LIN,C,80

EMPLOYEES

■|■|■|■|■|■|■|■|■|■|■|■|■|■|■|

When you enter Staff Names on the Employee File, enter First Names
to the left, and last names as far over to the other side as
possible. This way only the first name of the stylist
will appear on the Appointment

| JOHN   SMITH | Screen. Be sure that you |

assign a column No. 1-4. If you
do not want them to appear on screen, anywhere, assign them a column
No.0 . If You want them to appear on the cash up screen only,
do NOT assign them a column No .
  In the case of a Technician You MUST enter Y in the space
provided. If her receipts are not included on your stylist's bill
do NOT enter Y.

Put all your Technicians in the same column, and all your
manicurists in the same column. Usually 3 and 4, and put all your
stylists in columns 1 and 2. You can put as many as you like in
each column, there is no limit. Enter all the names of your staff. F2

F1 Find Employee

F2 Enter new Employee

F3 Update File

F4 Print Employee client labels

F5 Print Daily Schedule Update

F6 Print All Client Last Appointments

F7 Print Client Info

F8 Add Hours

F9 Delete Hours
You may delete daily   hours every day
You may delete weekly hours every week
You may delete monthly hours every month
You may delete yearly hours every year

F10 Add Deductions
These may be the final tax amount or the amount of used deductions
(bought) for employee, or combined.

F11

You may delete daily   deductions every day
You may delete weekly deductions every week
You may delete monthly deductions every month
You may delete yearly deductions every year

Commission % , and/or hours, must be entered for use with the WAGES SCREEN
in Accounting.

Product cost may be a % of gross, or cost per item.

Date of starting must be entered for calculation of STAISTICS and %'s.