



# POS (Point - Of - Sales System)

Therapist Scheduling and Appointment Settler for Therapy treatment  
For BIOESSENCE FACIAL AND SLIMMING CTR, INC.

## User Manual

V1.1-Bio Released 02-23-23

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## SYSTEM OVERVIEW

Relying on spreadsheets or pen and paper to track inventory is neither efficient nor accurate. With E2E Inventory Management System, your business can easily track inventory across multiple branches by automating inventory management in one unified resolution.

An inventory management system helps businesses account for all incoming and outgoing stock to better meet customer demand and avoid the expense of overstock or loss of business with stock outs. The system impacts every essential business function including accounting, production, warehouse management, purchasing, sales and customer service.

Inventory management software can now go several layers deep and integrate with accounting and enterprise resource planning (ERP) systems. The systems keep track of goods in inventory, sometimes across several warehouse locations. Inventory management software can also be used to calculate costs so accounting systems always have an accurate assessment of the value of the goods.

This inventory management system is designed and heavily customized for the particular requirements of the organization. Cloud-based software that syncs in real time across your different locations ensures reliable communication and improves scalability. You can get the full picture of what was moved, how much, when, where, and any other pertinent information you want to include. This removes guesswork and human error.

## SYSTEM SECURITY LEVEL

**Our system has a Server-side firewall port security** to reduce or eliminate the occurrence of unwanted network communications while allowing all legitimate communication to flow freely. In most server infrastructures, firewalls provide an essential layer of security that, combined with other measures, prevent attackers from accessing your servers in malicious ways.

**Our system has a Web Application Firewall with Denial-of-service (dos) attack protection** *where it makes a malicious attempt to affect the availability of a targeted system, such as a website or application, to legitimate end users.* Typically, attackers generate large volumes of packets or requests ultimately overwhelming the target system.

**Our system has a Virtualized environment with comprehensive backup on database** where it processes backup of data, application and operating system image of a virtual server within a virtualization environment. Virtual server backup enables the creation of a backup copy using conventional backup software for a virtual server instance. A virtual server backup is built using a server virtualization hypervisor.

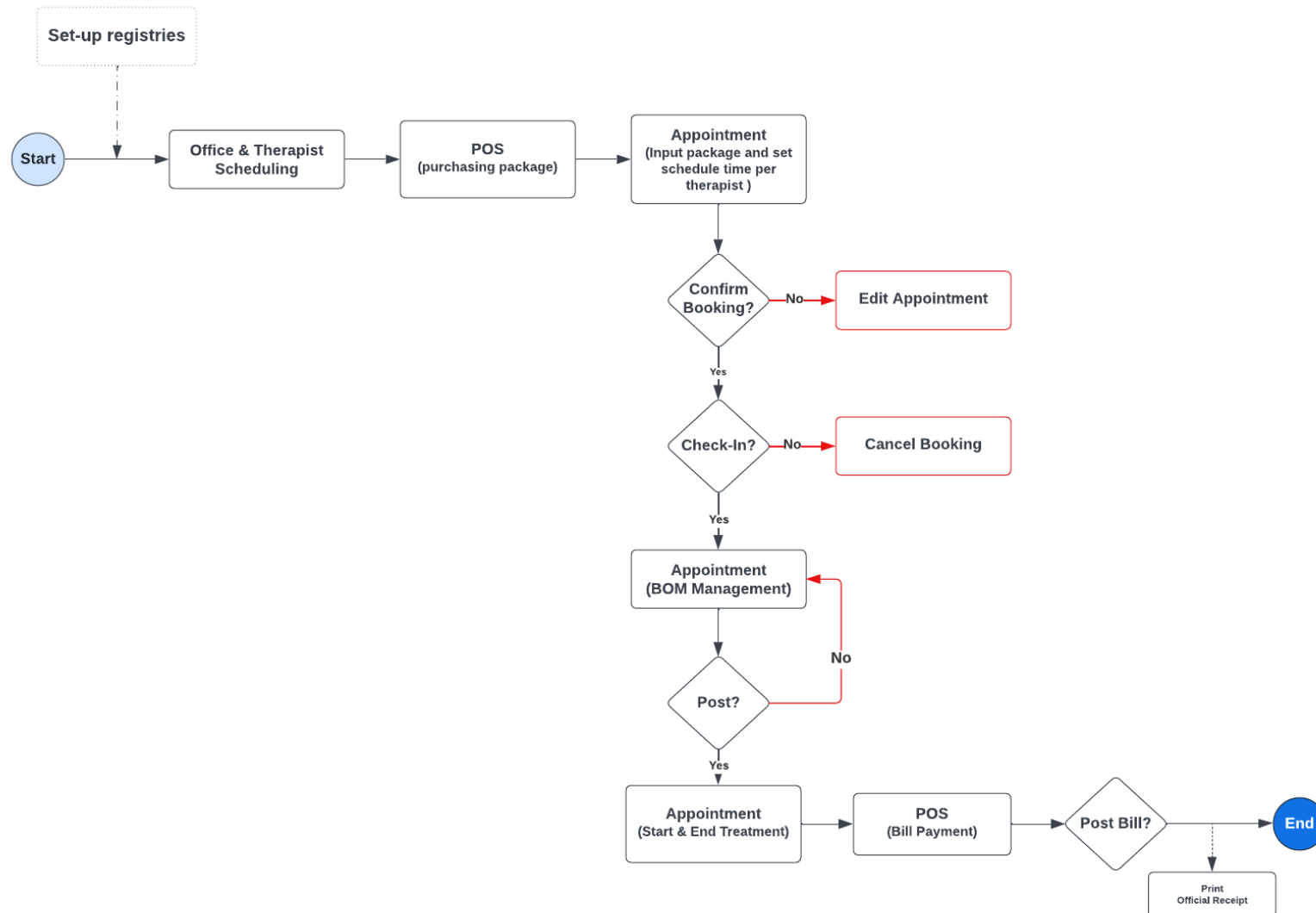
**Our system is firewalled with the latest Linux security patches** as a device that inspects network traffic (Inbound/Outbound connections) and makes a decision to pass or filter out the traffic. Defined as a solution or service that regulates, protects and blocks network traffic as it passes to and from a Linux based environment.

**Our system has a Port security exposing MySQL port and web server port** only that needs to be opened just wide enough to allow the various components that should communicate to talk while blocking out anything else trying to hack and enforce the security principle of least privilege.

Security and resiliency are our highest priority. We listen closely to our customers to offer both a highly secure cloud computing environment and a range of tools and resources they can leverage to build and implement their own application-level security measures. AWS also offers numerous security services to manage access, analyze data for irregular activity with machine learning capabilities, mitigate DDoS attacks, encrypt data, and send alerts whenever changes are made to AWS resources. AWS customers also have access to governance-focused, audit-friendly service features to meet regulations and audit standards.

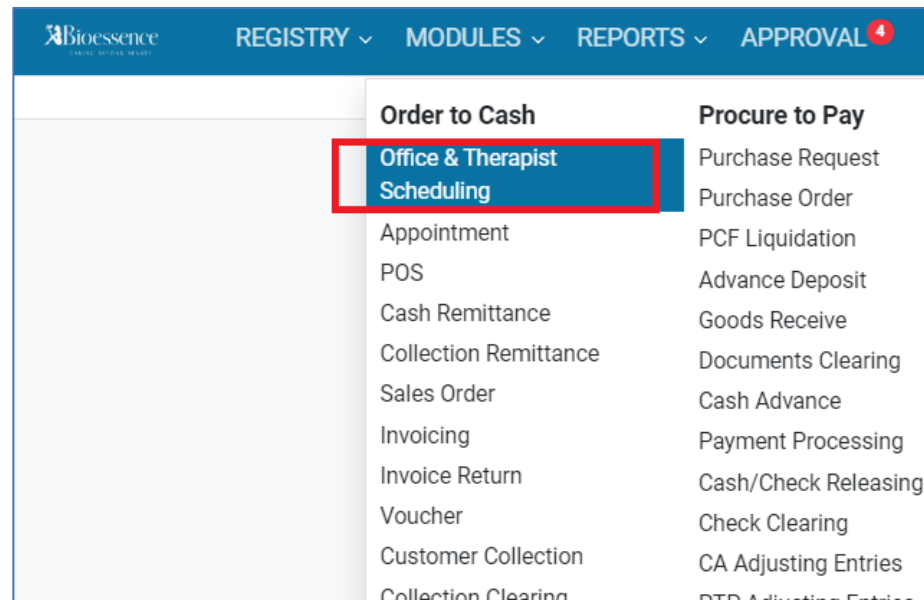
# POINT OF SALES PROCESS FLOW

## Appointment to POS Process Flow



# OFFICE AND THERAPIST SCHEDULE

Office and Therapist Schedule, this is where we set schedule for every personnel who's on duty. For Office schedule, it shows in calendar view, and per day schedule for Therapist view.



1. Go to Modules > Office & Therapist Scheduling

## OFFICE SCHEDULING

### Office Schedule

<

>

TODAY

June 2023

DAY

| SUN                       | MON | TUE | WED                       | THU | FRI | SAT                       |
|---------------------------|-----|-----|---------------------------|-----|-----|---------------------------|
|                           |     |     |                           | 01  | 02  | 03<br>08:00 AM - 05:00 PM |
| 04<br>08:00 AM - 05:00 PM | 05  | 06  | 07<br>08:00 AM - 10:00 PM | 08  | 09  | 10                        |
| 11                        | 12  | 13  | 14                        | 15  | 16  | 17                        |
| 18                        | 19  | 20  | 21                        | 22  | 23  | 24                        |
| 25                        | 26  | 27  | 28                        | 29  |     |                           |

### Set Office Schedule

Date From

Date To

06/07/2023

06/07/2023

Opening Time

Closing Time

--:--

--:--

Cancel

Save

1. Click **+ Add** to set schedule.
2. Select Date Range
3. Set Opening and closing time per schedule.
4. Once done, click **Save**

## THERAPIST SCHEDULING

### Therapist Schedule

Date: June 08, 2023

| Therapist | Time In | Time Out |
|-----------|---------|----------|
|           |         |          |

#### Set Therapist Schedule

Date From
Date To

06/08/2023
06/08/2023

☐ View All Therapists

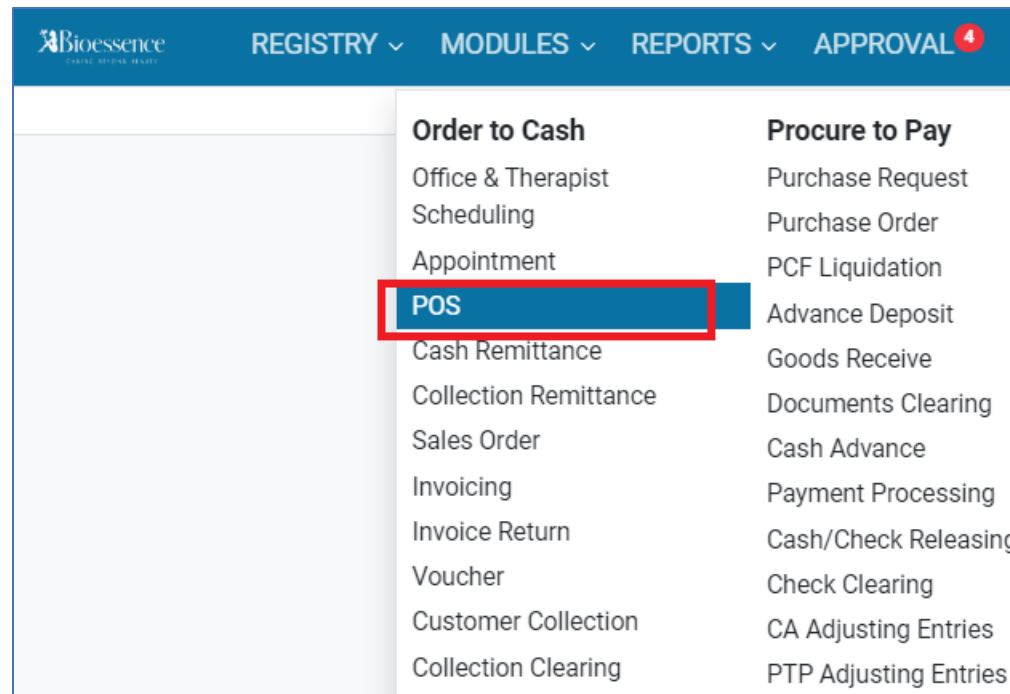
| <input type="checkbox"/> | Name                      | Time In | Time Out |
|--------------------------|---------------------------|---------|----------|
| <input type="checkbox"/> | Maricor .. Bognot         | --:--   | --:--    |
| <input type="checkbox"/> | Bernadette Rochel Y. Pena | --:--   | --:--    |
| <input type="checkbox"/> | Mary Grace .. Hombre      | --:--   | --:--    |
| <input type="checkbox"/> | Aireen M. Nunez           | --:--   | --:--    |
| <input type="checkbox"/> | Jackie Katrina .. Lurian  | --:--   | --:--    |
| <input type="checkbox"/> | Eizzel M. Isip            | --:--   | --:--    |
| <input type="checkbox"/> | Loida S. Llemos           | --:--   | --:--    |
| <input type="checkbox"/> | Jackielou B. Turla        | --:--   | --:--    |

1. Click  to set schedule for therapist
2. Select Date Range
3. Check the box per Therapist and Set Time and Out per schedule.
4. Once done, click



# POINT OF SALES

Point of sale starts when a user placed an order and ends when a user send the approval to the internal approver and it allows to systematize the wholesome process – from Point of Sale to Collection.



1. Go to Modules > POS

## POINT OF SALES OVERVIEW

The screenshot displays the Point of Sales Overview interface with several key components highlighted by red boxes and arrows:

- Filter Date:** 06/07/2023
- Search..** (Search Customer)
- SALE OPTION:**
  - Product, Deposit, Gift Certificate, Membership
  - Validate Gc, Partial Payment, Package, Partial Package, Custom Package
- Invoice No. SLS20230600002048**
- Date of Transaction:** June 7, 2023
- PAYMENT OPTION:**
  - Cash, Card, Gift
  - Check, AR, E-Gift
  - Points, UCD, Voucher
- Remarks:** (Text input field)
- Total:** 0.00
- Balance:** 0.00
- Post** and **Void** buttons
- Available Funds:**
  - Deposit Cash: 0.00
  - Package: 0.00
  - Gift Certificate: 0.00
  - Points: 0.00
- Today's Collection:**
  - Cash: 0.00
  - Credit Card: 0.00
  - Check: 0.00
  - Total Collection:** 0.00

Annotations with arrows point to the following elements:

- List of Customer:** Points to the Search Customer field.
- Sales Options:** Points to the SALE OPTION menu.
- Invoice Number:** Points to the Invoice No. field.
- Payment Options:** Points to the PAYMENT OPTION menu.
- Date of Transaction:** Points to the Date field.
- Funds available and Collection:** Points to the Available Funds and Today's Collection sections.
- Sale's History:** Points to the left sidebar menu containing Appointments History, Sales History, and Custom Package.

**SALE OPTION**

Product Deposit Gift Certificate Membership

Validate Gc Partial Payment Package Partial Package Custom Package

Search Customer 2 Invoice No. SLS20230600002051 June 7, 2023 3

| Item  | Qty | Price | Discount(%) | Discount(Amt) | Sub-total |
|-------|-----|-------|-------------|---------------|-----------|
| TOTAL |     |       |             |               | 0.00      |

Partial Package

Package 4

Amount

Close Save

2. Select Customer from the list
3. Select sales option (Package, Partial Package or Custom Package).  
In this sample transaction, we select Partial Package
4. Select Package from the list

The screenshot shows a web form titled "Partial Package" with a yellow header bar. The form contains the following elements:

- Package:** A text input field containing "20k Club GoldWest".
- Price:** Displayed as "₱ 20,000.00".
- Amount:** A text input field, highlighted with a red box and a red circle with the number 5.
- Seller:** A section with a header "Seller" and a percentage field set to "100%". Below the header is a text input field, highlighted with a red box and a red circle with the number 6.
- Source of Sale:** A section with a header "Source of Sale" and a text input field.
- Buttons:** At the bottom right, there are "Close" and "Save" buttons. The "Save" button is highlighted with a red box and a red circle with the number 7.

Once we have selected a package from the list, The price of the package will automatically display and opens new fields for (Seller & Source of Sale).

5. Input **amount** of the selected package.

\*Note: its either you have to pay it in full amount or to pay it in partial.

6. Select from the list Name of the **Seller** and the **Source of Sale**.

7. Once done, click **Save**

SALE OPTION

Product

Deposit

Gift Certificate

Membership

Validate Gc

Partial Payment

Package

Partial Package

Custom Package

72143-Juvy . Lim(9999999999)

Invoice No. SLS20230600002051

June 7, 2023

| Item                               | Qty | Price     | Discount(%) | Discount(Amt) | Sub-total |
|------------------------------------|-----|-----------|-------------|---------------|-----------|
| 20k Club GoldWest(Partial-Package) | 1   | 20,000.00 | 0.00%       | 0.00          | 20,000.00 |
| TOTAL                              |     |           |             |               | 20,000.00 |

Available Funds:

Deposit Cash ₱ 0.00

PAYMENT OPTION

Cash

Card

Gift

Check

AR

E-Gift

Points

UCD

Voucher

OR No.:

Remarks

Total 20,000.00

Balance 20,000.00

Post Void

330,700.00

0.00

0.00

330,700.00

8

9

10

8. Select which **payment option** to use. In this example, we use the Cash Option

9. Input OR (Official Receipt) Number

10. Once all set, click **Post** to post payment.

|                                                                                                                                                                                   |                |          |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|---------------------|
| <br>67 Jini Bldg. West Avenue Brgy. Pabok Quezon City<br>www.bioessence.ph 750-9745 / 281-2004 |                |          |                     |
| STATEMENT OF ACCOUNT NO.: SLS20230600002051                                                                                                                                       |                |          |                     |
| Juvy . Lim                                                                                                                                                                        | 06/7/ 2023     |          |                     |
| ITEM                                                                                                                                                                              | QTY            | DISCOUNT | PRICE Sub Total     |
| 20k Club GoldWest(Partial-Package)                                                                                                                                                | 1.00           | 0.00     | 20,000.00 20,000.00 |
| Sub Total                                                                                                                                                                         |                |          | P 20,000.00         |
| Total Discount                                                                                                                                                                    |                |          | P 0.00              |
| VAT                                                                                                                                                                               |                |          | P 2,142.86          |
| Net VAT                                                                                                                                                                           |                |          | P 17,857.14         |
| TOTAL                                                                                                                                                                             |                |          | P 20,000.00         |
| Payment                                                                                                                                                                           |                |          |                     |
| Payment Option                                                                                                                                                                    | Paid On Amount |          |                     |
| Total Paid                                                                                                                                                                        |                |          | P 20,000.00         |
| Paid(Cash/Card/Check)                                                                                                                                                             |                |          | P 20,000.00         |
| Closed by: Quality ~ Assurance                                                                                                                                                    |                |          |                     |

Once we successfully posted the payment for the selected package, an E-Receipt will display and is now ready to print for the customer.

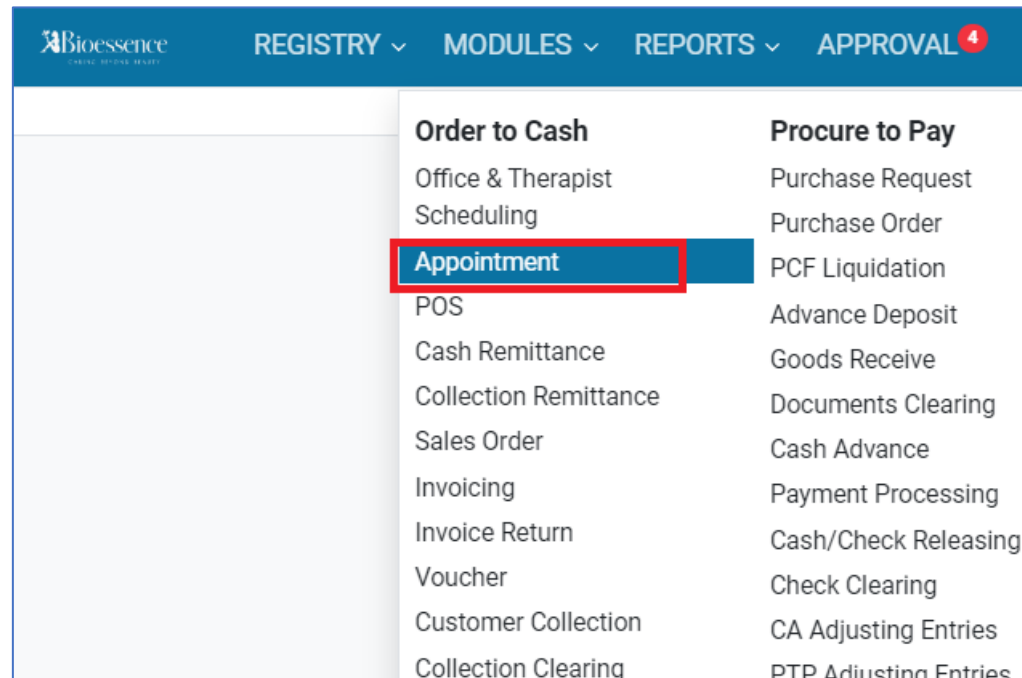
|                                                                                                                                                                                                                             |                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Filter Date<br>06/07/2023<br>Search..<br><b>Appointments History</b><br>Juvy . Lim Paid<br>APPT20230602188 20,000.00<br><b>Sales History</b><br>Juvy . Lim Posted<br>June 7, 2023 02:25 PM<br>SLS20230600002051 ₱ 20,000.00 | <b>SALE OPTION</b><br>Validate Gc Pa<br>Search Customer<br>TOTAL |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|

Our newly posted package will be seen in the left corner of the POS. with Status indicated.

- Posted
- Ongoing
- Start Treatment
- End Treatment
- Paid

## APPOINTMENT (booking and checking-in)

In this module, we set the customers with their package to have an appointment time schedule with the scheduled therapist from confirming booking up to finishing the treatment



1. Go to Modules > Appointment

**Appointment**  + Customer Bed Product Services Promo Packages Booking < 06/08/2023 > 4:35:58 PM Legend

| THERAPIST         | 08:00 AM |                        |    |    | 09:00 AM |    |    |    | 10:00 AM |    |    |    | 11:00 AM |    |    |    | 12:00 PM |    |    |    |
|-------------------|----------|------------------------|----|----|----------|----|----|----|----------|----|----|----|----------|----|----|----|----------|----|----|----|
| Time              | 00       | 15                     | 30 | 45 | 00       | 15 | 30 | 45 | 00       | 15 | 30 | 45 | 00       | 15 | 30 | 45 | 00       | 15 | 30 | 45 |
| Maricor .. Bognot |          | Juvy . Lim<br>20K Club |    |    |          |    |    |    |          |    |    |    |          |    |    |    |          |    |    |    |

Legends are the statuses indicated per therapist

6:44:10 PM Legend

|                         |                              |
|-------------------------|------------------------------|
| <span>Booked</span>     | <span>Completed</span>       |
| <span>Confirmed</span>  | <span>Closed</span>          |
| <span>Checked-In</span> | <span>Cancelled</span>       |
| <span>On-going</span>   | <span>Mobile Booking</span>  |
| <span>Member</span>     | <span>Walk-in Booking</span> |
| <span>Points</span>     |                              |



**Appointment**

Bed Product

| THERAPIST                  | 08:00 AM               |    |    |    | 09:00 AM |    |    |    | 10:00 AM |    |    |    | 11:00 AM                                       |                            |    |    | 12:00 PM |    |    |    |
|----------------------------|------------------------|----|----|----|----------|----|----|----|----------|----|----|----|------------------------------------------------|----------------------------|----|----|----------|----|----|----|
| Time                       | 00                     | 15 | 30 | 45 | 00       | 15 | 30 | 45 | 00       | 15 | 30 | 45 | 00                                             | 15                         | 30 | 45 | 00       | 15 | 30 | 45 |
| Bella -. Allago            |                        |    |    |    |          |    |    |    |          |    |    |    |                                                |                            |    |    |          |    |    |    |
| Efleda Princess -. Macanas |                        |    |    |    |          |    |    |    |          |    |    |    | Eleanor Uy<br>OXYGEN<br>INTENSIVE<br>TREATMENT | Eleanor Uy<br>599<br>PROMO |    |    |          |    |    |    |
| GEMMA AREVALO              |                        |    |    |    |          |    |    |    |          |    |    |    |                                                |                            |    |    |          |    |    |    |
| Maricor .. Bognot          | Juvy . Lim<br>20K Club |    |    |    |          |    |    |    |          |    |    |    |                                                |                            |    |    |          |    |    |    |

2. Select which **time** to add appointment
3. Select **customer** from the list
4. Select **Package Name**
5. Click the down arrow to auto display on the table below
6. Select the name of the **Therapist**
7. Select which type of **Bed**
8. Select from the list the **Start time** of the treatment.
9. Once done, click **Save** to finally set the appointment.

**Add Appointment**

Customer  06/07/2023

☒ Regular Package(s) ☐ Partial Package(s)

☒ Select Package  Price: ₱101,900.00

|   | Service Name | Price     | Discount | Duration | Quantity |
|---|--------------|-----------|----------|----------|----------|
| ↓ | 20K Club     | 20,000.00 | 0.00     | 45 mins  | 2        |

|  | Service Name | Therapist | Price     | Bed | Start Time | End Time |
|--|--------------|-----------|-----------|-----|------------|----------|
|  | 20K Club     |           | 20,000.00 | --  | --         | --       |
|  |              |           |           |     |            |          |

**Save** **Cancel**

**Appointment** Search Customer... + Customer

Bed

| THERAPIST                  | 08:00 AM               |    |    |    | 09:00 AM |    |    |    | 10:00 AM               |    |    |    | 11:00 AM                                       |                            |    |    |
|----------------------------|------------------------|----|----|----|----------|----|----|----|------------------------|----|----|----|------------------------------------------------|----------------------------|----|----|
| Time                       | 00                     | 15 | 30 | 45 | 00       | 15 | 30 | 45 | 00                     | 15 | 30 | 45 | 00                                             | 15                         | 30 | 45 |
| Bella -. Allago            |                        |    |    |    |          |    |    |    |                        |    |    |    |                                                |                            |    |    |
| Effeda Princess -. Macanas |                        |    |    |    |          |    |    |    |                        |    |    |    | Eleanor Uy<br>OXYGEN<br>INTENSIVE<br>TREATMENT | Eleanor Uy<br>599<br>PROMO |    |    |
| GEMMA AREVALO              |                        |    |    |    |          |    |    |    |                        |    |    |    |                                                |                            |    |    |
| Maricor .. Bognot          | Juvy . Lim<br>20K Club |    |    |    |          |    |    |    | Juvy . Lim<br>20K Club |    |    |    |                                                |                            |    |    |

Edit Appointment  
 Set as service  
 ✓ Booked  
 Update Status   
 × Cancel Booking  
 Confirm Booking **10**

Total Guests: 2 Total Appts: 4 Open Appts: 3 Se Appts: 0

10. Right click on the time you choose to book an appointment, and click **Confirm Booking** to confirm booking.

|                   |                        |  |  |  |                        |  |  |  |  |
|-------------------|------------------------|--|--|--|------------------------|--|--|--|--|
| Maricor .. Bognot | Juvy . Lim<br>20K Club |  |  |  | Juvy . Lim<br>20K Club |  |  |  |  |
|-------------------|------------------------|--|--|--|------------------------|--|--|--|--|

Edit Appointment  
 Set as service  
 ✓ Confirmed Booking  
 Update Status   
 × Cancel Booking  
 Check In **11**  
 ↶ Rollback

Total Guests: 2 Total Appts: 4 Open Appts: 3

10. If booking has been confirmed, right click again the time and select Update Status > **Check In**

|                        |  |  |  |  |
|------------------------|--|--|--|--|
| Juvy . Lim<br>20K Club |  |  |  |  |
|------------------------|--|--|--|--|

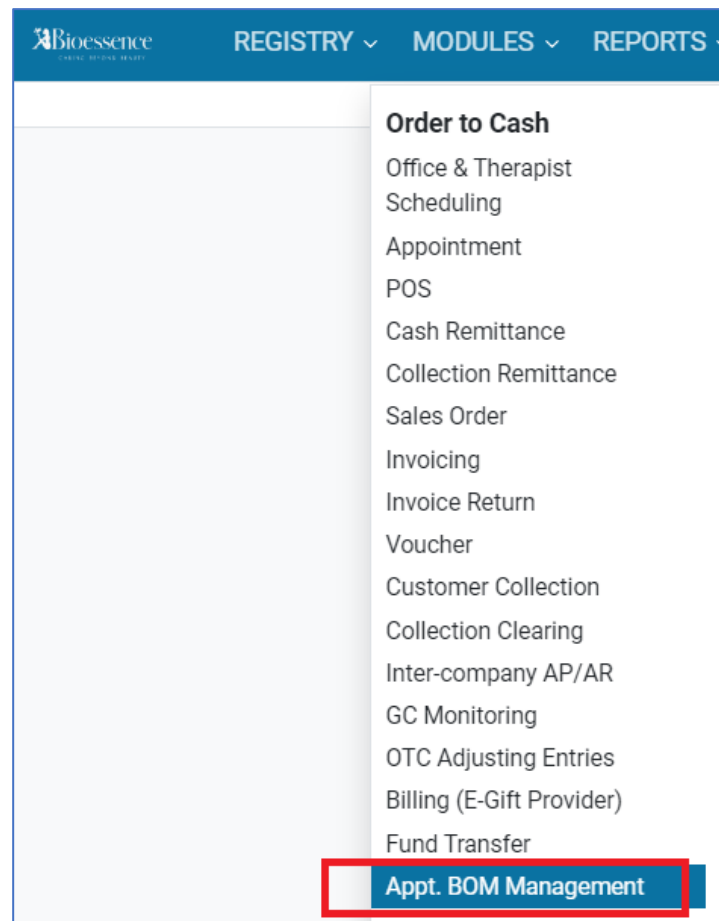
Edit Appointment  
 Print Job Card  
 Set as service  
 ✓ Checked In  
 Update Status   
 ↶ Rollback

Appts: 3 Cancelled Appts: 0

Once the status of appointment has been changed to **Check-In**, you can now allow to **print the Job Card** or set the appointment as **Service**

# APPOINTMENT BOM (Bill Of Materials) MANAGEMENT

In this module, the user will now manage/process the bill of the customer for them to be able to pay for the service as to start and finish their treatment.



1. Go to Modules > Appointment BOM Management

The screenshot shows the 'Manage Appointment BOM' interface. On the left, under 'Customer', the entry 'Juvy . Lim' is highlighted with a red box and a red circle with the number 2. In the center, under 'Treatment', the entry '20K Club' is visible. On the right, under 'BOM', there is a table with columns: Item Description, Unit, SOH, and Quantity. The first row has a yellow background and contains a red box around the 'Item Description' field (callout 3), a red box around the 'Quantity' field containing '0' (callout 4), and a red box around the 'SOH' field containing '0.00' (callout 5). Below the table is a 'Remarks' field. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box and a red circle with the number 5.

2. Select **Customer** from the list.
3. Click the **+** to add new fields, and select an **Item** from the list
4. Add **Quantity** of each item .
5. Once done, click **Save**

The screenshot shows the 'BOM' interface. At the top right, there are 'Post' and 'Edit' buttons, with the 'Post' button highlighted by a red box. Below the buttons is a table with columns: Item Description, Unit, SOH, and Quantity. The table contains one row with the following data: 'All purpose Cleaner', '3785 ml', '0', and '1.00'. Below the table is a 'Remarks' field with a hyphen '-' inside.

Click **Post** to post Bill of Material

## APPOINTMENT (Treatment)

Once the BOM (Bill of Materials) has been processed, in this module you can now start the treatment of each therapist to the customer same with finishing the treatment.

The screenshot shows the 'Appointment' module interface. At the top, there is a search bar labeled 'Search Customer...' and a '+ Customer' button. Below this is a table with columns for 'THERAPIST' and time slots: '08:00 AM', '09:00 AM', '10:00 AM', and '11:00 AM'. Each time slot has sub-columns for '00', '15', '30', and '45'. The table lists therapists: Bella -. Allago, Eflada Princess -. Macanas, GEMMA AREVALO, and Maricor .. Bognot. A right-click context menu is open over the '08:00 AM' slot for Maricor .. Bognot, showing options: 'Edit Appointment', 'Print Job Card', '✓ Checked In', 'Update Status', 'Cancel Booking', 'Start Treatment' (highlighted in a red box), and 'Rollback'. At the bottom, there is a summary bar: 'Total Guests: 2', 'Total Appts: 4', 'Open Appts: 3', and 'Service: 20K Club'.

To Start Treatment

Right click on the booked appointment time  
and select **Start Treatment**

The screenshot shows the 'Appointment' module interface, similar to the previous one. A right-click context menu is open over the '08:00 AM' slot for Maricor .. Bognot, showing options: 'Edit Appointment', 'Set as service', '✓ On-going Treatment', 'Update Status', 'Finish Treatment' (highlighted in a red box), and 'Rollback'. The summary bar at the bottom shows: 'Total Guests: 2', 'Total Appts: 4', 'Open Appts: 3', and 'Service: 20K Club'.

To Finish Treatment

Right click on the booked appointment time  
and select **Finish Treatment**

## POINT OF SALES (releasing the bill)

If the treatment has been finished, you can now release the bill from the POS (Point of Sales) module.

Filter Date  
06/07/2023  
Search..  
**Appointments History**  

|                 |                    |           |
|-----------------|--------------------|-----------|
| Juvy . Lim      | Finished Treatment | 20,000.00 |
| APPT20230602189 |                    |           |
| Juvy . Lim      | Paid               | 20,000.00 |
| APPT20230602188 |                    |           |

**Sales History**  

|                   |        |          |            |
|-------------------|--------|----------|------------|
| Juvy . Lim        | Posted | 02:25 PM | 20,000.00  |
| June 7, 2023      |        |          |            |
| SLS20230600002051 |        |          |            |
| Juvy . Lim        | Posted | 02:12 PM | 20,000.00  |
| June 7, 2023      |        |          |            |
| SLS20230600002050 |        |          |            |
| Juvy . Lim        | Posted | 02:10 PM | 101,900.00 |
| June 7, 2023      |        |          |            |
| SLS20230600002049 |        |          |            |
| Juvy . Lim        | Posted | 12:40 PM | 5,000.00   |
| June 7, 2023      |        |          |            |
| SLS20230600002048 |        |          |            |
| Juvy . Lim        | Posted | 12:20 PM | 20,000.00  |
| June 7, 2023      |        |          |            |
| SLS20230600002047 |        |          |            |
| Juvy . Lim        | Posted | 09:31 AM | 101,900.00 |
| June 7, 2023      |        |          |            |
| SLS20230600002045 |        |          |            |

**Custom Package**

**SALE OPTION**  

Product
Deposit
Gift Certificate

Validate Gc
Partial Payment
Package
Partial Package

Search Customer
Invoice No. SLS20230600002052

| Item  | Qty | Price | Discount(%) | Discount(Ar |
|-------|-----|-------|-------------|-------------|
| TOTAL |     |       |             |             |

**Available Funds:**  
Deposit Cash 0.00  
Package 0.00  
Gift Certificate 0.00  
Points 0.00

**Todays Collection**  
Cash  
Credit Card  
Check  
Total Collection

! Confirm

Are you sure you want to Bill this appointment?

No Yes

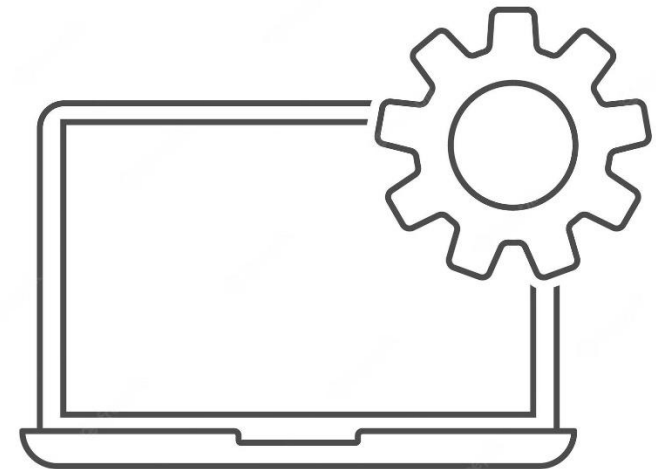
Input the OR Number (Official Receipt) of the order, and click **Post** to post the payment.

[illegible]

# TECHNICAL SUPPORT DETAILS

## PREPARED BY:

|                               |                         |
|-------------------------------|-------------------------|
| QUALITY AND TECHNICAL SUPPORT | VIBER: +63 975 941 0114 |
|-------------------------------|-------------------------|



## COMPANY DETAILS:

E2E SYSTEM AND PROCESS EXPERTS INC

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