



POSNP Dry Cleaner

Spend more time working and less time on management tasks!

- 👉 Increase customer retention with loyalty card and gift card
- 👉 Mass text and email capability for marketing and pick-up notification
- 👉 Strengthen customer confidence
- 👉 Quick and easy customer search for drop-off and pick-up
- 👉 Robust service item programming with versatile upcharge capability
- 👉 Convenient alteration entry
- 👉 Extensive report with powerful filters
- 👉 Fully integrated EMV payment
- 👉 Tag printer and racking conveyor belt support
- 👉 User friendly one touch interface
- 👉 Automated backup



4/18/2019



PA Headquarter 1120 Easton Rd Willow Grove, PA

215.659.2300

POS Network Plus

Email: pos@posnp.com
www.posnp.com

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Main Screen

1. **Drop / Pickup** – initiate clothes drop off and pick up. Register new customers.
2. **Reports** – view and print detailed reports of your business.
3. **Marketing** – send marketing emails or texts to your customers. Use built-in birthday and New Customer filters.
4. **Setup Management** – manage your system. This is for advanced users only.
5. **Utilities** – database management for advanced users only.
6. **Time Clock** – keep track of employee worked hours.
 1. Select Employee
 2. Enter Password and click Enter
 3. Click Clock In or Clock Out.
7. **Exit**- exit out to Windows.

The screenshot displays the main screen of the POS Network Plus software. On the left, a vertical panel shows order and ticket counts: Unfinished Orders (0), Scheduled Today (0), Scheduled Tomorrow (0), Quick Orders (0), Hold Tickets (0), Voided Tickets Today (0), and Aged Tickets (412). Below these counts is an 'Update' button and a timestamp '3/18/2019 3:44 PM'. The main area contains eight large, square buttons with icons and labels: 'Setup Management' (gears), 'Marketing' (envelope), 'Reports' (document with pen), 'Drop/Pickup' (shopping cart), 'Exit' (power button), 'Utilities' (wrench and screwdriver), 'Time Clock' (clock face), and 'Logout' (key and lock).

Phone No or Last Name or Invoice No

C 5678

ID Invoice No

Summary Racking Main

Customer Information

Last Name

First Name

Phone No.

YTD

Inventory Amount Pcs

Inv. No Drop Due Date Rack No Pieces Remain Amount Balance

Hide Clear <- Delete

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z /

Caps Lock Space Enter (Name)

7 8 9

4 5 6

1 2 3

0 . Enter

Enter (Invoice No)

New Customer Edit Customer 8 Customer Open Cashdrawer VIP Customer Quick Drop Pick Up Drop Off

NEW CUSTOMER

1. You can search for a customer by last four digits of phone number, name, or invoice number.

2. Enter phone number, invoice number, or name.

3. Click Enter(Phone No), Enter (Name), or Enter (Invoice Name).

4. Click "YES" to create new customer.

5. Enter customer information and Shirt Information.

6. Click Save and Dropoff to start taking customer.

- Click "Hide" on virtual keyboard to remove it.
- Click "C" or Clear to bring back the virtual keyboard.
- Clicking "Main" takes you back to the Main screen.
- When clothes are ready to be racked Click "Racking" to assign rack number.

No Customer with this number! Create a new customer?

No Yes

General Others Account / Delivery

Phone No 215 234 5678 Keyboard

Last Name smith

First Name john

Address

City

Email

Shirt Information

Hanger Box

No Starch Light Medium Heavy Extra Heavy

Hide Clear Up Down <- Delete

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z /

7 8 9

4 5 6

1 2 3

0 Save and DropOff

Save Return

Customer Information

1. **General** – Phone number, Last Name, and First Name are required.
2. You can assign **customer's shirt preference**.
3. You can assign customer's **starch level preference**
4. **Price Group** – You can charge customers a different price from default price.
5. **Popup Note**- Message that pop ups that when you select a customer.
6. **Invoice Note** – Note to print on invoice for this customer.

Others

1. Enter this customer's discount percentage.
2. Enter discount affective date range.
3. Enter customer's cell phone number and carrier. Check off Allow Text Service to allow text message to be sent.

Account / Delivery

Configure pay on Account and Delivery routes

1. **Account Options** – Click **Create Account Group**
 - a. Click **"New"**
 - b. Enter information and click **OK** to save.
2. **Billing Options** – Click Setup Billing Address
 - a. Enter Address and click save.
3. **Delivery Options**
 - a. Check off **Delivery Customer** to allow delivery
 - b. Check off **Account Payment** to allow account payment
 - c. Select **Route** and assign stop No., 1 being highest priority.
 - d. Click **Create Route** – Enter information and click **"OK"** to save route.

Create Account Group

1. Click **"NEW"** and enter information
2. Click **OK** to save.
3. Select **Account Group** on the right.
4. **Edit** or **Delete**.
5. Click Save to save changed information.

Account Group :

DREXELBROOK
MEYER

Group Name :

Phone No. : Contact Person :

Address : City :

State : Zipcode :

Billing Address

Address :

City :

State :

Zipcode :

Create Billing Address

1. Enter billing information
2. Click **OK** to save.

Create Delivery Route

1. Click **"NEW"** and enter information
2. Click **OK** to save.
3. Select **Delivery Route** on the right.
4. **Edit** or **Delete**.
5. Click **Save** to save changed information.

Current Delivery Route :

Local Route
VIP Delivery

Route Name :

Description :

Phone No or Last Name or Invoice No

C ID Invoice No Summary Racking Main

Customer Information

Last Name
 First Name
 Phone No.
 YTD

Inventory Amount Pcs

| Inv. No | Drop Due Date | Rack No | Pieces Remain | Amount Balance |
|---------|---------------|---------|---------------|----------------|
| | | | | |

Hide Clear <- Delete

A B C D E F G H I
 J K L M N O P Q R
 S T U V W X Y Z /

Caps Lock Space Enter (Name)

7 8 9
 4 5 6
 1 2 3
 0 . Enter (Phone No)
 Enter (Invoice No)

New Customer Edit Customer 8 Customer Open Cashdrawer VIP Customer Quick Drop Pick Up Drop Off


Existing Customer Drop off / Pick up

1. Enter last four digits of phone number, invoice number or name
2. Click Enter (Phone No), Enter (Invoice), or Enter (Name) to find customer.
3. Proceed to **Drop Off** or if there are invoices to be picked up, select invoice and click **Pick Up**.

Phone No or Last Name or Invoice No

Clear Invoice No First Name Summary Racking Main

Information

 Last Name **Jang**
 First Name **Eric**
 Phone No. **(111) 111-1111**
 Cell No.
 YTD **0.00**
 Account Bal. **0.00**
 Last Visit **3/18/2019 5:02:15 PM**
 Starch Info. **Heavy**
 Credit **0.00** **Add Credit**
 Memo

Inventory Amount **\$0.00** Pcs **4**

| Inv. No | Drop Due Date | Rack No | Pieces Remain | Amount Balance |
|---------|--------------------|---------|---------------|----------------|
| 1220 | 03/18 03/20 WED | QUICK | 4 4 | 0.00 |

Hold Invoices
History
Edit Invoice

New Customer Edit Customer Last 8 Customer Open Cashdrawer VIP Customer More Quick Drop Pick Up Drop Off

Additional Button Functions

1. Click **New Customer** to add New Customer
2. Click **Edit Customer** to change existing customer information
3. **Last 8 Customer** displays list of last 8 customers that visited the store.
4. **Open Cash Drawer** opens cash drawer.
5. **VIP Customer** lists customers with VIP status. VIP status can be assigned from Customer's edit page.
6. **Quick Drop** allows you to quickly process drop off transaction. You initially only enter the number of pieces of clothing. You enter the specific items later by clicking Edit Invoice.
7. Click **More** to access Tag Assign and Rack Search.
8. Select an outstanding invoice and click **Edit Invoice** to make adjustments.
9. **History** displays customer's visit history. Past invoices can be viewed here.
10. **Summary** – view sales and send Ready to Pick Up text
11. **Racking**

Drop Off steps

1. Choose from Dry Cleaning, Laundry, Alteration, Press Only, Others category. Dry Cleaning is default selection.
2. Select the items the customer is dropping off.
3. Select Upcharges.
4. Change Pick Up date or leave it as default.
5. Click Print to finish out the transaction.

Return takes you back to the Main screen.

Clear All removes all selected items.

Items Windows (Refer to Fig.3-5)

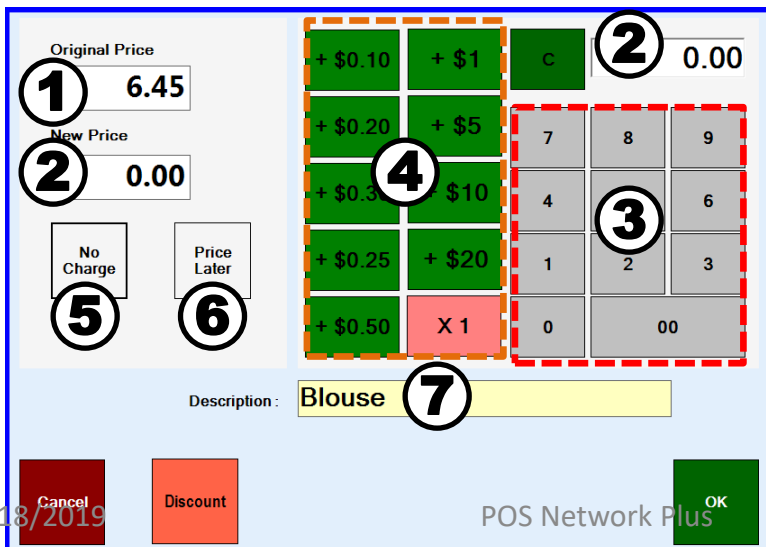
Expand displays same items individually.
Collapse combines same items.

Delete removes selected item from items window

Change Price changes selected item's price. Refer to Fig. 3-1 below.



3-1. Change Price : Select item from item window.



Price Change steps

1. Price before the change.
2. Price after the change.
3. Enter the new price of the selected item.
4. Select one of the preset upcharges. This is only an upcharge which adds the amount to the item selected.
5. No Charge changes prices to \$0.
6. Price Later allows you to assign price at a later time.
7. Change description of the item selected.

3-2. Item Discount : Select Item and click



Original Price:

New Price:

No Charge | Price Later

| | | | | |
|----------|--------|---|------|---|
| - \$0.10 | - \$1 | C | 0.00 | |
| - \$0.20 | - \$5 | 7 | 8 | 9 |
| - \$0.25 | - \$10 | 4 | (B) | 6 |
| - \$0.25 | - \$20 | 1 | 2 | 3 |
| - \$0.50 | X 1 | 0 | 00 | |

Description:

Cancel | Discount (1) | Discount (A) 0 % | OK

Discount by Amount \$

1. Click Discount
2. Enter discount dollar amount

Percentage Discount

1. Click Discount
2. Click A to convert to percentage discount
3. Enter percentage amount

3-3. Item Upcharge :

1. Select item
2. Click one of the Upcharge groups
3. Click applicable up charge within the upcharge group

Upcharges

Upcharge Groups

| | | | | |
|-------------------|-------------------|---------------|----------------|------------------|
| CHILDREN -2.00 | FORMAL 4.00 | LONG 3.00 | W/BELT 0.00 | Item Upcharge |
| BEADS 4.00 | SILK 2.50 | LINEN 1.50 | VELVET 2.00 | Color |
| WHITE 1.00 | OFF WHITE 0.50 | BLACK 0.00 | GREY 0.00 | Fabric |
| DARK GRAY 0.00 | KHAKI 0.00 | TAN 0.00 | YELLOW 0.00 | Starch / Pattern |
| | | | | Brand |

Step 1. Select Group.

Dry Clean | Laundry | Alteration | Press Only | Others | Clear

Step 2. Enter Garment Description.

Step 3. Price.

Step 4. Unit Pieces

Step 5. Quantity (How Many?)

Cancel | | OK

- Temporary Item
- Redo
- Delivery
- Alteration with Service
- Memo
- Discount



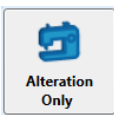
3-4. Temporary Items : Click Temporary items for things not in in the database.

1. Step 1-Select Group
2. Step 2-Enter description
3. Step 3-Enter price
4. Step 4-Enter Unit Pieces
5. Step 5-Enter Quantity
6. Click OK.

3-7. Alteration :

A. Alternation Only

1. Click Alteration Only
2. Select item
3. Choose alteration service.
4. Choose alteration length service.
5. Enter length.
6. Click OK



Alteration Only

| QTY | Description | Price |
|--------------|-------------|----------------|
| D 1 | M 2pc Suit | \$10.50 |
| D 1 | L 2pc Suit | \$10.50 |
| D 1 | M 3pc Suit | \$13.50 |
| 1 | L 3pc Suit | \$13.50 |
| Subtotal | | 69.40 |
| Discount | | 0.00 |
| Tax | | 0.00 |
| Total | | \$69.40 |

Enter custom price by clicking

B. Alteration with Service :

1. Select item
2. Click Alteration with Service
3. Choose alteration service.
4. Choose alteration length service.
5. Enter length.
6. Click OK



Alteration with Service

Enter custom price by clicking



Change Price

Steps 3, 4, 5, 6

| QTY | Description | Comment | Price |
|-----|-------------|-----------|-------|
| 1 | Hem | As Pinned | 12.00 |

Subtotal: \$12.00

| | | | | |
|-----------------------|----------------------|--------------------|------------------------|----------------------|
| Hem \$12.00 | Hem w/Lining \$14.00 | Cuffs \$15.00 | Cuffs w/Lining \$17.00 | Hem/Original \$18.00 |
| Take In \$18.00 | Take Out \$18.00 | Tapering \$18.00 | Zipper \$18.00 | Elastic \$25.00 |
| Sewing \$10.00 | Stitch \$8.00 | Patch \$10.00 | Lining \$38.00 | New Pocket \$28.00 |
| Repair Pocket \$10.00 | Button \$2.00 | Button Hole \$5.00 | Special \$10.00 | Other \$0.00 |

Change Price button circled in red and labeled A.

4. Racking

When clothes are cleaned and pressed, they go on a conveyor rack. This racking process allows you to enter the racking number into the system to easily identify where the clothes are.

1. Enter Invoice # or scan barcode on receipt to invoice #.
2. Enter rack number of scan conveyor barcode.
4. Click OK.

Total Count : 0

Current Rack No for Scanned Customer

Name: Name

Phone No: Name

Address: Name

Inv. No. | Rack No.

Invoice No. | Rack No.

Inv. No. | Rack No.

Virtual Keyboard for racking #

| | | | | | | | |
|---|---|---|---|---|---|---|-------|
| A | B | 1 | 2 | 3 | 4 | 5 | BACK |
| C | D | 6 | 7 | 8 | 9 | 0 | ENTER |

4-1. Delete/ Edit already entered rack #:

Total Count : 0

Current Rack No for Scanned Customer

Name: Peter Smith

Phone No: (215)747-8354

Address:

Inv. No. | Rack No.

144 | 102

Invoice No.: 144

Rack No.:

Inv. No. | Rack No.

Delete

Edit

OK

Delete

1. Enter Invoice # or scan barcode on receipt to invoice #.
2. Select the invoice on the left window.
3. Click Delete
4. Click OK.

Edit

1. Enter Invoice # or scan barcode on receipt to invoice #.
2. Select the invoice on the left window.
3. Click Edit.
4. Enter new rack number.
5. Click OK.

Invoice No. | 144

Rack No. | 102

Cancel

OK

Entering new rack number for editing

Phone No or Last Name or Invoice No

Clear **1**

Invoice No First Name Summary Racking Main

Information

Last Name: Jang
 First Name: Eric
 Phone No: (111) 111-1111
 Cell No:
 YTD: 0.00
 Account Bal: 0.00
 Last Visit: 3/18/2019 5:02:15 PM
 Starch Info: Heavy
 Credit: 0.00
 Memo:

Inventory Amount: \$19.60 Pcs: 4

| Inv. No | Drop Due Date | Rack No | Pieces Remain | Amount Balance |
|-----------|--------------------|---------|---------------|----------------|
| 1220 0 | 03/18 03/20 WED | | 4 4 | 19.60 |

All outstanding invoices **2**

Hold Invoices
History
Edit Invoice

New Customer Edit Customer Last Customer Open Cashdrawer VIP Customer

More Quick Drop Pick Up Drop Off

5. Pick Up

1. Enter last four digits of phone number, name, or invoice number to find customer.
2. Click Pick up
3. Select Invoice that a customer is picking up.
4. Proceed to Payment

Jang, Eric

| Inv. No | Drop Due Date | Rack No | Pieces Remain | Amount Balance |
|-----------|----------------|---------|---------------|----------------|
| 1220 0 | 03/18 03/20 | | 4 | 19.60 |

3

Display invoices already racked
Displays all invoices

Select Ready
Select All
Select None
History

PAY ONLY Print Rack #

| Pieces | | | Amount Due | |
|---------|-----|----------|--------------------------|---------|
| 4 / 4 | | | 19.60 / 19.60 | |
| Inv. No | Cat | Pieces | Details | Balance |
| 1220 | D | 2 2/2 | PANTS | 10.90 |
| 1220 | D | 1 1/1 | MEN JACKET | 6.75 |
| 1220 | D | 1 1/1 | SHIRTS 1 Heavy Starch | 1.95 |

4

Pickup without Payment Pay with Prepay Payment

6. Summary

1. Display invoices and amount for Drop off, Racking, Pick Up. Click Details for more information.
2. Income Summary produces false report.
3. Send Text for Ready sends text messages alerting your customer their clothes are ready to be picked up. (Internet and configuration required fig.7-1)

Today's Business Summary 8/17/2012

| | | |
|---------------------------------------|-------------------------|------------------------------------|
| Drop off 18 \$304.75 Details | Racking 3 Details | Pick up 4 \$32.25 Details |
|---------------------------------------|-------------------------|------------------------------------|

Income Summary Send Text for Ready Return

Income Summary

From: 8/7/2015 To: 8/7/2015 [This Week] [This Month] [This Year]

| | Pick up | Prepay | Account | Others | Total |
|--------------|----------------|---------------|---------------|---------------|----------------|
| Cash | \$32.25 | \$5.00 | \$0.00 | \$0.00 | \$37.25 |
| Credit Card | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Check | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$32.25 | \$5.00 | \$0.00 | \$0.00 | \$37.25 |

| | Dry Clean | Laundry | Alteration | Press Only | Others | Discount | Tax | Total |
|----------|-----------|---------|------------|------------|--------|----------|--------|----------|
| Drop Off | \$302.45 | \$67.85 | \$35.00 | \$0.00 | \$0.00 | | \$0.00 | \$405.30 |
| Off | 73 | 91 | 1 | 0 | 0 | | | 165 |

Print (Receipt) Print (Laser) Return

Income summary

1. Select Date.
2. Sales are broken down by different payment and service types.
3. You can print to either receipt or laser printer.

7. Text Messaging

(Internet is required. Once setup you can send coupons via text messages to New Customers and Birthday Customers. You can also send text alerts when clothes are ready to be picked up.

7-1. Customer's Mobile Phone Number – prerequisite for text messaging

1. On customer's page Other tab, enter customer's mobile phone number and select the carrier.
2. Check off "Allow Text Service."
3. Click Save.

General Others Account / Delivery

Discount (%)

DryCleaning 0 From 7/28/2015

Laundry 0 To 7/28/2015

Alteration 0

Press Only 0

Others 0

Shirt 0 OR 0.00

Cellular Phone

Cellular No. 267 233 3371

Carrier Verizon

Allow Text Service

7-2. Send Text for Ready (Ready to Pickup text)

Sending text

| Send | Customer Name | Inv. No | Rack No | Pieces | Amount | Due Date | Cell Phone # |
|-------------------------------------|-------------------|---------|---------|--------|---------|------------|--------------|
| <input checked="" type="checkbox"/> | Smalls, Alexander | 122 | 251 | 11 | \$65.29 | 08/10/2015 | 2677729893 |
| <input checked="" type="checkbox"/> | KELLYSO, | 146 | 200 | 15 | \$75.85 | 08/15/2015 | 2672333371 |
| <input checked="" type="checkbox"/> | COLEM, | 143 | 1200 | 1 | \$6.45 | 08/11/2015 | 2158558516 |
| <input checked="" type="checkbox"/> | Smith, Peter | 145 | 300 | 4 | \$11.80 | 08/14/2015 | 2671233333 |
| <input type="checkbox"/> | | | | | | | |

Send SMS

Return

**Send Text
for Ready**

1. Click Send Text for Ready from Summary
2. Select customers
3. Send SMS

7-3. Marketing– Send birthday coupons to your customers, print coupons.

1. Click Marketing from the main screen.
2. Select Print Coupon.
3. Enter Header, Content, Restriction.
4. Click Print.



Marketing **GMS Demo**

Text Message

Birthday **New Customer**

Print Coupon

7.4 Email / Text Coupons

1. Click Marketing from the main screen.
2. Select Birthday or New Customer. Birthday sends birthday coupons, New Customer sends coupons for new customers.
3. Enter discount percentage.
4. Enter coupon expiration date.
4. Click Add Text to Picture to add texts to selected picture.
5. Click Change Picture to change picture.
6. Select what you would like to send, SMS or EMAIL at bottom.
7. Click Send SMS or Send Email to send.


From: **5** / **1** To: **5** / **31** Send SMS Send Email

Birthday

| Send | Customer Name | Birthday | First Visit |
|--------------------------|---------------|----------|-------------|
| <input type="checkbox"/> | | | |

Dry Cleaning Discount : **10%** Add Text to Picture

Expires : **6/16/2019**



SMS Change Picture

EMAIL

Return


Since: **3/1/2019** To: **4/16/2019** Send SMS Send Email

New Customer

| Send | Customer Name | First Visit | Cell Phone # |
|--------------------------|----------------|-------------|--------------|
| <input type="checkbox"/> | Johnny Bravo | 3/6/2019 | |
| <input type="checkbox"/> | Johnny2 Bravo2 | 3/6/2019 | |
| <input type="checkbox"/> | Eric Jang | 3/11/2019 | |
| <input type="checkbox"/> | | | |

Dry Cleaning Discount : **10 %** Add Text to Picture

Expires : **6/16/2019**



SMS Change Picture

EMAIL

Return