



Softopment

OnLine

# Login

## Introduction

To assist you in the performance of your job, the company has developed a special on-line program that can be used to register clients and to write and submit invoices for the work you performed. This document will provide you basic instructions that explain how to apply this on-line program in working with clients.

1

## Login

Accessing the online program requires that you enter a URL address.  
→ You must first type in <https://drztotalwomens.care> in your browser and then press the enter key.  
→ This will take you to the login page as shown in the above image.  
→ Now enter your email address and password that the company's IT issued you and click the Login button.

2

## Welcome

Immediately after logging in, you will see a Welcome message displayed for about 15 seconds that describes the company's privacy requirements when using the online platform. Please read it carefully and comply with the policy.

3



Softopment®

Login Time ~ 05:12:13 PM

Login!

Welcome  
Total Women's Care

Email:  
jrozzell@aol.com

Password:  
\*\*\*\*\*

Login

[\\*\\* Program Instructions \\*\\*](#)

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OpenSpeedTest

DOWNLOAD  
Mbps

UPLOAD  
Mbps

PING  
ms

JITTER  
ms

Softopment®

~~ Policy Notice ~~

**This on-line program contains private information that MUST be protected at all times from unauthorized disclosure of personal information during administrative use.**

**Any person who is permitted access to use this on-line software, he/she is held solely responsible to protect the security and confidentiality of the Clients' information as instructed by office's policy.**

~~ 4 ~~

**Welcome!**

# Clients List



[Register Clients](#)

[Treatment Program](#)

[Log Out](#)

[Client Reports](#)

## Clients List

Page List	Last	First	Email	Home Phone	Work Phone	Cell Phone	Forms	Search	first or last name
<a href="#">0JEVSLWM</a>	Crossbow	Mary Ann	<a href="mailto:default@drztotalwomens.care">default@drztotalwomens.care</a>				<a href="#">Regis</a>	<a href="#">Medic</a>	<a href="#">eInvoice</a>
<a href="#">1MCXXRLR</a>	Wilson	William	<a href="mailto:jarozzell@aol.com">jarozzell@aol.com</a>	<a href="tel:703-555-5555">703-555-5555</a>			<a href="#">Regis</a>	<a href="#">Medic</a>	<a href="#">eInvoice</a>

[First](#)

[Next](#)

[Previous](#)

[Last](#)

After leaving the Welcome page, the display of the main page will appear next. This could be considered the hub of the web pages, referred as the Client List page as depicted above. Note the page's menu bar at the very top, its links that are shown with underlines, and its title bar that encompasses a yellow background. An explanation of their purpose is to follow:

### MENU BAR

[Register Clients](#) – serves to launch the register form for entering information regarding new clients.

[Treatment Program](#) – presents a treatment list that involves the procedure for capturing and storing photo images of registered clients during the treatment phase.

[Log Out](#) - provides the link to exit the online program

[Client Reports](#) – displays a list of additional links that provide information in a report fashion of collected data pertaining to the clients.

### TITLE BAR

Last, First, Email, Home Phone, Work Phone, Cell Phone, Forms, Search – primarily serves as headers within columns in presenting information in reference to the clients.

In addition, the “Forms” header lists links to the “Register Clients” webpage and the “Search” window, which permits the searching of clients by First or Last name.

### LINKS

[Regis](#) – establishes links to the “Register Clients” webpage, whereby allowing the capability of updating and editing the client's previously recorded information

[eInvoice](#) – connects to links that launch the eInvoice WebPage.

# Register Clients -Info

Clients List
Log Out
Available Acuity

### Client Info

<b>*Record Date: (mm-dd-yyyy)</b> <input style="border: 1px solid red;" type="text" value="04-05-2020"/>	<b>ID Code:</b> <input style="border: 1px solid gray;" type="text" value="ODP18HAE"/>	<b>Comments:</b> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
<b>*Last Name:</b> <input style="border: 1px solid red;" type="text"/>	<b>*First Name:</b> <input style="border: 1px solid red;" type="text"/>	
<b>*Address:</b> <input style="border: 1px solid red;" type="text"/>		
<b>*City:</b> <input style="border: 1px solid red;" type="text"/>	<b>*State:</b> <input style="border: 1px solid red;" type="text" value="Virginia"/>	
<b>Zip Code:</b> <input style="border: 1px solid gray;" type="text"/>		
<b>Home Telephone:</b> <input style="border: 1px solid gray;" type="text"/>	<b>Work Telephone:</b> <input style="border: 1px solid gray;" type="text"/>	
<b>Cell Telephone:</b> <input style="border: 1px solid gray;" type="text"/>		
<b>*Birth Date: (mm-dd-yyyy)</b> <input style="border: 1px solid red;" type="text"/>	<b>Sex:</b> <input type="text" value="Female"/>	
<b>Family Doctor:</b> <input style="border: 1px solid gray;" type="text"/>	<b>Doctor Telephone:</b> <input style="border: 1px solid gray;" type="text"/>	
<b>Pharmacy Location:</b> <input style="border: 1px solid gray;" type="text"/>	<b>Pharmacy Telephone:</b> <input style="border: 1px solid gray;" type="text"/>	
<b>Emergency Contact:</b> <input style="border: 1px solid gray;" type="text"/>	<b>Contact Telephone:</b> <input style="border: 1px solid gray;" type="text"/>	

Create Record
Close Page
\* Input Required

In reference to the main page and of the Menu Bar, a click of the ‘Register Client’ will lead to the opening of the ‘Client Info’ for entering client’s information.

This page is structured into five major sections: Bio-Data, Consultation Fee, Consultation Appointment Date, Available Acuity and buttons.

### Section I

Bio-Data – A newly created page will show empty fields and for some of them they must be filled in, such as the last name, first, and address as example. The fields, highlighted with red boxes, are designated as required fields that must be completed. Fields that are not highlighted are optional.

### Section II

Consultation Fee – This particular section can be identified with the orange background. It provides the recording of the consultation fee received from a client. The fee amount, date paid, and type of payment are recorded in the database. Page 5 of the “Register Client-Payment” image gives you an expanded view of this section, which shows the pop-up calendar to select the date, and the PayPal pop-up for processing credit card payments.

### Section III

Consultation Appointment Date – This section is highlighted yellow and is used for scheduling the appointment date of a client. A special scheduling online program, called “Acuity Scheduling”, manages the scheduling of clients for appointments. The clicking the above “Available Acuity” button will display a popup list of available dates for scheduling clients, as seen on Page 5 of “Register Client-Acuity” image. You note an available date, close the display by clicking “Close Acuity” button and then record it in the “Consultation Appt Date” field using the calendar dialog box. This final action will automatically update the Acuity program and send an email notice to the client of the appointed schedule.

### Section IV

Buttons – The two bottom buttons, “Create Record” and “Close Page” are used to either record the data of the fields in the database or to simply close the page.

# Register Clients –Payment

Clients List
Log Out
Available Acuity
Click Create Record button to record data entered in fields.

**Client Info**

\*Record Date: (mm-dd-yyyy)  
04-05-2020

\*Last Name:  
[ ]

\*Address:  
[ ]

\*City:  
[ ]

Home Telephone:  
[ ]

\*Birth Date: (mm-dd-yyyy)  
[ ]

Sex: Female

Family Doctor: [ ] Doctor Telephone: [ ]

Pharmacy Location: [ ] Pharmacy Telephone: [ ]

Emergency Contact: [ ] Contact Telephone: [ ]

Debit or Credit Card

Set Date

Sun, April 05, 2020

+	+	+
Apr	05	2020
-	-	-

Set
Clear

1. Consul Fee: \$ 25    2. Payment Date: 04-05-2020

3. Payment Type: Credit Card

2. Consultation Appt Date

1. Appointment Status

Create Record
Close Page
\* Input Required

# Register Clients –Acuity

Clients List
Log Out
Close Acuity

Acuity Available Slots

Returning? Log in

**1 Choose Appointment**

SculpSure Consultation  
20 minutes @ \$25.00

MORE TIMES >

TODAY Sunday April 5	TOMORROW Monday April 6	Tuesday April 7	Wednesday April 8	Thursday April 9
3:40pm	9:00am	9:00am	9:00am	9:00am
4:20pm	9:40am	9:40am	9:40am	9:40am
5:00pm	10:20am	10:20am	10:20am	10:20am
5:40pm	11:00am	11:00am	11:00am	11:00am
6:20pm	11:40am	11:40am	11:40am	11:40am
7:00pm	12:20pm	12:20pm	12:20pm	12:20pm
7:40pm	1:00pm	1:00pm	1:00pm	1:00pm

\*Email Address:  
default@drztotawomen

Zip Code:  
[ ]

Cell Telephone:  
[ ]

1. Consul Fee: \$ 0    2. Payment Date:

3. Payment Type:

2. Consultation Appt Date

1. Appointment Status

Comments:  
[ ]

# Update Client Info

Register Clients

Treatment Program

Log Out

Client Reports

## Clients List

Page List	Last	First	Email	Home Phone	Work Phone	Cell Phone	Forms	Search	first or last name
<a href="#">0JEVSLWM</a>	Crossbow	Mary Ann	<a href="mailto:default@drztotalwomens.care">default@drztotalwomens.care</a>				<a href="#">Regis</a>	<a href="#">Medic</a>	<a href="#">eInvoice</a>
<a href="#">1MCXXRLR</a>	Wilson	William	<a href="mailto:jarozzell@aol.com">jarozzell@aol.com</a>	<a href="tel:703-555-5555">703-555-5555</a>			<a href="#">Regis</a>	<a href="#">Medic</a>	<a href="#">eInvoice</a>

First

Next

Previous

Last

Softopment®

Log Out

Available Acuity

Verify Acuity Appt

## Update Client Info

<b>Record Date: (mm-dd-yyyy)</b> 03-31-2020	<b>ID Code:</b> 1MCXXRLR	
<b>Last Name:</b> Wilson	<b>First Name:</b> William	<b>*Email Address:</b> <a href="mailto:jarozzell@aol.com">jarozzell@aol.com</a>
<b>Address:</b> 4520 Circle Street		
<b>City:</b> Manassas	<b>State:</b> Virginia	<b>Zip Code:</b> 20110
<b>Home Telephone:</b> 703-555-5555	<b>Work Telephone:</b>	<b>Cell Telephone:</b>
<b>Birth Date: (mm-dd-yyyy)</b> 03-15-1997	<b>Sex:</b> Male	<b>1. Consul Fee:</b> \$ 25 <b>2. Payment Date:</b> 03-31-2020 <b>3. Payment Type:</b> Cash
<b>Family Doctor:</b>	<b>Doctor Phone:</b>	<b>2. Consultation Appt Date</b> 04-03-2020 09:30 <b>1. Appointment Status</b> Confirmed
<b>Pharmacy Location:</b>	<b>Pharmacy Telephone:</b>	
<b>Emergency Contact:</b>	<b>Contact Telephone:</b>	

### Comments:

Sample consultation

Update Client

Close Page

Remove Client

~ Updated SUCCESSFULLY! ~

Clicking the “Regis” link of the main page will launch the registration page that was previously created but now you will be able to make any change that is required of a client’s bio. This includes change in appointment date, such as rescheduling or cancellation.

Two additional buttons will also appear on the update page that can be used to remove or delete (“Remove Client”) the client’s registration page or to verify (“Verify Acuity Appt”) the appointment of the Acuity Scheduling online program.

# eInvoice - Blank Form

Register Clients      Treatment Program      Log Out      Client Reports

**Clients List**

Page List	Last	First	Email	Home Phone	Work Phone	Cell Phone	Forms	Search	first or last name
0JEVSLWM	Crossbow	Mary Ann	default@drztotalwomens.care				Regis	Medic	<b>eInvoice</b>
IMCXXRLR	Wilson	William	jarozzell@aol.com	703-555-5555			Regis	Medic	eInvoice

First    Next    Previous    Last

**eInvoice Report**

Created Date:

Status: php code

**Section I**

eInvoice Information	
Client ID:	IIIN8LKK
Esthetician Addr:	jarozzell@aol.com
eInvoice Number:	5

**Section II**

*Payments Record	
Total Cost:	0
Total Payments:	0
Balance Due:	0
Last Payment:	dd/mm/yyyy
Package Balance:	0

**Section III**

eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
------	--------	-------------	-----------------	---------	------------------	------------------	--------------	----------	---------------	------------	----------

**Section IV**

Inventory Items Usage

Comment Box

Save Inventory-Comments

**Section V**

Send eInvoice    Print eInvoice

Insert New Line    Delete Line

Log Out

A discussion of the eInvoice page begins here.

A click of the “eInvoice” link of the main page will open the “eInvoice Report” webpage, only if you were the person who registered the client.

The eInvoice currently shown has no records and is laid out primarily in five sections: information (Section I), payments (Section II), listing (Section III), comments (Section IV) and buttons (Section V). <sup>7</sup>

# eInvoice – Single Treatment

### eInvoice Report

Created Date:

Status: Active

Section I

eInvoice Information	
Client ID:	IIIN8LXK
Esthetician Addr:	jarozzell@aol.com
eInvoice Number:	5

Section II

*Payments Record	
Total Cost:	650
Total Payments:	650
Balance Due:	0
Last Payment:	04/07/2020
Package Balance:	0

Section III

eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
504	1	04/07/2020	Secret RF		face treatment	Cost		650			
505	2	04/07/2020	Secret RF		face treatment	Credit Card	04/07/2020	650	04/07/2020	09:00 AM	09:30 AM

**Inventory Items Usage**

Record items and amount used 04/07/2020, 18:18

-- ITEM: microneedles

-- AMOUNT: 4

-- REMAIN: 6

**Comment Box**

ID-505, Confirmation Number: 2345-0760-0500-1

Save Inventory-Comments

Send eInvoice
Print eInvoice  
Insert New Line
Delete Line  
Log Out

To follow on as an extension of Page 7, an overview will be given of the five sections that include two sample records of a single treatment as an additive to broaden the description.

### Section I

eInvoice Information – lists general information about the invoice that entails the client’s ID number, the esthetician’s email address and the invoice number of the page. A double-click of the “Esthetician Addr.” title with the mouse will open a dialog box, whereby allowing the client’s eInvoice to be assigned to another esthetician.

### Section II

Payment Record – gives an accumulative total cost, payments and balance of the client’s treatment as listed in the records. A double click of the underlined “Payments Record” will display a PDF file that shows the IC compensation table.

### Section III

eInvoice Transaction Grid - This section of the webpage lists the specific treatments and payments being tracked of a client.

“Technology Type”, “Package”, “Body Treatments”, “Transaction Type”, “Payment Date”, “Amount”, “Treatment Day”, “Start Time” and “End Time” are title headers of this section. Below it is recorded information about the treatments given to a client. Clicking twice the “\*Body Treatments” title will open a PDF file that displays a complete table of available treatments and pricing.

Depicted in Section III is a simple example that shows the setup for a single treatment of a client. Line 1 illustrates the cost of treatment layout, and Line 2 records the payment transaction and the day and time of the treatment. Page 9 shows the pop-down list of the Technology Type, Body Treatments and Transaction Type.

# eInvoice – Drop-down List

eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1		Secret RF		3 face treatments (pkg)	Cost		1300			
496	2	03/31/2020	Secret RF		3 face treatments (pkg)	Credit Card	03/04/2020	500	04/04/2020	12:12 PM	12:30 PM
497	3	03/31/2020	Secret RF		3 face treatments (pkg)	Check	03/31/2020	800	04/15/2020	04:00 PM	04:30 PM
498	4	03/31/2020	Secret RF		3 face treatments (pkg)	None			04/16/2020	02:00 PM	02:30 PM
500	5	04/02/2020			abdomen	Cost		2000			
501	6	04/03/2020			abdomen	Check	04/22/2020	1000	04/22/2020	12:30 PM	01:00 PM
503	7	04/03/2020			abdomen	Credit Card	04/22/2020	600	mm/dd/yyyy	--:--	--:--

eInvoice Transactions Grid

Package Balance: 0

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1		Secret RF		3 face treatments (pkg)	Cost		1300			
496	2	03/31/2020	Secret RF		3 face treatments (pkg)	Credit Card	03/04/2020	500	04/04/2020	12:12 PM	12:30 PM
497	3	03/31/2020	Secret RF		3 face treatments (pkg)	Check	03/31/2020	800	04/15/2020	04:00 PM	04:30 PM
498	4	03/31/2020	Secret RF		3 face treatments (pkg)	None			04/16/2020	02:00 PM	02:30 PM
500	5	04/02/2020	xeo		abdomen	Cost		2000			
501	6	04/03/2020	xeo		abdomen	Check	04/22/2020	1000	04/22/2020	12:30 PM	01:00 PM
503	7	04/03/2020	xeo		abdomen	Credit Card	04/22/2020	600	mm/dd/yyyy	--:--	--:--

**Inventory Items Usage**

Record items and amount used 04/04/2020, 11:0

-- ITEM: micro-needles

-- AMOUNT: 4

-- REMAIN: 8

Comment Box

eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1		Secret RF		3 face treatments (pkg)	Cost		1300			
496	2	03/31/2020	Secret RF		3 face treatments (pkg)	Credit Card	03/04/2020	500	04/04/2020	12:12 PM	12:30 PM
497	3	03/31/2020	Secret RF		3 face treatments (pkg)	Check	03/31/2020	800	04/15/2020	04:00 PM	04:30 PM
498	4	03/31/2020	Secret RF		3 face treatments (pkg)	None			04/16/2020	02:00 PM	02:30 PM
500	5	04/02/2020	xeo		abdomen	Cost		2000			
501	6	04/03/2020	xeo		abdomen	Check	04/22/2020	1000	04/22/2020	12:30 PM	01:00 PM
503	7	04/03/2020	xeo		abdomen	Credit Card	04/22/2020	600	mm/dd/yyyy	--:--	--:--

**Inventory Items Usage**

Record items and amount used 04/04/2020, 11:0

-- ITEM: micro-needles

-- AMOUNT: 4

-- REMAIN: 8

Comment Box

[ID-496, Confirmation Number: 456-3450-234]  
[ID-497, Check Number: 7690]

This is a sample eInvoice.

Save Inventory-Comments

Send eInvoice

Print eInvoice

Insert New Line

Delete Line

Log Out

Section IV

Section V

## Section IV

Inventory Items Usage / Comment Box – allows space for commenting. The “Inventory Items Usage” is set aside to note items that were used for treatment of the clients and the “Comment Box” auto-transcribes the check number and the CC confirmation number when the clients make payments. Also this space is where you may write any general comments.

## Section V

Send, Print, Insert & Delete Buttons – perform a specific task, such as, to email the eInvoice to the Coordinator for processing, to print a copy of the eInvoice, to insert a new line to the Transaction Grid or delete a line from the Transaction Grid. Lastly, clicking the “Log Out” button will close the webpage

# eInvoice – Multi-treatments

## eInvoice Report

Created Date:

Status: Active

eInvoice Information	
Client ID:	IIIN8LXK
Esthetician Addr:	jarozzelli@aol.com
eInvoice Number:	5

*Payments Record	
Total Cost:	1500
Total Payments:	1500
Balance Due:	0
Last Payment:	04/21/2020
Package Balance:	0

### Section III

#### eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
504	1	04/07/2020	Secret RF		3 face treatments (pkg)	Cost		1500			
505	2	04/07/2020	Secret RF		3 face treatments (pkg)	Credit Card	04/07/2020	750	04/07/2020	09:00 AM	09:30 AM
506	3	04/07/2020	Secret RF		3 face treatments (pkg)	Check	04/21/2020	750	04/21/2020	--:--	--:--
507	4	04/07/2020	Secret RF		3 face treatments (pkg)	None			mm/dd/yyyy	--:--	--:--

**Inventory Items Usage**

```

=====
Record items and amount used 04/07/2020, 18:18
-- ITEM: microneedles
-- AMOUNT: 4
-- REMAIN: 6
=====
Record items and amount used 04/07/2020, 18:18
-- ITEM: microneedle
-- AMOUNT: 2
-- REMAIN: 4
=====
Record items and amount used 04/07/2020, 18:24
-- ITEM: microneedle
-- AMOUNT: 1
-- REMAIN: 3
                    
```

**Comment Box**

ID-505, Confirmation Number: 2345-0760-0500-1  
ID-506, Check Number: 5001

Save Inventory-Comments

Send eInvoice Print eInvoice  
Insert New Line Delete Line  
Log Out

This page illustrates the steps in setting up a multi-treatment transaction. In this example, the “3 face treatments (pkg)” entail three of them and this will require the insert of four records as seen from Line 1 to Line 4 of the above Transaction Grid.

The first line of any initial treatment will always start with a “Transaction Type” of Cost and the remainders will cover the type, payment, and treatment day of each treatment that the client will experience.

Note how the Inventory and Comment boxes auto-record pertinent information in accordance with each of the individual treatment.

# eInvoice – Mix Technology / Single Treatments

## eInvoice Report

Created Date:

Status: Active

eInvoice Information	
Client ID:	IIIN8LXX
Esthetician Addr:	jarozzell@aol.com
eInvoice Number:	5

*Payments Record	
Total Cost:	750
Total Payments:	750
Balance Due:	0
Last Payment:	04/07/2020
Package Balance:	0

### eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
504	1	04/07/2020	Mix Type		mix treatment	Cost		750			
505	2	04/07/2020	Secret RF		face treatment	Credit Card	04/07/2020	650	04/07/2020	09:00 AM	09:30 AM
506	3	04/07/2020	xeo		ears(2)	Cash	04/07/2020	100	04/07/2020	09:30 AM	09:45 AM
507	4	04/07/2020	xeo		eyebrows	None			04/07/2020	09:45 AM	10:00 AM

### Inventory Items Usage

```

=====
Record items and amount used 04/07/2020,
18:37
-- ITEM:
-- AMOUNT:
-- REMAIN:
=====
Record items and amount used 04/07/2020,
18:38
-- ITEM:
-- AMOUNT:
-- REMAIN:
=====
Record items and amount used 04/07/2020,
18:38
-- ITEM:
-- AMOUNT:
-- REMAIN:
            
```

Comment Box

This page represents a case of a single cost that involves treatment of different body parts.

For such a situation like this, Line 1 is considered “Mix Type” and “mix treatment” under the heading of “Technology Type” and “\*Body Treatments”, respectively, in describing the Cost for a client’s treatment.

Line 2, 3, and 4 illustrates the various body parts to be treated and their corresponding categories, such as, transaction, date, amount, etc.

Applying this particular outline of invoicing will provide exact information of a client’s overall treatment plan and proper compensation to the IC.

# eInvoice – Package Treatment & Locked Records

## eInvoice Report

Created Date: 03/31/2020

Status: Inactive

eInvoice Information	
Client ID:	1MCXXRLR
Esthetician Addr:	jarozeil@aol.com
eInvoice Number:	6

*Payments Record	
Total Cost:	3300
Total Payments:	2900
Balance Due:	400
Last Payment:	04/22/2020
Package Balance:	0

### eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1		Secret RF		3 face treatments (pkg)	Cost		1300			
496	2	03/31/2020	Secret RF		3 face treatments (pkg)	Credit Card	03/04/2020	900	04/04/2020	12:12 PM	12:30 PM
497	3	03/31/2020	Secret RF		3 face treatments (pkg)	Check	03/31/2020	800	04/15/2020	04:00 PM	04:30 PM
498	4	03/31/2020	Secret RF		3 face treatments (pkg)	None			04/16/2020	02:00 PM	02:30 PM
500	5	04/02/2020	xeo		abdomen	Cost		2000			
501	6	04/03/2020	xeo		abdomen	Check	04/22/2020	1000	04/22/2020	12:30 PM	01:00 PM
503	7	04/03/2020	xeo		abdomen	Credit Card	04/22/2020	600	mm/dd/yyyy	--:--	--:--

**Inventory Items Usage**

\*\*\*\*\*  
 Record items and amount used 04/04/2020, 11:0  
 -- ITEM: micro-needles  
 -- AMOUNT: 4  
 -- REMAIN: 8

**Comment Box**

[ID=496, Confirmation Number: 456-3450-234]  
 [ID=497, Check Number: 7690]  
 This is a sample eInvoice.

Save Inventory-Comments

Send eInvoice    Print eInvoice

Insert New Line    Delete Line

Log Out

## Package Treatment

There may be times that clients may purchase a package or bundle treatment. The Transaction Grid has a column (Package) to check when a treatment is a package deal. It is important that any package or bundle treatment is duly recorded of a client in order to determine bonuses for work performance.

## Locked Records

Whenever the “Send eInvoice” button is clicked and the eInvoice is afterward processed, the records that have the red markings in the first column (ID#) will indicate they were reconciled by the Processor. In addition, these records will also be locked and cannot be altered, changed, modified or deleted.

## eInvoice – Access Denied Warning

Register Clients      Treatment Program      Log Out      Client Reports

### Clients List

Page List	Last	First	Email	Home Phone	Work Phone	Cell Phone	Forms	Search	first or last name
<a href="#">0JEVSLWM</a>	Crossbow	Mary Ann	<a href="mailto:default@drztotalwomens.care">default@drztotalwomens.care</a>				<a href="#">Regis</a>	<a href="#">Medic</a>	<a href="#">eInvoice</a>
<a href="#">1MCXXRLR</a>	Wilson	William	<a href="mailto:jarozeil@aol.com">jarozeil@aol.com</a>	703-555-5555			<a href="#">Regis</a>	<a href="#">Medic</a>	<a href="#">eInvoice</a>

[First](#)   [Next](#)   [Previous](#)   [Last](#)

**Sorry**

You are not permitted to view this page!

[Check here to return.](#)

If you attempt to open an eInvoice link that is not associated with your email address assigned to your client, then the above webpage message will appear denying you access to view it.

# Page Examples

# eInvoice Page

## eInvoice Report

Created Date: 03/31/2020

Status: Active

eInvoice Information	
Client ID:	1MCKXLR
Esthetician Addr:	jarozell@aol.com
eInvoice Number:	6

*Payments Record	
Total Cost:	6800
Total Payments:	6300
Balance Due:	500
Last Payment:	06/01/2020
Package Balance:	500
eInvoice Total:	1300
Not Yet Processed:	4000

### eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1	03/31/2020	Secret RF	✓	3 face treatments (pkg)	Cost	03/04/2020	1300	04/04/2020	12:12 PM	12:30 PM
495	2	03/31/2020	Secret RF	✓	3 face treatments (pkg)	Credit Card	03/31/2020	500	04/15/2020	04:00 PM	04:30 PM
497	3	03/31/2020	Secret RF	✓	3 face treatments (pkg)	Check	03/31/2020	800	04/16/2020	02:00 PM	02:30 PM
498	4	03/31/2020	Secret RF	✓	3 face treatments (pkg)	None					
500	5	04/02/2020	Xeo	✓	abdomen	Cost	05/21/2020	2000	05/21/2020	12:30 PM	01:00 PM
501	6	04/03/2020	Xeo	✓	abdomen	Credit Card	05/27/2020	1000	05/27/2020	01:00 PM	02:00 PM
503	7	04/03/2020	Xeo	✓	abdomen	Check	05/27/2020	600	06/01/2020	06:30 PM	07:15 PM
506	8	04/07/2020	Xeo	✓	abdomen	Cash	06/01/2020	400			
508	9	04/08/2020	TUSCUIP Flex	✓	4 flex treatments (pkg)	Cost	04/08/2020	3500	06/08/2020	04:00 PM	04:30 PM
509	10	04/08/2020	TUSCUIP Flex	✓	4 flex treatments (pkg)	Credit Card	04/22/2020	2000			
510	11	04/08/2020	TUSCUIP Flex	✓	4 flex treatments (pkg)	Cash	04/22/2020	1000			
511	12	04/08/2020	TUSCUIP Flex	✓	4 flex treatments (pkg)	Select Type	mm/dd/yyyy	0			
512	13	04/08/2020	TUSCUIP Flex	✓	4 flex treatments (pkg)	Select Type	mm/dd/yyyy	0			

**Inventory Items Usage**

Record Items and amount used 04/04/2020, 11:10  
 -- ITEM: micronedles  
 -- AMOUNT: 4  
 -- REMAIN: 8

**Comment Box**

ID-496, Confirmation Number: 456-3450-234  
 ID-497, Check Number: 7690  
 ID-501, Confirmation Number: 234-3456-0985-001  
 ID-503, Check Number: 9786  
 ID-509, Confirmation Number: 3456-0593-2134

Save Inventory Comments

Send eInvoice      Print eInvoice

Insert New Line      Delete Line

Log Out

# eInvoice Printout Button

4/4/2020

eInvoice Transactions

## eInvoice Report

Created Date: 03/31/2020

Status: Inactive

eInvoice Information	
Client ID:	1MCXRRLR
Esthetician Addr:	jarozzell@aol.com
eInvoice Number:	6

*Payments Record	
Total Cost:	3300
Total Payments:	2900
Balance Due:	400
Last Payment:	04/22/2020
Package Balance:	0

### eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1		Secret RF	<input checked="" type="checkbox"/>	3 face treatments (pkg)	Cost		1300			
496	2	03/31/2020	Secret RF	<input checked="" type="checkbox"/>	3 face treatments (pkg)	Credit Card	03/04/2020	500	04/04/2020	12:12 PM	12:30 PM
497	3	03/31/2020	Secret RF	<input checked="" type="checkbox"/>	3 face treatments (pkg)	Check	03/31/2020	800	04/15/2020	04:00 PM	04:30 PM
498	4	03/31/2020	Secret RF	<input checked="" type="checkbox"/>	3 face treatments (pkg)	None			04/16/2020	02:00 PM	02:30 PM
500	5	04/02/2020	xeo	<input type="checkbox"/>	abdomen	Cost		2000			
501	6	04/03/2020	xeo	<input type="checkbox"/>	abdomen	Check	04/22/2020	1000	04/22/2020	12:30 PM	01:00 PM
503	7	04/03/2020	xeo	<input type="checkbox"/>	abdomen	Credit Card	04/22/2020	600	mm/dd/yyyy	--:-- --	--:-- --

### Inventory Items Usage

```

=====
Record items and amount used 04/04/2020, 11:0
-- ITEM: micro-needles
-- AMOUNT: 4
-- REMAIN: 8
    
```

### Comment Box

[ID-496, Confirmation Number: 456-3450-234]  
 [ID-497, Check Number: 7690]

This is a sample eInvoice.

Save Inventory-Comments

# eInvoice Send Button

drztotalwomens.care says  
 A copy of your eInvoice has been sent to the Coordinator for processing. Thanks!

**OK**

Esthetician Addr:	jarozzell@aol.com
eInvoice Number:	6

*Payments Record	
Total Cost:	3300
Total Payments:	2900
Balance Due:	400
Last Payment:	04/22/2020
*** Saved ***	
Package Balance:	0

eInvoice Transactions Grid

ID #	Line #	Record Date	Technology Type	Package	*Body_Treatments	Transaction Type	Payment Date	\$Amount	Treatment Day	Start Time	End Time
495	1		Secret RF	✓	3 face treatments (pkg)	Cost		1300			
496	2	03/31/2020	Secret RF	✓	3 face treatments (pkg)	Credit Card	03/04/2020	500	04/04/2020	12:12 PM	12:30 PM
497	3	03/31/2020	Secret RF	✓	3 face treatments (pkg)	Check	03/31/2020	800	04/15/2020	04:00 PM	04:30 PM
498	4	03/31/2020	Secret RF	✓	3 face treatments (pkg)	None			04/16/2020	02:00 PM	02:30 PM
500	5	04/02/2020	xeo	✓	abdomen	Cost		2000			
501	6	04/03/2020	xeo	✓	abdomen	Check	04/22/2020	1000	04/22/2020	12:30 PM	01:00 PM
503	7	04/03/2020	xeo	✓	abdomen	Credit Card	04/22/2020	600	mm/dd/yyyy	--:--	--:--

Inventory Items Usage

\*\*\*\*\*  
 Record items and amount used 04/04/2020, 11:0  
 -- ITEM: micro-needles  
 -- AMOUNT: 4  
 -- REMAIN: 8

Comment Box

[ID-496, Confirmation Number: 456-3450-234]  
 [ID-497, Check Number: 7690]  
 This is a sample eInvoice. Final Completed Design.

**Save Inventory-Comments**

Send eInvoice    Print eInvoice

Insert New Line    Delete Line

**Log Out**

# Sent Email Message

jarozzell@p3plcpnl0580.prod.phx3.secureserver.net

Inbox - AOL    April 4, 2020 at 5:51 PM



eInvoice Notice - Record ID: 6, Date: 04/04/2020

[Details](#)

To: webmaster@drztotalwomens.care, coordinator@drztotalwomens.care & 2 more

You have received an eInvoice notice from [jarozzell@aol.com](mailto:jarozzell@aol.com). Go on-line by opening the link at <https://drztotalwomens.care/invoiceKey.php>. Apply the provided pin number(10725) in order to view it. Please note, accessing the eInvoice is only available for seven days from the date sent, 04/04/2020.

## Security Control Dialog Box

drztotalwomens.care says

Security Control: 1MCXXRLR

Enter special PASSCODE to open form.

Cancel

OK

drztotalwomens.care says

Security Control: 1MCXXRLR

Enter special PASSCODE to open form.

jaro1M

Cancel

OK

# Acuity Scheduling Confirmation Window

**Dr. Zerline Chambers\_Kersey, Inc.**

Returning? [Log in](#)

Consultation Session

**🕒 Friday, April 3, 2020**

**9:30am**

📍 3775 Fettle Park Drive, Dumfries Va. 22025

\$25.00

Changes to this appointment can no longer be made online.

[Add to iCal/Outlook](#)

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 ACUITY SCHEDULING