

LIN,C,80

CUSTOMER INFORMATION

Hit F1 ( FIND ) Either enter full name. First Letter. or roll with arrow.

Type CLIENT Hit Return TWICE

Read information.

Name : CLIENT Telephone : (514) 111 1111

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Credit (Y/N) : Card : Cheque (Y/N) : N

Stylist : TOM Tec : DICK Manicurist : HARRIETTE

You will notice that designated staff have been assigned. The next time you enter this client, they will automatically be brought up on the screen.

To enter a new client Hit F2. Keep hitting Enter to move the curser to the next field. YOU MUST HIT PgDn TO FIX WHAT YOU HAVE WRITTEN.

Now that you are in this file take note of `Credit`

F2 Enter new client

Hit F3 UPDATE

Hit Enter. Keep hitting Enter until the curser gets to Credit, or any other field you want to change.

Hit Y. Hit PgDn.

Hit F4 Client Record.

This screen will give you a complete record of all transactions made by a client for the whole year. At the end of the year, you can hit F2 and all records will be erased, all purchases will be added, and a Total will be entered at the top of the screen.

## Sheet1

If you enter 'N' at Credit, it will mean that her cheques are not valid, or her Charge card is invalid, and a dot will flash at her name on the appointment screen, or any screen where you enter her phone no.

### Hair Club

If a client reaches a 'determined' total of purchases and services, 'Y' will automatically be entered here and the client will become a member of your Salon's Hair Club. You may enter amount at the Technical Screen 'T'

She will be entitled to special discounts when they are available. Maybe during a quite month you can give special discounts for hair and sales. But for only those who are a member. All members can have their names and addresses printed on a label for this promotion.

R. Recall. To find clients to call back for appointments, follow instructions on the recall screen.

A Telephone No 000-0000 EMPLOYEE has been entered for use with employee sales. You should keep this as a record of all sales made to employees.

Esc will return you to screen.