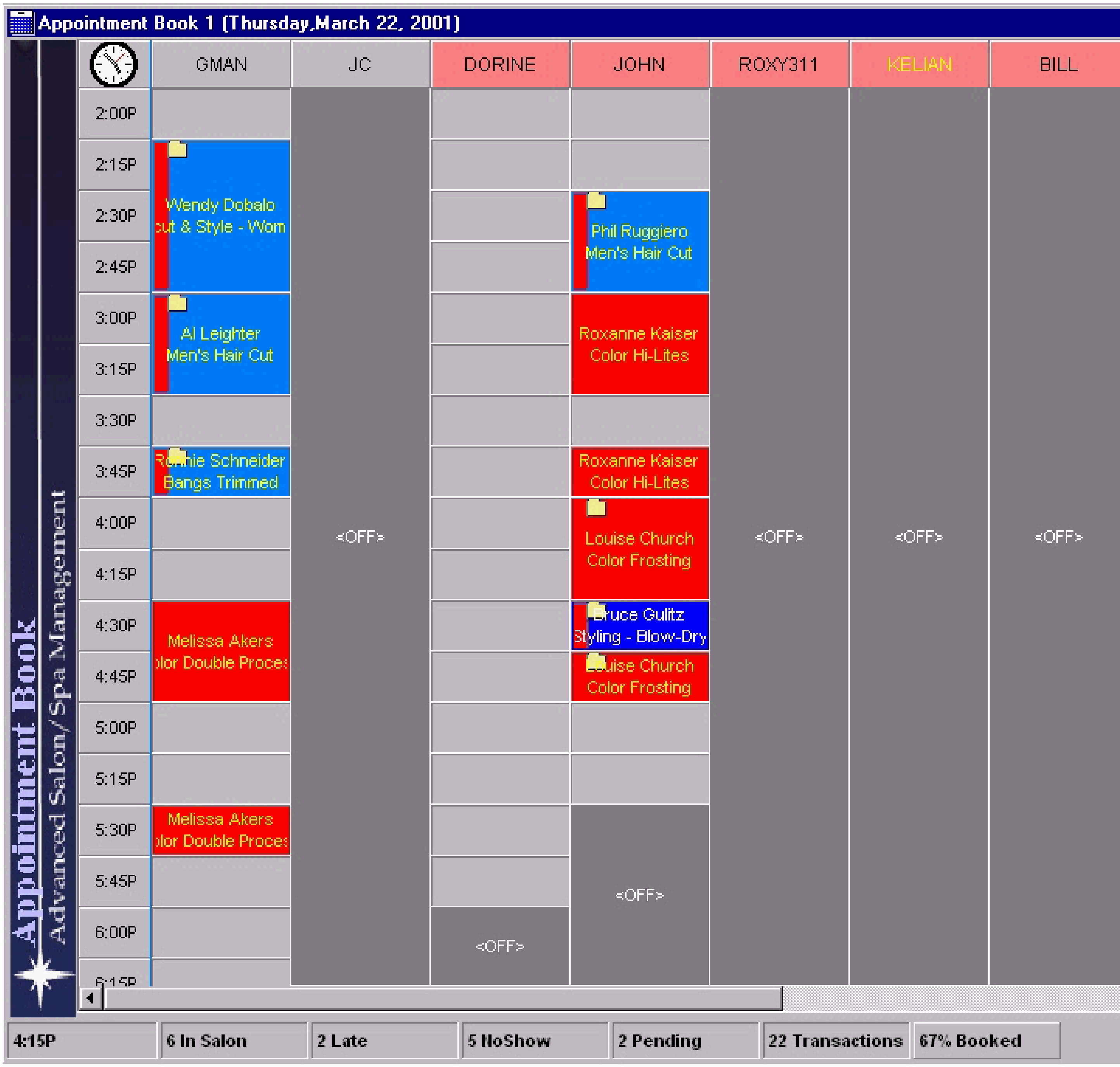
The main function of the Appointment Editor is to establish the various parts of the appointment and save it so it can be displayed in the Appointment Book.   There is a convenient button to <u>Adding Clients</u> if a new client is booking an appointment.   You also have the ability to delete the appointment if the client happens to cancel.

Appointment Editor Screen Descriptions

Booking an Appointment

Appointment: Appointment Book Screen Descriptions

Following are brief descriptions of each field located within the Appointment screen.



Time Of Day Scroll Frame

Displays (in 15 minute increments) the time of day which coincide with the list of Employee names along the top of the grid-like appointment screen. All cells to the right of each indicated time represents an eligible appointment slot.

Employee Columns

The employee columns display employee names along the top of the grid-like appointment screen. These columns coincide with the rows of available times stipulated in the Employee Schedule. To manually arrange the order of the columns, click the mouse on the column over the employee's name, then drag and drop the column.

Scheduling Grid

The Scheduling Grid is a group of time slots for each employee. These time slots are where appointments can be booked. Along the top of the grid you'll see the employee's name and down the left side of the grid you'll see the times of the day listed in 15 minute intervals. Click the mouse on the "Mouse/touch" sensitive cells to activate the Appointment Editor.

Cells

On the Scheduling Grid where the employee's column and the time of day meet, there will be a mouse/touch sensitive cell which will open the Appointment Editor and allow you to book an appointment with that employee at that time. Once an appointment is booked it will appear directly in the cell.

Calendar

A convenient monthly calendar sits on the main screen. You can click directly onto any day of the month and the date will change to that day. Click the arrow buttons on either side of the calendar to jump one month at a time either forward to backward. The chosen day, month, and year will always be displayed directly beneath the calendar.

Display Options Pulldown Lists

Hours

This pulldown list allows you to increase or decrease the amount of hours that will be displayed along the left side of the screen.

Employees

Allows you to increase or decrease the amount of employees' names that will be displayed across the top of the screen.

Location

Allows you to select different salon/spa locations.

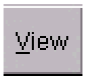
Option

Allows you to choose from three different viewing options that will change how the cells of the appointment book Grid are displayed.

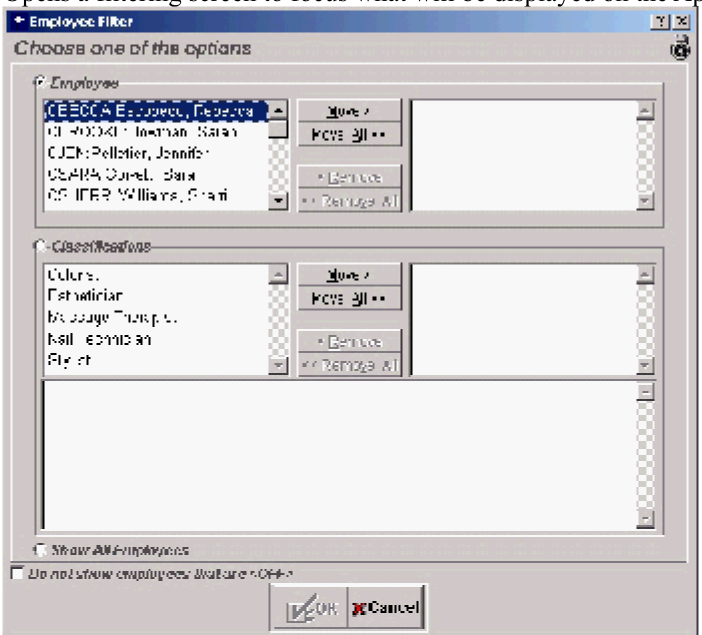
Displays (in 15 minute increments) the time of day which coincide with the list of Employee names along the top of the grid-like appointment screen. All cells to the right of each indicated time represents an eligible appointment slot.

The employee columns display employee names along the top of the grid-like appointment screen. These columns coincide with the rows of available times for scheduling of appointments.

Appointment: Appointment Book Toolbar Options

View 

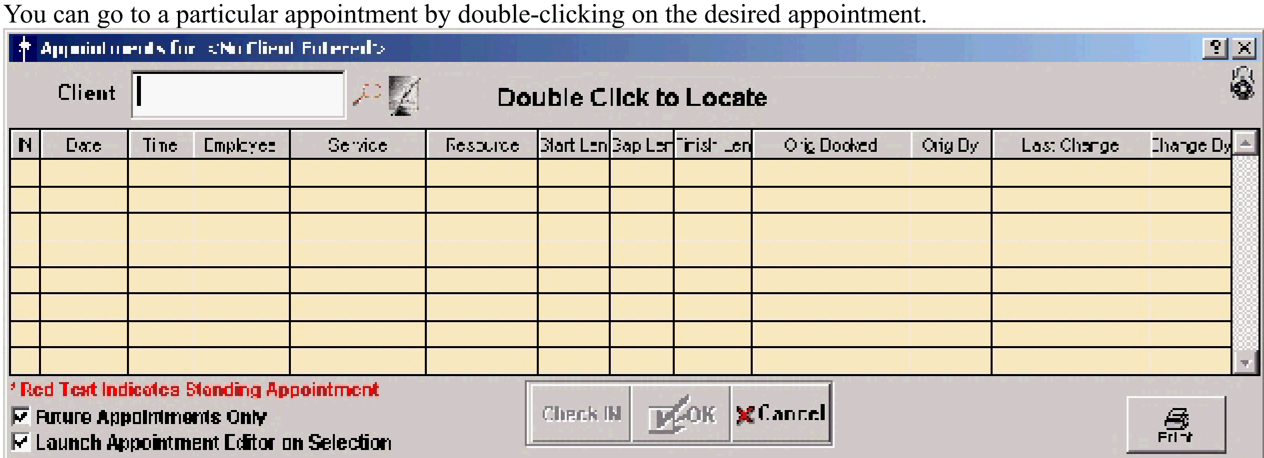
Opens a filtering screen to focus what will be displayed on the Appointment Book main screen.

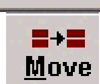


Select Employees by name or by classification and show only those selected.

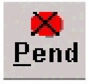
Find 

Opens an Appointment Locator screen that allows you to view all appointments scheduled for a particular client. You can go to a particular appointment by double-clicking on the desired appointment.

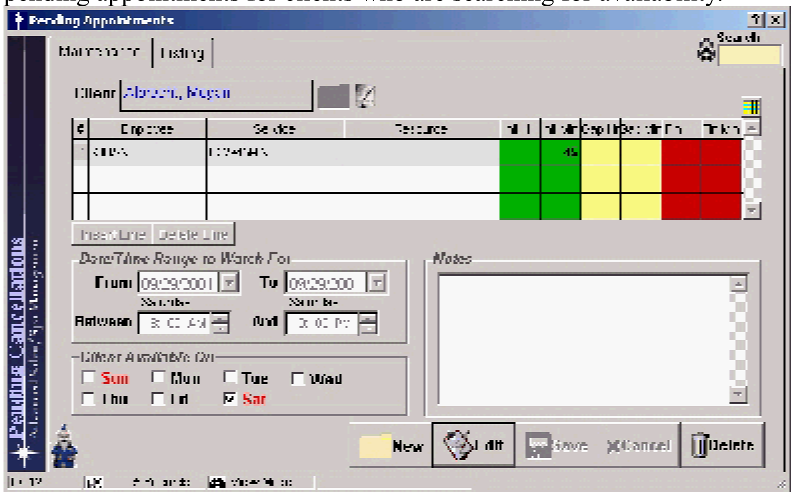


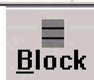
Move 

Click the mouse on this button to activate “Move Mode”.   This will allow you to click directly on any booked appointment on the Scheduling Grid, then click again on an available time slot.   The appointment will move to that new slot.

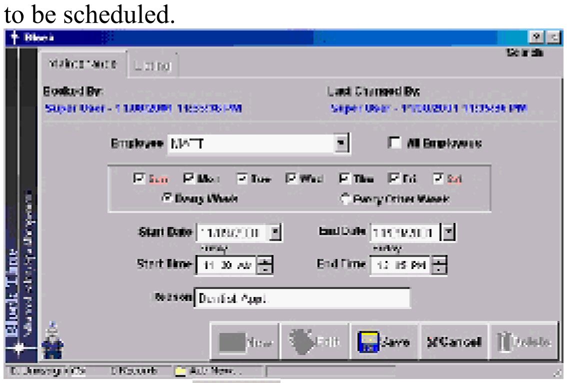
Pend 

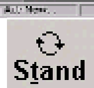
This button opens a Pending Appointment Editor screen much like the Appointment Editor. Use this to schedule pending appointments for clients who are searching for availability.



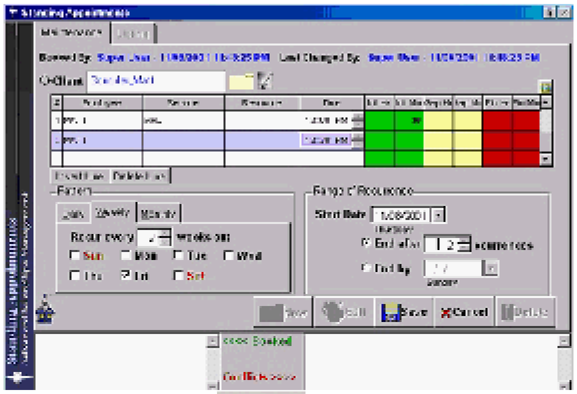
Block Time 

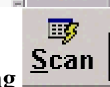
Opens a Block Time screen in which you can establish an Appointment Blocking that does not allow appointments to be scheduled.



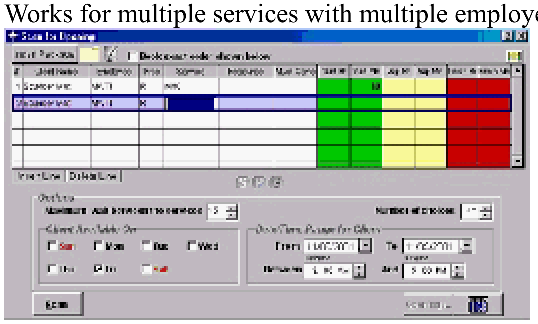
Standing Appts. 

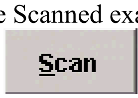
Clicking this button will open a Standing Appointments screen that enables you to create regularly scheduled appointments for the same service. For example, if a client wishes to have a hair cut every last Thursday of each month, this screen will allow you to schedule a “Standing Appointment” for these future dates.



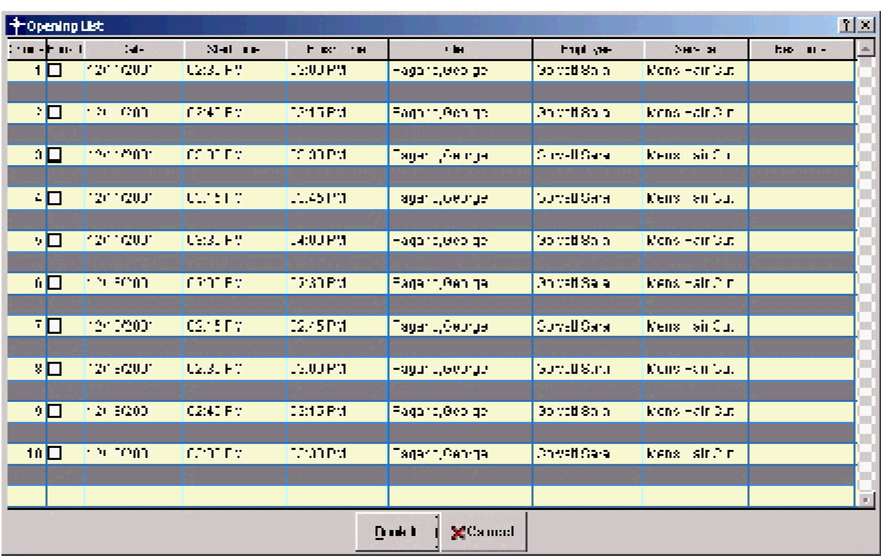
Scan For Opening 

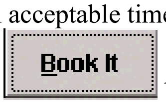
Scans through each eligible employee's appointment schedule for an opening and will suggest that slot for the client. Works for multiple services with multiple employees. *Great for Day of Beauty bookings*.



The Scanned example is specific to an employee and service for a particular day of the week and time slot. Once the 

button has been clicked, the availability will be displayed as follows:



When an acceptable time slot has been located, click the mouse in the Check Box to the left of that opening and click the 

button.

The Calendar Screen is an interactive calendar that allows you to choose dates (usually start and end dates) directly from the calendar. This makes choosing dates very easy since an actual calendar is being used.

There are several ways to navigate through the calendar:

- Click the mouse on the left or right arrow buttons to skip to either the next or previous month of the year.
- Jump to any month of the year by clicking the mouse directly on the name of the month. A pulldown list will appear with all twelve months displayed. Click the mouse on the month you wish to jump to.
- Skip to the next or previous year by clicking the mouse directly on the displayed year and using the spinner control to select the desired year.
- Select the actual date by clicking the mouse directly on the number day's number.

For your convenience, Millennium always circles today's date. The current date is also displayed at the bottom of the screen. Clicking the mouse over the current date will select it and close this window.

You'll also notice that each same day as the current date is colored gray. For example, if today was the 20th day of the month, then every month will have the 20th colored in gray.

Appointment: Appointment Editor Screen Descriptions

Following are descriptions of the various functions of the Appointment Editor:

Paying Client

Choose the name of the client who will be paying for the appointment. This is necessary in the case where multiple appointments are booked together, i.e., mother pays for kids. This field is supported by Intelligent Controls.

Quick Search Button 

This will open the Quick Search screen.

Add New Client Button 

Click this button to add new clients to the database. You must do this before you can book an appointment with a new client.

Selected Date Pulldown List

Enter the date of the appointment here. Click the mouse on the down pointing arrow to have the Calendar Screen appear where you can click to the selected date.

“In” Check Box

Click the mouse on this check box when the client shows up for their appointment. This will establish them as “In the Salon” and either being serviced or currently waiting for service. This will feed into a window that can display ALL clients who are in the salon.

Client Name

Displays the Client's Name.

Employee Pulldown List

Click the mouse in the Employee cell of the current line in the schedule.

Type Pulldown List

Use this pulldown list to select the Appointment Type.

Service Pulldown List

Use this pulldown list to select the Service to be performed on the client.

Resource Pulldown List

Use this pulldown list to select the Appointment Resource.

Gender

Use this pulldown list to select the gender requested to perform the service on the paying client. There is a "No Preference" selection included, so this selection can be used for all scheduled appointments.

Time Field with AM/PM Pulldown List

You will notice the time is already populated. This is a direct result from clicking the mouse in the scheduling grid on the row for that time. You may still change the time to any that is desired.

Service Duration Fields

These fields are separated into Initial, Gap, and Finish. Typically, services such as haircuts have initial times (say 30 minutes). Services such as Perms and Colors require processing time in-between called Gap Time where the stylist can perform other services. Finish Time is the time required for completing the service (blow-out, etc.). They are automatically populated when you select a service from its pulldown list. You do have the ability to change the default time within these fields and Millennium will remember your revised duration the next time that client schedules that particular service.

Insert Line Button 

Click the mouse on this button to insert lines for additional appointments.

Delete Line Button 

Click the mouse on this button to delete a line (single appointment).

Do Not Confirm Check Box

This check box will indicate that there is no need to confirm this appointment with the paying client.

Contacted/Verified Check Box

Use this checkbox to indicate whether a client was contacted about the appointment or not.

Left Message Check Box

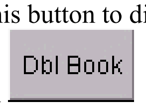
Check this box if you left client a message on an answering machine or with another person.

Notes Window

Any notes you feel are necessary into this window. They will be saved along with the appointment.

Client Phone List Button 

Click the mouse on this button to display the client's phone numbers.

Double Book Button 

Click the mouse on this button to allow the existing appointment to be double booked over. The existing appointment will not be affected.

Register: Select the Paying Client

Click in the Paying Client's text field and enter the client's last name, then hit the Enter key. If there is only one client in your salon/spa's database with that last name, then their full name will appear the field.

If you need to search the database for the client's name, there are two methods for searching:

Quick Search

Using Intelligent Controls to automatically search the database.

Opens the Multi-Line Discount screen which allows for the discounting of multiple services and products.

Allows for the discounting of any single service or product.

Allows the employee price to be applied to the selected service or product.

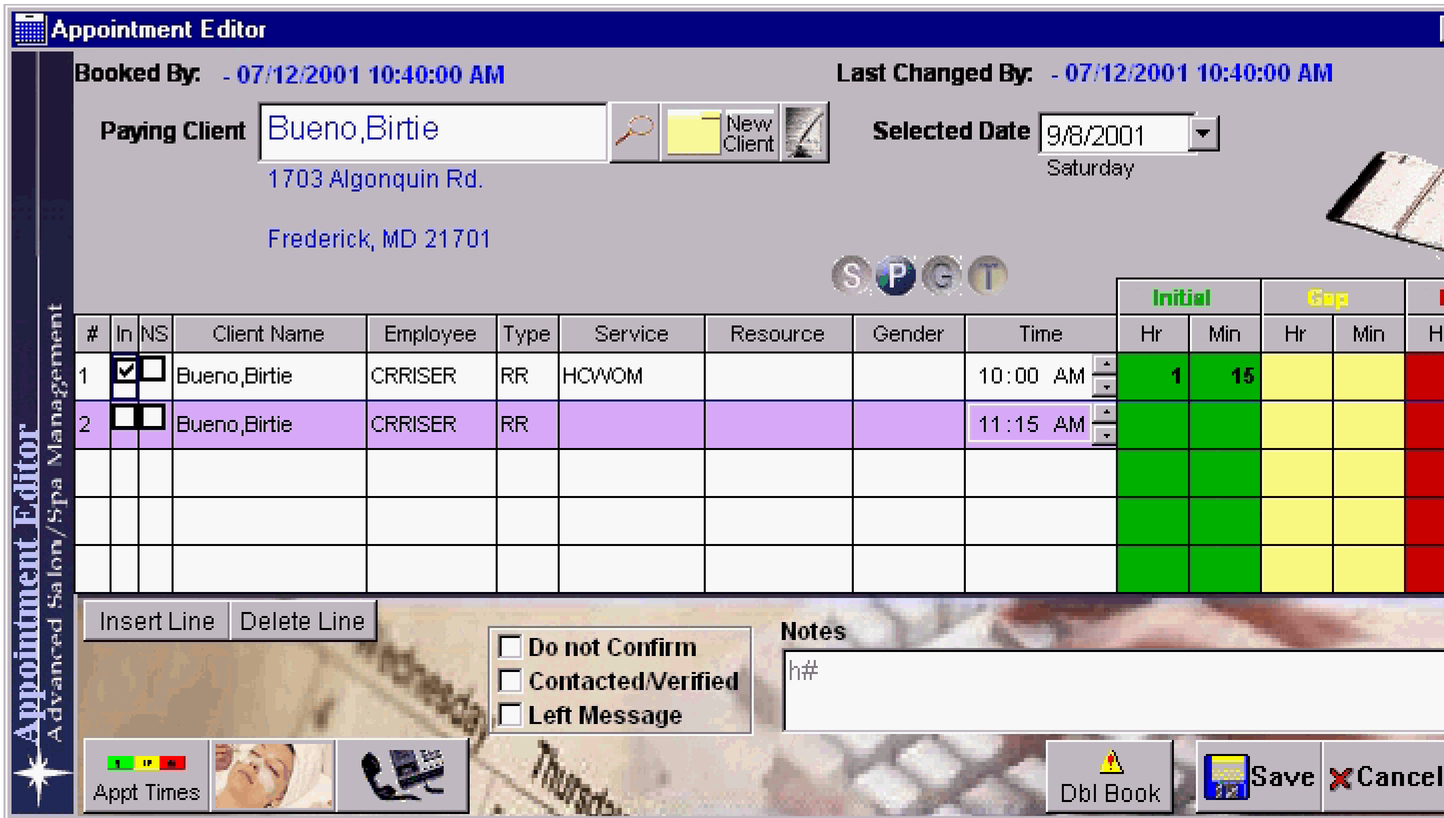
Allows for the entry or removal of cash from the register drawer without a client-based transaction.

Appointment: Checking Clients In

When a client arrives at your salon for their scheduled appointment and checks in at the front desk, you can designate them as "In Salon". There are several ways to accomplish this.

Using the Appointment Editor

There is an indicator Check Box in the Appointment Editor screen which allows you to do this.



Click the mouse on the 

button to exit once you've clicked the "In" box on the screen. If you don't save, Millennium will not know the client is checked in.

From the Appointment Grid

- As a quick way to check client's in, use the Right Mouse Button to click on the appointment from the Appointment Grid, then select "Check-In" from the menu.

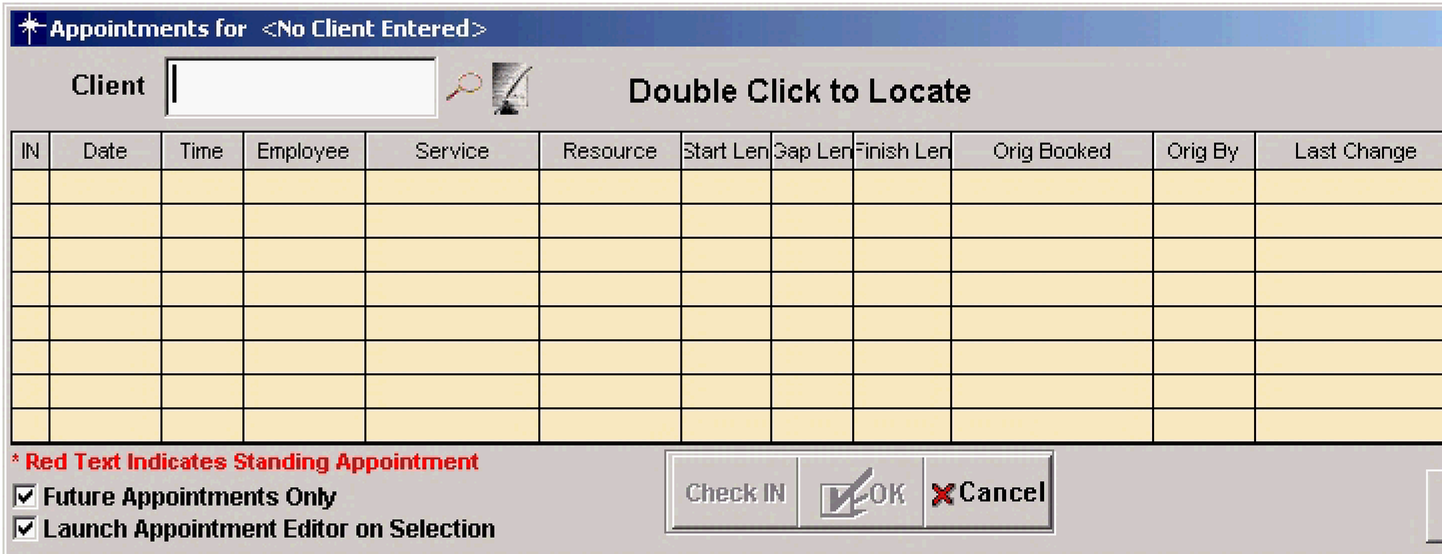
From the Appointment Locator Screen

- Open the locator screen either by clicking the 

button, or using the Right Mouse Button to select "Find Appointment" from the menu. The locator screen will open.

- Using the Intelligent Controls, search for the Client who's appointment you wish to locate. All appointments for that client will appear in the screen.
- Click the Check Box within the "IN" column to indicate the client is checking in, or click the mouse on the 

button.



- Click the mouse on the 

button to complete.
- When the client has been checked in, the appointment will appear underlined.

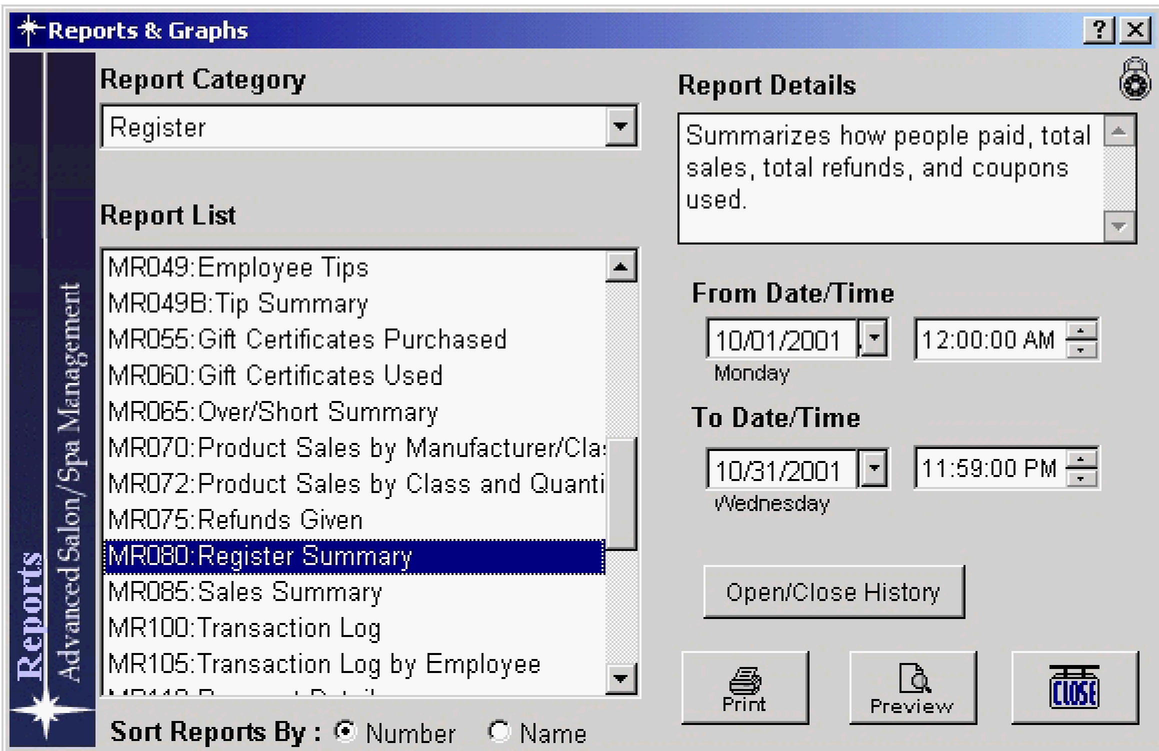
Management: Register Reports

The Register Reports screen contains several reports that relate to transactions, accounts, etc. All of the reports allow you to enter a date/time range to customize the output. This is important to remember. If you close for the day and forget to run, for instance, the Register Summary report from the Closing Totals screen - you can always run the Register Summary report from the Management Register Reports menu at any time.

To view the reports:

From the main screen, click the mouse on the  button and scroll down to the Register category. Or,

Click on the Management, and Register Reports Menu Selection.



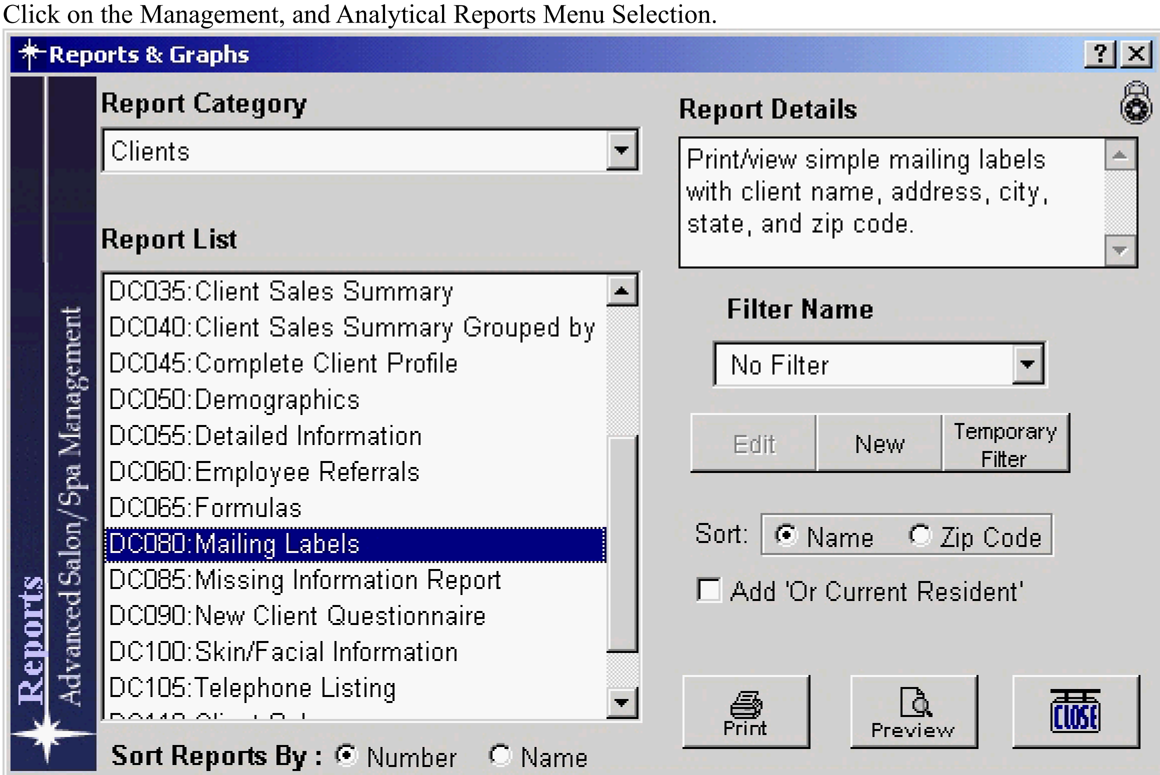
Management: Analytical Reports

The Analytical Reports will do detailed analysis of products, services, clients, employees, … These reports become more "intelligent" with time as data accumulates in the system. The more data the system contains, the more analysis that can be done.

To view the reports:

From the main screen, click the mouse on the  button. Or,

Click on the Management, and Analytical Reports Menu Selection.



Creating/Editing a Schedule Entry

- First you need to be in the Employee Schedules screen, select an Employee Classification if you wish to only view employees of a specific classification. Viewing a filtered schedule will help dramatically when scheduling your resources appropriately.

  Click the column title to see a daily graphical display of the employee schedules by classification
- Make sure the week you wish to edit is in view.
- Locate the row that the desired employee is on. You may have to use the scroll bars to scroll up or down.
- Locate the column (day) you wish to enter/edit time in to…
- Double-click the mouse on that row/column to activate the Schedule Editor window.

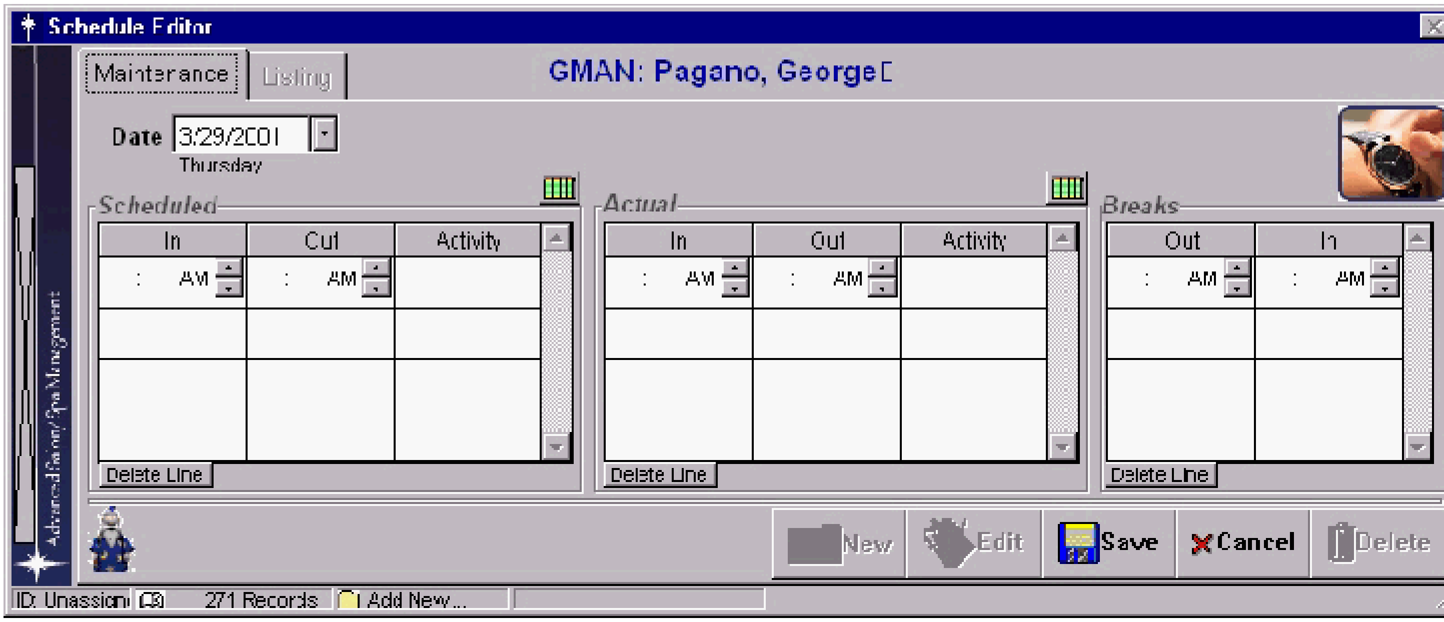
Schedules: Selecting the desired week

If you want to view or change employee schedules, you need to select the appropriate week first.

To select the desired week, use the mouse to click on the left or right arrow to jump one week backward for forward. Or, click the mouse on the dropdown arrow to open the Calendar Screen.

Schedule Editor

The Schedule Editor is the screen that allows you to add, edit, or delete an employee's schedule. The Work Activities created in the Millennium database give you the flexibility to schedule how your employee's have their time scheduled, for example Work Time, Meetings, Training, Vacation, Sickness, etc.



If there is not time scheduled on that day for the selected employee, you will automatically be placed into "Adding…" mode with Save and Cancel enabled.

- The Employee's name will be shown in the top center of the screen.
- The Date field will display the date that was selected from the main Schedule screen. To change this date, click the mouse on the pulldown arrow to display the Calendar.
- In the Scheduled area, set the In and Out time fields using the Spinner controls to change the hour, minute, and AM/PM. Click the mouse in the Activity field and choose the most appropriate activity that describes what you're scheduling.
- Click the mouse on the  button to save the schedule.
- Click the mouse on the  button to terminate this procedure without saving.

If there is time already scheduled on that day for the selected employee, the time will be populated in the Scheduled area. You have the option to either Edit this time, or create a new schedule.

- Click on the  button to create a new schedule, or the  button to change existing information.
  – If creating a new schedule, follow the instructions above.
- Update the existing times or the Work Activity in the Schedule Area - or
- If the actual time the employee was present is different than what was scheduled, it can be entered in the Actual Area - or

- Enter any break time that the employee will not be paid for.
- Click the mouse on the 

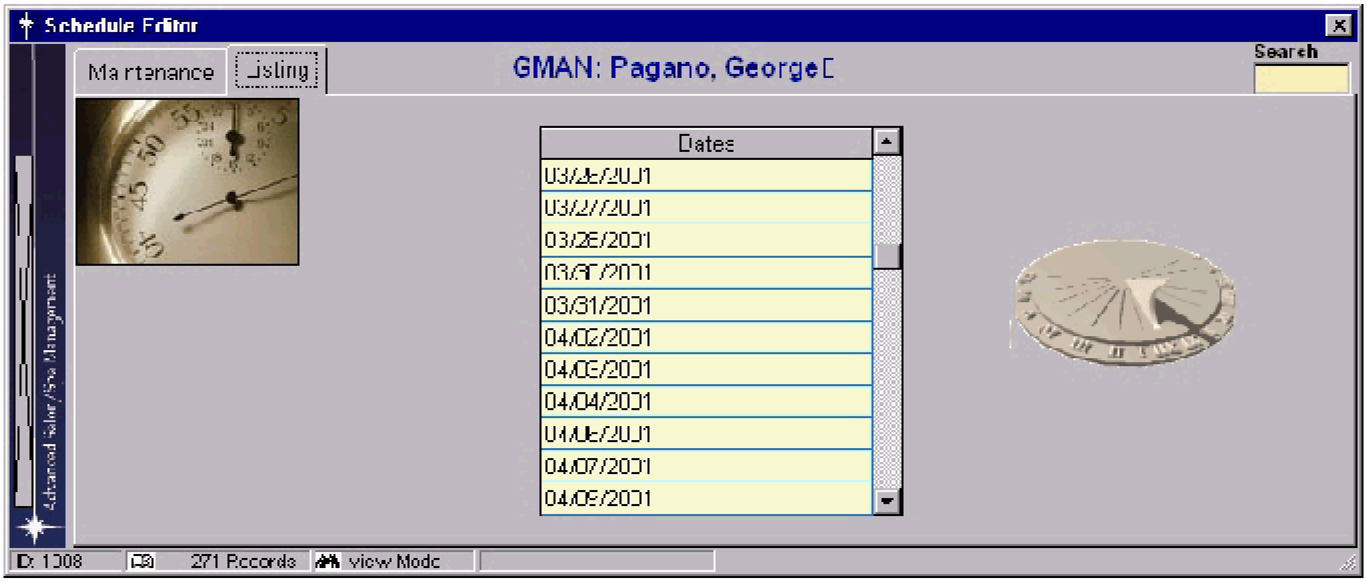
button to save the schedule.
- Click the mouse on the 

button to terminate this procedure without saving.

To see a listing of all dates that Employee has time scheduled, click on the Listing tab.

Schedule Editor: Listing

The Schedule Editor Listing tab displays a list of dates that have a time schedule for that particular employee.



Click the mouse on the desired date to make it the active schedule. When you return to the Maintenance screen, the selected schedule will be displayed. It is there where new schedules can be created, or the active schedule can be edited or deleted.

If the list of dates go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular schedule.

Activities: Open_Close Status

When Millennium is first started, you will be asked to log in (if password security is turned on) and then the Salon/Spa Status screen will appear.

The salon/spa will either be OPEN or CLOSED. The only significant difference between being OPENED or CLOSED is that you cannot enter transactions or pay-outs in the register when you are CLOSED.

If the salon/spa is in CLOSED status and you want to open for business again, simply click the mouse on the 

button. You will be asked to enter the amount of cash in the drawer. This amount is set to the amount you entered into the database. You can accept the amount by pressing ENTER or type in a new amount using the numeric keys. Press ENTER when you are ready to continue. The salon/spa will change to OPEN status.

You can access the Status screen at anytime using the Activities menu option followed by Open/Close Status.

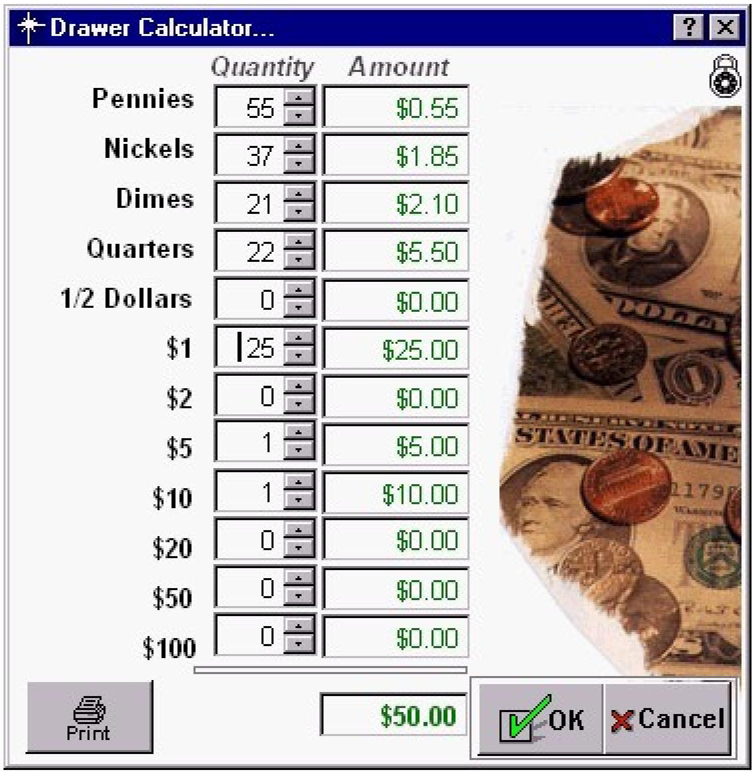
Opening The Salon/Spa

Closing The Salon/Spa

Viewing Open/Close History

Activities: Drawer Calculator

When counting the money in the register drawer, either enter the totals directly in the text field, or use the spinner controls to change the value.



The total will be automatically tallied at the bottom of the screen. Click the mouse on the 

button when finished. The total calculated here will populate the Actual Opening Cash-in-Drawer field.

Will be checked if service is designated as non-taxed.

Database: Services - Sales Field Descriptions

The Sales tab will display actuals in sales for any year chosen from the Pulldown list. The actuals are totaled by month, and by quarter.

Totals $ and Quantities Radio Buttons

Allows the view to be toggled between sales in dollars, and sales in quantity.

Year Pulldown List

Use the Pulldown list to view the totals for that service for any year you choose. You can go as far back as 1995.

Monthly Totals

Each of the fields shows that corresponding month's totals either in dollars, or in quantities.

Allows the view to be toggled between sales in dollars, and sales in quantity.

Use the Pulldown list to view the totals for that service for any year you choose.   You can go as far back as 1995.

Each of the fields shows that corresponding month's totals either in dollars, or in quantities.

Database: Business Information - This Computer - Other

This tab within the Business Information Maintenance screen displays miscellaneous information about your computer.

Modem Port

Use this Pulldown List to specify which computer port the modem uses.

Help Agent

Use this pulldown list to choose which help agent will appear and offer suggested tips.

Sound Button

This will toggle whether or not you computer will make sounds while using the Millennium program.

Microsoft Word Installed

Use this Check Box to show if your computer has Microsoft Word installed.

Gift Card Device Installed

Use this Check Box to show if your computer has a gift card device installed. If so, use the Pulldown List to select which Port it is connected to.

Paging System Installed

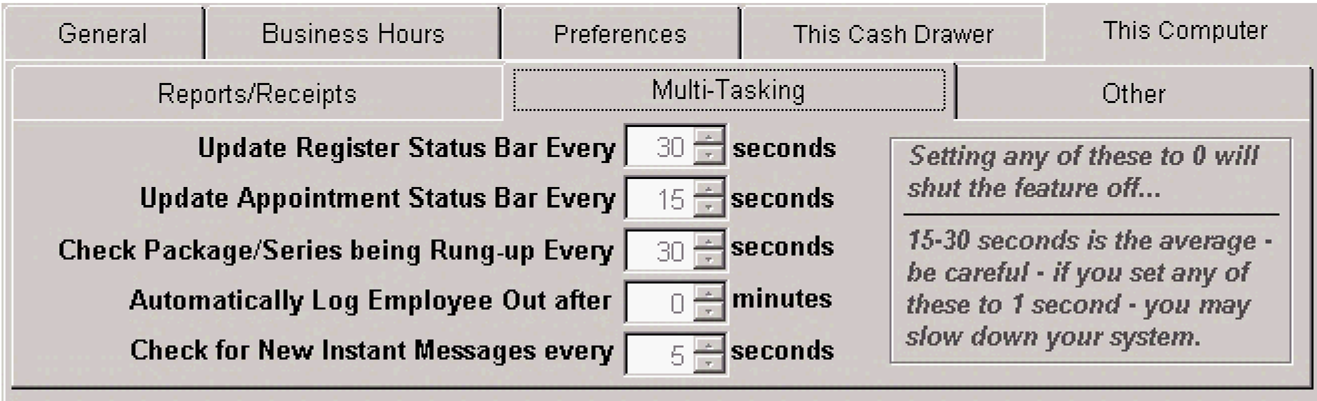
Use this check box to show if your computer has a paging system installed. If so, use the Pulldown List to select which Port it is connected to.

Page on Appointment Check-in

Use this check box to select if you want to do a page when clients are checking in for their appointments.

Database: Business Information - This Computer - Multi-Tasking

This tab within the Business Information Maintenance screen displays Multi-tasking options for Millennium.



Update Register Status Bar

This Spinner Control will set the amount of seconds that Millennium will wait before refreshing it's display of the information found in the status bar that bottom of the Register screen.

Update Appointment Status Bar

This Spinner Control will set the amount of seconds that Millennium will wait before refreshing it's display of the information found in the status bar that bottom of the Appointment Book.

Check Package/Series being Rung-up

This Spinner Control will set the amount of seconds that Millennium will wait before checking if any Package/Series are currently being rung up in the register.

Automatically Log Employee Out After

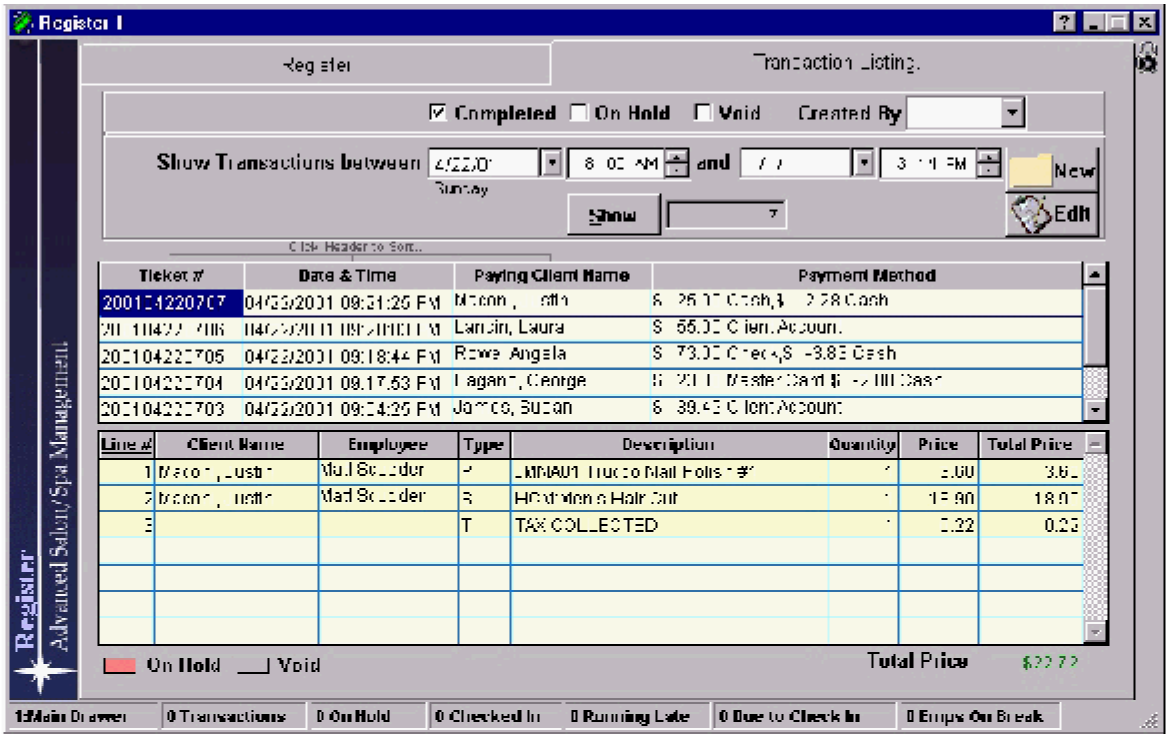
This Spinner Control will set the amount of minutes that Millennium will wait before automatically logging out the user if there is no activity.   Setting this to 0 minutes will disable the feature.

Check for New Instant Messages every

This Spinner Control will set the amount of seconds that Millennium will wait before checking to see if new Instant Messages have been received.

Register: Transaction Listing

All transactions are stored in Millennium's memory. Each transaction is assigned a unique Ticket #. Millennium allows you to view these transactions for any date and time that you enter. Once the transactions are listed, you can sort them by Date & Time, Ticket #, or by Paying Client.



Once the listing is complete, click the mouse on any of the individual listings, and the transaction details will show in the table at the bottom of the screen.

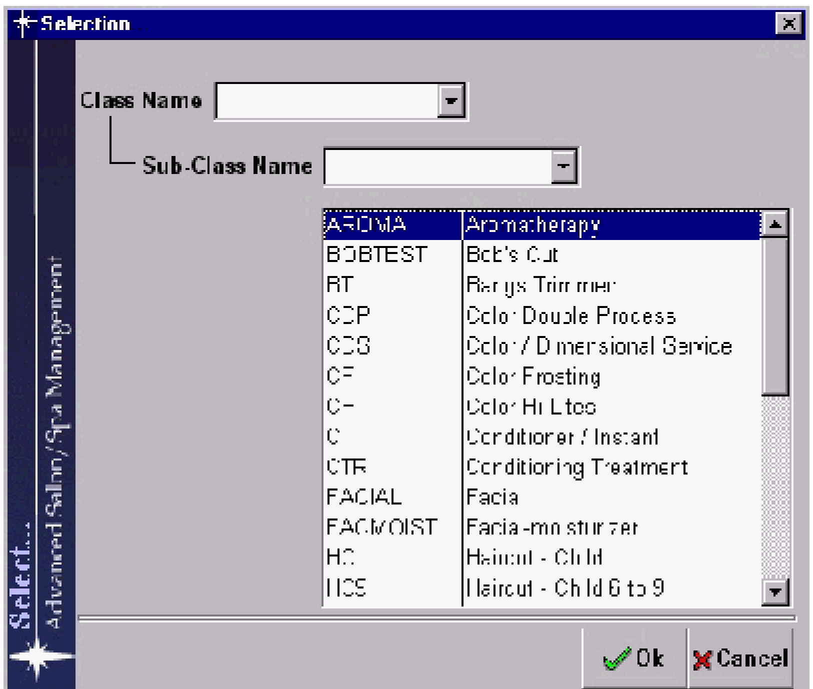
Millennium also gives you the flexibility to <u>edit these transactions</u>, and create new transactions directly from this screen.

Search: Product_Service Intelligent Controls

Millennium is designed to immediately search the Database when the Enter Key is pressed. If the field is left blank and the Enter Key is pressed, no information will be retrieved and nothing will happen. If the / or ? characters are entered, Millennium knows to open the selection window (shown below).

There are several different ways that Millennium intelligently searches for the product or service name:

- A Bar Code scanner may be used to scan the product or service bar code to enter the code into the field. You may also type all or part of the code manually.
- If you type ? or / in the field, or just press the spacebar, a selection screen will open which will allow you to browse through the available services or products and select them from the database. The screen will also open if Millennium does not recognize the code you've entered.



Click the mouse on the 

button once the service or product has been selected.

<u>Right Click Options</u>

NOTE: Once the service code has been entered, Millennium will automatically check the Client database to see if the client is male or female. It will then check the service to make sure it is a match. For example, HCW is the service code for Hair Cut for Women. If this code is entered for a male client, Millennium will warn the employee doing the ring up.

There are several different ways that Millennium intelligently searches for the product or service name:

- A Bar Code scanner may be used to scan the product or service bar code to enter the code into the field. You may also type all or part of the code manually.
- If you type ? or / in the field, or just press the spacebar, a selection screen will open which will allow you to browse through the available services or products and select them from the database. The screen will also open if Millennium does not recognize the code you've entered.

Right Click Options as seen below:

Search: Product_Service: Right Click Options

The Intelligent Controls are taken even further by offering right mouse click options as seen below:

Search: Client: Right Click Options

The Intelligent Controls are taken even further by offering right mouse click options as seen below:

Right Click the mouse anywhere over the Client Intelligent Control text field to display the menu:

- Add New: Opens the Clients Database and begins the add new process.
- Edit/View This...: Opens the Clients Database and displays the currently displayed Paying Client's information.
- View Formulas: Displays any formulas saved in the database for the paying client.
- View History: Displays the client history for the the currently displayed Paying Client.
- Email This Client...: Opens the computer's e-mail service and creates a new e-mail message using the currently displayed Paying Client's e-mail address.
- Last Client Used: Will automatically recall the last client that was used, and re-populated their name in the field.
- Same Last Name: This feature is to be used after a client has already been selected. Using this feature will display a client selection box showing all client's whose last name matches that of the client in the text box. This makes multiple client selections quick and easy for one ticket. Start to use this feature on the 2nd sale line.

Register: Editing Transactions

From the Transaction Listings screen, you were able to click on any of the available transactions to view the details in the bottom window. If there are errors or changes that are necessary to be made, you may do so by editing the transaction.

Clicking the mouse on the 

button will take the details of that active transaction, and move it back into the main Register screen. The original transaction can now be completely changed as necessary.

You'll notice the "Sale" and "No-Sale" buttons at the bottom center of the Register screen have changed to "Save" and "Cancel". You'll also notice the the "Void" button is now available.

Click the mouse on the 

button to update the change to this transaction.

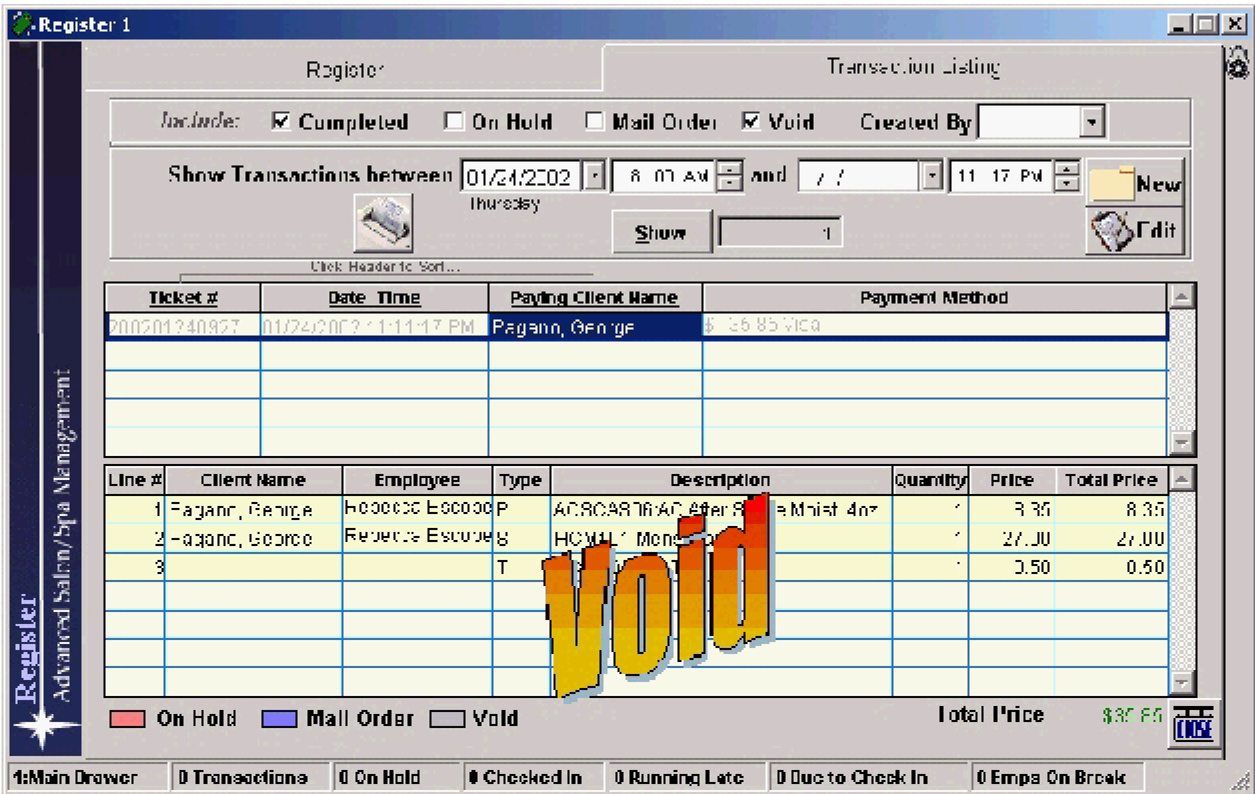
To terminate these changes, click the mouse on the 

button.

<u>Voiding a Transaction</u>

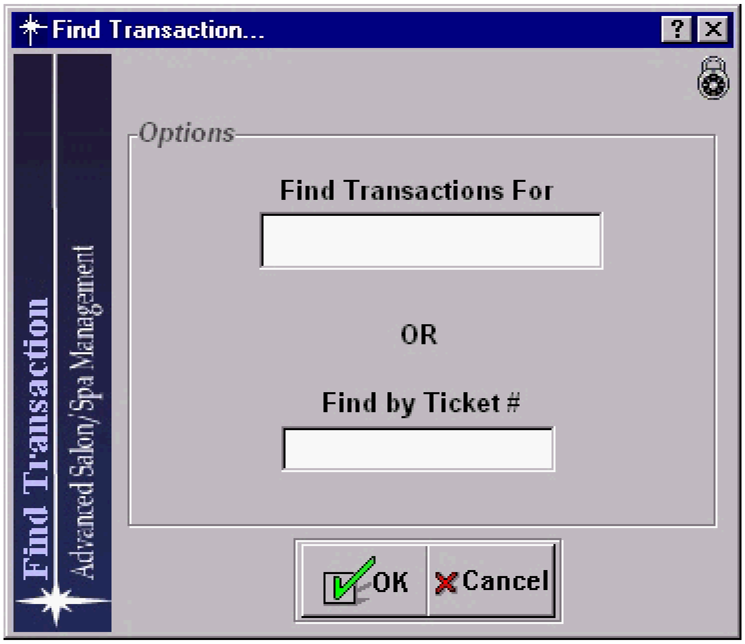
Register: Voiding a Transaction

To Void (or remove) the transaction, click the mouse on the  button. This will remove the transaction completely and it will not be included in any of the register totals. Voided transactions are stored separately and can be displayed using the Transaction Listing screen.



Register: Find Transactions

Millennium allows you to search the system for Register Transactions. Click on the Register Menu, then click on Find Transaction...

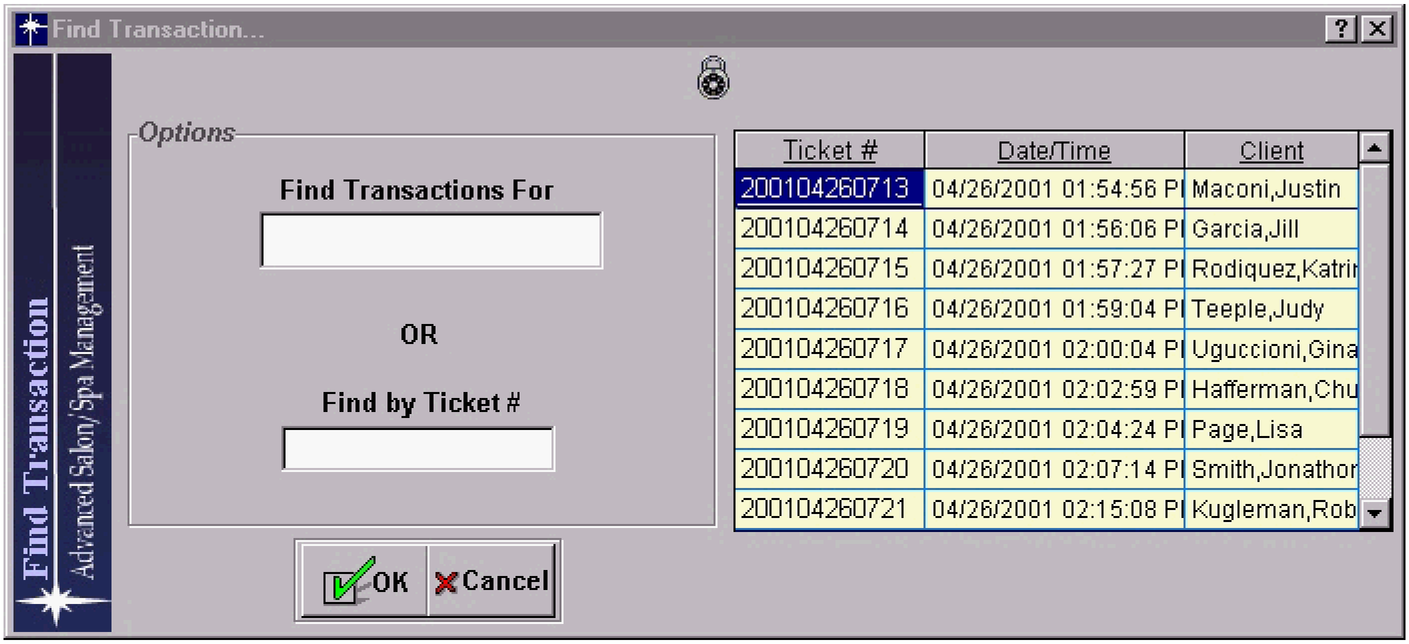


There are three different ways to find a transaction using the two fields above:

1. Search by Client Name:
   Enter the Client's name in the "Find Transactions For" text field and press the <Enter> key.

2. Search by Ticket #:
   Each transaction (or ring up) is given a unique ticket number. Enter the ticket number in the "Find by Ticket #" text field, and press the <Enter> key.

3. Search by Date:
   Each ticket number is designed to begin with the date. For example, any transaction that took place on April 21st, 2001 would have *20010421* at the beginning of it. Each transaction would then be followed by unique digits that makes it its own ticket #. To search by date, enter the first part of the ticket number that contains the year and date in the "Find by Ticket #" text field. That entire day's transactions will be listed. To go even further, enter just the 4 digits of the year (ex. 2001), and that entire year's transactions will be listed. Enter the <Enter> key to trigger the search.



4. Click the mouse anywhere on the line that shows the ticket # you wish to find. Then click the mouse on the 

button. This will open the Register screen, and bring the details of that ticket's transactions into the register for editing or voiding.

Purchase Orders and Receivals

Millennium provides you with the tools necessary for effective inventory management. Products can be ordered using the Purchase Order screen and then automatically received later on via the Receive Purchase Order screen.

Purchase Orders can be created manually or you can utilize the power of Millennium and let the program decide how much of each product to order.

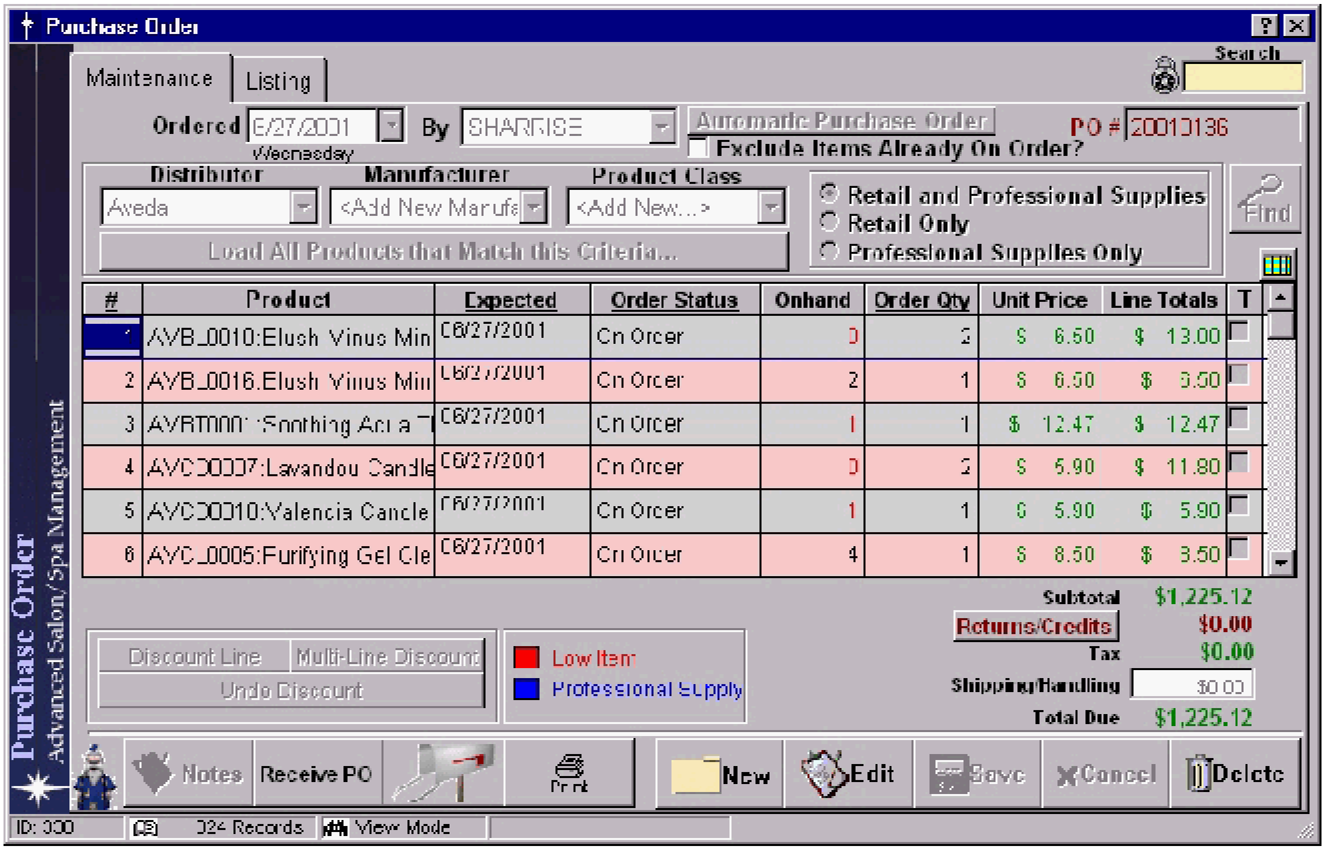
Inventory Tracking Maintenance Screen

Inventory Tracking Listing Screen

Purchase Orders and Receivals Maintenance Screen

The Purchase Orders and Receivables Maintenance screen displays all of the information for each of your salon/spa's purchase orders and receivables. The Maintenance screen is where new purchase orders can be created.

Upon entering the screen, the earliest purchase order will be displayed on the screen. To see a listing of all service records, click on the Listing tab.



Purchase Orders and Receivables Descriptions

Click below to:

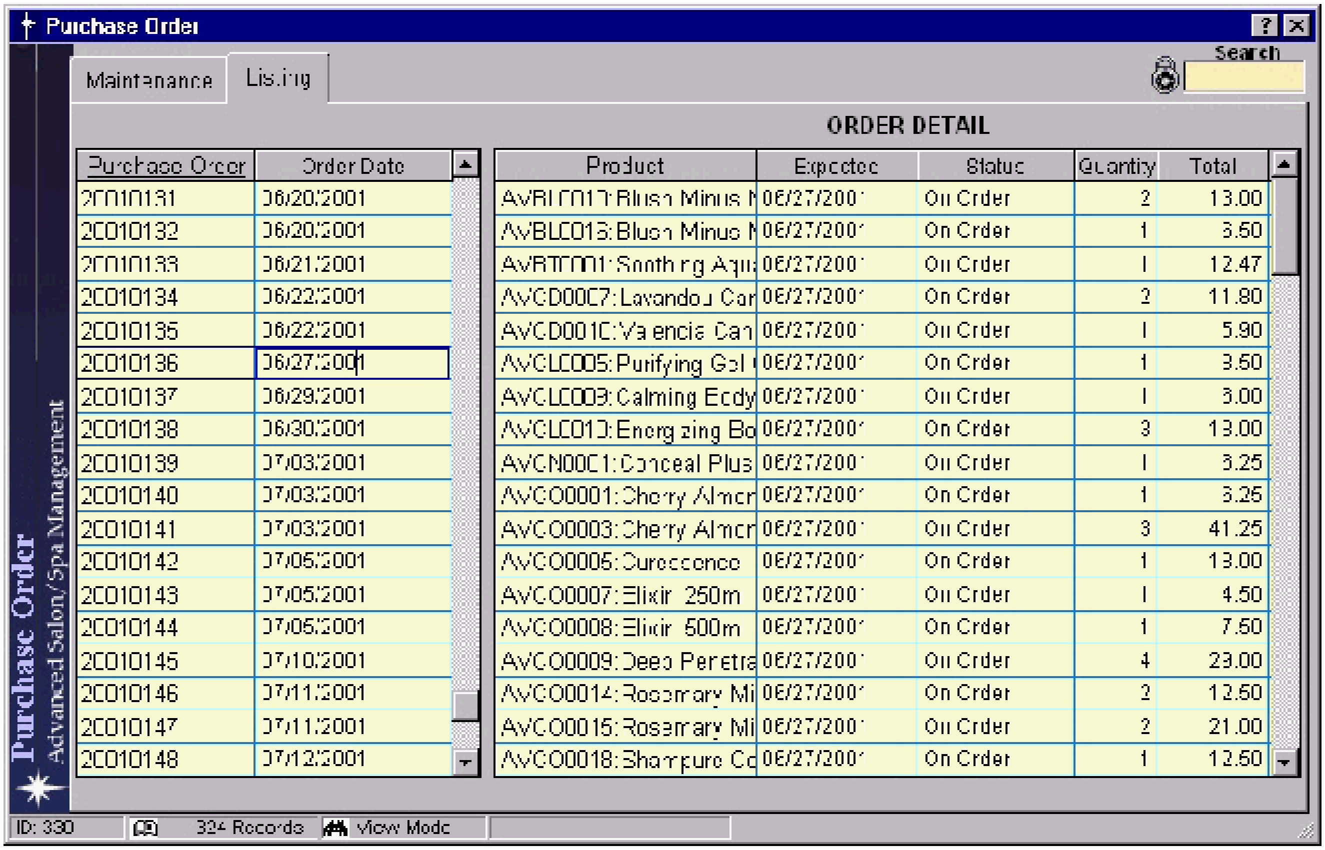
Create an Automatic Purchase Order

Create a Manual Purchase Order

Receiving A PO

Purchase Orders and Receivals Listing

The Purchases Orders and Receivables Listing tab displays all stored purchase orders and receivables.



Click the mouse on the desired purchase order number to make it active. When you return to the Maintenance screen, the selected purchase order will be displayed. It is there where new purchase orders can be created, edited or deleted.

If the list of purchase orders goes beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Also displayed in this screen are the details of the selected purchase order. The details include the product, the date the order is expected, status of the order, the expected quantity, and the total.

Use the Search box to locate a particular purchase order.

Purchase Orders and Receivals Descriptions

Following are brief descriptions of each field located within the Zip Codes Maintenance screen.

Ordered Pulldown List

This Pulldown List displays the date the purchase order was placed.

By Pulldown List

This Pulldown List displays the Employee's name who created the purchase order.

Distributor Pulldown List

This Pulldown List can be used as a filter to constrain the available list of products to only those by the selected distributor.

Manufacturer Pulldown List

This Pulldown List can be used as a filter to constrain the available list of products to only those by the selected manufacturer.

Product Class Pulldown List

This Pulldown List can be used as a filter to constrain the available list of products to only those by the selected product class.

Load All Products Button

Triggers Millennium to display all products based on the constrained selections of the distributor, manufacturer, and product class.

Automatic Purchase Order Button

Once loading a selection of products, clicking this button will generate a purchase order based on the order point quantity that was established in the Product Database in comparison to the current inventory count.

Exclude Items Already On Order Check Box

Activating this Check Box will exclude any product that is already being ordered on a separate purchase order.

Retail and/or Professional Supplies Radio Buttons

These Radio Buttons all you to select whether or not to include Retail products only, Professional Supply type products only, or both.

Discount Line Button

This button allows the single-line discounting of products.

Multi-Line Discount Button

This button allows for multi product discounting.

Undo Discount Button

Reverses the discounting applied to the products on the active purchase order.

Receive This PO Button

Opens the Receivables screen to enter the products ordered into inventory.

Search

Allows the user to call up a purchase order that matches the string of characters entered into this field.

Notes 

This button opens a “Notes” window that has available space for any pertinent information you feel necessary to be included. There is no limit to the amount of information entered into this field.

This Pulldown List displays the date the purchase order was placed.

This Pulldown List displays the Employee's name who created the purchase order.

This Pulldown List can be used as a filter to constrain the available list of products to only those by the selected distributor.

This Pulldown List can be used as a filter to constrain the available list of products to only those by the selected manufacturer.

This Pulldown List can be used as a filter to constrain the available list of products to only those by the selected product class.

Triggers Millennium to display all products based on the constrained selections of the distributor, manufacturer, and product class.

Once loading a selection of products, clicking this button will generate a purchase order based on the order point quantity that was established in the Product Database in comparison to the current inventory count.

Activating this Check Box will exclude any product that is already being ordered on a separate purchase order.

These Radio Buttons all you to select whether or not to include Retail products only, Professional Supply type products only, or both.

This button allows the single-line discounting of products.

This button allows for multi product discounting.

Reverses the discounting applied to the products on the active purchase order.

Opens the Receivables screen to enter the products ordered into inventory.

Manual Purchase Order Create

Creating a Purchase Order manually requires you to know how many of each product you need to order. You may want to print the *Low Inventory by Distributor* report that is available in the Inventory Reports. To create a Purchase Order manually:

- 

Pressing the New button will indicate to Millennium that you are adding a new purchase order, not updating an existing Purchase Order. The screen will clear except for displaying the current date.
- Use the calendar screen from the **Ordered** pulldown list to choose a different date other than the current date.
- Select the employee responsible for the order by clicking on the **By** pulldown list and selecting the correct employee.

Limit the Products to be Ordered

The next three fields limit which products you will see in the pulldown lists which helps focus your order on only the products you need. By default the Product Class, Distributor, and Manufacturer are set to ALL. It is highly recommended for tracking purposes and simplicity to at least limit your orders to a single distributor. If you are ordering products for three different distributors, for example, you should create three separate Purchase Orders.

1. Select the Distributor if you want to limit the products to a specific distributor.

2. Select the Manufacturer if you want to limit the order to products belonging to a specific Manufacturer.

3. Select the Product Class if you want to only order products of a particular class.

Indicate the type of Order

The next selection you need to make is whether or not to include professional supplies in the order or whether this is only a professional supply order. Select one of the three radio buttons to limit your order even further.

Once you've limited the type of products to list, click on the "Load All Products that Match this Criteria" button. The products that match the criteria you've selected will be displayed in the table. The associated information about the product will appear including the number on hand and Millennium' estimate of what you should order.

Entering the Order

Now that you have selected the types of products you want to order, you can begin placing the order.

Purchase Order Line Explained

- Enter the **expected** date that the product is expected to arrive. (Optional)
- The **order status** will default to ON ORDER which indicates to you that the product has not been received yet.
- Enter the **order quantity**. Take notice of the ON HAND count. You can use the spinner control located to the right of the quantity field to increase or decrease the number of items you want to order. The **Line Totals** value will automatically calculate the quantity multiplied by the **Unit Price**.
- Using the Pre-Tax Check Box, select whether or not the product is PRE-TAXED by the distributor. This field will default to the value already indicated in the Products Database. It is important to understand the implications of whether or not a product is pre-taxed by the distributor. If you are paying tax on the product when you purchase it, you are not liable for all the sales tax you collect when you sell it. Make sure you are not paying sales tax to your distributor AND to Uncle Sam!
- Once you have entered the order click the mouse on the **Shipping and Handling** field. Type the amount you

will be charged for shipping.

Now that you have entered all of the Purchase Order information, click on the  button to save it.

Applying a discount to a single item

Applying discounts to multiple items

Undoing A Discount

Applying a discount to a single item

- Make sure the cursor is somewhere on the line # containing the product you wish to apply the discount to.
- Click on the 

button to open the Single Item Discount screen.

- Click on one of the Radio buttons that will designate the type of discount you wish to apply: Coupon (C), Special Price ($), Special Amount Off ($), or Percent Off (%).
- Once the discount type is selected, click the mouse in the corresponding field to enter the amount. If Coupon was chosen, use the pulldown list to select the Coupon that was presented by the paying client.
- Press the Tab or Enter key, or click the mouse on the 

button to add the discount type to the window.
- Multiple discounts may be added to the same item. When all discounts have been added, click the mouse on 

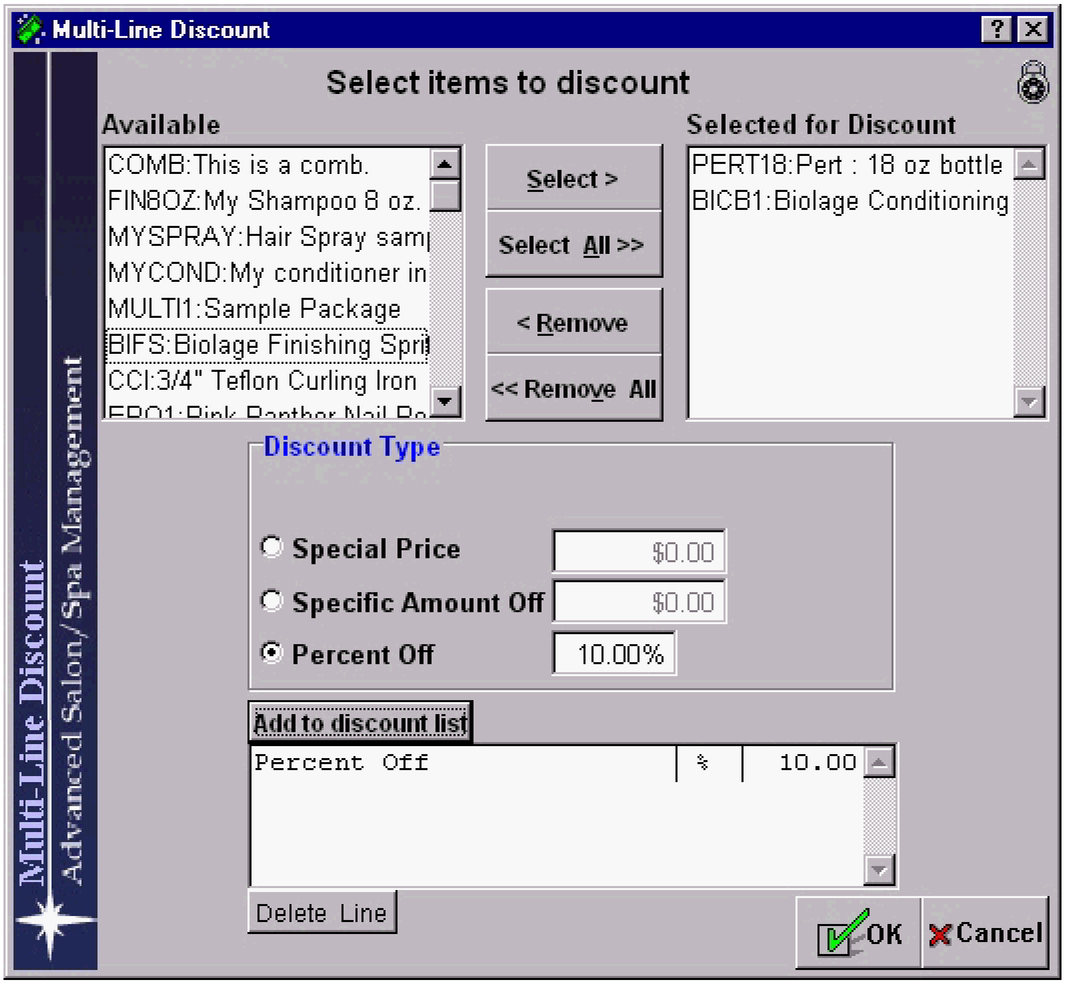
to exit.

Undoing a Discount

Management: Inventory Tracking: Applying discounts to multiple items

- Click on the 

 button to open the Multi-Line Discount screen.



- Use the following for selecting the items for discount:
  - Click on one of the items in the Available window on the left side of the screen, and click 

. This will move the item into the Selected for Discount window to the right. Repeat until all items that you wish to apply an identical discount to are selected.
  - Click on 

 to move ALL of the items from the Available window to the Selected for Discount window.
  - Click on 

 to move selected items back to the Available window. Those items will not receive a discount.
  - Click on 

 to move ALL selected items back to the Available window. No items are then selected for a discount.
- Once all items have been selected to receive a discount, click on one of the Radio buttons to select the discount type.

- Click the mouse in the corresponding field of the discount type you've selected, and enter the amount of the discount.
- Press the Tab or Enter key, or click the mouse on the 

button to add the discount type to the window.
- Click the mouse on 

to exit and apply the discount to those items. This will return you to the main register screen, and the discount types will appear in the lines of the items that have been discounted.

<u>Undoing a Discount</u>

Management: Inventory Tracking: Undoing A Discount

- Make sure the cursor is somewhere on the line # containing the service or product you wish to remove the discount from.
- Click on the 

button. Immediately a window will appear that will prompt you to remove the discount on that particular line.
- Click the mouse on 

to complete the discount removal.

Create an Automatic Purchase Order

Purchase Orders can be created automatically using the Automatic PO button. This allows Millennium to do the work, quickly and accurately for you. Make sure that you have setup your products correctly in the Products Database screen before attempting an Automatic PO.

- Click the mouse on the 

button to start creating a new Purchase Order. The screen will clear except for displaying the current date.
- Use the calendar screen from the **Ordered** pulldown list to choose a different date other than the current date.
- Select the employee responsible for the order by clicking on the **By** pulldown list and selecting the correct employee.

Limit the Products to be Ordered

The next three fields limit which products you will see in the pulldown lists which helps focus your order on only the products you need. By default the Product Class, Distributor, and Manufacturer are set to ALL. It is highly recommended for tracking purposes and simplicity to at least limit your orders to a single distributor. If you are ordering products for three different distributors, for example, you should create three separate Purchase Orders.

1. Select the Distributor if you want to limit the products to a specific distributor.

2. Select the Manufacturer if you want to limit the order to products belonging to a specific Manufacturer.

3. Select the Product Class if you want to only order products of a particular class.

Indicate the type of Order

The next selection you need to make is whether or not to include professional supplies in the order or whether this is only a professional supply order. Select one of the three radio buttons to limit your order even further.

Once you've limited the type of products to list, click on the 

button. The products that match the criteria you've selected will be displayed in the table. The associated information about the product will appear including the number on hand and Millennium' estimate of what you should order.

Now you are ready to sit back and watch Millennium do the work! Click on the Automatic PO button and answer Yes when asked if you want to continue.

When the Automatic PO routine is finished, you can scroll through your PO and make adjustments as necessary.

Automatic Calculations Explained

How does the computer decide what products need to be ordered and how many of each to order? Well, it is actually quite simple. Millennium looks at each product that matches the criteria you entered into the Purchase Order (Class, Manufacturer, Distributor,…). It checks to see if the ON HAND count has fallen below the ORDER POINT that you have defined. If so, the quantity to order is determined by MODEL QTY - ON HAND.

Example: Product A: On hand = 3 Order Point = 5 Model Qty = 20

In the example above, Millennium would order 17 of Product A.

(20 - 3 = 17).

NOTE: Keep in mind the above examples assumes an Order Multiple of 0. If the product's order multiple is set to any number other than zero, the automatic PO will order to that multiple.

Example: Product B: On hand = 2 Order Point = 4 Model Qty = 24 Order Multiple = 6

In the example above, Millennium would order 4 of Product B at 6 counts per order. Meaning, the order would be for 24 in total.

Order Multiples are explained and can be set in the Products Database, in the Stock Levels and Ordering Tab..

Products on Order in a Different PO

Products ordered within the last 30 days whose status is not RECEIVED IN FULL will not be ordered automatically. This protects you from re-ordering products already on order or back-ordered. In order to invoke this function, make sure the Exclude Items Check Box is turned on.

If the product needs to be ordered, leave the check box un-checked.

Applying a discount to a single item

Applying discounts to multiple items

Undoing A Discount

Receiving A PO

Receiving products included in a PO

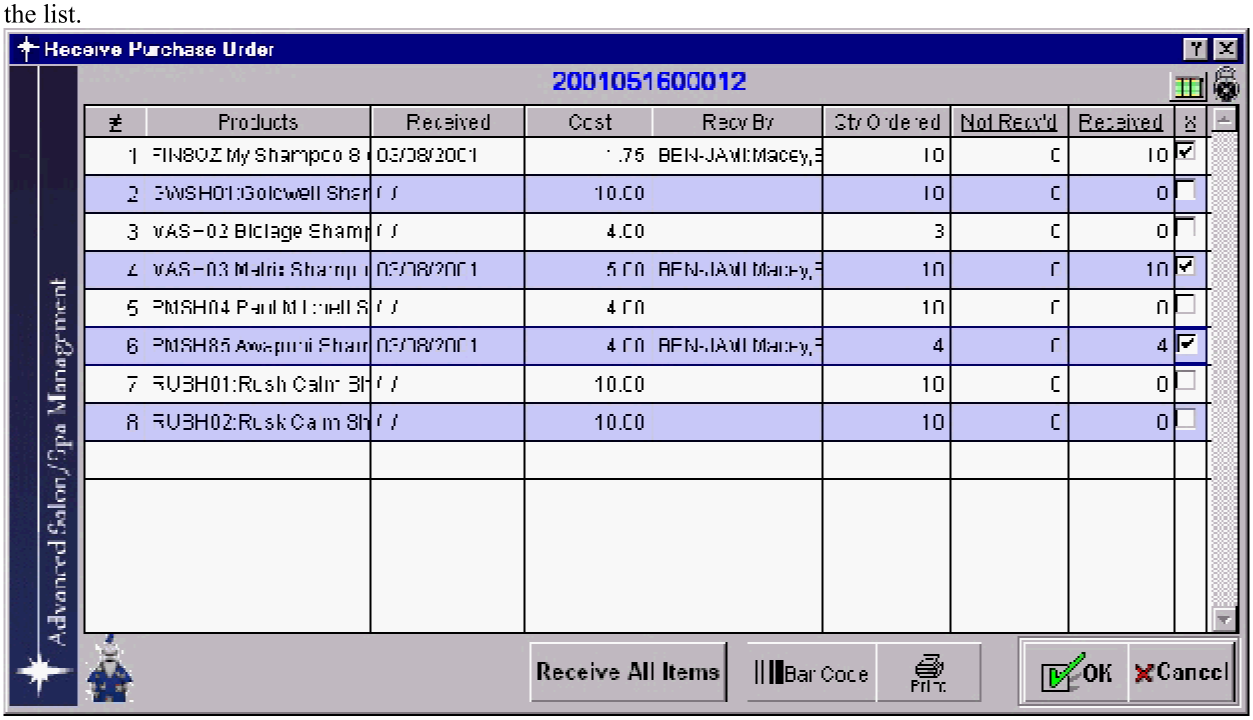
The easiest way to receive products is by referencing an existing Purchase Order so Millennium knows exactly which products have come in.

To receive products in using an existing Purchase Order:

- Select the Purchase Order to receive from. Use the Listing tab to make your selection, then switch back to the Maintenance Screen.
- Click the mouse on the 

button. You must be in Edit Mode in order to receive the items into the Purchase Order.
- Click the mouse on the 

button. The Receive Purchase Order screen will open, containing the product information of the PO. Click on the heading of any one of the sortable columns to re-order the list.



- Enter the date the product was Received, use the pulldown list to select the employee who is receiving the product, then enter the total number received in the Received column. Repeat this for every item that is to be received.
- If you already know the entire purchase order has completely arrived, you can click the mouse on the 

button. This will automatically mark all products as fully received. You'll need only to update the Received dates and Received By columns.

The quantity received has now been added to your inventory.

Click on any column heading that is UNDERLINED to sort the list by that heading.

Example:

#	Products	Received	Cost	Recv By	Qty Ordered	Not Recv'd	Received

Count Inventory

Occasionally you will want to count your inventory to make sure what you actually have on the shelf matches the Millennium on hand counts.   Millennium gives you the flexibility to filter your search to specific products and get an on-hand count of inventory.   Use the results of your searches to compare the on-hand counts with the physical inventory as you count it from your shelves.

Count Inventory Maintenance Screen

Selecting Products

Counting your salon/spa's inventory

Register: Applying Client Account Payments

Click on the 

button to open the Accounts Payment screen. This will open up the Accounts Payment screen.

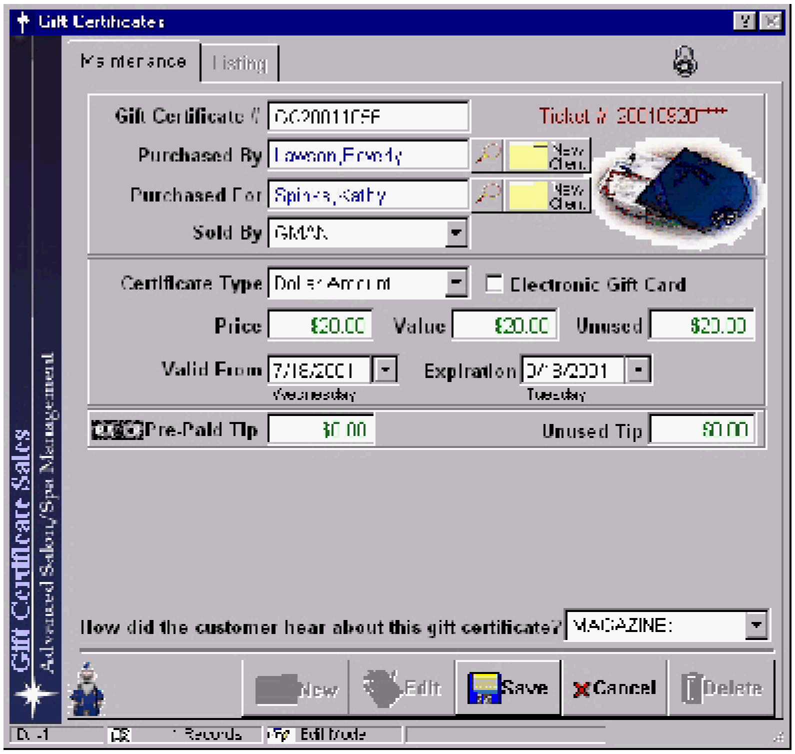
- The Paying Client's name will already be displayed in the Apply Payment to field.
- Enter the amount that the client will be paying toward the Existing Balance in the Payment Amount field.
- Click on the 

button to complete.
- Click on the "X" in the top right of the screen to close it and return to the main register screen. The total amount paid toward the account payment will be included in the grand total for the client's transaction.

Register: Creating a Gift Certificate

Click on the 

button to open the Gift Certificate screen.



- The Paying Client's name will already be displayed in the Purchased By field.
- The Paying Client's name will also be included in the Purchased For field. However, this name can easily be changed.
  Use the Quick Search or New Client buttons for client selection if necessary.
- Click on the Sold By Pulldown List to select the employee's name.
- Click on the Certificate Type Pulldown List to select the Gift Certificate Type made available from the Gift Certificate Type Database.
- Click the mouse on the Electronic Gift Card Check Box to activate it.
- Enter the Price of the Gift Certificate in the Price field.
- The Value and Unused fields will automatically be populated to equal the amount entered in the Price field. However, you can manually change these values.
- Use the Calendar screens in the Valid From and Expiration fields to establish how long the Gift Certificate will be honored.
- Enter the amount that the client would like to pre-pay as a tip in the Pre-Paid Tip field. The Unused Tip field will automatically be populated for you.
- Lastly, use the pulldown list to establish how the client knew of this gift certificate.
- Click on the 

button to complete.
- Click the mouse on the 

button to close it and return to the main register screen. The total amount paid toward the gift certificate will be included in the grand total for the client's transaction.

Editing a Gift Certificate

Register: Selling a Membership

Click on the 

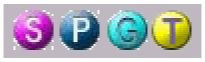
button to open the Memberships Sale screen.

- The Paying Client's name is already populated in the Membership Client field. However, it can manually changed if necessary.
- Choose the Select Membership type from the Pulldown list. The memberships are created in the Memberships Database.
- Enter a Member Number in this field. This is manual number, and cannot be automatically generated.
- Click on the Sold By Pulldown List to select the employee's name.
- The Membership Price is automatically populated based on the selected Membership Type.
- The Billing information is also automatically populated based on the selected Membership Type.
- The Discount information that is stipulated from the membership type will be listed here as well.
- Click on the 

button to complete.
- Click on the "X" in the top right of the screen to close it and return to the main register screen. The total amount paid toward the membership will be included in the grand total for the client's transaction.

Checking a client's balances

Using the available buttons (as pictured below) will display a client's available balances for Series, Packages, Gift Certificates, or Tannings.



View Series Balances

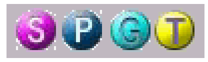
View Package Balances

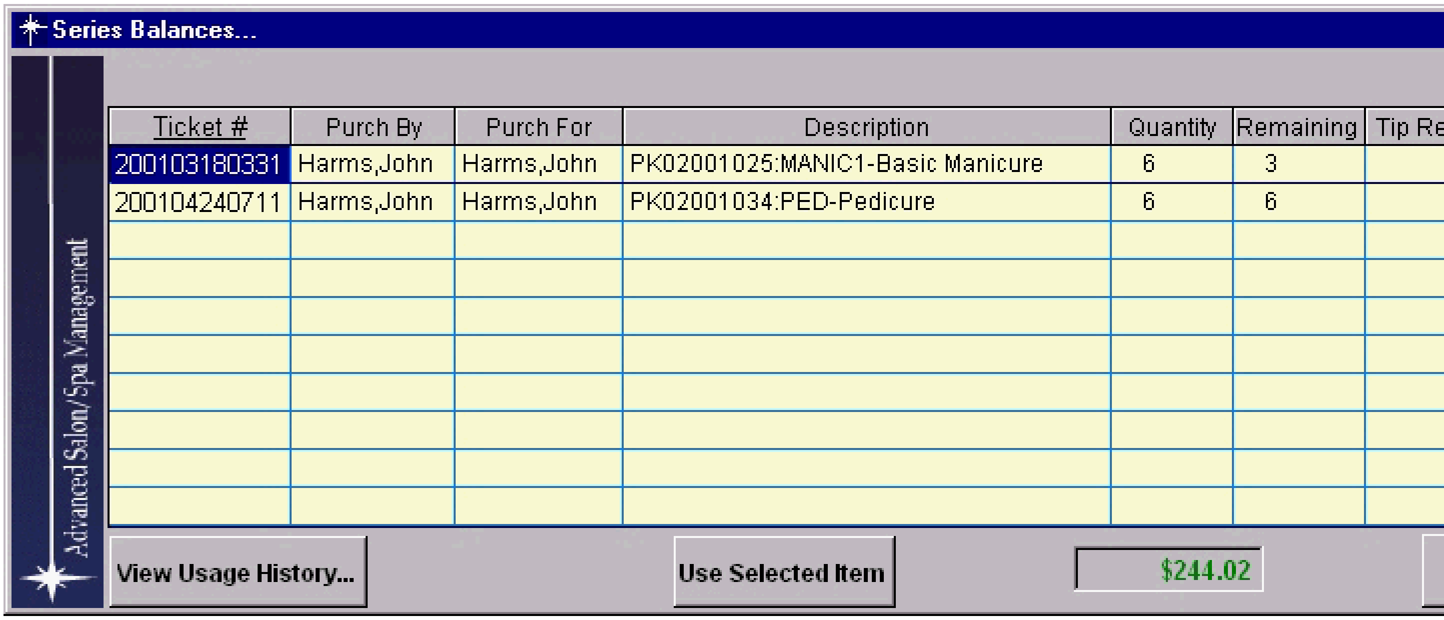
View Gift Certificate Balances

View Tanning Balances

View Series Balances

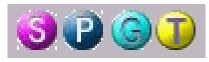
Click the mouse on the S button to display a client's Series balances.

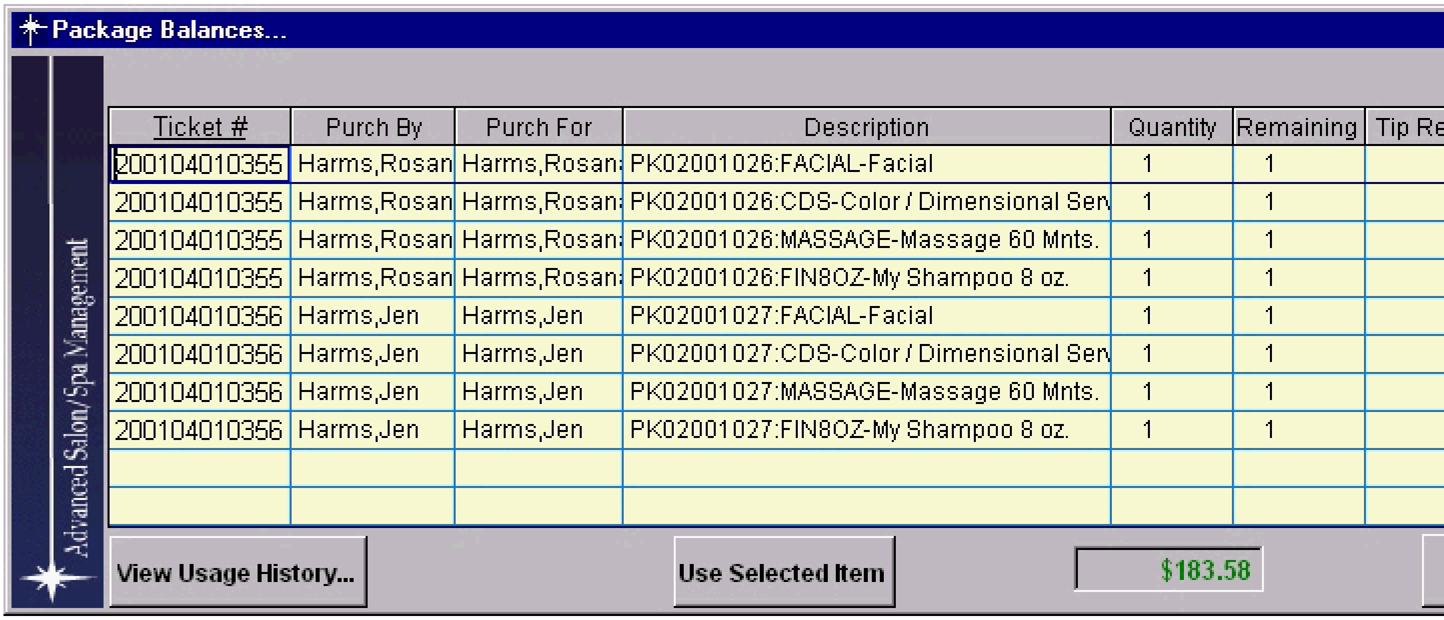




The button will only be available if the client has current available balances in the system.

View Package Balances
Click the mouse on the P button to display a client's Package balances.

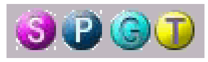


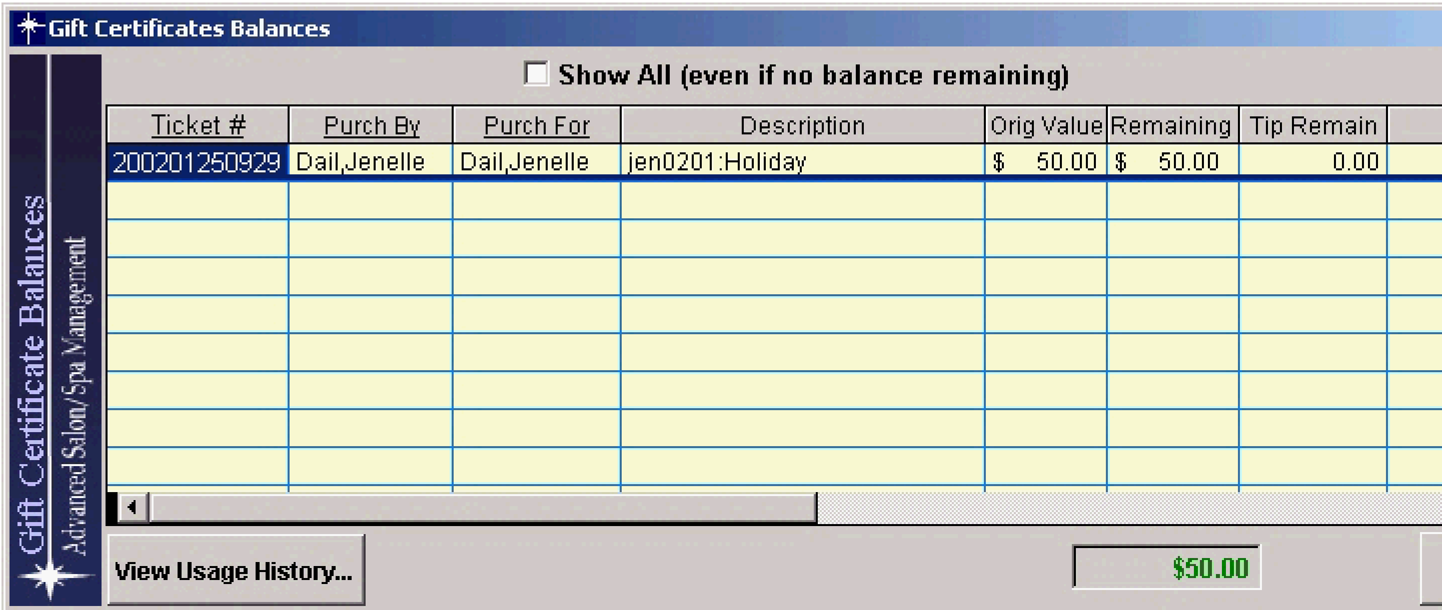


Did you know that even if the P does not light up (because the gift certificate has expired or has been completely used) you can still click on the P to get to the Balance screen. Then click the Show All check box to see the history of purchases.

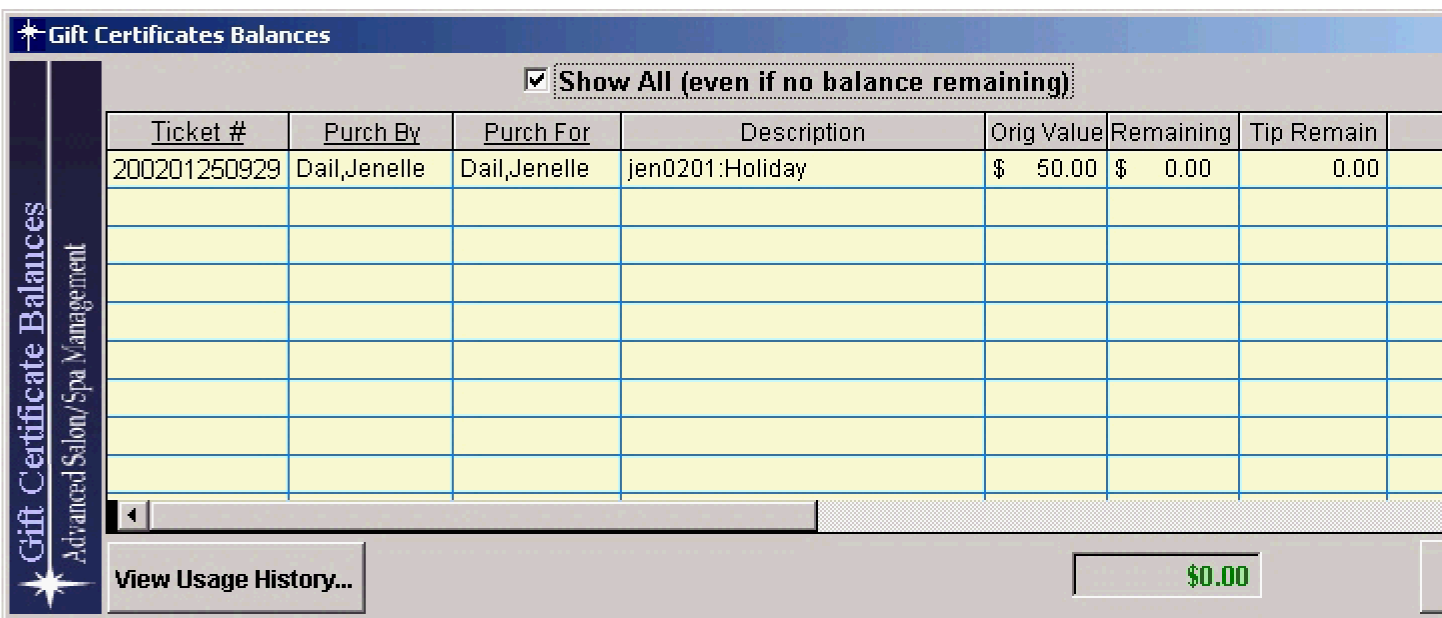
View Gift Certificate Balances

Click the mouse on the G button to display a client's Package balances.



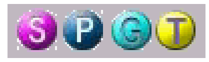


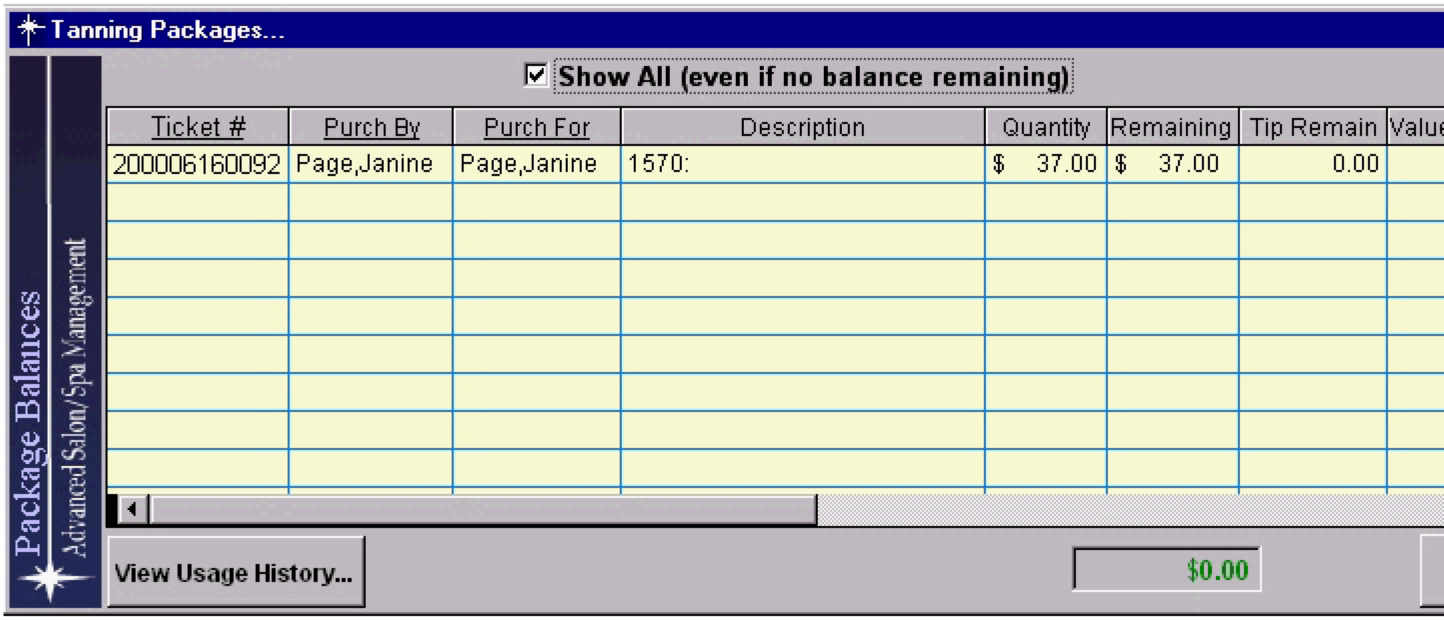
Did you know that even if the G does not light up (because the gift certificate has expired or has been completely used) you can still click on the G to get to the Balance screen. Then click the Show All check box to see the history of purchases. The below picture shows the same gift certificate record as above. But you see how the Show All <u>Check Box</u> has been activated and the remaining balance is $0.00.



View Tanning Balances

Click the mouse on the T button to display a client's Package balances.

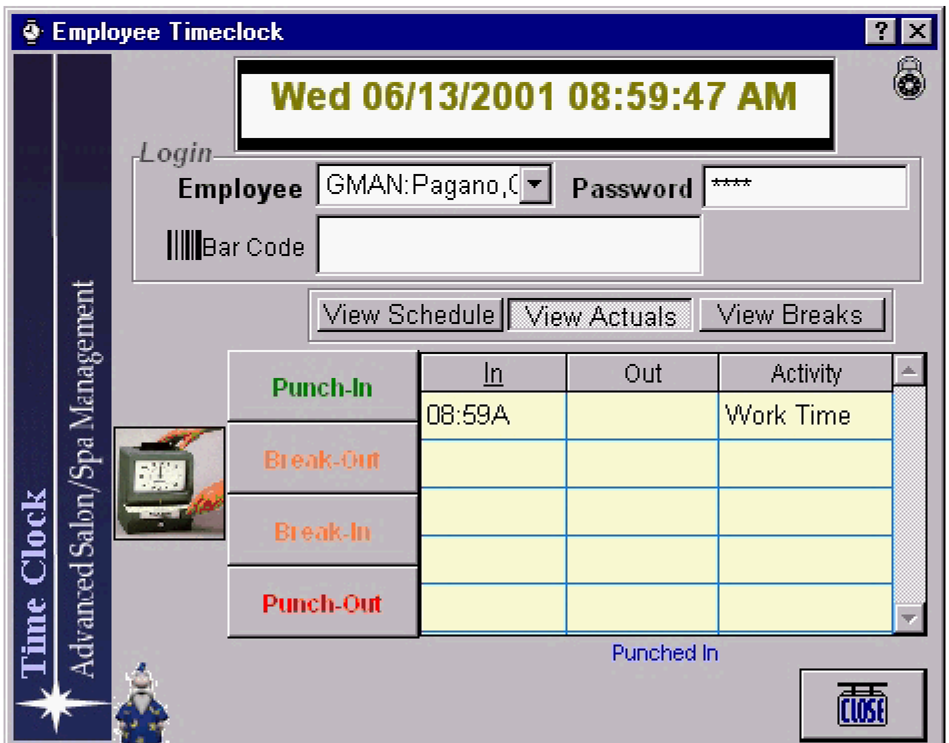




The button will only be available if the client has current available balances in the system.

Punch In

- Open the Employee Time Clock screen either from the Activity menu, or from the Millennium Navigator.
- Select the employee name from the Employee Pulldown List.
- If this option has been turned on in the Business Information Database, enter the employee's password in the Password field. For security reasons, you'll need to know the employee's password in order to use any of these functions in that employee's name. Hit the <Enter> key once the password has been entered. If this option is turned off, then no password would be required to Punch In.
- The screen will change to display the employee's information and available functions.
- Click the mouse on the **Punch-In** button.
- A Work Activities Pulldown list will appear for you to choose the reason for punching. The most common will be Work Time. The exact time displayed in the box will be entered as the time punched in.

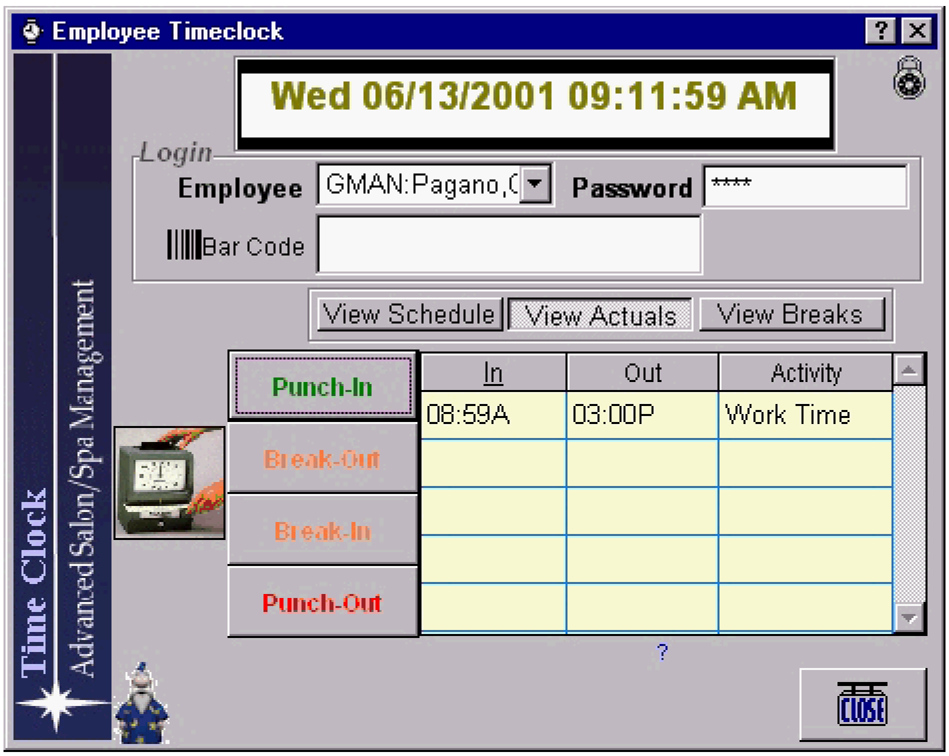


NOTE: You can change views by clicking the mouse on the View Schedule | View Actuals | View Breaks *buttons.*

Punch Out

- Open the Employee Time Clock screen either from the Activity menu, or from the Millennium Navigator.
- Select the employee name from the Employee Pulldown List.
- In the Password field, enter the employee's password. For security reasons, you'll need to know the employee's password in order to use any of these functions in that employee's name. Hit the <Enter> key once the password has been entered.
- The screen will change to display the employee's information and available functions.
- Click the mouse on the 

 button.
- The exact time displayed in the box will be entered as the time punched out.



Take a Break

- Open the Employee Time Clock screen either from the Activity menu, or from the Millennium Navigator.
- Select the employee name from the Employee Pulldown List.
- In the Password field, enter the employee's password. For security reasons, you'll need to know the employee's password in order to use any of these functions in that employee's name. Hit the <Enter> key once the password has been entered.
- The screen will change to display the employee's information and available functions.
- Click the mouse on the 

button to go out on break, or the 

button when returning.
- The exact time displayed in the box will be entered as the time gone out on, or returning from break.

Displays the current date and time by hour, minute, and second.

Pulldown list to select employee's name.

Enter the selected employee's password here.   You cannot continue without it.

Use the bar code reader to enter an employee's name using the employee badge.

Use these buttons to display the employee's schedule, actual punch in/out time, or breaks.

This check box gives user access to Millennium.Net

Millennium.Net
Internet access to your data

One of the problems with the original companies that tried to bring the Internet into the Beauty Industry was they kept your data on their servers and charged a monthly fee to access the data. If the Internet connection went down – so did your salon/spa! Realizing this, HARMS Software wrote an Internet interface to your Millennium data that allows the data to reside where it belongs – in your salon/spa, under your control. If the Internet connection goes down – only the client or employee at home or work accessing the system will be effected – not your business.

Features:

Installing Millennium.net

Management Only Functions

- View all employees' time schedules
- View sales totals – products and services
- View the entire salon/spa's appointment book
- View Goals
- View Log History
- View Reports
- View salon/spa's inventory
- View Top N Products with Graphs
- View Top N Services with Graphs

Employee Management (Employees can have their own login and access to information specific to them with Millennium.net.)

- View My Schedule
- View My Appointment Book
- View My Goals
- View My Sales Totals

Client Functions

- View Appointments
- Book My Next Appointment(s)
- Request Change/Cancellation
- Assigning Client Access to Millennium.net

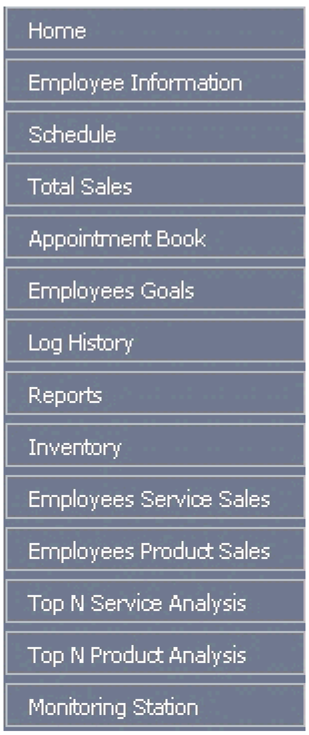
Millennium.net: Management: Schedule

As a manager, visibility to all employee's time schedules is available.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Schedule button.



This will open the Employee's Schedule page, displaying the current week's schedule for all employees.

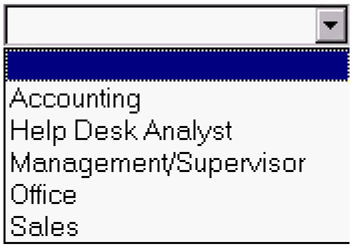
- Click on the Only Include Employee Working on this Day Checkbox to focus the view.

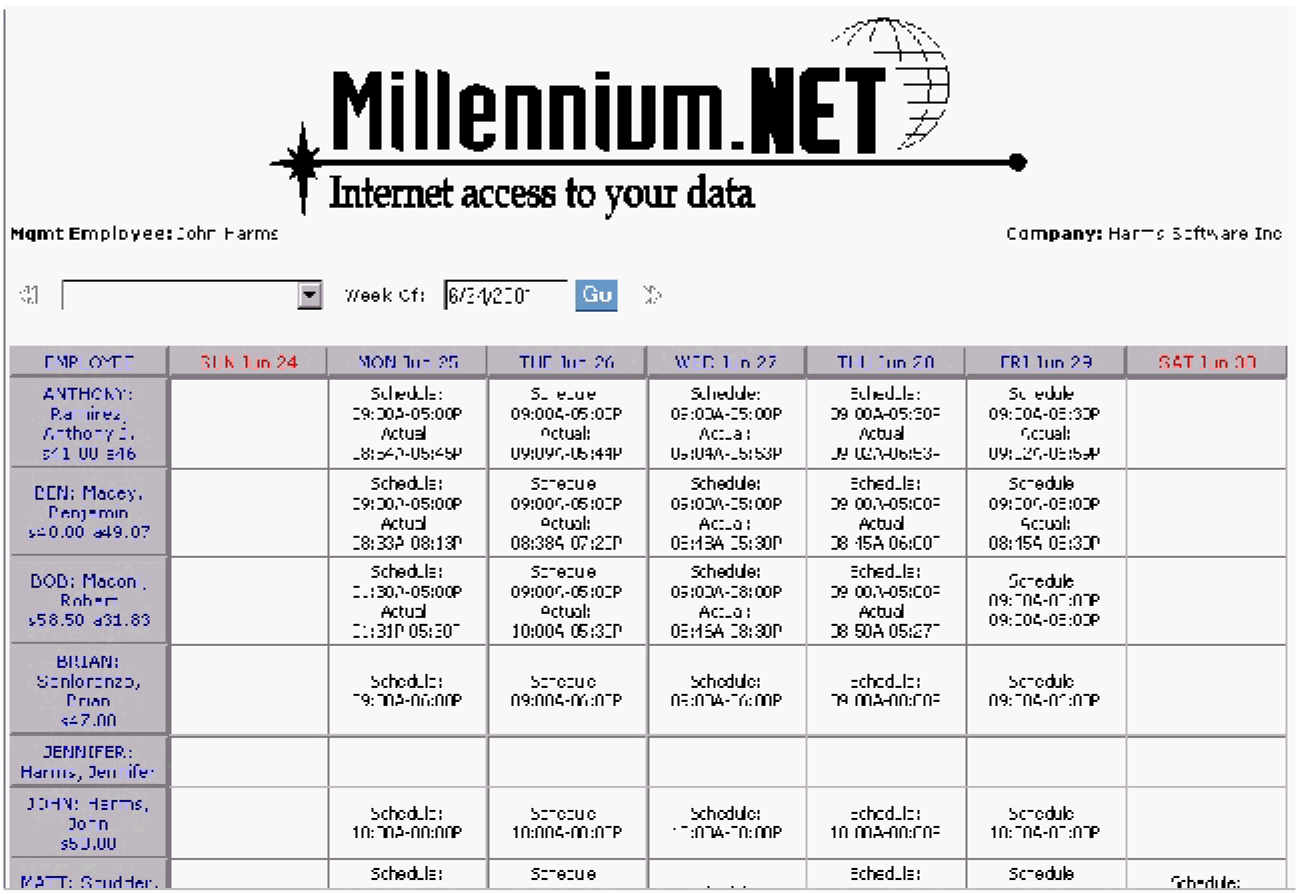
- Use the  and

 arrows to change the week that will be displayed, or

- Type any date in the Text Box, then click on the 

button to jump to that week.
- Lastly, use the Pulldown List to display only employee's name who match that chosen type.


Accounting
Help Desk Analyst
Management/Supervisor
Office
Sales


Millennium.NET
Internet access to your data
Mgmt Employee: John Harms
Company: Harms Software Inc
Week Of:
Go
EMPLOYEE
SUN Jun 24
MON Jun 25
TUE Jun 26
WED Jun 27
THU Jun 28
FRI Jun 29
SAT Jun 30
ANTHONY: Ramirez, Anthony J.
BEN: Macey, Benjamin
BOB: Macon, Robert
BRIAN: Sanlorenzo, Brian
JENNIFER: Harms, Jennifer
JOHN: Harms, John
Schedule:
Actual:

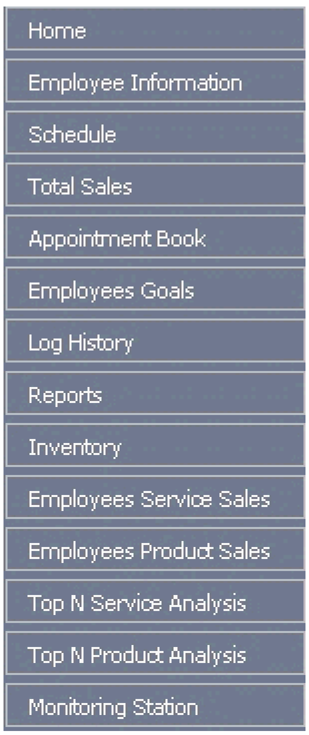
Millennium.net: View the entire salon/spa's appointment book

As manager of your salon/spa, you'll have the ability to view the appointment book for all employees / clients.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Appointment Book button.



- The screen will display the most up to date appointment book screen. The screen will display each employee's name along the top from left to right, and display the times in 15 minute increments from top to bottom along the left side of the screen.

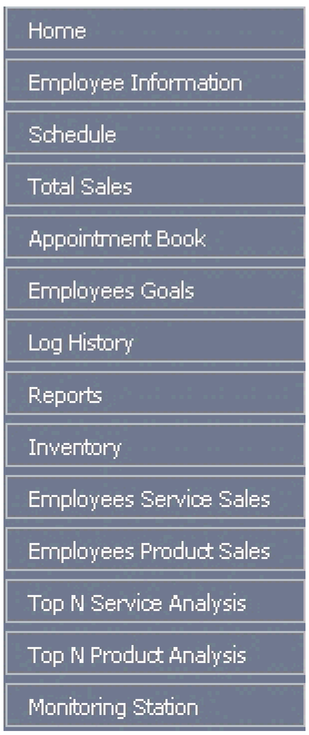
Millennium.net: View sales totals – products and services

From the internet, get totals on your salon/spa's product sales and service sales.

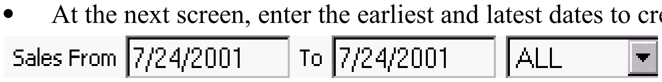
From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Total Sales button.



- At the next screen, enter the earliest and latest dates to create a range of time to measure the total sales.



Use the pulldown list to select All, just Products, or just Services

- Click the mouse on the  button to generate and view the results.

Millennium.net: View Goals

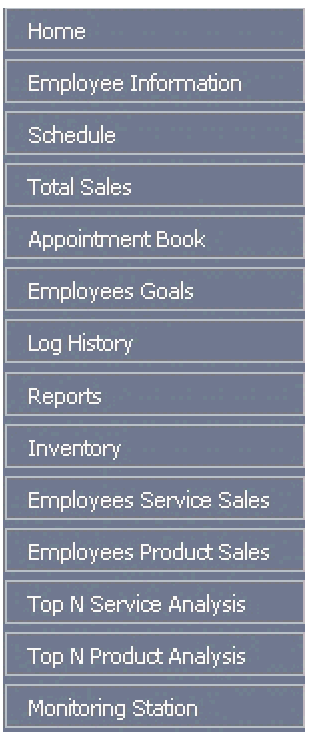
As the manager, you will have access to the goals set for each employee of the salon/spa. The goals are categorized into Services, Products, and Sales.

Each category is separated by month. Each month will display the Goal for the month, the Actual, and the % (Goal / Actual).

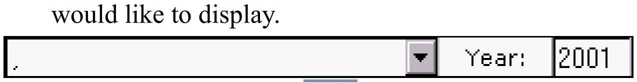
From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Employees Goals button.



- At the next screen, use the Pulldown list to choose from the list of all employees, then choose the year you would like to display.



- Click the mouse on the 

button to display the results.

Millennium.net: View Log History

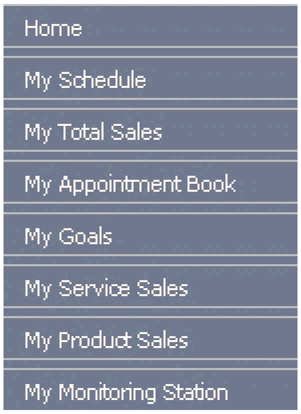
Millennium.net: Employees: My Schedule

To view your schedule in Millennium.net:

From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Schedule button.



- The screen that will appear will contain information as shown below.

Date	Schedule Activity	Schedule Time In	Schedule Time Out	Actual Time In	Actual Time Ou
Tuesday, April 02, 2002	Work Time	10:00 AM	06:00 PM	N/A	N/A

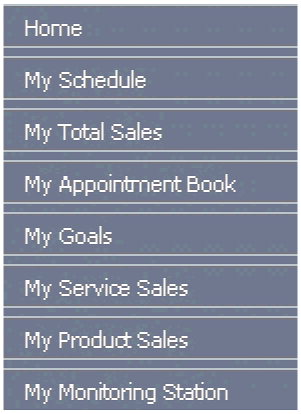
Millennium.net: Employees: My Appointment Book

You will have visibility to your appointments via the net. From anywhere you can access the internet, you can view your appointments.

From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Appointment Book button.



- Either type the date in the field, or use the  and  arrows to select the week you would like to view.
- Click the mouse on the 

button to display that week's results.

Millennium.net: Employees: My Goals

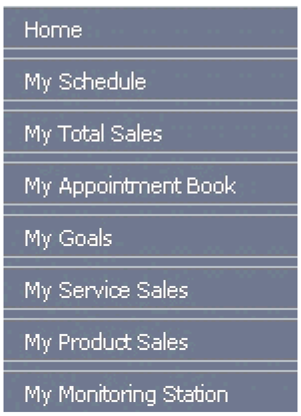
You will have access to the goals set for each employee of the salon/spa. The goals are categorized into Services, Products, and Sales.

Each category is separated by month. Each month will display the Goal for the month, the Actual, and the % (Goal / Actual).

From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Goals button.



- Either type the year in the field, or use the  and  arrows to select the year you would like to view.
- Click the mouse on the 

button to display that week's results.
- Results are displayed for Services, Products, and Retention.

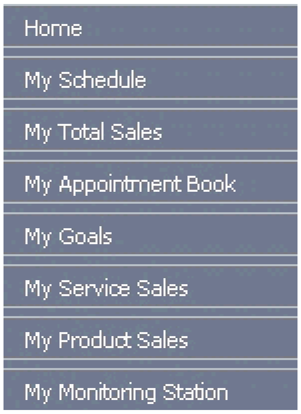
Millennium.net: Employees: My Sales Totals

To view your sales totals:

From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Total Sales button.



- At the next screen, enter the earliest and latest dates to create a range of time to measure the total sales.

Use the pulldown list to select All, just Products, or just Services

- Click the mouse on the  button to generate and view the results.

Millennium.net: Book My Next Appointment(s)

That's right. Give your client's the ability to book their own appointments with your salon/spa. Via the web, Millennium.net offers your clients total access to choose the service they wish to book, choose particular employees, search for availability, and schedule it.

You'll see their booking instantly in your appointment book. That's power. That's Millennium.

To have your clients book an appointment, first they'll need to find an available appointment:

From the Clients Home Page:

- Click the mouse on the On Line Booking button.

- Use the Pulldown Lists to select the Service Category, the exact Service they would like to book, and the employee's name they would like to use. They can also choose "First Available" if they have no preference for the employee. They have the ability to set up several services to search for availabilities.

- If they wish to remove any of the services you've entered, click the mouse on the Delete button.
- To continue, the client can type the date they wish to search for available appointments, or use the button to open the calendar and click the date.
- Enter the waiting time between services that the client will be willing to wait. The time is defaulted to 30 minutes.
- Lastly, use the Pulldown Lists to choose "From" and "To" Hours that will establish a time frame to search for an available appointment.
- When ready, the client will click the mouse on the Find Available Appointments button.

To Book the Appointment:

- Millennium.net will display all available appointments based on the criteria the client entered.

Choice	Book It	Date	Start Time	Finish Time	Employee	Service
1	◉	8/23/2001	01:00 PM	01:15 PM	Insera, Rosemary	Technical Support Call
2	○	8/23/2001	01:15 PM	01:30 PM	Harris, John	Technical Support Call
3	○	8/23/2001	01:30 PM	01:45 PM	Insera, Rosemary	Technical Support Call
4	○	8/23/2001	01:45 PM	02:00 PM	Scudder, Matthew M.	Technical Support Call
5	○	8/23/2001	02:00 PM	02:15 PM	Insera, Rosemary	Technical Support Call

- Click the mouse on the Radio Button to choose the appointment the client wishes to book.
- Click the mouse on the Book button to book the appointment.
- The Client will receive a confirmation message.

Your request was been registed.
Your Appointment Number is :12016.
Use this number to contact us with anything related with your appoi

Millennium.net: View salon/spa's inventory

Millennium.net also gives you the ability to track your salon/spa's inventory from the web.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Inventory button.

- The screen will display the inventory of your salon/spa and include all Manufacturers, Distributors, and Product Classes. You may then use the Pulldown Lists to filter the results.

- If you change the selection criteria using the Pulldown Lists shown above, click the mouse on the 

button to execute the results.

Millennium.net: View Reports

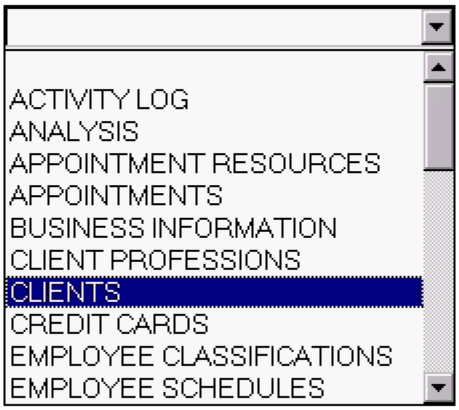
As the manager, you will have access to a host of reports.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Reports button.

- At the next screen, use the Pulldown lists to choose the Category and type of report required.



- Click the mouse on the  button to generate and view the results.

Millennium.net: Management: Appointment Book

As a client, using Millennium.net gives you the freedom to access information via the net -- anytime, anywhere. That's power. That's Millennium.

To view appointments:

To view these liabilities:

- Click the mouse on the Management button.

- Click the mouse on the Appointment Book button.

- Click the mouse on the Check Box if you only wish to view those employees who are scheduled to work on the selected day.
- Select the desired Employee Classification from the Pulldown List to view a focused view of employees.
- Either type the date in the field, or use the 

and 

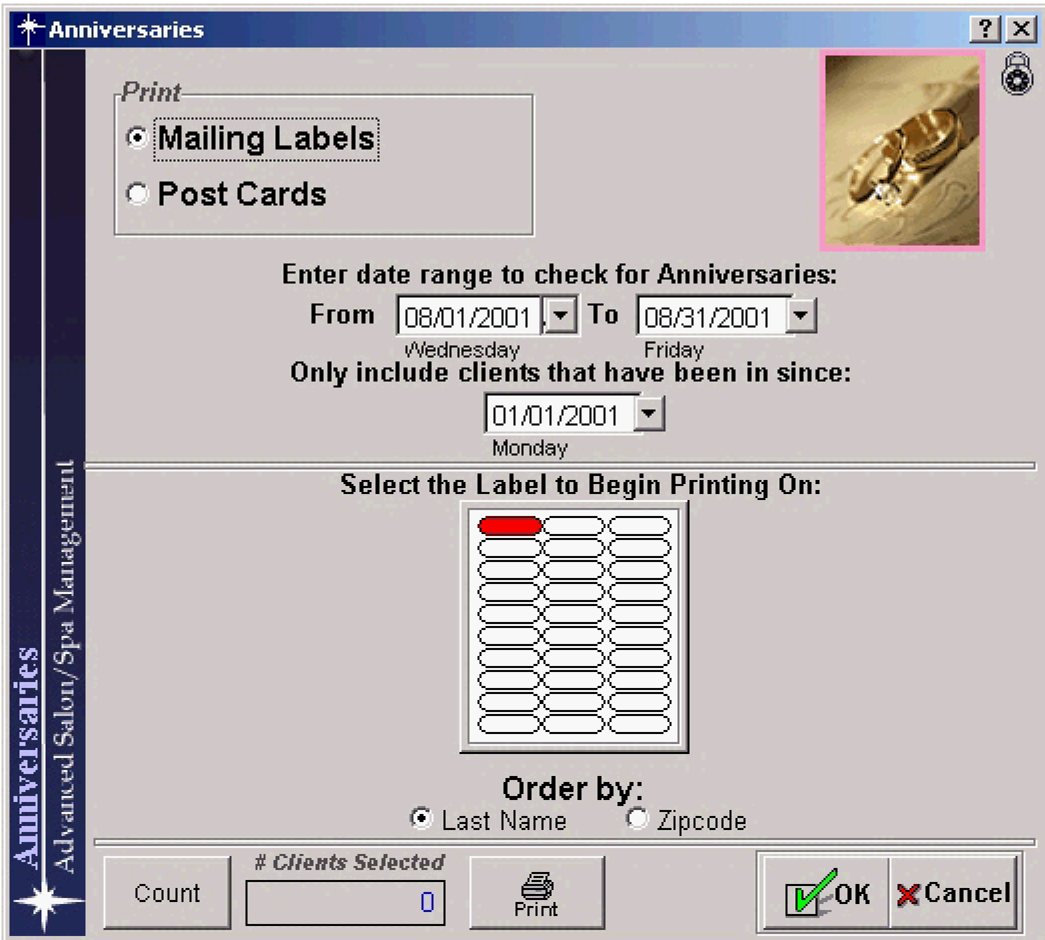
arrows to select the week you would like to view.
- Click the mouse on the 

button to display that week's results.

Marketing: Anniversaries

When you log information into the Clients Database, there is a section that lets the user establish if the client is married, and if so, what their Anniversary is.

Millennium can scan the database for all anniversaries that fall within a date range that you set, and then print mailing labels or post cards with the client's name and address.



Screen Descriptions

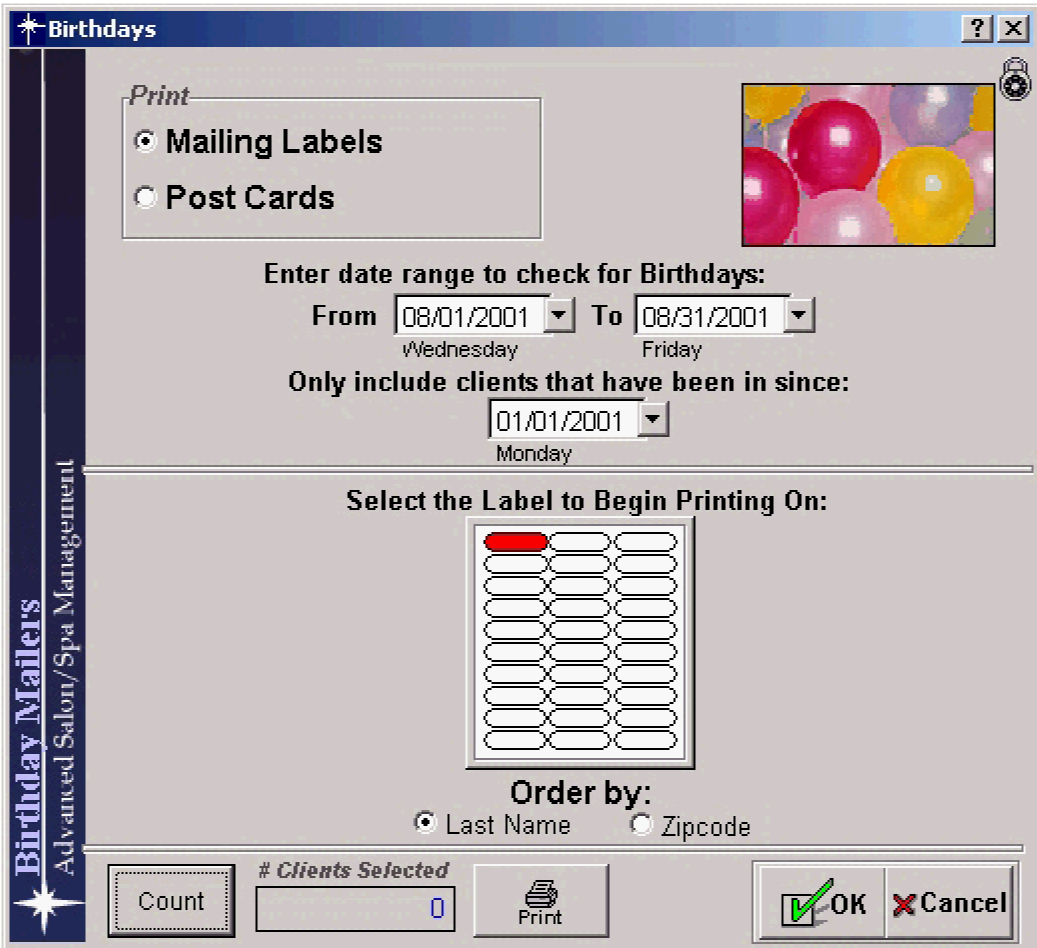
Printing Anniversary Post Cards

Printing Mailing Labels

Marketing: Birthdays

When you log information into the Clients Database, there is a section that lets the user enter the client's birthday.

Millennium can scan the database for all birthdays that fall within a date range that you set, and then print post cards or mailing labels with the client's name and address.



Screen Descriptions

Printing Anniversary Post Cards

Printing Mailing Labels

Marketing: Welcome

Use this tool to send out post cards or mailings to your newest clients.

Millennium can scan the database for all new clients that fall within a date range that you set, and then print post cards or mailing labels with the their name and address.

Screen Descriptions

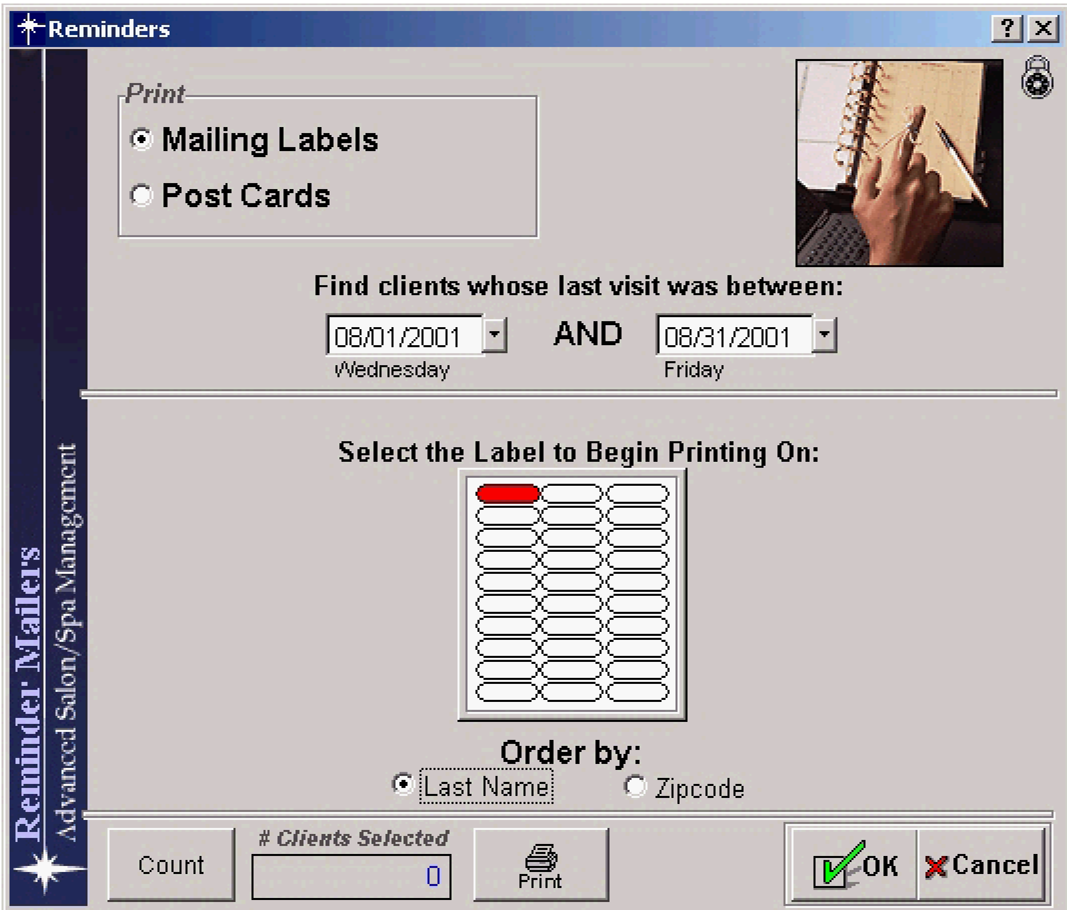
Printing Welcome Post Cards

Printing Mailing Labels

Marketing: Reminders

Use this tool to send out reminder post cards or mailings to your clients.

Millennium can scan the database for all clients who have visited the salon/spa within a date range that you set, and then print post cards or mailing labels with the their name and address.



Screen Descriptions

Printing Reminder Post Cards

Printing Reminder Mailing Labels

Marketing: Form Letters

Form letters are a powerful marketing tool and Millennium brings you the latest in word processing technology …

Screen Descriptions

Listing

Creating a Form Letter

Editing Form Letters

Marketing: Anniversaries: Screen Descriptions

Following are descriptions for the Anniversaries Screens.

PRINT: Radio Buttons

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Date Range Fields

Use these fields to establish the range of dates that Millennium will search for clients who have anniversaries occurring. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Historical Base Date

Use this field to establish how far back in time Millennium will look to find clients who have been in the salon/spa. This will have Millennium select only clients that have been active in your place of business.

Post Card Size Radio Buttons (if Post Card Radio Button selected)

Select 3x5 or 4x6.

Post Card Title (if Post Card Radio Button selected)

If your Anniversary mailing will be a post card, type the title of the post card here.

Text Editing Controls (if Post Card Radio Button selected)

Choose your font, font size, bold, italic, and color.

Message Text Box (if Post Card Radio Button selected)

Type the message you would like to tell your clients -- like "Happy Anniversary."

Post Card Footer (if Post Card Radio Button selected)

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're marking would be a good suggestion of what to type here.

Order By: Radio Buttons

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

Select Label To Being Printing On (if Mailing Labels Radio Button selected)

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet.

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Use these fields to establish the range of dates that Millennium will search for clients who have anniversaries occurring. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Use this field to establish how far back in time Millennium will look to find clients who have been in the salon/spa. This will have Millennium select only clients that have been active in your place of business.

If your Anniversary mailing will the a post card, type the title of the post card here. Available only when printing Post Cards.

Choose your font, font size, bold, italic, and color.   Available only when printing Post Cards.

Type the message you would like to tell your clients -- like "Happy Anniversary."   Available only when printing Post Cards.

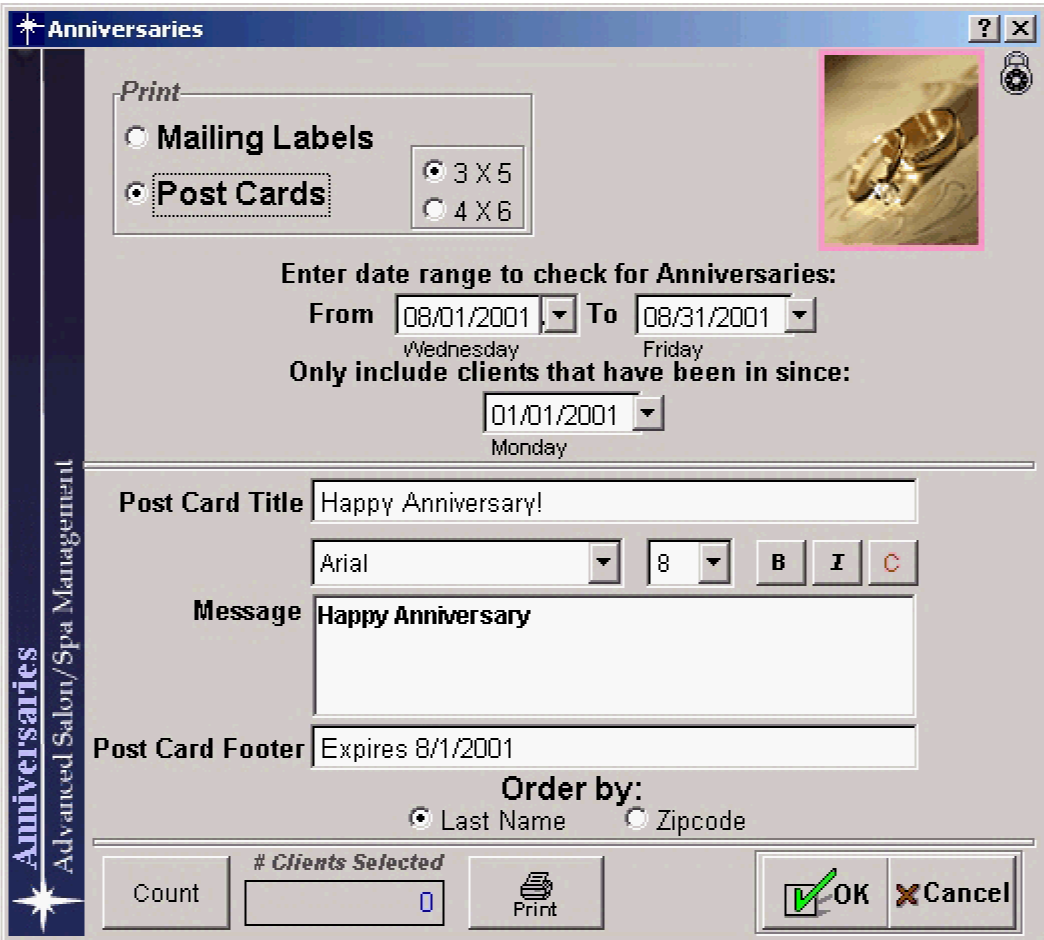
Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're making would be a good suggestion of what to type here. Available only when printing Post Cards.

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

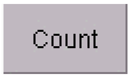
Marketing: Anniversaries: Printing Anniversary Post Cards

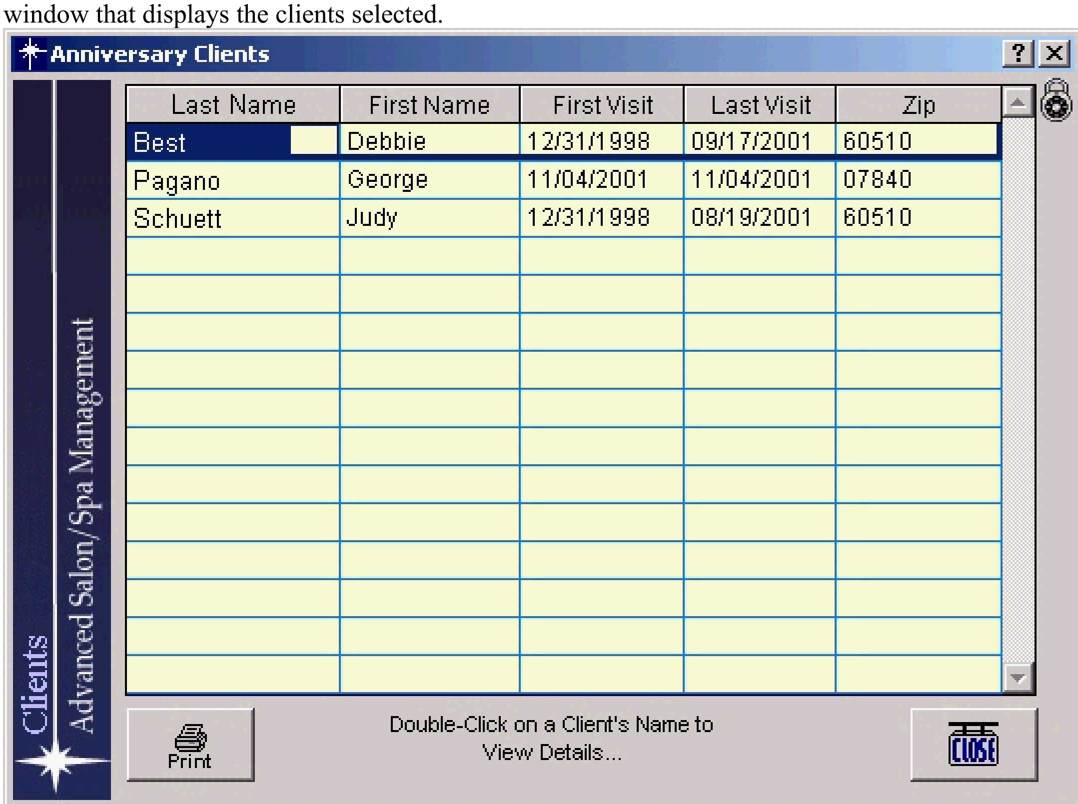
To Print post cards for clients celebrating anniversaries:

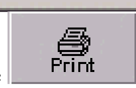
- Open the Marketing and Anniversaries screen.
- Click the mouse on the Print Post Cards radio button.



- Select the size post card by clicking the mouse either on the 3x5 or the 4x6 radio button.
- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Use the next date field to select how far back you want Millennium to search for active clients. For example, if you were to choose January 1st of the previous year, Millennium will only select clients who 1) are celebrating wedding anniversaries in the date range established and 2) have visited and conducted business in your salon/spa since January 1st of the previous year. This will ensure that you are sending post cards to clients that are actively using your salon/spa as their place of business.
- Type the name of the post card in the Post Card Title field: such as "Happy Anniversary".
- In the Message text box, type the message you would like to send to your clients.
- Use the text editing controls to enhance the text in your message: such as bold, italic, different colors, and fonts.
- Include text that will appear at the bottom of each post card in the Post Card Footer field. A good example would be an expiration date if your were offering a special incentive to your clients.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.

- To print at a later time, click the mouse on  to save and exit the screen.
- Click  to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the  button.
- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.

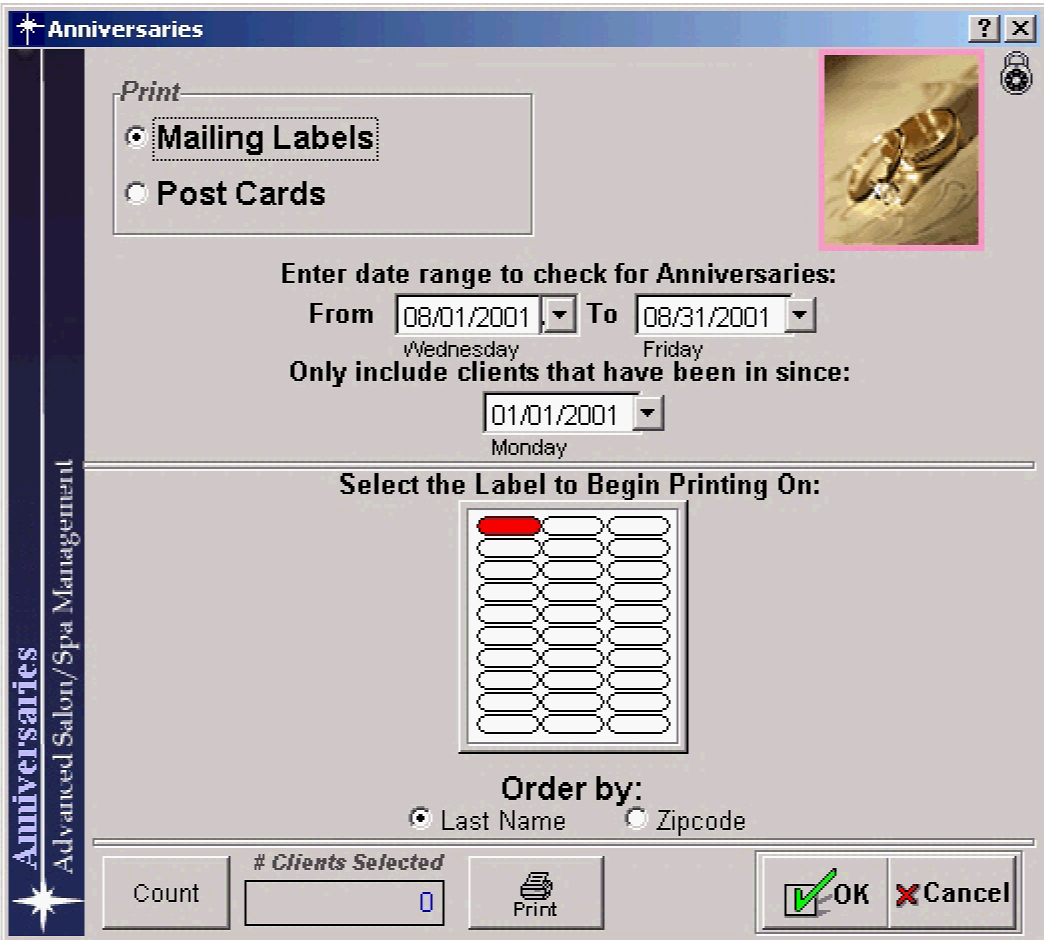


- To print the post cards, click on the  button.

Marketing: Anniversaries: Printing Mailing Labels

To Print mailing labels that would be used for packages being sent to clients celebrating their wedding anniversaries:

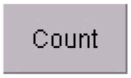
- Open the Marketing and Anniversaries screen.
- Click the mouse on the Print Mailing Labels radio button.



- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Use the next date field to select how far back you want Millennium to search for active clients. For example, if you were to choose January 1st of the previous year, Millennium will only select clients who 1) are celebrating wedding anniversaries in the date range established and 2) have visited and conducted business in your salon/spa since January 1st of the previous year. This will ensure that you are sending post cards to clients that are actively using your salon/spa as their place of business.
- Click the mouse on the first label you would want to begin printing. This is very useful when using a label sheet with labels already printed.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on 

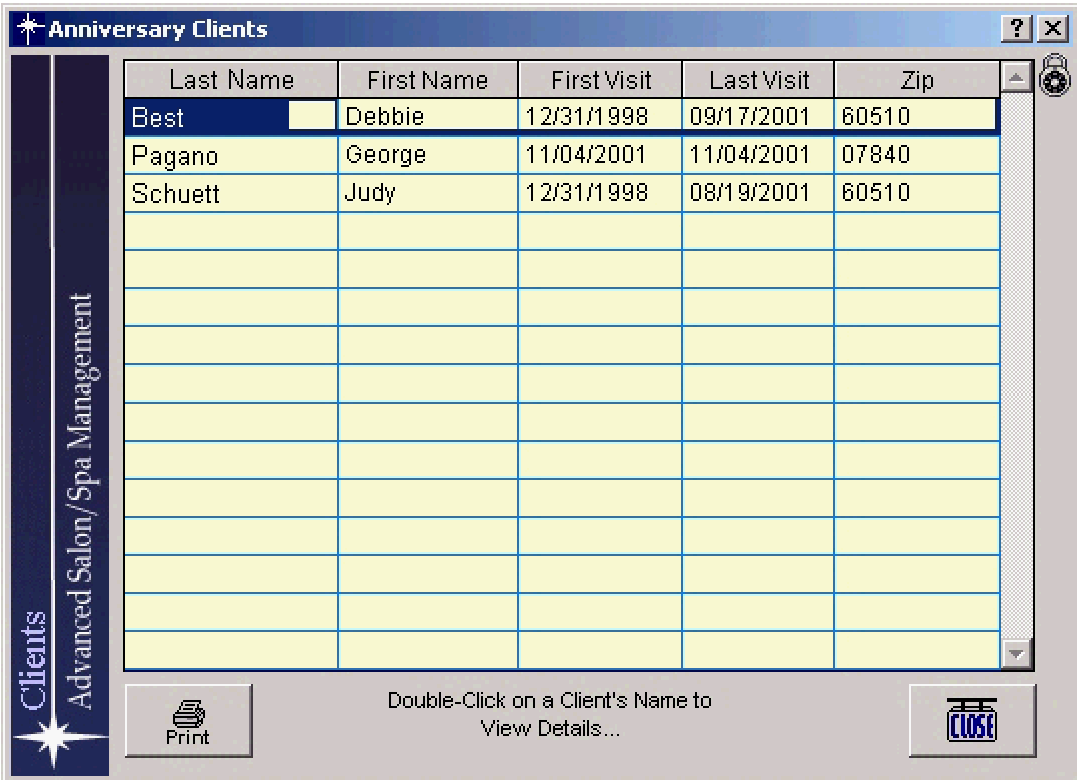
to save and exit the screen.
- Click 

to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the



button.

- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



- To print the mailing labels, click on the 

button.

Marketing: Birthdays: Screen Descriptions

Following are descriptions for the Birthdays Screen.

PRINT: Radio Buttons

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Date Range Fields

Use these fields to establish the range of dates that Millennium will search for clients who have birthdays occurring. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Historical Base Date

Use this field to establish how far back in time Millennium will look to find clients who have been in the salon/spa. This will have Millennium select only clients that have been active in your place of business.

Post Card Size Radio Buttons (if Post Card Radio Button selected)

Select 3x5 or 4x6.

Post Card Title (if Post Card Radio Button selected)

If your Birthday mailing will be a post card, type the title of the post card here.

Text Editing Controls (if Post Card Radio Button selected)

Choose your font, font size, bold, italic, and color.

Message Text Box (if Post Card Radio Button selected)

Type the message you would like to tell your clients -- like "Happy Birthday."

Post Card Footer (if Post Card Radio Button selected)

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're marking would be a good suggestion of what to type here.

Order By: Radio Buttons (if Mailing Labels Radio Button selected)

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

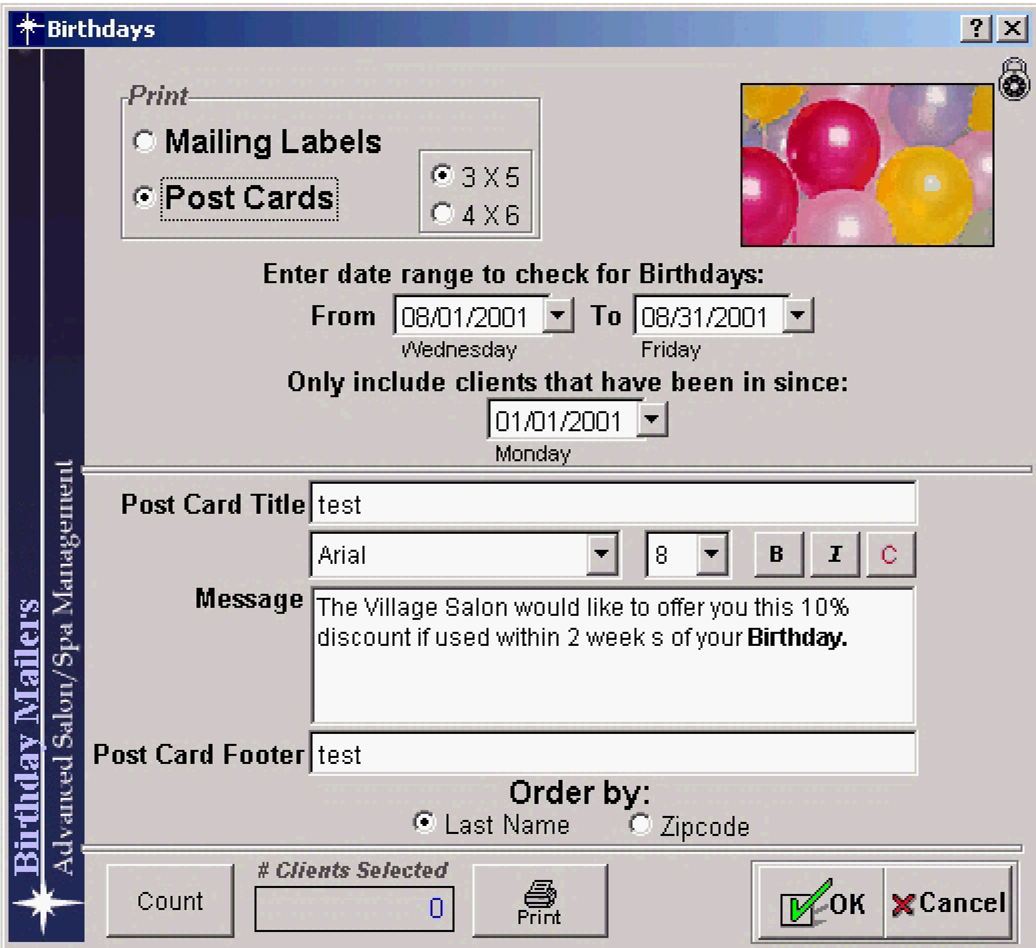
Select Label To Being Printing On (if Mailing Labels Radio Button selected)

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet.

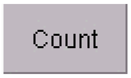
Marketing: Birthdays: Printing Birthday Post Cards

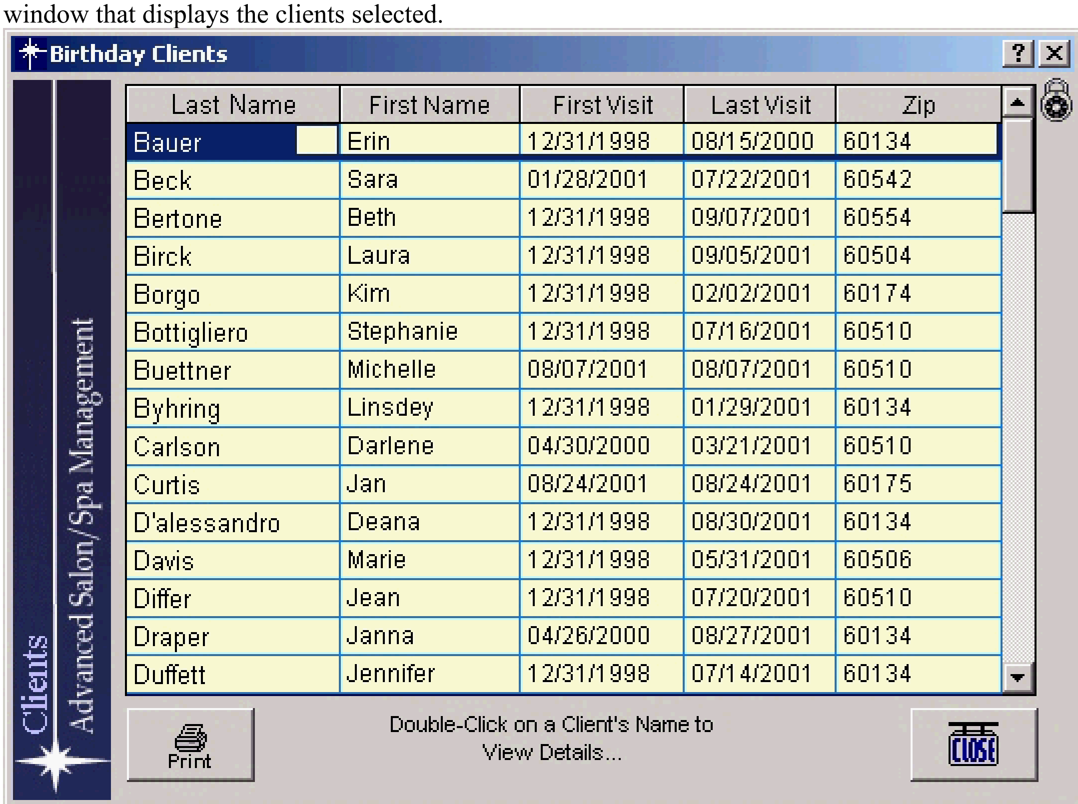
To Print post cards for clients celebrating birthdays:

- Open the Marketing and Birthdays screen.
- Click the mouse on the Print Post Cards radio button.

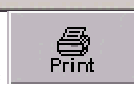


- Select the size post card by clicking the mouse either on the 3x5 or the 4x6 radio button.
- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Use the next date field to select how far back you want Millennium to search for active clients.   For example, if you were to choose January 1st of the previous year, Millennium will only select clients who 1) are celebrating birthdays in the date range established and 2) have visited and conducted business in your salon/spa since January 1st of the previous year.   This will ensure that you are sending post cards to clients that are actively using your salon/spa as their place of business.
- Type the name of the post card in the Post Card Title field: such as "Happy Birthday".
- In the Message text box, type the message you would like to send to your clients.
- Use the text editing controls to enhance the text in your message: such as bold, italic, different colors, and fonts.
- Include text that will appear at the bottom of each post card in the Post Card Footer field.   A good example would be an expiration date if your were offering a special incentive to your clients.
- Use the Order By radio buttons to choose how you want the results to be sorted.   It can be sorted either by Last Name, or by Zip Code.

- To print at a later time, click the mouse on  to save and exit the screen.
- Click  to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the  button.
- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



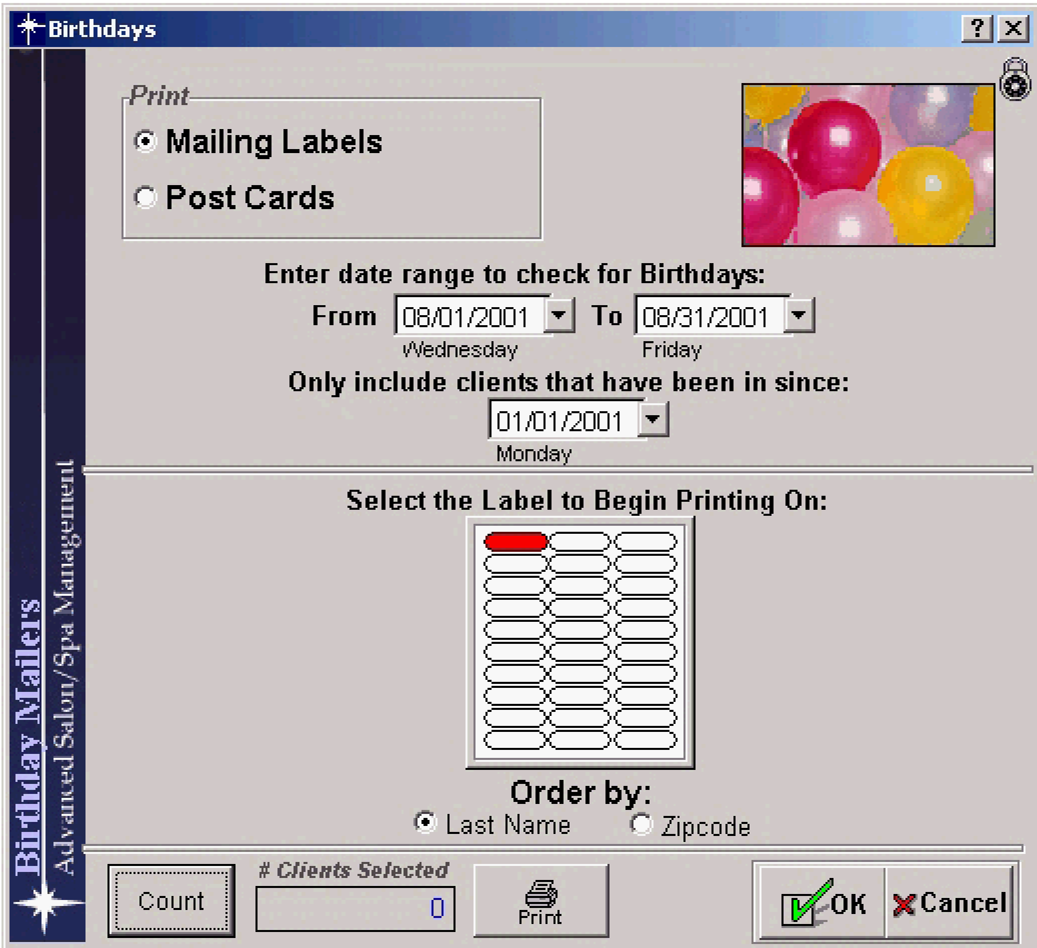
Last Name	First Name	First Visit	Last Visit	Zip
Bauer	Erin	12/31/1998	08/15/2000	60134
Beck	Sara	01/28/2001	07/22/2001	60542
Bertone	Beth	12/31/1998	09/07/2001	60554
Birck	Laura	12/31/1998	09/05/2001	60504
Borgo	Kim	12/31/1998	02/02/2001	60174
Bottigliero	Stephanie	12/31/1998	07/16/2001	60510
Buettner	Michelle	08/07/2001	08/07/2001	60510
Byhring	Linsdey	12/31/1998	01/29/2001	60134
Carlson	Darlene	04/30/2000	03/21/2001	60510
Curtis	Jan	08/24/2001	08/24/2001	60175
D'alessandro	Deana	12/31/1998	08/30/2001	60134
Davis	Marie	12/31/1998	05/31/2001	60506
Differ	Jean	12/31/1998	07/20/2001	60510
Draper	Janna	04/26/2000	08/27/2001	60134
Duffett	Jennifer	12/31/1998	07/14/2001	60134

- To print the post cards, click on the  button.

Marketing: Birthdays: Printing Mailing Labels

To Print mailing labels that would be used for packages being sent to clients celebrating their birthdays:

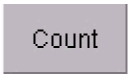
- Open the Marketing and Birthdays screen.
- Click the mouse on the Print Mailing Labels radio button.



- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Use the next date field to select how far back you want Millennium to search for active clients. For example, if you were to choose January 1st of the previous year, Millennium will only select clients who 1) are celebrating birthdays in the date range established and 2) have visited and conducted business in your salon/spa since January 1st of the previous year. This will ensure that you are sending post cards to clients that are actively using your salon/spa as their place of business.
- Click the mouse on the first label you would want to begin printing. This is very useful when using a label sheet with labels already printed.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on 

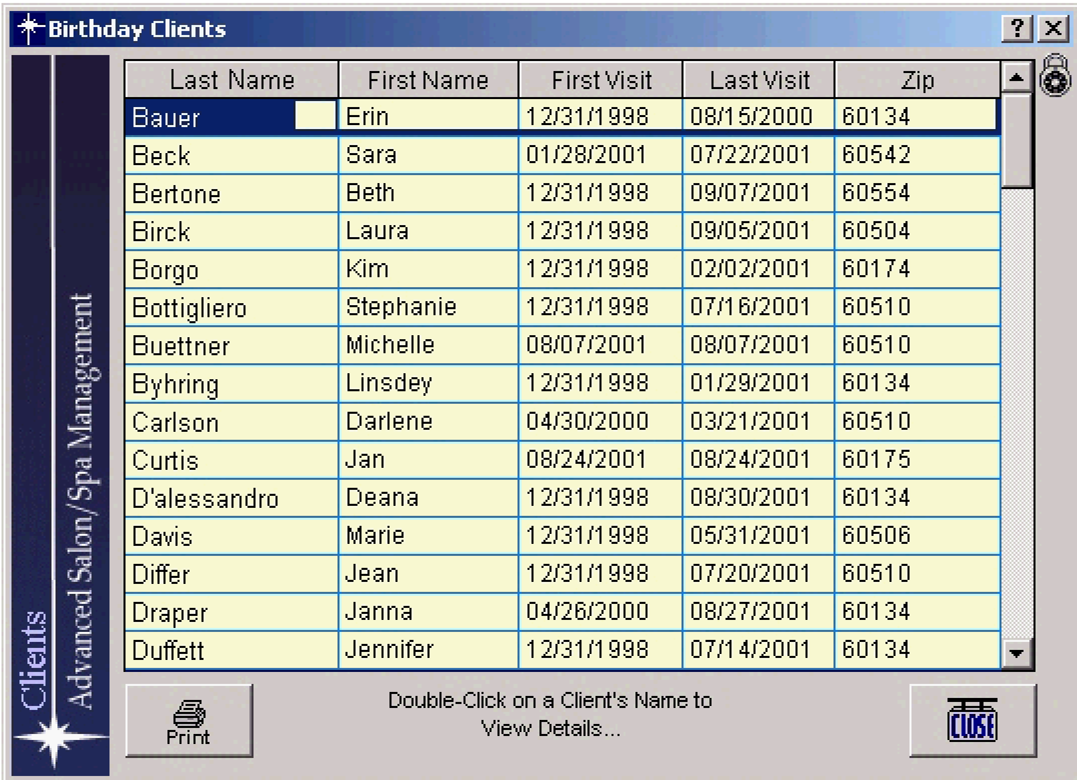
to save and exit the screen.
- Click 

to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the



button.

- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



Last Name	First Name	First Visit	Last Visit	Zip
Bauer	Erin	12/31/1998	08/15/2000	60134
Beck	Sara	01/28/2001	07/22/2001	60542
Bertone	Beth	12/31/1998	09/07/2001	60554
Birck	Laura	12/31/1998	09/05/2001	60504
Borgo	Kim	12/31/1998	02/02/2001	60174
Bottigliero	Stephanie	12/31/1998	07/16/2001	60510
Buettner	Michelle	08/07/2001	08/07/2001	60510
Byhring	Linsdey	12/31/1998	01/29/2001	60134
Carlson	Darlene	04/30/2000	03/21/2001	60510
Curtis	Jan	08/24/2001	08/24/2001	60175
D'alessandro	Deana	12/31/1998	08/30/2001	60134
Davis	Marie	12/31/1998	05/31/2001	60506
Differ	Jean	12/31/1998	07/20/2001	60510
Draper	Janna	04/26/2000	08/27/2001	60134
Duffett	Jennifer	12/31/1998	07/14/2001	60134

- To print the mailing labels, click on the 

button.

Use these fields to establish the range of dates that Millennium will search for clients who have birthdays occurring. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Use this field to establish how far back in time Millennium will look to find clients who have been in the salon/spa. This will have Millennium select only clients that have been active in your place of business.

Type the message you would like to tell your clients -- like "Happy Birthday."   Available only when printing Post Cards.

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're making would be a good suggestion of what to type here. Available only when printing Post Cards.

If your Birthday mailing will the a post card, type the title of the post card here.   Available only when printing Post Cards.

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Choose your font, font size, bold, italic, and color.   Available only when printing Post Cards.

Marketing: Welcome: Screen Descriptions

Following are descriptions for the Welcome Screen.

PRINT: Radio Buttons

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Date Range Fields

Use these fields to establish the range of dates that Millennium will search for new clients. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Post Card Size Radio Buttons (if Post Card Radio Button selected)

Select 3x5 or 4x6.

Post Card Title

If your Welcome mailing will be a post card, type the title of the post card here.

Text Editing Controls

Choose your font, font size, bold, italic, and color.

Message Text Box

Type the message you would like to tell your clients -- like "Thanks for your business, and welcome."

Post Card Footer

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're marking would be a good suggestion of what to type here.

Order By: Radio Buttons

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

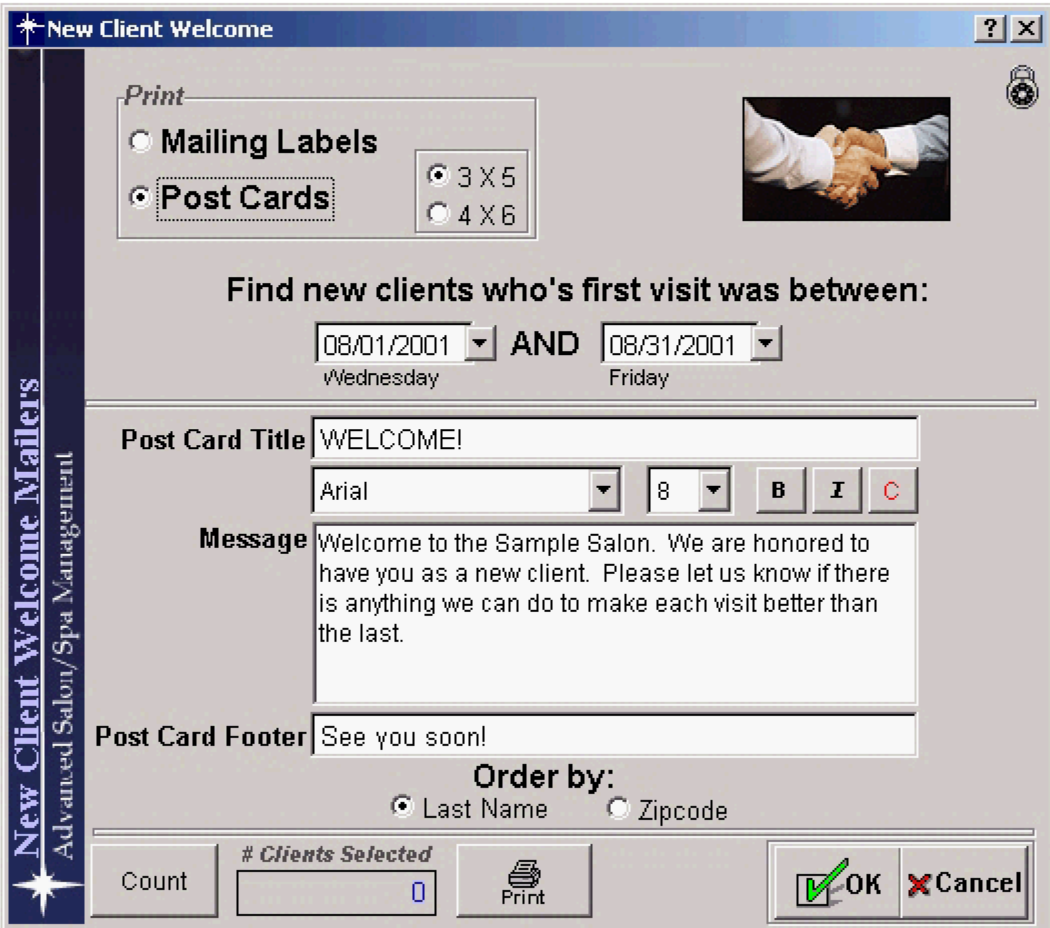
Select Label To Being Printing On (if Mailing Labels Radio Button selected)

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet.

Marketing: Welcome: Printing Welcome Post Cards

To Print post cards for new clients:

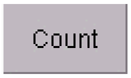
- Open the Marketing and Welcome screen.
- Click the mouse on the Print Post Cards radio button.



- Select the size post card by clicking the mouse either on the 3x5 or the 4x6 radio button.
- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Type the name of the post card in the Post Card Title field: such as "Thanks for your business, and welcome."
- In the Message text box, type the message you would like to send to your clients.
- Use the text editing controls to enhance the text in your message: such as bold, italic, different colors, and fonts.
- Include text that will appear at the bottom of each post card in the Post Card Footer field. A good example would be an expiration date if your were offering a special incentive to your clients.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on 

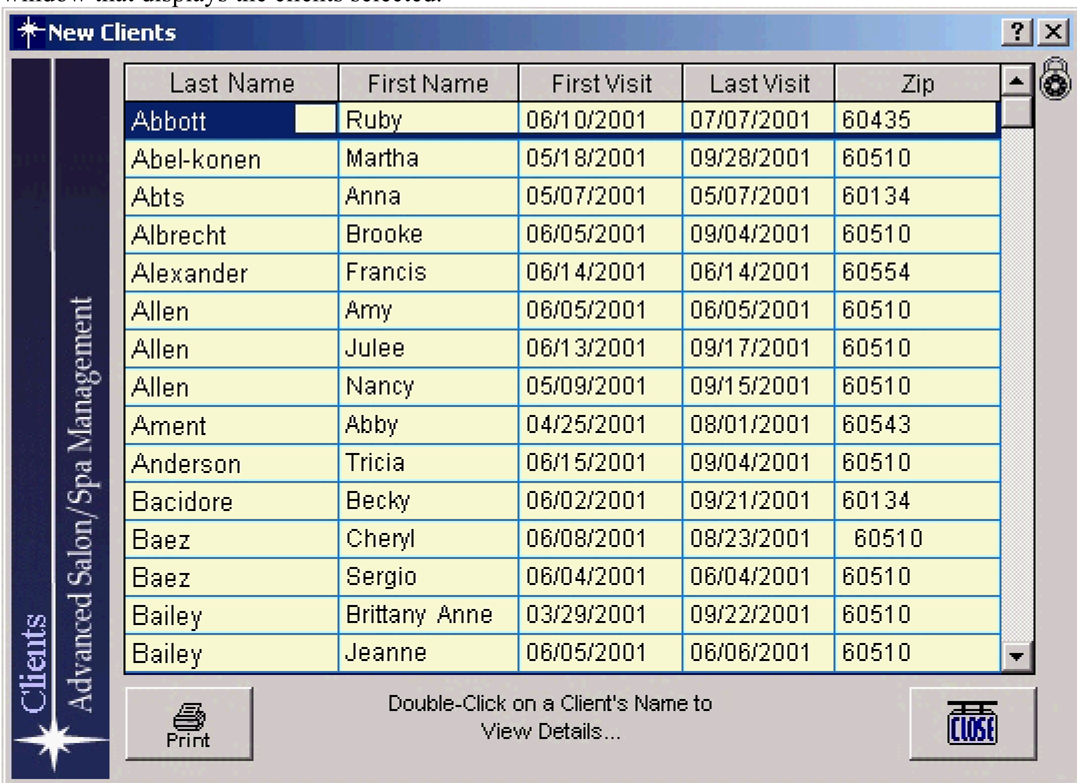
to save and exit the screen.
- Click 

to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the



button.

- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



Last Name	First Name	First Visit	Last Visit	Zip
Abbott	Ruby	06/10/2001	07/07/2001	60435
Abel-konen	Martha	05/18/2001	09/28/2001	60510
Abts	Anna	05/07/2001	05/07/2001	60134
Albrecht	Brooke	06/05/2001	09/04/2001	60510
Alexander	Francis	06/14/2001	06/14/2001	60554
Allen	Amy	06/05/2001	06/05/2001	60510
Allen	Julee	06/13/2001	09/17/2001	60510
Allen	Nancy	05/09/2001	09/15/2001	60510
Ament	Abby	04/25/2001	08/01/2001	60543
Anderson	Tricia	06/15/2001	09/04/2001	60510
Bacidore	Becky	06/02/2001	09/21/2001	60134
Baez	Cheryl	06/08/2001	08/23/2001	60510
Baez	Sergio	06/04/2001	06/04/2001	60510
Bailey	Brittany Anne	03/29/2001	09/22/2001	60510
Bailey	Jeanne	06/05/2001	06/06/2001	60510

- To print the post cards, click on the 

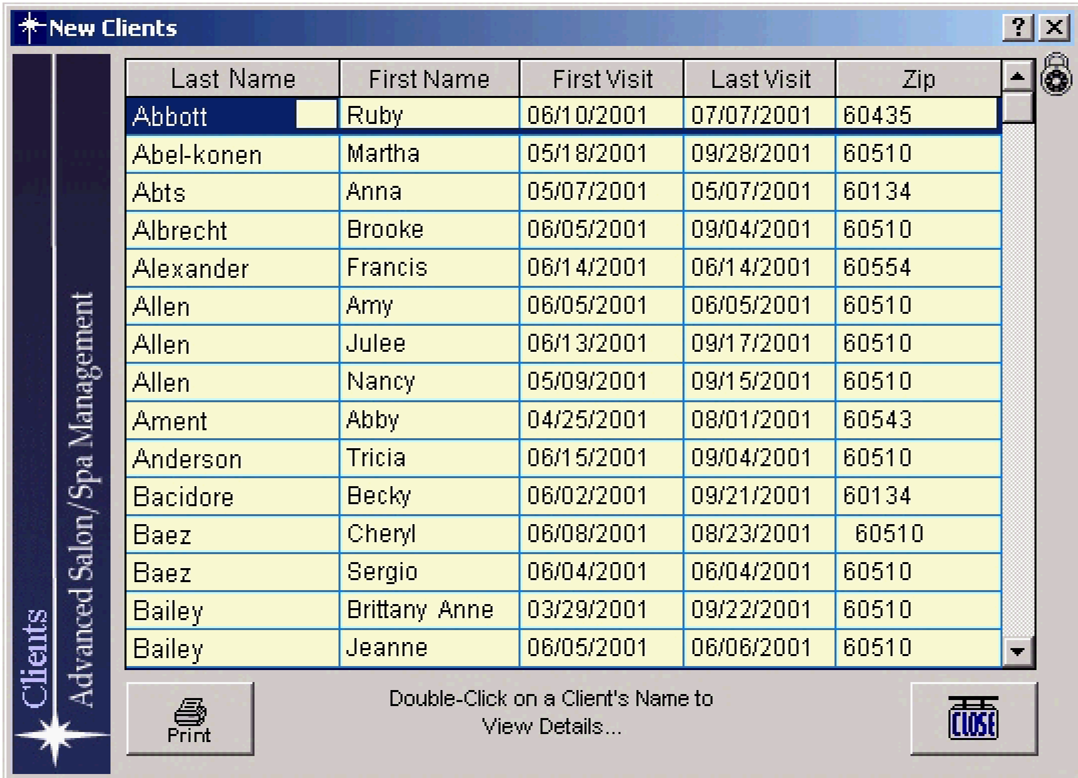
button.

Marketing: Welcome: Printing Mailing Labels

To Print mailing labels that would be used for packages being sent to new clients.

- Open the Marketing and Welcome screen.
- Click the mouse on the Print Mailing Labels radio button.

- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Click the mouse on the first label you would want to begin printing. This is very useful when using a label sheet with labels already printed.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on  to save and exit the screen.
- Click  to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the  button.
- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



- To print the mailing labels, click on the  button.

Use these fields to establish the range of dates th at Millennium will search for new clients. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Type the message you would like to tell your clients -- like "Thanks for you business, and welcome."   Available only when printing Post Cards.

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're making would be a good suggestion of what to type here. Available only when printing Post Cards.

If your Welcome mailing will the a post card, type the title of the post card here.   Available only when printing Post Cards.

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Choose your font, font size, bold, italic, and color.   Available only when printing Post Cards.

Marketing: Reminders: Screen Descriptions

Following are descriptions for the Reminders Screen.

PRINT: Radio Buttons

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Date Range Fields

Use these fields to establish the range of dates that Millennium will search for clients. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Post Card Size Radio Buttons (if Post Card Radio Button selected)

Select 3x5 or 4x6.

Post Card Title (if Post Card Radio Button selected)

If your Reminder mailing will be a post card, type the title of the post card here.

Text Editing Controls (if Post Card Radio Button selected)

Choose your font, font size, bold, italic, and color.

Message Text Box (if Post Card Radio Button selected)

Type the message you would like to tell your clients -- like "Where have you been?"

Post Card Footer (if Post Card Radio Button selected)

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're marking would be a good suggestion of what to type here.

Order By: Radio Buttons

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

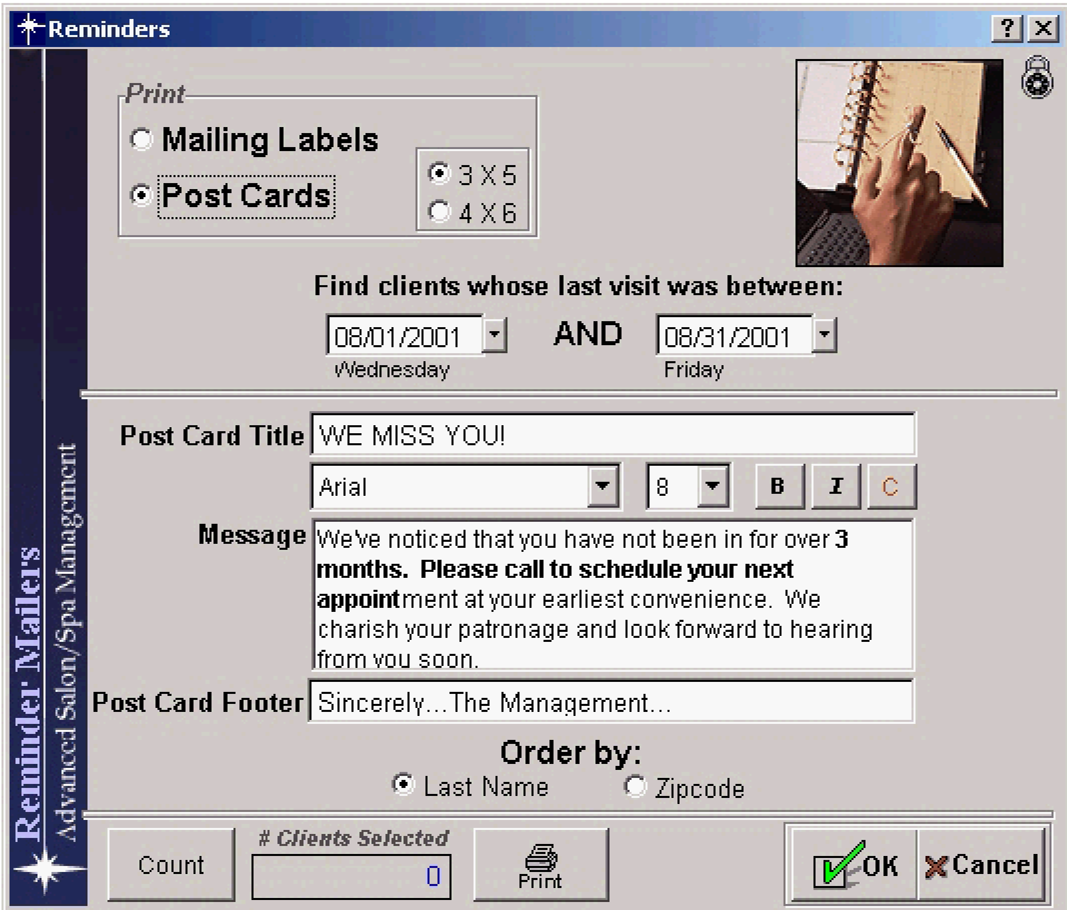
Select Label To Being Printing On (if Mailing Labels Radio Button selected)

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet.

Marketing: Reminders: Printing Reminder Post Cards

To Print reminder post cards for clients:

- Open the Marketing and Reminders screen.
- Click the mouse on the Print Post Cards radio button.



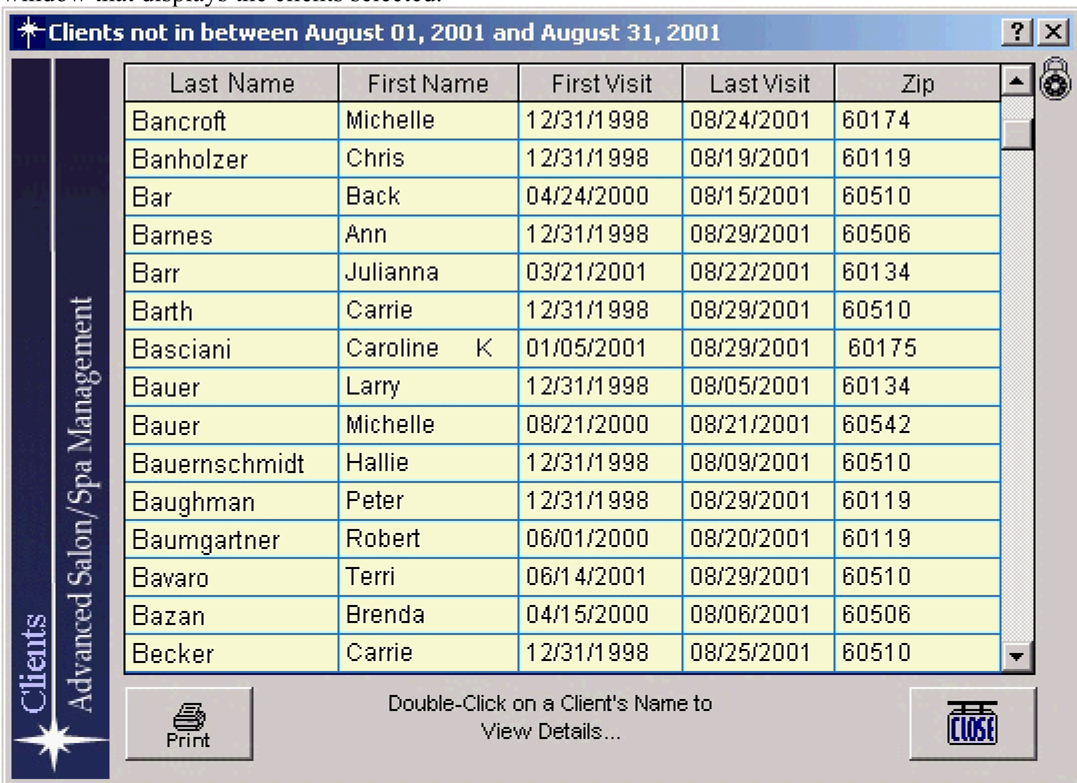
- Select the size post card by clicking the mouse either on the 3x5 or the 4x6 radio button.
- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Type the name of the post card in the Post Card Title field: such as "We Miss You"
- In the Message text box, type the message you would like to send to your clients.
- Use the text editing controls to enhance the text in your message: such as bold, italic, different colors, and fonts.
- Include text that will appear at the bottom of each post card in the Post Card Footer field. A good example would be an expiration date if your were offering a special incentive to your clients.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on 

 to save and exit the screen.
- Click 

 to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the

button.

- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



Last Name	First Name	First Visit	Last Visit	Zip
Bancroft	Michelle	12/31/1998	08/24/2001	60174
Banholzer	Chris	12/31/1998	08/19/2001	60119
Bar	Back	04/24/2000	08/15/2001	60510
Barnes	Ann	12/31/1998	08/29/2001	60506
Barr	Julianna	03/21/2001	08/22/2001	60134
Barth	Carrie	12/31/1998	08/29/2001	60510
Basciani	Caroline K	01/05/2001	08/29/2001	60175
Bauer	Larry	12/31/1998	08/05/2001	60134
Bauer	Michelle	08/21/2000	08/21/2001	60542
Bauernschmidt	Hallie	12/31/1998	08/09/2001	60510
Baughman	Peter	12/31/1998	08/29/2001	60119
Baumgartner	Robert	06/01/2000	08/20/2001	60119
Bavaro	Terri	06/14/2001	08/29/2001	60510
Bazan	Brenda	04/15/2000	08/06/2001	60506
Becker	Carrie	12/31/1998	08/25/2001	60510

-
- To print the post cards, click on the 

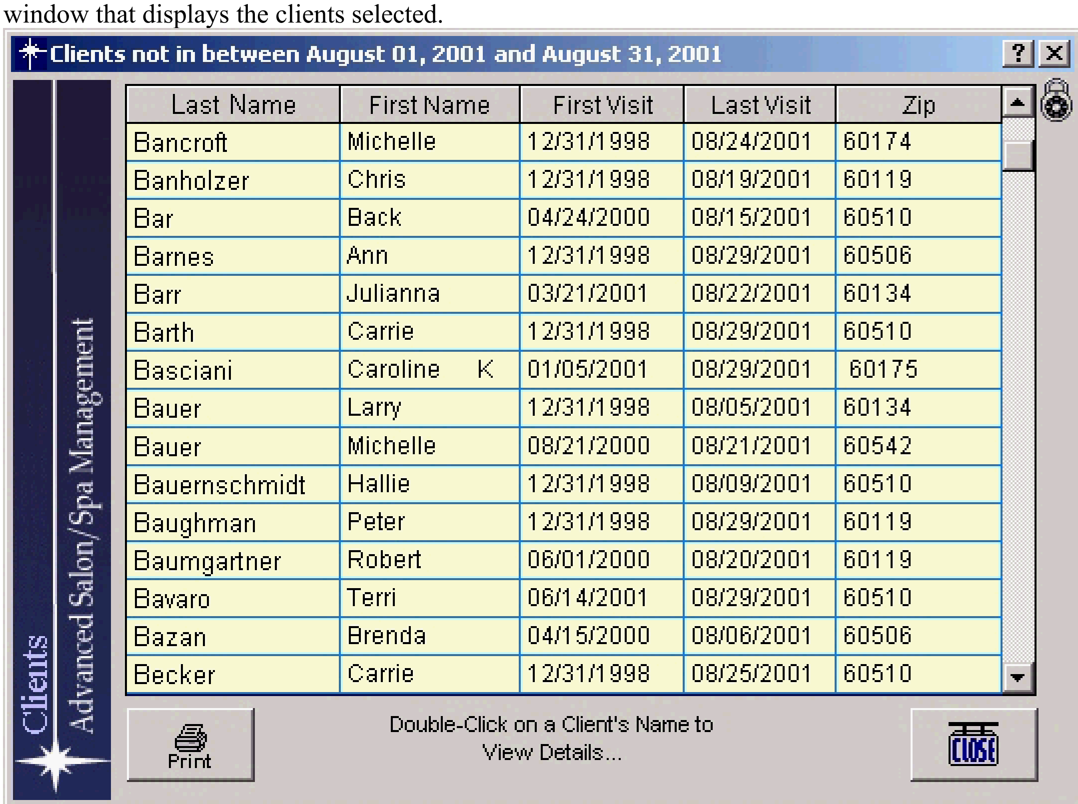
button.

Marketing: Reminders: Printing Mailing Labels

To Print mailing labels that would be used for reminder packages being sent to clients.

- Open the Marketing and Reminders screen.
- Click the mouse on the Print Mailing Labels radio button.

- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Click the mouse on the first label you would want to begin printing. This is very useful when using a label sheet with labels already printed.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on  to save and exit the screen.
- Click  to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the  button.
- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.


Clients not in between August 01, 2001 and August 31, 2001

Last Name	First Name	First Visit	Last Visit	Zip
Bancroft	Michelle	12/31/1998	08/24/2001	60174
Banholzer	Chris	12/31/1998	08/19/2001	60119
Bar	Back	04/24/2000	08/15/2001	60510
Barnes	Ann	12/31/1998	08/29/2001	60506
Barr	Julianna	03/21/2001	08/22/2001	60134
Barth	Carrie	12/31/1998	08/29/2001	60510
Basciani	Caroline K	01/05/2001	08/29/2001	60175
Bauer	Larry	12/31/1998	08/05/2001	60134
Bauer	Michelle	08/21/2000	08/21/2001	60542
Bauernschmidt	Hallie	12/31/1998	08/09/2001	60510
Baughman	Peter	12/31/1998	08/29/2001	60119
Baumgartner	Robert	06/01/2000	08/20/2001	60119
Bavaro	Terri	06/14/2001	08/29/2001	60510
Bazan	Brenda	04/15/2000	08/06/2001	60506
Becker	Carrie	12/31/1998	08/25/2001	60510

- To print the mailing labels, click on the  button.

Use these fields to establish the range of dates th at Millennium will search for new clients. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Type the message you would like to tell your clients -- like "Where have you been?"   Available only when printing Post Cards.

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're making would be a good suggestion of what to type here. Available only when printing Post Cards.

If your Reminders mailing will the a post card, type the title of the post card here.   Available only when printing Post Cards.

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

Choose your font, font size, bold, italic, and color.   Available only when printing Post Cards.

Activities: Editing Opening/Closing Totals

In the event you need to change your opening (cash) or closing (cash, checks, etc.) totals, Millennium gives you the capability to do so. Simply select the Edit Open Cash or Closing Totals from the Activities Menu, then update the actual totals. This section explains how to edit your opening cash, or closing totals.

Edit Opening Cash

Edit Closing Totals

Activities: View Open/Close History

Sometimes you might want to see each day's open/close date and time range, opening cash totals, etc. Following are the instructions to view and/or print an Open/Close History report.

- There are two ways you can open the history window:

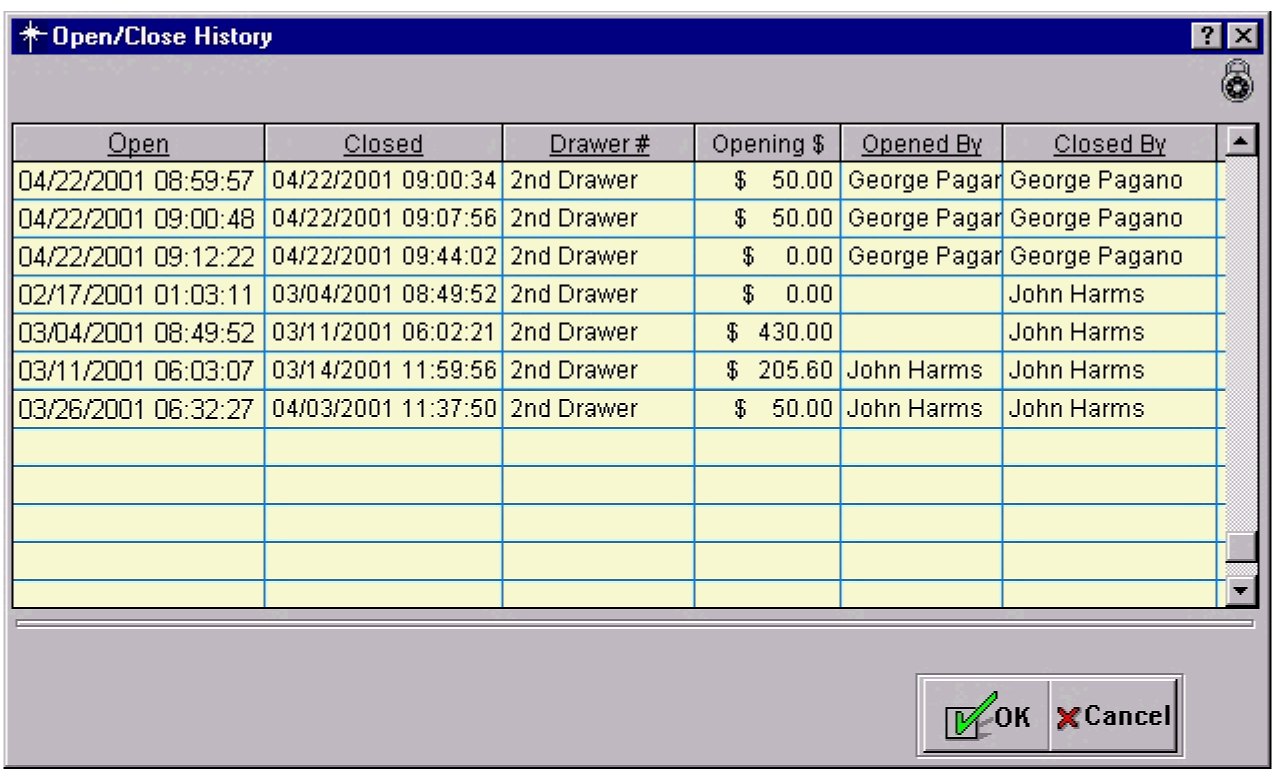
1) From the Salon/Spa status window

Click the mouse on the 

to view the history window.

2) From the Activities Menu

Click the mouse on the Activities menu, then on Open/Close History.



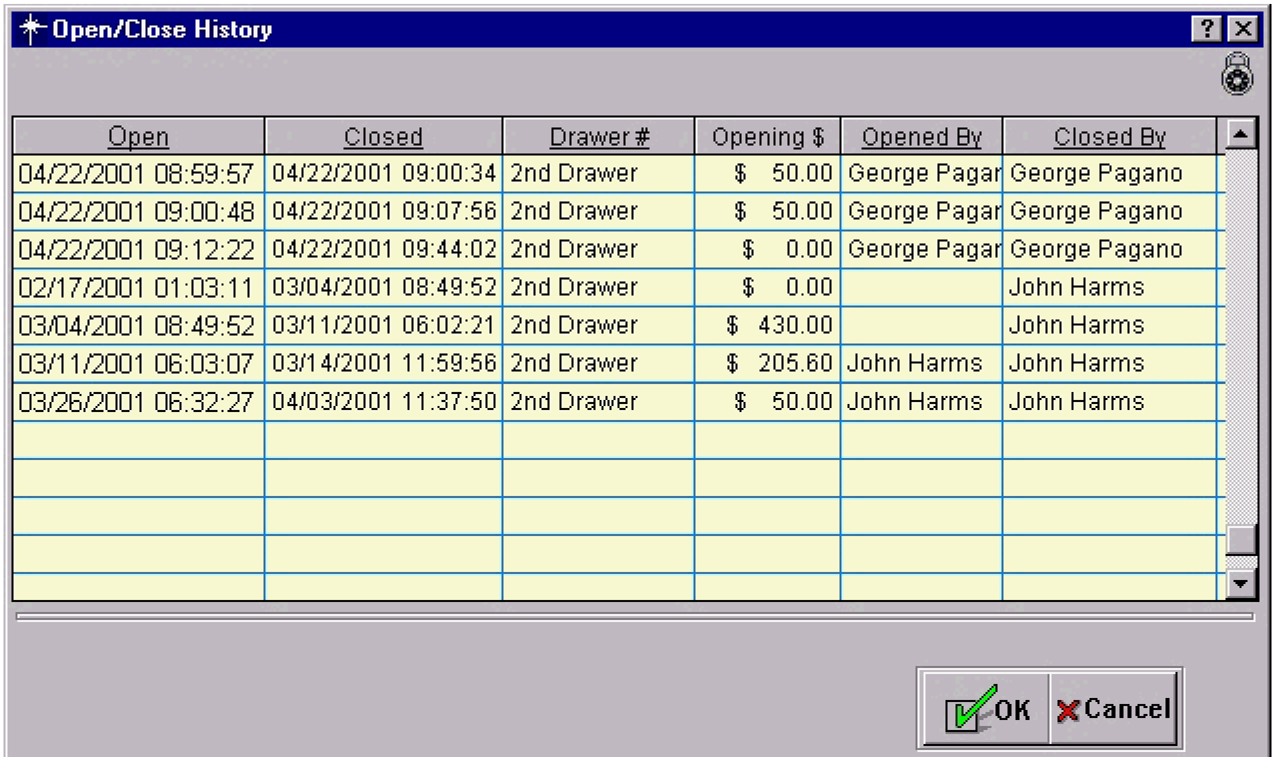
Open	Closed	Drawer #	Opening $	Opened By	Closed By
04/22/2001 08:59:57	04/22/2001 09:00:34	2nd Drawer	$ 50.00	George Pagar	George Pagano
04/22/2001 09:00:48	04/22/2001 09:07:56	2nd Drawer	$ 50.00	George Pagar	George Pagano
04/22/2001 09:12:22	04/22/2001 09:44:02	2nd Drawer	$ 0.00	George Pagar	George Pagano
02/17/2001 01:03:11	03/04/2001 08:49:52	2nd Drawer	$ 0.00		John Harms
03/04/2001 08:49:52	03/11/2001 06:02:21	2nd Drawer	$ 430.00		John Harms
03/11/2001 06:03:07	03/14/2001 11:59:56	2nd Drawer	$ 205.60	John Harms	John Harms
03/26/2001 06:32:27	04/03/2001 11:37:50	2nd Drawer	$ 50.00	John Harms	John Harms

Click the 

button to exit the screen.

Activities: Edit Opening Cash
From the Activities Menu:

- Click the mouse on Edit Opening Cash. This will open the Open/Close History window. However, from this point you will be able to make changes to your opening cash.



Open	Closed	Drawer #	Opening $	Opened By	Closed By
04/22/2001 08:59:57	04/22/2001 09:00:34	2nd Drawer	$ 50.00	George Pagar	George Pagano
04/22/2001 09:00:48	04/22/2001 09:07:56	2nd Drawer	$ 50.00	George Pagar	George Pagano
04/22/2001 09:12:22	04/22/2001 09:44:02	2nd Drawer	$ 0.00	George Pagar	George Pagano
02/17/2001 01:03:11	03/04/2001 08:49:52	2nd Drawer	$ 0.00		John Harms
03/04/2001 08:49:52	03/11/2001 06:02:21	2nd Drawer	$ 430.00		John Harms
03/11/2001 06:03:07	03/14/2001 11:59:56	2nd Drawer	$ 205.60	John Harms	John Harms
03/26/2001 06:32:27	04/03/2001 11:37:50	2nd Drawer	$ 50.00	John Harms	John Harms

- Click the mouse on the line item you wish to make change to, and click the 

button. This will bring you to the Opening Cash-in-Drawer window and the Actual Opening Cash-in-Drawer field will display that date's opening cash amount.

- Change the amount in this field, and click the mouse on the 

button. The opening cash amount is now changed.

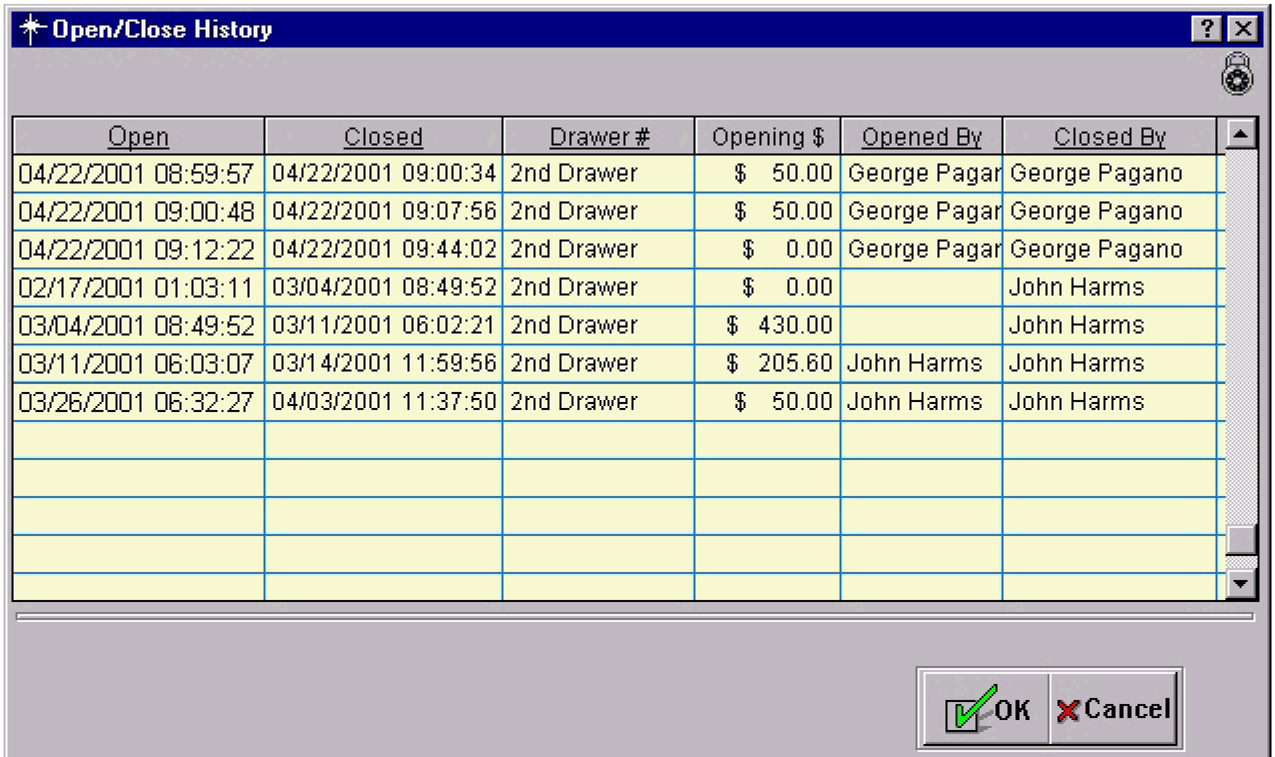
- Click the mouse on the 

button to terminate without saving.

Activities: Edit Closing Totals

From the Activities Menu:

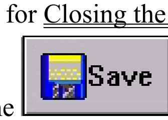
- Click the mouse on Edit Closing Totals. This will open the Open/Close History window. However, from this point you will be able to make changes to your closing totals.



Open	Closed	Drawer #	Opening $	Opened By	Closed By
04/22/2001 08:59:57	04/22/2001 09:00:34	2nd Drawer	$ 50.00	George Pagar	George Pagano
04/22/2001 09:00:48	04/22/2001 09:07:56	2nd Drawer	$ 50.00	George Pagar	George Pagano
04/22/2001 09:12:22	04/22/2001 09:44:02	2nd Drawer	$ 0.00	George Pagar	George Pagano
02/17/2001 01:03:11	03/04/2001 08:49:52	2nd Drawer	$ 0.00		John Harms
03/04/2001 08:49:52	03/11/2001 06:02:21	2nd Drawer	$ 430.00		John Harms
03/11/2001 06:03:07	03/14/2001 11:59:56	2nd Drawer	$ 205.60	John Harms	John Harms
03/26/2001 06:32:27	04/03/2001 11:37:50	2nd Drawer	$ 50.00	John Harms	John Harms

- Click the mouse on the line item you wish to make change to, and click the 

button. This will bring you to the Closing Totals window and will display that date's closing totals.

- Go to the instructions for Closing the Salon/Spa for more information.
- Click the mouse on the 

button when finished.
- Click the mouse on the 

button to terminate without saving.

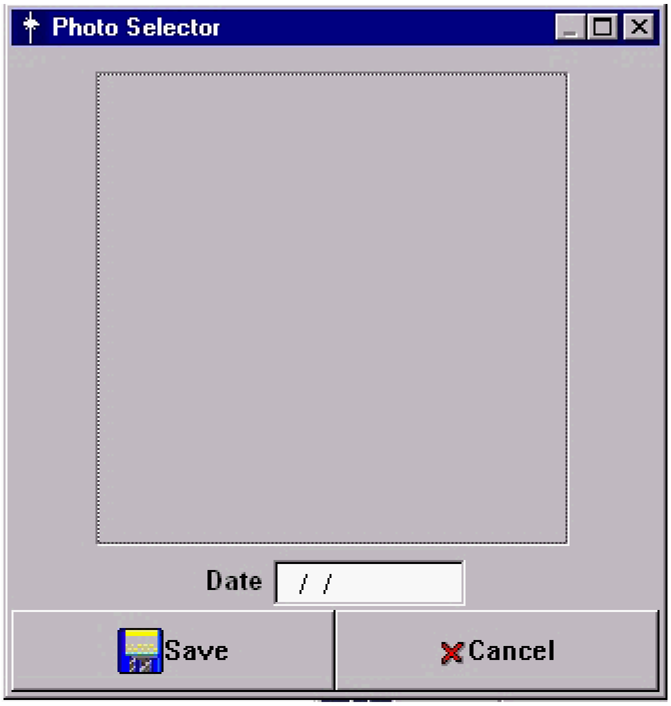
Use these Check Boxes to select how your Appointment Resouce should appear.

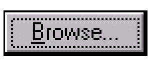
Inserting Photos

To insert a photo:

From the Clients, Photos tab:

- Click the mouse on any of the six photo boxes and then click on the  button in the bottom right corner of the screen. You can also double click the mouse on any of the six photo boxes to open the Photo Selector Window. You can open this selection window even on photo boxes that already have pictures in it.



- The menu will display "Edit". Click the mouse on it, and select Insert Object.
- Click the mouse on the "Create From File" Radio Button.
- Click on the 

button and select the graphic file you wish to include, then the 

button.
- Click the mouse in the Date field and enter the date.
- Click on the 

save button to keep the picture and return to the Selector Window.

Assigning Client Access to Millennium.net

From the Database: Clients screens, click the mouse on the Millennium.net tab.

- Click the mouse on the 

 button to make changes.
- Use the following three check boxes to establish the access of the client to Millennium.net:

Allow Millennium.net Access

Initiates access to Millennium.net

Allow viewing appointments on-line

Gives the client the ability to view their appointments from the web using the Millennium.net web site.

Allow access to Secure On-Line Appointments (SOLA)

Gives the client the ability to not only view appointments, but search for availability and book their own appointments.

Password:

Establishes the password that will be used when the client uses Millennium.net to book appointments.

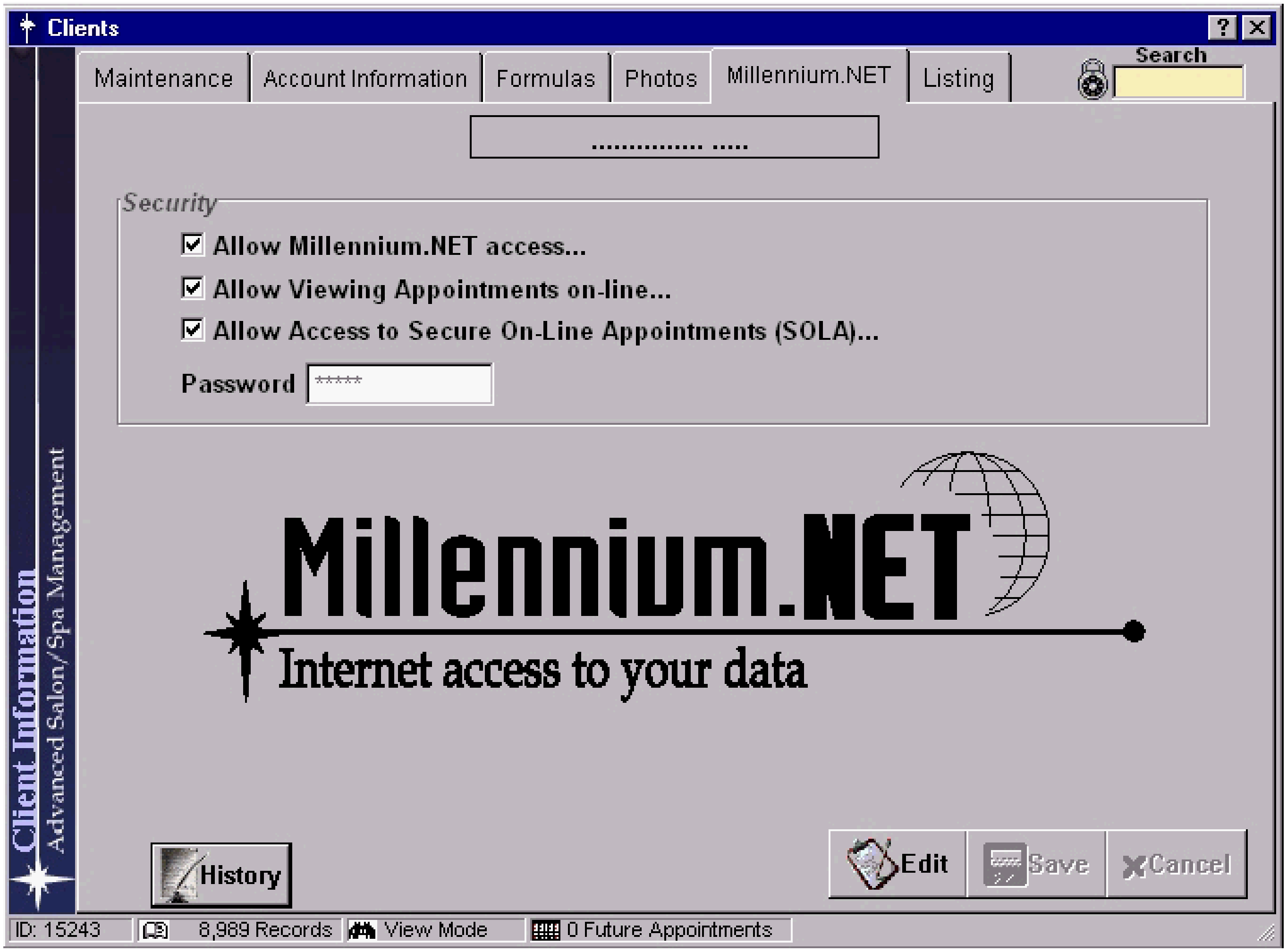
- Click the mouse on the 

 button when you have completed entering the information and are ready to save the record.
- Click the mouse on the 

 button to terminate this procedure without saving.

Database: Clients Millennium.net

The Millennium.net tab is where clients who have opted to use this service can have their security options modified to allow access to the web.



Assigning Client Access to Millennium.net

This field displays the user's unique bar code number.

Security: User Maintenance: Millennium.net Tab

Allow basic Millennium.Net Web Access

This check box gives user access to Millennium.Net

Allow Management Level Access

<<TBD>>

Security: User Maintenance: User Options Tab

Set User Inactive

Checking this option renders the user's login useless without deleting the user's record from the Millennium database.

Show Tool Tips

Selecting this check box will turn on the Tool Tips feature of Millennium. When a user who has this feature active with their Login ID is logged into the system, tool tips will appear on screen when selecting various functions within the system.

Force Password Change

This check box indicates that the user will be prompted to change their password the next time they attempt to log into the Millennium system. The default password for each newly created user login is the same as the Login ID. It is recommended to activate this check box when creating a new login ID. This way, the user can establish their own password when using the system for the first time.

Reset Password to Login ID Button 

Clicking this button prompts the user's ID to be reset.

Language Preference Pulldown List

Use this Pulldown List to select the language the user will prefer.

Checking this option renders the user's login useless without deleting the user's record from the Millennium database.

Clicking this button prompts the user's ID to be reset.

Use this Pulldown List to select the language the user will prefer.

Security: User Maintenance: Skill Level Tab

Skill Level

These Radio Buttons display the skill level for the user. Beginner, Intermediate, or Advanced are available.

These Radio Buttons display the skill level for the user. Beginner, Intermediate, or Advanced are available.

Management: Reports

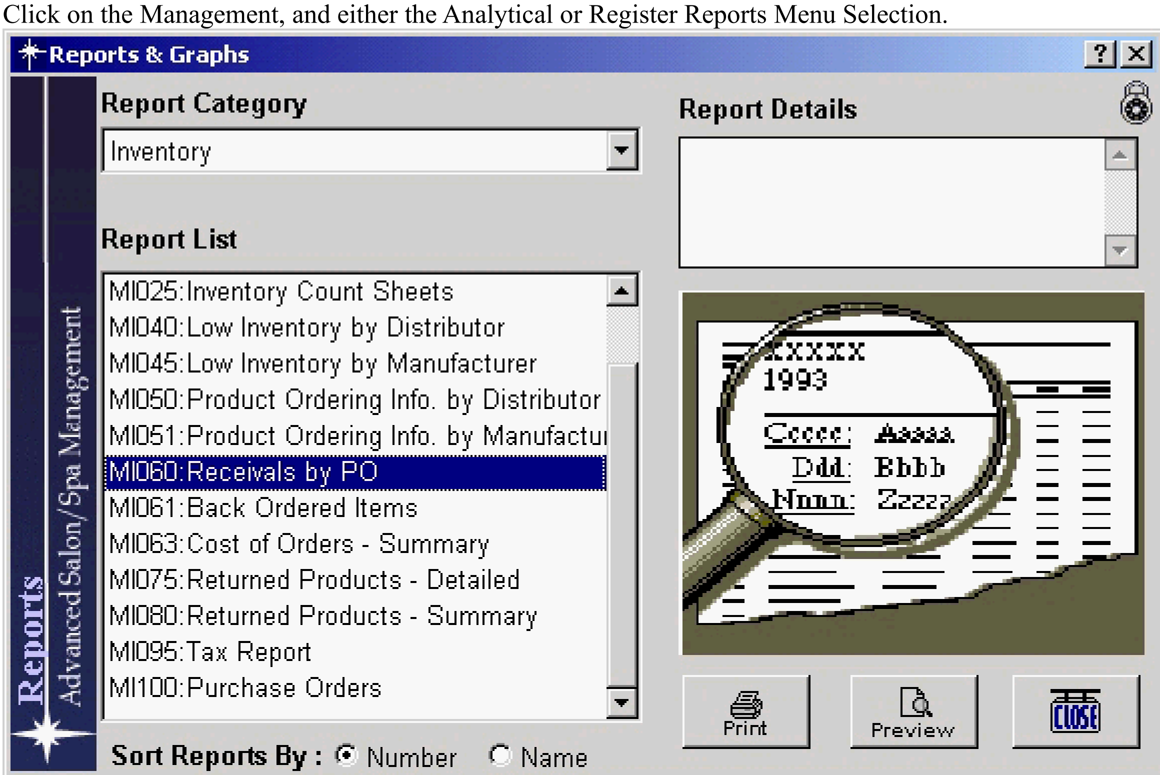
Millennium contains over 500 reports that allow you to analyze how your salon and its associated components are doing (products, services, employees, register transactions...). All reports can be sent to the screen or to the printer. You will be given the option to print a report after previewing it on screen without rerunning the report.

To view the reports:

From the main screen, click the mouse on the 

button. Or,

Click on the Management, and either the Analytical or Register Reports Menu Selection.



Click below to learn more about:

Analytical Reports

Appointment Reports

Register Reports

Popular Reports

Printing Reports

Exporting Reports

Management: Reports: Popular Reports
PLEASE MAXIMIZE THIS WINDOW TO PROPERLY VIEW

Following are some of the more popular reports by category. Click the mouse on the Report Number or Title to view a sample of the report.

Category:	Report # and Title:	Description:
Analytical:	MA040: Client Retention Summary	Calculate all new and repeat client retention at a SALON LEVEL (Team Based) and individual employee level.
Analytical:	MA060: Employee Productivity	Analyze employees and show statistics on hours worked, sales, client retainage, and more.
Appointments:	AQ005: Print Appointments	Print a detailed list of appointments for a given date range. Includes: client name, phone, bar code, requested stylist, service, and notes.
Appointments:	AQ050: Clients Not Checked Out (No Shows)	Prints a list of clients that had appointments scheduled but were not checked-out in the register.
Appointments:	AQ065: Confirmation Listing	Print the appointment confirmation listing for a given date range...
Clients:	DC020: Buying History	Show the client's history of purchases....
Clients:	DC065: Formulas	Print or view the color, perm and general client formulas.
Clients:	DC080: Mailing Labels	Print/view simple mailing labels with client name, address, city, state, and zip code.
Clients:	DC090: New Client Questionnaire	Print NEW CLIENT QUESTIONNAIRE form.
Employee Schedules	MES00: Employee Schedule - Weekly	Print employee schedules for a given week.
Employees:	DE000: Address/Phone Listing	List the employees' names, addresses and phone numbers.
Employees:	DE005: Appraisals/Reviews	Print each employees review notes.
Employees:	DE040: Commission Totals	Employee Commission report for given date range.
Inventory:	MI025: Inventory Count Sheets	List each product by manufacturer, distributor, or code along with the number onhand and a space for actual count.
Inventory:	MI040: Low Inventory by Dist.	Print inventory counted along with differences and inventory loss/gain.
Inventory:	MI045: Low Inventory by Manu.	List product information including order point, model quantity, and last ordered date. This report is sorted by Manufacturer.
Inventory:	MI080: Returned Products	This report shows the products returned grouped by Distributor.

Inventory:	MI100: Purchase Orders	
Products:	DP005: Bar Code Labels	Print Bar Code Labels by product class, distributor, manufacturer, shop supply, etc.
Products:	DP015: Detailed Product Info.	Print all of the detailed information about the selected products.
Products:	DP050: Price History	List all of the price changes for one or more products.
Products:	DP065: Retail Price List	This report lists each product with the retail price. Sale prices are shown if the product is marked as ON SALE.
Register:	MR025: Coupons Used	Show coupons used within a specified date range.
Register:	MR080: Register Summary	Summarizes how people paid, total sales, total refunds, and coupons used.
Register:	MR100: Transaction Log	The transaction log shows each transaction during a specific period of time. The client's type of payment and amount tendered are also shown.
Security:	MC000: Security Settings	Print security settings.
Services:	DS000: Basic Service Info	List the basic information about the available services.
Services:	DS025: Service Price History	Show the price history for one or more services. Price history includes all changes to any of the service prices - level 1 - 6, employee price, shopcost, and employee cost.
User Logins:	MUL01: User Logins Listing	

Management: Reports: MA040: Client Retention Summary

MA040

HARMS Software Inc.

Client Retention Summary

10/26/2001

August, 2001

With return visits before 11/30/2001

	New Clients	Returned to Emp	Returned to Salon	Total Reta
Salon Retention	402	30	28	
	Repeat Clients	**Returned to Emp**	**Returned to Salon**	**Total Reta**
	2,060	565	297	

New Client Retention Summary

Employee	New Clients	Returned to Emp.	Returned to Salon	Total Reta
Escobedo, Rebecca	24	3	2	
Other Employees	530	34	43	

Repeat Client Retention Summary

Employee	Repeat Clients	Returned to Emp.	Returned to Salon	Total Reta
Escobedo, Rebecca	130	28	20	
Other Employees	2,963	847	481	

Management: Reports: MA060:   Employee Productivity

MA060 ***HARMS Software Inc.***

Emp Productivity: Production Capability

From Tuesday 09/25/2001 - 12:00:00 AM To Thursday 10/25/2001 - 11:59:00 PM

10/25/2001

CBECCA:Escobedo,Rebecca

CLASS / SERVICE		QUANTITY PERFORMED	* STANDARD TIME	= TOTAL H
Coloring				
CFH45:foil highlight		10	0.75	
CSP1STTM:1st time single process		1	0.50	
CSP:single process (retouch)		4	0.50	
Male: 0	Female: 15		Sale: $ 1,119.00	
Hair Treatments				
HTANA:anasazi treatments.		1	0.25	
HTTT:thermasilk therapy		1	0.25	
Male: 0	Female: 2		Sale: $ 30.00	
Styling				
STYWCOL:Style W/ Color Service		3	0.25	
Male: 0	Female: 3		Sale: $ 15.00	
		20.00	**2.50**	

Hours Worked (production Capability)

Productivity (productive hours/hours worked)

Service Sales

Service $/Hour

Management: Reports: AQ005: Print Appointments

AQ005

HARMS Software Inc.

Appointment Listing

From Monday 08/06/2001 - 09:00:00 AM To Saturday 08/11/2001 - 09:00:00 PM

10/26/2001

Date/Time		Client Name	Phone	Service
Employee Name - **CBECCA: Rebecca Escobedo**				
08/06/2001 12:00P Monday	*Q30785	Sarah Graves	S	CPFH: partial foil high
08/07/2001 10:00A Tuesday	*Q27203	Patti Gunter	N	CFH45: foil highlight
10:45A	*Q30796	Sandy Whaley	N	CSP: single process (
11:30A	*Q27203	Patti Gunter	N	STYWCOL: Style W/
12:00P	*Q30809	Lynne Schomer	NR	CFH45: foil highlight
12:45P	*Q28380	Teri Haas		CSP: single process (
03:15P	*Q29517	Nick Sanchez	S	CFH45: foil highlight
04:00P	*Q29945	Susan Knott		CSP: single process (
04:30P	*Q30750	Lea Norman		CLBT: lash and brow
06:15P	*Q22219	Nancy Alexander		CFH45: foil highlight
07:30P	*Q21173	Judy Hamilton		CSP: single process (
08:00P	*Q27906	Janette Romero		CFH45: foil highlight
08/08/2001 10:00A Wednesday	*Q2101*	Libby Munson		CFH45: foil highlight
12:00P	*Q30289	Cathy Treccia		CFH45: foil highlight
01:00P	*Q23144	Colleen Kaiser		CSP: single process (
02:00P	*Q2844*	Melody Smith		CFH45: foil highlight
03:30P	*Q27574	Dona Bachman		CSP: single process (
04:00P	*Q30847	Jenny Hutchinson	N	CFH45: foil highlight
04:45P		Dona Bachman		STYWCOL: Style W/

Management: Reports: AQ050: Clients Not Checked Out

AQ050 **HARMS Software Inc.**

Appointments - Not Checked Out

From Wednesday 10/17/2001 - 09:00:00 AM To Wednesday 10/17/2001 - 09:00:00 PM

10/26/2001

Client	Date	Time	Scheduled With	Scheduled For
Connelly, Alisa	10/17/200	1515	Cordaro, Gia	FA:facial
Kapner, Valerie	10/17/200	1800	Tennis, Melinda	FAOE:orient express
Lippincott, Cynthia	10/17/200	1400	Saunders, Brandi	HCW45MIN:hair cut wo
Lunch, Lunch	10/17/200	1400	Bingen, Shawn	LUNCH:lunch w/ packa
	10/17/200	1430	Curtis, Alicia	LUNCH:lunch w/ packa
	10/17/200	1645	Ryan, Danalyn	LUNCH:lunch w/ packa
	10/17/200	1730	Clesen, Jaime	LUNCH:lunch w/ packa
Medder, Emily	10/17/200	1800	Keahi, Jean	HCW45MIN:hair cut wo
Melvin, Stacia	10/17/200	1830	Clesen, Jaime	NAAPED:anti-aging pec
Swanson, Paula	10/17/200	1100	Curtis, Alicia	NFILL:fill-in

Management: Reports: AQ065: Confirmation Listing

AQ065

HARMS Software Inc.

Appointment Confirmations

From Wednesday 07/18/2001 - 09:00:00 AM To Wednesday 07/18/2001 - 09:00:00 PM

10/26/2001

Date/Time			Client Name	Phone	
07/18/2001	*Wednesday*		Abendroth,Julie	(630) 231-8650	(630) 231-865
	05:15P		SJUAN:Martinez,Juan	HCW45MIN:hair cut women 45min.	
07/18/2001	*Wednesday*		Allon,Elizabeth	(630)	(630)
	12:45P	NR	SAMIE:Pfau,Amie	HCC:child's hair cut	
07/18/2001	*Wednesday*		Angsten,Marcia	(630)	(630)
	01:00P		NDANA:Ryan,Danalyn	NMAN:manicure	
	01:45P		NDANA:Ryan,Danalyn	NREPAIR:nail repair	
07/18/2001	*Wednesday*		Armbrust,Kristy	(630)	(630)
	06:00P	S	SKARISSA:Gleason,Kristine	HCW45MIN:hair cut women 45min.	
07/18/2001	*Wednesday*		Baily,Nora	(630)	(630)
		CONFIRMED	**LEFT MESSAGE**		
	01:15P		NALICIA:Curtis,Alicia	NMAN:manicure	
07/18/2001	*Wednesday*		Barajas,Nick		
	02:00P		SPAM:D'Amico,Pamela	HCHSBOY:high school hair cut boy	
07/18/2001	*Wednesday*		Bartow,Vicki	(630)	(630)
			LEFT MESSAGE		
	05:00P		NALICIA:Curtis,Alicia	NFILL:fill-in	
07/18/2001	*Wednesday*		Bateman,Frieda		
	11:45A		CSARA:Gorvett,Sara	CSP:single process (retouch)	
	01:00P	S	SPAM:D'Amico,Pamela	STYWCOL:Style W/ Color Service	
07/18/2001	*Wednesday*		Behm,Kate	(630)	(630)
	08:15P		SKARISSA:Gleason,Kristine	HCW45MIN:hair cut women 45min.	
07/18/2001	*Wednesday*		Belec,Heidi	(630)	(630)
	02:15P		SRUTH:Wilson,Ruth	HCBANG:bang trim	
07/18/2001	*Wednesday*		Bennington,Ann	(630)	(630)
		CONFIRMED			
	06:45P	S	EGIA:Cordaro,Gia	FAEW:eyebrow wax	
	07:00P	S	NDANA:Ryan,Danalyn	NPED:pedicure	
07/18/2001	*Wednesday*		Beyerl,Marilyn		
		CONFIRMED	*orient express*		
	12:45P		EGIA:Cordaro,Gia	FAOE:orient express	
	08:00P		NALICIA:Curtis,Alicia	NREPAIR:nail repair	

Management: Reports: DC020: Buying History

DC020 **HARMS Software Inc.**

Client Buying History

10/26/2001

, <No Client Entered>

Ticket #	Inv. Date	Employee	Service	Products
200009020010	*09/02/2000*	SCJEN:Jennifer Holmes	*Gift Certif. Purchased* for Rona Hunter	
200108230135	*08/23/2001*	SJUAN:Martinez,Juan	HCW45MIN:hair cut women 45min.	

Management: Reports: DC065: Formulas

DC065

HARMS Software Inc.

Cient Formulas

10/26/2001

Client	Date	Type	Formula
Abel-konen, Martha			
	05/18/2001	Color	10ab & 8ab w/30vol. 6gb w/10vol.
Ambrogi, Jennifer			
	02/12/2001	Color	TU - Fusion - 1oz 4n 1/2 5n 1/2 5gr
	02/12/2001	Color	1oz 4n 1oz 5gr - ends, 1/2 each 7nb 6aa 8wg
Anthony, Katherine			
	09/25/2001	Body Wave/	iso2 15 minutes: beige rods
Appel, Jayne			
	08/20/2001	Color	6n& some 6ab w/25vol.
Armstrong, Jamie			
	03/10/2001	Color	515 9av w/30vol.
Astin, Sandy			
	07/09/2001	Color	1.5 6rb 1.5 6r 1.0 6aa
	06/10/2000	Color	shades 6rb 6aa 6nb
	06/10/2000	Color	shades 6aa 6rb 6nb no dryer time
Auer, Annie			
	08/01/2000	Color	5n 1.5 6gb .5

Management: Reports: DC080: Mailing Labels

Ruby Abbott
* Or Current Resident *

Karen Abcarian
* Or Current Resident *

Martha Abe
* Or Current

Tony Abell
* Or Current Resident *

Michael Abello
* Or Current Resident *

Michelle Al
* Or Current

Sunny Abello
* Or Current Resident *

Jennifer Abler
* Or Current Resident *

Pat Abling
* Or Current

Anna Abts
* Or Current Resident *

Rose Aceret
* Or Current Resident *

Bev Adams
* Or Current

Donna Adams
* Or Current Resident *

Jenna Adams
* Or Current Resident *

Kathie Ada
* Or Current

Monica Adams
* Or Current Resident *

Karen Adams
* Or Current Resident *

Annalyse A
* Or Current

Barb Adams
* Or Current Resident *

Ann Adams
* Or Current Resident *

Renee Ada
* Or Current

Krista Aders
* Or Current Resident *

Marge Adolph
* Or Current Resident *

Donna Adr
* Or Current

Mele Agrella

Ray Agrella

Carrie Ahe

Management: Reports: DC090: New Client Questionnaire

CILIENT QUESTIONNAIRE

HARMS Software Inc.

Please print your answers clearly in the form below:

Name (First Name, MI, Last Name):

Address:

City: State: Zip:

Home Phone: Business Phone:

Birthday: Age(optional): Sex(Circle One): Male F

Do you have children? YES NO

Are You Married? (Circle One) YES NO

If you ARE married, what is your anniversary date?

Date you first came into out salon:

Why did you leave your previous salon/spa?

Requested Employee:

Management: Reports: DC110: Client Sales

DC110 **HARMS Software Inc.**

Client Sales

10/26/2001

Client	Visits	Service	Retail
<No Client Entered>,	2	$0.00	$1,144.82
Abbott, Ruby	2	$195.00	$0.00
Abcarian, Karen	2	$234.70	$0.00
Abel, Marian	1	$69.00	$0.00
Abel-konen, Martha	2	$261.00	$66.60
Abell, Tony	1	$0.00	$0.00
Abello, Kim	1	$19.00	$0.00
Abello, Michael	2	$129.00	$50.70
Abello, Michelle	2	$668.00	$172.65
Abello, Sunny	2	$3,773.25	$519.90
Abendroth, Julie	2	$174.00	$0.00
Abler, Jennifer	2	$362.50	$57.10
Abling, Pat	1	$0.00	$0.00
Abts, Anna	1	$35.00	$0.00
Aceret, Rose	2	$149.00	$48.20
Aceto, Buffy	1	$75.00	$0.00
Adams, Alyssa	1	$99.00	$0.00
Adams, Ann	2	$110.00	$83.65
Adams, Barb	2	$220.00	$0.00
Adams, Bev	2	$263.00	$0.00
Adams, Brian	1	$21.00	$0.00
Adams, Donna	2	$646.00	$116.35
Adams, Elizabeth	1	$21.00	$0.00
Adams, Gordan	1	$33.00	$0.00
Adams, Jeanne	1	$24.00	$0.00
Adams, Jenna	2	$211.00	$20.90
Adams, Karen	2	$1,072.50	$48.25
Adams, Kathie	1	$50.00	$20.95
Adams, Meaghan	2	$96.00	$0.00
Adams, Monica	2	$1,519.25	$48.99
Adams, Pam	2	$65.00	$49.25
Adams, Sydney	2	$126.00	$0.00
Adams, Tara	1	$39.00	$0.00
Adams, Tom	1	$41.00	$0.00
Adams, Tripp	2	$100.00	$34.20
Adanski, Renee	1	$59.00	$0.00
Addington, Debbie	1	$160.00	$0.00

Management: Reports: MES00: Employee Schedule

MES00

Employee Schedule - Weekly

From Sunday 09/23/2001 To Saturday 09/29/2001

10/26/2001

Employee		Sunday	Monday	Tuesday	Wednesday	Thu
Week Of: 09/23/2001						
Bowman, Sarah	Work Time (A)	12:15P - 05:00P 4.75	03:00P - 10:00P 7.00	0.00	0.00	03:00P 10:00P
	Work Time (S)	12:15P - 05:00P 4.75	03:00P - 10:00P 7.00	0.00	0.00	03:00P 10:00P
	Work Hours	**4.75**	**7.00**	**0.00**	**0.00**	
Escobedo, Rebecca	Work Time (A)	10:00A - 02:15P 4.25	10:00A - 10:00P 12.00	10:00A - 10:00P 12.00	10:00A - 05:00P 7.00	10:00A 05:00P
	Switch Day (A)	0.00	0.00	0.00	0.00	
	Work Time (S)	10:00A - 02:15P 4.25	10:00A - 10:00P 12.00	10:00A - 10:00P 12.00	10:00A - 05:00P 7.00	10:00A 05:00P
	Switch Day (S)	0.00	0.00	0.00	0.00	
	Work Hours	**4.25**	**12.00**	**12.00**	**7.00**	
Gorvett, Sara	Work Time (A)	0.00	11:00A - 10:00P 11.00	12:00P - 10:00P 10.00	11:00A - 10:00P 11.00	
	Work Time (S)	0.00	11:00A - 10:00P 11.00	12:00P - 10:00P 10.00	11:00A - 10:00P 11.00	
	Work Hours	**0.00**	**11.00**	**10.00**	**11.00**	
Pelletier, Jennifer	Work Time (A)	0.00	12:00P - 10:00P 10.00	0.00	02:00P - 10:00P 8.00	02:00P 10:00P
	Work Time (S)	0.00	12:00P - 10:00P 10.00	0.00	02:00P - 10:00P 8.00	02:00P 10:00P
	Work Hours	**0.00**	**10.00**	**0.00**	**8.00**	

T

(S) - Scheduled Time (A) - Actual Time

Management: Reports: DE000: Address/Phone Listing

Employee Name	Code	Address 1	Address 2	City	State	Zi
Hefner, Travis	RTRAVIS					
Hilsenbeck, Jennifer	RJEN					
Hinderliter, Chuck	ZCHUCK					
Holmes, Jennifer	SCJEN					
Holmquist, Collette	NCOLLETT					
Janina, Dembinski	EJANINA					
Jendryka, Amy	EGABRIEL					
Johnston, Nora	RNORA					
Jolliff, Katie	SKATIE					
Kartheiser, Delilah	RDELILAH					
Keahi, Jean	SJEAN					
Kelker, Christine	SCHRIST					
Kornak, Rosanne	RROSANN					
Koziarz, Marianne	SMARIANE					
Kranpitz, Katie	MTKATIE					
Kuntsman, Angie	RANGIE					
Lavoy, Cheryl	SCHERYL					
Ledonne, Lisa	NLANA					
Lockridge, Laura	MTLAURA					
Lufrano, Michelle	RMICHELL					
Martinez, Juan	SJUAN					
Meyer, Krista	RKRISTA					
Moy, Julie	SJULIE					
Nebel, Christina	RCHRIS					
Oppriecht, Laura	RLAURA					
Ory, Hollis	RHOLLIS					
Pacheco, Veronica	NVERONIC					
Pagano, George	GMAN					
Palmer, Lisa	SMADISON					
Pang, Amalia	SAMALIA					
Parkin, Candi	MTCANDI					
Patterson, Ylet	MYLET					
Pelletier, Jennifer	CJEN					
Peterson, Megan	SMEGAN					
Pfau, Amie	SAMIE					
Pilarski, Jessica	AJESSICA					
Poczekaj, Pamela	MPAM					
Polus, Mary	EMARY					
Pouliot, Monica	SMONICA					

Management: Reports: Appraisals/Reviews

DE005 **HARMS Software Inc.**

Appraisals/Reviews

10/26/2001

Employee	Review Date	Review
George Pagano		
	10/18/2001	Since George began, his performance has beer than satisfactory. Several discussions have bee documented to try and improve his output and effectiveness. Some improvement has been m not enough to earn additional responsibilities. C should keep his position as Floor Sweeper until evaluation.

Management: Reports: Commission Totals

DE040 **HARMS Software Inc.**

Commissions Totals

From Wednesday 08/01/2001 - 07:00:00 AM To Friday 08/31/2001 - 11:00:00 PM

10/26/2001

Rebecca Escobedo

1 - General

Salary: $0.00 Hourly Wage: $0.00 Deduction Per Ticket: $0.00 # Tickets : 148

Commissions based on 148 hours per week.

Actual hours worked: 200.50

Total Service Sales: $ 12191.95 Total Retail Sales : $ 1207.95

Deductions are made BEFORE commissions are calculated.

Total Compensation will be based on Salary/Wages + Service & Retail Commissions

2 - Services

(Total service deductions: $0.00)

SERVICE COMMISSIONS

(Commissions will be based on $12191.95 in services.)

Sliding commission...

$ 0.00 on sales between $ 0.00 and $ 0.00 at 0.00%

$ 0.00 SERVICE COMMISSION

========

$ 0.00 TOTAL SERVICE COMMISSION

3 - Retail

RETAIL COMMISSIONS

Total retail deductions: $0.00

(Retail commissions based on $1207.95 in retail sales.)

Sliding commission...

$ 0.00 on sales between $ 0.00 and $ 0.00 at 0.00%

========

$ 0.00 COMMISSION TOTAL

4 - Retail Bonus

% Retail to Service = 9.91% (Based on Services of $12191.95 and Retail of $1207.95

$ 0.00 Retail to Service Bonus.

5 - TOTAL

Tips for this period: $ 0.00

$ 0.00 (Commissions + Incentives) + $ 0.00 (Salary/Wages) = $ 0.00

Management: Reports: MI040: Low Inventory by Dist.

MI040 Low Inventory by

Distributor	Code	Description	On Hand	Order I
MARSHALL SALON SERVICES				
Class: Skin Care				
	BISCBB00	Body Brush	0	
	BISCBC01	Breakout Control 1oz	5	
	BISCCM02	Crucial Moist 2.5oz	4	
	BISCDC02	Decog. Cleans 2oz	0	
	BISCEP02	EveryDay Protect 2oz	0	
	BISCEP06	Everyday Prot 6oz	7	
	BISCET02	Equalizer Travel 2oz	0	
	BISCGM	Gold Mine	2	
	BISCMD02	Makeup Dissol 2oz	0	
	BISCMP02	Moist. Pos Trav 2oz	0	
	BISCPR	Bio-Trio Promo	0	
	BISCSD02	Sun Diffus. Prot 2oz	0	
	BISCTDD	Twice Daily w/Dish	0	
	BISCVP	Vitamin Pwr Pen	2	
MID CITY BEAUTY SUPPLY				
Class: Combs/Brushes				
	MIDLCWH	Large Comb w/Handle	0	
	MIDLGPIC	Large Pic	0	
	MIDLGVC	Large Volume Comb	0	
Class: Conditioners				
	RDCOGP32	Glypro Cond 32oz	0	
	RDCOQT08	Act Exp Q-Trmt 8oz	0	
Class: Hair Polish				
	RDHPOS03	3 oz. Out Shine	0	
Class: Hair Sprays				
	RDSGSS05	5 oz. Spray Starch	0	
Class: Nail Products				
	MIDNBACK	Backscratcher Travel	0	
	MIDNCTHE	C-Therapy 1/2oz	0	
	MIDNENUM	1/2 oz. Nail Envy (matte)	0	
	MIDNLBB	Luster Buffboard	0	
	MIDNNAS	2oz NAS 99	0	
	MIDNOPIK	OPI Mini Nail Kit	0	
	MIDNPROF	Profinish NN Adhesive	0	
	MIDNSECH	Seche Vite	0	

Management: Reports: MI045: Low Inventory by Manu.

MI040 Low Inventory by

Manufacturer	Code	Description	On Hand	Order I
BIO-ELEMENTS				
Class: Skin Care				
	BISCBB00	Body Brush	0	
	BISCBC01	Breakout Control 1oz	5	
	BISCCM02	Crucial Moist 2.5oz	4	
	BISCDC02	Decog. Cleans 2oz	0	
	BISCEP02	EveryDay Protect 2oz	0	
	BISCEP06	Everyday Prot 6oz	7	
	BISCET02	Equalizer Travel 2oz	0	
	BISCGM	Gold Mine	2	
	BISCMD02	Makeup Dissol 2oz	0	
	BISCMP02	Moist. Pos Trav 2oz	0	
	BISCPR	Bio-Trio Promo	0	
	BISCSD02	Sun Diffus. Prot 2oz	0	
	BISCTDD	Twice Daily w/Dish	0	
	BISCVP	Vitamin Pwr Pen	2	
Brushes By Karen				
Class: Makeup				
	BRBD	Lge. Wht. Bodyduster	0	
	BRBDS	Black Deluxe Slide	0	
	BRCAPOIN	Camoflouge Pointed	0	
	BRCB	Chisel Blush cb09	0	
	BRCDF	Chisel Deluxe Fluff	0	
	BRHMB	Half Moon Brush	0	
	BRMB	Mini Brow Brush	0	
	BRMESHBA	Mesh Bag	0	
	BRPPP	Prof Peach Puff	0	
	BRRLB	Retractable Lip Brush	0	
	BRSYNLFL	Synethic Lge Flat	0	
	BRUCP	Unique Contr Powder	0	
Creative				
Class: Nail Products				
	MIDNCTHE	C-Therapy 1/2oz	0	
	MIDNSO01	Solar Oil 1/2oz	0	
CRICKET SUPPLY CO				
Class: Combs/Brushes				
	CRBRCE02	Centrix Style II	0	

Management: Reports: MI080: Returned Products

MI080

HARMS Software Inc.

Returned Product - Summary

From Monday 01/01/2001 - 07:00:00 AM To Saturday 10/27/2001 - 11:00:00 PM

10/27/2001

Distributor	Product	Quantity	Amount Refunded	Not Suitable for Resale
CRICKET SUPPLY CO				
	CRBRCE02 : Centrix Style II	1	$8.35	
			$8.35	
PROFESSIONAL SALON CONCEPTS				
	PHJAN01 : 9 oz. Patchouli/9 oz. Aloe	1	$9.86	
	PHCOCB09 : Chamomile Moist. Balm 9oz	1	$14.70	
			$24.56	

Total Inventory Loss (product that could not be returned to that shelf for resale)
$0.00 (Wholesale Value)

Management: Reports: MI100: Purchase Orders

Purchase Order

HARMS Software Inc.
50 Galesi Drive

(973) 237-1181
Fax:(973) 237-1185

Distributor : **Studio Designs**
1307 North Wilcox

(323) 46-0465 Ext: 6
Contact:

Order Placed By:
Ship Via:
Terms:

Line		Product	Class	Taxed	Expected	OH
1	NECK	Neckwrap Contour	Spa Amenities	No		0

Approved By : ______________________________

Management: Reports: DP005: Bar Code Labels

$12.10-10 oz. Detailer Spray - 648382010073	$12.10-10 oz. Detailer Spray - 648382010073	$12.10-10 oz. Detailer Spray - 648382010073
$12.10-10 oz. Detailer Spray - 648382010073	$12.10-10 oz. Detailer Spray - 648382010073	$12.10-10 oz. Detailer Spray - 648382010073
$12.10-10 oz. Detailer Spray - 648382010073	$12.10-10 oz. Detailer Spray - 648382010073	$12.10-10 oz. Detailer Spray - 648382010073
$8.95-6.9 oz. Shaping Foam - 648382010103	$8.95-6.9 oz. Shaping Foam - 648382010103	$8.95-6.9 oz. Shaping Foam - 648382010103
$8.95-6.9 oz. Shaping Foam - 648382010103	$8.95-6.9 oz. Shaping Foam - 648382010103	$8.95-6.9 oz. Shaping Foam - 648382010103
$8.95-6.9 oz. Shaping Foam - 648382010103	$8.95-6.9 oz. Shaping Foam - 648382010103	$8.95-6.9 oz. Shaping Foam - 648382010103
$13.15-3 oz. Manipulating Wax - 648382010172	$13.15-3 oz. Manipulating Wax - 648382010172	$13.15-3 oz. Manipulating Wax - 648382010172
$13.15-3 oz. Manipulating Wax - 648382010172	$13.15-3 oz. Manipulating Wax - 648382010172	$13.15-3 oz. Manipulating Wax - 648382010172
$13.15-3 oz. Manipulating Wax - 648382010172	$13.15-3 oz. Manipulating Wax - 648382010172	$13.15-3 oz. Manipulating Wax - 648382010172
$12.60-57g. Shine Wax - 648382010196	$12.60-57g. Shine Wax - 648382010196	$12.60-57g. Shine Wax - 648382010196
$12.60-57g. Shine Wax - 648382010196	$12.60-57g. Shine Wax - 648382010196	$12.60-57g. Shine Wax - 648382010196
$12.60-57g. Shine Wax - 648382010196	$12.60-57g. Shine Wax - 648382010196	$12.60-57g. Shine Wax - 648382010196
$25.00-32 oz. Kiwi 2 - Packs - 648382026012	$25.00-32 oz. Kiwi 2 - Packs - 648382026012	$25.00-32 oz. Kiwi 2 - Packs - 648382026012
$25.00-32 oz. Kiwi 2 - Packs - 648382026012	$25.00-32 oz. Kiwi 2 - Packs - 648382026012	$25.00-32 oz. Kiwi 2 - Packs - 648382026012
$9.40-12 oz. AQ Vital Shampoo - 671570111016	$9.40-12 oz. AQ Vital Shampoo - 671570111016	$9.40-12 oz. AQ Vital Shampoo - 671570111016
$9.40-12 oz. AQ Vital Shampoo - 671570111016	$9.40-12 oz. AQ Vital Shampoo - 671570111016	$9.40-12 oz. AQ Vital Shampoo - 671570111016

Management: Reports: DP015: Detailed Product Info.

DP015

HARMS Software Inc.

Detailed Product Information

From To

10/27/2001

Created	***03/28/2000***	**Shop Supply?**	Oth	**Discontinued**	**Class**		
Code	999	**Description**	Product Not Found			**Bar Code**	
Manufact.	999		**Distributor**	Promotional	**Non-Taxable**		
Wholesale	$0.00	**Markup**	0.00	**Retail**	$50.00	**Employee Price**	
On Sale		**Sale Price**	$ 0.00	**Sale Starts**		**Sale Ends**	
Onhand	-2.00	**Model Qty**	0.00	**Order Point**	0.00		
Last Ordered		**Last Received**	08/09/2000	**Last Count**	09/30/2001	**Last Sold**	
Notes	offer this			**Multi-Product Package?**			

Created	***03/20/2000***	**Shop Supply?**	AM	**Discontinued**	**Class**		
Code	ACCODC02	**Description**	AC Daily Conditioner 2oz			**Bar Code**	
Manufact.			**Distributor**	Conditioners	**Non-Taxable**		
Wholesale	$1.28	**Markup**	107.03	**Retail**	$2.65	**Employee Price**	
On Sale		**Sale Price**	$ 0.00	**Sale Starts**		**Sale Ends**	
Onhand	3.00	**Model Qty**	0.00	**Order Point**	0.00		
Last Ordered		**Last Received**	09/17/2001	**Last Count**	07/01/2001	**Last Sold**	
Notes				**Multi-Product Package?**			

Created	***03/20/2000***	**Shop Supply?**	AM	**Discontinued**	**Class**		
Code	ACCODC16	**Description**	AC Daily Conditioner 16oz.			**Bar Code**	
Manufact.			**Distributor**	Conditioners	**Non-Taxable**		
Wholesale	$5.74	**Markup**	147.39	**Retail**	$14.20	**Employee Price**	
On Sale		**Sale Price**	$ 0.00	**Sale Starts**		**Sale Ends**	
Onhand	4.00	**Model Qty**	0.00	**Order Point**	0.00		
Last Ordered		**Last Received**	09/28/2001	**Last Count**	10/01/2001	**Last Sold**	
Notes				**Multi-Product Package?**			

Created	***03/20/2000***	**Shop Supply?**	AM	**Discontinued**	**Class**

Management: Reports: DP050: Price History

DP050

HARMS Software Inc.

Price History

From To

10/27/2001

Date changed		Wholesale	Retail	Employee	Sale?	Sale Price	Sale Start
999							
03/28/2000	Tue	$0.00	$50.00	$0.00	[]	$0.00	
ACCODC02							
03/20/2000	Mon	$1.28	$2.65	$1.76	[]	$0.00	
07/26/2000	Wed	$1.28	$2.65	$1.32	[]	$0.00	
ACCODC16							
03/20/2000	Mon	$5.74	$14.20	$9.05	[]	$0.00	
07/26/2000	Wed	$5.74	$14.20	$7.10	[]	$0.00	
ACCODC32							
03/20/2000	Mon	$7.86	$19.45	$13.03	[]	$0.00	
07/26/2000	Wed	$7.86	$19.45	$9.72	[]	$0.00	
ACCODCGL							
03/20/2000	Mon	$16.96	$0.00	$0.00	[]	$0.00	
ACCOLI08							
09/21/2000	Thu	$3.61	$8.95	$4.48	[]	$0.00	
ACCOTC08							
09/21/2000	Thu	$3.81	$9.40	$4.70	[]	$0.00	
ACHPFB03							
03/20/2000	Mon	$5.74	$14.20	$9.50	[]	$0.00	
07/26/2000	Wed	$5.74	$14.20	$7.10	[]	$0.00	
ACHPGC04							
03/20/2000	Mon	$5.31	$13.15	$8.79	[]	$0.00	
07/26/2000	Wed	$5.31	$13.15	$6.57	[]	$0.00	
ACHPPP04							
03/20/2000	Mon	$5.31	$13.15	$8.79	[]	$0.00	
07/26/2000	Wed	$5.31	$13.15	$6.57	[]	$0.00	
ACHPTC04							
03/20/2000	Mon	$4.46	$11.00	$7.40	[]	$0.00	
07/26/2000	Wed	$4.46	$11.00	$5.50	[]	$0.00	
ACHPTC08							
03/20/2000	Mon	$6.59	$16.30	$10.92	[]	$0.00	
07/26/2000	Wed	$6.59	$16.30	$8.15	[]	$0.00	
ACHSAH10							
03/20/2000	Mon	$5.08	$12.55	$8.44	[]	$0.00	
07/26/2000	Wed	$5.08	$12.55	$6.27	[]	$0.00	
ACHSGS08							

Management: Reports: DP065: Retail Price List

DP065

HARMS Software Inc.

Retail Price List

From To

10/27/2001

Code	Description	Manufacturer	Distributor	Retail
				$0.00
	<Add New Product...>			$0.00
999	Product Not Found	Other	Other	$50.00
ACCOD	AC Daily Conditioner 2oz	AMERICAN CREW	PROFESSIONAL SALON C	$2.65
ACCOD	AC Daily Conditioner 16oz.	AMERICAN CREW	PROFESSIONAL SALON C	$14.20
ACCOD	AC Daily Conditioner 32oz	AMERICAN CREW	PROFESSIONAL SALON C	$19.45
ACCOLI	AC Leave In Cond 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$8.95
ACCOT	AC Thickening Cond 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$9.40
ACGOLF	Crew Golf Bag	AMERICAN CREW	PROFESSIONAL SALON C	$29.95
ACHPFB	AC Fiber 3.53oz	AMERICAN CREW	PROFESSIONAL SALON C	$14.20
ACHPG	AC Grooming Creme 4oz	AMERICAN CREW	PROFESSIONAL SALON C	$13.15
ACHPPP	AC Pomade 4oz	AMERICAN CREW	PROFESSIONAL SALON C	$13.15
ACHPTC	AC Texture Creme 4oz	AMERICAN CREW	PROFESSIONAL SALON C	$11.00
ACHPTC	AC Texture Creme 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$16.30
ACHSAH	AC Aerosol Hair Spray 10oz	AMERICAN CREW	PROFESSIONAL SALON C	$12.55
ACHSG	AC Grooming Spray 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$10.00
ACJAN0	45 oz. Thickening Shampoo	PAUL MITCHELL	PROFESSIONAL SALON C	$13.32
ACSCAS	AC After Shave Moist. 4oz	AMERICAN CREW	PROFESSIONAL SALON C	$8.35
ACSCCF	1.7oz. Classic Fragrance	AMERICAN CREW	PROFESSIONAL SALON C	$10.50
ACSCES	AC Essential Shave Oil 1oz	AMERICAN CREW	PROFESSIONAL SALON C	$11.05
ACSCHS	AC Herbal Shave Cream 5	AMERICAN CREW	PROFESSIONAL SALON C	$8.35
ACSCSF	AC Sport Fragrance 1.7oz	AMERICAN CREW	PROFESSIONAL SALON C	$10.50
ACSCSS	AC Sport Scrub 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$7.90
ACSCTB	AC The Bar	AMERICAN CREW	PROFESSIONAL SALON C	$7.30
ACSGFH	AC Firm Hold Gel 2oz.	AMERICAN CREW	PROFESSIONAL SALON C	$3.10
ACSGFH	AC Firm Hold Gel 8oz.	AMERICAN CREW	PROFESSIONAL SALON C	$10.00
ACSGFH	AC Firm Hold Gel 32oz.	AMERICAN CREW	PROFESSIONAL SALON C	$24.70
ACSGLH	AC Light Hold 2oz	AMERICAN CREW	PROFESSIONAL SALON C	$3.10
ACSGLH	AC Light Hold 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$8.95
ACSGLH	AC Light Hold 32oz	AMERICAN CREW	PROFESSIONAL SALON C	$22.60
ACSGS	AC Spray Gel 8oz	AMERICAN CREW	PROFESSIONAL SALON C	$9.40
ACSHAD	AC Anti-Dandruff 6oz	AMERICAN CREW	PROFESSIONAL SALON C	$8.95
ACSHDS	AC Daily Shamp 2oz	AMERICAN CREW	PROFESSIONAL SALON C	$2.10
ACSHDS	AC Daily Shampoo 16oz	AMERICAN CREW	PROFESSIONAL SALON C	$11.05
ACSHDS	AC Daily Shampoo 32oz	AMERICAN CREW	PROFESSIONAL SALON C	$17.35

Management: Reports: MR025: Coupons Used

MR025

HARMS Software Inc.

Coupon Summary

From Saturday 01/01/2000 - 07:00:00 AM To Sunday 12/31/2000 - 11:00:00 PM

10/27/2001

Coupon Code	Coupon Description	Date Created	Number Re
1STVISIT	1STVISIT		

TOTAL NUMBER RECEIVED/DISCOUNTED:

Management: Reports: MR080: Register Summary

MR080 **HARMS Software Inc.**

Register Summary

From Saturday 09/01/2001 - 12:00:00 AM To Sunday 09/30/2001 - 11:59:00 PM

10/27/200. Main Drawer , 2nd Drawer , 3rd Drawer

Begining Cash in Drawer: $28,200.00 **Closing Cash in Drawer:**

Payment Types	Computed	Over/Short
Cash	$13,674.91 (Includes Pay-Ins/Outs)	-$287.07
Check	$53,561.19	$0.00
Visa	$51,179.29	-$5.00
Master Card	$25,576.26	$0.00
American Express	$6,612.02	$0.00
Discover	$6,738.17	-$109.00
DEBIT	$0.00	$0.00
Service Pkg Usage	$0.00	
Series Usage	$0.00	
Gift Certificate	$4,277.63	$0.00
Pre-Paid Pkg/Series	$0.00	$0.00
Client Account	$0.00	$0.00
Other	$0.00	$0.00
No Card Entered	$0.00	$0.00
Total:	$161,619.47 (Inc. Tax)	-$401.07

Sales Summary

Service Sales

Service Refunds -

Product Sales

Product Refunds -

Tanning Sales

Tanning Refunds -

Serv. Pkg. Sales

Serv. Pkg. Refunds -

Series Sales

Series Refunds -

Pre-Paid Pkg Tips

Gift Certif. Sales

Pre-Paid GC Tips

Gift Certif. Refunds -

TOTAL SALES

Tax Collected

Tax Refunded -

Cash Pay-ins

Cash Pay-outs -

Account Payments

TOTAL $$$

Discount Given

Prices Raised

Coupon Summary

Coupon Code	Coupon Description	# Received	Discou

Management: Reports: MR100: Transaction Log

MR 100

MR100 Transaction Log

Drawer(s) - 3rd Drawer

From Saturday 09/01/2001 - 12:00:00 AM To Sunday 09/30/2001 - 11:59:00 PM

10/27/2001

Ticket#	Paying Client	Employee	Service	Product
20010901-0025 1 10:33:00 AM				
	Brooke Mauricio	Tennis, Melinda	eyebrow wax	
	Brooke Mauricio	Tennis, Melinda		Texture Spray 10oz
	Brooke Mauricio	Tennis, Melinda		Material 2oz

Subtotal $ 36.50 **Tax** $ 1.40 **Total Due** $ 37.90 **Tendered** $ 42

Ticket#	Paying Client	Employee	Service	Product
20010901-0026 1 10:40:00 AM				
	Sara Armbrust	Cordaro, Gia	orient express	
	Sara Armbrust	Pelletier, Jennifer		All Soft Shamp 16oz

Subtotal $ 137.60 **Tax** $ 0.82 **Total Due** $ 138.42 **Tendered** $ 16

Ticket#	Paying Client	Employee	Service	Product
20010901-0029 1 10:42:00 AM				
	Rose Gloor	Martinez, Juan	hair cut women 45min.	

Subtotal $ 35.00 **Tax** $ 0.00 **Total Due** $ 35.00 **Tendered** $ 41

Ticket#	Paying Client	Employee	Service	Product
20010901-0031 1 10:45:00 AM				
	Melissa Leguillon	Tennis, Melinda	lip wax	
	Melissa Leguillon	Tennis, Melinda		AQ Mix or Match Any 2
	Melissa Leguillon	Tennis, Melinda		8 oz. AQ Uplifing Foam
	Melissa Leguillon	Tennis, Melinda		10 oz. AQ Finishing Spray
	Melissa Leguillon	Tennis, Melinda		Bodify Detang 8.5oz

Subtotal $ 70.50 **Tax** $ 3.80 **Total Due** $ 74.30 **Tendered** $ 74

Ticket#	Paying Client	Employee	Service	Product
20010901-0032 1 10:55:00 AM				
	Celia Wolters	Moy, Julie	perm	
	Celia Wolters	Moy, Julie	hair cut women 45min.	
	Celia Wolters	Pang, Amalia	hair cut women 45min.	

Subtotal $ 159.00 **Tax** $ 0.00 **Total Due** $ 159.00 **Tendered** $ 16

20010901-0034 1 11:01:00 AM

Management: Reports: MC000: Security Settings

MC000

HARMS Software Inc.

Security Settings

10/27/2001

Main	Sub Topic	Task	Sec
ACTIVITIES			
	EDIT CLOSING TOTALS		
		SCREEN ACCESS	
	EDIT OPENING CASH		
		SCREEN ACCESS	
	EMPLOYEE (SHOP) SUPPLIES		
		ADD NEW SHOP SUPPLY RECORDS	
		DELETE SHOP SUPPLY RECORDS	
		EDIT EMPLOYEE SUPPLY INFO.	
		SCREEN ACCESS	
	EMPLOYEE TIMECLOCK		
		SCREEN ACCESS	
	FLYERS		
		ADD NEW FLYERS	
		DELETE FLYERS	
		EDIT FLYER INFORMATION	
		SCREEN ACCESS	
	FORM LETTERS		
		ADD NEW FORM LETTERS	
		DELETE FORM LETTERS	
		EDIT FORM LETTERS	
		SCREEN ACCESS	
	MAILINGS		
		CLIENT REFERRALS	
		NEW CLIENT WELCOME	
	MAILINGS...		
		ANNIVERSARIES	
		BIRTHDAYS	
		FORM LETTERS	
		REMINDERS	
		USER DEFINED	
	OPEN/CLOSE HISTORY		
		SCREEN ACCESS	
	OPEN/CLOSE SALON		
		SCREEN ACCESS	
	POST CARDS		
		ADD NEW POST CARDS	

Management: Reports: DS000: Basic Service Info

Class Code	Description	Employee Price	Level1	Level2	Level3	Leve
HAIR CUTS						
HCBANG	bang trim	$ 0.00	$0.00	$0.00	$0.00	$0.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 15 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCC	child's hair cut	$ 0.00	$21.00	$21.00	$24.00	$28.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 30 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCHSBOY	high school hair cut boy	$ 0.00	$28.00	$28.00	$30.00	$34.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 30 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCHSGIRL	high school hair cut girl	$ 0.00	$28.00	$28.00	$30.00	$34.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 45 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCM	men's hair cut	$ 0.00	$31.00	$33.00	$35.00	$41.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 30 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCW1HR	women hair cut 1 hr.	$ 0.00	$35.00	$39.00	$43.00	$50.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 1 hr(s) 0 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCW30MIN	hair cut women 30 min.	$ 0.00	$35.00	$39.00	$43.00	$50.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 30 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					
HCW45MIN	hair cut women 45min.	$ 0.00	$35.00	$39.00	$43.00	$50.(
	Shop Cost : $ 0.00 **[ ]** Deduct from Commissions **Labor Cost : $**					
	Start : 0 hr(s) 45 min(s) **Gap :** 0 hr(s) 0 min(s) **Finish:** 0 hr(s) 0 min(s)					
	Notes :					

Management: Reports: DS025: Service Price History

DS025

Service Pricing History

HARMS Software Inc.

10/27/2001

Code	Date Changed	Shop Cost	Labor Cost	Employee	Level1	Level2	Level3	Level4
BTBS	**body shaper**							
	03/01/2000 We	$0.00	$0.00	$0.00	$70.00	$0.00	$0.00	$0.00
BTCH	**chinese herbology**							
	03/01/2000 We	$0.00	$0.00	$0.00	$70.00	$0.00	$0.00	$0.00
BTPAR	**paraffin bodywrap**							
	03/01/2000 We	$0.00	$0.00	$0.00	$70.00	$0.00	$0.00	$0.00
BTSALT	**salt glow trmt**							
	03/01/2000 We	$0.00	$0.00	$0.00	$35.00	$0.00	$0.00	$0.00
	11/24/2000 Fri	$0.00	$0.00	$0.00	$40.00	$0.00	$0.00	$0.00
BTSEA	**seaweed bodywrap**							
	03/01/2000 We	$0.00	$0.00	$0.00	$70.00	$0.00	$0.00	$0.00
BTSUN	**sun glow trmt**							
	03/01/2000 We	$0.00	$0.00	$0.00	$55.00	$0.00	$0.00	$0.00
	03/07/2000 Tue	$0.00	$0.00	$0.00	$70.00	$0.00	$0.00	$0.00
BTVEG	**vegetable mud trmt**							
	03/01/2000 We	$0.00	$0.00	$0.00	$70.00	$0.00	$0.00	$0.00
CCONS	**color consultation**							
	02/29/2000 Tue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CCORRECT	**corrective**							
	02/29/2000 Tue	$0.00	$0.00	$14.00	$0.00	$0.00	$0.00	$0.00
CDP	**double process**							
	02/29/2000 Tue	$0.00	$0.00	$14.00	$64.00	$66.00	$70.00	$0.00
	04/16/2000 Sun	$0.00	$0.00	$0.00	$72.00	$74.00	$78.00	$82.00
CFH1HR	**foil highlight 1 hour**							
	08/24/2000 Thu	$0.00	$0.00	$7.00	$99.00	$101.00	$106.00	$111.00
CFH45	**foil highlight**							
	02/29/2000 Tue	$0.00	$0.00	$7.00	$76.00	$78.00	$83.00	$0.00
	04/16/2000 Sun	$0.00	$0.00	$0.00	$89.00	$91.00	$96.00	$101.00
	04/17/2000 Mon	$0.00	$0.00	$0.00	$99.00	$101.00	$106.00	$111.00
	08/24/2000 Thu	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CLBT	**lash and brow tint**							
	02/29/2000 Tue	$0.00	$0.00	$3.00	$15.00	$15.00	$15.00	$0.00
CPFH	**partial foil highlight**							

Management: Reports: MUL01: User Logins Listing

MUL01

HARMS Software Inc.

User Logins Listing

10/27/2001

Level	Bar Code	Active	Tool Tips	Web Access	User Level	Last Access
Login Name:						
4		Yes	Yes	No		
2		Yes	Yes	No		
2		Yes	Yes	No		
3		Yes	Yes	No		
2		Yes	Yes	No		
2		Yes	Yes	No		
3		Yes	Yes	No		
4		Yes	Yes	No		
4		Yes	Yes	No		
4		Yes	Yes	No		
4		Yes	Yes	No		
2		Yes	Yes	No		
4		Yes	Yes	No		
3		Yes	Yes	No		
4		Yes	Yes	No		
2		Yes	Yes	No		
2		Yes	Yes	No		
2		Yes	Yes	No		
4		Yes	Yes	No		
2		Yes	Yes	No		
2		Yes	Yes	No		
3		Yes	Yes	No		
4		Yes	Yes	No		
3		Yes	Yes	No		
2		Yes	Yes	No		
3		Yes	Yes	No		
1		Yes	Yes	No		

Database: Employees Goal Setting

Goals are an essential motivator for your business. Use the Service and Retail Goals to establish targets for the employees to aspire for. Goals are categorized by <u>Service</u> and <u>Product</u> classes, and are set at monthly intervals. The Actual totals for the current month will talley as service and product sales are recorded through register transactions. The Actuals will be compared to the Goal for that month, and a percentage achieved toward the goal will be displayed.

<u>Setting Goals</u>

Database: Employees: Goal Setting

Following are instructions for setting monthly goals.

- Click the mouse on either the Services or Retail Goals tab, depending on the goals that are to be set.
- Click the mouse on the 

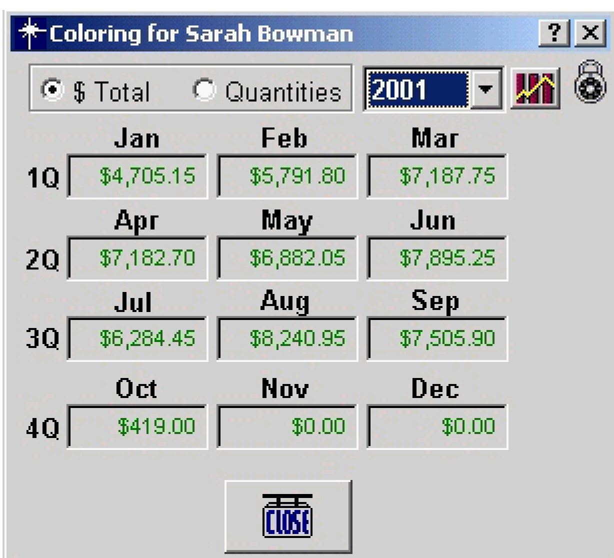
button to enter Edit Mode and make changes.
- Select the year you wish to set goals for.
- Click the mouse in the particular cell that designates the month and the Service or Product class. Only the bolded Goal columns many be manually set. The Actual and Percentage columns are automatically calculated and cannot be manually changed.
- Type the dollar amount you wish to set as the goal for that month.
- Click the mouse on the 

button when finished all goal setting.

HINT: Use the sales history to display actuals either by dollar value or by quantities for any year you select. This is an excellent tool to determine the best goal to set for a particular month of the current year. To do so:

- Click the mouse anywhere on the line that corresponds to a particular <u>Service</u> or <u>Product</u> Class.
- Click the mouse on the 

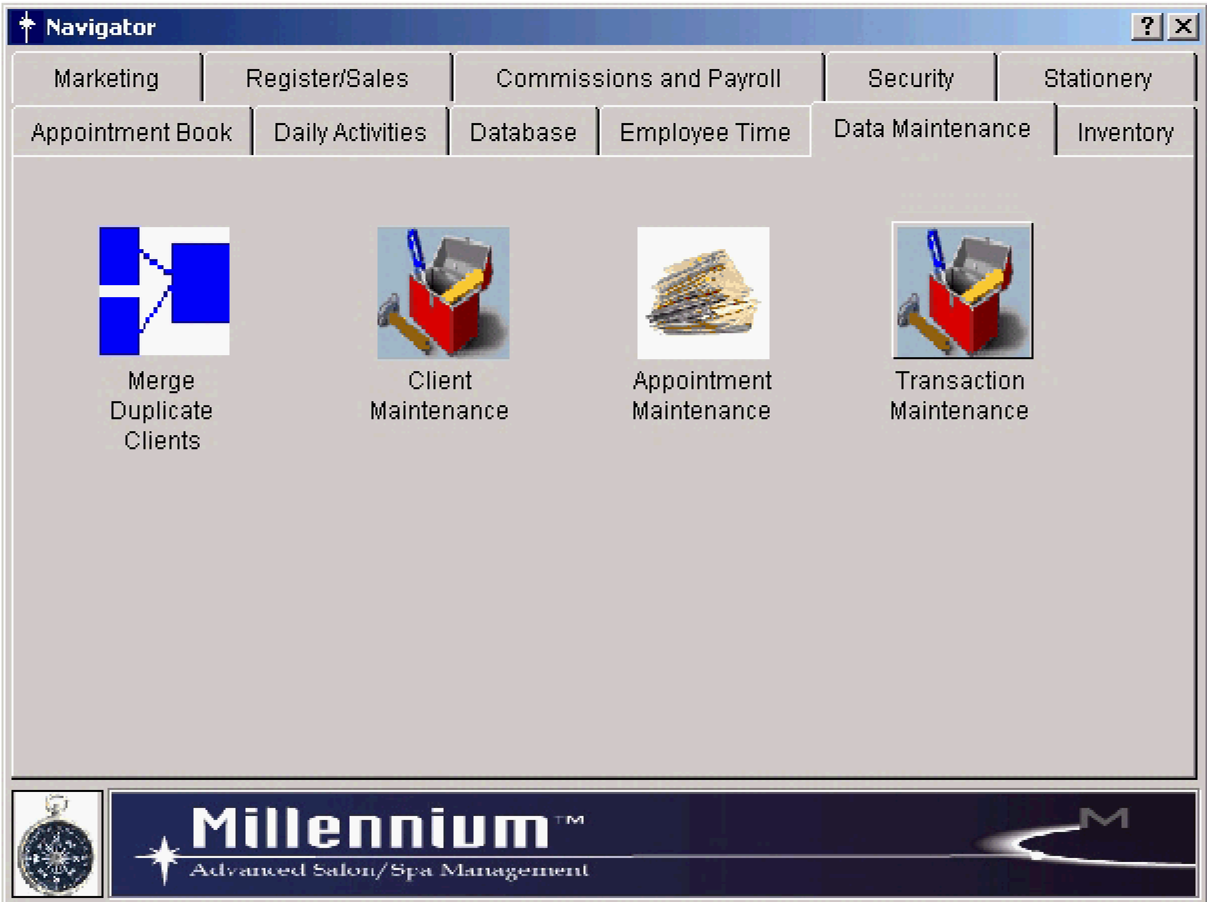
button to display the 12 month history for the chosen class.
- Click the mouse on the $ Total or Quantities <u>Radio Buttons</u> to change the display.
- Use the <u>Pulldown List</u> to change the year.
- Click on the  button to view the statistics in graphical chart format.



Data Maintenance

As time goes by, your salon/spa's data becomes aged. You may want to clean your Millennium system's client database, transaction history, and appointment records.

Millennium gives you this capability using the Data Maintenance features as shown below.



To learn more about these features, click on the links below.

Merge Duplicate Clients

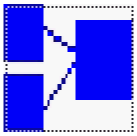
Client Maintenance

Appointment Maintenance

Transaction Maintenance

Data Maintenance: Merge Duplicate Clients

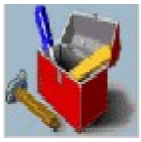
This is one of two features that help to keep your Clients Database more manageable. Use this feature to merge two separate client records into one. Once the merge is complete, the Duplicate Client will be removed and the Primary Client will remain. All transactions, credits, accounts, memberships, etc. converge into the Primary Client's record. So, the only data that is no longer available is the Duplicate Client's address, telephone number, and other information of the like.



Merging Client Records

Data Maintenance: Client Maintenance

The Client Data Maintenance feature allows for quick and decisive action for multiple client records.   Many client records can be Activated, Inactivated, Deleted, or Undeleted simultaneously.   Use the selection tool to choose the records, and the controls take action on them.



Activating/Inactivating Client Records
Deleteing/Undeleting Client Records

Data Maintenance: Appointment Maintenance

The Appointment Maintenance feature allows for the deletion of old appointment records. Use the Spinner control to select the number of months that Millennium will look back to delete old appointments.

Deleting Old Appointments

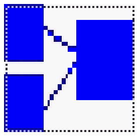
Data Maintenance: Transaction Maintenance

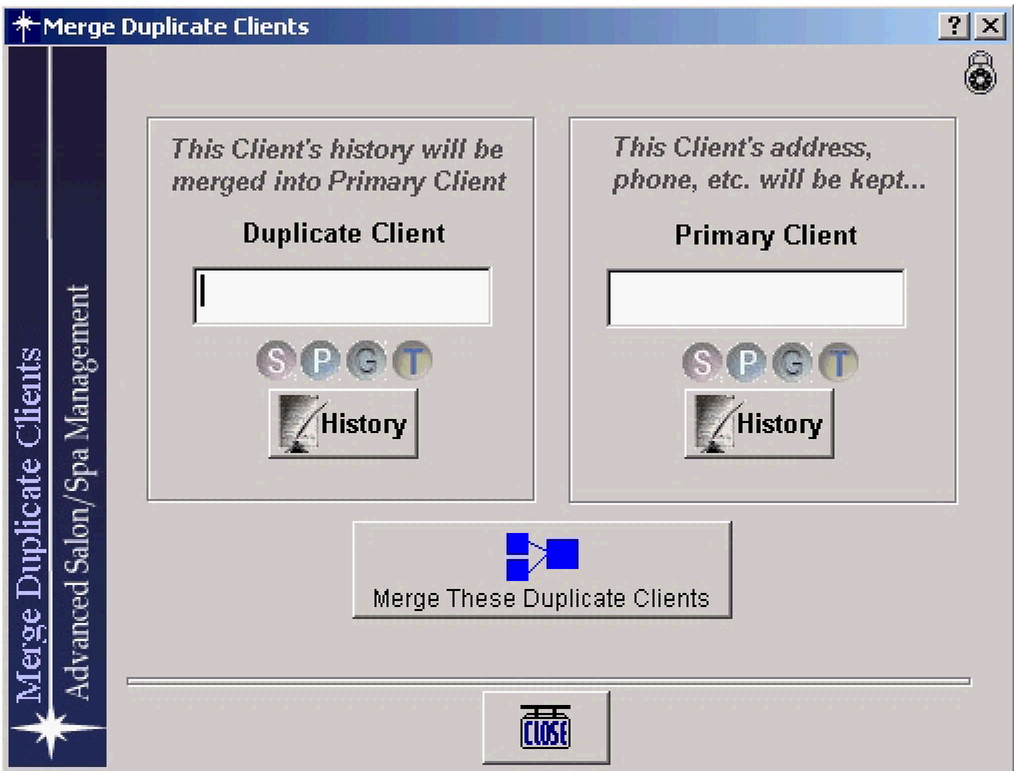
Data Maintenance: Merging Client Records

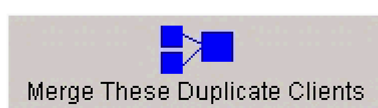
Following are instructions for merging two client records into one.

FROM THE NAVIGATOR SCREEN ONLY 

.

- Click the mouse on the "Data Maintenance" tab.
- Click the mouse on the  button. This will open the Merge Duplicate Clients screen.



- In the Duplicate Client and Primary Client Text Boxes, enter the client's names that will be merged. You can use Millennium's Intelligent Controls or Quick Search as done so when using the Register to help search for the client's name.
- Once the clients' names have been selected, you can click on the S, P, G, T or History buttons to view information regarding that client.
- When ready to merge, click the mouse on the 

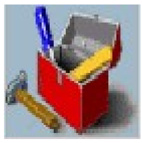
button. Remember that the client on the right side of the screen is considered the Primary Client.
- To undo the merge and restore the Duplicate Client's information, refer to Undeleting Records.

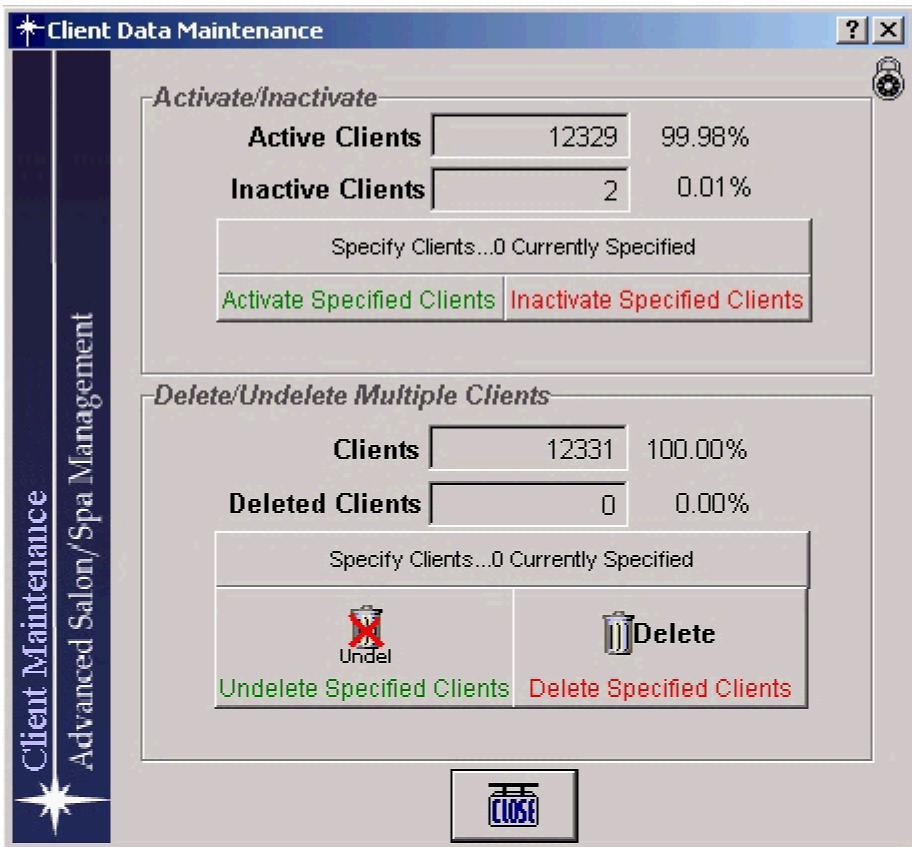
Data Maintenance: Activating/Inactivating Client Records

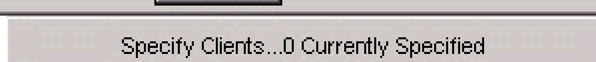
Following are instructions for activating or inactivating multiple client records.

FROM THE NAVIGATOR SCREEN ONLY 

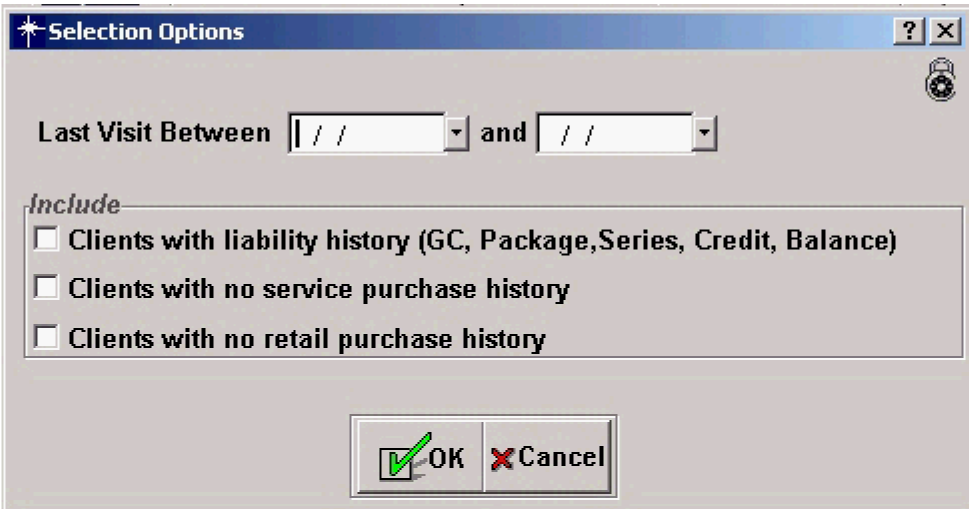
.

- Click the mouse on the "Data Maintenance" tab.
- Click the mouse on the  button.   This will open the Client Data Maintenance screen.



- Click the mouse on the 

button.   This will open the Selection Options screen.



- Enter the date range either by typing it directly into the fields, or by using the Calendar screen by clicking on the arrow.
- Click on the Check Boxes if you wish to exclude clients meeting the selected criteria, and also fall within the date range that has been selected.
- To complete the selection, click the mouse on the  button. This will return to the Client Data Maintenance screen with the number of client records that the search found.
- Click the mouse on either the  button or the

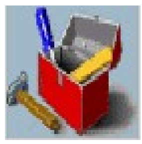
button to Activate or Inactivate the clients.

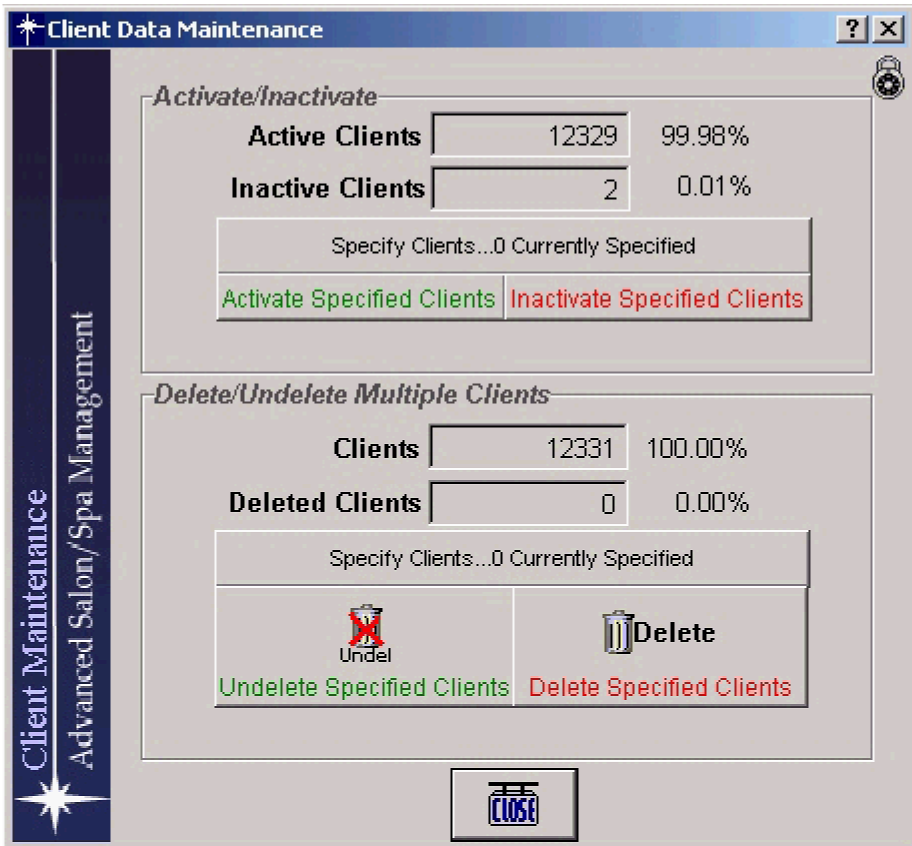
Data Maintenance: Deleteing/Undeleting Client Records

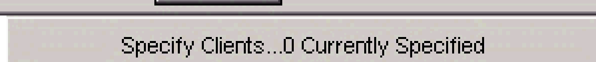
Following are instructions for deleting or undeleting multiple client records.

FROM THE NAVIGATOR SCREEN ONLY 

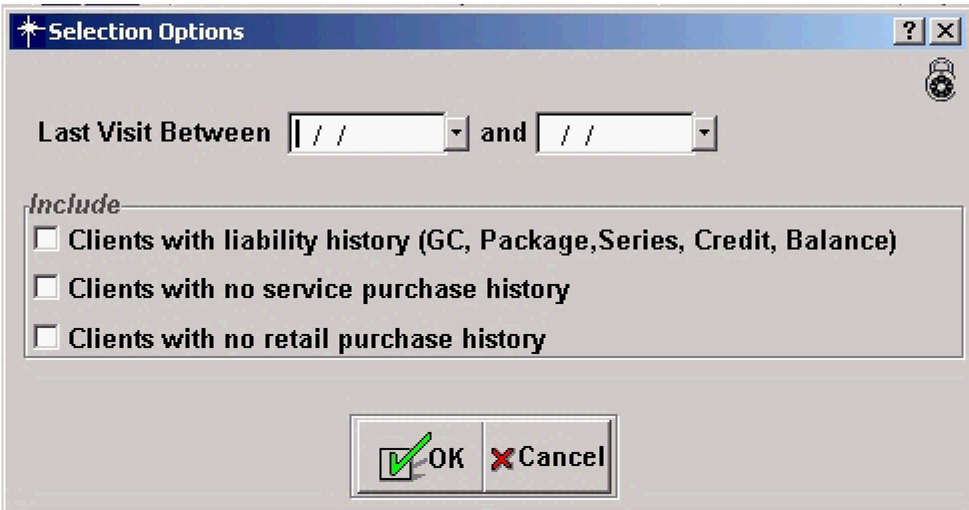
.

- Click the mouse on the "Data Maintenance" tab.
- Click the mouse on the  button. This will open the Client Data Maintenance screen.



- Click the mouse on the 

button. This will open the Selection Options screen.



- Enter the date range either by typing it directly into the fields, or by using the Calendar screen by clicking on the arrow.
- Click on the Check Boxes if you wish to exclude clients meeting the selected criteria, and also fall within the date range that has been selected.
- To complete the selection, click the mouse on the 

button. This will return to the Client Data Maintenance screen with the number of client records that the search found displayed in the Specify Clients button.
- Click the mouse on either the 

button or the 

button to Delete or Undelete the clients.

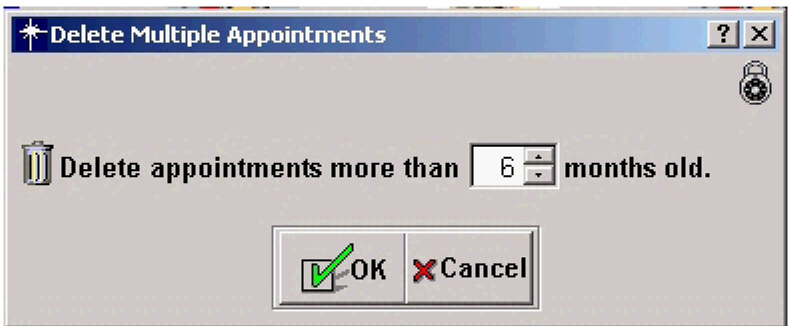
Data Maintenance: Deleting Old Appointments

Following are instructions for deleting old appointments.

FROM THE NAVIGATOR SCREEN ONLY 

.

- Click the mouse on the "Data Maintenance" tab.
- Click the mouse on the  button. This will open the Delete Multiple Appointment screen.



- Use the Spinner control to select the number of months that Millennium will use in its search. All appointments older than the selected number of months will be deleted.
- Click the mouse on the 

button when ready.
- Click the mouse again on the 

button to complete the deletion when the prompt screen appears with the total number of appointments that will be deleting if the action is completed.

Management: Employee Tracking: Schedules: Selecting an Employee Classification

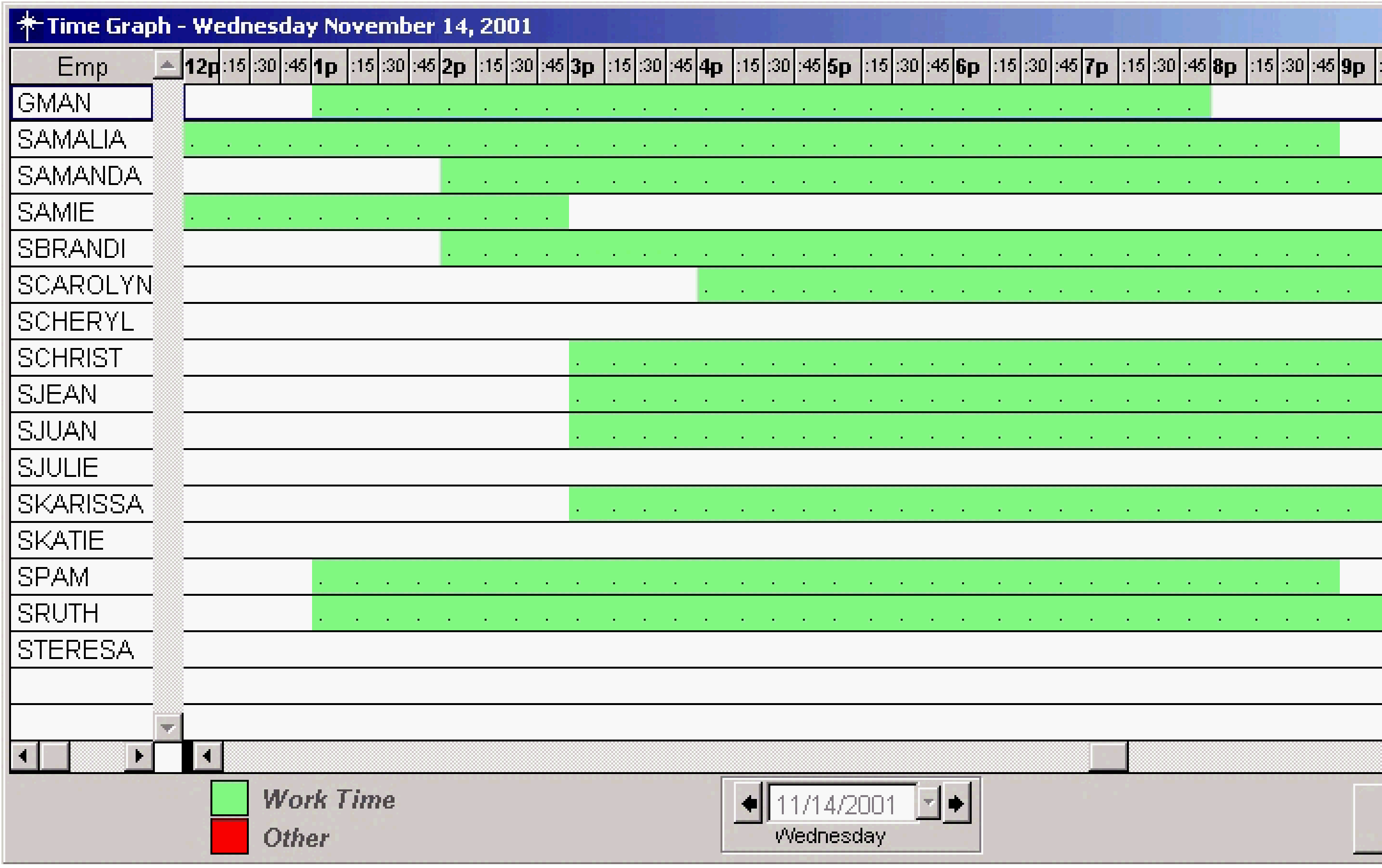
If you want to filter the display to show only those employees of a certain classification, say, only your nail technicians, use the pulldown list.

Once you've selected an Employee Classification, the Employee Schedules screen will change to only display those employees who match the selected classification. As a manager, this is an excellent tool to help schedule your resources accordingly.

Viewing the daily schedule by Employee Classification

Viewing the daily schedule by Employee Classification

While in the Employee Schedules screen, there is another way to graphically view employee schedules of the same classification. Once a classification has been selected, hover the mouse over the title of the column that is the day of the week. For example, WED Nov 14 is the title of the column. The mouse pointer will change to a black/down pointing arrow. Click the mouse and Millennium will create a Bar Chart graphical schedule for that day. There is no better way to show when your Colorists are scheduled to work that day, or how many Massage Therapists will be on hand.



Management: Reports: MI025: Inventory Count Sheets

MI025 **HARMS Software Inc.**

Inventory Count Sheets

Criteria : ALL Products

11/13/2001

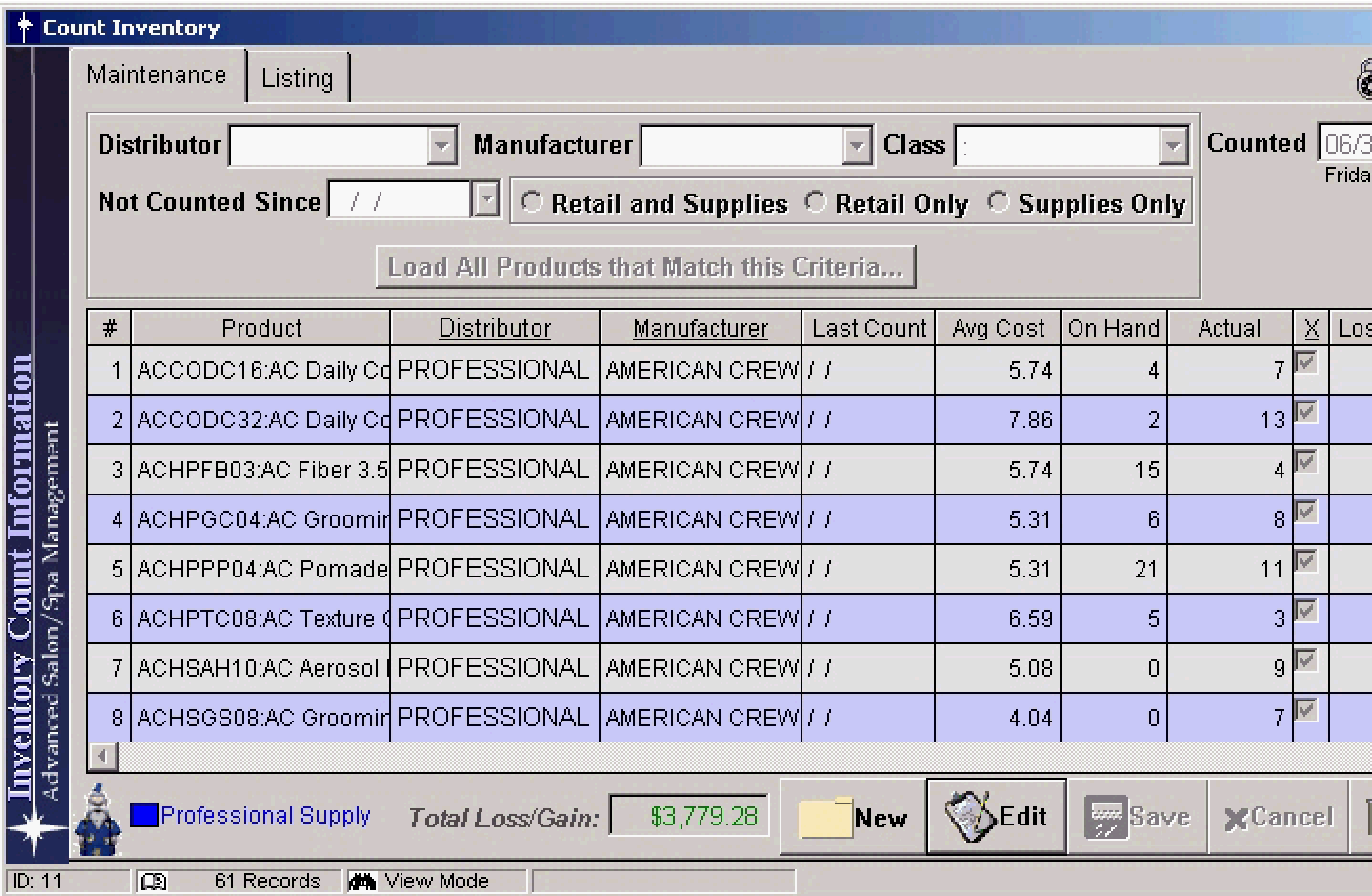
Code		Manufacturer	Distributor	Description	On
Retail					
999	999	Other	Other	*Product Not Found*	
ACCODC0		AMERICAN	PROFESSIONAL SA	*AC Daily Conditioner 2oz*	
ACCODC1		AMERICAN	PROFESSIONAL SA	*AC Daily Conditioner 16oz.*	
ACCODC3	738678151624	AMERICAN	PROFESSIONAL SA	*AC Daily Conditioner 32oz*	
ACCOLI08		AMERICAN	PROFESSIONAL SA	*AC Leave In Cond 8oz*	
ACCOTC08		AMERICAN	PROFESSIONAL SA	*AC Thickening Cond 8oz*	
ACGOLF		AMERICAN	PROFESSIONAL SA	*Crew Golf Bag*	
ACHPFB03	738678151853	AMERICAN	PROFESSIONAL SA	*AC Fiber 3.53oz*	
ACHPGC04	738678174135	AMERICAN	PROFESSIONAL SA	*AC Grooming Creme 4oz*	
ACHPPP04	738678151761	AMERICAN	PROFESSIONAL SA	*AC Pomade 4oz*	
ACHPTC04		AMERICAN	PROFESSIONAL SA	*AC Texture Creme 4oz*	
ACHPTC08	738678148907	AMERICAN	PROFESSIONAL SA	*AC Texture Creme 8oz*	
ACHSAH10	738678166581	AMERICAN	PROFESSIONAL SA	*AC Aerosol Hair Spray 10oz*	
ACHSGS08		AMERICAN	PROFESSIONAL SA	*AC Grooming Spray 8oz*	
ACJAN01		PAUL MITC	PROFESSIONAL SA	*45 oz. Thickening Shampoo/Conditione*	
ACSCAS06	738678169506	AMERICAN	PROFESSIONAL SA	*AC After Shave Moist. 4oz*	
ACSCCF02	738678045084	AMERICAN	PROFESSIONAL SA	*1.7oz. Classic Fragrance*	
ACSCES01		AMERICAN	PROFESSIONAL SA	*AC Essential Shave Oil 1oz*	
ACSCHS06	738678169513	AMERICAN	PROFESSIONAL SA	*AC Herbal Shave Cream 5oz*	
ACSCSF02		AMERICAN	PROFESSIONAL SA	*AC Sport Fragrance*	

Counting your salon/spa's inventory

COUNTING INVENTORY

- When the products you've search for populate the screen, the Actual, Check, and Loss/Gain columns will be blank.
- As you physically count the inventory on the shelves, enter the amount into the Actual column.
- Millennium will compare that number with the On-Hand count and automatically calculate the Loss/Gain based on the difference (if any).
- As each Actual is entered, click the mouse on the Check Box to indicate that this count is completed. Millennium will consider all checked products as counted.
- When complete, click the mouse on the 

button. This will retain the record with the date counted.



Management: Inventory Tracking: Count Inventory: Selecting Products

Following are instructions for selecting what products to have Millennium search for so an inventory count may be conducted.

Open the Count Inventory screen either by clicking the mouse on the  button from the Inventory/Navigator, or from the Management, Inventory Tracking, Count Inventory menu selection.

SELECTING PRODUCTS

- Click the mouse on the 

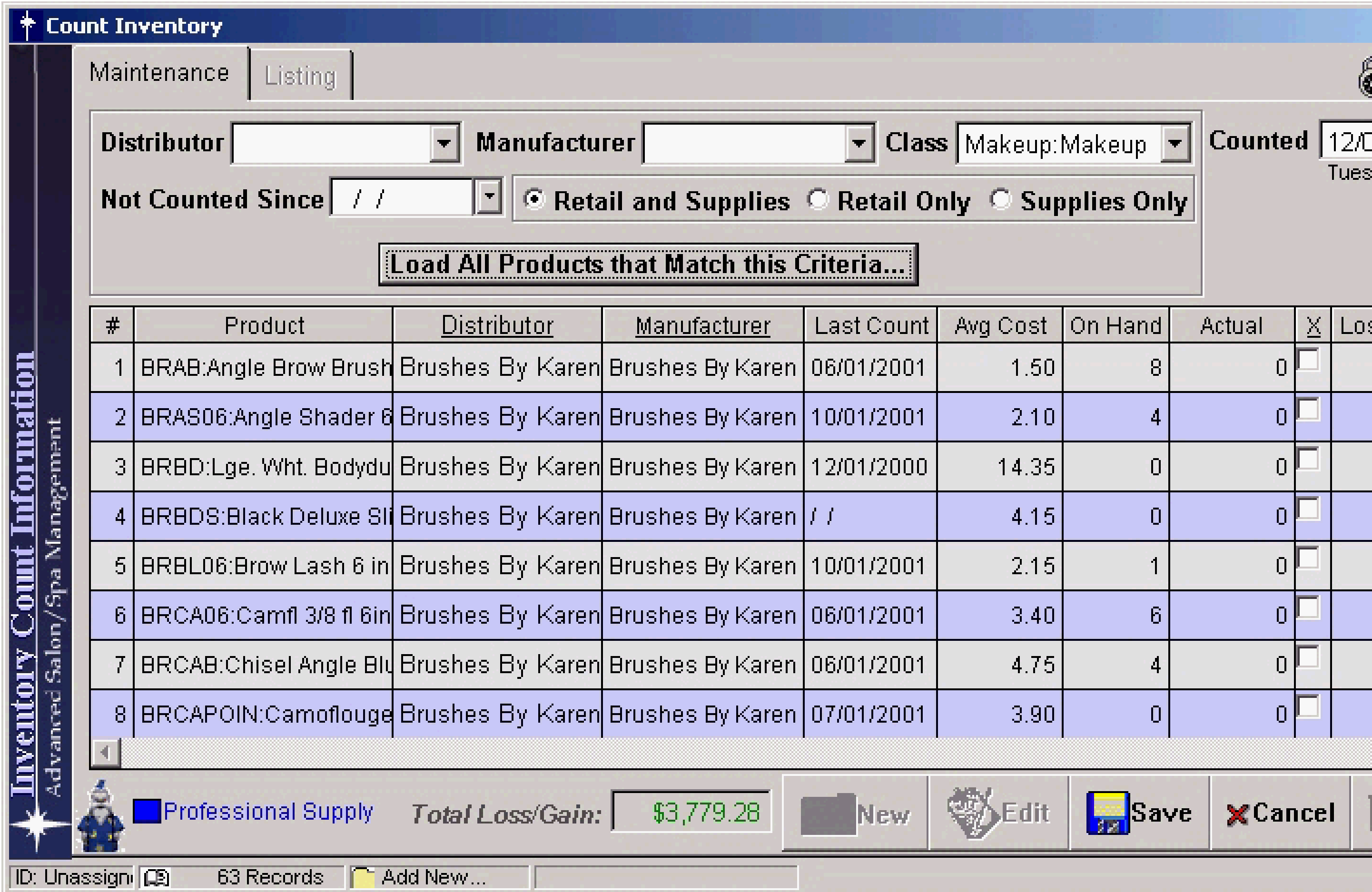
button to begin.
- Use the Distributor, Manufacturer, or Class Pulldown Lists to filter the search by only displaying products that match the selected criteria.

NOTE: ANYTIME A FILTER IS INITIATED, THE 

BUTTON WILL TURN RED. THIS IS TO HELP INDICATE TO THE USER THE NOT ALL PRODUCTS CAN BE DISPLAYED.

- The Counted Date will default to the current date. This will be recorded as the date the inventory was counted. You may use the Calendar to change the date if desired.
- Use the Not Counted Since Pulldown List to only search for products that have not been counted since your last inventory count. This avoids overlapping.
- Click the mouse on the Radio Button that will display Retail and Supply products, Retail only, or Supply only.
- Click the mouse on the 

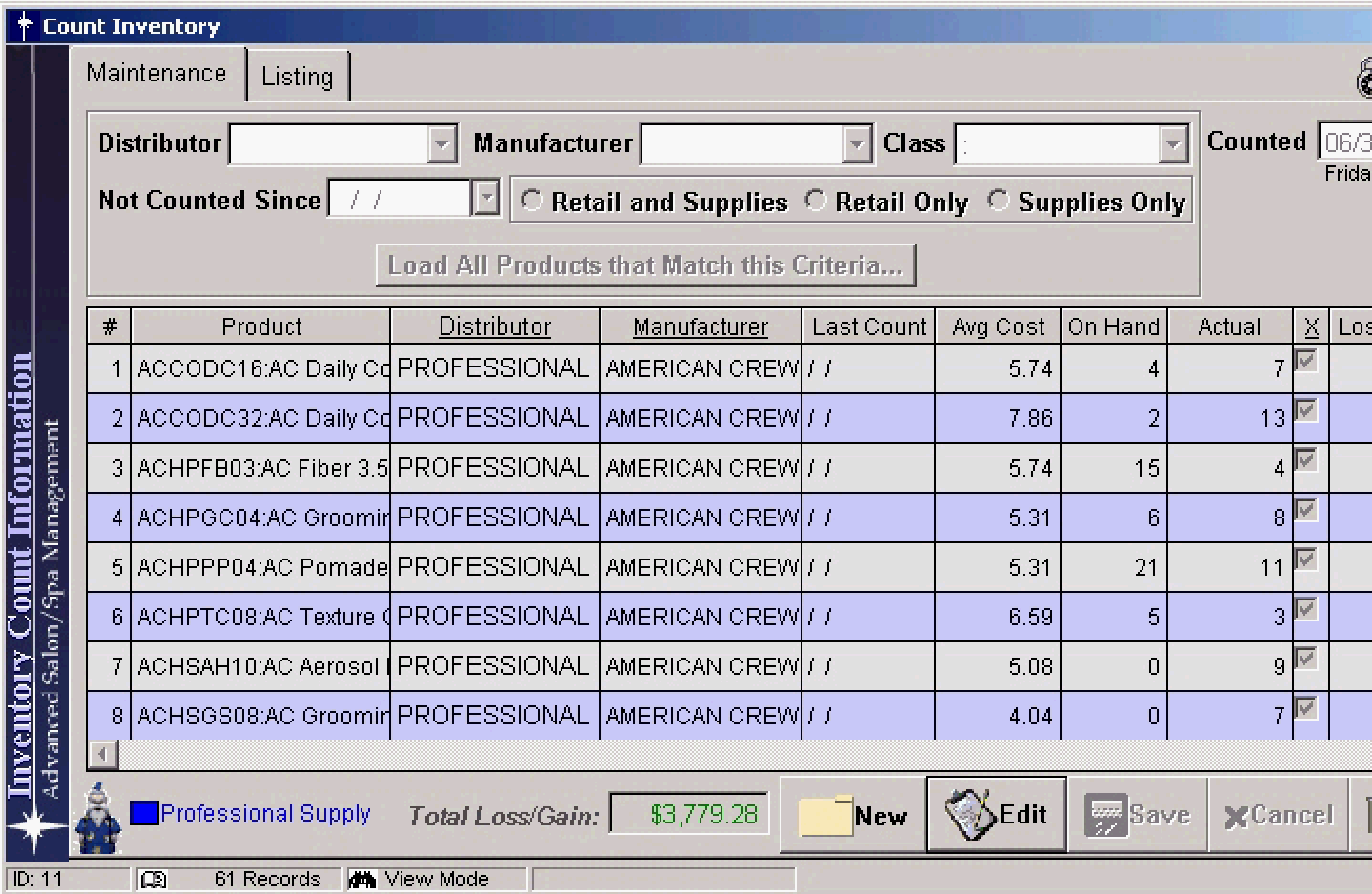
button when ready to search for products.



Counting your salon/spa's inventory

Count Inventory Maintenance Screen

The Count Inventory Maintenance screen displays all of the information for counting your salon/spa's inventory. The maintenance screen is where new inventory counts can be added, existing counts can be edited, obsolete counts can be deleted, and deleted records can be revived.



#	Product	Distributor	Manufacturer	Last Count	Avg Cost	On Hand	Actual
1	ACCODC16:AC Daily Co	PROFESSIONAL	AMERICAN CREW	/ /	5.74	4	7
2	ACCODC32:AC Daily Co	PROFESSIONAL	AMERICAN CREW	/ /	7.86	2	13
3	ACHPFB03:AC Fiber 3.5	PROFESSIONAL	AMERICAN CREW	/ /	5.74	15	4
4	ACHPGC04:AC Groomir	PROFESSIONAL	AMERICAN CREW	/ /	5.31	6	8
5	ACHPPP04:AC Pomade	PROFESSIONAL	AMERICAN CREW	/ /	5.31	21	11
6	ACHPTC08:AC Texture (	PROFESSIONAL	AMERICAN CREW	/ /	6.59	5	3
7	ACHSAH10:AC Aerosol I	PROFESSIONAL	AMERICAN CREW	/ /	5.08	0	9
8	ACHSGS08:AC Groomir	PROFESSIONAL	AMERICAN CREW	/ /	4.04	0	7

Count Inventory Field Descriptions

Count Inventory Listing

Click below to:

Select Products for an inventory count

Count your salon/spa's inventory

Count Inventory Field Descriptions

Following are brief descriptions of each field located within the Count Inventory Maintenance screen.

Distributor/Manufacturer/Class Pulldown Lists

Use these Pulldown Lists to filter the product search to just the types selected.

Not Counted Since Date Field

Millennium will only search for products that have not been counted since the date entered into this Date Field. This avoids overlapping.

Counted

This date field is automatically populated with the current date when a new inventory count is created. You may change this date manually to whatever is desired.

Retail and Supplies Radio Buttons

These Radio Buttons allow the option to display only retail products, shop supply products, or both.

Load All Products That Match This Criteria Button 

This button initiates the product search once all criteria is selected.

Column Headings:

Product

Displays the full name of the product.

Distributor

Displays the name of the distributor.

Manufacturer

Displays the name of the manufacturer.

Last Count

If a previous count has been done on that particular product, the most previous date would be displayed here.

Avg Cost

Displays the average cost of the product.

On Hand

Shows current Millennium count.

Actual

Once the user types it in, will display the on the shelf count of inventory for that product.

X

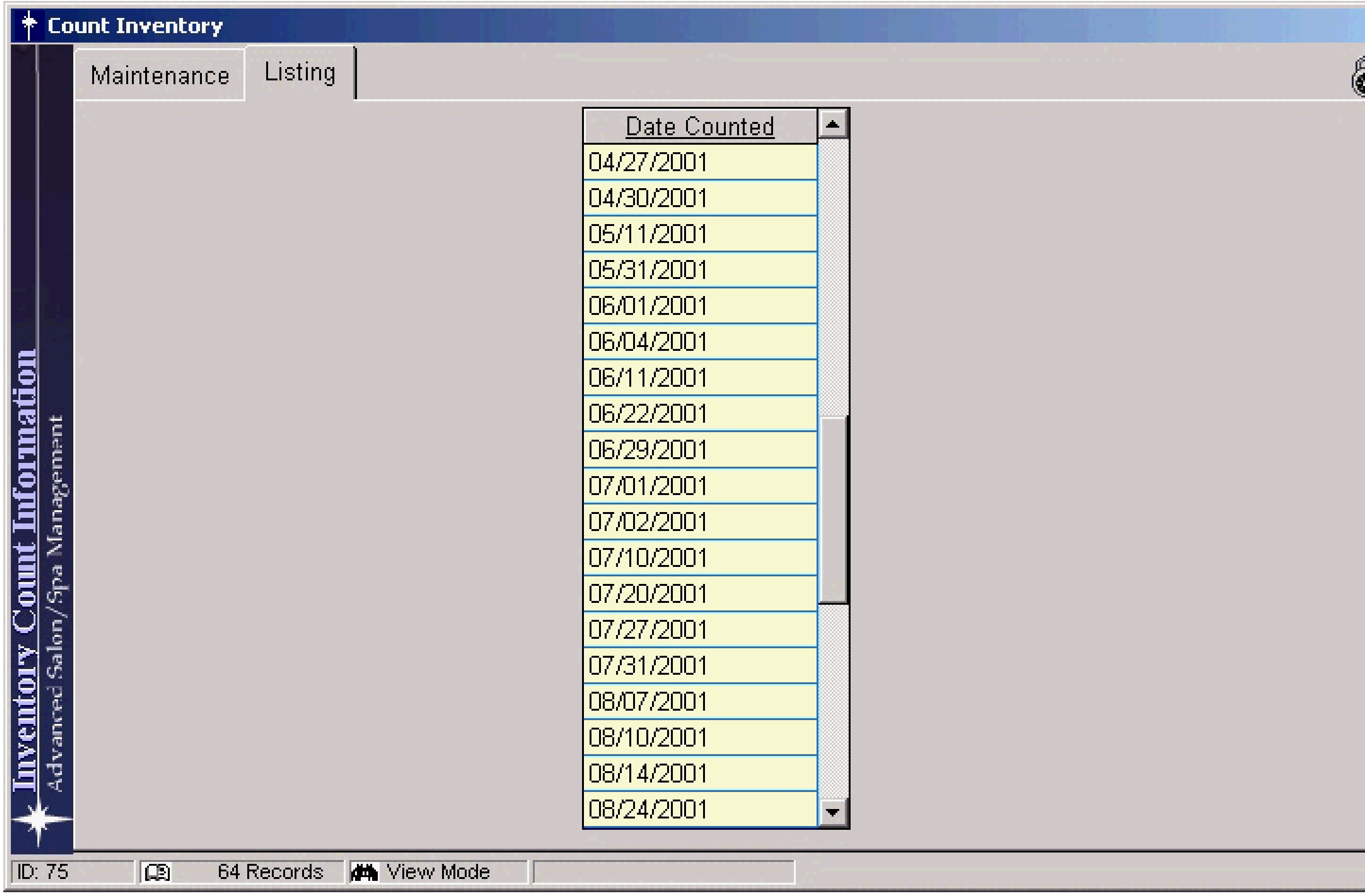
This Check Box will visually indicate that the product has in fact been counted and verified.

Loss/Gain

Will display the amount lost or gained if there is a difference between the On-Hand and Actual counts.

Count Inventory Listing

The Count Inventory Listing tab displays all stored inventory counts.



Click the mouse on the desired date to make it the active count to be displayed. When you return to the Maintenance screen, the selected date will be displayed in the text field. It is there where new inventory counts can be created, or the active count can be edited or deleted.

If the list of dates go beyond the bottom of the screen, use the scroll bar on the right side of the screen to scroll though the list.

Use the Search box to locate a particular date.

Use these Pulldown Lists to filter the product search to just the types selected.

Millennium will only search for products that have not been counted since the date entered into this Date Field. This avoids overlapping.

This date field is automatically populated with the current date when a new inventory count is created. You may change this date manually to whatever is desired.

These Radio Buttons allow the option to display only retail products, shop supply products, or both.

This button initiates the product search once all criteria is selected.

Displays the full name of the product.

Displays the name of the distributor.

Displays the name of the manufacturer.

If a previous count has been done on that particular product, the most previous date would be displayed here.

Displays the average cost of the product.

Shows current Millennium count.

Once the user types it in, will display the on the shelf count of inventory for that product.

This Check Box will visually indicate that the product has in fact been counted and verified.

Will display the amount lost or gained if there is a difference between the On-Hand and Actual counts.

Appointment: Appointment Book Right Click Options

The Appointment Book is equipped with powerful Right Mouse Click Options for quickness and ease. While all of the functions available with the right click options can be performed through their full steps, the use of the right click menu options allows for quick jumps to that specific feature and eliminates the need for several left mouse click steps. Below are descriptions of each of the right click menu options available in the Appointment Book. Also note that a "Right Click Menu Alert" will also appear in each topic for those specific features.

Many of the Right Click Menu Options will be specific to the Grid Cell that you right click over. For example, Employee "GMAN" for 6:00P.

Launch Editor

Opens the Appointment Book Editor and defaults to the Employee, Day, and Time selected.

Client

Three Client Database options are available:

1) For existing appointments only, opens the Client Database and displays the record for that client. You may view or edit the record.

2) For existing appointments only, shows Formulas (if any) that have been created for that client.

3) For existing appointments only, displays the selected clients History.

Goto Employee

At any location in the Appointment Book, this option will open an Employee Selection screen. Choose an employee and the Appointment Book will shift to show that employee as the left most column on the screen.

Delete This Appointment

For existing appointments only, select this option to delete the appointment and leave the time open for another prospective client.

Check In

When the client arrives at the salon for their appointment, use this right click option to quickly check them in. When a client has been checked in, their name in the Appointment Book becomes underlined.

Confirm

There are two choices for confirming the appointment with the client:

1) Left Message: Choose this if a message was left with the client regarding their appointment.

2) Contacted/Verified: Choose this if you've spoken directly with the client and have received verification from them that they will be at the appointment.

No Show

For existing appointments only. When a client does not show up for their scheduled appointment, use this option to mark them as a No Show. When a client has been designated as a no show, a banner saying "No Show" will appear across their appointment.

Cancel No Show

For existing appointments only that have been designated as a No Show. Oops, they've shown up after all or the "No Show" choice was selected simply in error. No problem, select this option to remove the No Show indicator.

Ring Up

Jump directly from the Appointment Book to the Register to begin the client's ring up. All pre-indicated information is populated in the transaction for you. For example, the Paying Client, Employee, and all scheduled services.

View

Opens a filter window to focus the Appointment Book's display. For example, specific employees and/or classifications.

Find Appointment

Opens an Appointment Locator screen that allows you to view all appointments scheduled for a particular client. You can go to a particular appointment by double-clicking on the desired appointment.

Move

Click the mouse on this button to activate "Move Mode". This will allow you to click directly on any booked appointment on the Scheduling Grid, then click again on an available time slot. The appointment will move to that new slot.

Pending

This button opens a Pending Appointment Editor screen much like the Appointment Editor. Use this to schedule pending appointments for clients who are searching for availability.

Block Time

Opens a Block Time screen in which you can establish an Appointment Blocking that does not allow appointments to be scheduled.

Standing Appointments

Clicking this button will open a Standing Appointments screen that enables you to create regularly scheduled appointments for the same service. For example, if a client wishes to have a hair cut every last Thursday of each month, this screen will allow you to schedule a "Standing Appointment" for these future dates.

Scan For Opening

Scans through each eligible employee's appointment schedule for an opening and will suggest that slot for the client. Works for multiple services with multiple employees.

Time Jump (Today, Next/Previous Day, Ahead # Weeks)

Instantly jump to the selected time frame.

Print Options

Use these print selections to print the Appointment Grid or Print the selected Work Ticket.

Help

Opens the help feature.

Appointment: Deleting An Appointment

There are several ways to delete an existing appointment and make the time slot available for another prospective client.

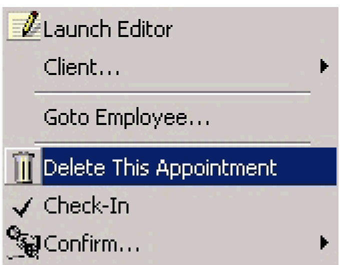
From the Appointment Editor

- While in the Appointment Grid, locate the appointment and double click on it with the left mouse button. This will open the Appointment Editor.
- Click the mouse on the 

 button to remove the appointment.

From the Appointment Grid

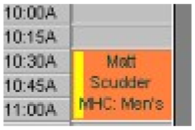
- As a quick way to delete an appointment, use the Right Mouse Button to click on the appointment from the Appointment Grid, then select "Delete This Appointment" from the menu.



Appointment: Confirming Appointments

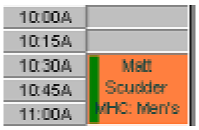
For those businesses that confirm their appointments, Millennium portrays three different visual representations indicating different confirmation successes in the appointment book.

- If the appointment has a yellow bar down the left side of it



it's representing that you have called and left a message for that client.

- If the appointment has a dark green bar down the left side of it



it's representing that you have called and contacted that client.

- For those that call a second time for those clients you have only left a message for, and you want to indicate that you called initially to leave a message and then second time around you called and confirmed them, the appointment will have a bright (fluorescent) green line going down the left hand side of the appointment.

- To mark these appointments accordingly, you can either double click on the appointment to launch the editor or right click on the appointment and left click on launch editor. Then, manually check in "Left Message," "Contacted/Verified," or both and click on the save action button 

.

- Also, you could right click on the appointment and left click on either confirm -> left message or confirm -> contacted/verified.

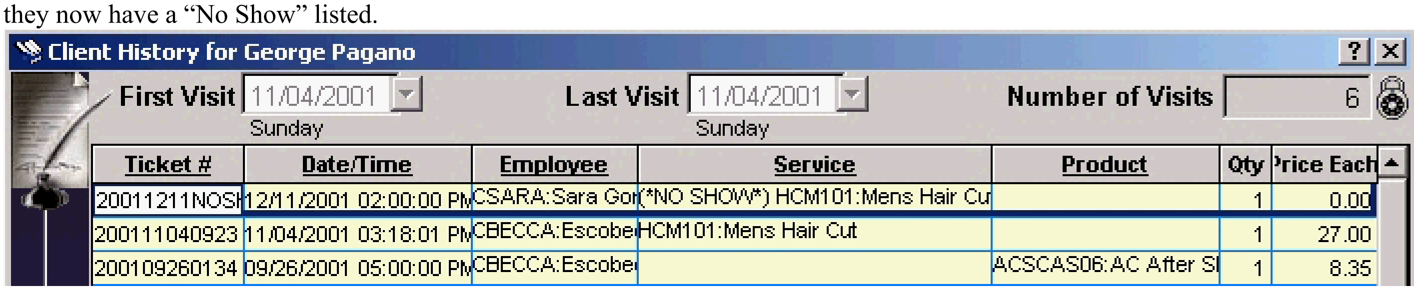
Appointment: No Show

To mark an appointment as a no-show, simply right click on the appointment and left click on "No Show."

After clicking on "No Show," Millennium will then continue to ask if this appointment is a "No Show." You will proceed to hit 

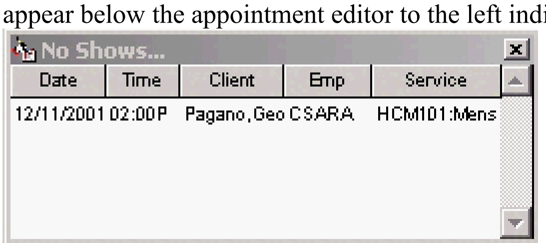
. As a direct result of this, the appointment will be visual marked as a no show.

Utilizing this "No Show" feature has a direct impact on that client's history. If you notice in the client's history, they now have a "No Show" listed.



Ticket #	Date/Time	Employee	Service	Product	Qty	Price Each
20011211NOSH	12/11/2001 02:00:00 PM	CSARA:Sara Gon	(*NO SHOW*) HCM101:Mens Hair Cu		1	0.00
200111040923	11/04/2001 03:18:01 PM	CBECCA:Escobe	HCM101:Mens Hair Cut		1	27.00
200109260134	09/26/2001 05:00:00 PM	CBECCA:Escobe		ACSCAS06:AC After Sl	1	8.35

Also, now when you book future appointments for the client that you just marked as a "no show", a little box will appear below the appointment editor to the left indicating all previous "no show" appointments.



Date	Time	Client	Emp	Service
12/11/2001	02:00P	Pagano,Geo	CSARA	HCM101:Mens

This is a great feature for bringing to light those clients that constantly no show. You can make a determination based on your company policy to require that client to keep a credit card on file that would be charged in the event of a No Show.

Appointment: Cancelling No Show

Perhaps a client calls you up and notifies you that they can't make their appointment today, so you mark their appointment as a "no show." That client calls you up and notifies you that they will be in after all. Simply right click on the appointment you marked as a "no show" and left click on "cancel no show."

Appointment: Ring Up from Appointment Book

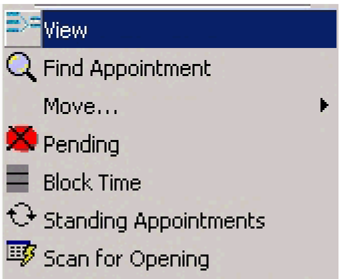
You can ring up a transaction w/out having to exit out of the appointment book as you had to in Millennium. Simply right click on the appointment you want to ring through and left click on ring up.

The register screen will then proceed to appear with all that client's information inserted in the appropriate fields.

#	Client	Employee	Type	Service	Product	Quantity	Disc	Unit Price	Line Total
1	Pagano,George	CSARA	R	Mens Hair Cut		1		29.00	29.00
2	Pagano,George	CSARA	R			1		0.00	0.00

Appointment: Change Employee Order

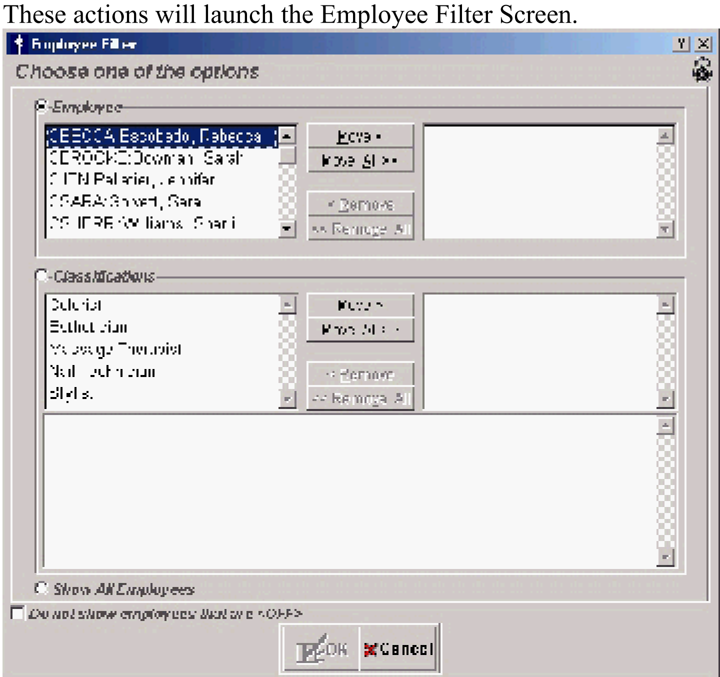
In Millennium you have the ability to change the way employee's are viewed in the Appointment Book.   To do this, either right click in the appointment and left click on view.

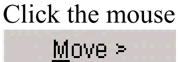


You may also click on the 

button located at the top of the Appointment Book.

These actions will launch the Employee Filter Screen.



- Click the mouse on the Employee <u>Radio Button</u>.   Then, select specific employees by clicking on the 

button after highlighting the appropriate employee.   Another way to select the employee would be to click and drag the name over from the left box to the right
- Click the mouse on the Classifications Radio Button.   Then, select the desired classification by clicking on the 

button after highlighting the appropriate classification
- One final filter would be to only see employees who are working on that day.   To achieve this, simply check in the box that's labeled "do not show employees that are <off>".

Click the mouse on the 

button to complete.

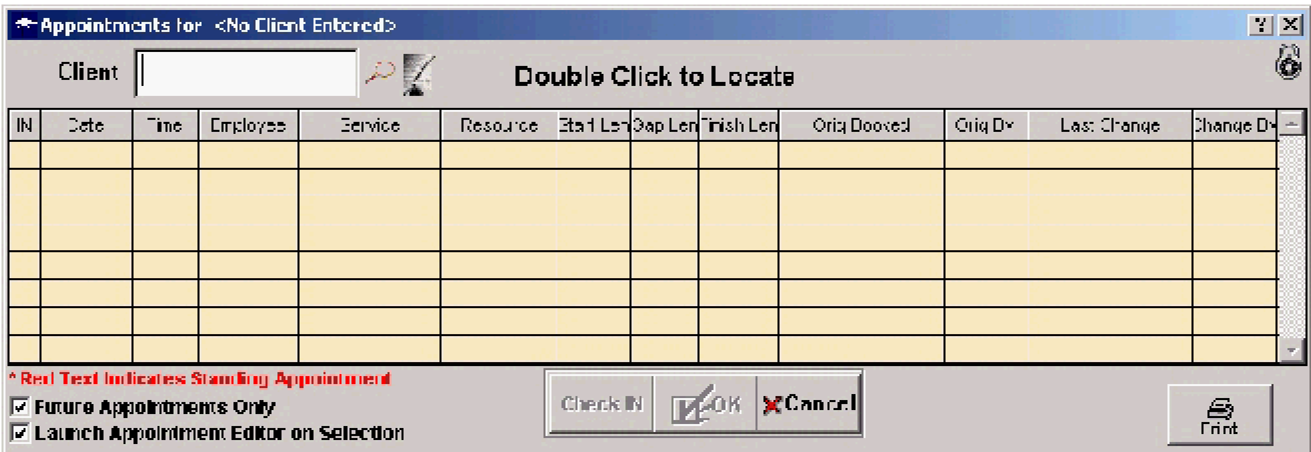
Appointment: Find Appointment

There are two ways to search for scheduled appointments.

From the Appointment Book

- Click the mouse on the 

button located at the top of the appointment book. This will launch the Appointment Locator screen.

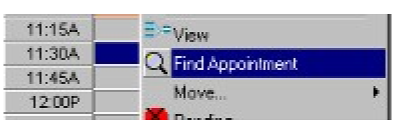


- Use the Client Intelligent Controls to search for the client's name. All appointments scheduled for that client will appear.
- When the Future Appointments Only Check Box is off, all appointments will be visible. If on, then only appointments scheduled in the future will appear.
- If the Launch Appointment Editor on Selection Check Box is on, then clicking the mouse on an appointment will automatically launch the Appointment Editor.
- Click the mouse on the 

button to complete.

From the Appointment Grid

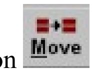
Another way to access the Appointment Locator screen is to Right Click anywhere over the Appointment Grid, then click on Find Appointment.



Appointment: Move an Appointment

Millennium allows you to quickly move existing appointments to new times, dates, and even to different employees. This feature allows for quick rescheduling without needing to delete existing appointments.

From the Appointment Book

- In the appointment book, click on the move button 

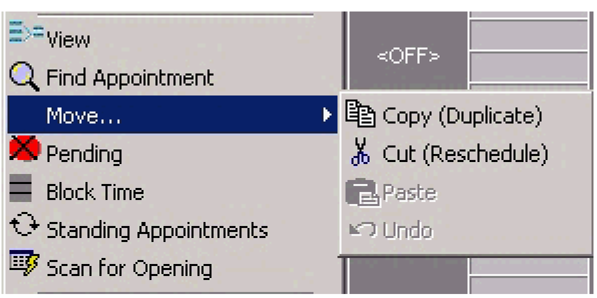
located at the top of the screen. The following instruction will prompt:

- Click the mouse on the desired appointment you want to move. Then, the following instruction will follow:

- Finally, click the mouse on the cell in the appointment grid where the appointment should be rescheduled. The appointment will immediately be rescheduled to the specified location.

From the Appointment Grid

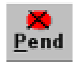
Right click the mouse on the appointment you wish to reschedule and select Move, then Cut (Reschedule) from the menu.



Select the new date & time where you want to reschedule the appointment, right click on the desired final destination's cell and select Move, then Paste from the Menu.

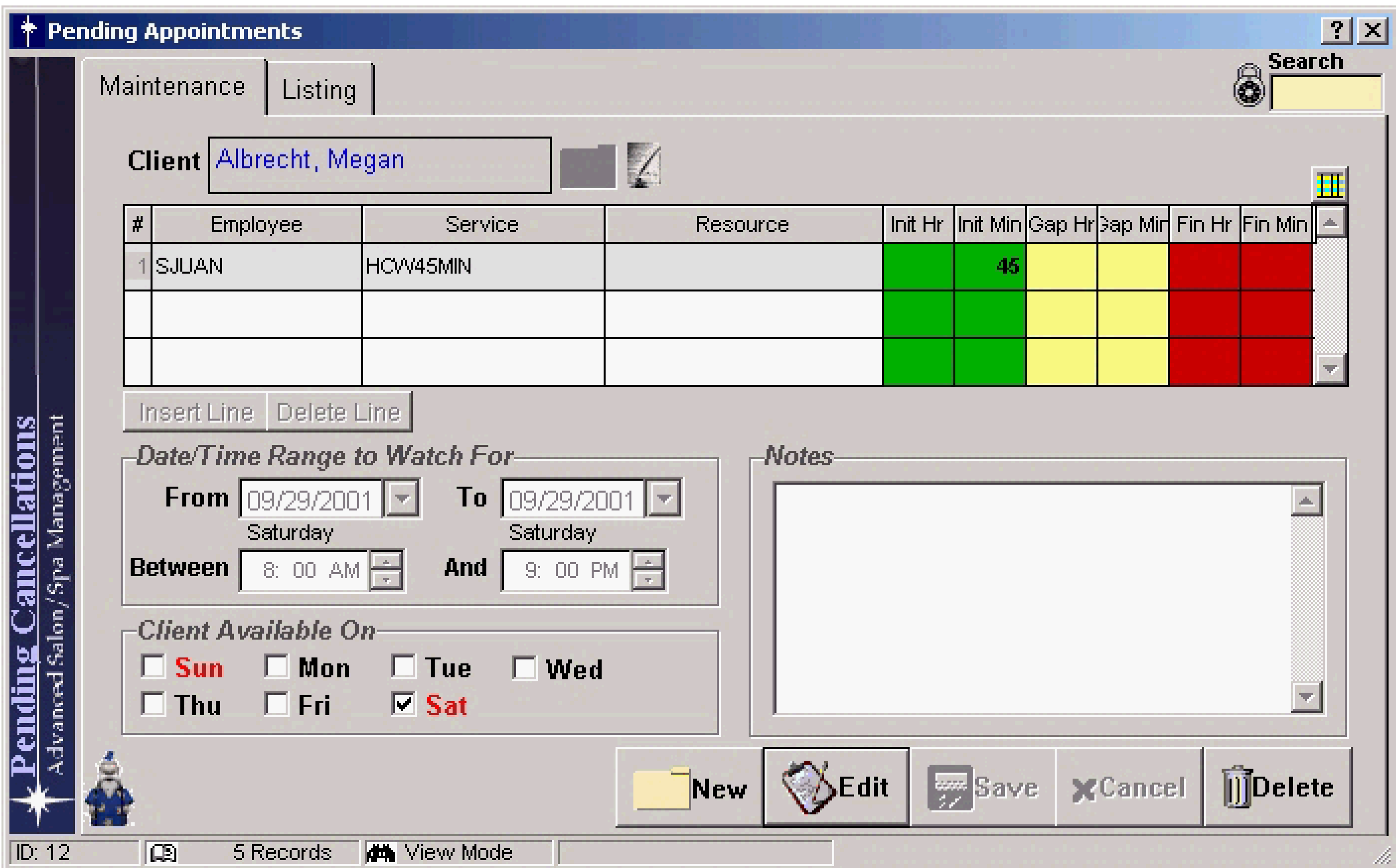
Appointment: Pending Cancellation

Millennium allows you to easily add clients to a pending cancellation list in case a desired stylist/service provider is unavailable and the client wants to be notified if an opening occurs due to cancellation.

- Simply click on the pending action button 

located at the top of the appointment book or right click in the appointment book and left click on pending.

This will bring up the following screen:



- Type in the clients name
- Select that client's desired employee and service they are looking to get done.
- Select the date range for which the client is looking for a cancellation as well as the times best suitable for them. If the client desires to be on a waiting/pending cancellation list for multiple days, proceed to check in what days they are waiting for
- Click the mouse on the 

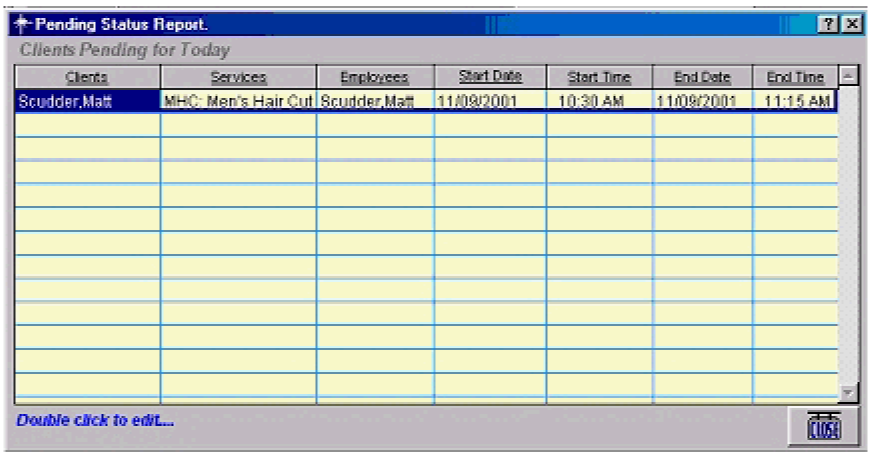
action button

If there is a cancellation for that day, proceed to delete out that appointment.   If the criteria for anyone on the cancellation list matches the opening newly created, the Pending Cancellation availability screen will appear.

Also, located on the bottom of the appointment book is a live status bar, which updates instantly.

There is a pending button 

in which if clicked on, the following screen will appear:

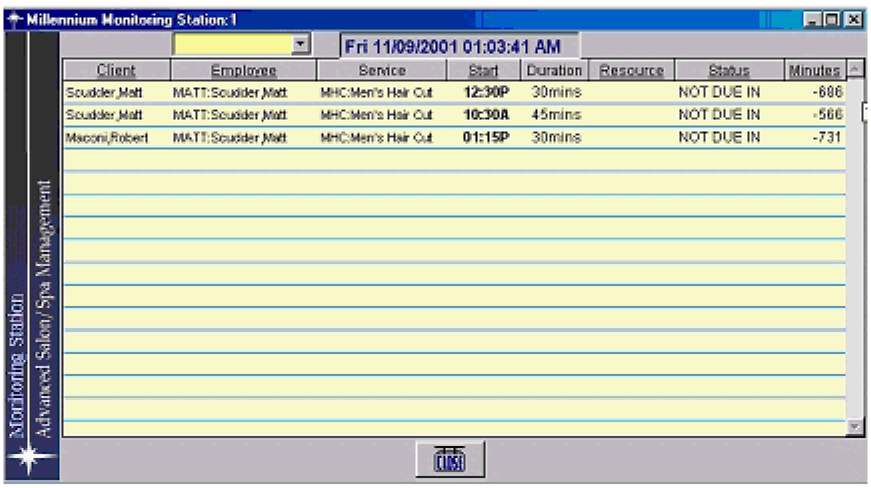


This screen will tell what clients are on a pending cancellation for that day.   It tells you what client is waiting for what service with what employee, the desired date and time range that client is looking to squeeze in.   If you notice at the bottom left of this screen, it says, “Double click to edit.”   If you double click on the pending cancellations of you choice, you will have the ability to edit the original pending record.

Appointment: Monitoring Station

Millennium introduces a new feature called the Monitoring Station.   This feature allows employees to look at their day without having to browse all throughout the appointment book.   This monitoring station can be displayed all day long on a single look-up station.   Accessed it by clicking on the Appointment menu option and click on the submenu entitled "Appointment Monitoring Station."

The monitoring station appears below:



The monitoring station displays the client's name, what employee their service is with, the service getting done, what time the appointments is, the duration of that service, the resource if applicable, status (checked out, not due in, late, etc.), and how minutes they are due to check in or how long they have been checked out.   Any clients running late will be marked by the color red.   Client's checked in will be marked as the color green.   POWERFUL!   Best of all, you can use the Monitoring Station on an old pc – doesn't require a lot of memory or speed as long as you stay in the Monitoring screen all day.

Appointment: Status Bar

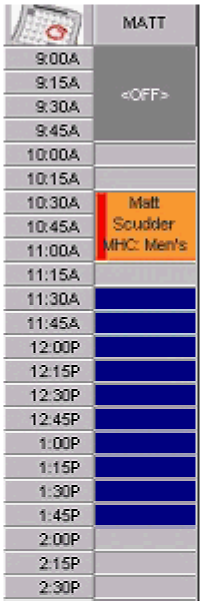
One of the many powerful features of Millennium includes the status bar located at the bottom of the appointment book.   Monitoring these real-time indicators will help you book smarter, realize potential problems faster (clients running late, a lot of clients about to check in), and more.

HARMS Software encourages pre-booking and has added the ability in the Register to automatically pre-book clients as they are rung up.   The appointment book gives you instant access to the %Pre-Booked statistics to see if you are within your goals.   If you use the VIEW button to look at a particular person or classification of employees, the percentages adjust to the employees you are viewing.

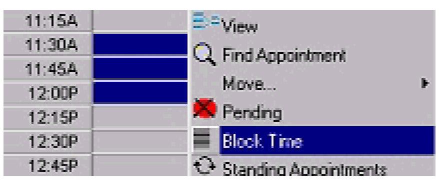
The status panels that look like buttons can be clicked on to obtain more detail.

Appointment: Block Time

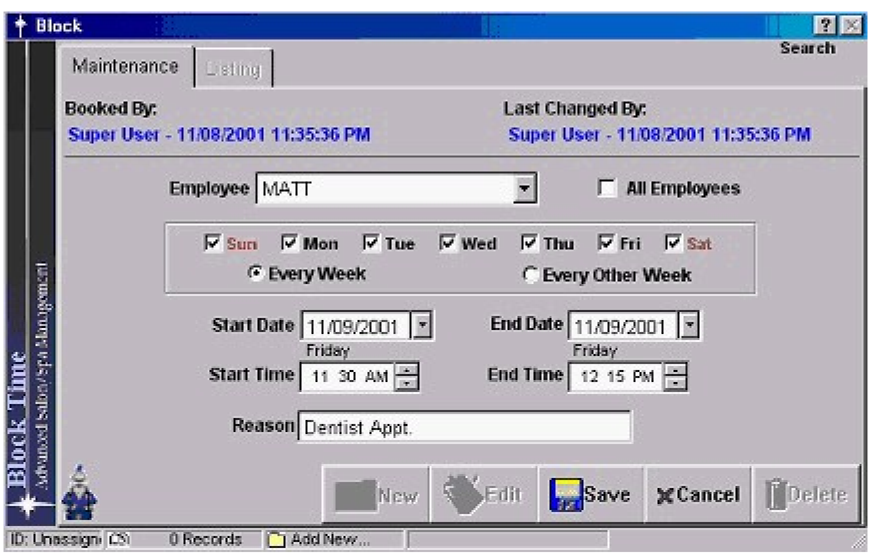
Block time allows you quickly block out time for a certain employee so that appointments can not be made by accident especially if that employee is not there (i.e. Lunches, vacation, doctor's appointment, etc.). One of Millennium's advanced features is the ability to click and drag the mouse to highlight the are to be blocked. For example, in the appointment book, you can click and drag a desired time frame in which to block.

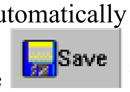


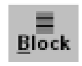
After highlighting the desired time frame, simply right click and left click on block time.



The following screen will appear:



If you notice, the employee, date, and time will automatically be filled in for you. All you have left to do is to type in the reason you're blocking this time and hit the  button. The following will result:

Another way block time would be to simply click on the 

button located at the top of the appointment book.

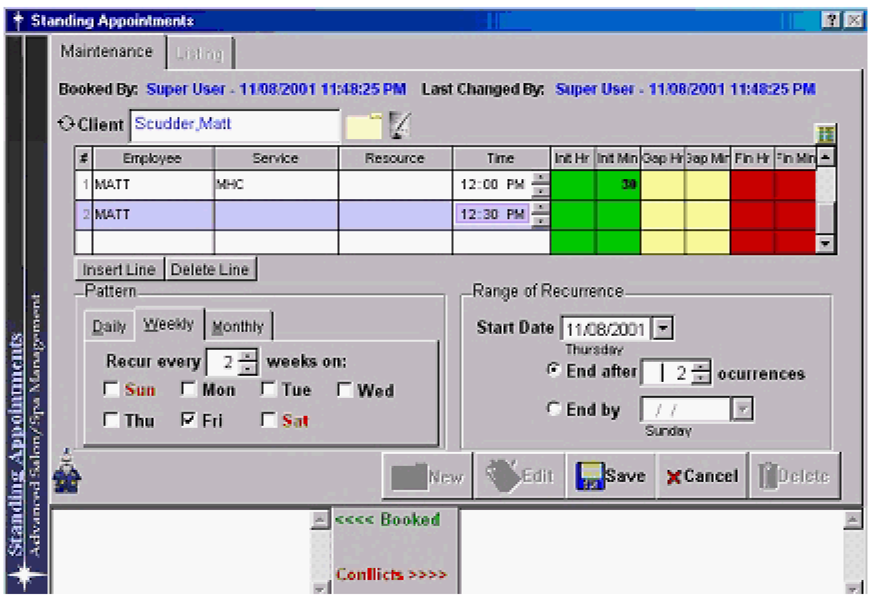
Appointment: Standing Appointments

Millennium allows you to quickly add standing appointments for an unlimited time in the future. For example, you have a client that comes in on Wednesday every two weeks at 3:00 pm. Millennium gives you the ability to book that appointment consecutively for a specific number of occurrences or until a specific date.

Simply right click in the appointment book and left click on standing appointments

or click on the standing button 

located at the top of the appointment book. Both processes will result with the following screen appearing:



You will select the client, desired employee and service. Also, you have the ability to book daily, weekly, or monthly. Select the desired pattern. In this example, Matt is coming in every two weeks on Friday with Matt for a men's haircut at noon.

Next, select the date you would like to start booking the appointments on and the date you wish to book up to or the of occurrences.

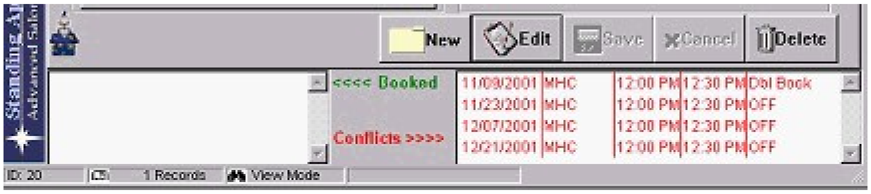
Click on the 

button.

One of the more powerful features of Millennium is the ability to book multi-service standing appointments. For example, if one of your clients comes in every two weeks for a manicure from 11:00 am – 12:00 pm and then follows that up with an eyebrow wax from 12:00 pm – 12:15 pm, Millennium allows you to book both of these standings at once. All you need to do is select the manicure on line 1 with the appropriate employee and the eyebrow wax on line 2 with the appropriate employee followed by clicking on the 

button.

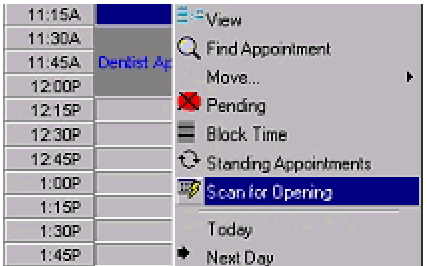
You will have the ability to see whether the appointments were booked or if there was a conflict with one of the future appointments being made. If the employee's schedule is not copied forward or if the desired standing appointment is overlapping an appointment that already exists, the potential standing appointment date will get returned into the conflict field.



Millennium allows you to book the conflicts simply by double clicking on the desired conflict date in red. You should only do this if you are purposely overriding or double-booking the appointment.

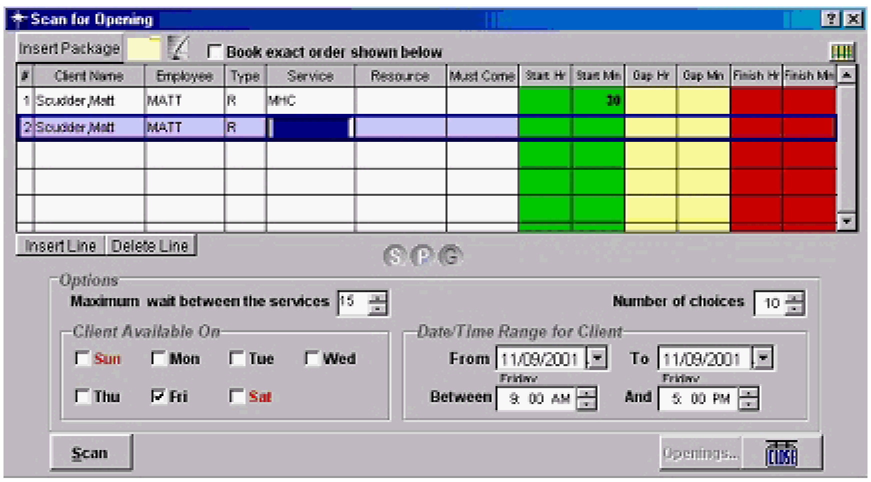
Appointment: Scan For Openings

Millennium allows you to scan for appointment openings in a matter of seconds. This is great for package booking, multiple service booking, or even single service booking. If all your employees appear to be booked, scan for opening will tell you whether or not a client will be able to come for that desired date and get the service(s) done. You can either right click in the appointment book and left click on scan for opening



or click on the 

button located at the top of the appointment book. The following screen will appear:



First, select the client, the employee, and service – just like booking an appointment.

Next select the maximum wait between services if scanning for multiple services.

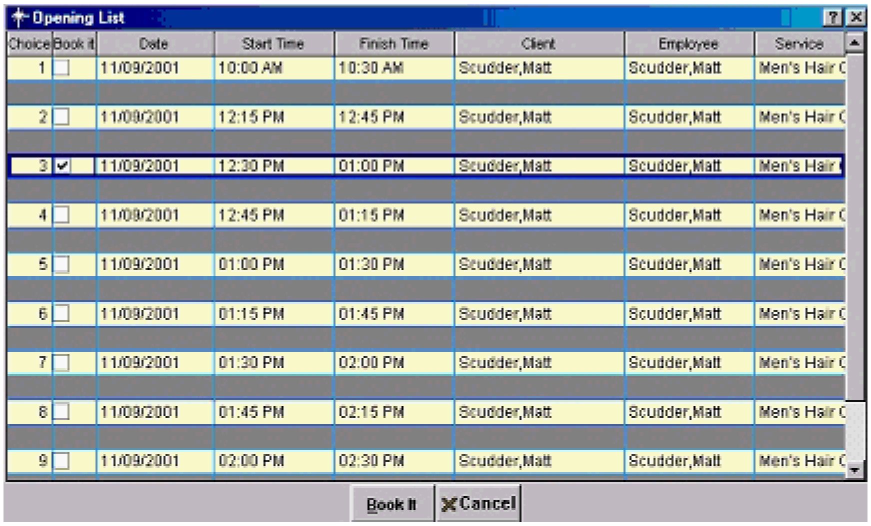
With package booking, simply select the client name on line 1 and then proceed to click on the 

button and select the package you desire.

Next, select the number of choices/openings you want to choose from. If you're scanning for a package that contains eight services, do you really want to go through ten choices over the phone with the client? Try making the number of choices/opening equal to five.
Select the date range that client wishes to come in and the times they are looking to come in and be out of your place of business by.

Once all this criteria is filled in, click on the 

button. The following opening list screen will appear:



Opening List

Choice	Book it	Date	Start Time	Finish Time	Client	Employee	Service
1	☐	11/09/2001	10:00 AM	10:30 AM	Scudder,Matt	Scudder,Matt	Men's Hair C
2	☐	11/09/2001	12:15 PM	12:45 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
3	☑	11/09/2001	12:30 PM	01:00 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
4	☐	11/09/2001	12:45 PM	01:15 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
5	☐	11/09/2001	01:00 PM	01:30 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
6	☐	11/09/2001	01:15 PM	01:45 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
7	☐	11/09/2001	01:30 PM	02:00 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
8	☐	11/09/2001	01:45 PM	02:15 PM	Scudder,Matt	Scudder,Matt	Men's Hair C
9	☐	11/09/2001	02:00 PM	02:30 PM	Scudder,Matt	Scudder,Matt	Men's Hair C

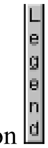
Millennium will return (if possible) a listing of openings. Simply click on the desired appointment number (in this case – listing # 3) and then click on the  button. The following will result

2	☐	11/09/2001	12:15 PM	12:45 PM	Scudder,Matt	Scudder,Matt
3	☑	11/09/2001	12:30 PM	01:00 PM	Scudder,Matt	Scudder,Matt
4	☐	11/09/2001				Scudder,Matt
5	☐	11/09/2001				Scudder,Matt
6	☐	11/09/2001				Scudder,Matt
7	☐	11/09/2001	01:30 PM	02:00 PM	Scudder,Matt	Scudder,Matt
8	☐	11/09/2001	01:45 PM	02:15 PM	Scudder,Matt	Scudder,Matt

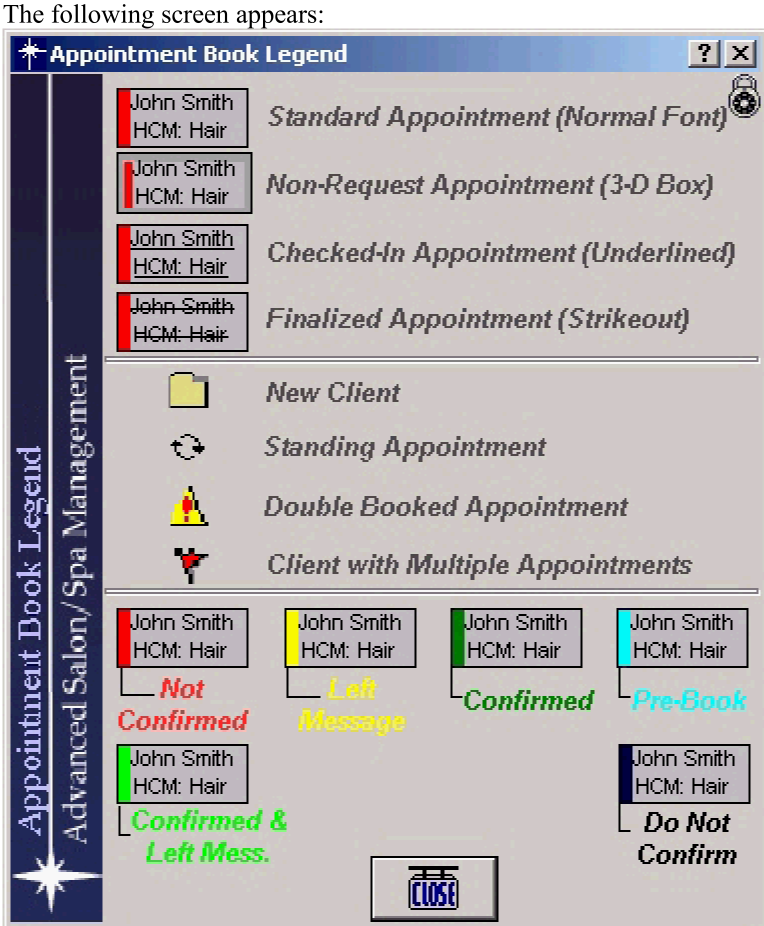
and your appointment(s) are booked – it's that easy!!!

Appointment: Appointment Book Legend

A legend is available in the appointment book which describes the visual status indicators, and icons. The appointment legend button is located at the extreme left side of the appointment book screen.

To view the legend, simply click on the legend action  button.

The following screen appears:



The Scheduling Grid is a group of time slots for each employee. These time slots are where appointments can be booked. Along the top of the grid you'll see the employee's name and down the left side of the grid you'll see the times of the day listed in 15 minute intervals. Click the mouse on the "Mouse/touch" sensitive cells to activate the Appointment Editor.

On the Scheduling Grid where the employee's column and the time of day meet, there will be a mouse/touch sensitive cell which will open the Appointment Editor and allow you to book an appointment with that employee at that time.   Once an appointment is booked it will appear directly in the cell.

A convenient monthly calendar sits on the main screen. You can click directly onto any day of the month and the date will change to that day. Click the arrow buttons on either side of the calendar to jump one month at a time either forward to backward. The chosen day, month, and year will always be displayed directly beneath the calendar.

Choose the name of the client who will be paying for the appointment. This is necessary in the case where multiple appointments are booked together, i.e., mother pays for kids. This field is supported by Intelligent Controls.

This will open the Quick Search screen.

Click this button to add new clients to the database.   You must do this before you can book an appointment with a new client.

Enter the date of the appointment here. Click the mouse on the down pointing arrow to have the Calendar Screen appear where you can click to the selected date.

Click the mouse on this check box when the client shows up for their appointment.   This will establish them as "In the Salon" and either being serviced or currently waiting for service.   This will feed into a window that can display ALL clients who are in the salon.

Displays the Client's Name.

Click the mouse in the Employee cell of the current line in the schedule.

Use this pulldown list to select the Appointment Type.

Use this pulldown list to select the Service to be performed on the client.

Use this pulldown list to select the Appointment Resource.

Use this pulldown list to select the gender requested to perform the service on the paying client. There is a "No Preference" selection included, so this selection can be used for all scheduled appointments.

You will notice the time is already populated. This is a direct result from clicking the mouse in the scheduling grid on the row for that time. You may still change the time to any that is desired.

These fields are separated into Initial, Gap, and Finish. Typically, services such as haircuts have initial times (say 30 minutes). Services such as Perms and Colors require processing time in-between called Gap Time where the stylist can perform other services. Finish Time is the time required for completing the service (blow-out, etc.). They are automatically populated when you select a service from its pulldown list. You do have the ability to change the default time within these fields and Millennium will remember your revised duration the next time that client schedules that particular service.

Click the mouse on this button to insert lines for additional appointments.

Click the mouse on this button to delete a line (single appointment).

This check box will indicate that there is no need to confirm this appointment with the paying client.

Use this checkbox to indicate whether a client was contacted about the appointment or not.

Check this box if you left client a message on an answering machine or with another person.

Any notes you feel are necessary into this window. They will be saved along with the appointment.

Click the mouse on this button to display the client’s phone numbers.

Click the mouse on this button to allow the existing appointment to be double booked over. The existing appointment will not be affected.

Opens a filtering screen to focus what will be displayed on the Appointment Book main screen. Select Employees by name or by classification and show only those selected.

Opens an Appointment Locator screen that allows you to view all appointments scheduled for a particular client. You can go to a particular appointment by double-clicking on the desired appointment.

Click the mouse on this button to activate “Move Mode”. This will allow you to click directly on any booked appointment on the Scheduling Grid, then click again on an available time slot. The appointment will move to that new slot.

This button opens a Pending Appointment Editor screen much like the Appointment Editor. Use this to schedule pending appointments for clients who are searching for availability.

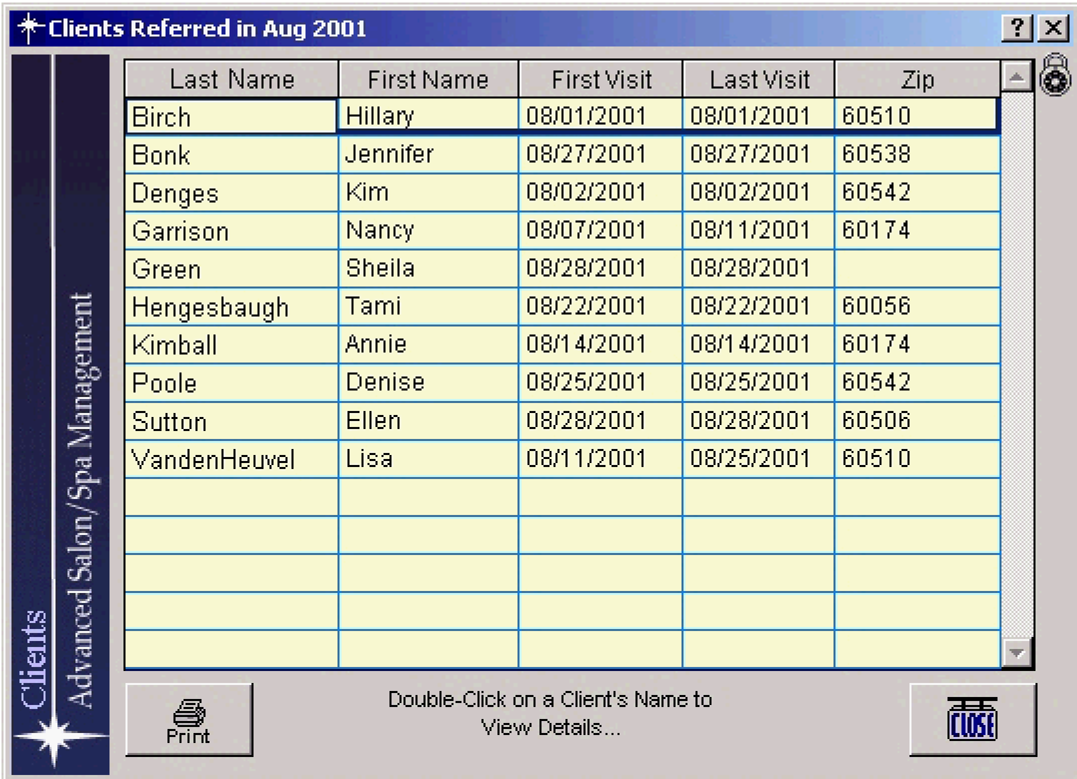
Opens a Block Time screen in which you can establish an Appointment Blocking that does not allow appointments to be scheduled.

Clicking this button will open a Standing Appointments screen that enables you to create regularly scheduled appointments for the same service. For example, if a client wishes to have a hair cut every last Thursday of each month, this screen will allow you to schedule a "Standing Appointment" for these future dates.

Scans through each eligible employee's appointment schedule for an opening and will suggest that slot for the client. Works for multiple services with multiple employees. *Great for Day of Beauty bookings*. The Scanned example is specific to an employee and service for a particular day of the week and time slot. When an acceptable time slot has been located, click the mouse in the Check Box to the left of that opening and click the Book It button.

Database: Referrals: Client Referral Window

When in the Client Referrals Maintenance Screen, click the mouse on any month's statistics box. This will open the referral window as displayed below.



Last Name	First Name	First Visit	Last Visit	Zip
Birch	Hillary	08/01/2001	08/01/2001	60510
Bonk	Jennifer	08/27/2001	08/27/2001	60538
Denges	Kim	08/02/2001	08/02/2001	60542
Garrison	Nancy	08/07/2001	08/11/2001	60174
Green	Sheila	08/28/2001	08/28/2001	
Hengesbaugh	Tami	08/22/2001	08/22/2001	60056
Kimball	Annie	08/14/2001	08/14/2001	60174
Poole	Denise	08/25/2001	08/25/2001	60542
Sutton	Ellen	08/28/2001	08/28/2001	60506
VandenHeuvel	Lisa	08/11/2001	08/25/2001	60510

Double click the mouse on any of the names displayed in the list to open their Client Database record.

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet. Available only when printing Mailing Labels.

Select 3x5 or 4x6.

Select 3x5 or 4x6.   Available only when printing Post Cards.

Click the mouse on the label you wish to being printing.   This is useful if you are printing on a partially used label sheet.   Available only when printing Mailing Labels.

Marketing: Client Referrals

When you log information into the Clients Database, there is a section that lets the user establish how the client was referred to your salon/spa.

Millennium can scan the database for all client referrals that fall within a date range that you set, and then print mailing labels or post cards with the client's name and address.

Screen Descriptions

Printing Anniversary Post Cards

Printing Mailing Labels

Use these fields to establish the range of dates that Millennium will search for clients who have referrals that have occurred. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Type the message you would like to tell your clients -- like "Thank You."   Available only when printing Post Cards.

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're making would be a good suggestion of what to type here. Available only when printing Post Cards.

Select 3x5 or 4x6.   Available only when printing Post Cards.

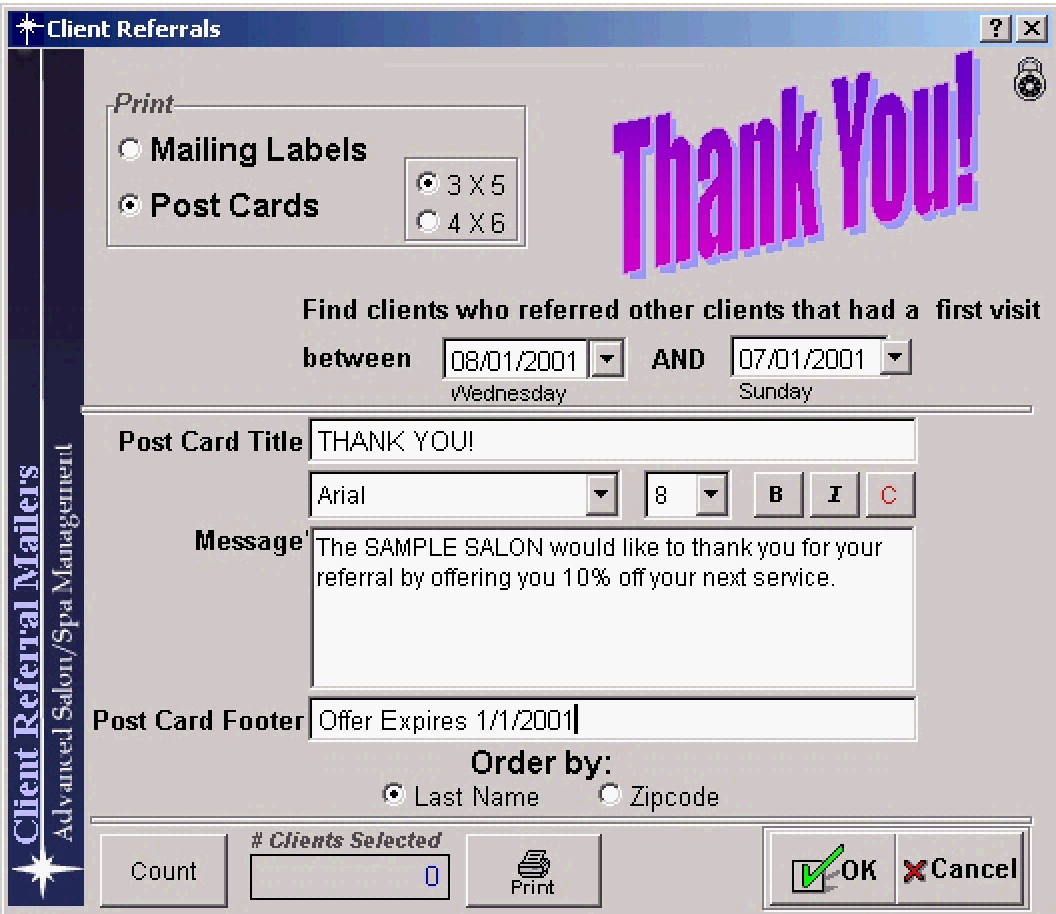
If your Client Referral mailing will the a post card, type the title of the post card here. Available only when printing Post Cards.

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Marketing: Client Referrals: Printing Client Referral Post Cards

To Print post cards for client referrals:

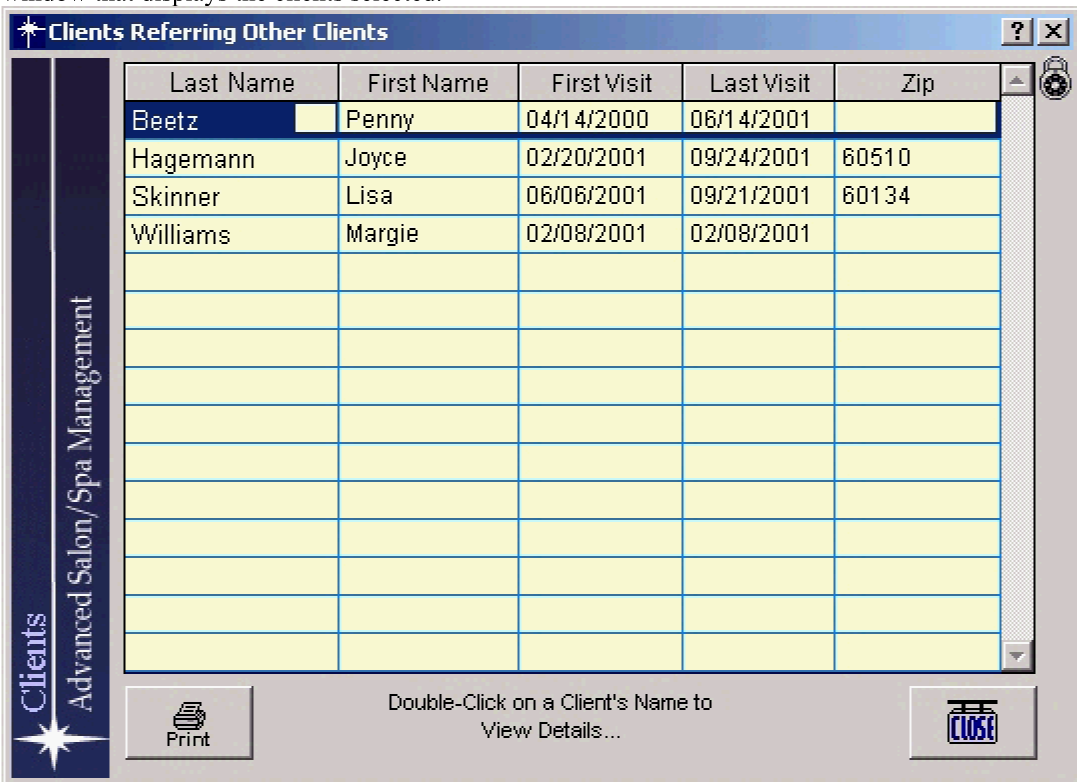
- Open the Marketing and Client Referrals screen.
- Click the mouse on the Print Post Cards radio button.



- Select the size post card by clicking the mouse either on the 3x5 or the 4x6 radio button.
- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Type the name of the post card in the Post Card Title field: such as "THANK YOU".
- In the Message text box, type the message you would like to send to your clients.
- Use the text editing controls to enhance the text in your message: such as bold, italic, different colors, and fonts.
- Include text that will appear at the bottom of each post card in the Post Card Footer field. A good example would be an expiration date if your were offering a special incentive to your clients.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on  to save and exit the screen.
- Click  to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the

button.

- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



- To print the post cards, click on the 

button.

Marketing: Client Referrals: Printing Mailing Labels

To Print mailing labels that would be used for packages being sent to those who have referred new clients:

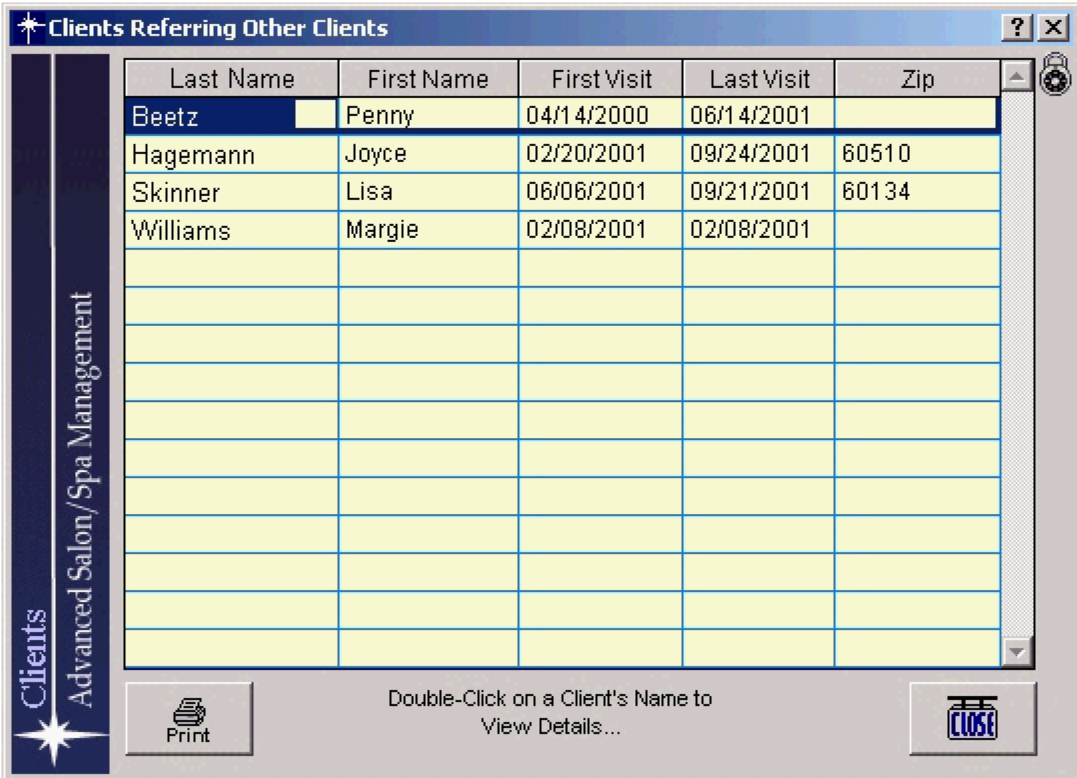
- Open the Marketing and Client Referrals screen.
- Click the mouse on the Print Mailing Labels radio button.

- Establish the date range by either typing dates into the From and To date fields, or click the mouse on the pulldown arrow and use the Calendar screen to select the dates.
- Click the mouse on the first label you would want to begin printing. This is very useful when using a label sheet with labels already printed.
- Use the Order By radio buttons to choose how you want the results to be sorted. It can be sorted either by Last Name, or by Zip Code.
- To print at a later time, click the mouse on 

to save and exit the screen.
- Click 

to exit without saving.
- To show a count of how many records were retrieved by the date range established, click the mouse on the 

button.
- Once the count has been completed, click the mouse in the # of Clients Selected Text Box to open a window that displays the clients selected.



- To print the mailing labels, click on the 

button.

Marketing: Client Referrals: Screen Descriptions

Following are descriptions for the Client Referrals Screen.

PRINT: Radio Buttons

Click the mouse on these Radio Buttons to either print Mailing Labels or Post Cards.

Date Range Fields

Use these fields to establish the range of dates that Millennium will search for clients who have referred new clients. Either click the mouse in the field and type the dates, or use the pulldown arrows to open the Millennium Calendar to choose the dates.

Post Card Size Radio Buttons (if Post Card Radio Button selected)

Select 3x5 or 4x6.

Post Card Title (if Post Card Radio Button selected)

If your referral mailing will be a post card, type the title of the post card here.

Text Editing Controls (if Post Card Radio Button selected)

Choose your font, font size, bold, italic, and color.

Message Text Box (if Post Card Radio Button selected)

Type the message you would like to tell your clients -- like "Thank You."

Post Card Footer (if Post Card Radio Button selected)

Enter the footer that will print at the bottom of each post card. The expiration date for a particular offer you're marking would be a good suggestion of what to type here.

Order By: Radio Buttons (if Mailing Labels Radio Button selected)

Use these Radio Buttons to sort the findings either by Last Name, or by Zip Code.

Select Label To Being Printing On (if Mailing Labels Radio Button selected)

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet.

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet. Available only when printing Mailing Labels.

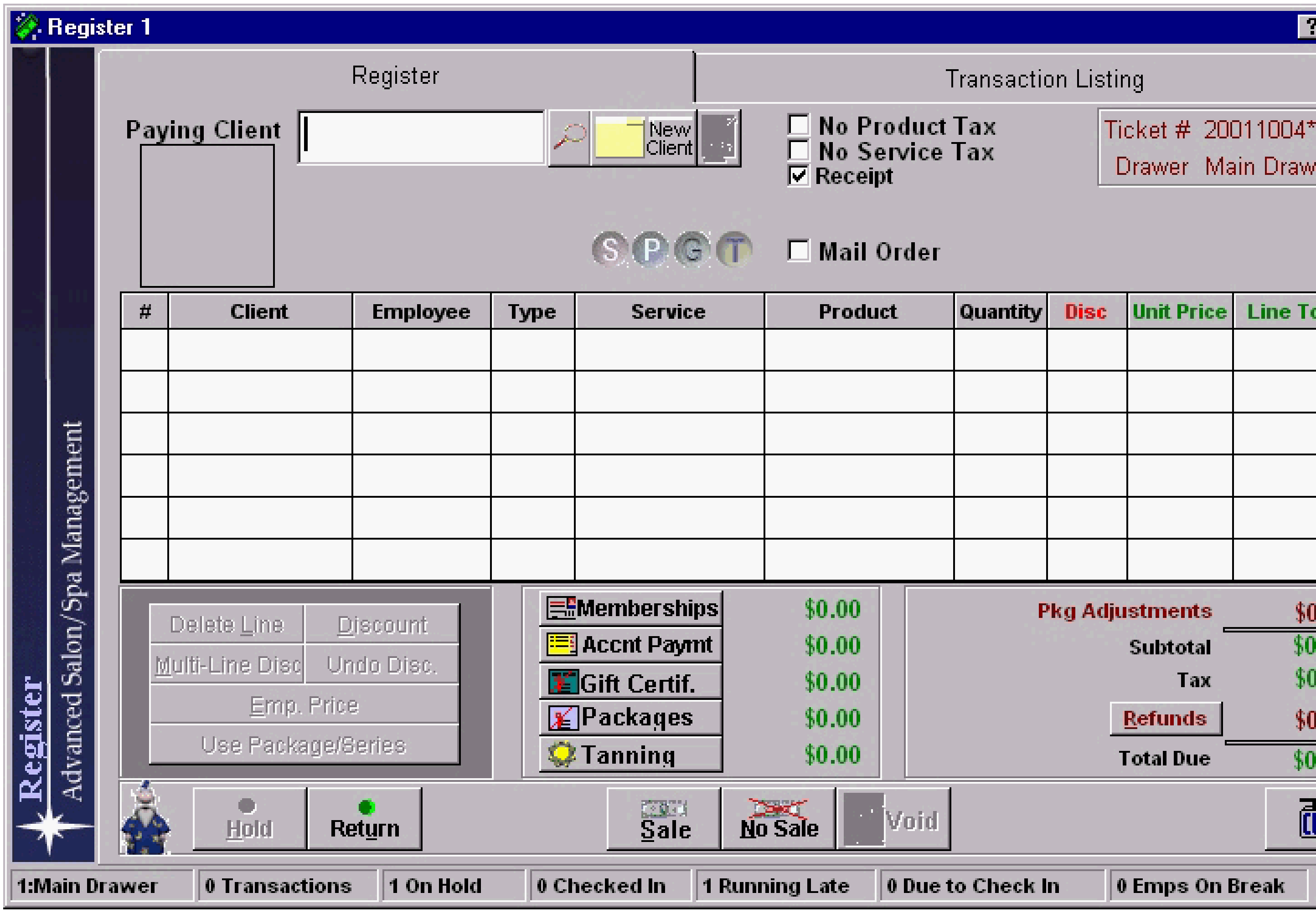
Choose your font, font size, bold, italic, and color.   Available only when printing Post Cards.

Click the mouse on the label you wish to being printing. This is useful if you are printing on a partially used label sheet. Available only when printing Mailing Labels.

Click the mouse on the label you wish to being printing.   This is useful if you are printing on a partially used label sheet.   Available only when printing Mailing Labels.

Register: Screen Descriptions

Following are descriptions to help familiarize yourself with the Millennium Register.



Paying Client Text Field

This Text Field is where the client's name who is paying for the transaction is entered. Use the Client Intelligent Controls to help quickly search for clients within the Database.

Quick Search Button

Opens a Quick Search window to help search for clients within the Database.

New Client Button

Use this button to immediately create a new client record in the Database. This is an excellent tool when ringing up first time clients.

Client History Button

Once a paying client has been selected, this option is available and will open the client's history screen. Here, a listing of all transaction tickets for that client are displayed and includes the Ticket Number, Date and Time, Employee, Products sold, Services performed, the quantity sold, and total price.

No Product Tax Check Box

Click the mouse in this Check Box to exclude tax on the product being sold.

No Service Tax Check Box

Click the mouse in this Check Box to exclude tax on the service being sold.

Receipt Check Box

Click the mouse in this Check Box if a receipt is expected to print when the transaction is complete.

Mail Order Check Box

Click the mouse in this Check Box if the Salon/Spa is expected to ship product to a customer. When this check box is activated, additional information will appear on screen and includes the client's name to ship to, and a tax rate percentage box. There is also a Special Instructions button that will open a window so special shipping instructions can be typed and saved.

S P G T Buttons

Click the mouse on one of the four buttons to view previous Series, Packages, Gift Certificates, or Tannings the client may have purchased.

Transaction Grid

This is the main body of the Register screen. The grid is comprised of the Line Number, Employee, Appointment Type, Service, Product, Quantity, Discounts, Unit Price, and Line Total Price.

Delete Line Button

Click on this button to delete the line that the cursor is on.

Discount Button

Click the mouse on this button if discounts will be applied to that line item.

Multi-Line Discount Button

Click the mouse on this button if discounts will be applied to more than one line items.

Undo Discount Button

Click the mouse on this button to remove discounts that have previously been established.

Employee Price Button

Click the mouse on this button to apply the employee price to the active line item.

Use Package/Series

Click the mouse on this button to use a Package or Series that the client may have already purchased. The client would already have had to have purchased a Package or Series in order to use this option now.

Hold Button

Click the mouse on this button to place the current transaction on hold.

Return Button

Click the mouse on this button to open a selection window that allows you to return any transaction that is currently on hold back to the register for completion.

Memberships Button

Click the mouse on this button if the paying client wishes to purchase a Membership.

Account Payment Button

Click the mouse on this button if the paying client wishes to make payments against a balance they may have on account with the Salon/Spa.

Gift Certificate Button

Click the mouse on this button if the paying client wishes to purchase a Gift Certificate.

Packages Button

Click the mouse on this button if the paying client wishes to purchase a Package.

Tanning Button

Click the mouse on this button if the paying client wishes to purchase a Tanning Package.

Sale Button

Click the mouse on this button when ready to complete the transaction and have the client pay for any services and products being purchased.

No Sale Button

Click the mouse on this button if at any time you wish to cancel the transaction. No record of the ticket number will be kept.

Void Button

Click the mouse on this button to void a sale. All service and product totals will be backed out, yet the voided transaction will be kept on record for future need.

Refunds Button

Click the mouse on this button to refund products and services, gift certificates, packages, memberships, or tannings to the client.

Close Button

Click the mouse on this button to exit the register screen.

Register: Allowing a Package/Series Item to be Used by Someone Else

You have the ability to sell series/packages in Millennium. One advanced feature in Millennium is the ability to transfer a service from a series/package from one person to another. For example, a client comes in and buys a "Day of Beauty" which consists of a facial, manicure, pedicure, massage, lunch, and a hair cut. That client's spouse, relative, or friend comes in and wants to redeem one of those services.

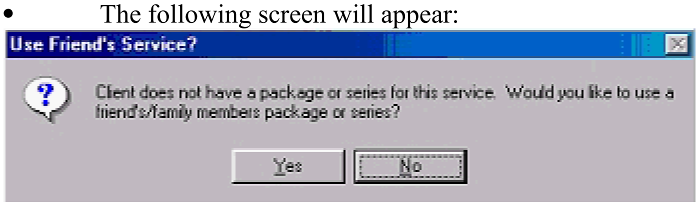
To utilize this feature in Millennium;

- Ring the client up as normal for one of the services belonging to the other client's series or package
- Next click on the line containing the service, which you wish to deduct from the other client's package/series.

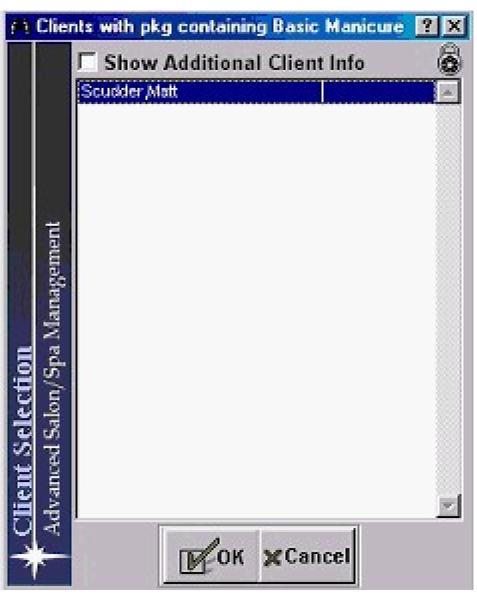
In this example, line 1 contains a basic manicure which we will deduct from another client's package/series.

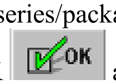
- Click on the "Use Package/Series" button 

which is located near the bottom left-hand side of the register screen.
- The following screen will appear:



Click yes. This will cause the following screen to appear:



This will only return clients who have a remaining series/packages containing that service. Select the client's name you wish to deduct that service from and hit the OK 

action button. The resulting register screen will address the appropriate changes. There are 3 noticeable changes.

#	Client	Employee	Type	Service	Product	Quantity	Disc	Unit Price	Line Total
1	Hoffmann,Kathleen	MATT	R	Basic Manicure		1	P	19.66	19.66
2	Hoffmann,Kathleen	MATT	R		Hair Paste 12 Oz.:12	1		15.95	15.95
3	Hoffmann,Kathleen	MATT	R			1		0.00	0.00

First, the letter/symbol "P" is returned into the "Disc" field on line 1 representing that the service was part of a pre-paid package regardless of whose account it was deducted from. Also, on line 1, it has a line total of $19.66. This is the amount the service provider is going to get paid commissions on.

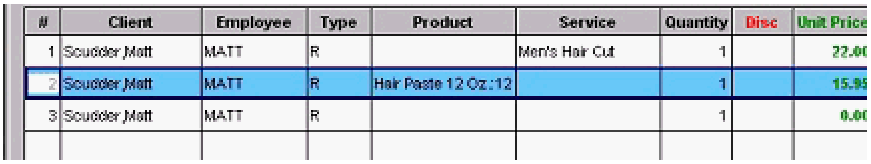
Second,

it says that their was $19.66 in PKG Adjustments. That money was already collected when you sold the series/package.

Third, it says that there was $2.34 in Discounts. This represents the amount of money the customer saved off that certain service(s) by purchasing the package including that service.

Register: Deleting A Line In The Register

Perhaps you rang something up incorrectly in the register.   You might need to remove that line before completing the transaction.   Simply, select (click on) the line number you want to delete



The emphasis in this example is on line 2.   Next step would be to click on the delete button located in the bottom left hand section of the register screen.

Register: Refunds

Refunding in Millennium is all accomplished using the Refund button in the register screen. Whenever you are refunding a product or service you should always keep in mind how that refund will effect payroll. In other words, make sure that the product or service is refunding against the employee that originally sold it and for the original amount. You will see that if you leave the employee blank and enter the service – Millennium will automatically figure out who last sold the item and for how much.

Refunding A Product

Refunding A Service

Refunding A Gift Certificate

Register: Refunding A Product

Millennium allows you to quickly refund products.

In order to refund a product:

- Go to the Register screen and enter the client name into the Paying Client field.
- Next, click on the refund 

 button near the bottom right hand side of the register screen.
- Next, make sure you click on the "Services and Products Tab" 

. Fill in the appropriate fields – the employee whom sold the product and the product itself.

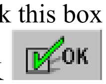
Make sure the employee you select is the employee that got credit for that product sale because it will deduct the product sale from their retail sales for commission purposes.

If you leave the employee blank and enter the product – Millennium will determine for you which employee sold that product last.

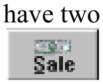
In Millennium, if you try to refund a product that the client did not buy, the following screen will appear:

In the following screen, there are certain fields you should pay special attention to…

#	Client	Employee	Services	Products	Tax	Resell	Date	Notes	Qty	Price	Total Price
1	Scudder,Matt	MATT		Hair Paste 12 Oz	✓	☐	11/12/2001		1	$ 15.95	$ 15.95

The tax field is indicating that you must refund tax to them. Also, there is a "Resell" field. If the product was not used and you plan on returning it to the shelf, make sure that you check this box in so that the on hand quantity will get updated when finishing this refund. Next, simply click on the OK 

 button. The resulting will be displayed in the register.

This indicated that $15.95 in product sales is being refunded to the client along with .96 in tax collected from that sale. At this time, you have two options. If you want to give cash back or plan on crediting their credit card back, simply click on the sale 

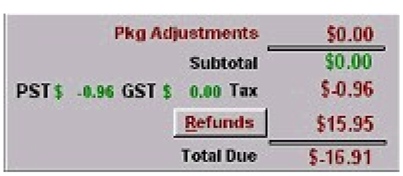
 button. The following screen will appear:

If you're going to give cash back, click on the cash button. If your going to credit their credit card back, click the appropriate icon pertaining to the card you are crediting.

Next, click on the OK  button. The following will appear:

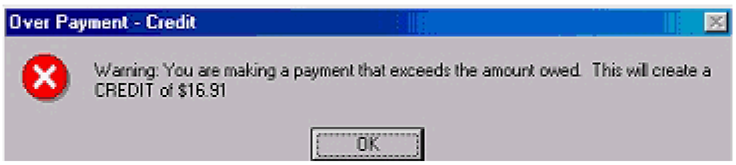
Simply, click on the  button again, and the refund is complete.

Now, let's take a look at how to give a *credit* to that client for their refund. Let's go back to the following screen.



Again, it's telling us that $15.95 is due to the client as well as .96 in tax collected for a total of $16.91. If you wish to credit the client's account, next step would be to click on the "Accnt Payment"  button. The following screen will appear:

The client's name will be automatically inserted into "Apply Payment to" field. Next, type in the amount you wish to refund in the "Payment Amount" field. The following screen will appear:

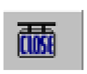


This is telling you that you are making a payment that exceeds the amount owed. Click on the ok 

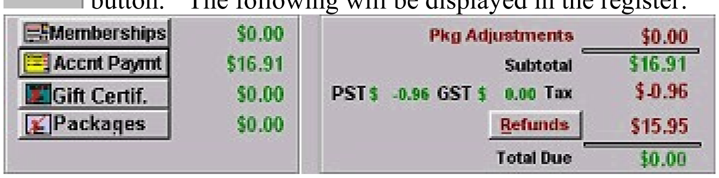
button.

Next, click on the 

button followed by clicking on the

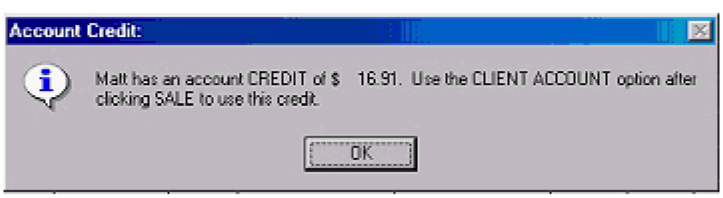


button. The following will be displayed in the register:



If you notice, it's showing you that there was an account payment made of $16.91, .96 is being refunded in Tax and $15.95 is being refunded in product sales. Now, the "Total Due" value says $0.00. Finally, click on the sale 

button to complete the transaction. Next time you look up that client, the following will appear:



Register: Refunding A Service

Millennium gives you the ability to do quick refunds.

- In order to refund a service, select the client for whom you wish to do the refund for in the Register screen.
- Next, click on the refund 

button near the bottom right hand side of the register screen.
- Next, make sure you click on the "Services and Products Tab" 

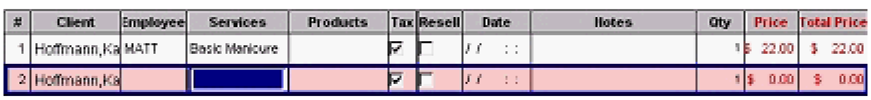
. Fill in the appropriate fields – if you enter the service first, Millennium will auto-fill the last employee that performed that service and the service date.

Make sure the employee you select is the employee that got credit for that service sale because it will deduct the service sale from their service totals for commission purposes.

Millennium will automatically determine which employee performed the refunded service last if you leave the employee field blank and simply enter the service.

If you try to refund a service that is not found in the client's history, the following warning will appear:

In the following screen, there are certain fields you should pay special attention to:



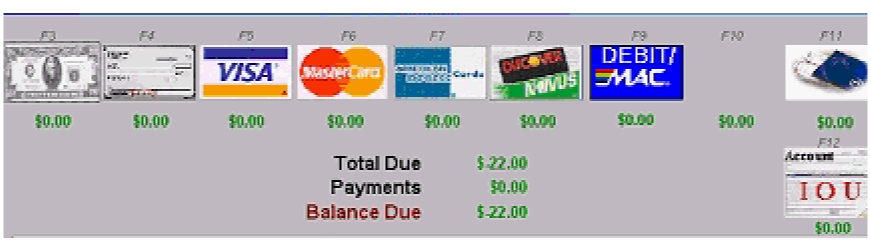
#	Client	Employee	Services	Products	Tax	Resell	Date	Notes	Qty	Price	Total Price
1	Hoffmann,Ka	MATT	Basic Manicure		☑	☐	/ / : :		1	$ 22.00	$ 22.00
2	Hoffmann,Ka				☑	☐	/ / : :		1	$ 0.00	$ 0.00

- The price defaults to the price that employee originally charged the client for the service. This is called intelligent refunding and avoids giving the client a refund that is larger than their original charge for the service. If you need to adjust the price, simply highlight over the price and change it accordingly. Next, simply click on the OK 

button. The resulting will be displayed in the register.

This indicates that $22.00 in service sales is being refunded to that client. At this time, you have two options. If you want to give cash back or plan on crediting their credit card back, simply click on the sale 

button. The following screen will appear:



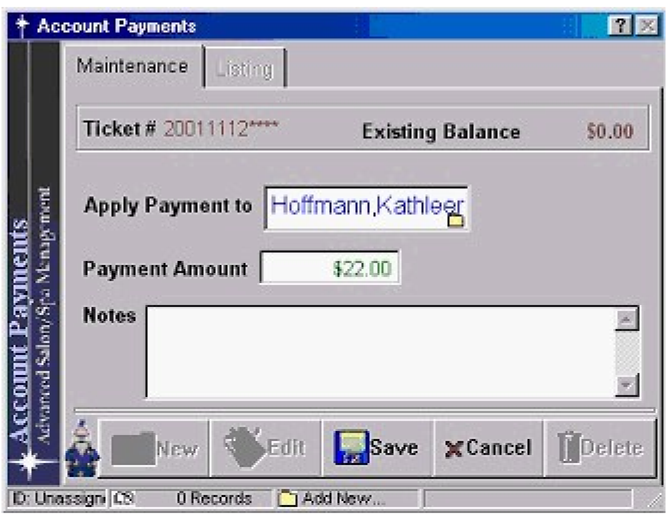
If you're going to give cash back:

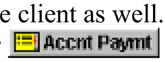
- -click on the cash button.
- If you're going to credit their credit card:
- -click the appropriate icon pertaining to the card you are crediting.

- Next, click on the OK  button. The following will appear:

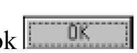
Simply, click on the  button again, and your refund is complete.

Now, let's take a look at how to give a credit to that client for their refund. Let's go back to the following screen:



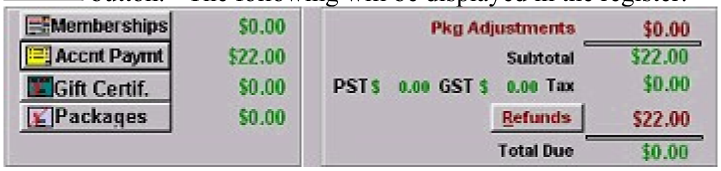
Again, it's telling us that $22.00 is due to the client as well. If you wish to credit the client's account, the next step would be to click on the a "Accnt Payment"  button. The following screen will appear:

The client's name will be automatically inserted into "Apply Payment to" field. Next, type in the amount you wish to refund in the "Payment Amount" field. The following screen will prompt.

This is telling you that you are making a payment that exceeds the amount owed. Click on the ok  button.

Next, click on the  button followed by clicking on the

 button. The following will be displayed in the register:



If you notice, it's showing you that their was an account payment made of $22.00, and $22.00 is being refunded in service sales. Now, the "Total Due" value says $0.00. Finally, click on the sale  button to complete the transaction. Next time you look up that client, the following will appear:

Register: Refunding A Gift Certificate

To Refund a Gift Certificate:

- Enter the client into the Register's Paying Client field
- Next, click on the refund 

button near the bottom right hand side of the register screen.
- Then make sure you click on the "Gift Certificates Tab" 

.

When looking up that client's gift certificate, you can either sort by name for whom the gift certificate was purchase for or by number by simply selecting the one of the following options:

.

- Next, click in the "gift certificate" field

and if that client has bought gift certificates, they will be displayed as shown below:

#	Gift Certificates	Price	Original Value	Remaining	Refund Amt	Tip	Tip Remaing	Tip Refund	Notes
1	Maconi,Robert:*	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 0.00	$ 0.00	$ 0.00	
2		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	

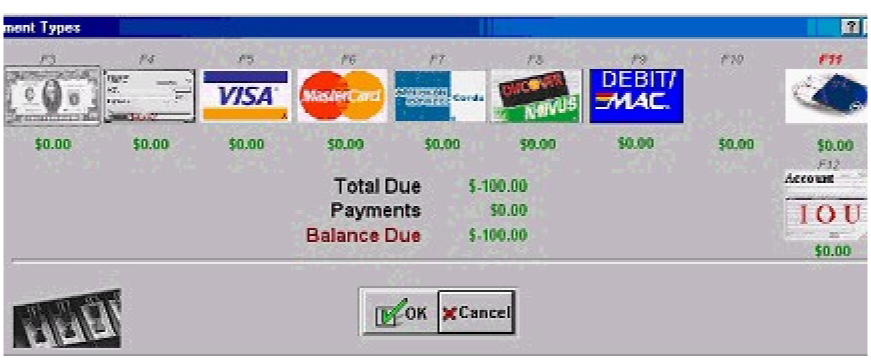
Fill in the appropriate fields. (Refund Amt., Tip Refund) These values should default to what that client has remaining on that gift certificate. You will notice that a client can only be refunded up to the amount they paid for the gift certificate – not the value. This avoids a client paying, say, $100 for a $125 gift certificate value and then trying to refund $125 even though they paid $100.

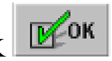
- Next, simply click on the OK 

button. The resulting will be displayed in the register:

This indicates that $100.00 in gift certificate sales is being refunded to that client. At this time, you have two options. If you want to give cash back or plan on crediting their credit card back, simply click on the sale 

button. The following screen will appear:



If you're going to give cash back, click on the cash button. If your going to credit their credit card back, click the appropriate icon pertaining to the card you are crediting. Next, click on the OK  button. The following will appear:

Simply, click on the  button again, and your refund is complete.

If you want to give the client credit instead:

Let's go back to the previous screen:

Again, it's telling us that $100.00 is due to the client. If you wish to credit the client's account, click on the "Accnt Payment"  button. Now enter the amount of the refund as the credit amount and save the record. Close the screen and finalize the transaction using the SALE button.

Register: Refunding A Package/Series

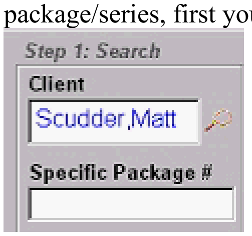
Keep in mind: Refunding a package/series item can also be used to "swap" services out of a package/series and then use the value towards other products or services.

In order to refund a Series/Package:

- Select the client for whom you wish to do the refund for.
- Next, click on the 

button near the bottom right hand side of the register screen.
- Make sure you click on the "Package/Series" 

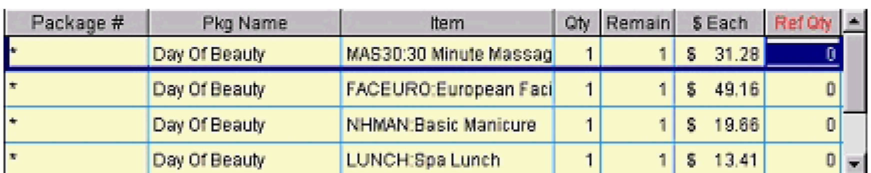
tab. When looking up that client's package/series, first you need to look up the client in the following field:



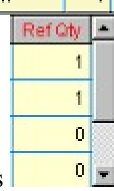
You can look up that client by clicking on the search button  or you can look up the package by entering in the specific package # in the following field

.

The following screen will appear displaying what service are part of this package/series and what services that client has remaining.

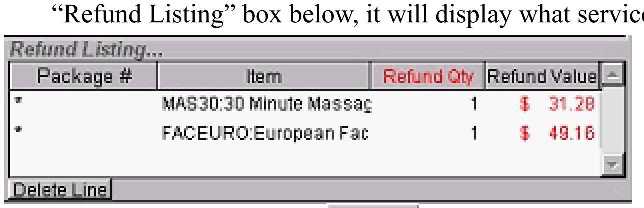


Package #	Pkg Name	Item	Qty	Remain	$ Each	Ref Qty
*	Day Of Beauty	MAS30:30 Minute Massag	1	1	$ 31.28	0
*	Day Of Beauty	FACEURO:European Faci	1	1	$ 49.16	0
*	Day Of Beauty	NHMAN:Basic Manicure	1	1	$ 19.66	0
*	Day Of Beauty	LUNCH:Spa Lunch	1	1	$ 13.41	0



Ref Qty
1
1
0
0

- Populate the appropriate "Ref Qty" fields for the services you wish to refund. If you notice in the "Refund Listing" box below, it will display what services you are refunding:



Refund Listing...

Package #	Item	Refund Qty	Refund Value
*	MAS30:30 Minute Massag	1	$ 31.28
*	FACEURO:European Fac	1	$ 49.16

Delete Line

- Next, simply click on the 

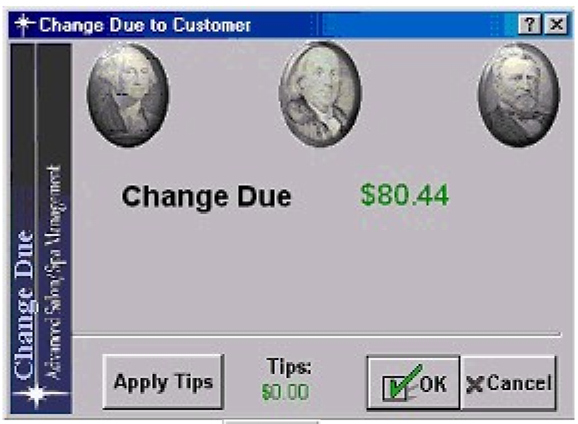
button. The resulting will be displayed in the register.

This indicates that $80.44 in package/series service sales are being refunded to that client. At this time, you have two options. If you want to give cash back or plan on crediting their credit card back, simply click on the sale 

button. The following screen will appear:

If you're going to give cash back, click on the cash button. If your going to credit their credit card back, click the appropriate icon pertaining to the card you are crediting. Next, click on the 

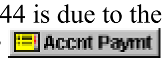
button. The following will appear:



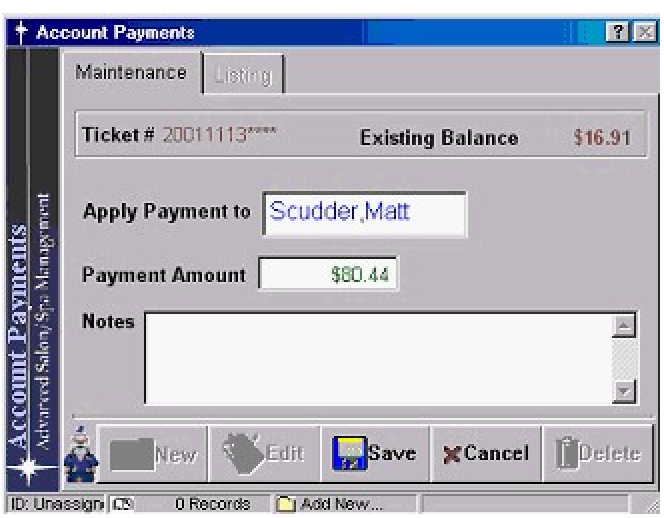
Simply, click on the 

button again, and your refund is complete.

Now, let's take a look at how to give a credit to that client for their refund. Let's go back to the following screen.

Again, it's telling us that $80.44 is due to the client. If you wish to credit the client's account, next step would be to click on the "Accnt Payment" 

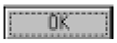
button. The following screen will appear:



The client's name will be automatically inserted into "Apply Payment to" field. Next, type in the amount you wish to refund in the “Payment Amount” field.   The following screen will appear:

This is telling you that you are making a payment that exceeds the amount owed.   Do you want to create a credit of $63.53. (If you notice, it says that the credit will be $63.53 because this client already had a balance of $16.91)

This is denoted at the top right corner of the “Account Payments” Screen. Click on the

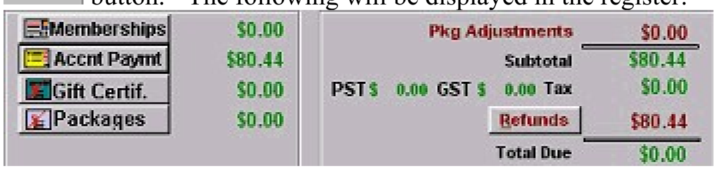


button.

Next, click on the

button followed by clicking on the

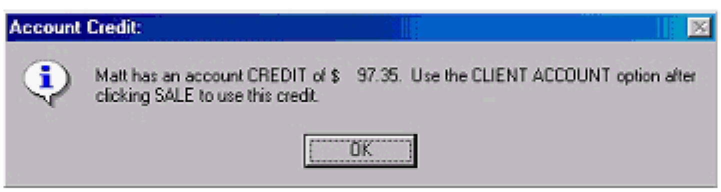
button.   The following will be displayed in the register:



If you notice, it’s showing you that there was an account payment made of $80.44, and $80.44 is being refunded in package/series service sales.   Now, the “Total Due” value says $0.00.

Finally, click on the

button to complete the transaction.   Next time you look up that client, the following will appear:

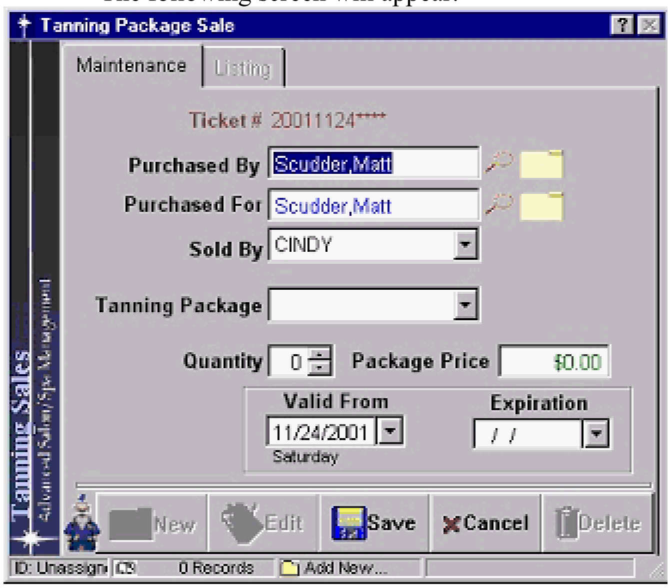


Register: Tanning

Did you know the tanning button shown in the Register can be removed using an option in the Database->Business Information screen? If you don't provide tanning services – remove it…

- Look up the paying client.
- Click on the 

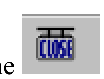
 button.
- The following screen will appear:



- The client's name you looked up will automatically be inserted into the "Purchased By" and "Purchased For" fields. If the client is buying the tanning package for someone other than themselves, put the recipient's name in the "Purchased For" field.
- Select the employee that is selling the tanning package.
- Select the tanning package from the drop-down list that you had previously defined under database_tanning packages.

- Enter the quantity amount of that package they are purchasing.
- Fill in the appropriate date of expiration.
- Click on the 

 button.
- If the client wants to by another tanning package, click on the 

 button and repeat the process above.
- Click on the "X" in the top right corner of the screen to close the screen or click the 

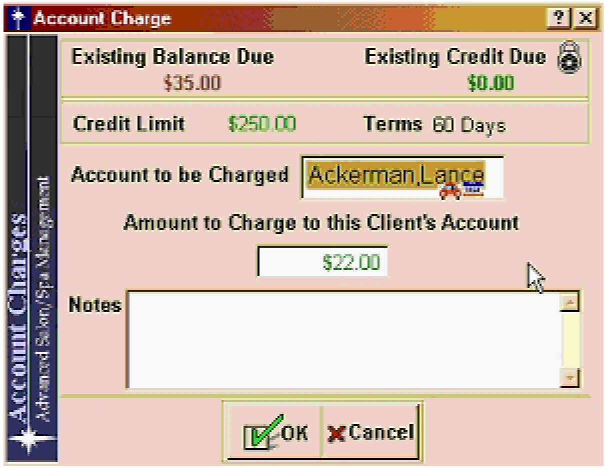
 button at the top of the screen.
- Millennium will prompt you - "Don't forget to finalize the sale by using the Sale button."
- Click the 

 button.
- Finalize the sale by clicking on the 

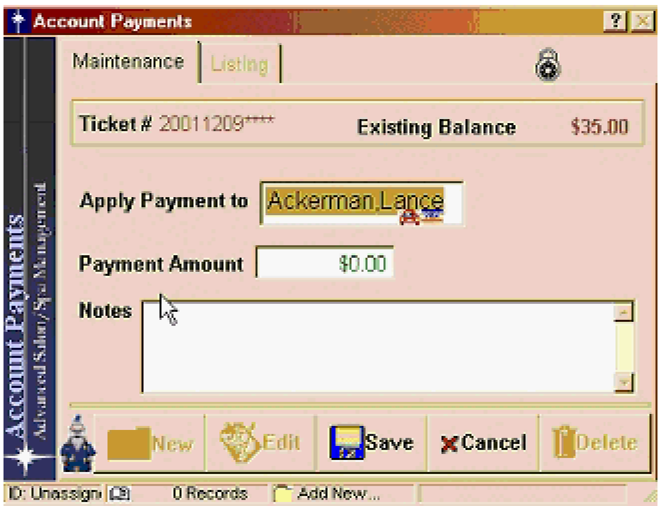
 button.

Register: Charging Services/Products On Account

- Enter all of the data into the register screen and click the SALE button
- Click on the Client Account payment type



- Enter the amount to charge on account and any notes you might want to explain the account charge

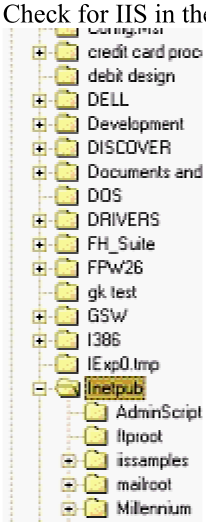


- Click the OK button

Millennium.net: Install

Millennium.NET/.WAP
Millennium.NET and .WAP will give you secured Internet access to your data 24 hours a day. Millennium.NET must be installed on a Windows 2000, Windows 2000 Professional, or Windows XP Professional system with IIS installed.

How do I know if IIS (Internet Information Server) is installed?
The easiest way is to go to My Computer and explore your C drive. Check for a folder called INETPUB. Otherwise you must go to CONTROL PANEL, Add/Remove Programs and the click on the Windows Install tab. Check for IIS in the list.



What If IIS isn't installed?
Navigate to the Control Panel, Add/Remove Programs and click on the Windows Install tab. Find the IIS checkbox and check it off. Follow the prompt to install IIS. You may need your Windows CD-ROM.

IIS is installed, now follow these steps to install Millennium.NET/.WAP:

1. Insert your Millennium Tool Suite CD-ROM and cancel out of the automatic install
2. Browse the CD-ROM using the MY COMPUTER option and then double click on the Millennium.NET folder
3. Run the SETUP.EXE file by double clicking on it.
4. The installer will begin and make sure you are using the latest version of the Microsoft Installer program – if not it will be installed.
5. Click through the setup screens using the NEXT button until installation begins.
6. When the installation is complete press the FINISH button to exit.

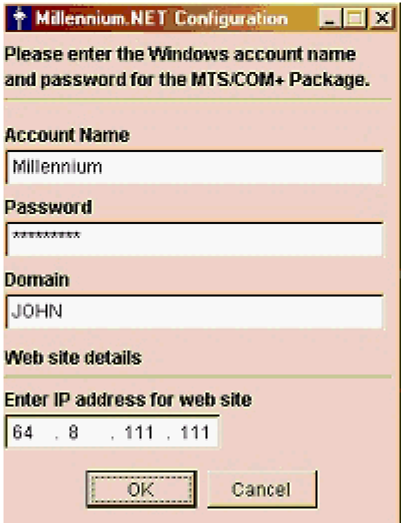
At this point the MILLENNIUM folder has been created under the C:\INETPUB folder and the Registry entries for Millennium were entered under the HARMS SOFTWARE INC. key.

This is important to note because one of the keys tells Windows where to find your Millennium data. Therefore, if you did not install into the standard c:\program files\harms\millennium folder, you will need to use REGEDIT to find the Millennium entries and edit them to point to the appropriate location of Millennium data files.

7. Create a **Millennium** Account on your server (using the Operating Systems Add New User Option) and

remember the password. Give the login ID administrator level privileges.

8. Navigate to the C:\WINNT\SYSTEM32 folder under Windows and double click on the MNETCONFIG.EXE file. Enter the Millennium Account Name you created and password from step 7.



It is recommended that you leave the IP address blank which will cause IIS to use the default IP on the server.

The MNETCONFIG.EXE program will create all of the component services, etc. that you need to run Millennium. It's that easy!

This Text Field is where the client's name who is paying for the transaction is entered.   Use the Client Intelligent Controls to help quickly search for clients within the Database.

Opens a Quick Search window to help search for clients within the Database.

Use this button to immediately create a new client record in the Database. This is an excellent tool when ringing up first time clients.

Once a paying client has been selected, this option is available and will open the client's history screen. Here, a listing of all transaction tickets for that client are displayed and includes the Ticket Number, Date and Time, Employee, Products sold, Services performed, the quantity sold, and total price.

Click the mouse in this Check Box to exclude tax on the product being sold.

Click the mouse in this Check Box to exclude tax on the service being sold.

Click the mouse in this Check Box if a receipt is expected to print when the transaction is complete.

Click the mouse in this Check Box if the Salon/Spa is expected to ship product to a customer. When this check box is activated, additional information will appear on screen and includes the client's name to ship to, and a tax rate percentage box. There is also a Special Instructions button that will open a window so special shipping instructions can be typed and saved.

Click the mouse on one of the four buttons to view previous Series, Packages, Gift Certificates, or Tannings the client may have purchased.

This is the main body of the Register screen. The grid is comprised of the Line Number, Employee, Appointment Type, Service, Product, Quantity, Discounts, Unit Price, and Line Total Price.

Click on this button to delete the line that the cursor is on.

Click the mouse on this button if discounts will be applied to that line item.

Click the mouse on this button if discounts will be applied to more than one line items.

Click the mouse on this button to remove discounts that have previously been established.

Click the mouse on this button to apply the employee price to the active line item.

Click the mouse on this button to use a Package or Series that the client may have already purchased. The client would already have had to have purchased a Package or Series in order to use this option now.

Click the mouse on this button to place the current transaction on hold.

Click the mouse on this button to open a selection window that allows you to return any transaction that is currently on hold back to the register for completion.

Click the mouse on this button if the paying client wishes to purchase a Membership.

Click the mouse on this button if the paying client wishes to make payments against a balance they may have on account with the Salon/Spa.

Click the mouse on this button if the paying client wishes to purchase a Gift Certificate.

Click the mouse on this button if the paying client wishes to purchase a Package.

Click the mouse on this button if the paying client wishes to purchase a Tanning Package.

Click the mouse on this button when ready to complete the transaction and have the client pay for any services and products being purchased.

Click the mouse on this button if at any time you wish to cancel the transaction.   No record of the ticket number will be kept.

Click the mouse on this button to void a sale. All service and product totals will be backed out, yet the voided transaction will be kept on record for future need.

Click the mouse on this button to refund products and services, gift certificates, packages, memberships, or tannings to the client.

Click the mouse on this button to exit the register screen.

There are several different ways that Millennium intelligently searches for the client's name:

- Character Match
  Millennium will always assume you are typing the last name of the client if you simply type in characters. If you type the client's last name in the Paying Client field, one of two things will happen: If there is only one client with the last name, then their full name will appear in the field and the search is completed. However, if there are more than one match to that spelling, then a Client Selection screen will open and you can select which is the correct client. See an example of the Client Selection screen at the bottom of this page.

- Using the comma (,)
  If you place a comma (,) between characters, Millennium will assume [last name , first name].

- 3-digits
  Millennium will show a Client Selection screen displaying all clients who's area code matches the 3 digits you enter.

- 4-digits
  Millennium will show a Client Selection screen displaying all clients who's last 4 digits of their Home or Business phone number match the 4 digits you enter.

- ~ w last name (sounds like)
  Using the ~ will allow you to phonetically spell the client's last name. Millennium will try to best match the last name with what you enter.

- !NJ (State Abbreviation)
  Using the ! character with any state abbreviation, Millennium will display all clients who have addresses in that particular state.

- #
  The Grid symbol followed by a return will show any client with an appointment scheduled for that day.

- Q followed by digits (Q1000) - Client Bar Code
  Each client's bar code identification begins with the letter Q. Millennium will match the bar code ID when entered.

- Z followed by digits (Z1000) - Client Membership Search
  Each client membership sold is given an ID that begins with the letter Z. Millennium will match the ID when entered.

- g# - Gift Certificate Search
  Type the letter g followed by the # sign, Millennium will display a window that lists all clients who have purchased gift certificates.

- g#1234 - Gift Certificate Owner
  Type the letter g followed by the # sign, then the number of the Gift Certificate. The gift certificate's owner will be displayed.

- p# - Package/Series Search
  Type the letter p followed by the # sign, Millennium will display a window that lists all clients who have purchased package/series.

- p#1234 - Package Series Owner
  Type the letter p followed by the # sign, then the number of the Package/Series. The package/series owner will be displayed.

- $ - Account Balances
  Type a $, Millennium will display a window that lists all clients who have account balances.

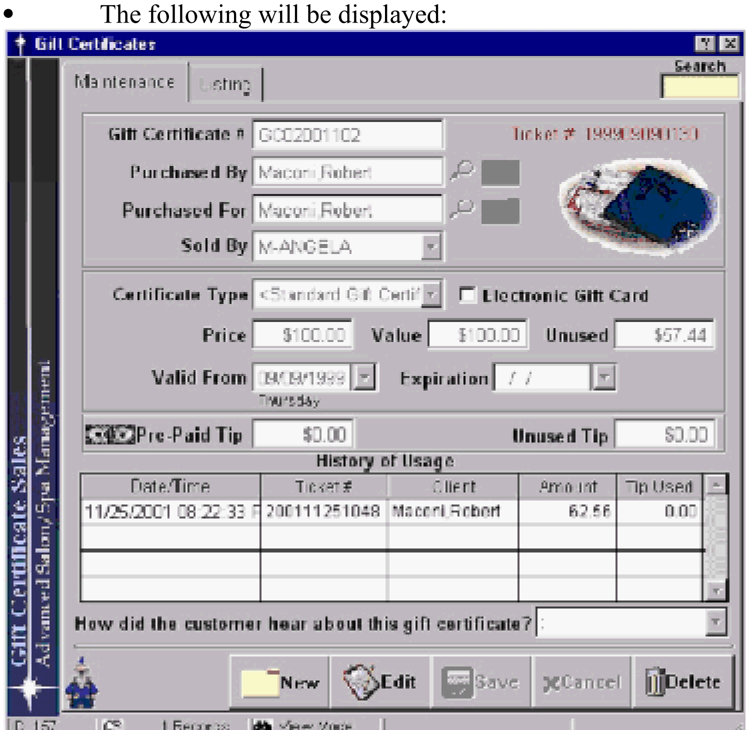
Register: Editing a Gift Certificate

You can edit gift certificates in several ways:

Editing a Gift Certificate (Right Clicking – View History)

- Look up the paying client in the register.
- Right click in the paying client field and left click on “View History.”
- Find the original transaction when the gift certificate was purchased.

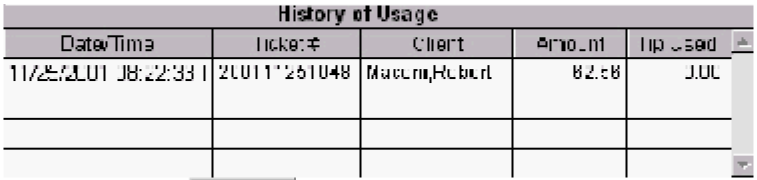
- Right click on the ticket number and left click on “Edit/View This Transaction.” (This will restore the original transaction to the screen.)
- Click on the  button.
- The following will be displayed:



- Click on the  button.
- Change the value in the  field or  accordingly.

You should consider editing or voiding transactions that had gift certificate usage associated with them rather than just changing the Amount Remaining manually.

- If you want to edit a transaction where that gift certificate was redeemed, look up the original transaction under “History of Usage.”



History of Usage				
Date/Time	Ticket#	Client	Amount	Tip Used
11/25/2001 08:22:33	200111261048	Macconi,Robert	82.56	0.00

- Click on the  button.

- Click on the "X" in the top right corner of the screen to close the screen or click the  button at the top of the screen.

- Click on the  button in the register.

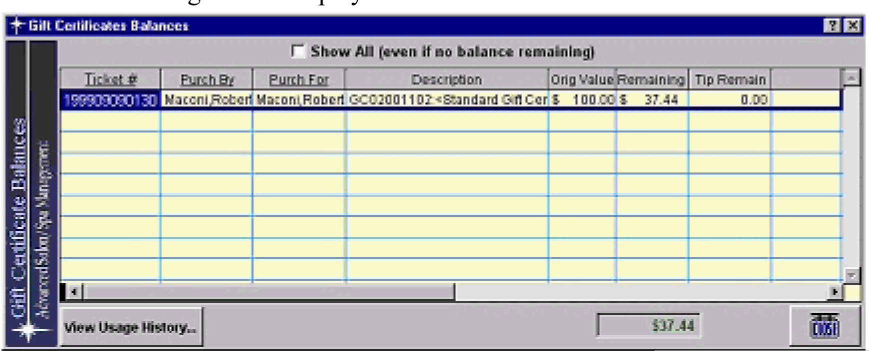
- Click on the  button to finalize the changes made to this gift certificate.

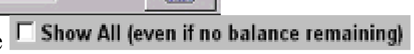
Editing a Gift Certificate (Clicking on the "G")

- Look up the paying client in the register.
- If the client has a remaining balance on their gift certificate, click on the  indicator button.

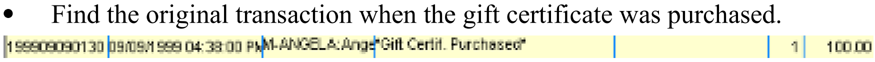
Did you know that even if the G does not light up (because the gift certificate has expired or has been completely used) you can still click on the G to get to the Balance screen. Then click the Show All check box to see the history of purchases.

- The following will be displayed:



- If the gift certificate may have been expired, click in the  box to show all gift certificates associated with the paying client.

- Find the original transaction when the gift certificate was purchased.

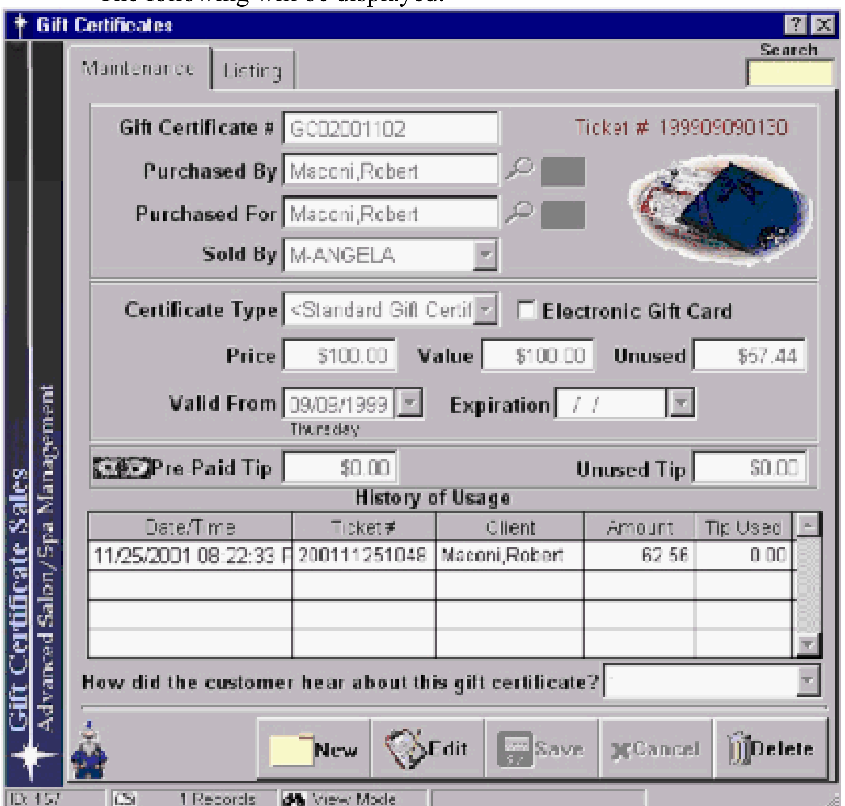


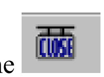
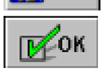
- Right click on the ticket number and left click on "Edit/View This Transaction." (This will restore the original transaction to the screen.)

- If you want to edit a transaction where that gift certificate was redeemed, click on the  button.

- The following will be displayed:

- Right click on the ticket number you wish to edit and left click on "Edit/View This Transaction."
- Click on the  button.
- The following will be displayed:



- Click on the  button.
- Change the value in the  field or  accordingly.
- Click on the  button.
- Click on the "X" in the top right corner of the screen to close the screen or click the  button at the top of the screen.
- Click on the  button in the register.
- Click on the  button to finalize the changes made to this gift certificate.

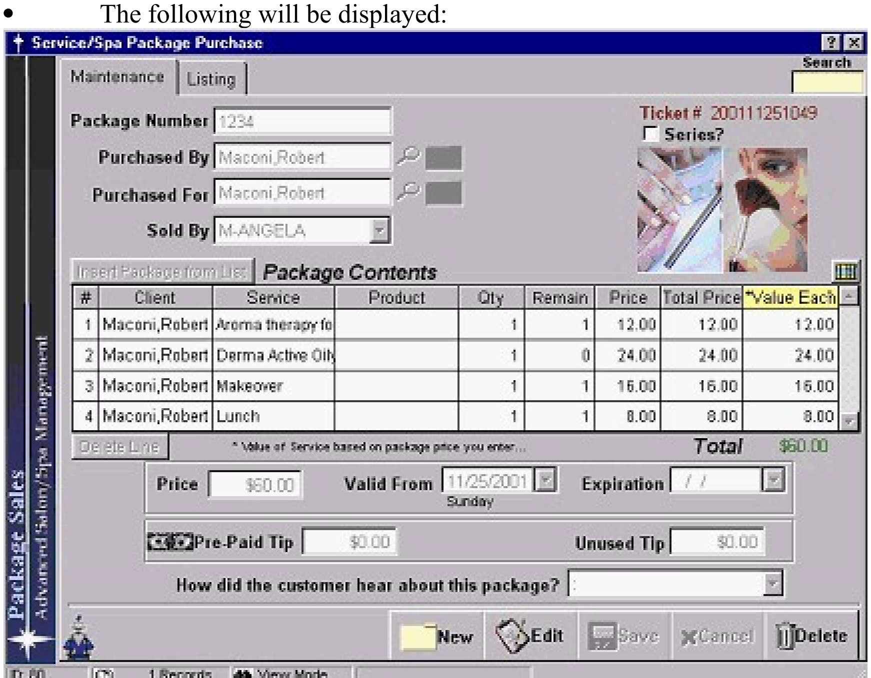
Register: Editing Package/Series Balances

You can edit gift certificates in several ways:

Editing a Package/Series (Right Clicking – View History)

- Look up the paying client in the register.
- Right click in the paying client field and left click on "View History."
- Find the original ticket number when the package/series was purchased.

- Right click on the ticket number and left click on "Edit/View This Transaction." (This will restore the original transaction to the screen.)
- Click on the  button.
- The following will be displayed:

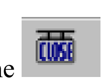


Click on the  button.

Make the appropriate changes as seen fit. Adjust the remaining quantity on a particular service, the price the paying client paid for the package/series, or the value of each service.

If a client is unhappy with a service that was provided and you just want to bump their series or package remaining balance up one – consider finding the transaction where the service was used and simply void it which will credit the package quantity remaining.

#	Client	Service	Product	Qty	Remain	Price	Total Price	*Value Each
1	Maconi,Robert	Aroma therapy fo		1	1	12.00	12.00	12.00
2	Maconi,Robert	Derma Active Oily		1	0	24.00	24.00	24.00
3	Maconi,Robert	Makeover		1	1	16.00	16.00	16.00
4	Maconi,Robert	Lunch		1	0	8.00	8.00	8.00

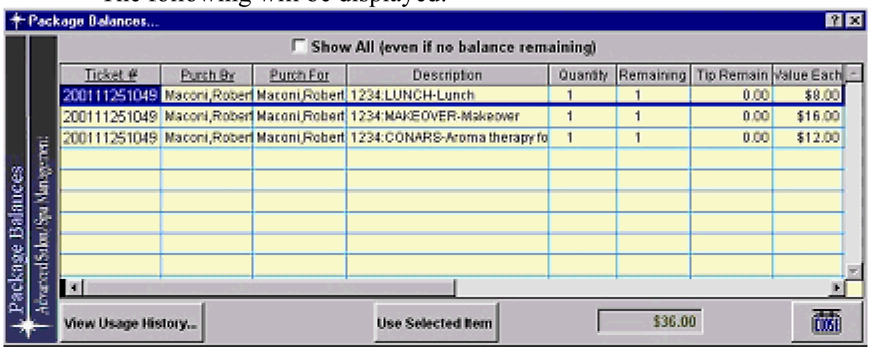
- Click on the  button.
- Click on the "X" in the top right corner of the screen to close the screen or click the  button at the

top of the screen.

- Click on the Save button in the register.
- Click on the OK button to finalize the changes made to this package/series.

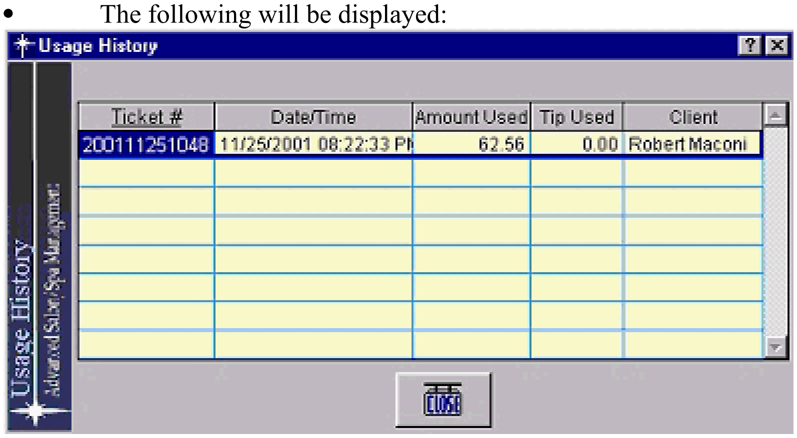
Editing a Package/Series (Clicking on the "P")

- Look up the paying client in the register.
- If the client has a remaining balance on their gift certificate, click on the P indicator button.
- The following will be displayed:



- If the service you want to edit has been redeemed already, click in the Show All (even if no balance remaining) box to show all services.
- Find the original transaction when the package/series was purchased.

- Right click on the ticket number and left click on "Edit/View This Transaction." (This will restore the original transaction to the screen.)
- If you want to edit a transaction where part of the package/series was redeemed, click on the View Usage History... button.
- The following will be displayed:



- Right click on the ticket number you wish to edit and left click on "Edit/View This Transaction."
- Click on the Packages button.
- The following will be displayed:

- Click on the 

button.
- Make the appropriate changes as seen fit. Adjust the remaining quantity per service, the price the paying client paid for the package/series, or the value of each service.

- Click on the 

button.

- Click on the “X” in the top right corner of the screen to close the screen or click the 

button at the top of the screen.
- Click on the 

button in the register.
- Click on the 

button to finalize the changes made to this package/series.

Marketing: Form Letters: Creating a Form Letter

To create a form letter, select the Form Letter option under the Marketing main menu option.

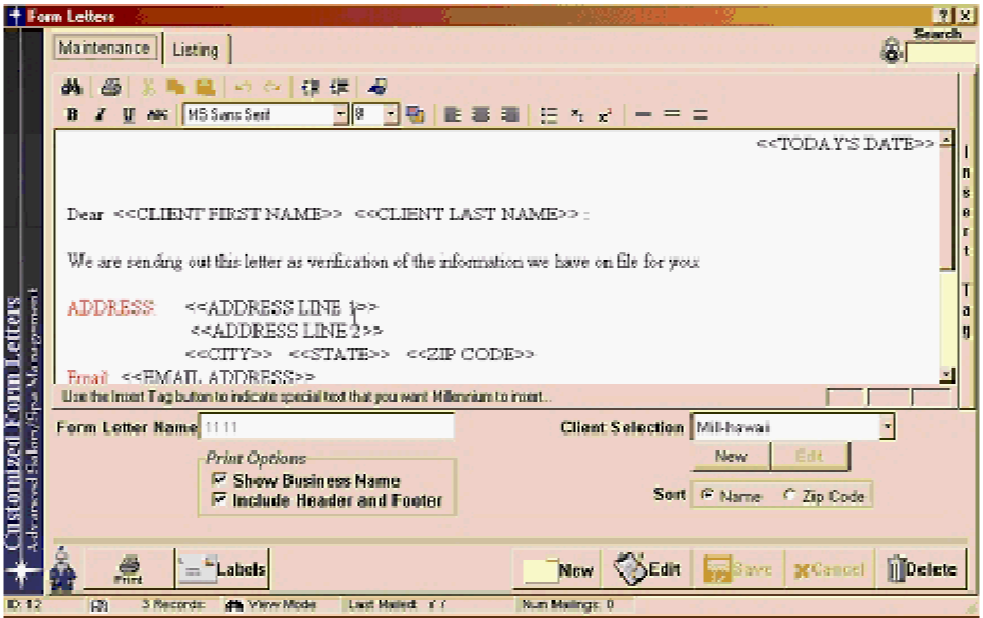
Click the 

button.

Click the mouse in the Form Letter Name Text Box and create a title for the form letter.
Click the mouse in the main window to type the form letter. Click on the Insert Tag Button to insert automatic text such as Client's First and Last Name, Address, Today's Date, etc.
Use the Word Processing Toolbar options to manipulate the text and format your letter.
If available, use the Client Selection Pulldown List to select a list that best matches your target market. Create Client Selection

Marketing: Form Letters: Screen Descriptions

Following are descriptions of the Form Letters screen:



Word Processing Tool Bars:

The toolbars contain buttons with powerful word processing functions. Use these features to help create, format, and customize your form letters.

Insert Tag Button:

On the far right of the screen, click on the Insert Tag button to choose from an assortment of available auto-text selections.

Form Letter Name Text Box:

Enter the name of the form letter in this box.

Client Selection Filter Pulldown List:

Select from available lists that you create to filter your client selection.

New and Edit Client Filter Buttons:

Use these buttons to create new client filters or modify existing filters.

Print Option Check Boxes:

Click on these check boxes to Show Business Name or Include Header and Footer.

Sort Radio Buttons:

Use these radio buttons to sort by name or by zip code.

Print Button

Print the form letter with this button.

Labels Button

To print labels for you mailings, use this button.

The toolbars contain buttons with powerful word processing functions. Use these features to help create, format, and customize your form letters.

On the far right of the screen, click on the Insert Tag button to choose from an assortment of available auto-text selections.

Enter the name of the form letter in this box.

Select from available lists that you create to filter your client selection.

Use these buttons to create new client filters or modify existing filters.

Click on these check boxes to Show Business Name or Include Header and Footer.

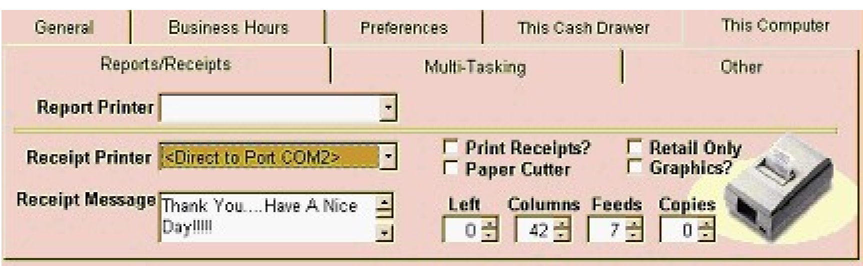
Use these radio buttons to sort by name or by zip code.

Print the form letter with this button.

To print labels for you mailings, use this button.

Register: Print Receipts

Printing receipts is as easy as setting the appropriate fields in the Business Information screen.

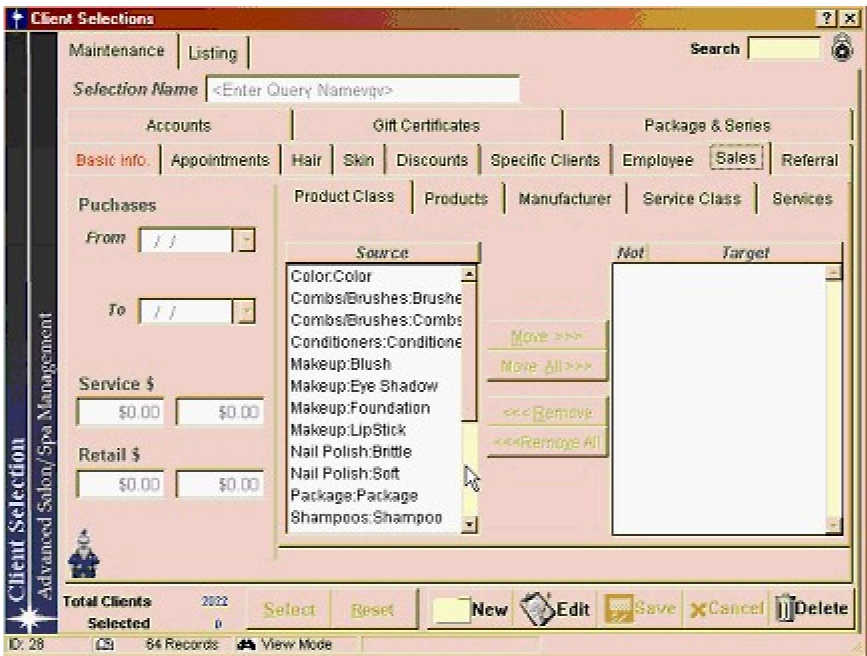


Select the correct receipt port, check of the Print Receipts? Box. If you want to only print receipts for retail, check off the Retail Only box. If your receipt printer has a cutter – check off the Paper Cutter option.

Marketing: Form Letters: Client Selection
Client Selection – Focusing on a Certain Market Segment.

The client selection screen allows you to define filters to pull a specific market segment based on several criteria including:

- Basic Information: Name, address, age, number of visits, last visit…
- Appointments
- Hair, Skin Information
- Employee's used
- Sales: By product, product class, service, service class, manufacturer. Even use NOT feature for filters such as HAIRCUT but NOT COLOR.
- Referral Information
- Account Information
- Gift Certificates
- Package and Series



NOTE: You'll notice under the SALES tab that you can even check a box that says NOT. Great for finding clients who have NOT gotten a particular service.

Marketing: Form Letters: Editing A Form Letter

To edit a form letter, select the Form Letter option under the Marketing main menu option.

If you want to edit an existing form letter – click the 

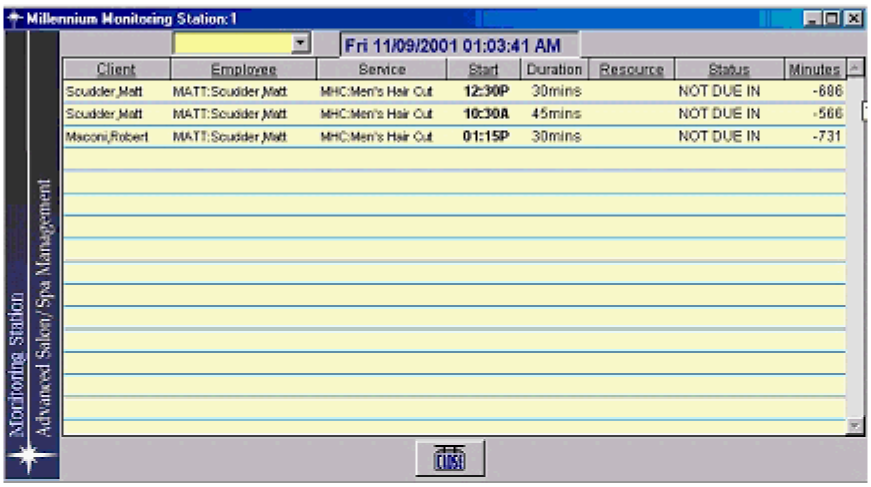
button. If you are editing a form letter, go the listing tab and then find the appropriate form letter and then click back on to the Maintenance tab.

<u>Client Selection</u>

Appointment: Appointment Monitoring Station

Millennium introduces a new feature called the Monitoring Station. This feature allows employees to look at their day without having to browse all throughout the appointment book. This monitoring station can be displayed all day long on a single look-up station. Accessed it by clicking on the Appointment menu option and click on the submenu entitled "Appointment Monitoring Station."

The monitoring station appears below:



The monitoring station displays the client's name, what employee their service is with, the service getting done, what time the appointments is, the duration of that service, the resource if applicable, status (checked out, not due in, late, etc.), and how minutes they are due to check in or how long they have been checked out. Any clients running late will be marked by the color red. Client's checked in will be marked as the color green. POWERFUL! Best of all, you can use the Monitoring Station on an old pc – doesn't require a lot of memory or speed as long as you stay in the Monitoring screen all day.

Appointment: Appointment Status Bar

One of the many powerful features of Millennium includes the status bar located at the bottom of the appointment book. Monitoring these real-time indicators will help you book smarter, realize potential problems faster (clients running late, a lot of clients about to check in), and more.

HARMS Software encourages pre-booking and has added the ability in the Register to automatically pre-book clients as they are rung up. The appointment book gives you instant access to the %Pre-Booked statistics to see if you are within your goals. If you use the VIEW button to look at a particular person or classification of employees, the percentages adjust to the employees you are viewing.

The status panels that look like buttons can be clicked on to obtain more detail.

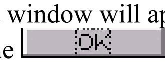
Management: Reports: Exporting Reports

Once a report has been selected, you can export the data to files, Excel, Word, HTML, XML, PDF, email and more.

- Click the mouse on the  button.
-

Management: Reports: Printing Reports

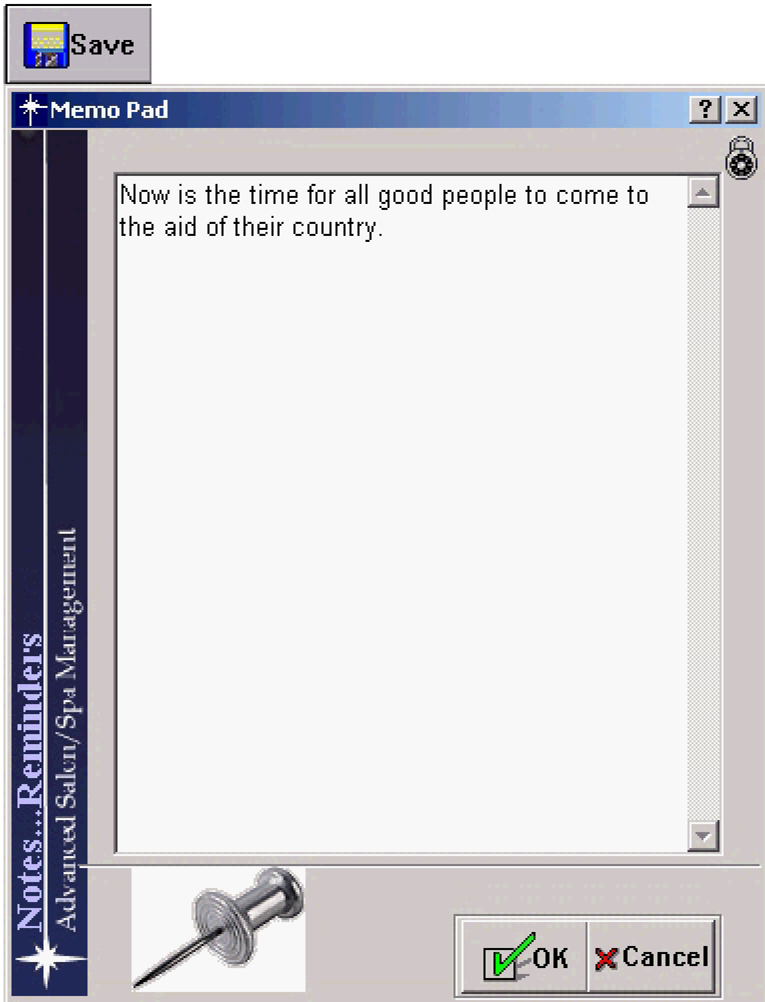
Once a report has been selected, you can send the report to the printer.

- Click the mouse on the  button.
- Your computer's print window will appear.
- Click the mouse on the 

 button to send the report to the printer.

Memo Pad

Millennium comes equipped with a memo pad to electronically jot down miscallenous notes throughout the day.



Millennium will keep the text you've entered into the Memo Pad until the program is exited. This means that the text will survive if another user logs onto Millennium without exiting the program.

The Memo Pad can be found in the File Menu.

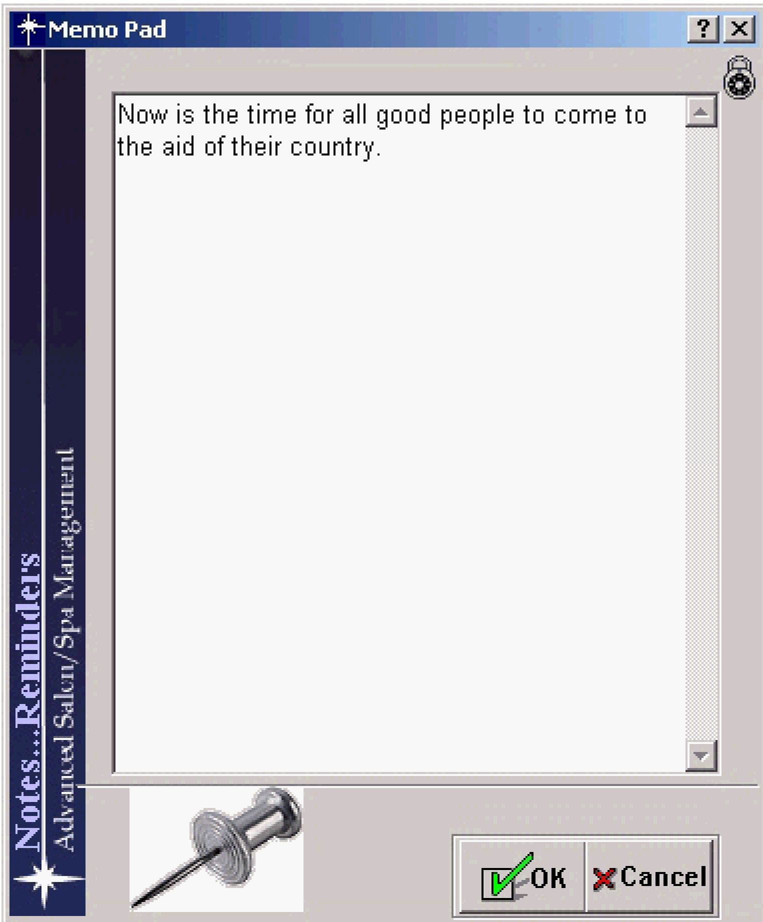
Using the Memo Pad

Using the Memo Pad

To enter a memo in the Memo Pad:

- Click on the File, Memo selection from the Menu.

- The Memo Pad will open, and the cursor will be in the first position within the text area.



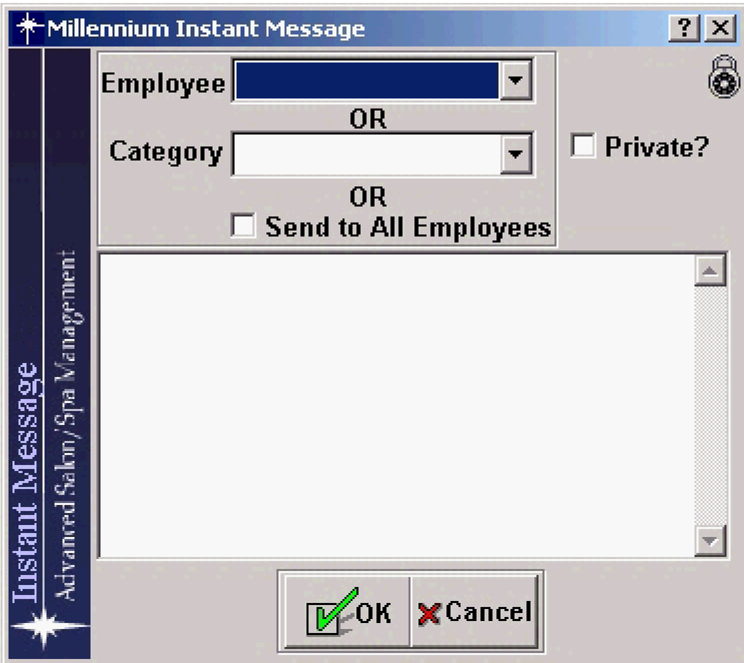
- Type the memo that you wish to include.
- Click on the 

button when complete, or
- Click on the 

button to exit the Memo Pad without saving.
- Use the same commands as above to edit or remove any existing memo.

File: Millennium Instant Messenger

Millennium comes equipped with an Instant Messenger that allows a user to create messages that are instantly sent to another user.   In fact, messages can also be sent to users of a particular classification of employees, or to all employees.



If the intended user is not logged in at the time the message was sent, they will be prompted to read the message the next time they log in.

Instant Messenger Field Descriptions

Using the Millennium Instant Messenger

File: Millennium Instant Messenger: Field Descriptions

Following are brief descriptions of each field located within the Client Professions Maintenance screen.

Employee Pulldown List

Displays list of employees whereby one may be chose as the intended receiver of the Instant Message.

Category Pulldown List

Displays list of Employee Classifications whereby all employees linked to the selection will receive the Instant Message.

Private Check Box

Activate this to make the Instant Message private.

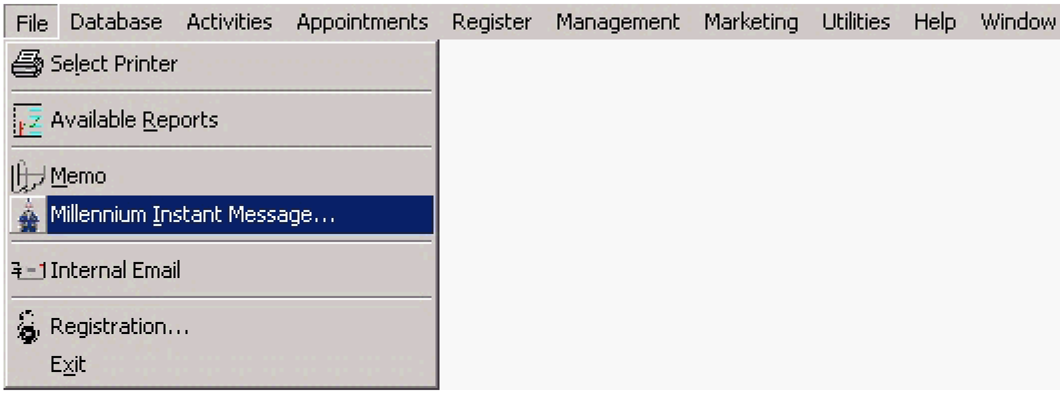
Send To All Employees Check Box

Activate this to sent Instant Message to all employees of the salon/spa.

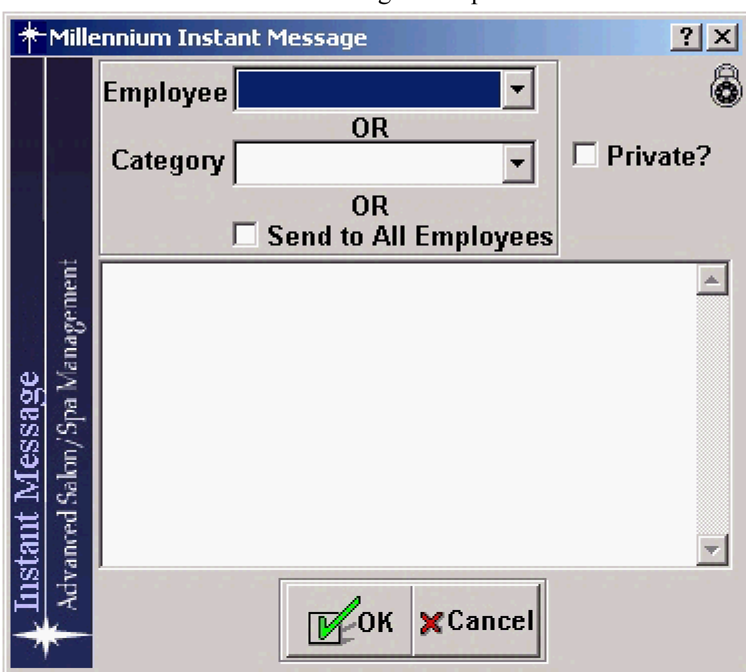
Using the Millennium Instant Messenger

To send a message to another user:

- Click on the File, Millennium Instant Message selection from the Menu.



- The Millennium Instant Message will open.



- Selecting the recipient(s) of the Instant Message.

  - *To send an Instant Message to a particular employee*, click the mouse on the Employee Pulldown List to display the list of the salon/spa's employees. Scroll through the list to find the intended recipient and click the mouse on their name. The Pulldown List will close and the selected employee's name will appear in the Employee field.

  - *To send an Instant Message to a selected employee category*, click the mouse on the Category Pulldown List to display the list of Employee Classifications. Scroll through the list to find the intended classification and click the mouse on it. The Pulldown List will close and the selected classification's name will appear in the Category field.

  - *To send an Instant Message to all employees*, click the mouse on the Send to All Employees Check Box.

- To make the message private, click on the Private? Check Box.
- Type the message in the main text box.

- Click the mouse on the 

button to send the message. A message complete box will be displayed.

- To cancel this procedure at any time without sending a message, click the mouse on the 

button.

Millennium.net: Employees: My Service Sales
To view your service sales:

From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Service Sales button.

- At the next screen, select the criteria you would like to view, and click the Calculate button when ready.

Millennium.net: Employees: My Product Sales

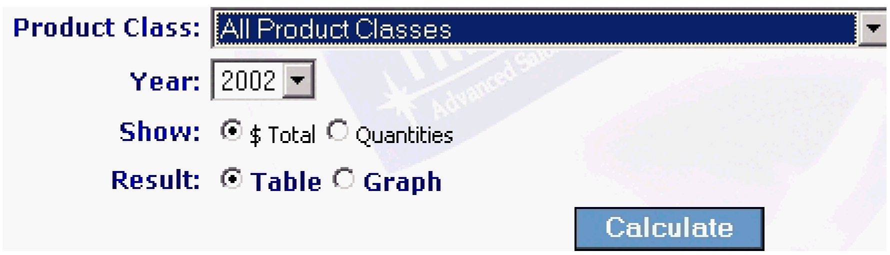
To view your product sales:

From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Product Sales button.

- At the next screen, select the criteria you would like to view, and click the Calculate button when ready.



Millennium.net: Employees: My Monitoring Station

My Monitoring Station is a snapshot view of various data. Separated into two views, the Monitoring Station will show Hours for Sale and Pre-Book as well as Goals.

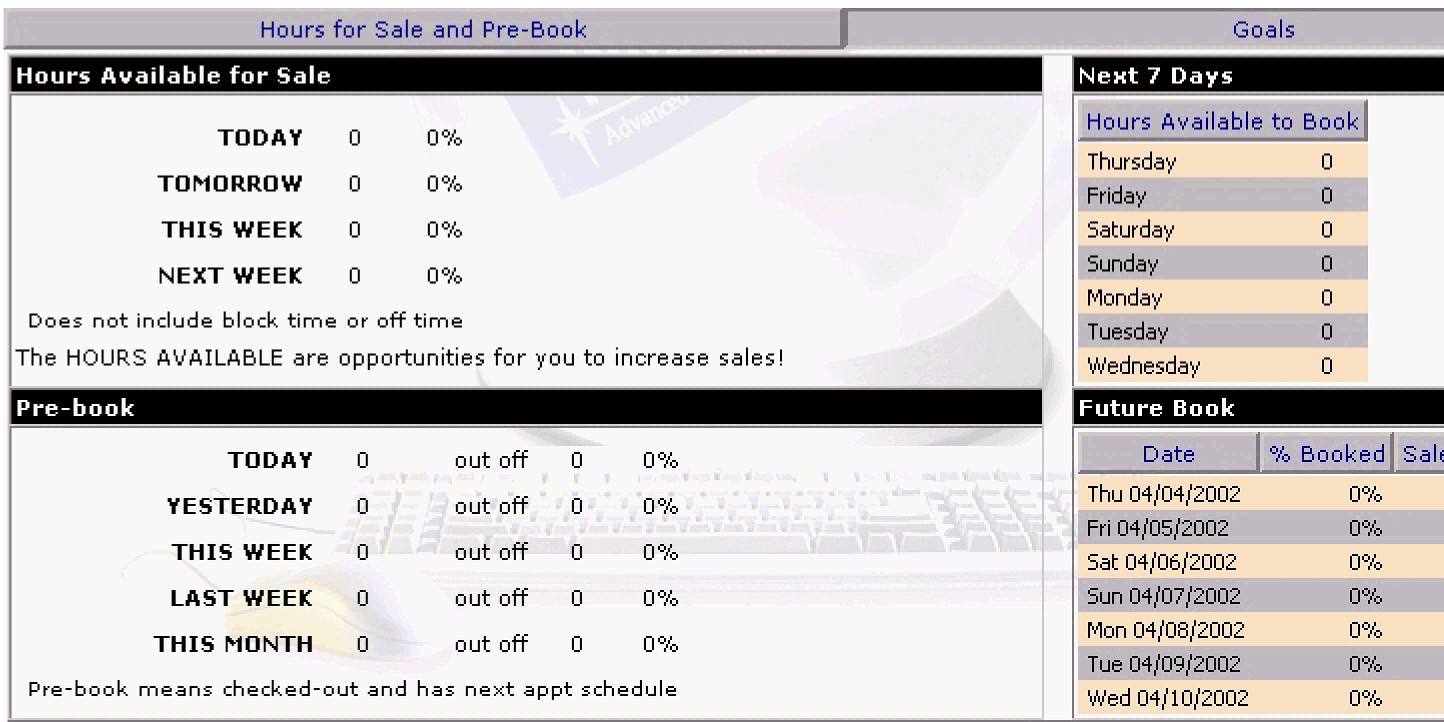
From the Home Page:

- Click the mouse on the Employees button.

- Click the mouse on the My Monitoring Station button.

- At the next screen, click on either the Hours for Sale and Pre-Book or Goals buttons.

Hours for Sale and Pre-Book Screen:



Goals Screen

Hours for Sale and Pre-Book	Goals

Average Ticket

	Service	Retail	Ticket
TODAY	$0.00	$0.00	$0.00
YESTERDAY	$0.00	$0.00	$0.00
THIS WEEK	$0.00	$0.00	$0.00
LAST WEEK	$0.00	$0.00	$0.00
THIS MONTH	$0.00	$0.00	$0.00
GOALS	$0.00	$0.00	$0.00

Sales

This Month / Last Month

	Goal	Actual		Goal	Actual
SERVICE	$0.00	$0.00	100%	$0.00	$0.00
RETAIL	$0.00	$0.00	100%	$0.00	$0.00

Year-to-Date

	Goal	Actual	
SERVICE	$0.00	$0.00	100%
RETAIL	$0.00	$0.00	100%

Frequency of Visit

YEAR-TO-DATE	1.00
LAST 12 MONTHS	1.00
GOAL	0.00

Retention

	New	Repeat
YEAR-TO-DATE	0%	0%
LAST 12 MONTHS	0%	0%
Based on 0 visits per year **GOAL**	0%	0%

Millennium.net: Clients: Client Liabilities

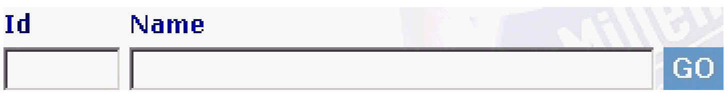
Millennium.net can display Client Liabilities such as Gift Certificates, Package/Series, Credits/Balances.

To view these liabilities:

- Click the mouse on the Clients button.

- Click the mouse on the Client Liabilities button.

- Enter either the ID or the Name, then click the GO button.



Millennium.net: Clients: History_Formula

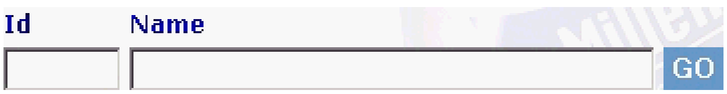
Millennium.net can display Client History/Formulas as include information such as Ticket Numbers, Date/Time, Employee Name, Service Performed, Qty and Price.

To view these liabilities:

- Click the mouse on the Clients button.

- Click the mouse on the Client History/Formulas button.

- Enter either the ID or the Name, then click the GO button.



Millennium.net: Management: Employee Information

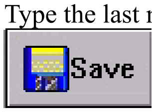
You have the ability to view your Salon/Spa's employee information just as in the Millennium client based software. Not only can you view, but also create new employees and edit or delete existing employee records.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Employee Information button.

To View or Edit/Delete an existing employee:

- Type the last name of the employee you are looking for in the Name Field. Then click the mouse on the 

button. The employee's record from your Millennium database will appear on screen.

- If changes are desired, click the mouse on the Edit button at the bottom of the screen to make changes to the employee's information. As in Millennium, you'll enter an editing mode where changes can be saved once complete.
- Click the mouse on the Save button to save changes. Your Salon/Spa's database will now be updated.
- If the employee's record is be removed, click the mouse on the 

button at the bottom of the screen.

To Add a new employee:

- Click the mouse on the New button.
- The Employee screen will be displayed with no information populated.
- Enter the applicable information into the fields.
- Select options using the screen's Radio Buttons and Check Boxes.
- Click the mouse on the Save button to save changes. Your Salon/Spa's database will now be updated.
- At any time, click the mouse on the Cancel button to terminate this procedure.

Millennium.net: Management: Total Sales

To view your Salon/Spa's sales totals:

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Total Sales button.

- At the next screen, enter the earliest and latest dates to create a range of time to measure the total sales.

  Use the pulldown list to select All, just Products, or just Services

- Click the mouse on the 

 button to generate and view the results.

Millennium.net: Management: Employees Goals

You will have access to the goals set for each employee of the salon/spa. The goals are categorized into Services, Products, and Sales.

Each category is separated by month. Each month will display the Goal for the month, the Actual, and the % (Goal / Actual).

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Employees Goals button.

- Either type the name of the employee in the Pulldown List, or click the mouse on the arrow and click on the desired name.
- Either type the year in the field, or use the 

and 

arrows to select the year you would like to view.
- Click the mouse on the 

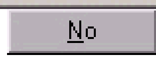
button to display that week's results.
- Results are displayed for Services, Products, and Retention.

Receiving An Instant Message

When a message is sent from another employee to yourself, as long as you are logged into the system, a message alert box will appear on the screen.

Click the mouse on the 

button to read the message immediately.

Click the mouse on the 

button to ignore the alert. Millennium will prompt you again periodically.

Displays list of employees whereby one may be chose as the intended receiver of the Instant Message.

Displays list of Employee Classifications whereby all employees linked to the selection will receive the Instant Message.

Activate this to make the Instant Message private.

Activate this to sent Instant Message to all employees of the salon/spa.

Millennium.net: Management: Log History

A history of all actions performed are logged as they occur and they can be viewed easily in this screen.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Log History button.

This will open the Employee's Log History page. Enter the following criteria to view a log.

- Enter the From and To dates in the appropriate Text Boxes.
- Select the Employee's name from the Pulldown List.
- Include Optional text in the Search box to filter the results.
- Click on the 

button to view the results.

Millennium.net: Management: Reports

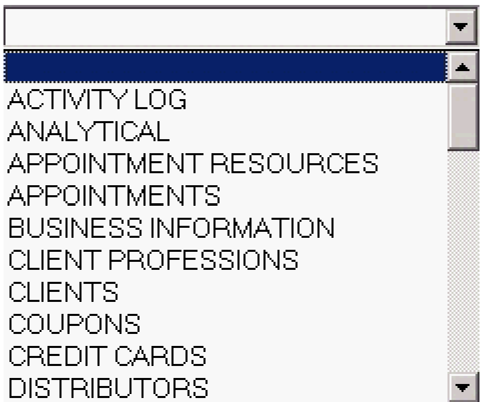
Reports!!! From the Web!!!

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Reports button.

- From the Pulldown List, select the Report Type you would like to run.



- Depending on the Report Type you select, the options that follow will be different.   For example, if Services was selected from the list shown above, the screen would change and another pulldown list that contains every Service your Salon/Spa offers.
- Select the choice(s), and click the mouse on the  button.

Millennium.net: Management: Inventory

Have instant access to your salon/spa's inventory -- from any computer that has internet access anywhere in the world.

From the Home Page:

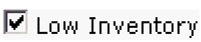
- Click the mouse on the Management button.

- Click the mouse on the Inventory button.

- Once the screen changes, select from several options that will filter the search.

  Click the mouse on the Manufacturer, Distributor, or Product Class Pulldown Lists to focus the selections.

  Click the mouse on the Low Inventory Check Box to only display those products low in stock.



  Click the mouse on the Product Type Radio Buttons to show the kind of products you want displayed.

  Click the mouse on the 

button to trigger the search.

- The results will be displayed with the following Headings:

Millennium.net: Management: Employee Service Sales

Obtain statistics on the Service Sales performed by your employees.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Employees Service Sales button.

- Once the screen changes, select from the following criteria options:

Click the mouse on the Employee <u>Pulldown List</u> to select the employee.

Click the mouse on the <u>Service Class</u> Pulldown List to choose the type of service.

Click the mouse on the Year Pulldown List if you wish to change the year.

Click the mouse on the Show <u>Radio Buttons</u> to display the results in either a dollar or unit value.

Click the mouse on the Result Radio Buttons to display the results in either a Table or a Graph.

- Click the mouse on the  button to run the query.

Millennium.net: Management: Employee Product Sales

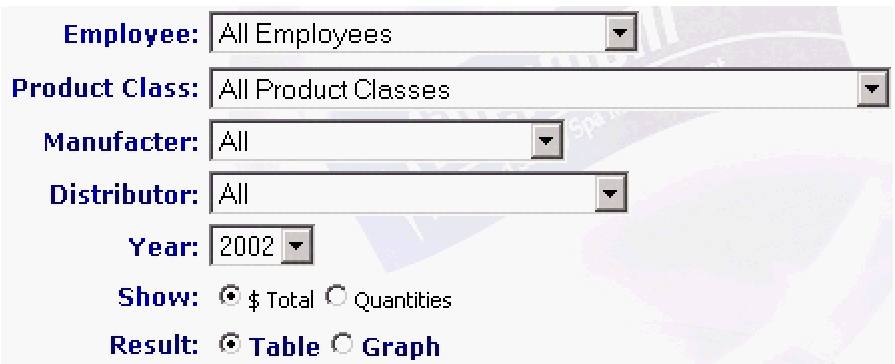
Obtain statistics on the Products sold by your employees.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Employees Product Sales button.

- Once the screen changes, select from the following criteria options:



Click the mouse on the Employee <u>Pulldown List</u> to select the employee.

Click the mouse on the <u>Product Class</u> Pulldown List to choose the type of products.

Click the mouse on the Manufacturer Pulldown List to select a particular manufacturer.

Click the mouse on the Distributor Pulldown List to select a particular distributor.

Click the mouse on the Year Pulldown List if you wish to change the year.

Click the mouse on the Show <u>Radio Buttons</u> to display the results in either a dollar or unit value.

Click the mouse on the Result Radio Buttons to display the results in either a Table or a Graph.

- Click the mouse on the 

button to run the query.

Millennium.net: Management: Top N Service Analysis

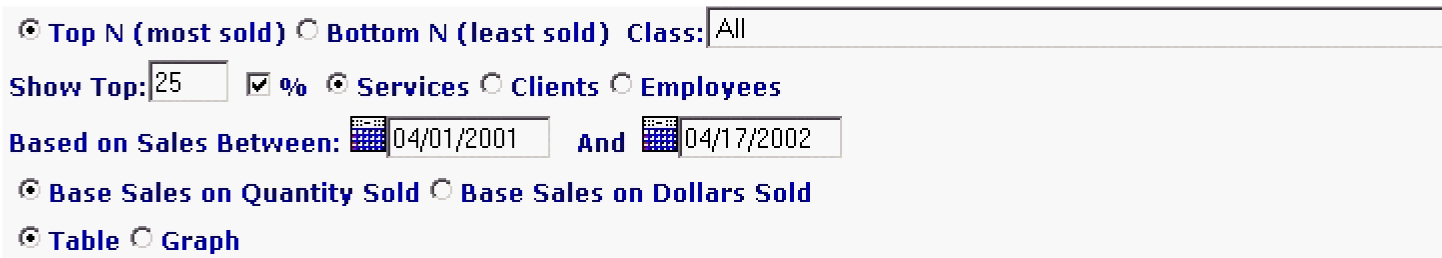
Analyzing your business. Knowing what sells and what does not. Who buys and who does not. It's absolutely essential for success.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Top N Service Sales Analysis button.

- Once the screen changes, select from the following criteria options:



Click the mouse on the Top or Bottom N Radio Buttons to show either the most sold or least sold.

Click the mouse on the Class: Pulldown list to choose a particular Service Class.

Click the mouse in the Show Top: Text Field to specify the number of instances to count.

Click the mouse on the % Check Box to look up the results as a percentage instead of a specific number count.

Click the mouse on the Services, Clients, or Employees Radio Buttons to select what to base your search on.

Click the mouse in the Date fields and enter the date range of the search. Click on the  button use the calendar.

Click the mouse on the Base Sales on Quantity or Dollars Sold Radio Buttons to display results in quantities or by dollar value.

Click the mouse on the Result Radio Buttons to display the results in either a Table or a Graph.

- Click on the  button to view the results.

Millennium.net: Management: Top N Product Analysis

Analyzing your business. Knowing what sells and what does not. Who buys and who does not. It's absolutely essential for success.

From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Top N Product Sales Analysis button.

- Once the screen changes, select from the following criteria options:

Click the mouse on the Top or Bottom N <u>Radio Buttons</u> to show either the most sold or least sold.

Click the mouse on the Class: <u>Pulldown list</u> to choose a particular <u>Product Class</u>.

Click the mouse on the Manufacturer Pulldown List to select a particular manufacturer.

Click the mouse on the Distributor Pulldown List to select a particular distributor.

Click the mouse in the Show Top: <u>Text Field</u> to specify the number of instances to count.

Click the mouse on the % <u>Check Box</u> to look up the results as a percentage instead of a specific number count.

Click the mouse on the Products, Clients, or Employees Radio Buttons to select what to base your search on.

Click the mouse in the Date fields and enter the date range of the search. Click on the  button use the calendar.

Click the mouse on the Base Sales on Quantity or Dollars Sold Radio Buttons to display results in quantities or by dollar value.

Click the mouse on the Result Radio Buttons to display the results in either a Table or a Graph.

- Click on the  button to view the results.

Millennium.net: Management: Monitoring Station

The Monitoring Station is a snapshot view of various data. Separated into two views, the Monitoring Station will show Hours for Sale and Pre-Book as well as Goals.

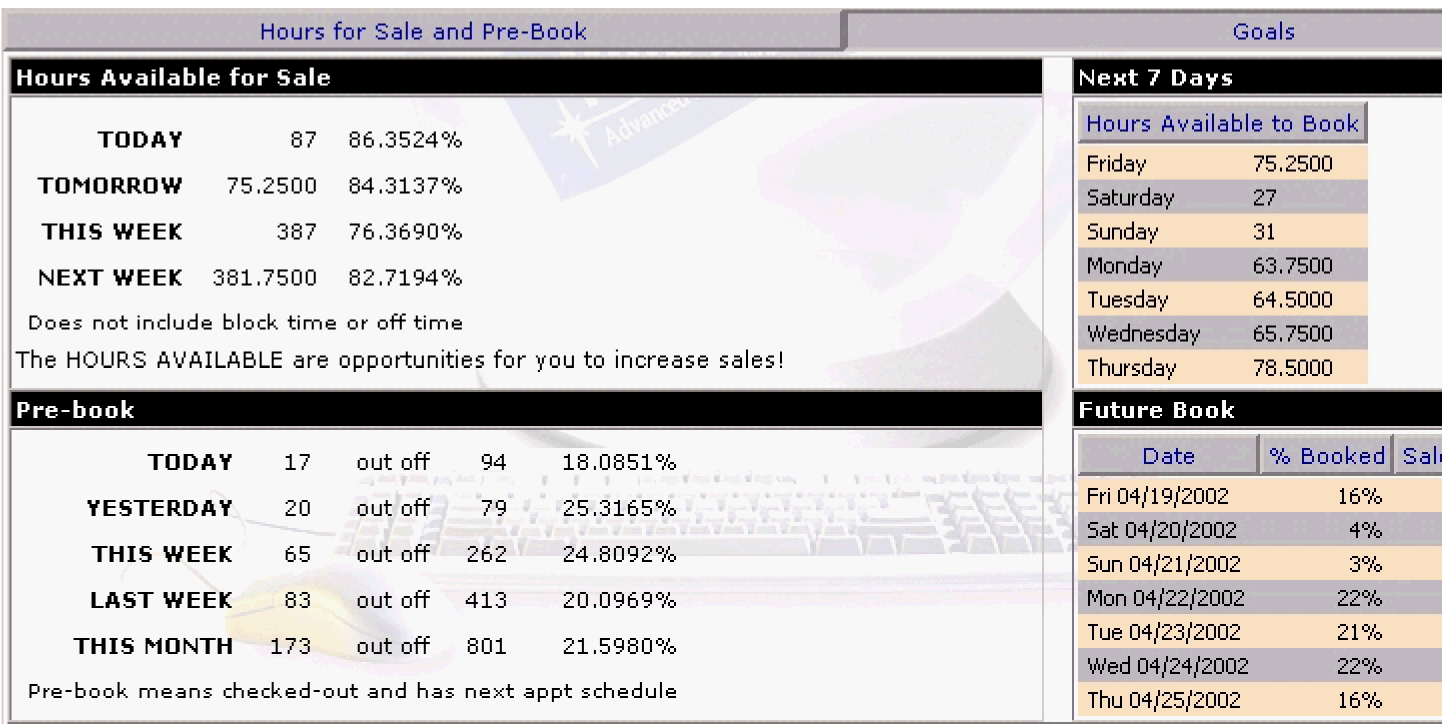
From the Home Page:

- Click the mouse on the Management button.

- Click the mouse on the Monitoring Station button.

- The results will default to all Employee Classifications, and all Employee Names.
- Click the mouse on the Employee Classifications Pulldown List to focus the results on one particular classification.
- Click the mouse on the Employee Pulldown list to focus the results on one particular employee.

Hours for Sale and Pre-Book Screen:



Goals Screen

Hours for Sale and Pre-Book	Goals

Average Ticket

	Service	Retail	Ticket
TODAY	$112.40	$1 137.40	$160.04
YESTERDAY	$206.87	$1 060.33	$240.71
THIS WEEK	$84.69	$1 029.56	$108.05
LAST WEEK	$3.59	$574.50	$5.50
THIS MONTH	$30.45	$887.77	$37.61
GOALS	$0.00	$0.00	$0.00

Sales

This Month				Last Month	
	Goal	**Actual**		**Goal**	**Actu**
SERVICE	$0.00	$48 782.40	100%	$0.00	$117 74
RETAIL	$0.00	$11 541.00	100%	$0.00	$44 57

Year-to-Date			
	Goal	**Actual**	
SERVICE	$0.00	$330 568.21	100%
RETAIL	$0.00	$144 856.70	100%

Frequency of Visit

YEAR-TO-DATE	4.55
LAST 12 MONTHS	4.55
GOAL	0.00

Retention

	New	Repeat
YEAR-TO-DATE	0%	0%
LAST 12 MONTHS	0%	0%
Based on 0 visits per year **GOAL**	0%	0%

Register: Gift Cards

HARMS Software was one of (if not THE) first companies in the Beauty Industry to incorporate Electronic Gift Cards into their software.   The original intent was to improve security and reduce gift certificate theft.   The result, however, was increased gift certificate sales for our clients.   Great hidden benefit!

Gift Cards Control Center

Register: Gift Cards_Turning On Options

To turn the gift card option on in Millennium:

1. Navigate to the Database->Business Information screen

2. Click on the *This Computer* tab

3. Click on the *Other* tab

4. Click on the Gift Card Device Installed check box

5. Select the port the gift card is on (usually COM1 or COM2)

6. Click the 

button and close the screen

Register: Gift Cards_Control Center

The gift card control center can be accessed using the main menu->register->gift card control center option.

You will be asked to enter a gift card before the screen appears.

Turning on Gift Card Options

Reading A Gift Card

Edit Gift Card Contents

Erase Gift Card

Eject Gift Card

Selling a Gift Certificate with a Gift Card

Using a Gift Card as Payment

Register: Gift Cards_Reading A Gift Card

If you already have a card in the reader/writer, click the 

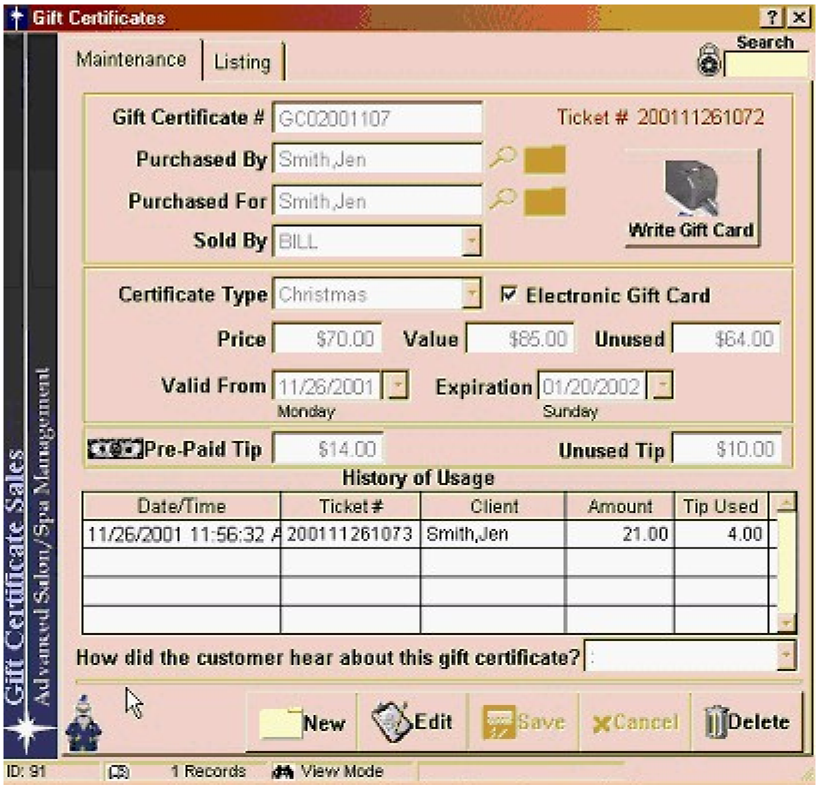
button first.

To read a gift card (other than the one you already read when entering into this screen), simply click the 

button. The contents of the card will be displayed in the white box in the middle of the screen.

Register: Gift Cards_Edit Gift Card Contents

Once in a while you may need to adjust the client's card balance – maybe the card didn't write properly, the customer forgot their card on a previous visit… You should go in and edit the balance on the original transaction and then use the WRITE GIFT CARD button on the gift certificate screen. This ensures the card balance matches Millennium's Gift Certificate balance for the same customer.



If you want to manually adjust the card inside the Gift Card Control Center:

1. Insert the card to be edited
2. Click the mouse on the 

button
3. Click on the 

button
4. Adjust the amount and/or expiration date
5. Click the 

button

Register: Gift Card_Erase Gift Card

If you want to erase a gift card to reuse it or just insure that no balance remains on the card simply insert the card and click the 

button.

Register: Gift Cards_Selling Gift Certificate with a Gift Card

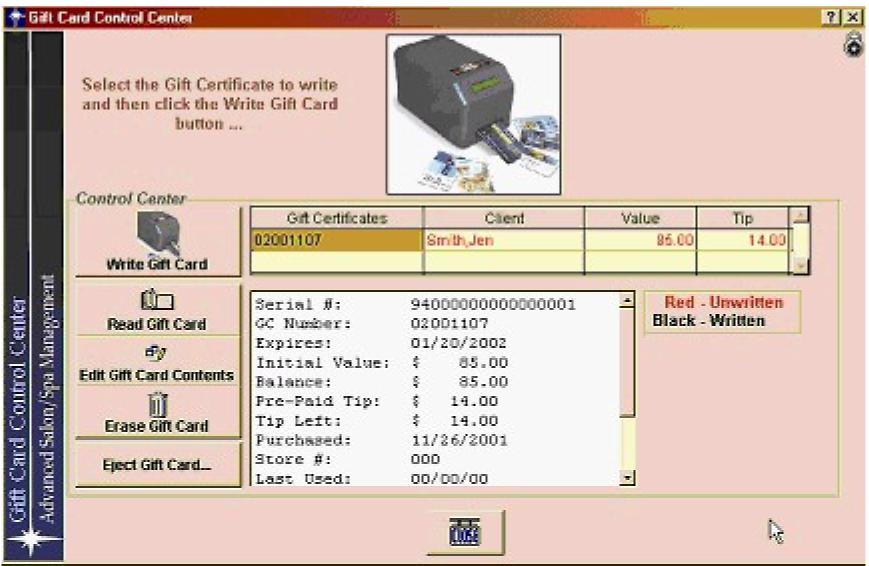
NOTE:

(see Selling a Gift Certificate for information on how to fill-out the Gift Certificate screen)

Selling a gift certificate using the Gift Card device is as simple as selling a “normal” paper certificate. The only difference is:

1. When you are in the Gift Certificate Purchase screen, you want to insure the Gift Card Check Box is checked

2. Upon completion of the sale and tendering the payment types, you will be asked to enter the gift card to be written and then the Gift Card Control Center screen will appear…



The contents of the gift card will be shown. You can ignore any values you see in the white box, since they will be overwritten when you write the new card. So even if you are reusing a card that has not been erased, this option will work correctly.

You will notice next to the 

button that there is a grid with the gift certificate(s) that need to be written listed. They will be in red until you write the card for that certificate. As you can see, a customer could purchase multiple gift certificates in one transaction and then you can simply write each one out using the Gift Card Control Center.

1. Select the gift certificate to write by clicking on the gift certificate number that is currently in red text

2. Click the 

button to write the new card – once the card is written the text will turn black

3. Repeat steps 3 and 4 for each card – you may have to click the Eject Gift Card button in between steps to eject the written card

Register: Gift Cards_Using a Gift Card As Payment

Using a Gift Card As Payment (redemption)

Redeeming a gift card is as easy as redeeming a paper gift certificate. Once again, the only difference is when you are prompted to enter the gift card into the machine.

To redeem a gift card:

1. Enter the sale into the register (products, services, etc.) as you normally would

2. Click the Sale button

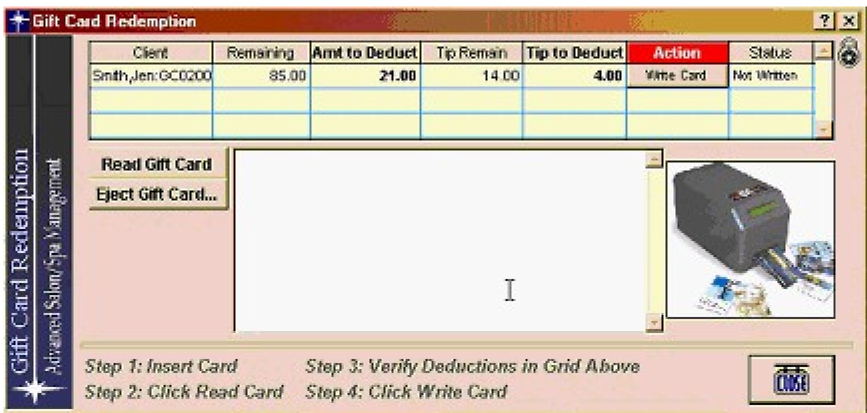
3. Click the Gift Certificate button or F11

4. If the client only has one gift certificate it will be selected for you. If you choose to use a different certificate, simply click on the pulldown list in the first column and select the appropriate certificate.

5. Enter any tip amount, etc if the card includes a pre-paid tip

6. Click the 

button.



The Gift Card Redemption screen will appear. If you are redeeming multiple cards in a single transaction, you will see more than one line in the top grid. Notice the red ACTION column with the Write Card button. This is how you will write out each card. Also notice the “Not Written” status column to the right of the Action column. When the card is written – this will change to “Written”.

7. Insert the gift card to be redeemed

8. Click on the 

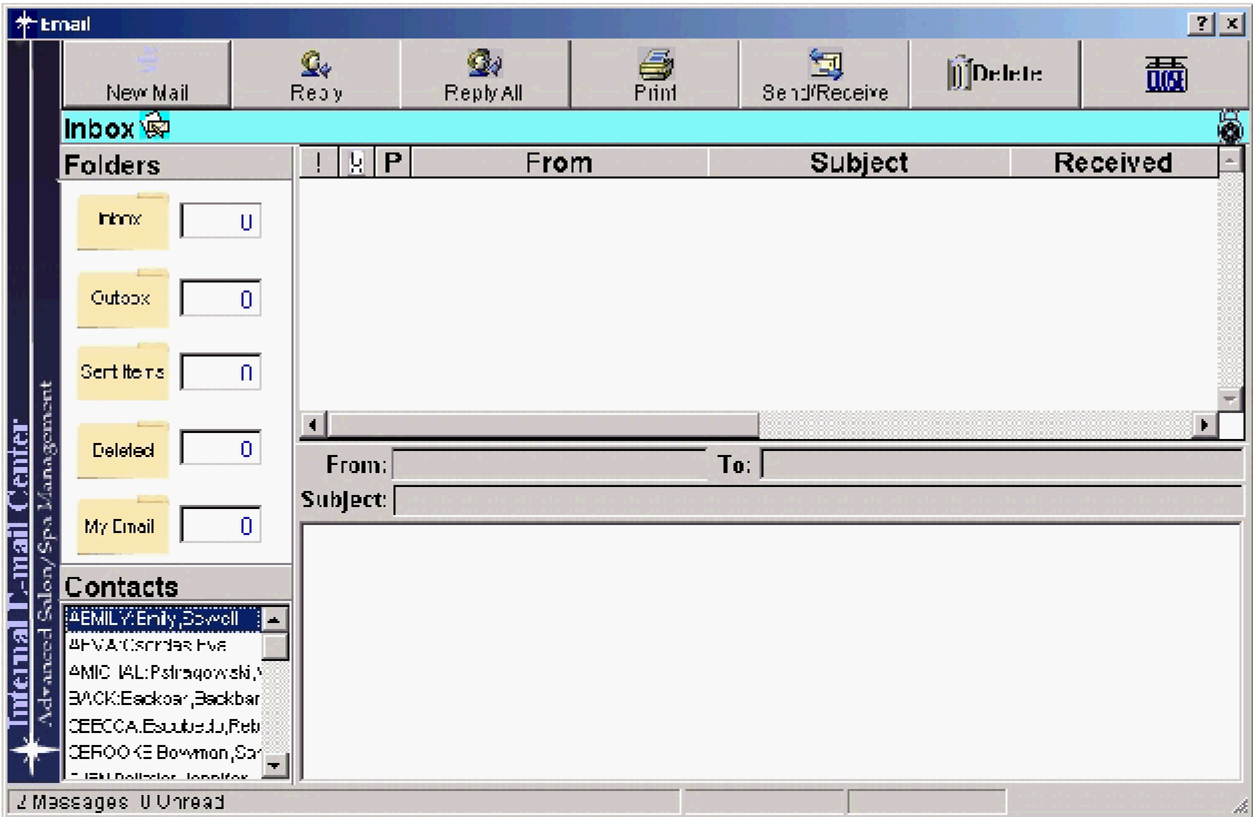
button on the line where the corresponding gift certificate resides in the top grid

9. The card’s contents will be shown and will then be written to the card and the status will change to “Written” upon completion

If there is a mismatch between the card’s balance and Millennium’s balance, you will be given the opportunity to force the card to match Millennium’s balance OR to force Millennium to match the card’s balance. This allows cards to be used in different locations.

File: Internal E-Mail

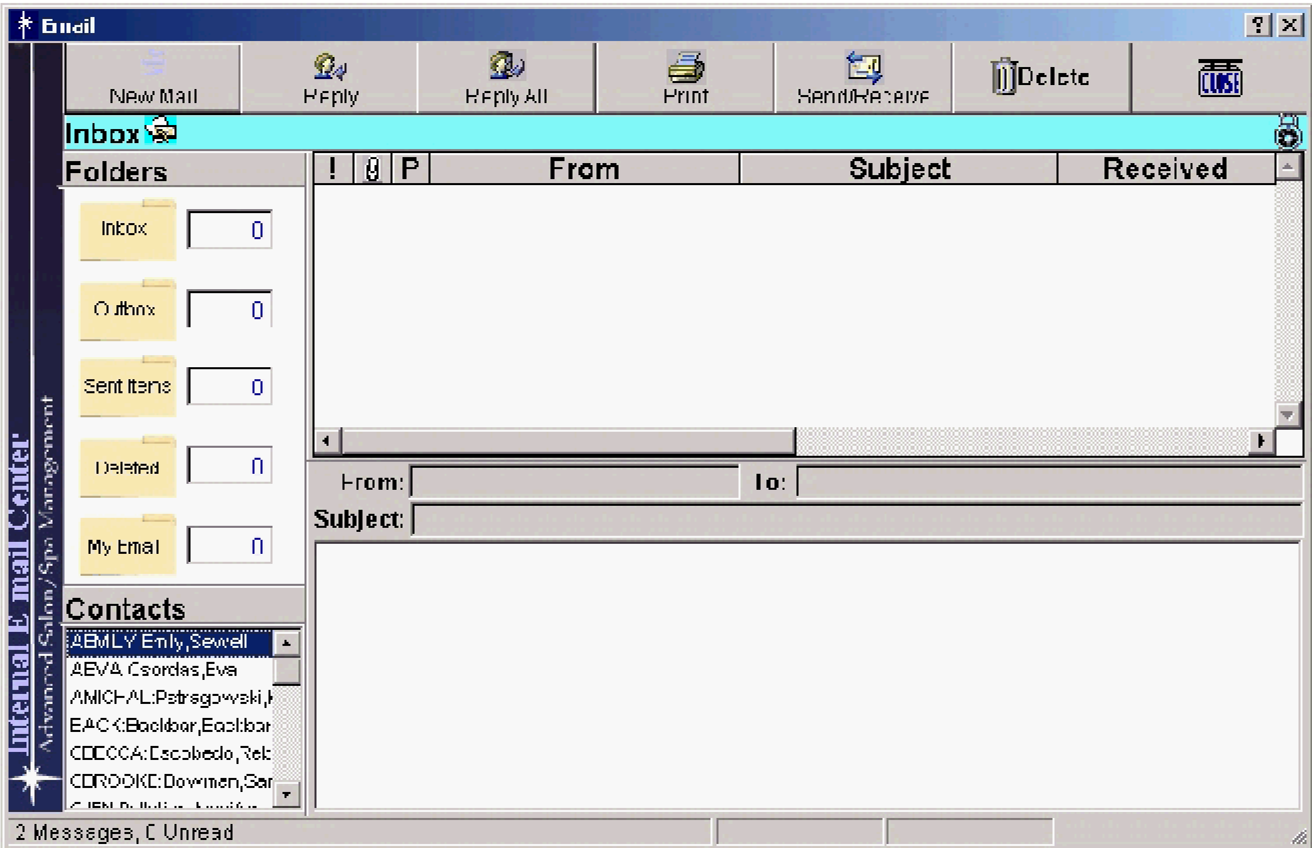
The Millennium system comes with an Internal E-Mail program built into it. It is designed to perform as most common E-Mail systems on the market. Use it to send e-mails to other employees of your salon/spa. They can send and receive their e-mail(s) when they are logged into Millennium.



E-Mail Main Screen

E-Mail Main Screen Descriptions

Following are descriptions of the Internal E-Mail Main Screen:



E-mail messages are stored and visible in the top half of the main screen. There is a heading bar along the top of this area whereby messages can be sorted by clicking the mouse on the heading title.

The bottom half of the screen will display the message header information and body text.

Toolbar

Contains buttons that will allow you to:

- Create a new mail message
- Reply to the sender of a received e-mail
- Reply to all receipients of an e-mail
- Print an e-mail
- Send and Receive messages
- Delete un-needed messages
- Close and exit the e-mail program

Folders

Your E-Mail messages are categorized and stored in different folders:

- Inbox: Contains all newly received messages, and messages already read but not moved.
- Outbox: Contains messages you've created to go to other recipients.
- Sent Items: Contains messages you've sent to other recipients.
- Deleted: Contains messages deleted from the other folders.
- My E-Mail: Used for organizing messages.

Contacts

Contains a listing of all available recipients.

Creating an E-Mail Message

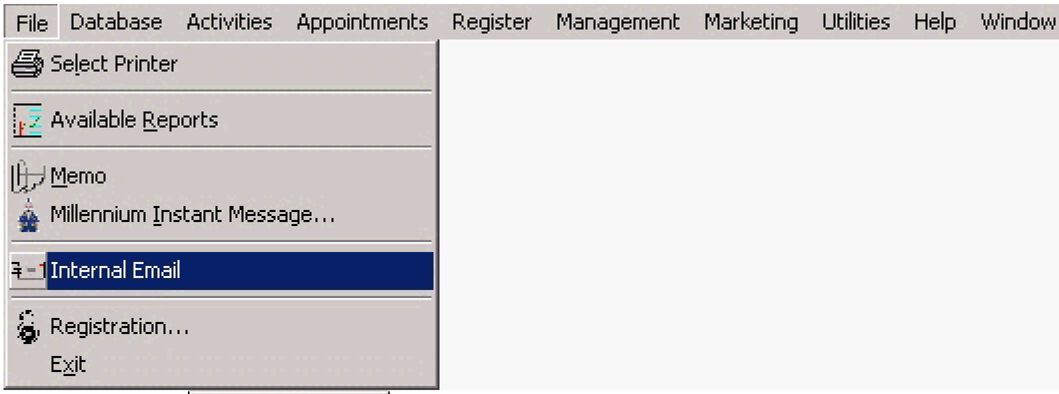
Sending and Receiving Messages

Replying to Received Messages

Creating an E-Mail Message

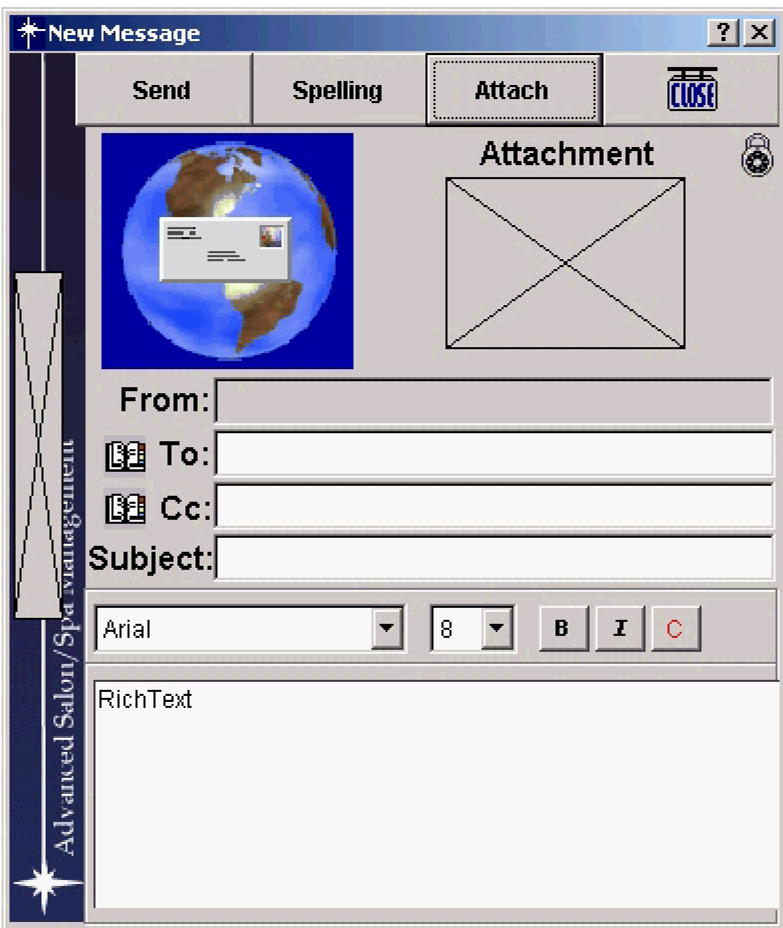
In order to create and send an e-mail message:

- Click on the File, and Internal E-mail Menu.



- Click on the 

button. This will open the New Message screen.



- Click the mouse in the To: field and type the e-mail address of the recipient(s) you wish to send your message to. You may also click the mouse on the  button to open an e-mail address book and select the recipients.
- Click the mouse in the CC: field to Courtesy Copy non-direct recipient(s) of your e-mail.
- Click the mouse in the Subject: field and include a short description of what the e-mail is about.
- Click the mouse in the main text area to type the message you wish to send.

- If you wish to include an attachment, click the mouse on the 

button, then browse through the Folders until your file is located, and attach it to the message. An E-Mail message contains text, and can also include an attachment. An attachment is a file such as a document, spreadsheet, picture, etc. that can be included with your message.

- When you've completed the text portion of the message, click the mouse on the 

button to check the spelling and make corrections.
- Use the text formatting controls to change fonts, Bold or Italicize, or change the color of the text.

- When all steps have been completed, click the mouse on the 

button to release the message to the intended recipient(s).

- To leave the message without sending, click the mouse on the 

button.

Replying to Received Messages

Replying to Received Messages

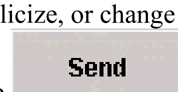
There will be messages you receive that you wish to reply to. In order to do so:

- There are two ways to reply to an e-mail message. The first is to select the message in the e-mail folder. The message itself does not need to be opened, just simply selected. The second is to reply directly from the opened message.
- Click the mouse on the 

button to reply only to the person who sent the e-mail, or the 

button to reply to all original recipients. A new message window will appear. However, the original e-mail's subject line will be populated in the Subject field preceded by an RE:. Also, the original e-mails text will accompany the reply.
- NOTE: If an attachment was included with the original e-mail, it will not be included with the reply.
- Click the mouse in the main text area to type the message you wish to send.
- If you wish to include an attachment, click the mouse on the 

button, then browse through the Folders until your file is located, and attach it to the message. An e-mail message contains text, and can also include an attachment. An attachment is a file such as a document, spreadsheet, picture, etc. that can be included with your message.
- When you've completed the text portion of the message, click the mouse on the 

button to check the spelling and make corrections.
- Use the text formatting controls to change fonts, Bold or Italicize, or change the color of the text.
- When all steps have been completed, click the mouse on the 

button to release the message to the intended recipient(s).
- To leave the message without sending, click the mouse on the 

button.

Contains buttons that will allow you to:

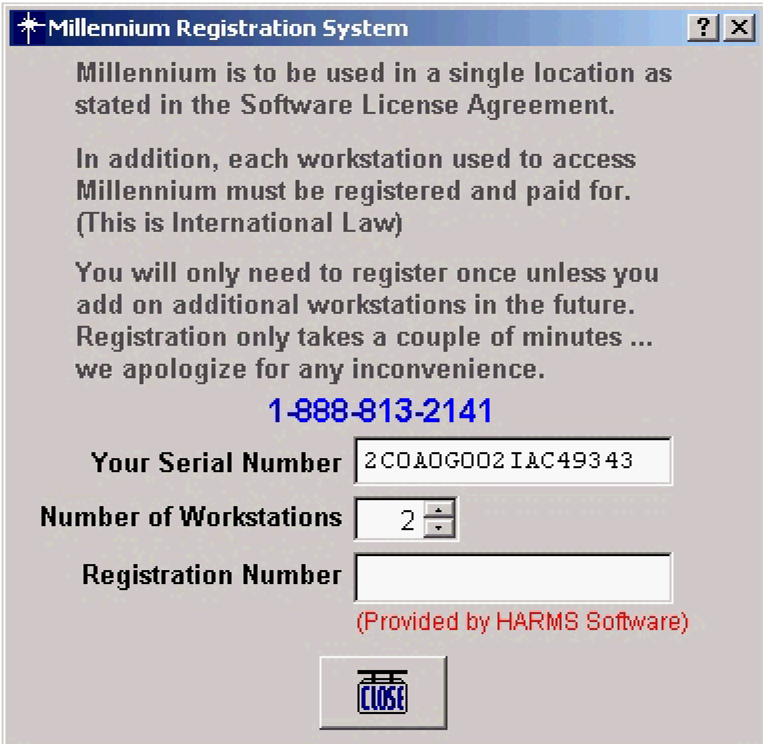
- Create a new mail message
- Reply to the sender of a received e-mail
- Reply to all receipients of an e-mail
- Print an e-mail
- Send and Receive messages
- Delete un-needed messages
- Close and exit the e-mail program

Your E-Mail messages are categorized and stored in different folders:

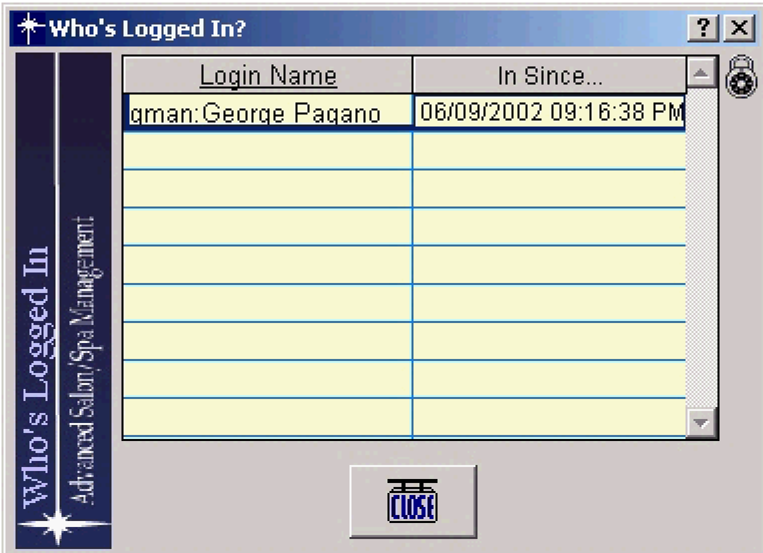
- Inbox: Contains all newly received messages, and messages already read but not moved.
- Outbox: Contains messages you've created to go to other recipients.
- Sent Items: Contains messages you've sent to other recipients.
- Deleted: Contains messages deleted from the other folders.
- My E-Mail: Used for organizing messages.

Contains a listing of all available recipients.

Your Millennium Serial and Registration numbers are located within this screen. Also stored in this screen are the number of workstations your Salon/Spa is running.



Who's Logged In?
A quick way to check to see what user's are currently logged into the Millennium system is to view the Who's Logged In screen.

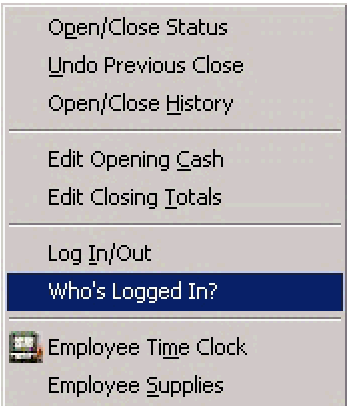


Seeing who's logged in

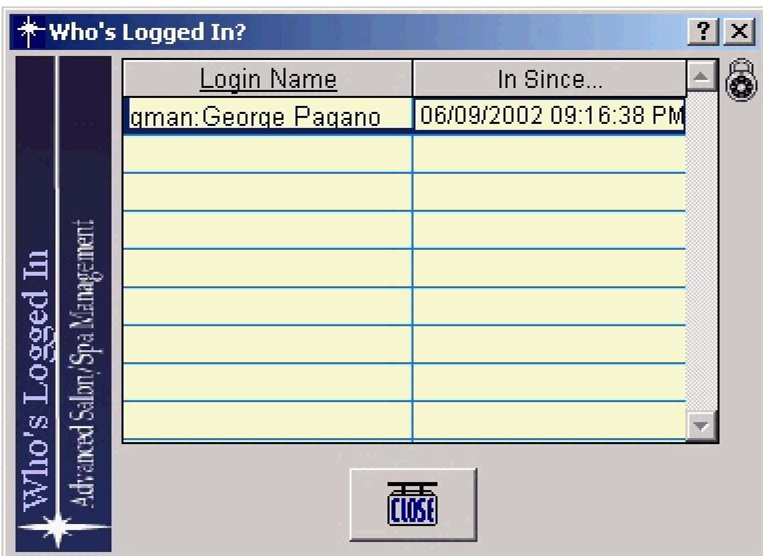
Seeing who's logged in

To see who is currently logged into the Millennium system:

- Click the mouse on the Activities Menu, then Who's Logged In?



- The following screen will appear and automatically display all users who are currently logged into the Millennium system at that time.



- Click the mouse over the Login Name, or In Since... column headings to Sort the list in that order.
- Click the mouse on the  button to exit the screen.

Management: Appointment Reports

The Appointment Reports screen contains several reports that relate to client bookings, pending appointments, employee specific appointments, etc.

To view the reports:

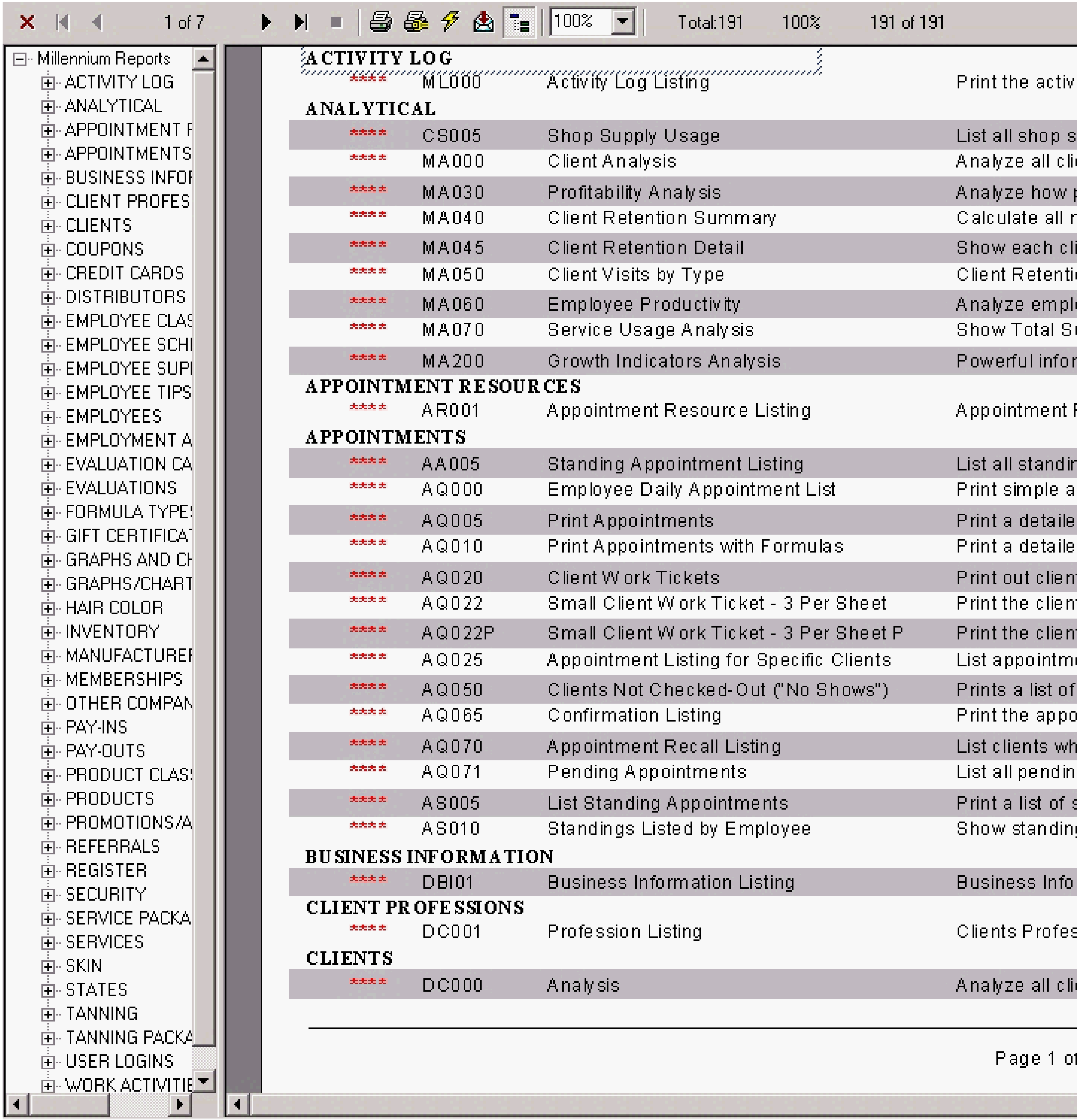
From the main screen, click the mouse on the 

button and scroll down to the Appointments category.
Or,

Click on the Appointments and Appointment Reports Menu Selection.

File: Available Reports

A quick but comprehensive view of the reports that Millennium makes available to you are contained in one location. Choose the Available Reports selection from the File menu to open the following screen.



Screen Descriptions

Button Descriptions

Viewing List Of Reports

Printing List Of Reports

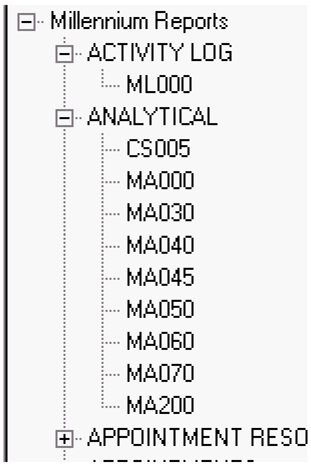
Exporting A Report

File: Available Reports: Screen Descriptions

Following are descriptions of the Available Reports main screen.

Group Tree

The group tree list displays (by category) all of the reports in alpha/numerical order. Click on the + sign to open the category and display the report codes available for that category. When a category or report code is clicked, the main screen will change to display that category or specific report.



Toolbar

The toolbar contains buttons whereby navigational, and preferetial features can be chosen.

Report Details

The main part of the screen shows the Report Category. Under each category will be listed the report codes directly related to that category.

File: Available Reports: Button Descriptions

Following are descriptions of the buttons found in the reports toolbar:


Close

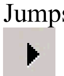
Exits the Available Reports screen.


First Page

Returns the view of Available Reports back to the first page.


Previous Page

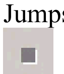
Jumps the Available Reports screen back one page.


Next Page

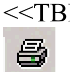
Jumps the Available Reports screen forward one page.


Last Page

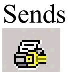
Jumps the Available Reports screen to the last page.


Cancel Reading Records

<<TBD>>


Print

Sends the reports screen to the printer.


Printer Setup

Opens the print setup screen to select printing options.


Refresh

Refreshed the data that feeds all reports.

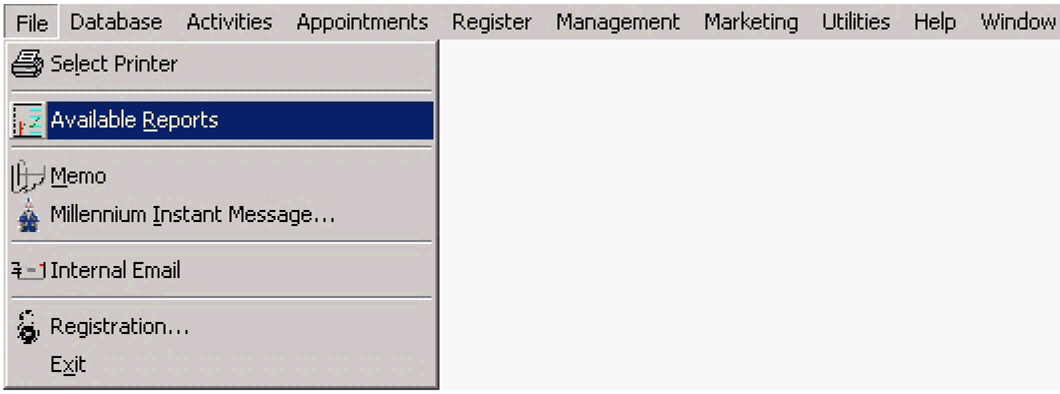

Export

Transports the report data from Millennium into another application.

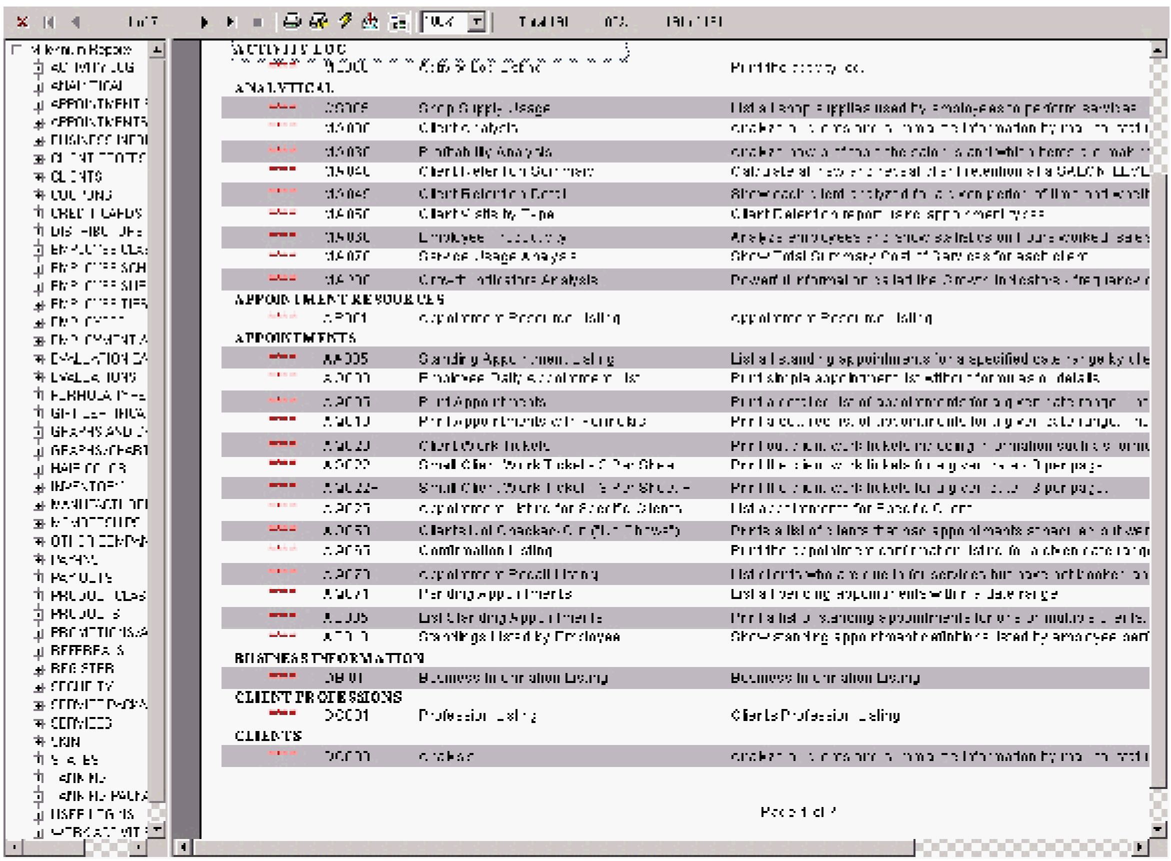
Viewing List Of Reports

To access and view the list of available reports:

- Click the mouse on the File, and Available Reports Menu Selection.



- This will open the Available Reports screen.

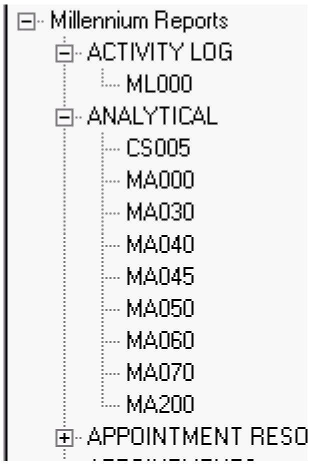


Navigating through the list

Navigating through the list

To navigate through the Available Reports List:

- Click the mouse on the category list selections to change the screen to that category. To expand the category list and display the reports within that category, click the mouse on the + sign. Collapse the list by clicking the mouse on the - sign.



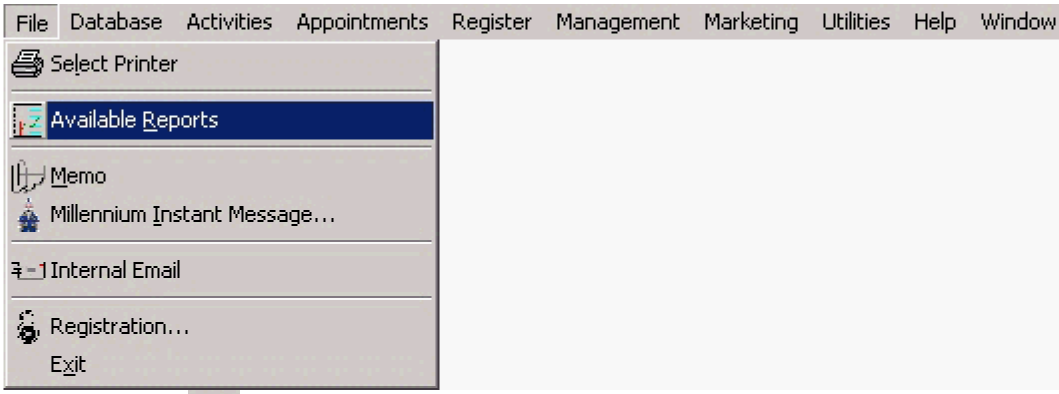
- Use the toolbar buttons to jump forward or backwards through the list.

- Also use the toolbar to perform the following functions:
  Printing the list
  Exporting the list

File: Available Reports: Printing the list

To print the Available Reports list:

- Click the mouse on the Available Reports selection from the File menu.



- Click on the  button. This will open the Print Option screen.

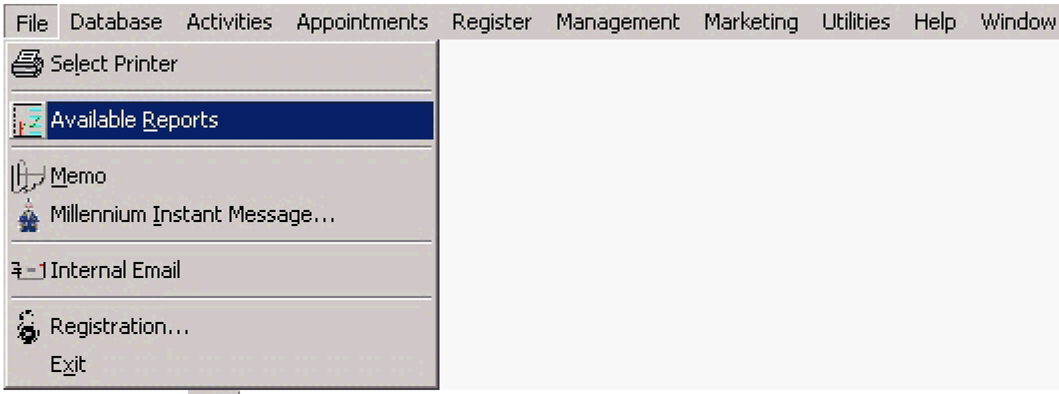
- No changes should need to be made to these options. Click the mouse on the 

button to print.

File: Available Reports: Exporting the list

To Export the reports list to another program:

- Click the mouse on the Available Reports selection from the File menu.



- Click on the  button. This will open an Export Prompt that will ask first: What format you would like to export to, and second: the destination of the exported file.
- To select the format, click the mouse on the pulldown list, and select the desired format. Common formats may be Adobe Format (PDF), Excel (XLS), HTML, Word (DOC), or TEXT.
- To select the destination, click the mouse on the pulldown list and select the desired destination. Your choices may be application, Disk File, or Mail.
- Once the desired format and destination have been selected, click the mouse on the 

button. This will begin the exporting process.

Exits the Available Reports screen.

Returns the view of Available Reports back to the first page.

Jumps the Available Reports screen back one page.

Jumps the Available Reports screen forward one page.

Jumps the Available Reports screen to the last page.

<<TBD>>

Sends the reports screen to the printer.

Opens the print setup screen to select printing options.

Refreshed the data that feeds all reports.

Transports the report data from Millennium into another application.

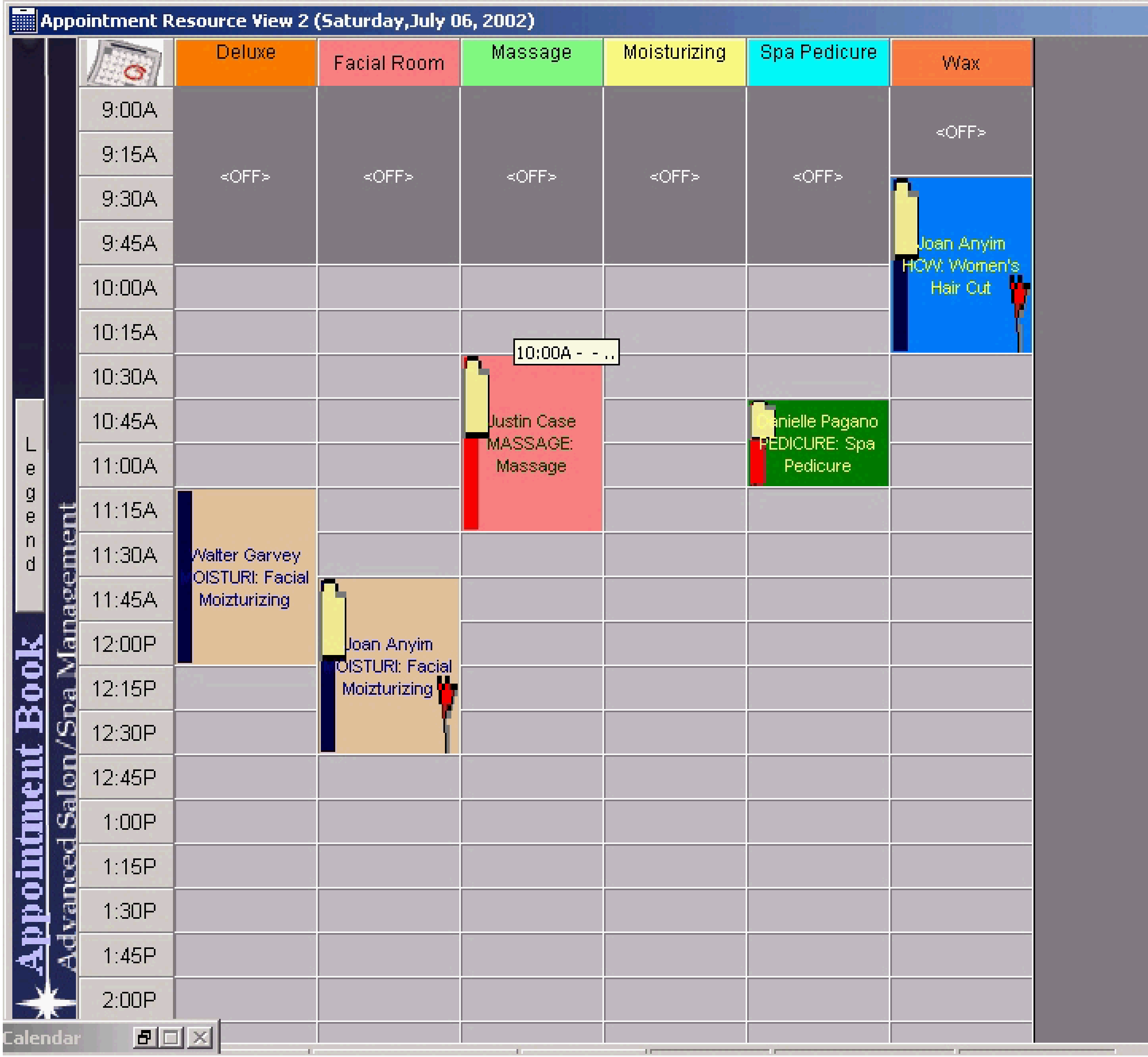
The group tree list displays (by category) all of the reports in alpha/numerical order. Click on the + sign to open the category and display the report codes available for that category. When a category or report code is clicked, the main screen will change to display that category or specific report.

The toolbar contains buttons whereby navigational, and preferetial features can be chosen.

The main part of the screen shows the Report Category. Under each category will be listed the report codes directly related to that category.

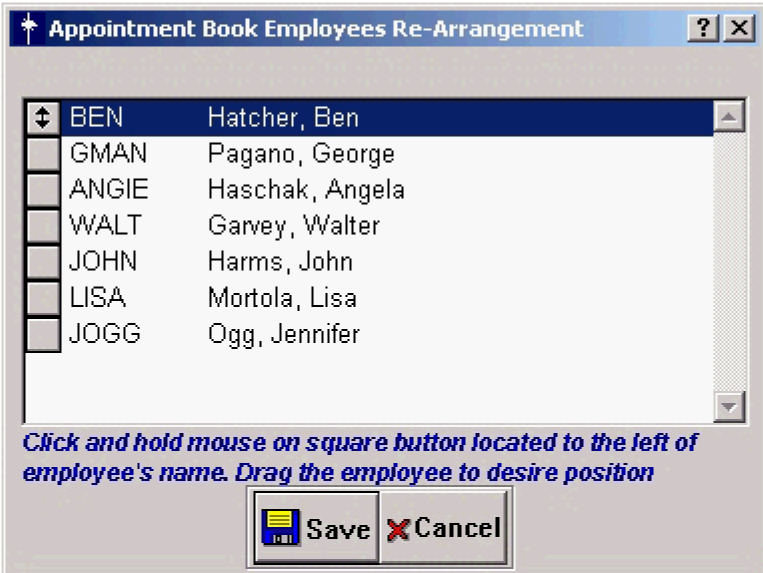
Appointment: Appointment Resource View

Appointment Resources are the necessary equipment required to perform a service. For example, you would need a Massage Table in order to give a client a massage. The Massage Table would be an Appointment Resource. The Appointment Resource View will allow appointments to be viewed by the Appointment Resource. Get to this screen by clicking the mouse on the Appointments menu, then the Appointment Resource View submenu.



Appointment: Appointment Column Order

The Appointment Column Order screen allows you to quickly arrange the order from left to right that scheduled employees will appear in the main Appointment Book screen.



Re-arranging employees

Appointment: Re-arranging Employee Order

To quickly set the order that employees will appear in the Appointment Book:

- Click the mouse on the Appointments menu, and select the Appointment Column Order submenu selection.

- When the Appointment Book Employees Re-Arrangement screen opens, use the mouse to click on the gray boxed to the left of each employee's name. While holding down the left mouse button, drag the name up or down until the desired location of the name is found. Then, release the left mouse button.

- Continue to select and drag the employees' names until ordering is complete, then click the mouse on the 

button.

- Click the mouse on the 

button to terminate this procedure without saving.

See also Change Employee Order for a more comprehensive method of arranging employees.

Database: Inserting Pictures

Following are instructions for inserting pictures into Clients, Credit Cards, Services Classes, and Product Classes Maintenance screens.

- Open the Windows Paint Brush program found in the Accessories program folder. 

- Create the picture or load the picture into paint brush.
- Use the Selection Tool (dotted rectangle) to highlight the image.
- Select the Edit menu and click the mouse on Copy.
- In the Millennium system, open the Maintenance Screen for Clients, Credit Cards, Product Classes, or Service Classes.
- If an existing record, then click on the 

button, if creating a record then click on the 

button.
- Click in the "blank" area where images show and you will see a dotted box where the card will go.
- Select the Edit menu and click the mouse on Paste.
- Click the mouse on the 

button.