



Mind Your Business Independent Contractor Software

Thank you for evaluating the **Mind Your Business** software. We are dedicated to providing you with a quality system for your small business.

You will find this application easy to set up and easy to use. Just in case...here are a few tips to get you started:

This first thing you need to do is setup your salon name, address, tax rate... etc. To do this, follow the steps below.

- Click on **File**, then move the mouse over **Setup**
- Click on **System Setup**, then enter in all your information (At this point...you can set up a password, if you choose)
- Click on the **Setup** tab to enter in your tax rate(s), starting receipt number, and inventory control settings.
- Go to **Reminders** tab to set up "client data collection" and other information reminders.
- Enable the **X-Charge** tab if you are setup to process credit cards through the Mind Your Business application. Visit www.mybsystems.com for more information.
- Enable the **Receipt Printer** tab if your are setup to print to a compact receipt printer (Samsung or Epson).
- **DON'T FORGET TO SAVE YOUR OPTIONS.**

Next, you need to setup your vendors. Setting up your vendors is an important part of the program as they will be linked to your retail codes and expenses.

- Click the **Vendors** button to create/maintain Vendor information.
- Complete the appropriate fields then click **Save**. Continue the process until you have all your vendors entered.

The next step is to setup your personalized codes for the services and retail items you will offer. This is necessary to start using the program for point of sale transactions. In the **Code Setup** module you can also setup your expense categories (system is pre-configured with the IRS categories), and state codes (system is pre-configured with the state codes).

- Click the **Code Setup** button to create/maintain your codes (it is suggested that you write down all your services/retail products and their prices to prepare for entering in **all** your data).
- Click the **Retail Codes** option button and begin entering your personalized retail codes. If tax applies, make sure you click the **Apply Tax1** checkbox. If you turned on Inventory Control in **System Setup**, you also need to enter your inventory details (on hand, minimum, maximum, and vendor).
- Continue the process until it you have all your Retail Codes defined.
- Click the **Service Codes** option button and begin entering your personalized service codes.
- Continue the process until it you have all your Retail Codes defined.

Once you have entered in your retail codes and prices the system will automatically update the counts when items are sold. The software includes reports that inform you of your stock levels and re-order counts. To manually modify stock levels we recommend you use the **Inventory Control** module. This will allow you to keep a more accurate account of your inventory. To access the Inventory Control module click the **Actions** menu then select **Inventory Control**.

- Choose the item to modify by selecting it from the grid or typing in the code and pressing the TAB key.
- Enter the number of items to add or remove.
- Create your own description in the reference box.
- Choose either to **Add inventory** or **Remove Inventory**.

Creating a Service Ticket is quick and easy. Click the **Service Ticket** button to create a new ticket.

- Begin entering the clients name and press the TAB key (program will automatically try to find a match). If the client doesn't exist in your database, the system will prompt you to create a new client record.
- Enter in all the information that you want to collect from your client then click **Save**. The program will automatically take you back to the service ticket so you can complete the transaction.

We know you will appreciate how this program will simplify your business. If you have any questions or concerns, please feel free to contact us by:

email: support@mybsystems.com

toll free: **1-866-836-8218**