StartERP
AI BUSINESS OS

MODULE GUIDE 10 OF 14

Industry modules

Made for one kind of business: workshops, spare parts, jewellers, butchers, petrol stations, tailors, salons, car rental, logistics, contractors and more. Step-by-step instructions for each of the 37 modules, with the real screens you will use.

Automobile workshop · Vehicle fitment · Next-service reminders · Gold stock by karat · Carcass costing · Forecourt: tanks, nozzles & meters · Water delivery: rounds, bottles & coupons · Bill of materials & work orders · Tailoring orders due · Tailor workshop & piece-rate pay · Staff commission · Spa rooms & client cards · Check-ins, freezes & churn AI · Classes & bookings with no-show AI · Cake & party orders with AI · Station sessions report · Play cards & memberships · Tournaments & leaderboards · Station care & faults · Gaming slot booking · Fleet calendar · Fleet maintenance & mileage · Shipments dashboard · Shipping & carriers · Showroom orders & fittings · Vehicle deals & delivery · Recurring contracts · Mess contracts & headcount · Screen network & AMC · Site surveys & LED sizing · Power sizing & quote builder · DOOH airtime booking · Screen & LED rental · Project costing · Project management · Government services & expiry tracker · Service jobs & case files

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How to use this guide

Each chapter covers one module: what it does, how to start in a few steps, and then each of its screens with the steps to follow. The label under each module name says whether every store has it or whether it is an add-on module switched on for your store. Some modules are made for certain kinds of business or for one country, and the label says which.

> **Where to find what your store has.** Open **Settings** → **Modules** to see the modules your store has. Every screen has a **?** button at the top with the steps for that screen, and the ⓘ beside a title explains what the screen shows.

About the screenshots. They come from StartERP demo stores (starterp.org/#/demo-store), each taken in the kind of business the module is made for, so the names and figures are sample data. Your screens show your own company, products and figures, and some words change to suit your business.

The modules in this guide

Module	What it gives you
Automobile workshop Add-on	Vehicles, repair jobs and the job board
Vehicle fitment Add-on	Keep on each part the makes, models and years it fits (or that it fits all) and the maker's OE numbers it replaces; find the parts for a customer's car by make, model and year or by OE number, see which parts still have no fitment, and the parts POS shows what fits
Next-service reminders Add-on	Keep each vehicle's odometer, next km and next service date from its oil change; see the cars overdue or due within two weeks first, and remind each customer on WhatsApp with one tap; book oil change appointments by time and bay; and give each car a QR sticker that shows its oil change record
Gold stock by karat Add-on	See the gold, silver and platinum in stock and sold in grams for each karat, as fine (pure) metal too, valued at the day's rate from your Jewellery POS rate board next to what it cost
Carcass costing Add-on	Each carcass you buy with its supplier, weight and cost; break it into halves, quarters or cuts with the cost shared by sales value or weight; see the yield, the waste and the shrink, and the profit of every carcass
Forecourt: tanks, nozzles & meters Add-on	Your tanks and the fuel each holds, every dispenser nozzle, a meter sheet for each shift with the test litres and the cash counted, and dip readings against the stock the app holds; the fuel dashboard shows the litres pumped but not billed, the cash short or over and the tank losses
Water delivery: rounds, bottles & coupons Add-on	Put each customer on a delivery round with its days, record every van trip with the full bottles loaded and each stop's bottles delivered, empties collected, coupons and cash; see who is due today and who was visited, the bottles each customer holds and their deposit, coupons left, rented dispensers and the bottles missing from the vans

Bill of materials & work orders Add-on	Give each product you make to order a bill of materials: the fabric, boards, gold or steel one piece takes, with labour and overhead; raise a work order for the customer and the due date, and when it is done the materials leave stock and the pieces arrive at their real cost, against the standard cost
Tailoring orders due Add-on	See every stitching order of your tailoring POS on one board by the day it is due: what is overdue, due today and this week, ready for pickup, the balance still to collect and the pieces due each day; and each customer's saved measurements on their customer page
Tailor workshop & piece-rate pay Add-on	Move every dishdasha, thobe and kandura order through cutting, stitching and finishing with the tailor who did each stage; pay each tailor per piece at your own rates, with extras for embroidery, hand finishing and express work; and see the pieces due each day against what your tailors make, before Ramadan and Eid
Staff commission Add-on	See each stylist's or barber's services, sales, commission and tips for any period, as the POS worked them out at the till, so you know what to pay each of them
Spa rooms & client cards Add-on	Give every massage, Moroccan bath and facial a treatment room that is free and fits, never double book a room, see how full each room is today, and keep each client's colour formulas, patch test, allergies and preferences on their card
Check-ins, freezes & churn AI Add-on	Check members in at the door and see at once whether the plan is valid, ending, on hold or over; freeze a plan for travel or illness and its end day moves back by itself; the churn AI scores every member on the days left, the visits that dropped and the days since the last visit, and drafts the renewal, win-back or come-back WhatsApp to send
Classes & bookings with no-show AI Add-on	Put the week's classes on the timetable with their trainer and places, book members and keep a waitlist that moves up when someone cancels, mark who came; the AI expects each class's real turnout from every member's own no-show rate, picks the members to invite into free spots and shows the hours where another class would fill
Cake & party orders with AI Add-on	Take custom cake and party orders with the occasion, flavour, size, tiers, the message on the cake, design and allergens, deposit and pickup or delivery time; see what is due and the kilos to bake today and tomorrow, chase deposits, and let the AI price a new order from your own price per kilo and remind last year's birthday and anniversary customers before their day

Station sessions report Add-on	See each station's sessions, hours billed and time sales, which stations earn most per hour, the busy hours of the day and the latest sessions with their invoices
Play cards & memberships Add-on	Keep every player's prepaid hours with a history of each top-up and session, give cards an expiry and Bronze, Silver and Gold tiers, record the age and guardian of young players, and see the unused hours you still owe in money
Tournaments & leaderboards Add-on	Set up your own tournaments with entry fees, sizes and prizes, sell the entries at the gaming POS, record the winners and prizes paid, and rank players and racing-sim lap times on leaderboards
Station care & faults Add-on	See the hours each console, PC, VR headset, sim and table has played since its last service, get services due on time, log faults and repair costs, and take a station out of service so the POS cannot start it
Gaming slot booking Add-on	Let players book a PS5, a racing sim, a table, VR or a private room online by the slot: packs with bonus minutes, prices by group size, weekend prices and happy hours, late nights past midnight, and Google Pay on the booking ticket
Fleet calendar Add-on	See every car's days booked, on rent and returned on one calendar, spot double bookings before the customer arrives, and follow the cars out today, the returns due today and the late returns
Fleet maintenance & mileage Add-on	Keep every unit's service plan, odometer and registration and insurance expiry, and see the services due by km or date, the documents about to expire and the km each unit runs a day
Shipments dashboard Add-on	See the period's shipments by status, mode and route with their weight, how many days delivery takes, and the shipments stuck in transit for a week or more
Shipping & carriers Add-on	Ship every sale with SMSA, Aramex, SPL, Naqel, J&T, Zajil, DHL, FedEx, UPS, OTO or Torod, your own truck or customer pickup: compare the carriers' prices for the weight, keep the AWB with a tracking link and a WhatsApp update, and see the late shipments, the cash on delivery the carriers still owe and your shipping margin
Showroom orders & fittings Add-on	See every special order and fitting job from your showroom POS on one dashboard: what is ordered, at the supplier or ready, the ones overdue and due in the next 14 days, how many days an order takes to arrive, and the balance still to collect after the deposits

Vehicle deals & delivery Add-on	See every car or truck sold or booked on your showroom POS on one dashboard: each deal by stage and delivery day with its VIN, the ones overdue and due in the next 14 days, new against used, cash against bank finance, instalments and lease, the trade-ins taken, the down payments and the balance still to collect after the deposits
Recurring contracts Add-on	Keep each customer's contract with the lines billed every week, month, quarter or year, see the periods due and their amount, and bill each one with one tap, with the monthly recurring revenue on top
Mess contracts & headcount Add-on	Keep each client's mess contract by site with the rate per head of every meal and the minimum guaranteed, record the day's headcount at breakfast, lunch and dinner, see tomorrow's meals for the kitchen and the menu of the day, and bill each month in one tap from the heads fed
Screen network & AMC Add-on	Keep every screen you installed for your clients with its site, model and serial, see the preventive visits due, the AMC, CMS licences and warranties ending, and the screens at fault or offline, and record each visit in one tap
Site surveys & LED sizing Add-on	Record each site survey with the viewing distance and the space for the wall, see the LED wall it takes worked out (pitch, cabinets, size, resolution, power and weight), and turn it into a quotation in one tap
Power sizing & quote builder Add-on	List the client's loads and the backup hours, see the generator, changeover switch, UPS, batteries and solar array it takes worked out, matched to the goods you stock, and turn it into a quotation in one tap
DOOH airtime booking Add-on	Sell advertising on your own screens: book each campaign's spots on the screens and days it runs, never sell more of a loop than it has, see occupancy by screen and day, plays and value, and quote it in one tap
Screen & LED rental Add-on	Hire out your LED walls, screens, trailers and crew for events: see what is free by the day, never promise more than you own, check out and take back each hire with damaged and missing units, and quote it in one tap
Project costing Add-on	Charge purchases and expenses to a project and see, for every project, what was billed, what it cost and the profit and margin so far, with the projects at a loss or on a thin margin first

Project management Add-on	Run every project from quote to final bill: tasks on a drag-and-drop board and a timeline, the team's timesheets, the budget against what the purchases, expenses and hours really cost, and what is ready to bill by milestone, progress or time, with the retention held
Government services & expiry tracker Add-on	Permits, visas, licences and IDs tracked from filing to issue, with an expiring board and renewals in two clicks
Service jobs & case files Add-on	Every typing, visa or renewal case on one board from intake to delivery, with its checklist, fees, invoice and the government money owed back

01

Automobile workshop

Add-on module | For: Auto Repair Workshop

Run the workshop floor from one screen

Register vehicles by plate, open job cards with labour and parts, follow every car on the job board from received to delivered, and invoice the job in one step.

What you get

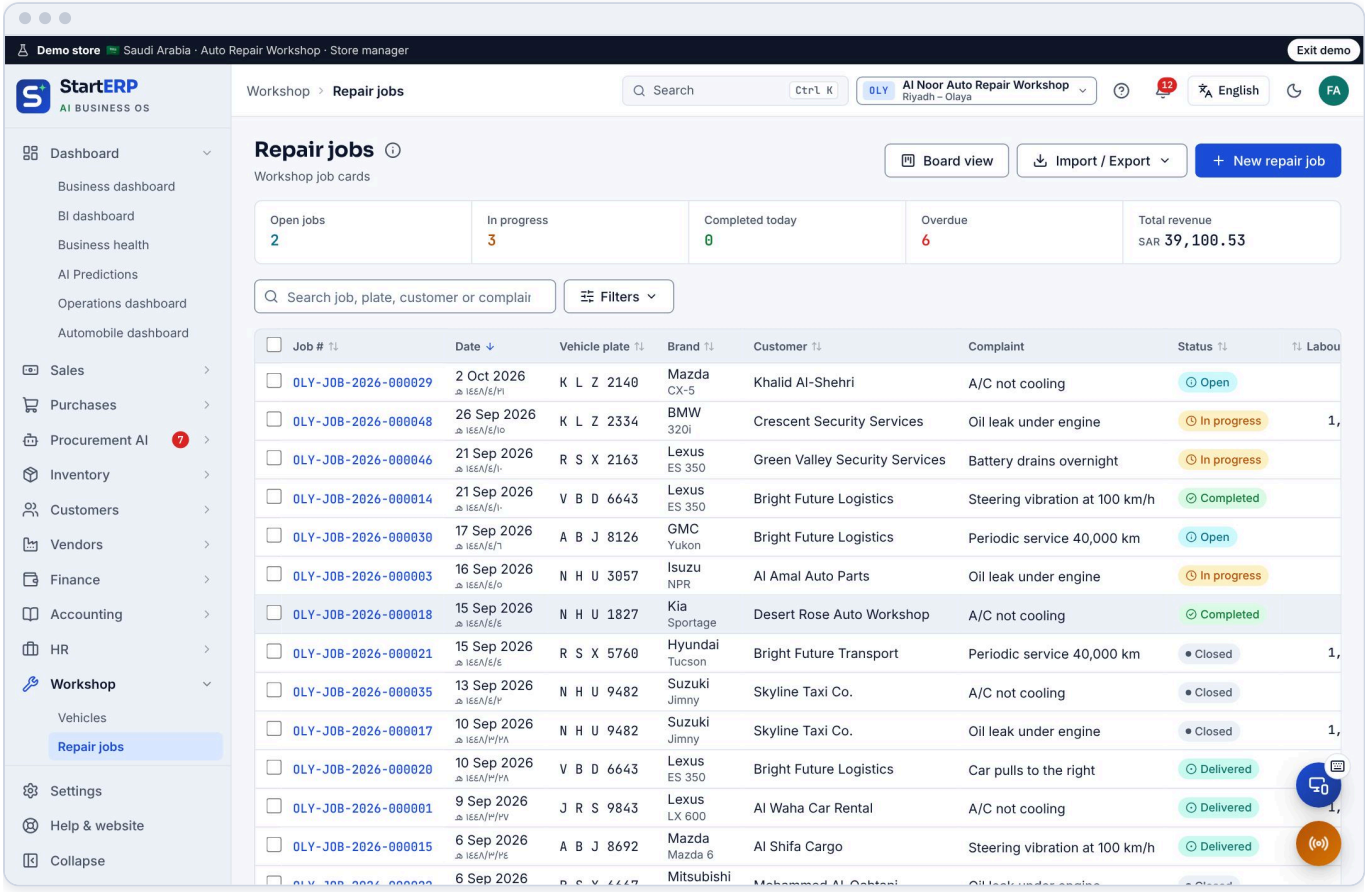
- Vehicle history by plate number
- Job cards with labour and parts
- Job board: received, in progress, ready, delivered
- Workshop dashboard for bays and technicians

GET STARTED IN 3 STEPS

1. **Register a vehicle.** Plate, make, model and owner.
2. **Open a job card.** Labour and parts for the job.
3. **Move it on the job board.** From received to delivered, then invoice.

Repair jobs

Workshop job cards: the customer complaint, inspection, technicians, parts taken from stock, labour and totals — then one click to the sales invoice.



Repair jobs · demo store: Auto Repair Workshop

ON THE LIST

1. Search by job number, plate, customer or complaint.
2. Filter by Status, Technician, Vehicle brand, or Delivery → “Overdue” / “Due today”.
3. Click “New repair job” to check a car in, or click a row to open it.
4. Use a row’s menu → “Print job card”, or “Board view” to work on the Kanban board.

> **Tips.** A job is overdue when its estimated delivery has passed and it is not delivered, closed or cancelled. Total revenue in the cards excludes cancelled jobs.

ON THE FORM

1. Pick the “Vehicle” by plate — the customer fills in from the owner. Use “New vehicle” if the car is new.
2. Enter the “Odometer (KM)” and the “Estimated delivery” date and time.
3. Write the “Customer complaint” (required), then “Inspection notes” and later “Work done”.
4. Under “Technicians”, assign the workshop employees doing the job.

5. Under “Parts used”, search the inventory and add parts; choose the warehouse, quantity, price and discount.
6. Under “Charges”, enter the “Labour charge (SAR)”, any “Additional charges (SAR)” with a description, and VAT %.
7. Set the “Status” and press “Create” — parts are deducted from stock on save.
8. When the work is done, press “Create sales invoice” under “Billing link”.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. “Create sales invoice” builds an invoice with all parts, the labour and the additional charges. Once linked the button shows “Invoice linked” and cannot create a second one. Changing parts later corrects the stock: removed parts go back, added parts are deducted. Setting the status to Cancelled returns all its parts to stock; reopening it takes them again. Purchase prices and the parts cost / margin are visible to managers only. “Print job card” in the header prints an A4 job card even before saving. The bill printed for the job (sales invoice, POS receipt, dot-matrix bill or credit note) shows the customer’s vehicle number, make / model and the km driven (odometer) beside the customer; pre-printed formats can place “Vehicle no.” and “KM driven” too.

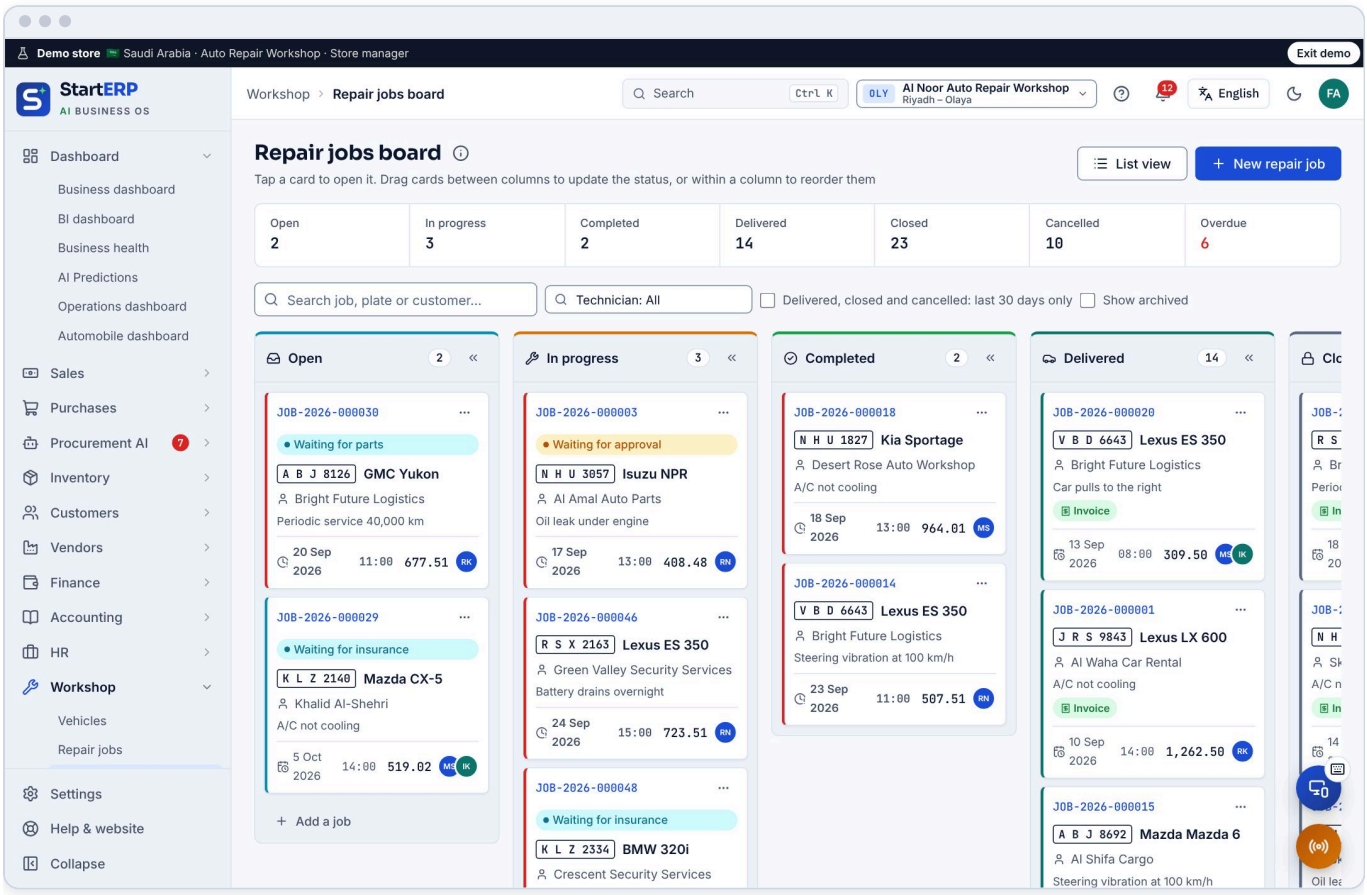
ON THE RECORD

1. Check the vehicle, customer, technicians and grand total at the top.
2. Press “Mark In progress / Completed / Delivered / Closed” to move the job to the next status.
3. Read the complaint, inspection notes, work done and parts on the “Job card” tab.
4. See the linked sales invoice, quotation or non-VAT sale under “Linked documents”.
5. Use “Print job card”, “Share WhatsApp” (sends the status and total to the customer) or “Send email”.

Tips. Each status change shows an “Undo” in the message. To cancel a job, set the status to Cancelled with “Edit” or from the board card menu — its parts return to stock. No invoice yet? Create it from the job form with “Create sales invoice”. Workshops get four more tabs on each job: “Check-in” (fuel, damage by zone, belongings), “Inspection & approval” (each point OK, advise or urgent, with a note and a price), “Time clock” (each technician clocks on and off; sold hours against clocked hours) and “Warranty & insurance” (warranty months and km, comeback of an earlier job, the insurance claim and the next service). On “Inspection & approval”, “Send for approval” shares a link by WhatsApp: the customer sees only the job number, the plate and each recommended repair with its price, approves or declines each one and signs with their name. Their answer shows on the tab and clears the “Waiting for approval” hold. Set why an open job waits (approval, parts, insurance, customer) on “Check-in”; the board card shows it.

Repair board

A Trello-style board of workshop jobs in six columns — Open, In progress, Completed, Delivered, Closed and Cancelled. Tap a card to open the job; drag it to another column to change its status.



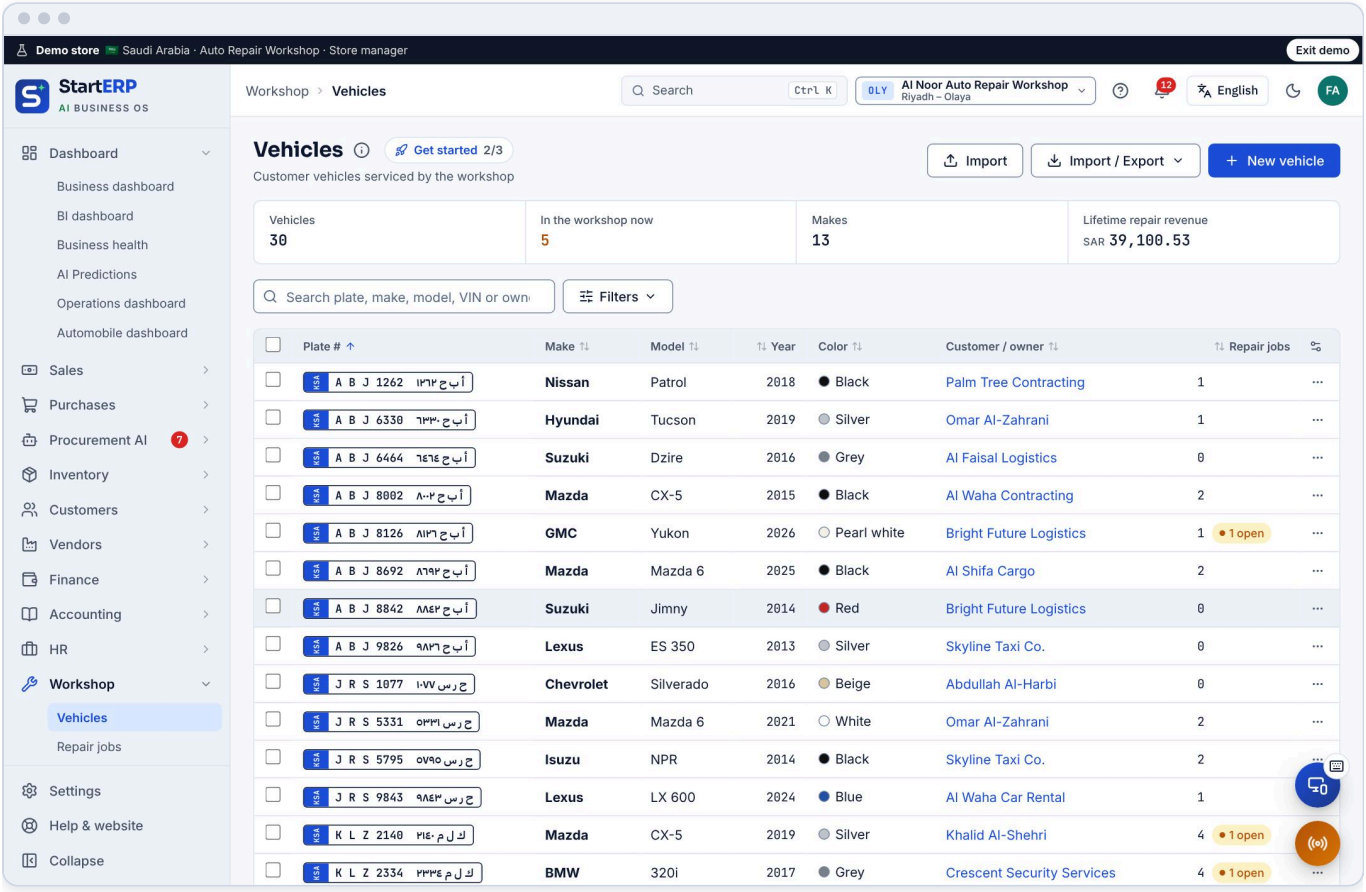
Repair board · demo store: Auto Repair Workshop

1. Tap or click anywhere on a card to open the job’s details.
2. Drag a card to another column to update its status; the dashed gap shows where it will land. On a phone or tablet, press and hold the card for a moment, then drag it.
3. Drag a card up or down inside Open, In progress or Completed to set its order, or use “Move up” and “Move down” in the card’s “…” menu.
4. Or open the card’s “…” menu → “Move to” and pick any status.
5. Search by job, plate or customer, and filter by technician.
6. Tick “Delivered, closed and cancelled: last 30 days only” to keep only recently finished jobs in those columns.
7. Use the arrows in a column’s header to fold it into a narrow bar, and tap the bar to open it again.
8. Choose “Archive” in the card’s menu to take a job off the board; tick “Show archived” to see it again and restore it.
9. Use “Add a job” at the foot of the Open column or “New repair job” to add one.

Tips. Cards you have not placed by hand are sorted by estimated delivery, and new jobs join at the bottom; overdue cards are highlighted in red. The card order and folded columns are kept on this device for each store; the status of a job is saved for everyone. Each card shows the job total including VAT and chips for its invoice, quotation or non-VAT invoice. Moving a job to Cancelled returns its parts to stock; moving it back takes them again. Delivered, Closed and Cancelled show the newest 30 jobs first; “Show more” at the bottom of the column loads the next 30, and the column count is the full number. Every move and archive shows an “Undo” in the message.

Vehicles

Customer vehicles serviced by your workshop, identified by plate number and optional VIN, with their full repair history.



Vehicles · demo store: Auto Repair Workshop

ON THE LIST

1. Search by plate, make, model, VIN or owner.
2. Filter by Make, or Workshop → “Has open job” to see cars in the workshop now.
3. Click “New vehicle” to register one, or click a row to open it.
4. Use a row’s menu → “New repair job” to open a job for that car.

Tips. The cards show vehicles in the workshop now and lifetime repair revenue (cancelled jobs excluded). You can also add a vehicle on the fly from a repair job with “New vehicle”.

ON THE FORM

1. Type the “License plate” in Saudi format, e.g. ABJ 1234; add the Arabic plate if you like.
2. Search and pick the “Make / brand”, then the “Model” (the list shows the chosen make's models), and pick the year and color. A make or model that is not listed: type it and press Enter, or tap “+ Create new make” / “+ Create new model”; “Edit list” renames or deletes your own.
3. Enter the “VIN (chassis number)” if known.
4. Pick the “Customer / owner”, add a photo and press “Create”.

Tips. Plates are saved in capitals with single spaces. If a car changes hands, edit the vehicle and pick the new owner; past jobs keep the old customer.

ON THE RECORD

1. See repair jobs, open jobs, total spent, last visit and last odometer reading.
2. Open “Repair history” for every job on this car.
3. Press “New repair job” to check the car in again.

Tips. An “In workshop” badge means the car has a job that is not yet completed, delivered, closed or cancelled. Click the owner’s name to open the customer.

02

Vehicle fitment

Add-on module

For: Auto Spare Parts, Toyota Spare Parts, Isuzu Spare Parts, Hyundai Spare Parts, Honda Spare Parts, Car Accessories and Modifications, Oil change, tyres & car wash, Auto Repair Workshop

Find the right part for the customer's car

Keep on each part the makes, models and years it fits, or that it fits all, and the maker's OE numbers it replaces. Find the parts for a customer's car by make, model and year or by OE number, see which parts still have no fitment, and the parts POS shows what fits as you sell.

What you get

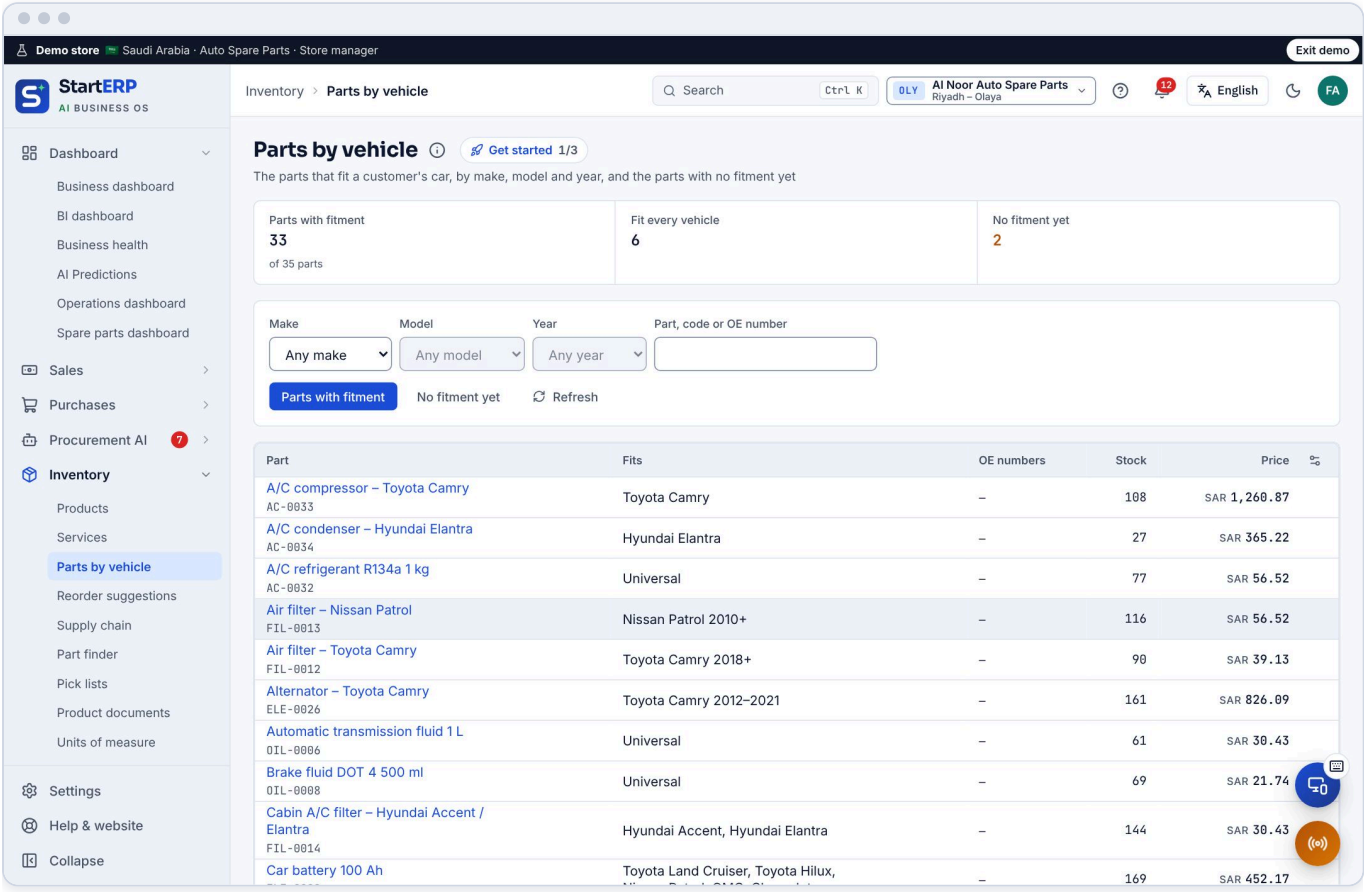
- Makes, models and years each part fits
- Search by vehicle or by OE number
- Parts with no fitment yet listed to complete
- The parts POS shows what fits

GET STARTED IN 3 STEPS

1. **Add fitment to a part.** Makes, models, years and OE numbers.
2. **Fill the gaps.** See parts with no fitment yet.
3. **Sell what fits.** The parts POS shows matches.

Parts by vehicle

Keep on each part the vehicles it fits, by make, model and years (or that it fits every vehicle), and the maker's OE numbers it replaces. Then find the parts for a customer's car by make, model and year, or by OE number, and see which parts still have no fitment. The parts POS shows what fits the car on the counter. Part of the Vehicle fitment add-on for auto spare parts shops.



Parts by vehicle · demo store: Auto Spare Parts

1. Open a part and its Fitment tab. Tick "Fits every vehicle" for oils, fluids and tools; otherwise press "Add vehicle" and type the make, the model (empty for every model of the make) and the years. Add the OE numbers it replaces, then Update.
2. Open Inventory → Parts by vehicle, pick the make, model and year of the customer's car: the parts that fit show with their stock and price. Type a part name, code or OE number to narrow them.
3. Press "No fitment yet" to see the parts still to fill in.

Tips. A part with no fitment is never hidden at the counter: the POS shows it with "Fitment not confirmed". Leave the years empty when the part fits every year of the model.

03

Next-service reminders

Add-on module

For: Oil change, tyres & car wash

Bring every car back for its next service

Each vehicle's odometer, next km and next service date are kept from its oil change at the till. The cars overdue or due within 14 days come first, with the customer's phone, and a WhatsApp reminder goes out with one tap. Book the visit by day, time and bay with clashes flagged, and give each car a QR sticker that shows its last oil change and next service, so regular customers come back to you instead of the shop down the road.

What you get

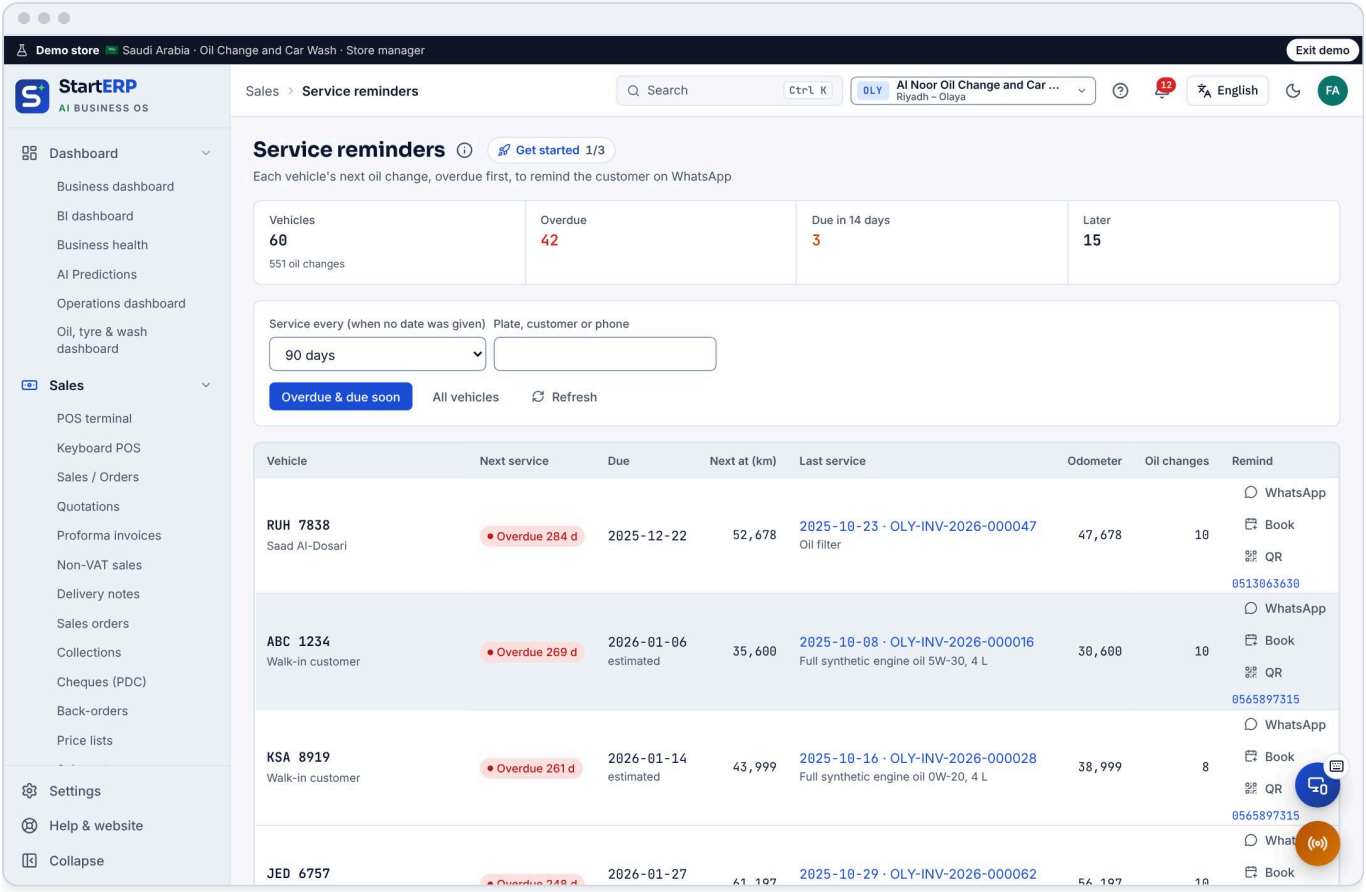
- Odometer, next km and next service date from each oil change
- Overdue first, with a WhatsApp reminder in one tap
- Appointments by time and bay, clashes flagged
- A QR sticker per car with its oil change record

GET STARTED IN 3 STEPS

1. **Register the vehicle.** Plate and customer phone.
2. **Record the odometer at service.** Next km and date are set.
3. **Send reminders.** One tap on WhatsApp for cars due.

Service reminders

Each vehicle's next oil change, from the plate, odometer, next km and next service date typed at the oil change, tyre & car wash POS. The cars overdue or due within 14 days come first, with the customer's phone and a WhatsApp reminder ready to send. Part of the Next-service reminders add-on for oil change, tyre and car wash centres.



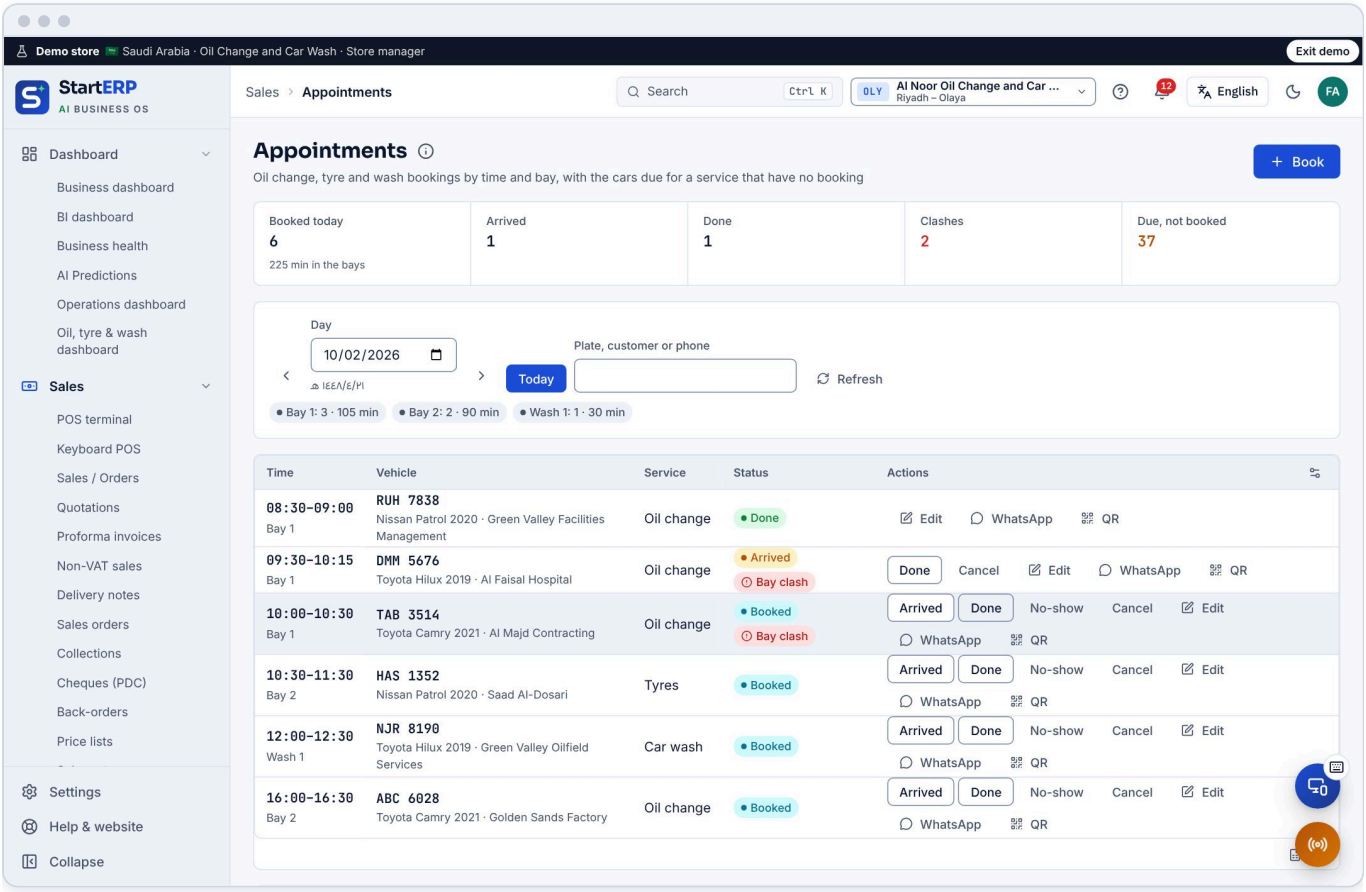
Service reminders · demo store: Oil Change and Car Wash

1. On the oil change, tyre & car wash POS, tap an oil change, then type the plate, the odometer, the km of the next oil change and, if you agreed one, the next service date.
2. Open Sales → Service reminders. The cars overdue and due soon show first; press "All vehicles" to see every car, or type a plate, customer or phone.
3. Press WhatsApp on a car to send the customer the reminder with the plate and the date, ready to edit before you send it.

Tips. When no next service date was typed, the date is estimated from the last oil change and "Service every" (90 days unless you pick another). Plates match however they were typed (with or without spaces and dashes), so each car keeps one row with its latest oil change. Bill the oil change to the customer (not walk-in) so their phone shows here. Press Book on a car to book its next service on Appointments, or QR to print its vehicle QR sticker.

Oil change appointments

Book oil changes, tyre jobs and washes by day, time and bay, see each day's bookings in time order and mark each car Arrived, Done, No-show or Cancelled with one tap. Two bookings in the same bay at the same time, or the same car twice in a day, are flagged as a clash. The cars due for a service with no booking are listed to book them. Part of the Next-service reminders add-on for oil change, tyre and car wash centres.



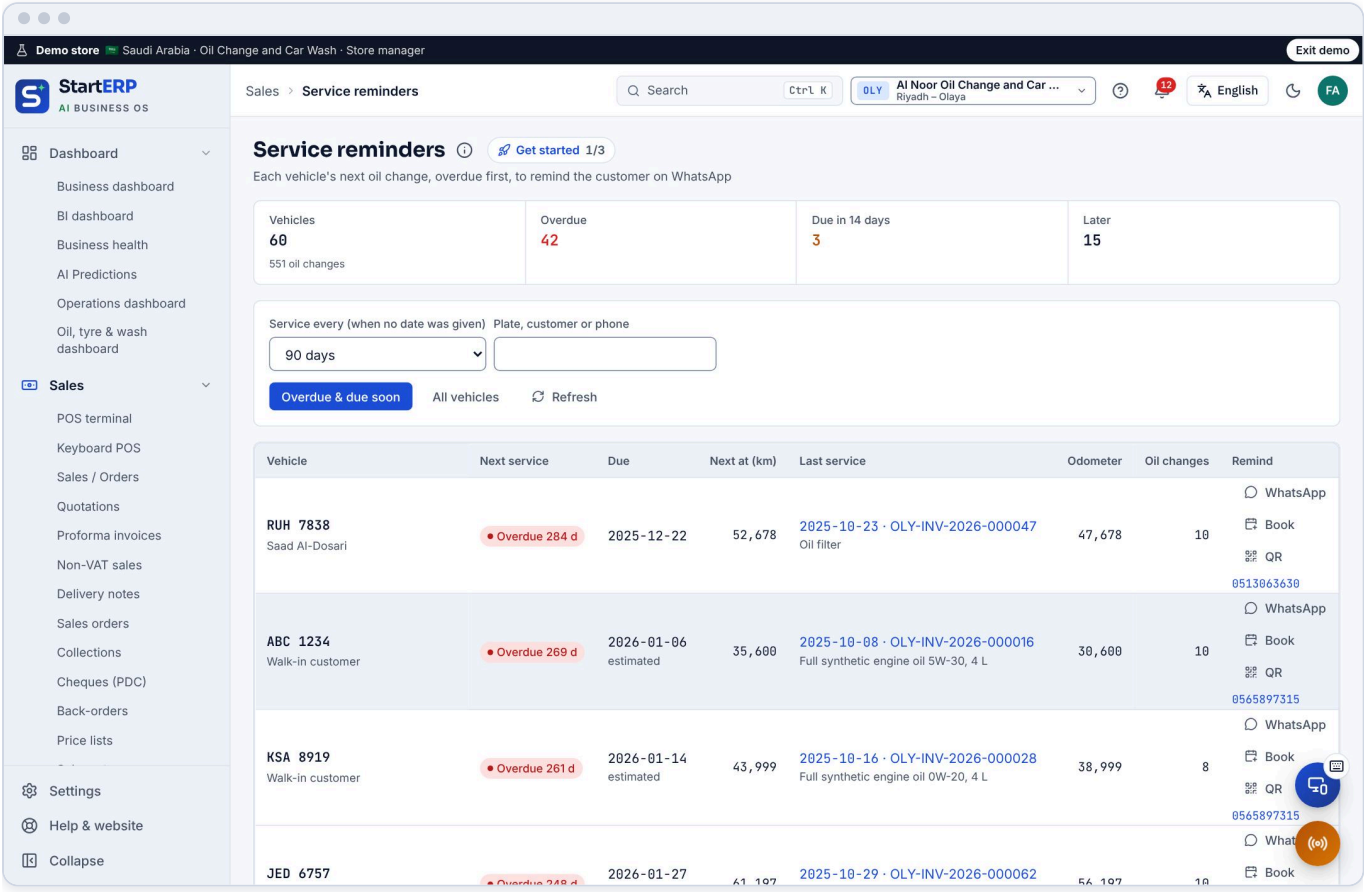
Oil change appointments · demo store: Oil Change and Car Wash

1. Open Sales → Appointments and press Book. Type the plate, pick the service, day, time, length and bay, and the customer (or type a new caller's name and phone).
2. Move between days with the arrows or pick a date. When the car comes in press Arrived, and Done when it leaves; No-show or Cancel when it does not come.
3. Press WhatsApp to send the customer the booking with the day, time and bay. On Service reminders, press Book on a car that is due to book it straight away.

Tips. A clash is shown, not refused, so you can still squeeze a car in; give each lift or wash bay its own name to see clashes per bay. StartAI reads the day's appointments and can book one for you, and StartAI Radio says how many cars are booked today and how many due cars have no booking.

Vehicle QR sticker

Give every car a QR sticker for the windscreen or door jamb. A scan with any phone opens a page with your store's name, the plate, the next service (date and km), the last oil change and the last ten oil changes, with buttons to call you or book on WhatsApp. It never shows the customer's name, phone, invoices or prices.



Vehicle QR sticker · demo store: Oil Change and Car Wash

1. On Service reminders or Appointments, press QR on a car. The card shows its QR code with the plate and your store's name.
2. Press Print sticker to print it on a label printer or sticker paper, or Copy link or WhatsApp to send it to the customer.
3. If a car is sold or a sticker is lost, press New link: the old sticker stops working and you print a new one.

Tips. Each car keeps one link, made of a long random code, so nobody can guess another car's page from its plate. The page updates by itself after each oil change billed on the POS with the plate.

04

Gold stock by karat

Add-on module | For: Jewellery

Your gold in grams, by karat, at today's rate

See the gold, silver and platinum in stock and sold in grams for each karat, and as fine (pure) metal too. Everything is valued at the day's rate from your Jewellery POS rate board, next to what it cost, so you know what your stock is worth today.

What you get

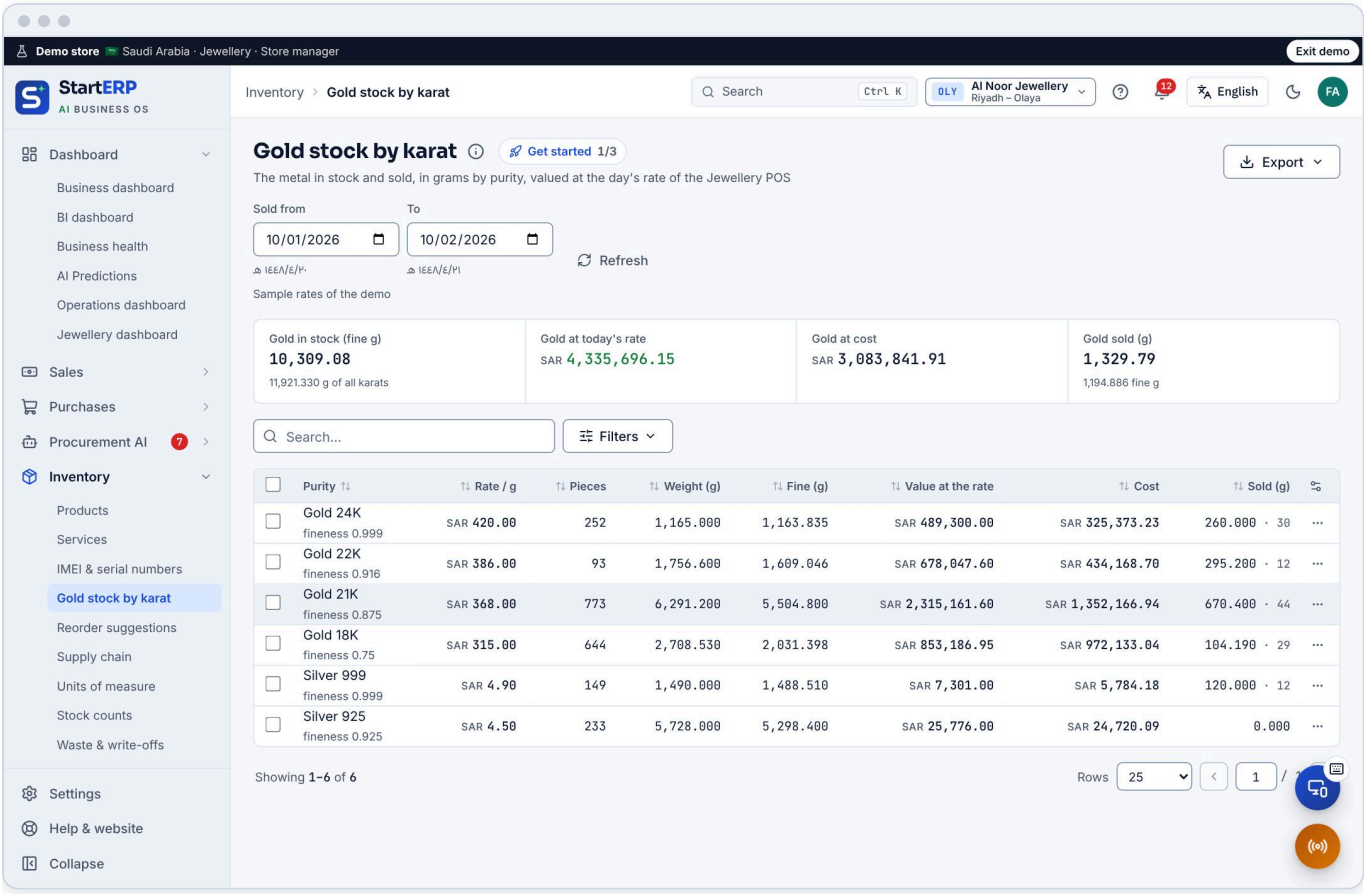
- Grams in stock and sold for each karat
- Fine (pure) metal worked out for you
- Valued at today's rate next to cost
- Gold, silver and platinum

GET STARTED IN 3 STEPS

1. **Set today's rates.** On the jewellery POS rate board.
2. **Add items by karat and weight.** Gold, silver or platinum.
3. **Open Gold stock.** Grams per karat, valued at today's rate.

Gold stock by karat

How much gold, silver and platinum you hold and sold, in grams by karat, and in fine (pure) grams so different karats add up. The stock is valued at the day's rate you set on the Jewellery POS and set beside its cost. Part of the Gold stock by karat add-on for jewellery shops.



Gold stock by karat · demo store: Jewellery

1. Give each piece its metal, karat and weights in the product form. Set today's rate on the Jewellery POS each morning.
2. Open Inventory → Gold stock by karat. Each row is one karat: pieces, net weight, fine weight, value at today's rate, cost, and the grams sold between the two dates at the top.

Tips. A piece weighs its net weight (gross less stones); goods sold by the gram (unit g) count their quantity as grams. Fine grams = weight × fineness (22K = 0.916). A karat with no rate of its own is valued from another rate of the same metal, as the POS prices it. Sold grams are sales less returns.

05

Carcass costing

Add-on module | For: Butcher shop (meat & carcasses)

Know the real profit of every carcass

Record each carcass you buy with its supplier, weight and cost, then break it into halves, quarters or cuts with the cost shared by sales value or by weight. The yield, the waste and the shrink are worked out for you, and the butcher dashboard shows the profit of every carcass.

What you get

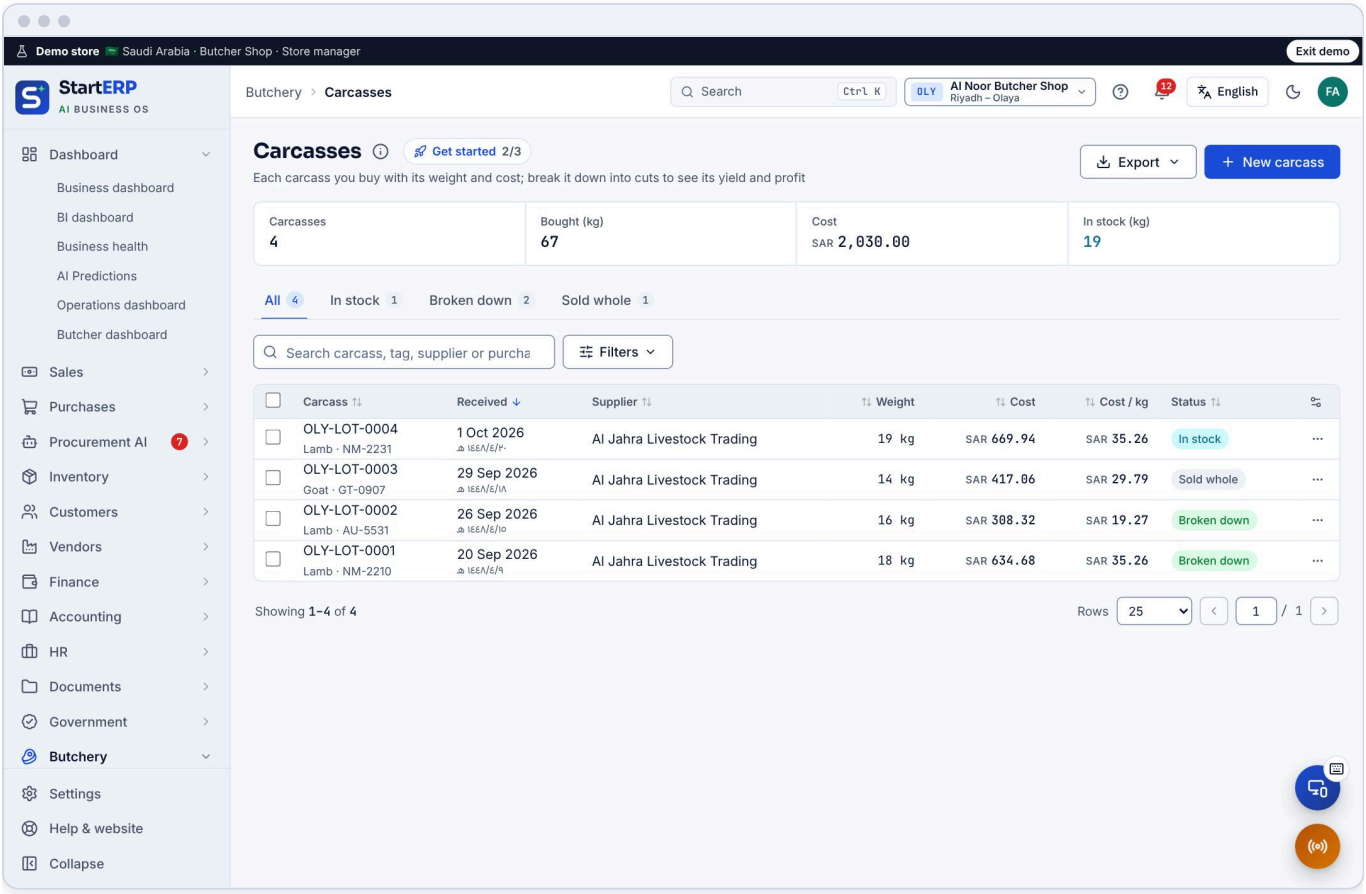
- Each carcass with supplier, weight and cost
- Cost shared over the cuts by sales value or weight
- Yield, waste and shrink worked out for you
- The profit of every carcass on the butcher dashboard

GET STARTED IN 3 STEPS

1. **Record a carcass.** Supplier, weight and cost.
2. **Break it into cuts.** Cost shared by value or weight.
3. **See the profit per carcass.** Yield, waste and shrink included.

Carcasses

Every carcass a butcher shop buys, with its tag, animal, vendor, weight and cost, and the cost per kg worked out from them. A carcass is then broken down into cuts, sold whole, or still in stock. Part of the Carcass costing add-on for butcher shops.



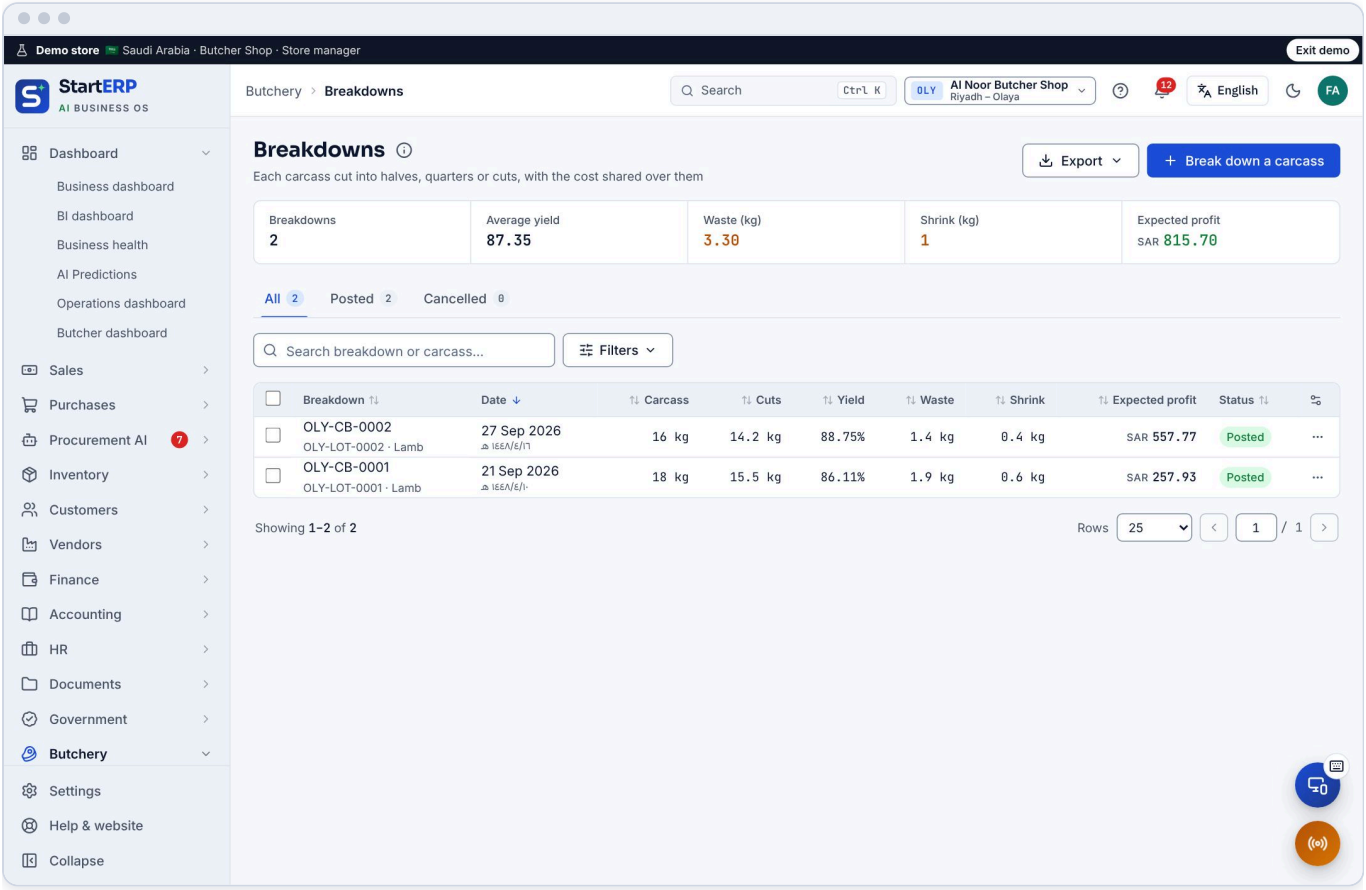
Carcasses · demo store: Butcher Shop

1. Open Butchery → Carcasses and press "New carcass". Pick the animal, write the tag, the kilos and what it cost, and link the vendor, the purchase bill and the carcass product if you have them.
2. Open a carcass in stock and press "Break down" to cut it, or "Sold whole" when it leaves in one piece (write what it was sold for). "Back in stock" undoes a whole sale entered by mistake.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. The kilos, the cost and the product are fixed once a carcass is broken down; cancel the breakdown first to change them. Saving a carcass does not move stock: its kilos come in with the purchase bill, as for any product.

Carcass breakdowns

A carcass cut into halves, quarters or cuts. Its cost is shared over the cuts, by their sales value (a kilo of chops carries more than a kilo of neck) or by weight, and each cut's kilos come into stock at its new cost per kg while the carcass's kilos go out. What the cuts and the thrown-away waste do not account for is the shrink. Part of the Carcass costing add-on.



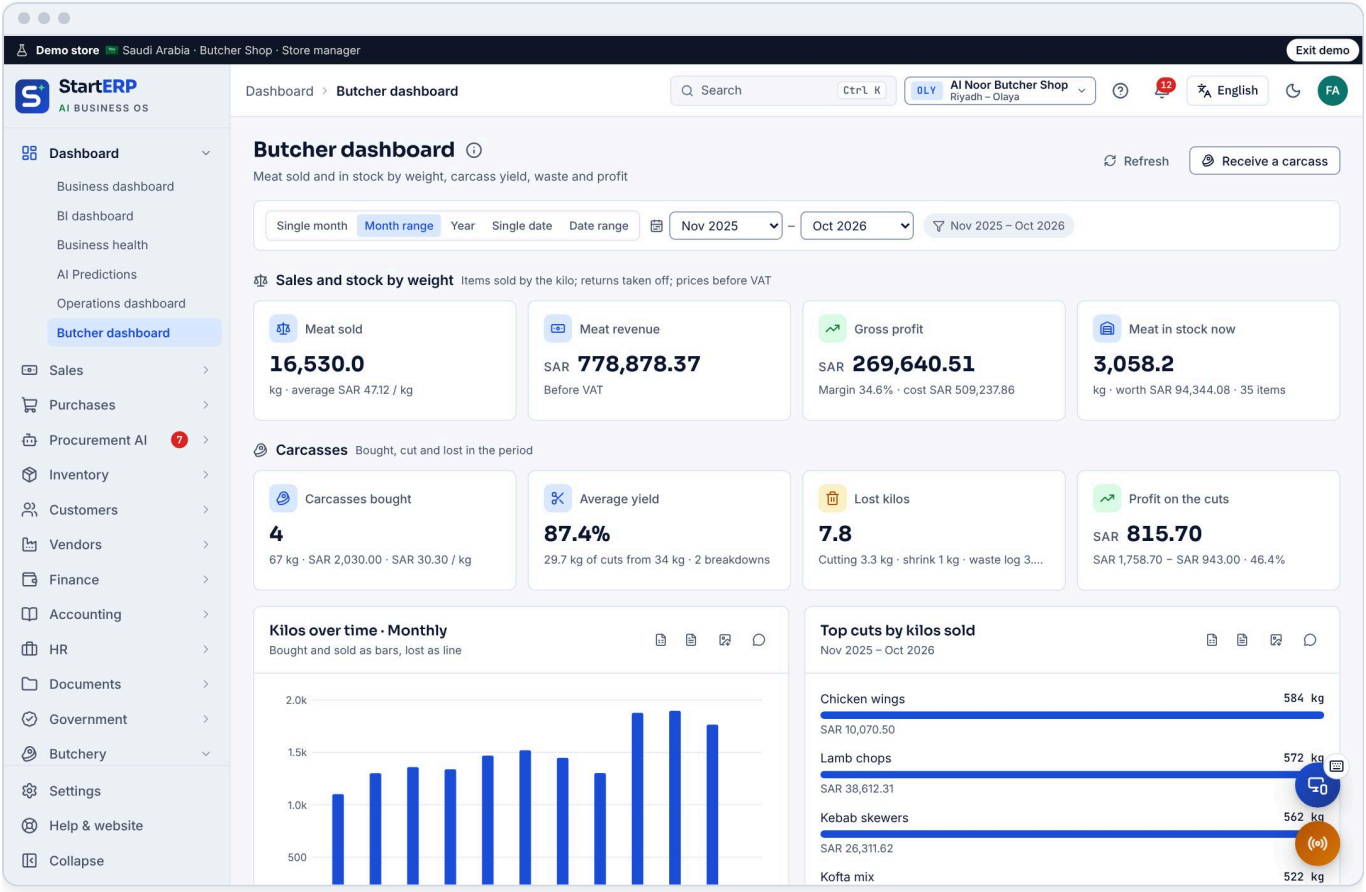
Carcass breakdowns · demo store: Butcher Shop

1. Press "Break down" on a carcass in stock (or "Break down a carcass" here and pick it).
2. Add each cut with its kilos; the price per kg is the product's selling price before VAT unless you write another. Write the bone, fat and trim thrown away as waste.
3. The summary shows the yield, the waste, the shrink, the value at list prices and the expected profit as you type. Press "Post".

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. The cost goes by sales value unless "Share carcass cost by weight" is on in the add-on's settings. The last cut takes the rounding remainder, so the shares add up to the carcass cost exactly. Cancelling a breakdown takes the cuts' kilos back out of stock and puts the carcass back in stock.

Butcher dashboard

A butcher shop's figures for a period: the meat sold by the kilo, its revenue and gross profit, the meat in stock by weight and the top cuts; with the Carcass costing add-on also the carcasses bought, their average yield, the kilos lost (cutting waste, shrink and the waste log), the profit on the cuts, the figures by animal and the profit on each carcass.



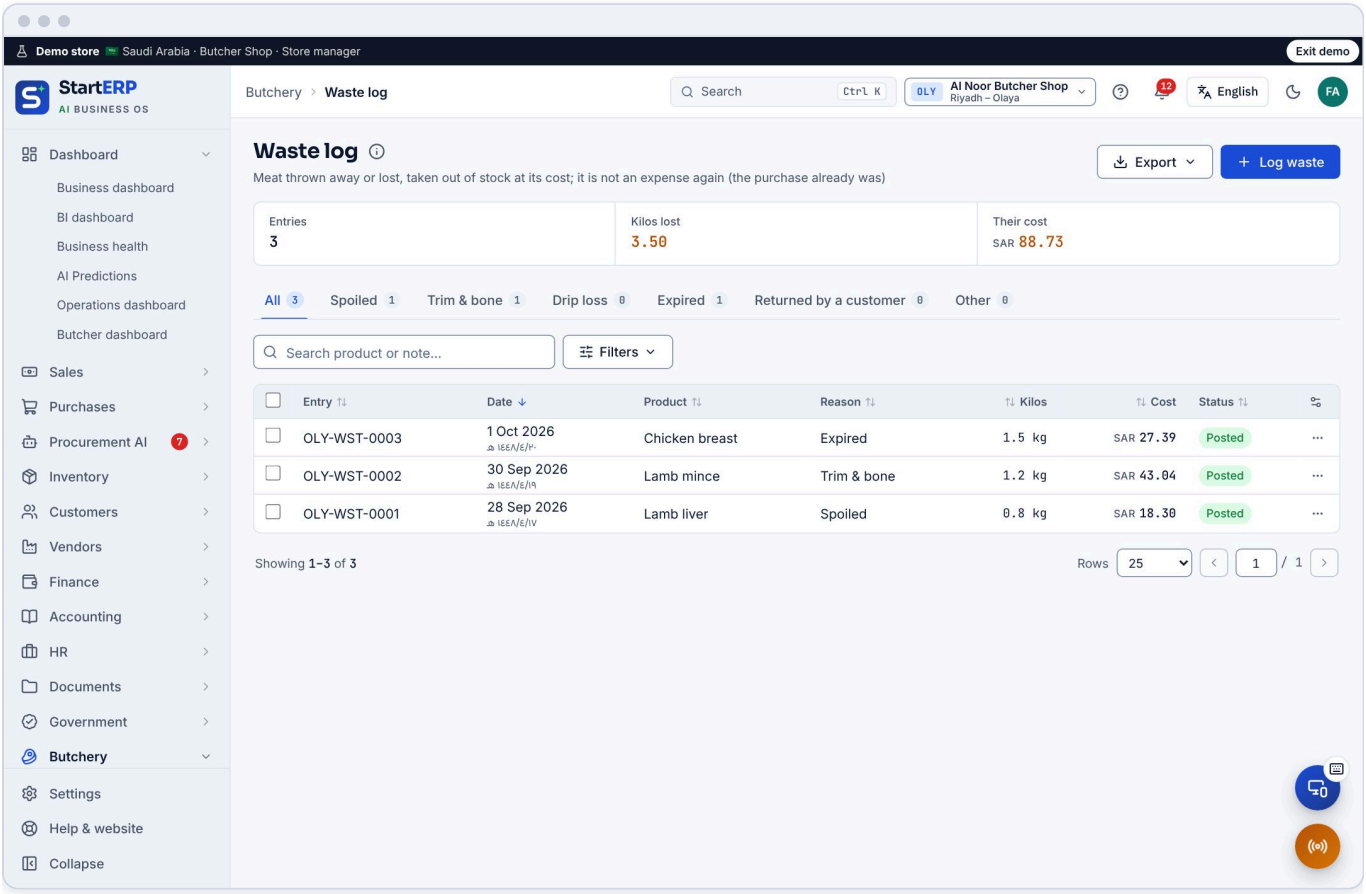
Butcher dashboard · demo store: Butcher Shop

1. Pick the period at the top: a month, a range, a year or specific dates.
2. Press a carcass tile to open its list, or a carcass row to open it.

Tips. Only items sold by the kilo count; returns are taken off and prices are before VAT. This dashboard is only for stores whose business category is Butcher Shop; other stores are taken to the business dashboard.

Waste log

Meat that is spoiled, trimmed, lost as drip, past its date or returned, taken out of the product's stock at its cost per kg. Purchases are an expense already, so waste is never an expense again: the log shows the kilos lost and what they cost. Part of the Carcass costing add-on.



Waste log · demo store: Butcher Shop

1. Press "Log waste", pick the product, write the kilos and the reason, and press "Post".
2. Open an entry and press "Cancel the entry" if it was wrong: the kilos go back into stock.

06

Forecourt: tanks, nozzles & meters

Add-on module | For: Petrol pump & fuel station

Every litre at the pumps and all the cash, counted

Set up your fuel tanks and the nozzles on each pump. At the end of every shift write each nozzle's closing meter reading and the cash, card and fleet credit taken: the litres, the amount and the cash short or over are worked out for you. Dip the tanks each morning and see the loss against the book stock, the low tanks and the days of fuel left on the fuel dashboard.

What you get

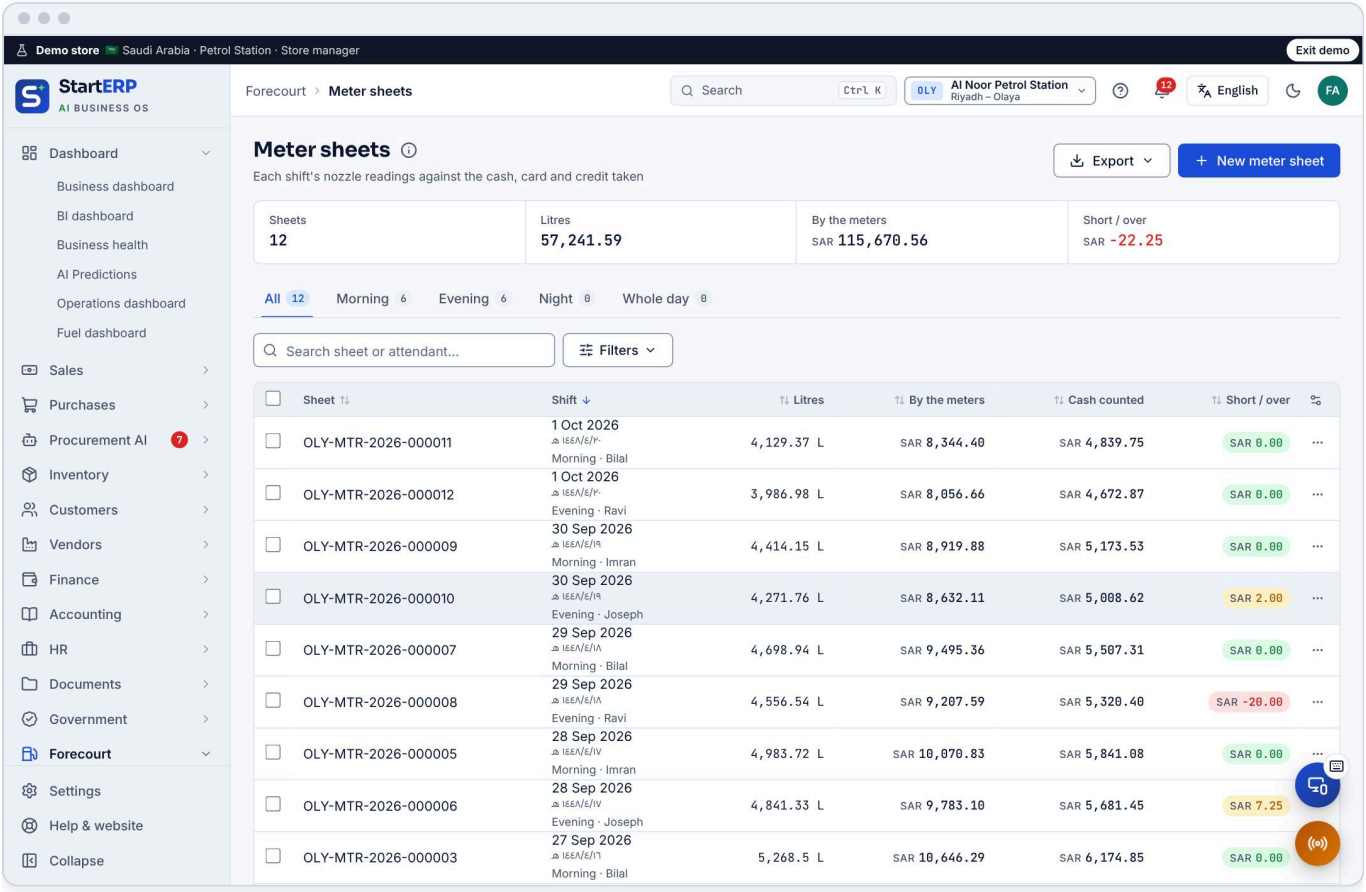
- Each pump's nozzles on their tank and fuel
- A meter sheet per shift with the cash short or over
- Daily dips against the book stock, with water
- Litres, margin per litre and days of fuel left

GET STARTED IN 3 STEPS

1. **Add your tanks and nozzles.** Each tank's fuel and capacity, each pump's nozzles.
2. **Close a shift's meter sheet.** Closing readings and the cash counted.
3. **Watch the fuel dashboard.** Litres, margin, dips and days left.

Meter sheets

A petrol station's meter sheet for a shift: each nozzle's opening and closing meter reading, the litres pumped back in a calibration test and the price per litre give the litres and the amount sold by the meters. Against it go the card and fleet credit taken and the cash counted, and the sheet shows the cash short or over. Part of the Forecourt add-on for petrol stations.



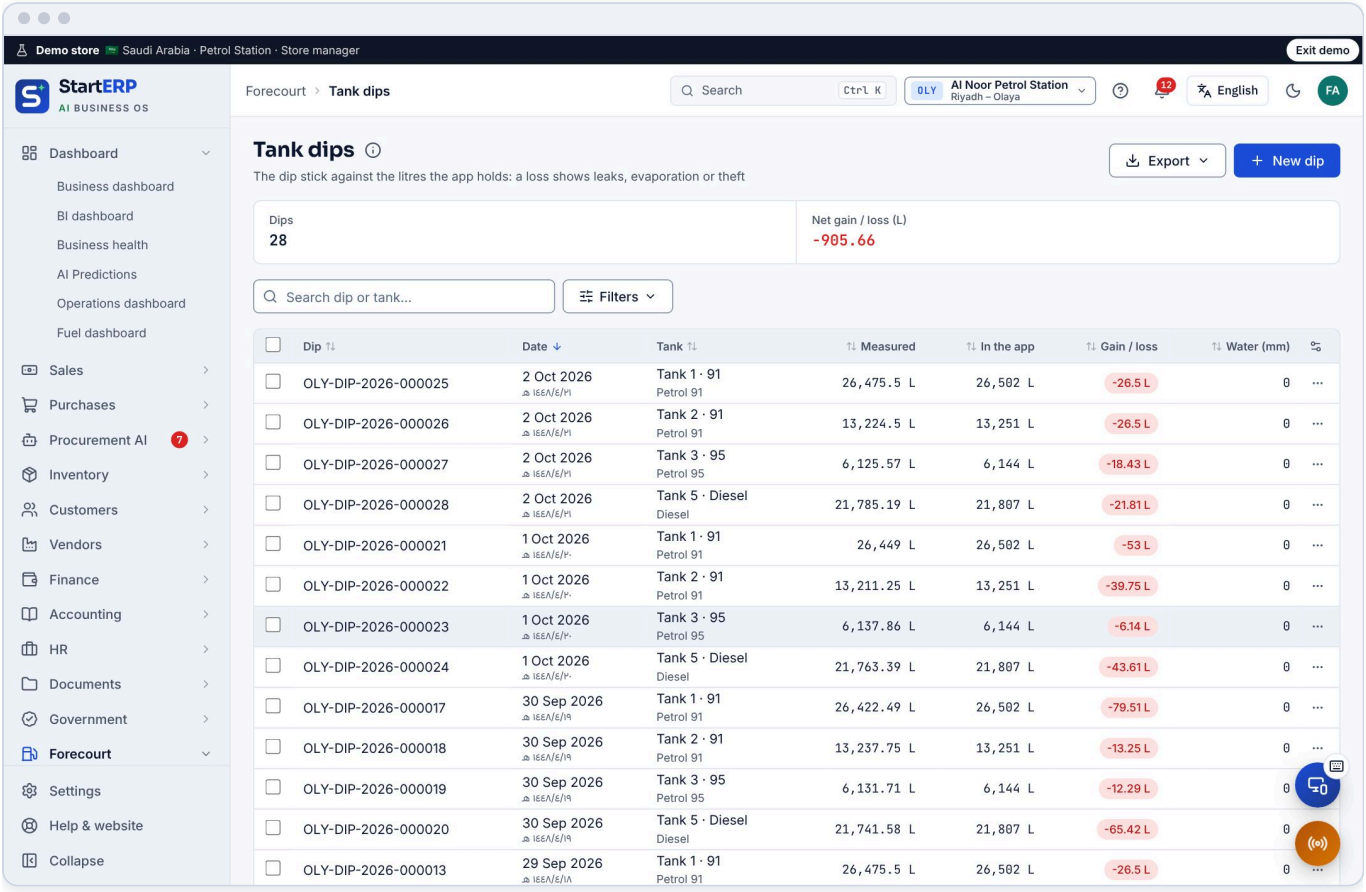
Meter sheets · demo store: Petrol Station

1. At the end of the shift open Forecourt → Meter sheets and press "New meter sheet". Each nozzle opens from its last closing reading and the price is the fuel's pump price.
2. Write each nozzle's closing reading and any litres pumped back in a test, then the card, the fleet credit and the cash counted.
3. The litres, the amount, the cash expected and the cash short or over are worked out as you type. Press "Save".

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. A sheet only reconciles: the fuel itself is sold on the POS, so stock, revenue and VAT come from the invoices. The fuel dashboard compares the litres on the meters with the litres invoiced. A closing reading below the opening one, or a nozzle twice on one sheet, is refused.

Tank dips

The fuel measured in a tank with the dip stick or the gauge, set against the book stock: the fuel product's stock shared over its active tanks by their capacity, taken when the dip is first saved. The difference is the loss to evaporation, leaks or meter drift (or a gain), and the water at the bottom is kept too. Part of the Forecourt add-on.



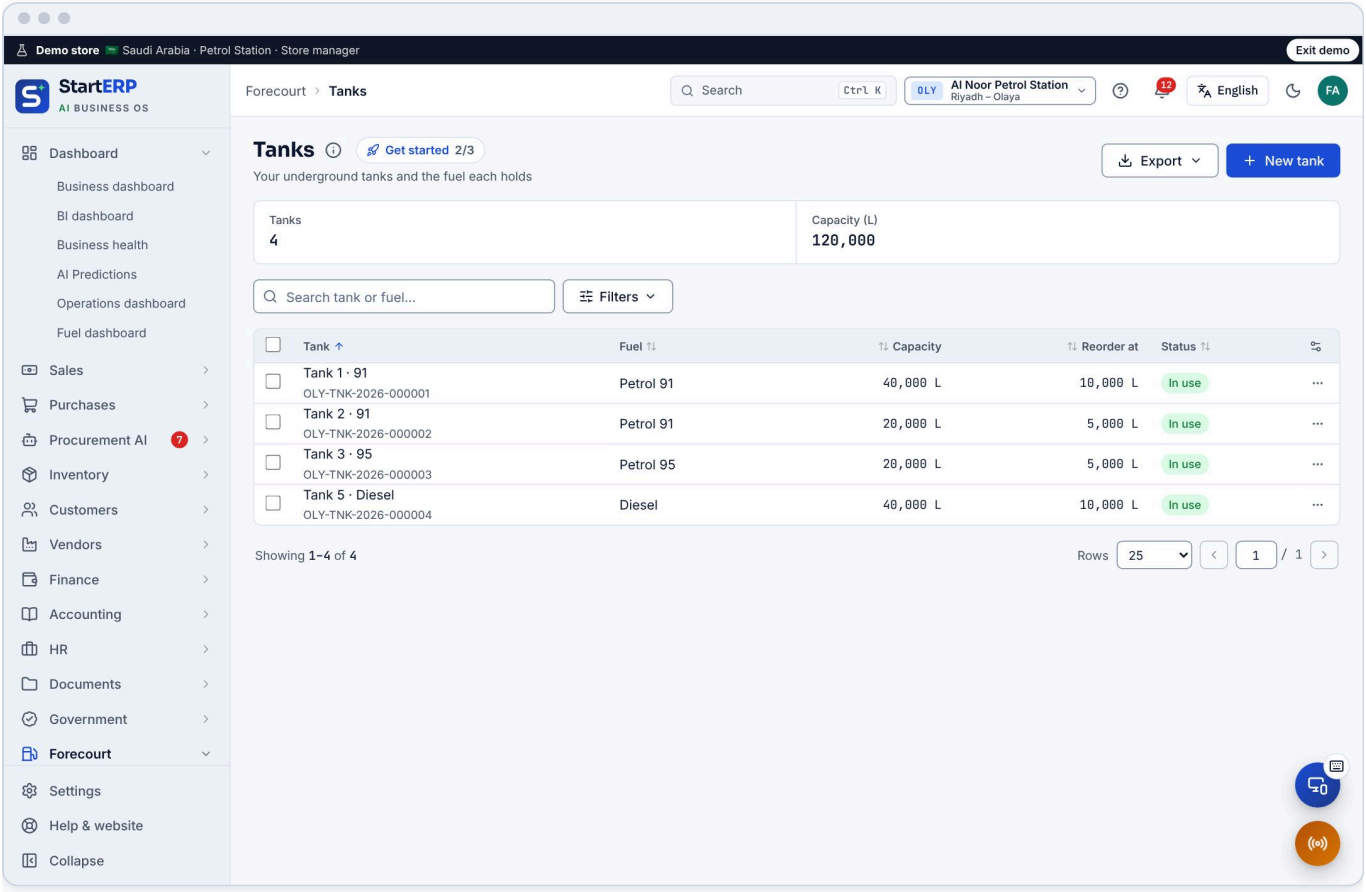
Tank dips · demo store: Petrol Station

1. Each morning before the pumps open, press "New dip", pick the tank and write the litres measured, the time and the water in mm.
2. The book stock and the loss or gain are shown before you save.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Editing a dip keeps the book stock it was taken against, so later sales do not change an old dip's loss. A dip above the tank's capacity is refused. A tank below its reorder level is flagged on the fuel dashboard.

Fuel tanks

The underground tanks of a petrol station: the fuel product each holds (a product sold by the litre), its capacity and the reorder level below which the dashboard flags it. Part of the Forecourt add-on.



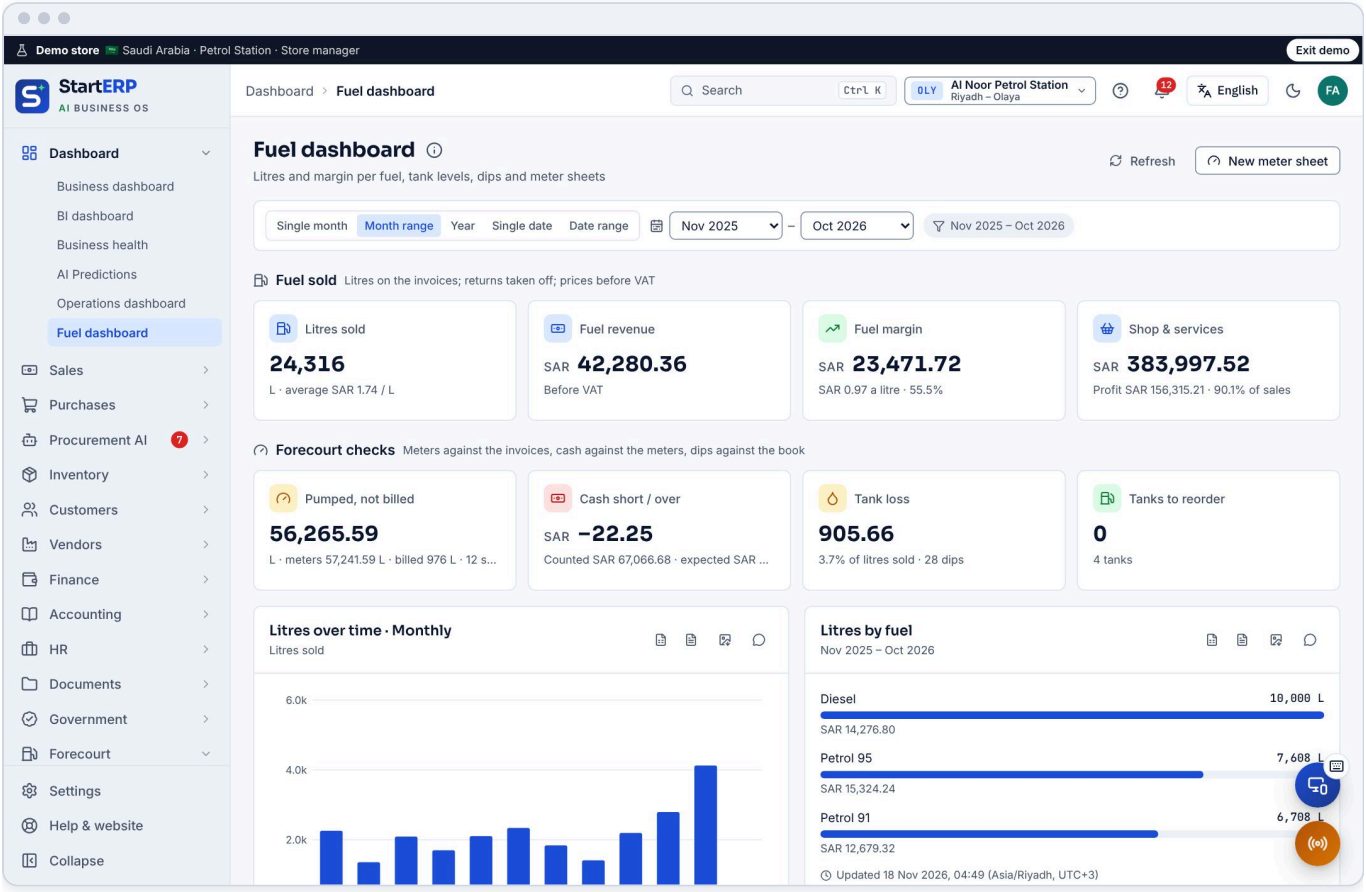
Fuel tanks · demo store: Petrol Station

1. Open Forecourt → Tanks and press "New tank". Name it, pick the fuel and write the capacity and the reorder level in litres.
2. Then open Forecourt → Pumps & nozzles and add each nozzle with its pump number, its letter, its tank and its meter reading today.

Tips. Two tanks can hold the same fuel: its stock is shared between them by capacity for the dips.

Fuel dashboard

A petrol station's figures for a period: the litres of fuel sold, the revenue, the profit and the margin per litre of each fuel, the shop's share, the fuel in stock and the days it lasts at the period's pace; with the Forecourt add-on also the tank gauges, the dip losses, the low tanks, the litres on the meters against the litres invoiced, the cash short or over and the litres per nozzle.



Fuel dashboard · demo store: Petrol Station

1. Pick the period at the top: a month, a range, a year or specific dates.
2. Press a tank gauge to open its dips, or a meter tile to open the sheets.

> **Tips.** Fuel is any product sold by the litre; returns are taken off and prices are before VAT. This dashboard is only for stores whose business category is Petrol Station; other stores are taken to the business dashboard.

07

Water delivery: rounds, bottles & coupons

Add-on module | For: Drinking water delivery

Every round, bottle and coupon in one place

Put each customer on a round with their delivery days, bottles per visit and the deposit per bottle, then record each van trip: the full bottles loaded, each stop's bottles delivered, empties collected, coupons and cash, and what came back. The delivery board shows who is due today and still not visited, the bottles out with customers and the deposits held, the coupons left and the bottles missing from the vans.

What you get

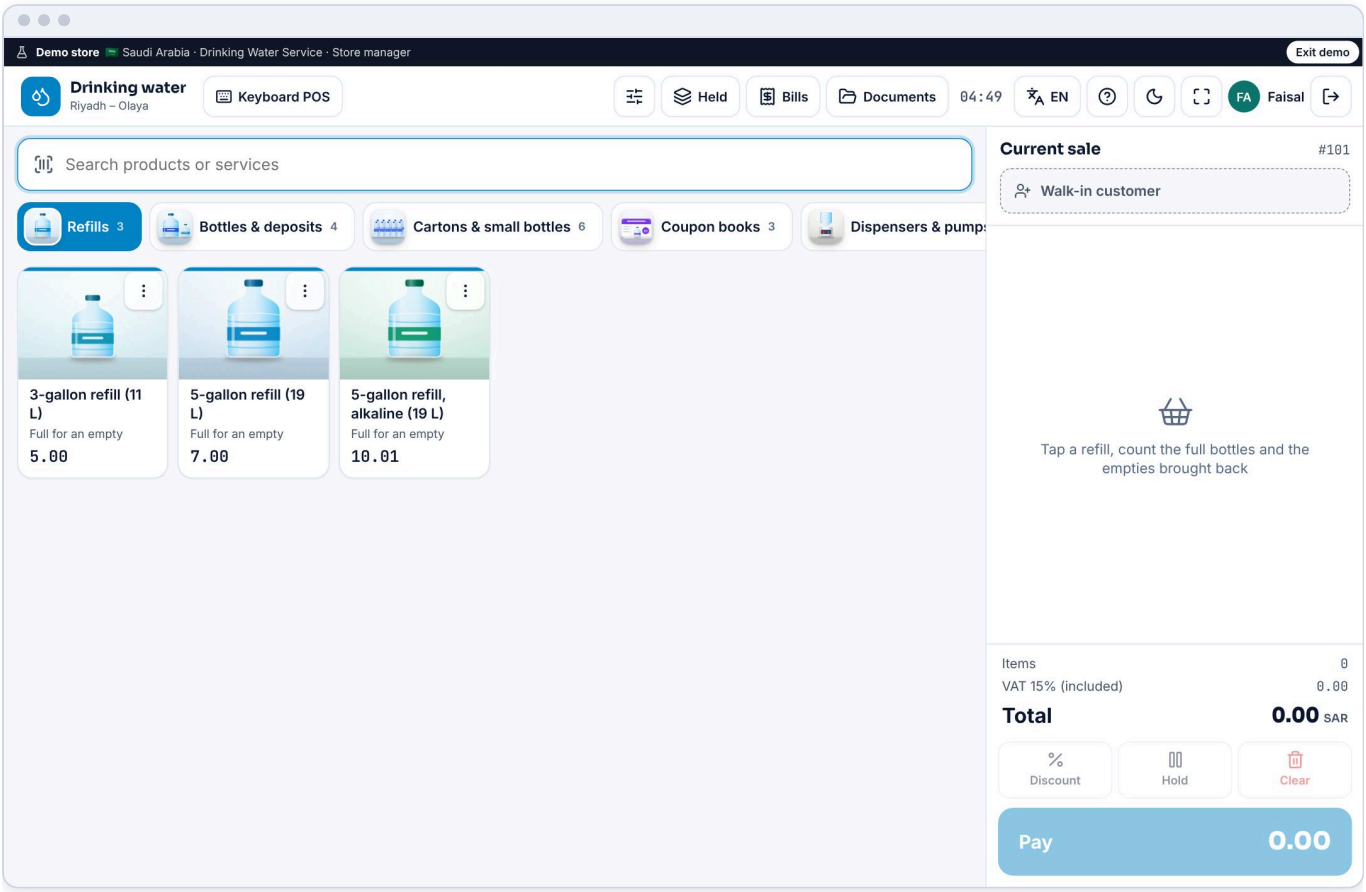
- Customers due today and still not visited
- Bottles out and deposits held per customer
- Coupon books counted down at every stop
- Bottles missing from each van trip

GET STARTED IN 3 STEPS

1. **Put each customer on a round.** Days, bottles per visit and deposit.
2. **Record each van trip.** Bottles, empties, coupons and cash.
3. **Check the delivery board.** Due today, bottles out, coupons left.

Water delivery

The rounds of a drinking water company: each customer's delivery account (the round, the days, the bottles per visit, the bottles out with them, the deposit per bottle and the dispenser), the van trips (bottles loaded, each stop's bottles delivered, empties, coupons and cash, the full bottles brought back and the bottles missing) and the coupon books sold. The Delivery board shows who is due today and still not visited, the bottles out and the deposits held, the coupons left and the vans' trips. Part of the Water delivery add-on.



Water delivery · demo store: Drinking Water Service

1. Open Water delivery → Delivery accounts and press "New". Pick the customer, type the round (for example "North 1"), tick the delivery days, the bottles per visit, the bottles out with the customer now and the deposit per bottle, and choose whether they have their own dispenser or rent one. Save.
2. When a coupon book is sold, open Coupon books → "New": the customer, the book number, the coupons in it and the amount.
3. At the end of the round open Van trips → "New": the date, the round, the driver and the van, the full bottles loaded, then one stop per customer with the bottles delivered, the empties collected, the coupons taken and the cash. Type the full bottles brought back; the trip shows the bottles missing.

4 The Delivery board lists the customers due today first, then the ones low on coupons, with each round's trips, bottles and cash.

Tips. The bottles out with a customer go up with each bottle delivered and down with each empty collected; the deposit held is those bottles times the deposit per bottle. StartAI Radio says how many customers are still to be visited, the bottles missing from the vans and the customers who need a new coupon book. Ask StartAI who is due today.

08

Bill of materials & work orders

Add-on module

For: Thobe Tailoring, Dishdasha Tailoring, Ladies Tailoring, Textiles and Tailoring, Kerala Tailor Shop & Gents Dress, Kerala Tailor Shop, Kerala Ladies Boutique, Interior Design, Jewellery, Industrial Supplies, Ayurveda hospital & Panchakarma centre, Ayurveda clinic, Ayurveda pharmacy, Perfume Shop

Know what every piece you make really costs

Write down once what one thobe, wardrobe, gold bangle or bracket takes: the fabric, boards, gold or steel, plus the labour and overhead per piece. Plan a work order for a customer and a due date, start it, and mark it done: the materials leave stock, the finished pieces arrive at their real cost, and you see where it cost more than planned and which orders ran late.

What you get

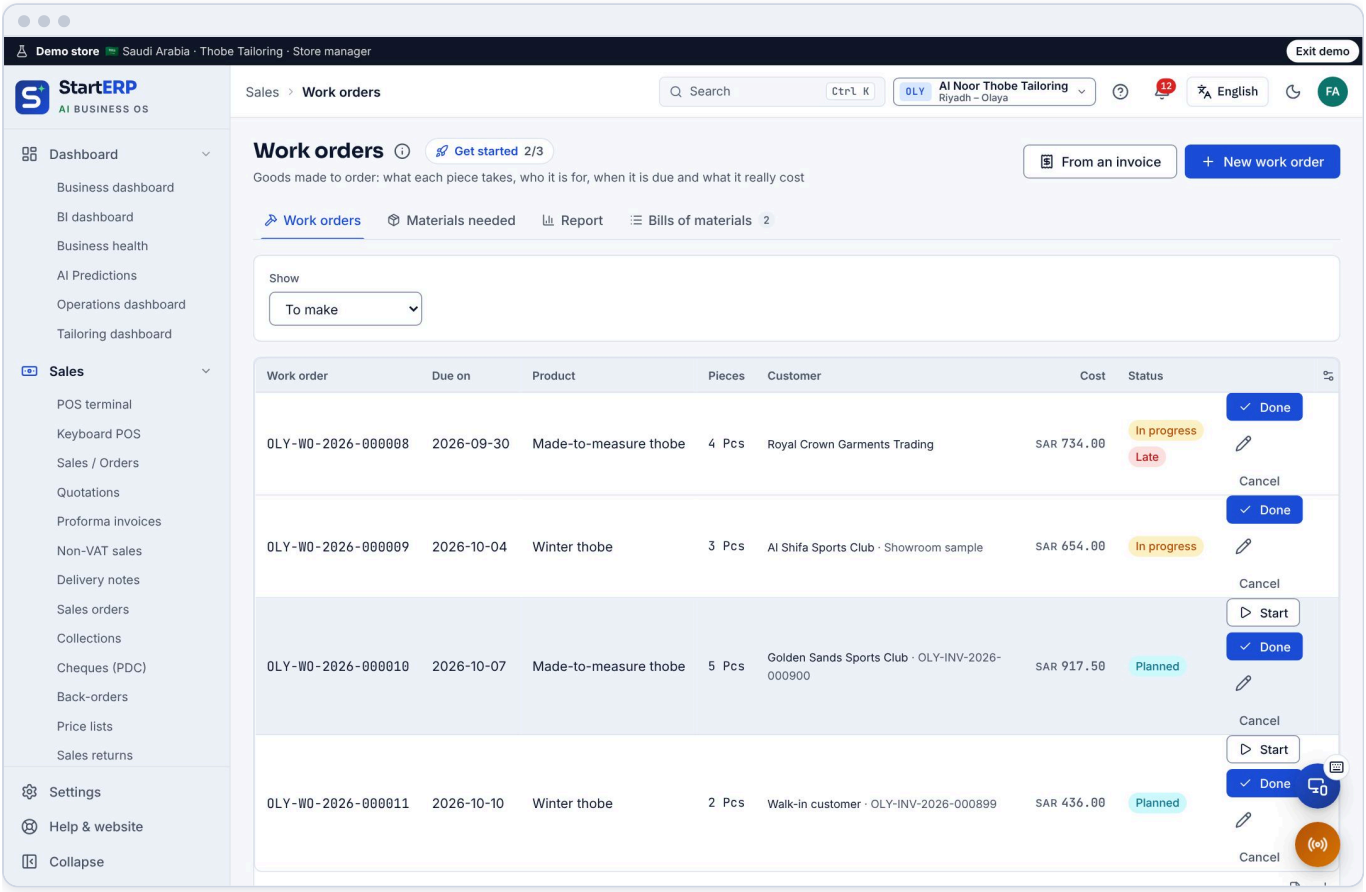
- A bill of materials for every product you make
- Materials out and finished goods in when a work order is done
- Work orders straight from a sales invoice
- Materials short, real cost against plan and an on-time report

GET STARTED IN 3 STEPS

1. **Write the bill of materials.** Materials, labour and overhead per piece.
2. **Plan a work order.** Customer, quantity and due date.
3. **Mark it done.** Finished pieces arrive at real cost.

Work orders

What one piece of each product you make takes (its bill of materials: the materials, and the labour and overhead per piece) and the work orders that make it for a customer by a due date. When a work order is done, its materials leave stock and the pieces made arrive at their real cost, compared with the bill of materials. Part of the Bill of materials & work orders add-on for tailors, interior design, jewellery and industrial suppliers.



Work orders · demo store: Thobe Tailoring

1. Add the materials you buy (fabric, boards, gold, steel...) and the product you make as stocked products, if they are not there yet.
2. Open Sales → Work orders → Bills of materials and press New bill of materials. Pick the product, then each material with the quantity one piece takes, and the labour and overhead per piece. The cost of one piece shows as you type.
3. On the Work orders tab press New work order: pick what to make, the pieces, the due date and the customer. Press Start when the work begins.
4. Made to order on an invoice: press From an invoice, pick the sales invoice and the due date. Each line of it you have a bill of materials for becomes a work order with the invoice's customer and number; an invoice gets one work order per product.
5. Press Done and type the pieces made. The materials for the pieces ordered leave stock, the pieces made arrive at their cost, and the order shows its cost against the bill of materials.

6 Materials needed shows what the planned and started orders still take against the stock on hand, the short ones first, so you can buy them before the work starts. Report shows, for any period, the orders done, their cost against the bills of materials and how many were on time.

Tips. When fewer pieces are made than ordered, the materials of the whole order still left stock, so each piece made costs more: the difference shows as more than the standard. A work order is never deleted. Cancel it instead: a done one puts its materials back and takes its pieces out of stock. A material bought in one unit and used in another (a roll used by the metre) needs how many of the use unit are in one stock unit, in the box that shows beside it (for example metres in one roll).

09

Tailoring orders due

Add-on module

For: Thobe Tailoring, Dishdasha Tailoring, Ladies Tailoring, Textiles and Tailoring, Kerala Tailor Shop & Gents Dress, Kerala Tailor Shop, Kerala Ladies Boutique

Every stitching order ready on the day promised

See every stitching order of your tailoring POS on one board by the day it is due: what is overdue, due today and this week, and ready for pickup, with the balance still to collect and the pieces due each day. Each customer's saved measurements are on their customer page for the next order.

What you get

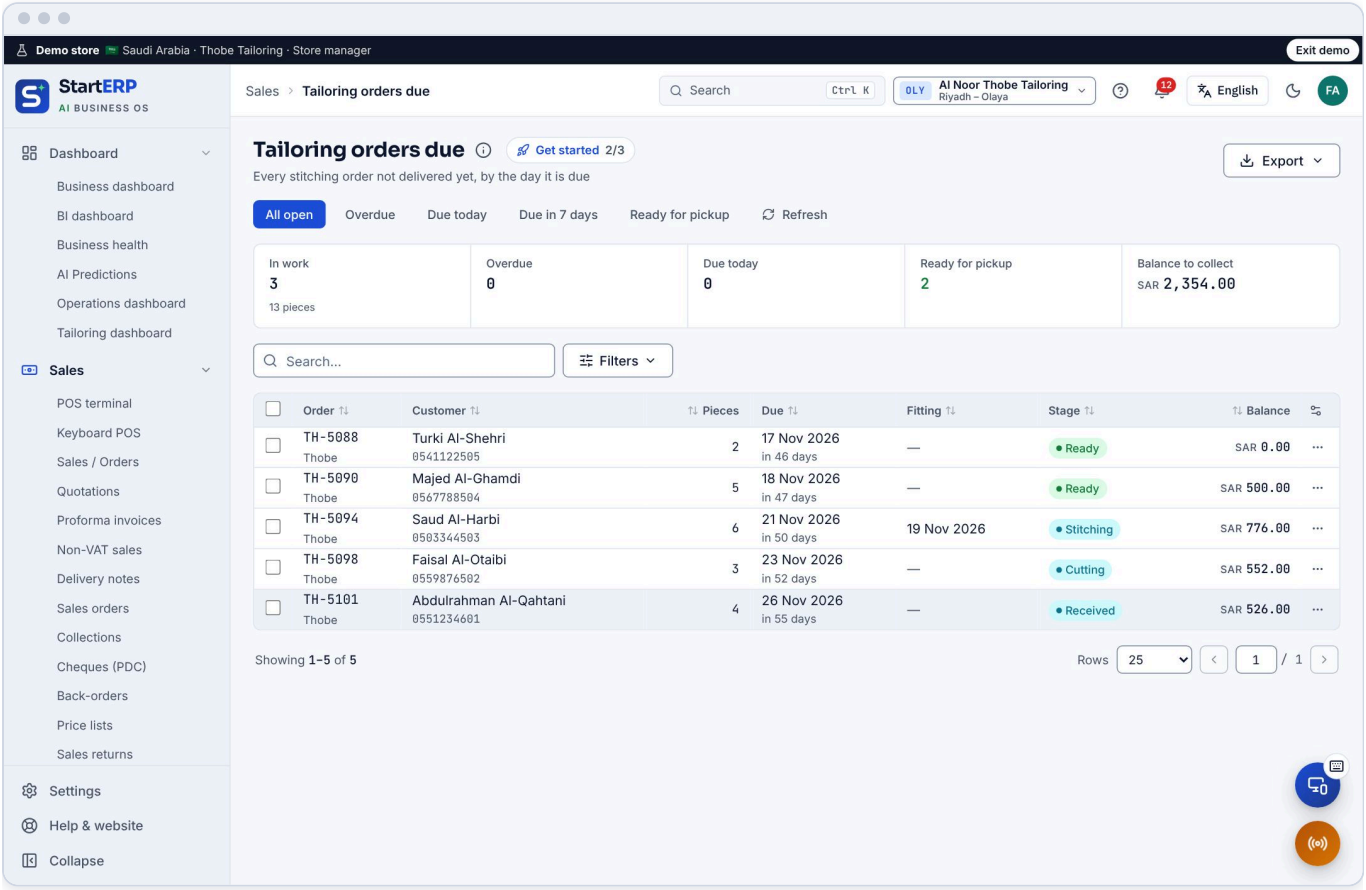
- Overdue, due today, this week and ready for pickup
- The balance still to collect on each order
- Pieces due each day to plan the workshop
- Saved measurements on each customer's page

GET STARTED IN 3 STEPS

1. **Save measurements.** On the tailoring POS, per customer.
2. **Take the order and deposit.** With its due date.
3. **Work the order board.** Overdue, due today and ready.

Tailoring orders due

Every stitching order taken on your tailoring POS that is not delivered yet, on one board by the day it is due: what is overdue, due today and in the next 7 days, ready for pickup, the balance still to collect and the pieces due each day. Each customer's saved measurements show on their customer page. Part of the Tailoring orders due add-on for tailors and textile shops.



Tailoring orders due · demo store: Thobe Tailoring

1. Take stitching orders on the tailoring POS as usual, with the pickup date and the fitting. Move each order through its stages there.
2. Open Sales → Tailoring orders due. Pick Overdue, Due today, Due in 7 days or Ready for pickup; the chart shows the pieces due on each of the next 14 days, so you can plan the workshop.
3. Open a customer to see the measurements the POS saved for them, on the Measurements tab.

Tips. An order is overdue when its due day has passed and it is not ready yet. Ready orders waiting for pickup are counted apart. The balance is the order's total less what was paid; an order billed on a sale opens that sale from its number.

10

Tailor workshop & piece-rate pay

Add-on module | For: Dishdasha Tailoring, Thobe Tailoring

Every dishdasha through the workshop on time, every tailor paid right

Follow every stitching order through the workshop stage by stage, from cutting to stitching, finishing and ready, and have the tailor who did each stage sign it off. The piece-rate pay of each tailor adds up as they sign, embroidery and hand finishing included, and the capacity view warns you on the days more pieces are due than your tailors can make.

What you get

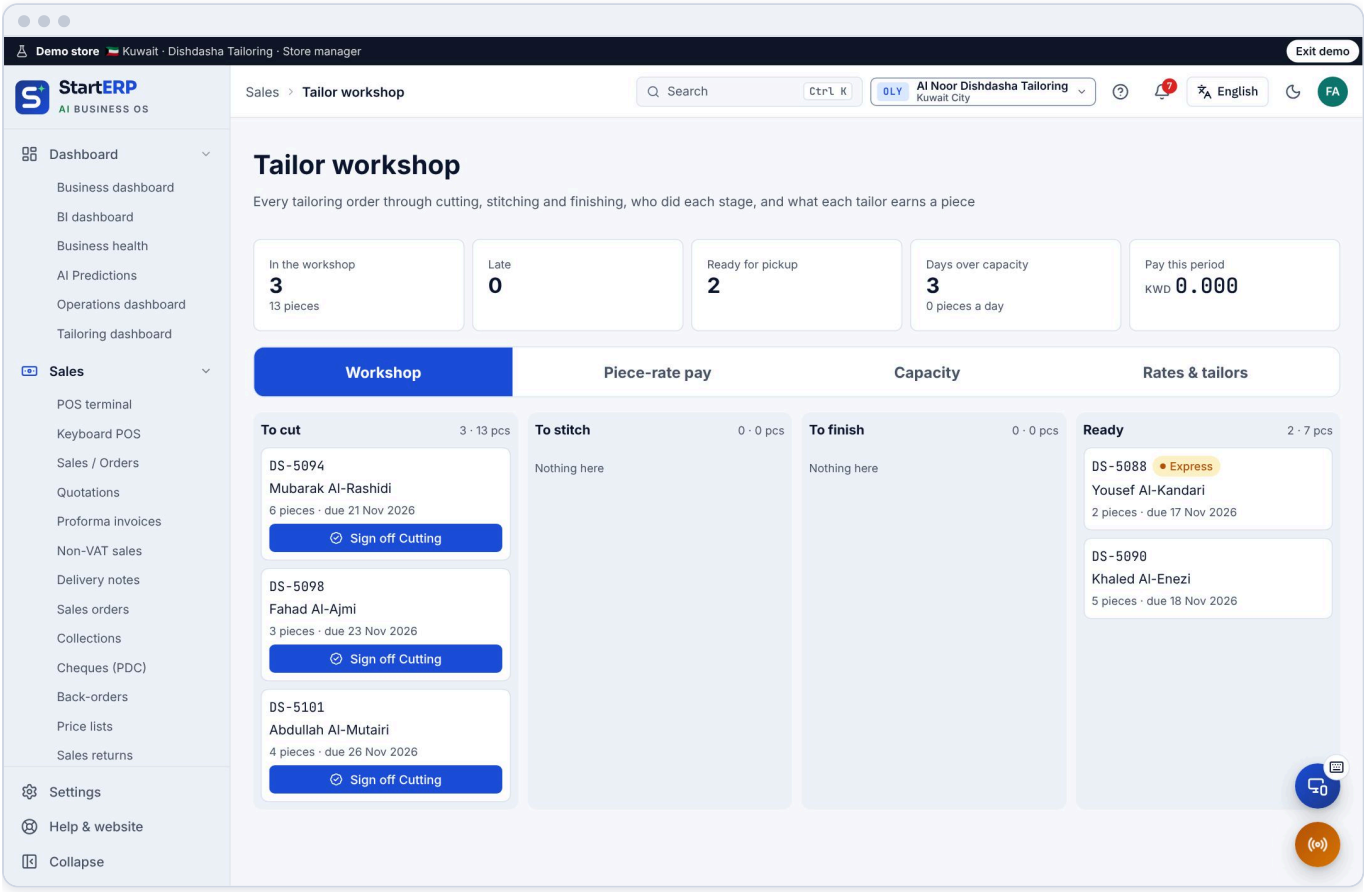
- Orders on a board by stage: cut, stitch, finish, ready
- Each stage signed off by the tailor who did it
- Piece-rate pay for each tailor, extras included
- Capacity warnings before the Eid rush

GET STARTED IN 3 STEPS

1. **Set your piece rates.** Cutting, stitching, finishing and the extras.
2. **Add your tailors.** Each with the pieces they make a day.
3. **Sign off a stage.** The tailor who did it is paid per piece.

Tailor workshop

Every dishdasha order of the counter moves through the workshop's stages, cutting, stitching and finishing, each signed off by the tailor who did it. The tailors are paid by the piece at your rates, with extras for embroidery, hand finishing and express work, and the pieces due each of the next 14 days are set against what your tailors make a day, so a Ramadan or Eid rush shows before it hits. Part of the Tailor workshop & piece-rate pay add-on for Kuwaiti dishdasha tailors.



Tailor workshop · demo store: Dishdasha Tailoring

1. Open Sales → Tailor workshop → Rates & tailors. Add each tailor with the pieces they make a day, and set the KD rate a piece for cutting, stitching and finishing and the extras.
2. On the Workshop board, each open order sits in the column of its next stage. Press the stage on a card, pick the tailor who did it and sign it off; the order moves on, and is ready for pickup after finishing.
3. Open Piece-rate pay and pick the period to see what each tailor made and earned, ready for payroll.
4. Open Capacity to see the pieces due each day against what your tailors make; red days are over capacity.

Tips. A sign-off keeps the pieces and extras of the order when it was signed, so pay never changes later. Signing a stage again by another tailor moves the pay to them. Overdue pieces count on today in the capacity chart, so a late order still asks for room.

11

Staff commission

Add-on module

For: Ladies Beauty Salon, Barber Shop, Hair salon & spa

Pay every stylist exactly what they earned

See each stylist's or barber's services, sales, commission and tips for any period, as the POS worked them out at the till. No more adding up receipts at the end of the month: you know what to pay each of them and who brings in the most.

What you get

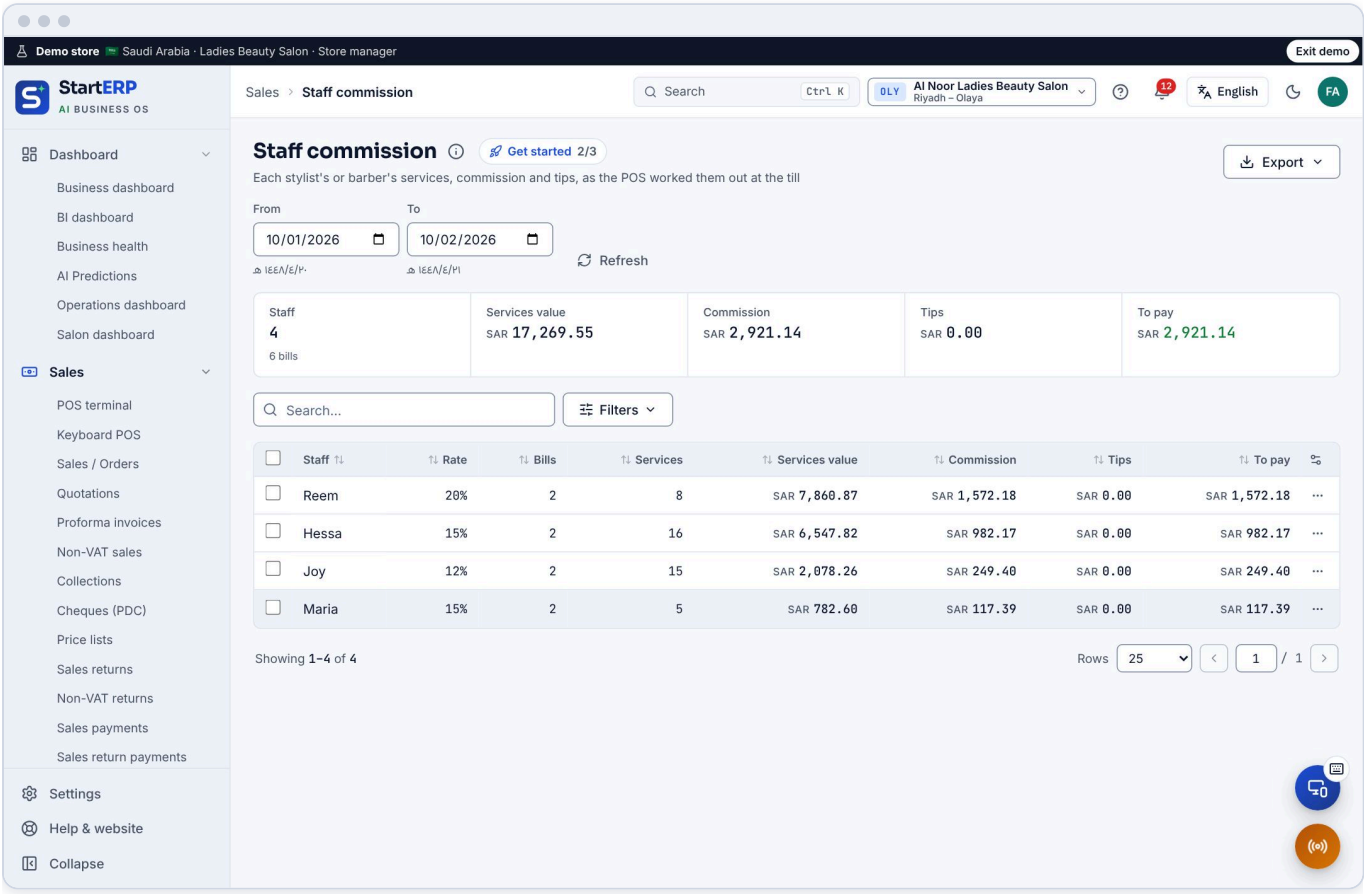
- Services and sales for each stylist or barber
- Commission as worked out at the till
- Tips kept apart for each person
- For any period you pick

GET STARTED IN 3 STEPS

1. **Set each stylist's commission.** Percent per service.
2. **Pick the stylist at the till.** On each service line, with tips.
3. **Pay from the report.** Commission and tips per stylist.

Staff commission

Each stylist's or barber's bills, services, commission and tips for any period, as the salon or barber POS worked them out at the till, so you know what to pay each of them. Part of the Staff commission add-on for beauty salons and barber shops.



Staff commission · demo store: Ladies Beauty Salon

1. Bill services on the salon or barber POS as usual, with the stylist or barber on each service. The POS works out the commission at their rate (and keeps the barber's tips).
2. Open Sales → Staff commission and pick the period, for example the month you are paying. Each person's row shows the services, their value, the commission, the tips and the total to pay.

Tips. The commission is the one saved on each bill at the till, so a later change of a person's rate does not change bills already made. Returns are not taken off. Export the table to pay the commission with the salaries.

12

Spa rooms & client cards

Add-on module | For: Hair salon & spa

Every room booked once, every client known

List your treatment rooms (massage rooms, the Moroccan bath, the sauna, a facial room) and what each takes: a massage, bath, facial or spa-day booking on the counter is offered only the rooms free at that time, so no room is booked twice. Each client has a card with colour formulas, patch test, allergies and preferences, and a colour or waxing booking without a patch test in the last 180 days is flagged. The Spa desk shows how full each room is today.

What you get

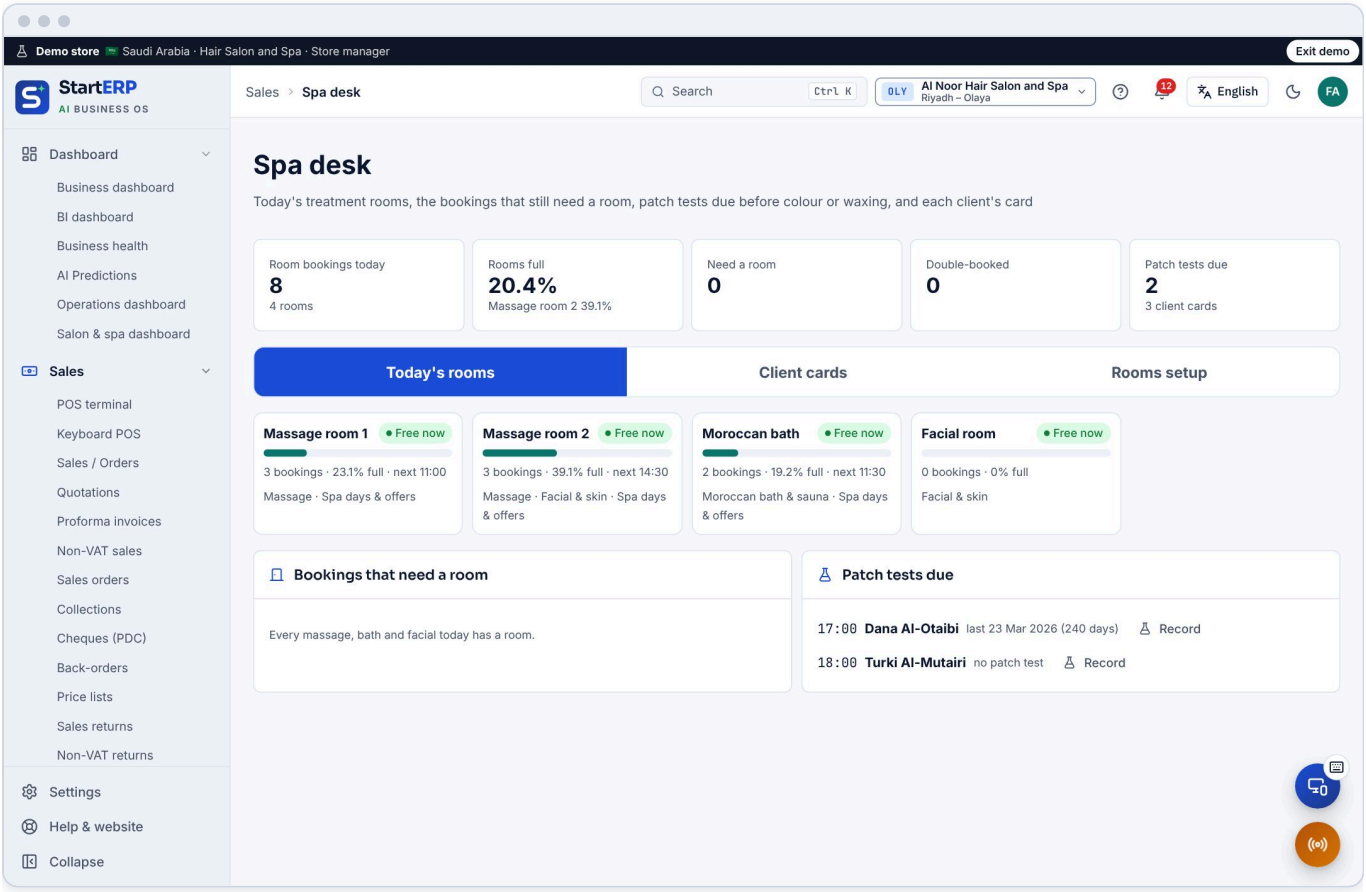
- Only free rooms offered at booking
- Room occupancy for the day
- Colour formulas on each client card
- Patch tests due before colour or waxing

GET STARTED IN 3 STEPS

1. **List your treatment rooms.** Massage rooms, the bath, the sauna and what each takes.
2. **Book a treatment on the counter.** Only the rooms free at that time are offered.
3. **Fill in a client card.** Colour formulas, patch test, allergies and preferences.

Spa desk

Today's treatment rooms at a glance: how full each massage room, the Moroccan bath and the facial room are, which is in use now and its next booking, the massage, bath and facial bookings that still have no room, rooms booked twice, and the colour and waxing clients who need a patch test first. Each client has a card with colour formulas, patch test, allergies and preferences. Part of the Spa rooms & client cards add-on for hair salons & spas.



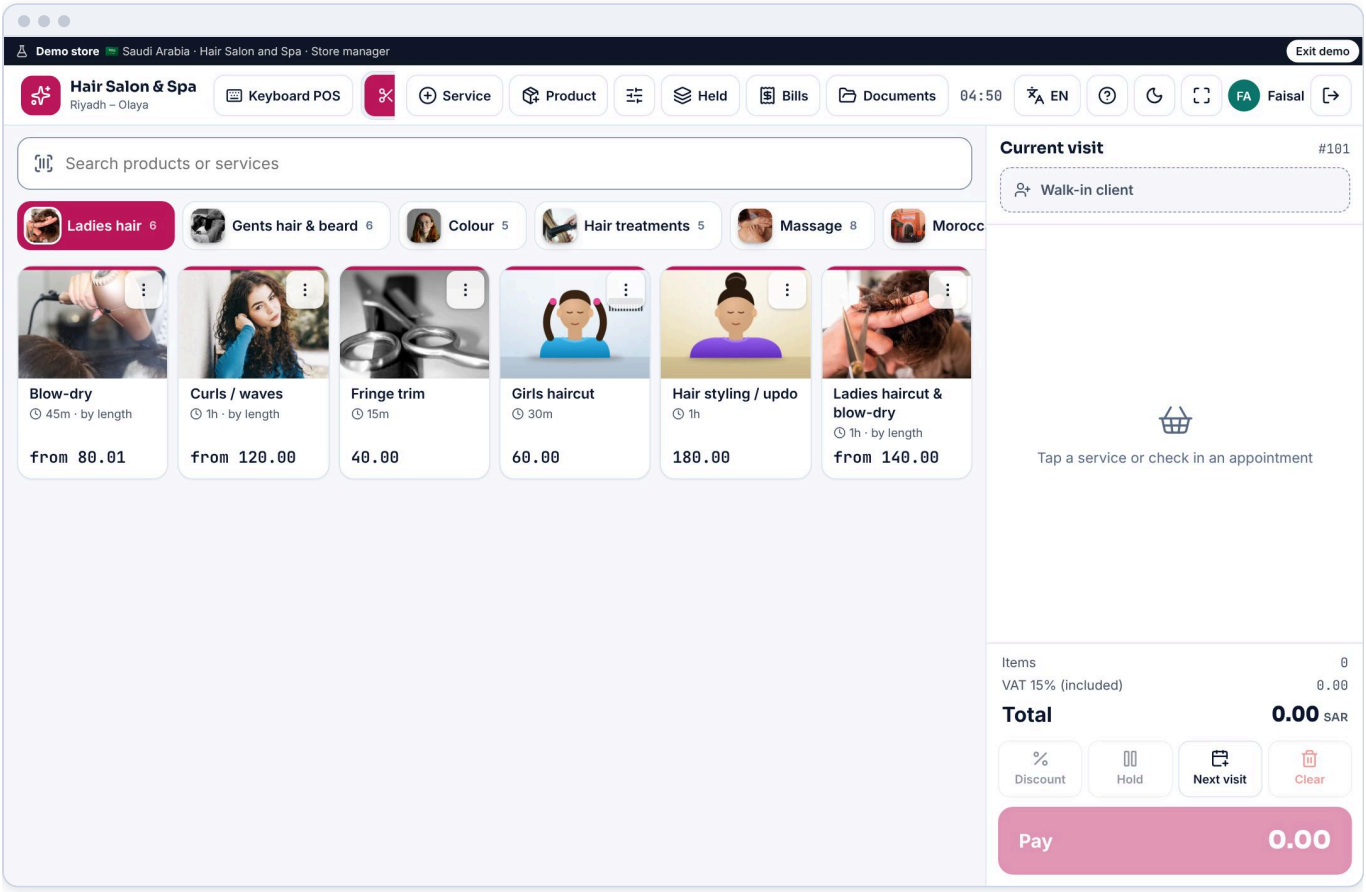
Spa desk · demo store: Hair Salon and Spa

1. Open Sales → Spa desk → Rooms setup. List your rooms (massage rooms, the hammam, the sauna, a facial room) and tick what each takes, then Save rooms.
2. Book on the POS as usual: a massage, bath, facial or spa day takes a free room that fits.
3. On Today's rooms, see each room's occupancy, the bookings that need a room and the patch tests due; tap Record to save a patch test on the client's card.
4. On Client cards, search a client and keep their colour formula, patch test, allergies and preferences for the next visit.

Tips. A patch test is good for 180 days. A test dated after today does not count. Cards are kept by the client's customer record, or by mobile before they have one, so a walk-in's card is found again. Allergies and skin notes stay on this screen: StartAI never reads them.

Hair salon & spa POS

One appointment book for ladies' hair, gents' hair and beard, colour, treatments, massage, Moroccan bath, facials, nails and waxing: book each client with a stylist or therapist, check in, bill with packages and hair and skin products, and pay staff commission. With the Spa rooms & client cards add-on, massages, baths and facials take a free treatment room and colour or waxing without a recent patch test is flagged.



Hair salon & spa POS · demo store: Hair Salon and Spa

1. Open "Appointments" and tap an empty slot on a staff member's line, or "Book appointment".
2. Choose the client, the services (ladies' hair, gents' hair & beard, massage, bath and the rest), the stylist or therapist and the time.
3. For a massage, bath, facial or spa day, pick the treatment room; only the rooms free at that time are offered.
4. When the client arrives, tap the booking to check them in, then bill it with any package session or product and take payment.

Tips. Serving only ladies or only gents? In Store settings → POS terminal, set The salon serves to Ladies only or Gents only; the other side's hair tab is hidden. Both is the default. A colour or waxing booking for a client with no patch test in the last 180 days shows a warning: do the test at least 48 hours before and record it on the Spa desk.

13

Check-ins, freezes & churn AI

Add-on module

For: Ladies' gym & fitness centre, Men's gym & fitness centre

Know who is coming, who is on hold and who is about to leave

The front desk types a member's name or phone and sees at once whether the plan is valid, ends this week, is on hold or is over, and checks them in with one tap. A freeze for travel or illness moves the plan's end day back by itself. The churn AI scores every member from 0 to 100 on the days left, the days since the last visit and the visits that dropped over the last fortnight, lists the ones to act on with the reason, and drafts the renewal, win-back or come-back message to send on WhatsApp. Visits by hour show when the floor is busiest.

What you get

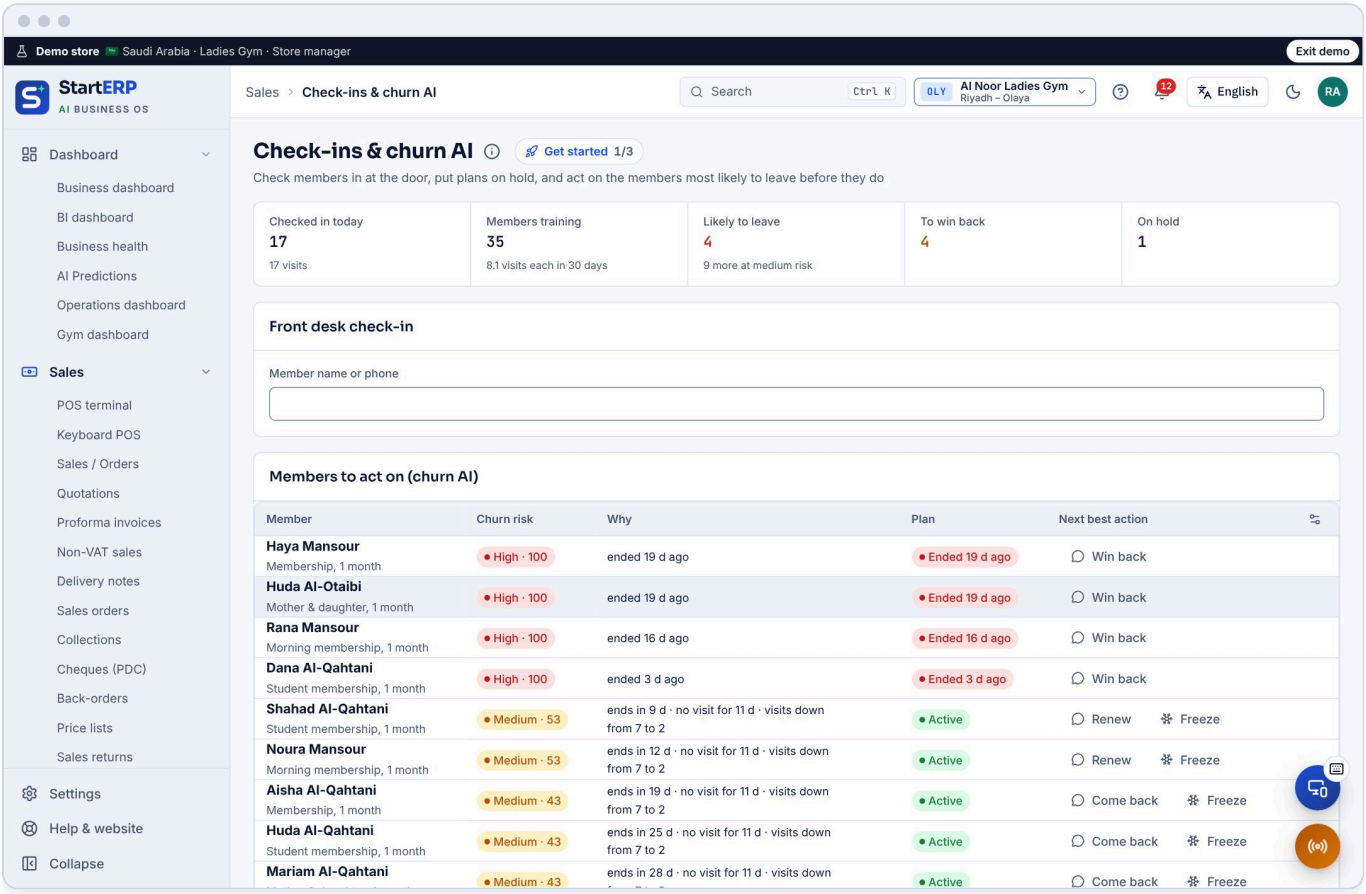
- Valid, ending, on hold or over at the door
- Freezes move the end day back
- Churn risk score with the reason
- Renewal and win-back messages drafted

GET STARTED IN 3 STEPS

1. **Check the first member in.** Type the name or phone at the door.
2. **Call the members likely to leave.** Highest risk first, the message is drafted.
3. **Freeze a plan for travel.** The end day moves back by itself.

Check-ins & churn AI

The gym's front desk: check members in at the door and see whether the plan is valid, ending, on hold or over; put a plan on hold for travel or illness; and act on the members most likely to leave, scored by the churn AI with the reason and a drafted message (Check-ins, freezes & churn AI add-on).



Check-ins & churn AI · demo store: Ladies Gym

1. Open Check-ins & churn AI in the menu. Type the member's name or phone, tap the member, and the plan's state shows: green lets them in with Check in.
2. A plan on hold or over shows in red; Let in anyway records the visit as an exception, then renew the plan on the gym POS.
3. Under Members to act on, the churn AI lists the members highest risk first with why (ends soon, no visit for days, visits dropped, ended). Press the action (Renew, Win back or Come back) to send the drafted WhatsApp.
4. Press Freeze, pick the first and last day on hold and the reason. The days on hold push the plan's end day back.

Tips. The score is 0 to 100: up to 35 for the days left, 25 for no visit yet or up to 30 for the days since the last visit, and up to 25 when this fortnight's visits fell below the last. 60 and over is high risk; a lapsed plan is one to win back for 30 days. Visits by hour show the busiest hour of the last 30 days, to plan staff and classes. Ask StartAI who to call today and it drafts each message; StartAI Radio says how many members are likely to leave.

14

Classes & bookings with no-show AI

Add-on module

For: Ladies' gym & fitness centre, Men's gym & fitness centre

Fuller classes, with the AI telling you who will really come

Put Zumba, yoga, CrossFit or spinning on the week's timetable with the trainer, the time and the places. Members are booked in, a full class keeps a waitlist that moves up by itself when someone cancels, and the desk marks who came. The AI works out each class's real turnout from every member's own no-show rate, flags the bookings likely to stay away, picks the members who come to that class most to invite into the free spots, and shows the time slots that fill up, where another class would sell. Each trainer's classes and attendance sit beside it.

What you get

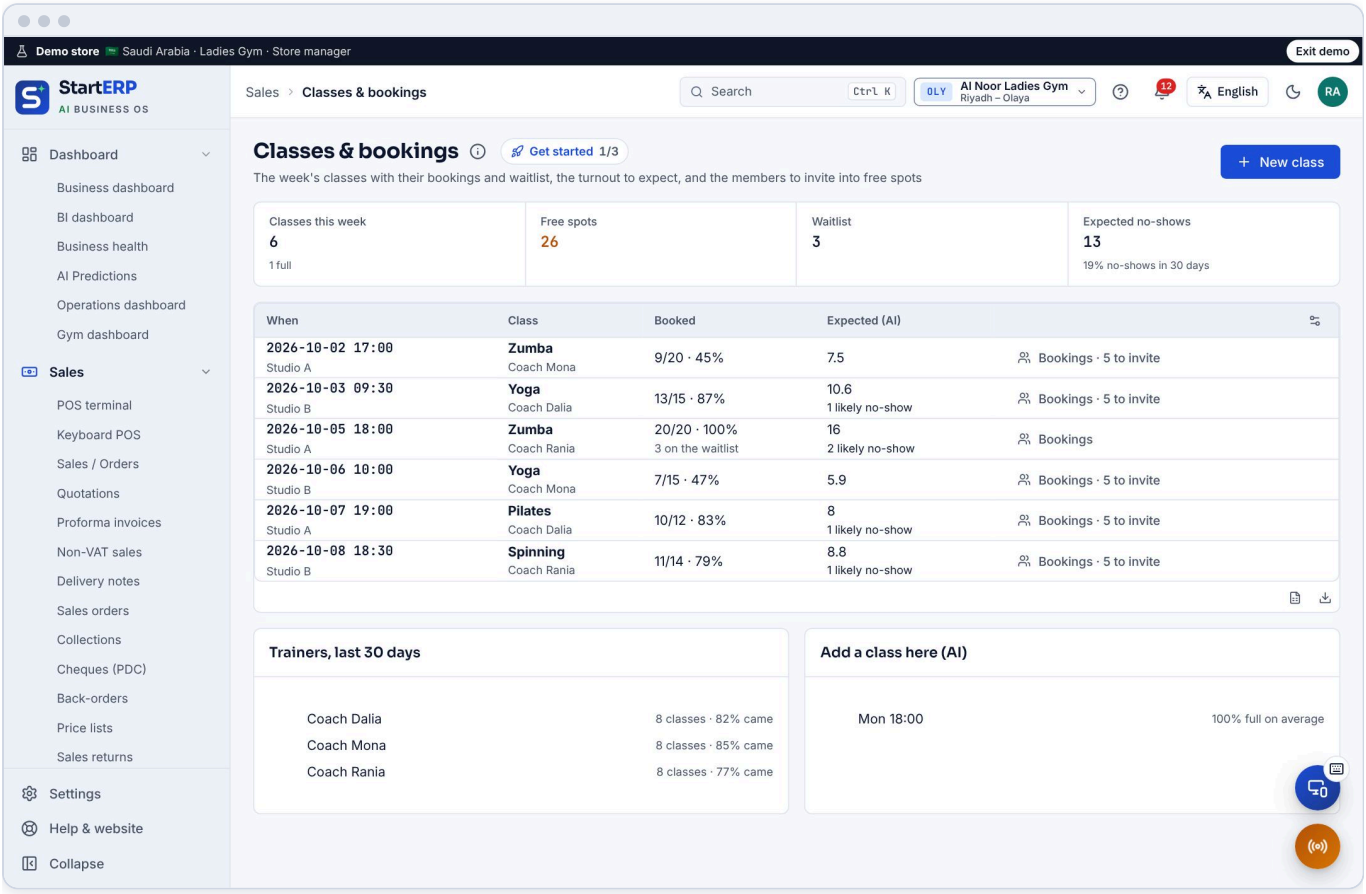
- Bookings with a waitlist that moves up
- Expected turnout and likely no-shows
- Members to invite into free spots
- Time slots where a new class would fill

GET STARTED IN 3 STEPS

1. **Add the week's classes.** Trainer, time and places.
2. **Book members in.** Full classes keep a waitlist.
3. **Invite into free spots.** The AI picks who comes most.

Classes & bookings

The gym's class timetable: each class with its trainer, time and places, the members booked and the waitlist, who came, and the AI's expected turnout, likely no-shows, members to invite and the time slots where another class would fill (Classes & bookings with no-show AI add-on).



Classes & bookings · demo store: Ladies Gym

1. Open Classes & bookings in the menu and press New class: the class name, trainer, day, time, minutes and places.
2. Press Bookings on a class, type the member and press Book. When the class is full the member goes on the waitlist; a cancelled booking gives its place to the first one waiting.
3. At the class, mark each member Came or No-show. Their record sets the turnout the AI expects next time.
4. Under Fill the free spots, the AI lists the members who came to this class most in 60 days and are not booked: Invite sends a WhatsApp, Book books them.

Tips. Expected turnout counts each booked member by their own no-show rate (a new member counts as one in four likely to miss); members at 50% or more show as Likely no-show. Add a class here lists the weekday and hour whose classes filled 80% or more over 60 days.

15

Cake & party orders with AI

Add-on module

For: Bakery & sweets, Ice cream shop, Coffee Shop, Cafeteria

Every cake on time, and last year's birthdays back as new orders

Take each custom cake and party order with the occasion, flavour, size in kilos, tiers, the message on the cake, the design and allergens, the deposit and the pickup or delivery time. The board shows what is due today and tomorrow, the kilos to bake by flavour, the orders still to confirm or start and the deposits to take. The AI prices a new order from your own price per kilo of that flavour, and finds the customers whose birthday or anniversary cake comes round again within three weeks, with a WhatsApp reminder ready to send.

What you get

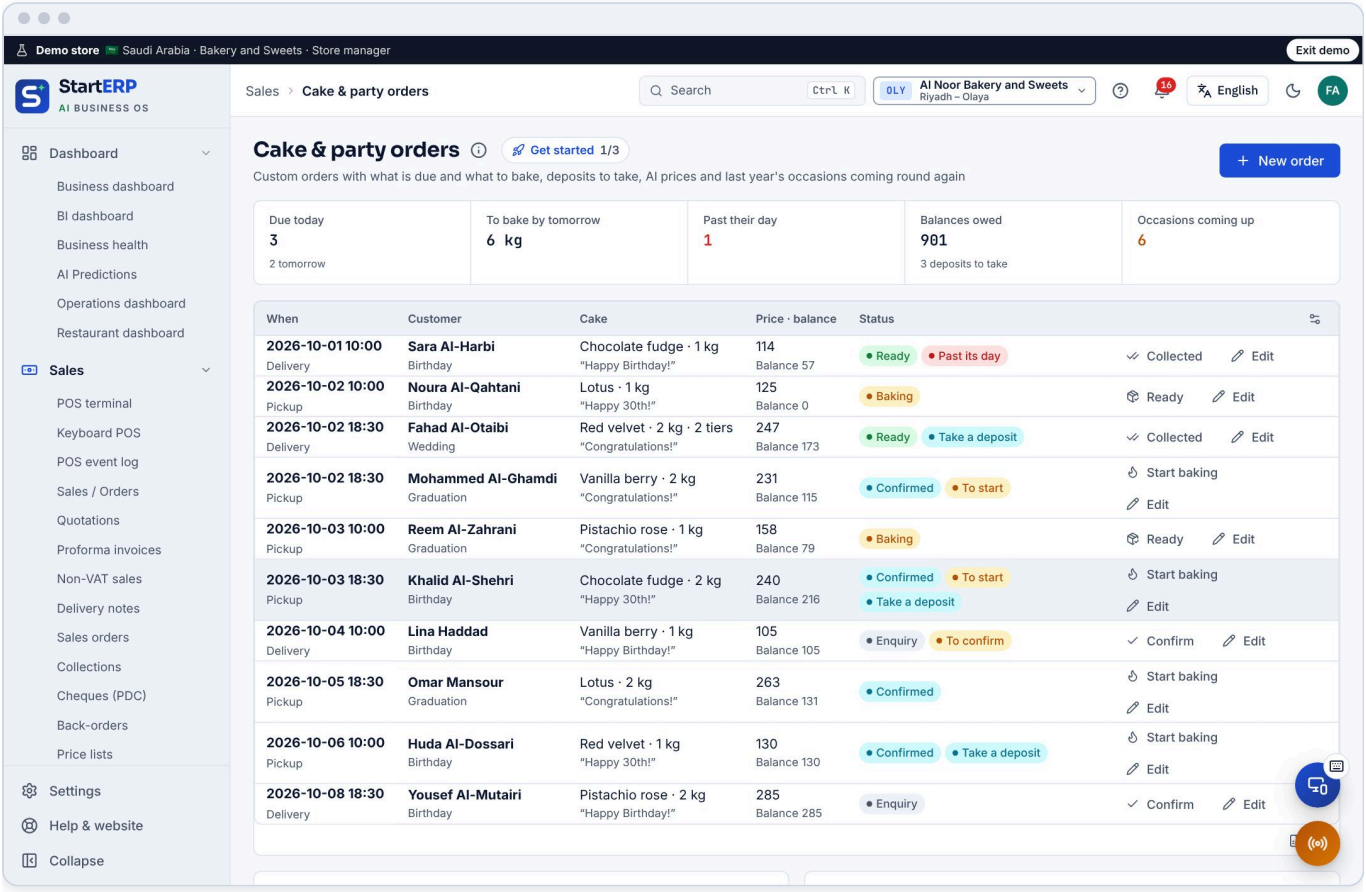
- What to bake today and tomorrow, by flavour
- Deposits and balances on every order
- A price from your own price per kilo
- Occasion reminders for last year's customers

GET STARTED IN 3 STEPS

1. **Take the first order.** Occasion, flavour, kg and the message.
2. **Price it with the AI.** From your own price per kilo.
3. **Remind last year's customers.** Birthdays coming round again.

Cake & party orders

Custom cake and party orders: the occasion, flavour, kilos, tiers, the message on the cake, design and allergens, the deposit and the pickup or delivery time, with what is due, the kilos to bake today and tomorrow, an AI price from your own price per kilo and reminders for customers whose birthday or anniversary comes round again (Cake & party orders with AI add-on).



Cake & party orders · demo store: Bakery and Sweets

1. Open Cake & party orders in the menu and press New order: the customer and phone, the occasion, the day and time, pickup or delivery, the flavour, kilos and tiers, the message on the cake, the design and any allergens.
2. Press Suggest price (AI): the price comes from what your shop charged per kilo of that flavour over six months. Change it if you like, then type the deposit taken.
3. Move each order along with its button: Confirm, Start baking, Ready and Collected. When it is ready, WhatsApp tells the customer, with the balance to pay.
4. Under Occasions coming up, the AI lists the customers whose birthday or anniversary cake from last year comes round within 21 days: Remind opens WhatsApp with the message drafted.

Tips. To bake lists the kilos of every flavour due today and tomorrow and not yet ready, for the kitchen's plan. An order shows Take a deposit when less than 30% is paid, and To confirm when it is still an enquiry three days before its day.

16

Station sessions report

Add-on module | For: Gaming and Entertainment

Know which stations earn and when you are busy

Every station's time charged on the gaming POS is kept with the sale: when it started and ended, the time billed and the players. The report shows each station's sessions, hours and time sales, what it earns per hour played, its share of the hours and the sessions started in each hour of the day, so you price the busy hours, fill the quiet ones and know which rooms to add.

What you get

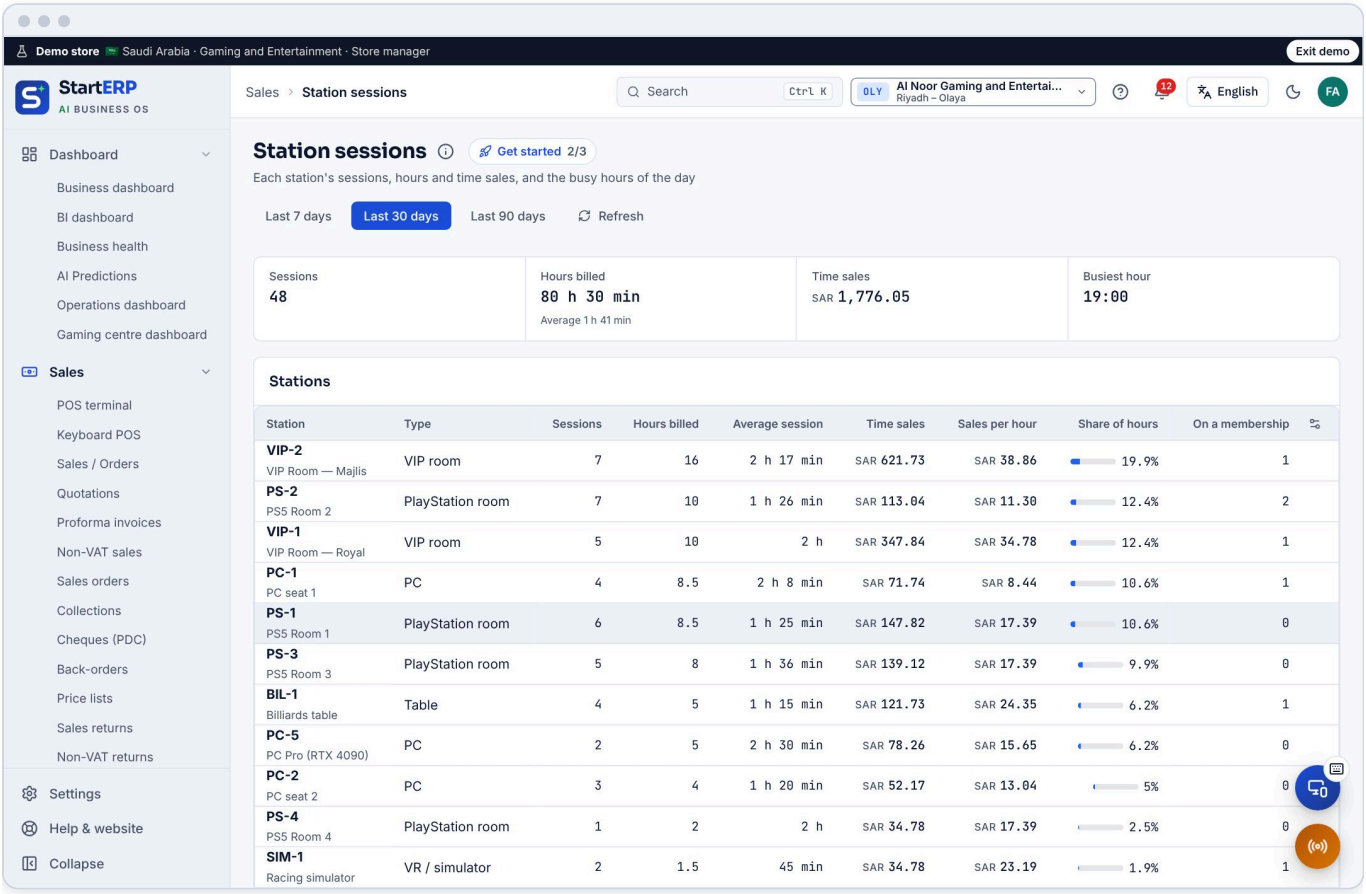
- Sessions, hours and time sales per station
- Sales per hour played
- Busy hours of the day
- Latest sessions with their invoices

GET STARTED IN 3 STEPS

1. **Add stations and hourly prices.** Each console, PC or room.
2. **Start and stop a session.** Time is billed at the till.
3. **Read the session report.** Hours, earnings and busy times.

Station sessions

Each station's sessions, hours billed and time sales over the last 7, 30 or 90 days, what it earns per hour played and its share of the hours, the sessions started in each hour of the day and the latest sessions with their invoices. Part of the Station sessions report add-on for gaming lounges.



Station sessions · demo store: Gaming and Entertainment

1. On the gaming POS, start a station, end it when the players finish and charge it: the session is kept with the sale, with its start, end, time billed and players.
2. Open Sales → Station sessions and pick the period: the stations with the most hours come first.
3. Use Sessions by hour of the day to see the busy hours, and Latest sessions to open the invoice of a session.

Tips. Time sales are the station's line on the invoice before VAT. Hours paid from a membership card count as sessions and hours, with no sales. A session whose line was returned is refunded and left out; a deleted invoice is left out too.

17

Play cards & memberships

Add-on module | For: Gaming and Entertainment

Turn hour packs into members who come back

Every hour pack loaded and every hour used at the gaming POS goes on the member's card ledger. Cards earn Silver and Gold tiers from the hours loaded, hours can expire a set number of days after the last top-up, young players carry a guardian's name and mobile, and every manual change needs a reason. You see the hours still owed as money, the cards about to expire and the regulars who stopped coming, so you call them before they forget you.

What you get

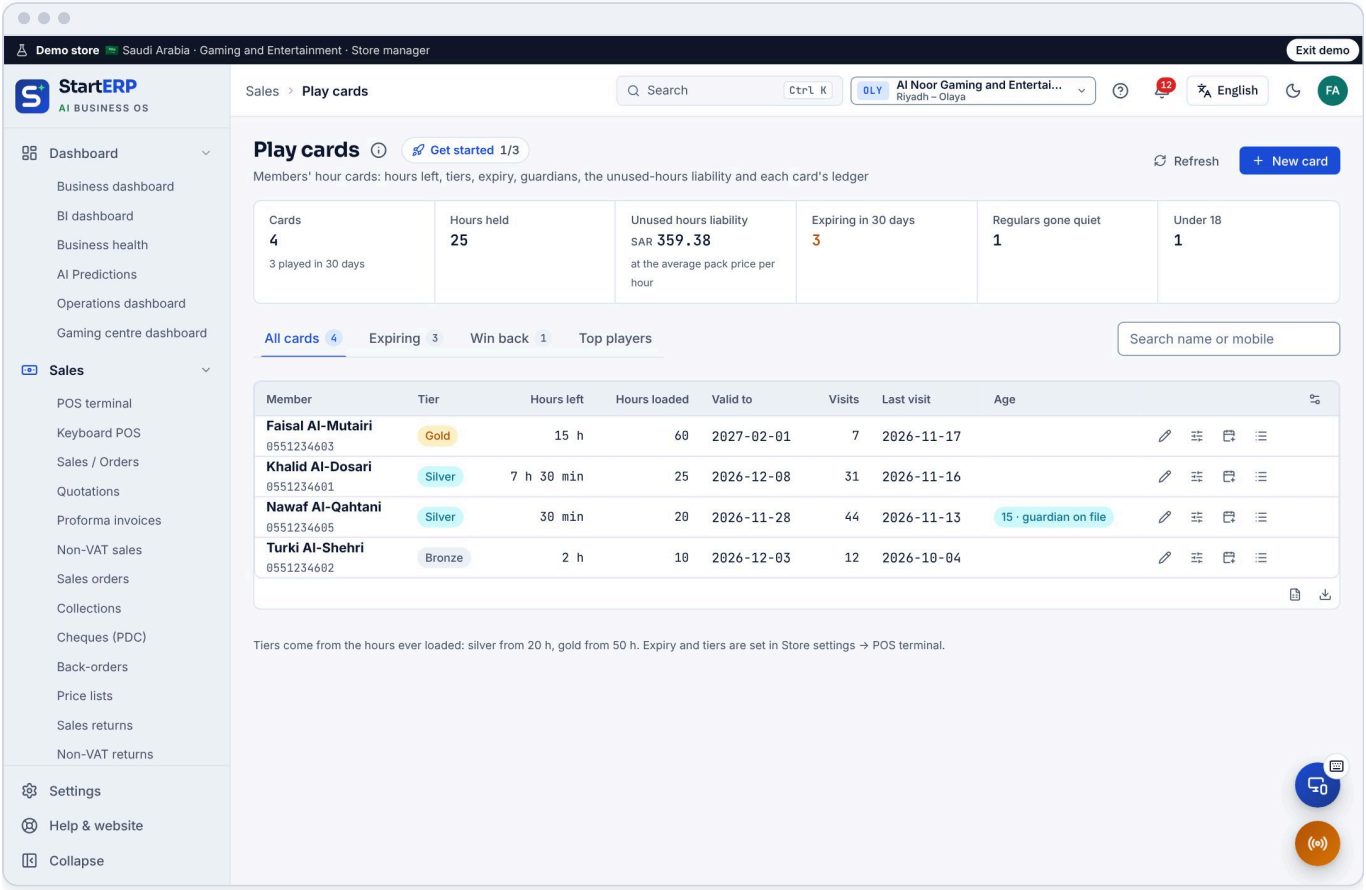
- A ledger of every pack and hour used
- Silver and Gold tiers
- Expiry and the hours still owed
- Guardians for under-18 players

GET STARTED IN 3 STEPS

1. **Sell an hour pack on a card.** The member's mobile keeps the card.
2. **Set expiry and tiers.** Store settings → POS terminal.
3. **Review the cards.** Hours owed, expiring and win back.

Play cards

Every member's hour card: hours left, the tier from the hours loaded (Bronze, Silver, Gold), the expiry, visits, age and guardian, and a ledger of each pack loaded, hours used, adjustment and extension. The unused hours show as money still owed. Part of the Play cards & memberships add-on for gaming lounges.



Play cards · demo store: Gaming and Entertainment

1. On the gaming POS, open a member card with the player's mobile and sell an hour pack: the hours go on the card and on its ledger.
2. When a PS5 or PC session ends, tick Use membership hours: the time is taken off the card. A card past its expiry cannot be used.
3. Open Sales → Play cards to add a date of birth and guardian, adjust hours with a reason, extend a card, or open its ledger. Set the expiry days and the Silver and Gold hours in Store settings → POS terminal.

Tips. The liability is the hours still on cards that have not expired, at the average price per hour of the packs sold. Win back lists regulars (3 visits or more) who have not played for 30 days: a good list for a WhatsApp offer.

18

Tournaments & leaderboards

Add-on module | For: Gaming and Entertainment

Run tournaments that fill the lounge

Set up your own tournaments with the game, format, date, entry fee, spots and prize pool; players sign up and pay at the gaming POS. Save the winners and prizes to see each tournament's fees, prizes and net, keep a leaderboard of wins, podiums and prize money, and a racing-sim lap board with each driver's best lap on each track.

What you get

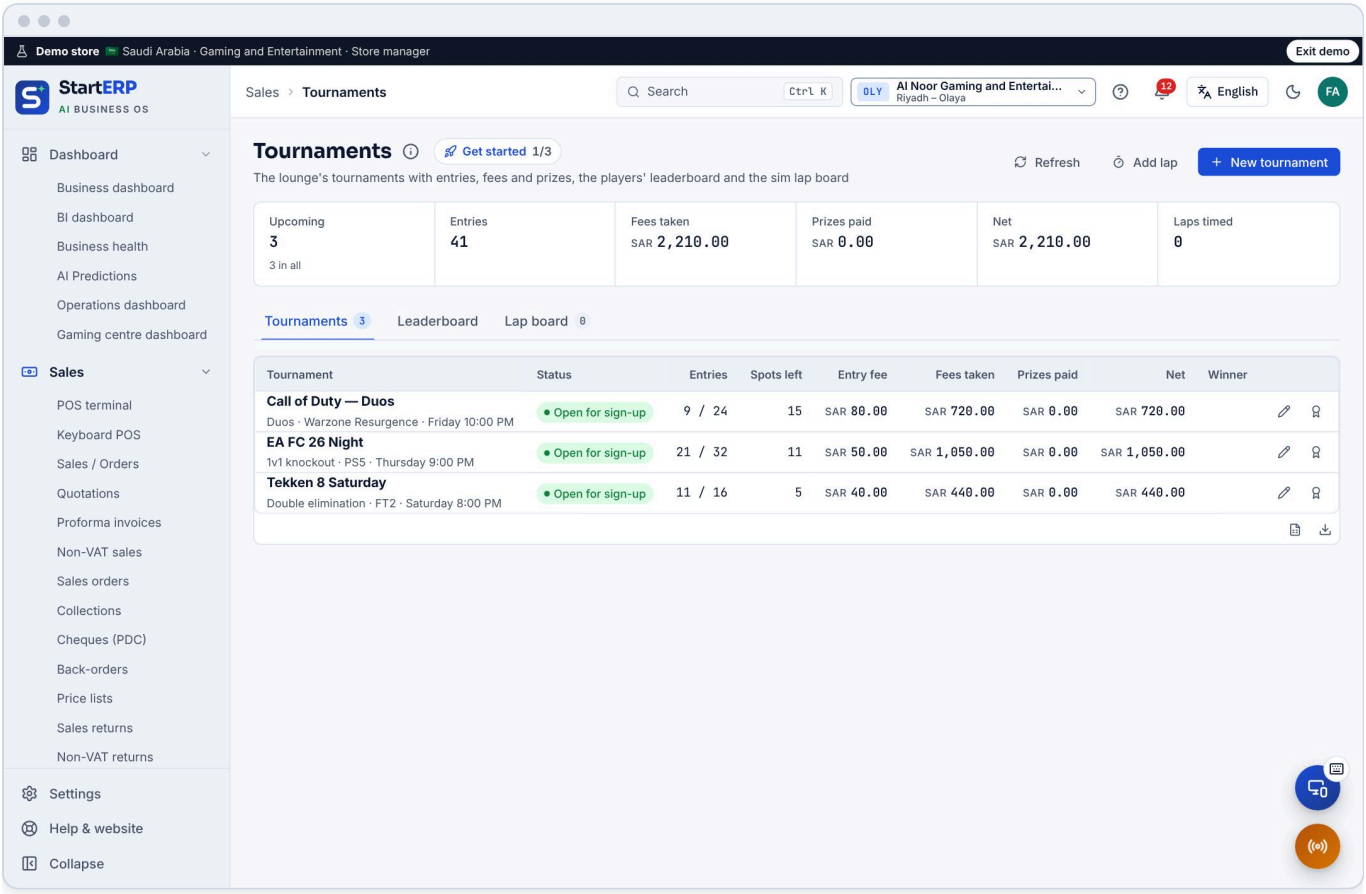
- Tournaments with fees, spots and prizes
- Sign-up and payment at the POS
- Players' leaderboard
- Sim lap records per track

GET STARTED IN 3 STEPS

1. **Set up a tournament.** Game, fee, spots and prizes.
2. **Sign players up at the POS.** The entry fee goes on the bill.
3. **Save the results.** The leaderboard updates.

Tournaments

The lounge's own tournaments with their entries, spots left, fees taken, prizes paid and net, the results, a players' leaderboard (wins, podiums, prize money) and the racing-sim lap board with each driver's best lap on each track. Part of the Tournaments & leaderboards add-on for gaming lounges.



Tournaments · demo store: Gaming and Entertainment

1. Open Sales → Tournaments and press New tournament: the game, format, date and time, entry fee, spots and the guaranteed prize pool.
2. Players sign up and pay the entry fee on the gaming POS, in its Tournaments tab.
3. After the final, press Results and save the winner, the places and the prizes: the tournament is done and the leaderboard updates. Add sim lap times with Add lap.

Tips. Spots cannot be set below the players already entered. A cancelled tournament stays on the list and is left out of the totals. Lap times are typed like 1:32.456.

19

Station care & faults

Add-on module | For: Gaming and Entertainment

Keep every station working on a busy night

Each station counts its hours played since its last service against an interval by type (PlayStation 100 h, VR and sim 50 h, tables 40 h, or your own), and turns due at 90% and overdue at 100%. Log a fault with its repair cost, take a station out of service so the POS board will not start it, and put it back when it is fixed. Every change is kept with who made it.

What you get

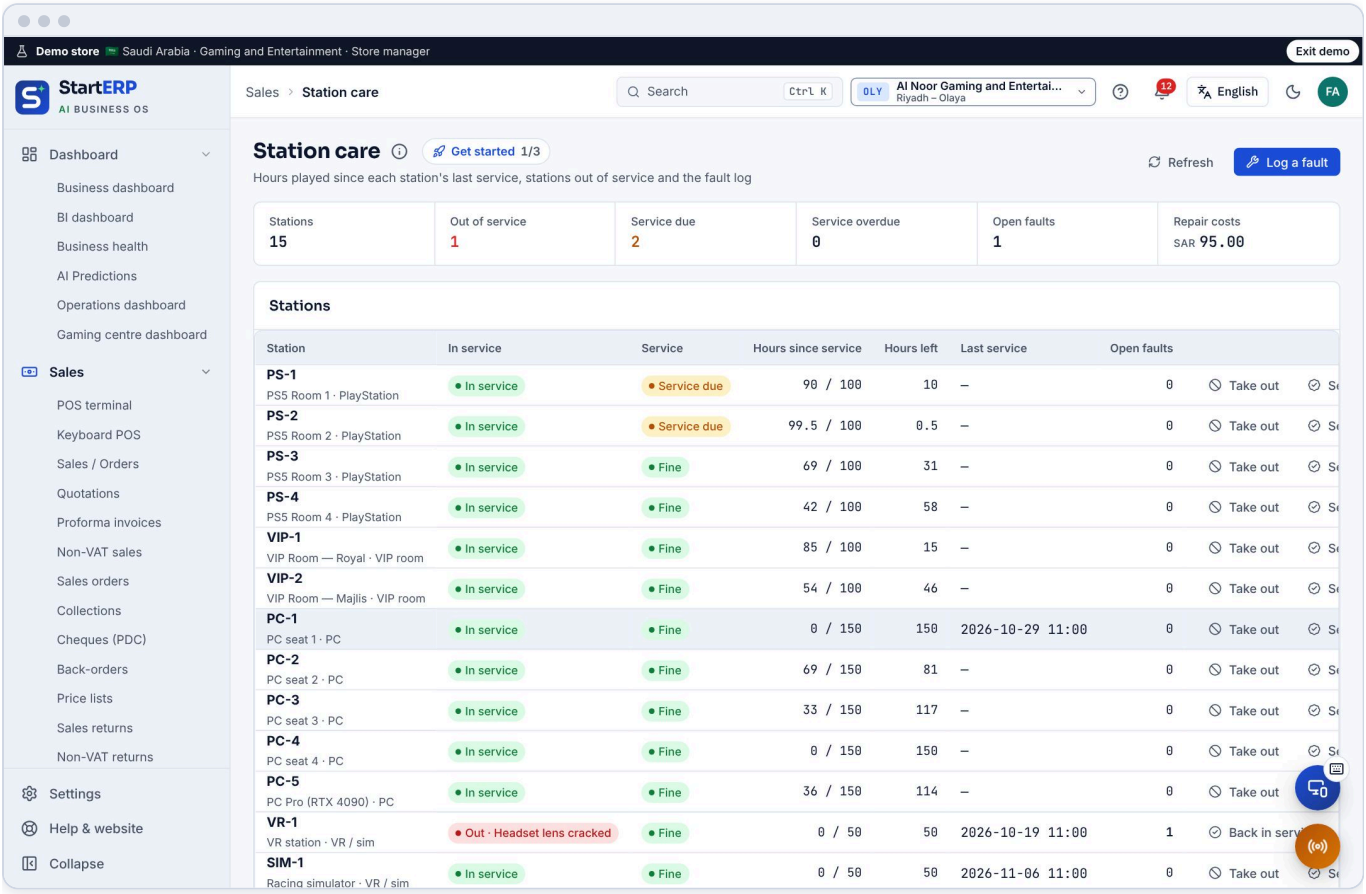
- Service due by hours played
- Out of service blocks the POS
- Fault log with repair costs
- Who changed what, and when

GET STARTED IN 3 STEPS

1. **Sell station time.** Hours played count to the next service.
2. **Log a fault or take a station out.** The POS will not start it.
3. **Mark it serviced.** Its hours start again.

Station care

Each station's hours played since its last service against its service interval, what is due (90%) or overdue, the stations taken out of service (the POS board will not start them), the fault log with repair costs, and who changed what. Part of the Station care & faults add-on for gaming lounges.



Station care · demo store: Gaming and Entertainment

1. Sell station time on the gaming POS as usual: the hours played count towards each station's next service.
2. Open Sales → Station care. Press Take out with a reason when a station breaks, and Log a fault with what is wrong and the repair cost.
3. When it is fixed, press Fixed on the fault and Back in service on the station; after a service press Serviced to start its hours again.

Tips. Intervals by type: PlayStation and VIP rooms 100 h, PCs 150 h, VR and simulators 50 h, tables 40 h. Set a station's own with the gauge button. Returned and deleted sessions do not count as hours played.

20

Gaming slot booking

Add-on module | For: Gaming and Entertainment

Let players book their console before they arrive

Your website gets a booking page made for a game centre: players pick a game, a pack or how many are playing, a day and a free time, and see the price before they confirm. Packs keep their bonus minutes, consoles are priced by group size, the private room has its weekend price and happy hours come off by themselves. Late nights past midnight stay on the same day, a big group gets consoles side by side, and the ticket opens Google Pay with the amount and the booking number filled in.

What you get

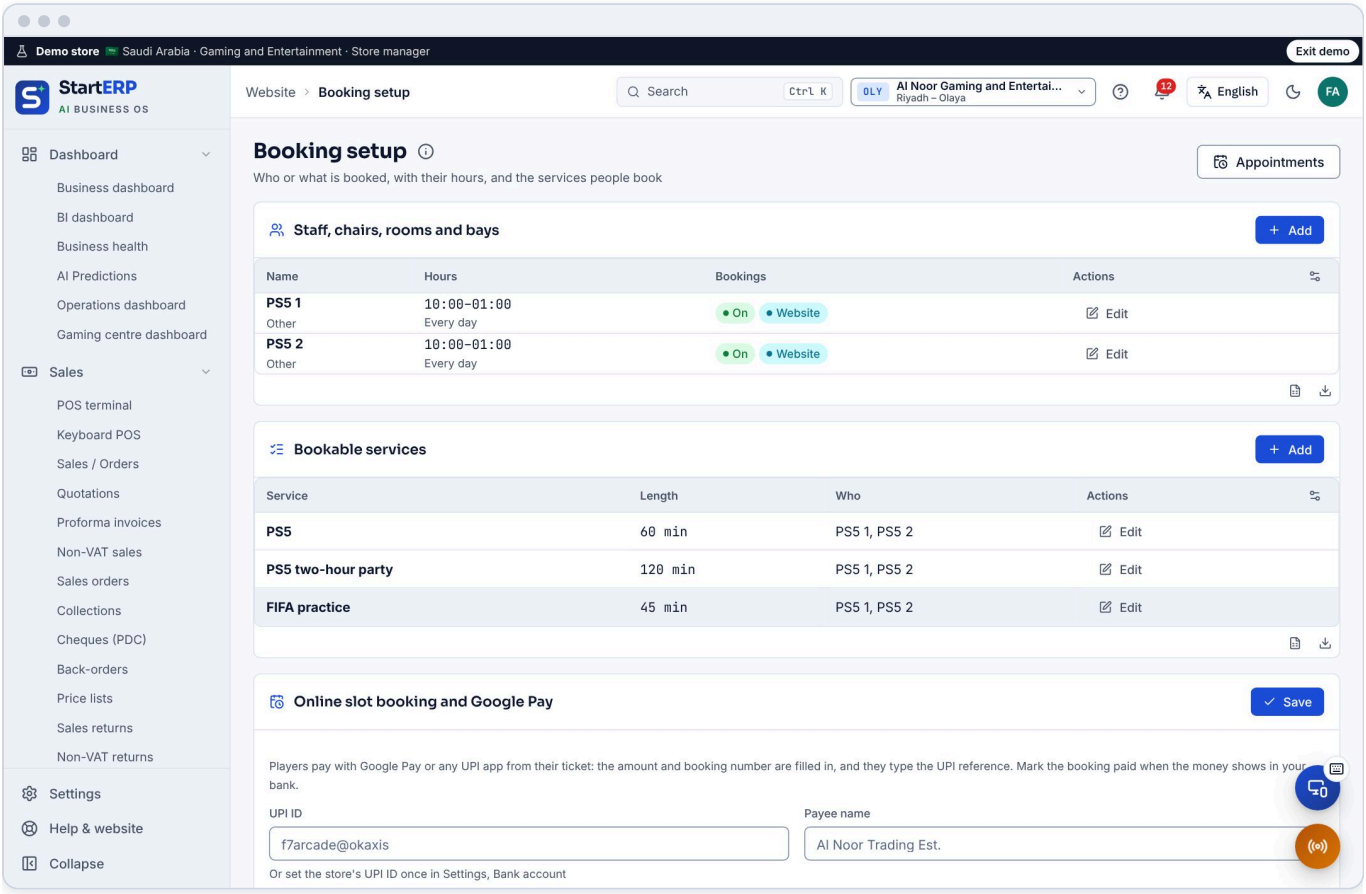
- Online booking by the slot, late nights included
- Packs, group prices, weekend prices and happy hours
- Google Pay on the booking ticket
- One board for online, phone and walk-in bookings

GET STARTED IN 3 STEPS

1. **Add your stations and games.** Packs, group prices and opening hours.
2. **Switch on online booking.** Your booking page goes live.
3. **Run the floor from the board.** Online, phone and walk-in bookings.

Booking setup

Who or what is booked (staff, chairs, doctors, rooms, bays or tables) with their working hours, a break, the days they work and their days off; and the services people book, with how long they take, a buffer after them, the price and who can do them.



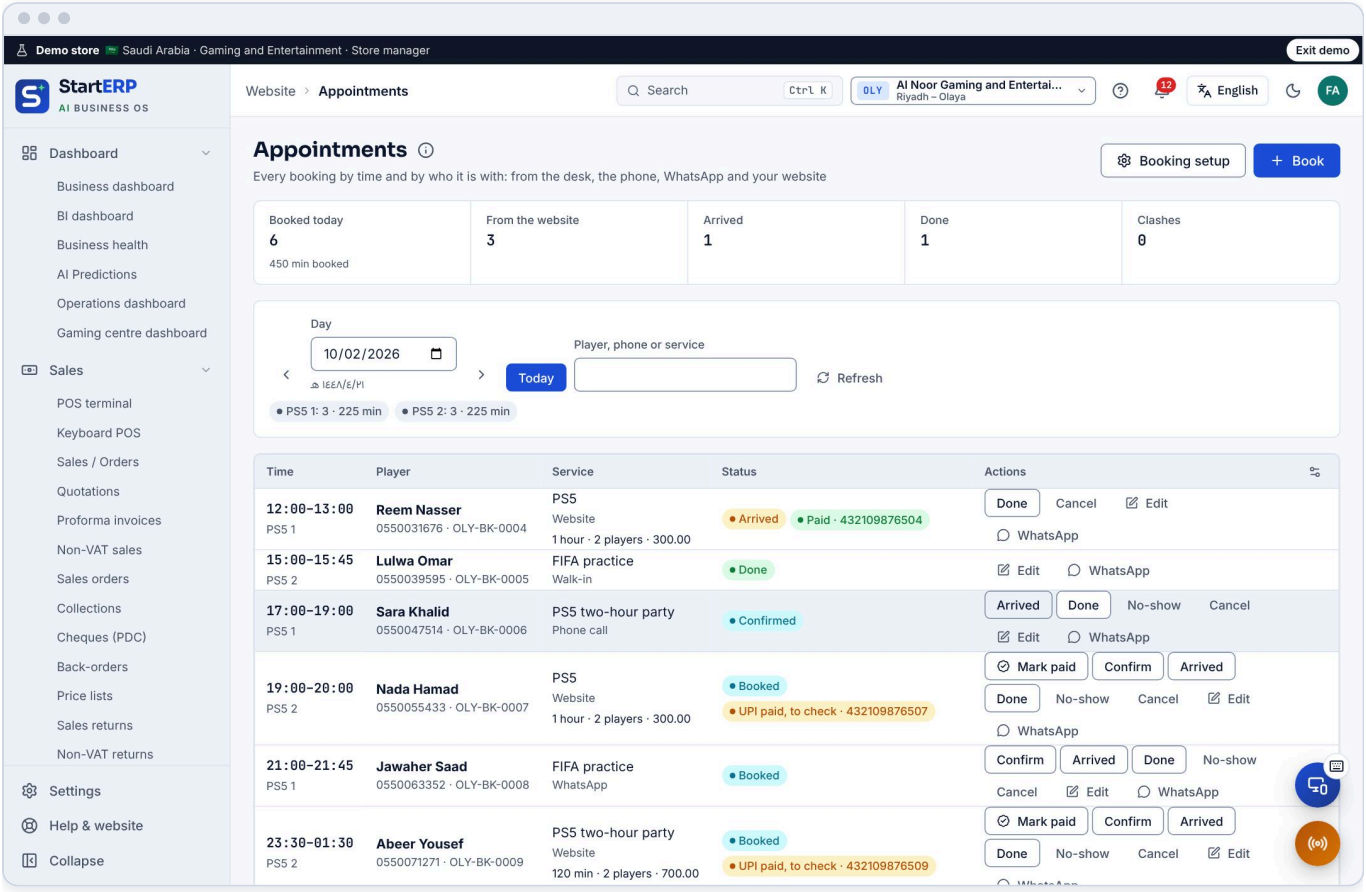
Booking setup · demo store: Gaming and Entertainment

1. Open Website → Booking setup and press Add beside Staff, chairs, rooms and bays. Type the name, pick the kind, the hours and the break, tick the working days and type any days off.
2. Press Add beside Bookable services: the name, the length in minutes, a buffer after it for cleaning or notes, the price, and who can do it (none ticked means anyone).
3. To let customers book on your website, open Website → Settings, switch on Online booking and publish. The site gets a Book button and a booking page: a service, a day, a free time, then their name and mobile number.

Tips. Untick Takes bookings to stop someone's bookings without losing them; untick Bookable on the website to keep them for the desk only. Game centres: pick each station's Station on the POS board (or give it the same name or code as on the board). Then a walk-in playing there, a reservation on the board or the station out of service blocks those times online and at the desk, and the board shows the station's next booking with a Check in button. Open-time walk-ins hold the station for the minutes set in Online slot booking (60 by default).

Appointments

One appointment book for every booking: from the desk, the phone, WhatsApp and your website. A day's bookings by time, who each one is with, the free times of each service, and a clash shown in red. A time already taken is refused, even when two people book it at the same moment. Comes with the Website add-on.



Appointments · demo store: Gaming and Entertainment

1. Open Website → Appointments. Move between days with the arrows or the date, and search a customer, phone or service.
2. Press Book, pick the service and who it is with (or Anyone free), then press one of the free times. Pick the customer, or type a name and phone for a new one, and say how it was booked.
3. Move a booking on with Confirm, Arrived, Done, No-show or Cancel; WhatsApp sends the customer a confirmation.

Tips. A cancelled booking frees its time at once. The length plus the service's buffer is the time held. A booking made on your website shows here with From the website, and you get a New website booking notification. Game centres: walk-ins started on the POS board, its reservations and stations out of service count as taken here and on your website. To change a booking, open it and change the time or station; to cancel, press Cancel. The website follows at once.

21 Fleet calendar

Add-on module | For: Car Rental, Fleet leasing & equipment rental

See every car's days at a glance

Every rental billed on the car rental POS lands on one calendar: each car's days booked, on rent, returned and late. Double bookings show in red before the customer arrives, late returns are listed with their invoice, and the cars out today, the returns due today and the fleet's utilisation sit on top.

What you get

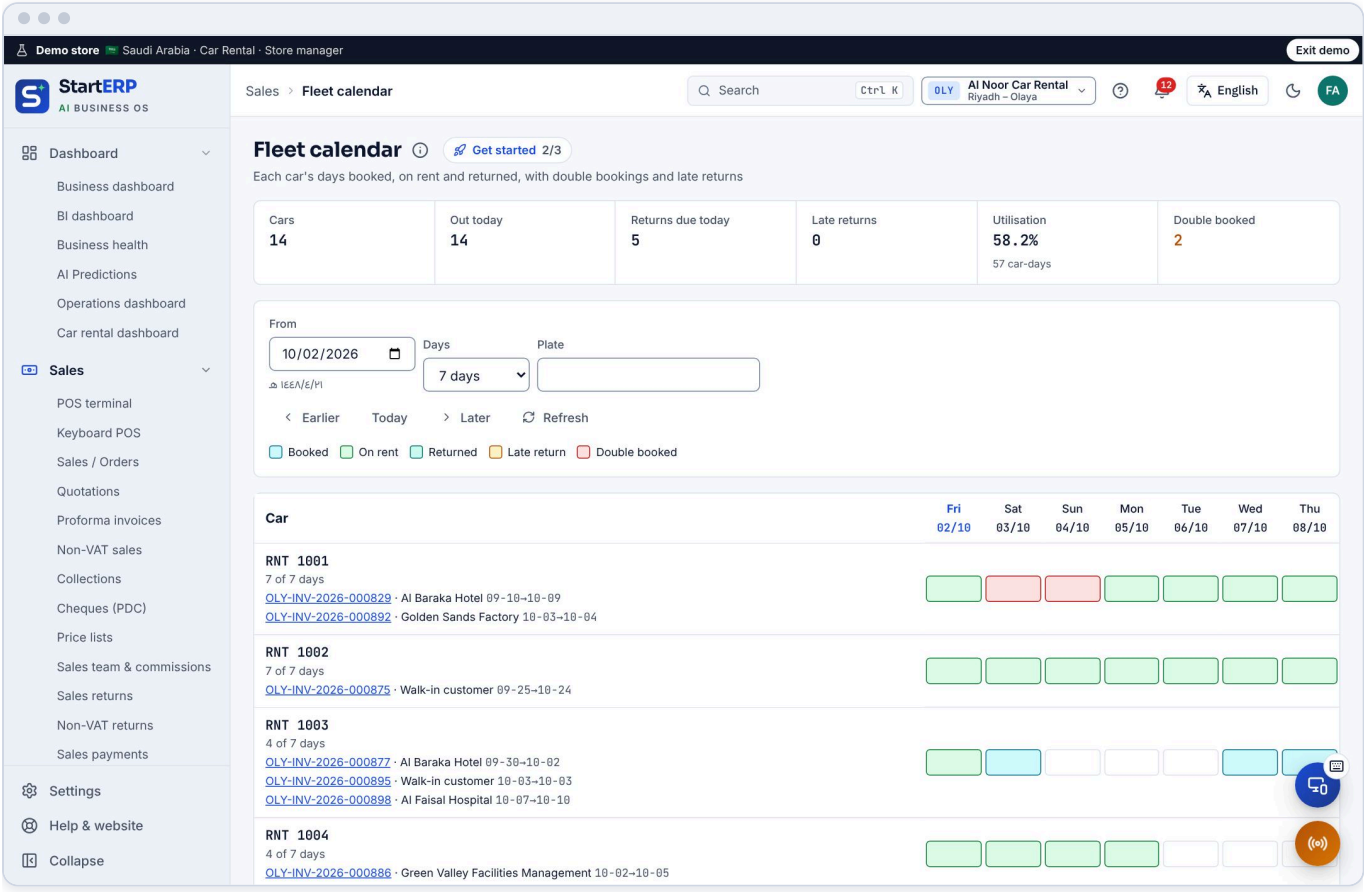
- Each car's days booked, on rent and returned
- Double bookings caught before pick-up
- Late returns with their invoice
- Cars out today and fleet utilisation

GET STARTED IN 3 STEPS

1. **Add your cars.** Each car as a rental item.
2. **Bill a rental.** With pickup and return dates.
3. **Open the fleet calendar.** Bookings, late returns and utilisation.

Fleet calendar

Every car's days on one calendar: booked, on rent, returned and late, from the rentals billed on the car rental POS with the plate and dates. It shows the cars out today, the returns due today, the late returns, how busy the fleet is and any car booked twice on the same day. Part of the Fleet calendar add-on for car rental offices.



Fleet calendar · demo store: Car Rental

1. Bill each rental on the car rental POS with the renter, licence, plate and the from and to dates. Move it on the Rentals board as the car goes out and comes back.
2. Open Sales → Fleet calendar. Each row is a car and each column a day; pick 7, 14 or 31 days, or move with Earlier and Later.
3. A red day is a double booking: move one of the rentals to another car before the customer arrives. Late returns are listed at the top with their invoice.

Tips. A rental not marked returned after its end date shows as late on every day until today, so the car is not offered to someone else. Utilisation is the days the cars were booked or out, over all the cars' days in the window.

22

Fleet maintenance & mileage

Add-on module

For: Car Rental, Fleet leasing & equipment rental

Keep every unit serviced and on the road

Give each vehicle and machine its service plan (every so many km or days), its last service, and its registration and insurance expiry. The odometer comes from the km typed at every car rental pick-up, lease and hire, so the board shows each unit's km now, the km it runs a day, the service due by km or date and the documents about to expire, overdue first, with the units on hire today marked.

What you get

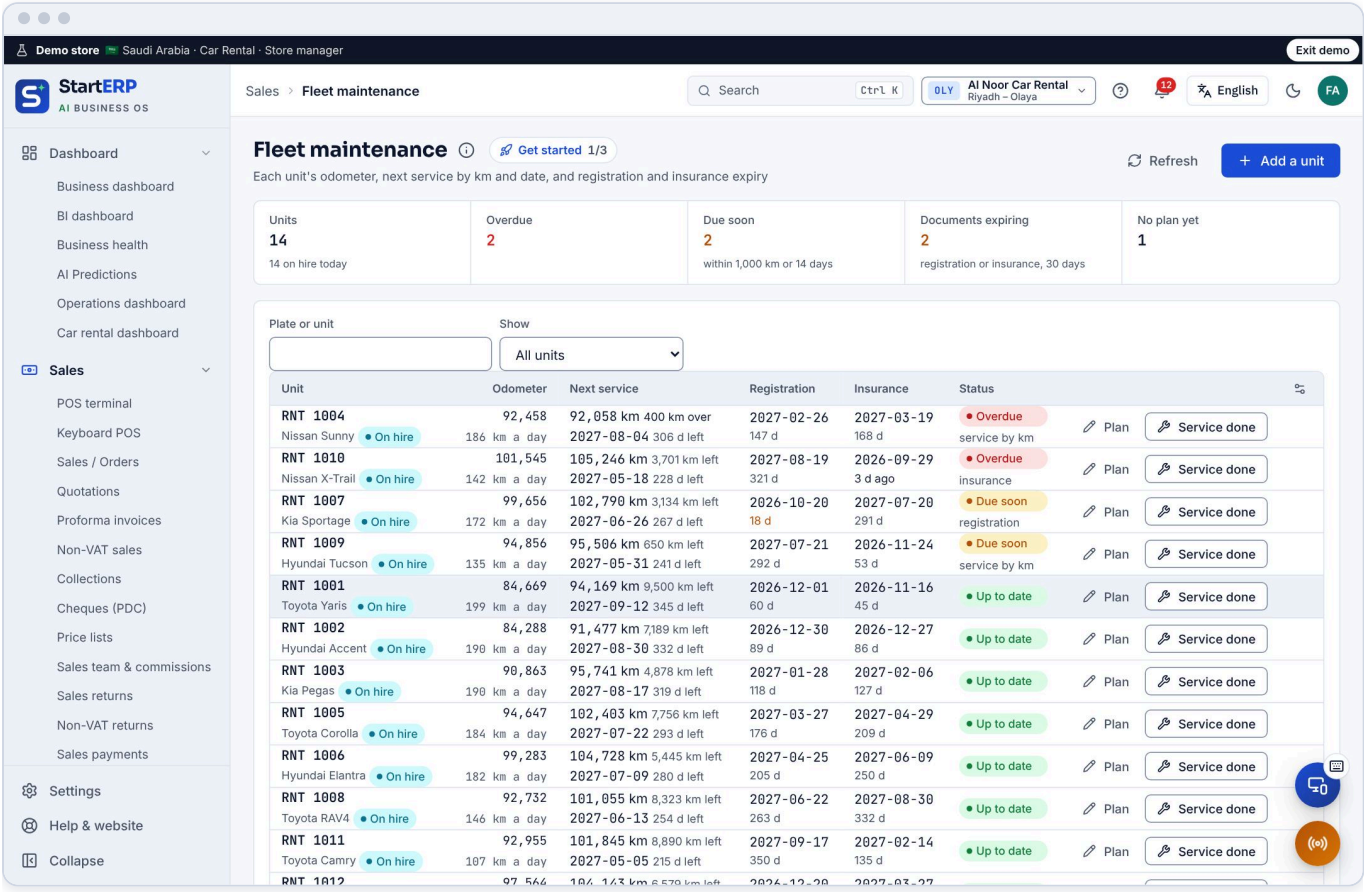
- Service due by km or by date
- Odometer from every handover
- Registration and insurance expiry
- Km each unit runs a day

GET STARTED IN 3 STEPS

1. **Add each unit's plan.** Service every so many km or days, registration and insurance expiry.
2. **Type the odometer at handover.** On each lease or hire at the till.
3. **Record each service.** The board shows what is due next.

Fleet maintenance

Every car of a car rental office, or unit of a fleet leasing or equipment rental business, with its odometer now, the km it runs a day, the next service by km and by date, the registration and insurance expiry, whether it is on hire today, and what is overdue or due soon. The odometer comes from the km typed at each handover at the till, the last service and the unit's plan.



Fleet maintenance · demo store: Car Rental

1. Press Plan on a unit and set its service interval (every so many km, every so many days), its last service and its registration and insurance expiry. Press Add a unit for one not leased yet.
2. Type the odometer at each handover on the rental, lease or hire at the till (the Odometer box on a car rental line): the board reads it and works out the km a day.
3. Show the overdue and due soon units first, book them into the workshop, then press Service done with the km and the date: the next service is counted from there.

Tips. Due soon is within 1,000 km or 14 days of the next service, or a registration or insurance within 30 days. Units with no meter (trailers, forklifts, generators) are serviced by date only. Keep the registration and insurance papers themselves in Documents with their expiry dates. Ask StartAI, e.g. "which units are due a service?" or "TRK 6101 was serviced at 84,300 km": it reads this board and, once you press Confirm, records the service.

23

Shipments dashboard

Add-on module | For: Logistics & freight, Cargo service

Know where every shipment stands

Every courier, freight, customs and moving job billed on the logistics POS feeds one dashboard: the period's shipments by status and mode with their weight, the busiest routes, how many days delivery takes, and every open shipment by age. Shipments stuck for a week or more are listed with their invoice and waybill so the team can chase them.

What you get

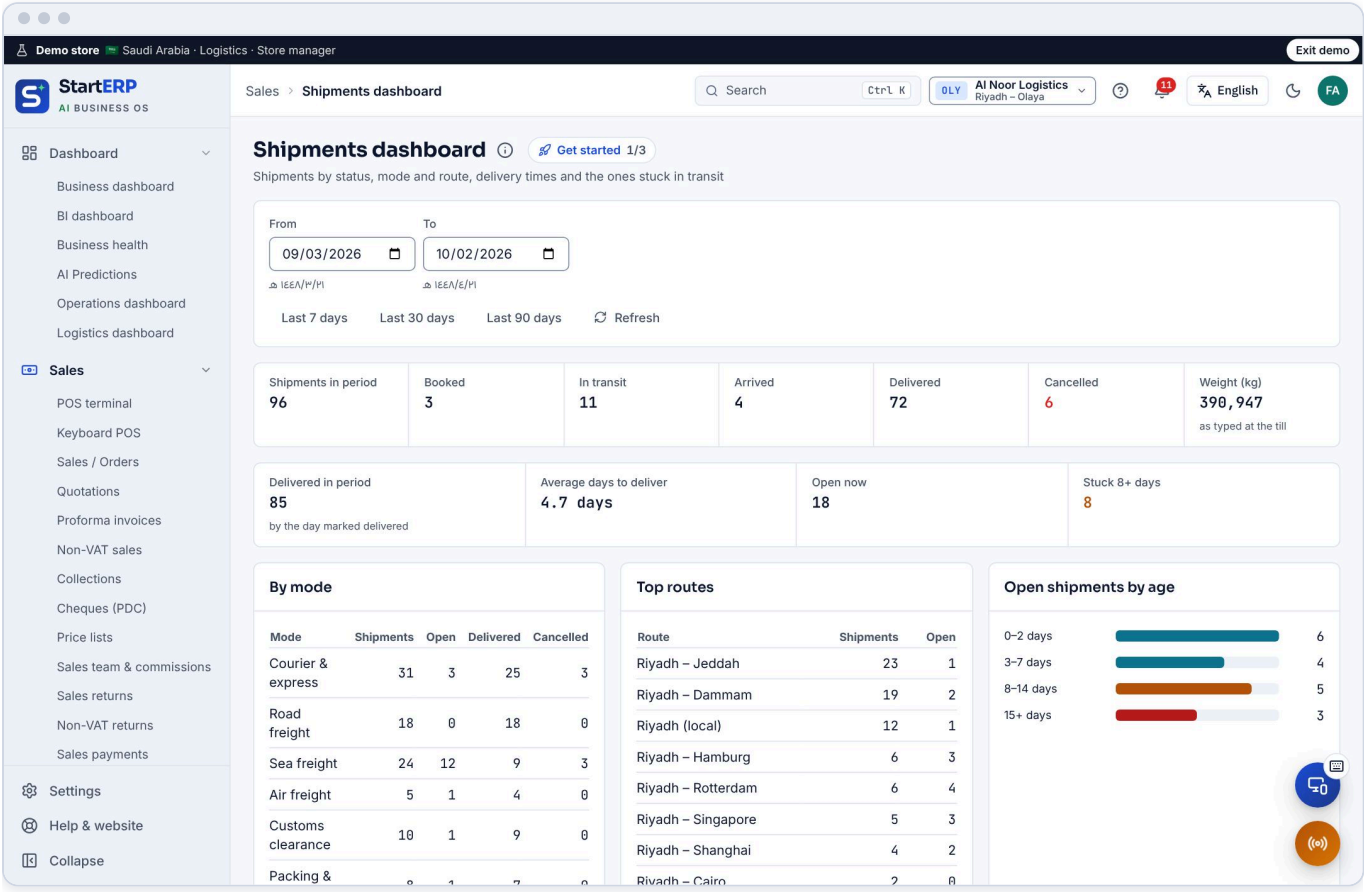
- Shipments by status, mode and route
- Average days to deliver
- Open shipments by age
- Stuck shipments with their waybill

GET STARTED IN 3 STEPS

1. **Bill a shipment.** Route, waybill and weight on the logistics POS.
2. **Update its status.** In transit, arrived, delivered.
3. **Chase stuck shipments.** Listed with invoice and waybill.

Shipments dashboard

One dashboard for the shipments billed on the logistics or cargo POS: a period's shipments by status and mode with their weight, the busiest routes, how many days delivery takes, and every open shipment by age, with the ones stuck for 8 days or more listed so they can be chased. Part of the Shipments dashboard add-on for logistics companies and cargo shops.



Shipments dashboard · demo store: Logistics

1. Bill each courier, freight, customs or moving job on the logistics POS with the consignee, route, waybill and weight. Move it on the Shipments board as it goes in transit, arrives and is delivered.
2. Open Sales → Shipments dashboard and pick the period (the last 30 days at first). The figures count the shipments billed in it; open shipments and stuck ones count whatever their billing day.
3. Chase the stuck shipments at the bottom, oldest first: open the invoice, check the waybill with the carrier and move the shipment on the board.

Tips. Days to deliver run from the billing day to the day the shipment was marked delivered on the board, so mark each step on the day it happens. Weight adds up the weights typed at the till in kg (a number followed by t counts as tonnes); cancelled shipments are left out.

24 Shipping & carriers

Add-on module | For: Industrial Supplies | Saudi Arabia only

Every order shipped, tracked and paid

Ship each sale with the carriers you already use in Saudi Arabia: SMSA, Aramex, SPL, Naqel, J&T, Zajil, DHL, FedEx, UPS, OTO or Torod, your own truck or customer pickup. Compare their prices for the weight and cash on delivery, keep the AWB with a tracking link, send the customer a WhatsApp update, and see the shipments running late, the cash on delivery the carriers still owe you and what shipping earns or costs you.

What you get

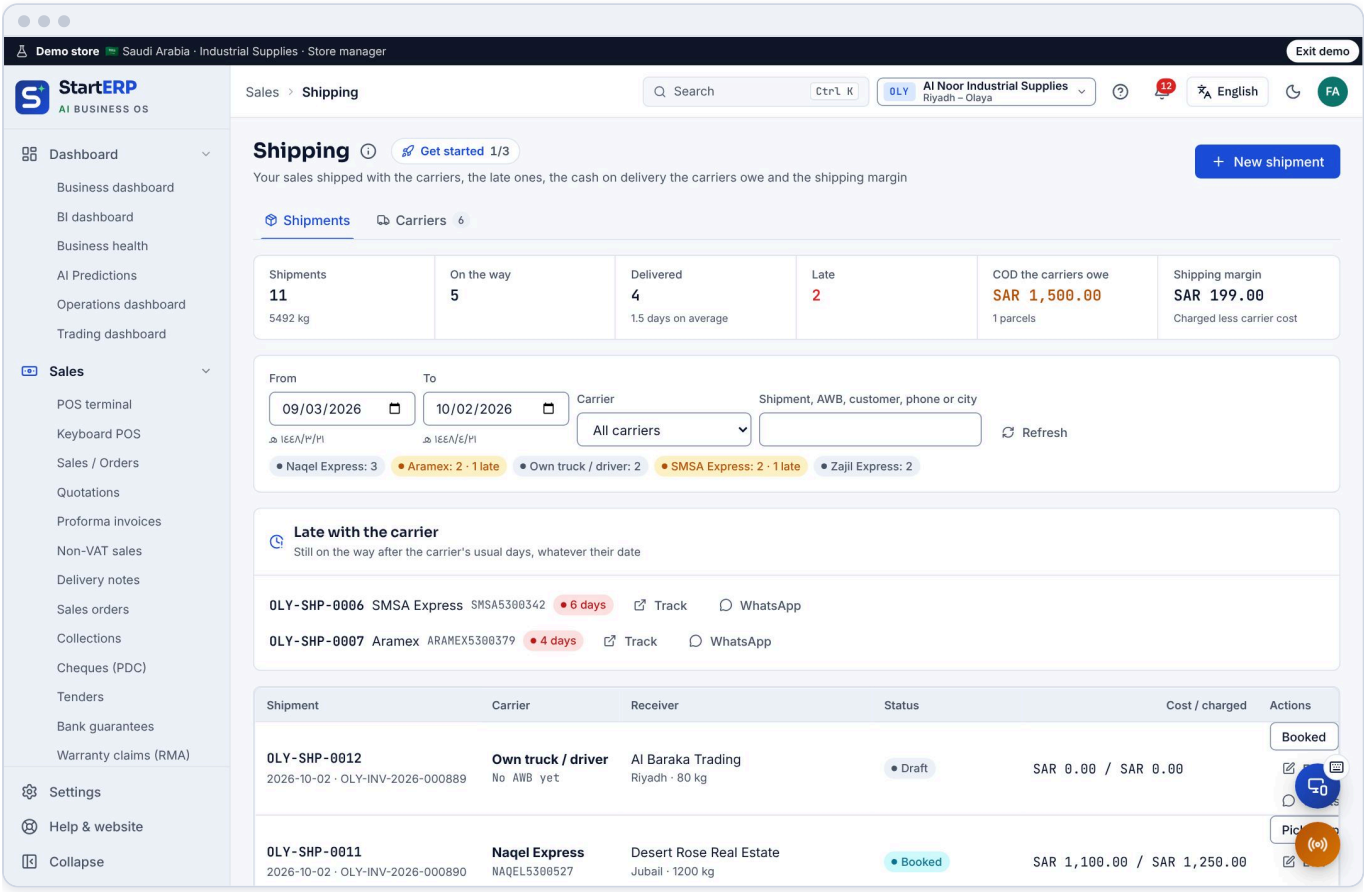
- Every Saudi carrier, heavy freight included
- Cheapest carrier for the weight
- Tracking link and WhatsApp update
- Late shipments and COD owed

GET STARTED IN 3 STEPS

1. **Add your carriers.** Account and rate card for each.
2. **Book a shipment.** Compare carriers, keep the AWB.
3. **Follow the board.** Late parcels, COD due and margin.

Shipping your sales

Ship each sale with the carriers of your country and follow it to the door. In Saudi Arabia: SMSA, Aramex, SPL (Saudi Post), Naqel, J&T, Zajil, DHL, FedEx, UPS, the aggregators OTO and Torod, your own truck, or customer pickup. Every shipment keeps its carrier, service (standard, express, same day, heavy freight, pallets or international), AWB, parcels, weight, cash on delivery, what the carrier charges and what the customer paid, with a tracking link and a WhatsApp update. The board shows the shipments by status and carrier, the late ones, the cash on delivery the carriers still owe you and your shipping margin. Part of the Shipping & carriers add-on.



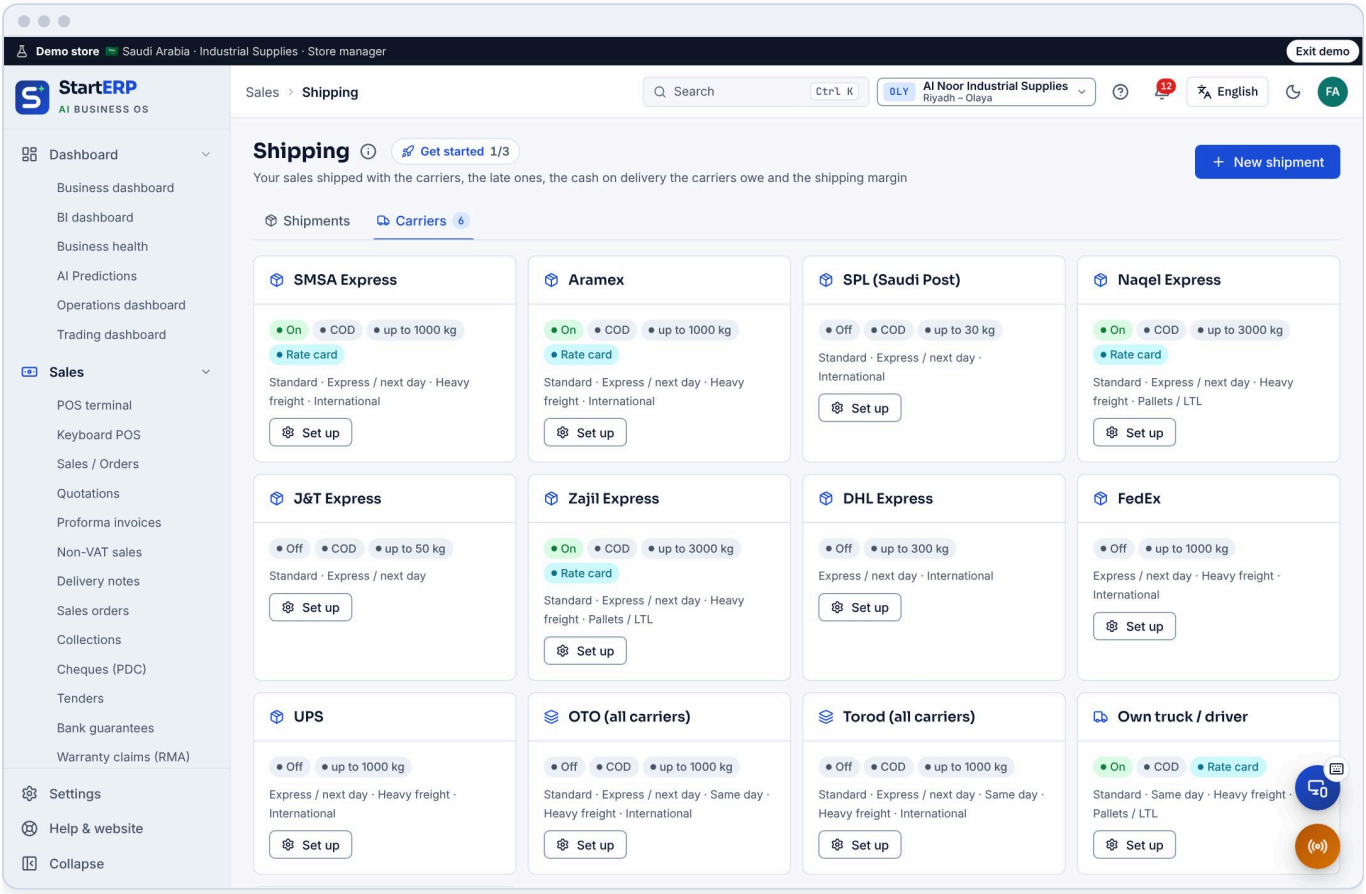
Shipping your sales · demo store: Industrial Supplies, Saudi Arabia

1. Open Sales → Shipping and press New shipment. Pick the sale (its customer comes with it), the city and address, the parcels and weight, and whether the carrier collects cash on delivery.
2. Press Compare carriers to see the price and days of every carrier you switched on, cheapest first, and pick one. Book it on the carrier's portal, then type its AWB.
3. Move the status as it goes (Picked up, In transit, Out for delivery, Delivered or Returned). Press Track to open the carrier's tracking page and WhatsApp to send the customer the AWB and link. When the carrier pays the cash on delivery over, tick COD paid over.

Tips. A shipment is late when it is still on its way after the carrier's usual days; late ones are listed whatever their date, so none is forgotten. Heavy and bulky orders (pipes, cable drums, pallets) go by heavy freight or pallets with Naqel, Zajil, SMSA, Aramex, FedEx or UPS, or on your own truck; SPL takes parcels up to 30 kg and J&T up to 50 kg. StartAI reads your shipments, the late ones and the COD owed, and can add or update a shipment for you; StartAI Radio says how many shipments are late and what the carriers still owe.

Carrier accounts and rates

Switch on the carriers you ship with, keep each one's account number and API keys, and type its rate card: the price for the first kilos, the price per extra kilo, the cash-on-delivery fee and the usual days. Compare carriers uses these to show the cheapest. API keys are kept encrypted and never shown again, only their last four characters.



Carrier accounts and rates · demo store: Industrial Supplies, Saudi Arabia

1. Open Sales → Shipping → Carriers. Each carrier of your country is listed with its services, the heaviest shipment it takes and whether it collects cash on delivery.
2. Press Set up on a carrier, switch it on, type the account number and keys from your business account with that carrier, and the rate card, then Save.
3. To change a key, type the new one; leave it empty to keep the one saved.

Tips. Only users who can edit settings can change carrier accounts. The aggregators OTO and Torod reach most Saudi carriers with one account.

25

Showroom orders & fittings

Add-on module

For: Luxury lighting showroom, Home furnishings showroom, Flooring & matting (retail & wholesale)

Deliver every special order on the day promised

Every special order and fitting job taken on the showroom POS, a chandelier from the factory, a sofa in the customer's fabric, carpet cut to size, a fitting at a villa, feeds one dashboard with the customer, site and promised day. See what is ordered, at the supplier or ready, the jobs overdue and due in the next 14 days, how many days orders take to arrive, and the balance still to collect after the deposits.

What you get

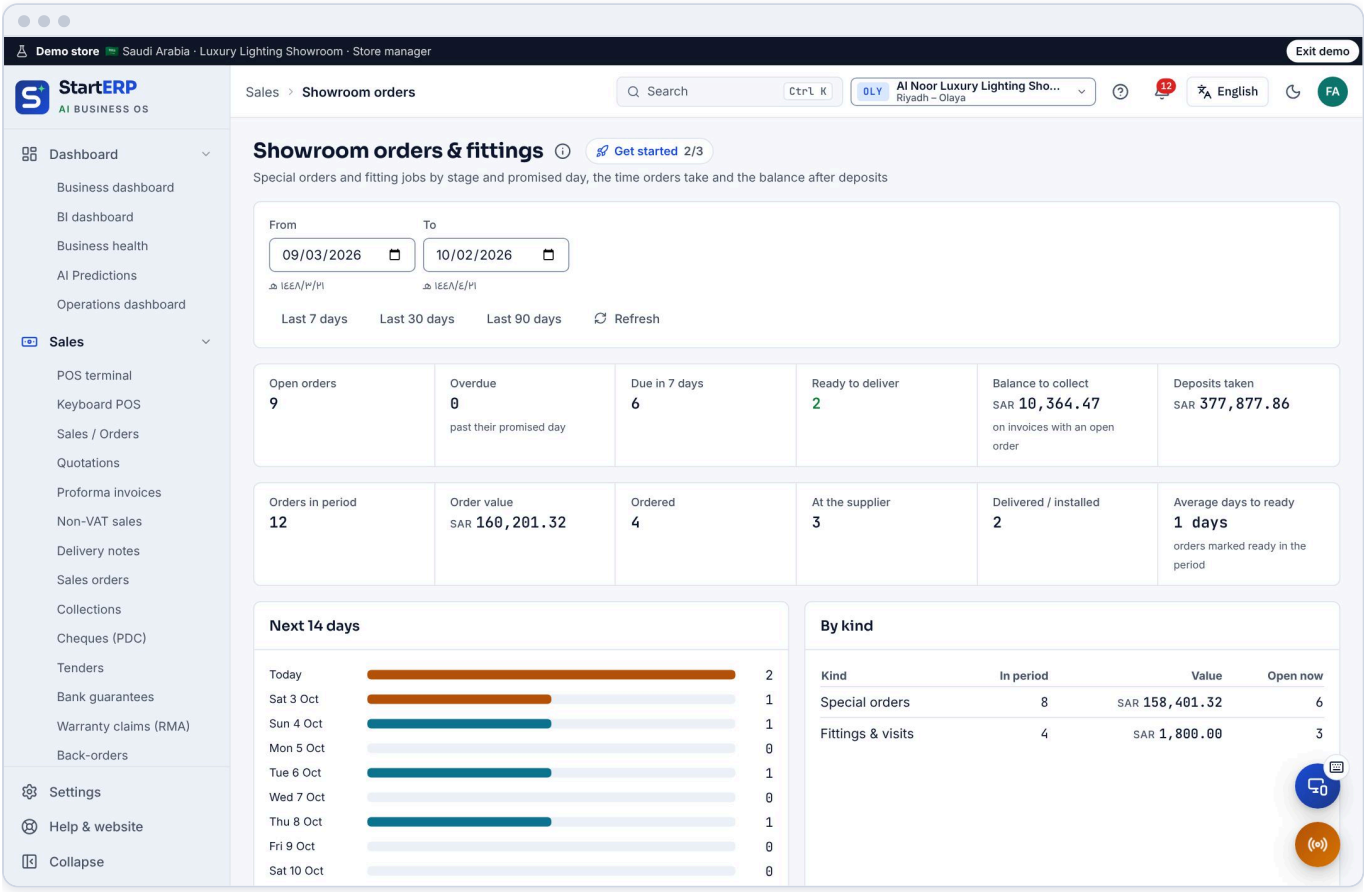
- Special orders and fittings by due day
- Overdue and the next 14 days
- Days an order takes to be ready
- Balance to collect after deposits

GET STARTED IN 3 STEPS

1. **Take a special order.** Customer, site and day on the showroom POS.
2. **Move it on the Orders board.** At the supplier, ready, delivered.
3. **Chase what is due.** Overdue first, then the next 14 days.

Showroom orders & fittings

One dashboard for the special orders and fitting jobs taken on the lighting, furnishings and flooring showroom POS: a period's orders by stage with their value, how many days a special order takes to be ready, and every open order by its promised day, with the overdue ones, the next 14 days' deliveries and fittings, and the balance still to collect after the deposits. Part of the Showroom orders & fittings add-on.



Showroom orders & fittings · demo store: Luxury Lighting Showroom

1. On the showroom POS, tap an item under Special orders (or Made to order, Cut & bulk orders) or a fitting job, type the price agreed with the customer and enter the customer, the site and the promised day. Take the deposit as a part payment on the same invoice.
2. Move the order on the POS Orders board as it goes to the supplier, is ready and is delivered or installed.
3. Open Sales → Showroom orders and pick the period (the last 30 days at first). Chase the overdue orders at the top of the list, then the ones due this week.

Tips. Days to ready run from the invoice day to the day the order was marked Ready on the board, so mark each step on the day it happens. The balance and deposits count each invoice once, when it still has an open order; cancelled orders are left out of the value.

26

Vehicle deals & delivery

Add-on module

For: Car showroom (new & used), Truck showroom (new & used)

Hand over every car on the day promised

Every car or truck sold or booked on the showroom POS, with its buyer, VIN or chassis number, colour or body, payment, down payment, instalments and trade-in, feeds one dashboard. Move each deal from booked to finance and registration, ready and delivered, see the deliveries overdue and due in the next 14 days, new against used, how buyers pay, the trade-ins taken and the balance still to collect after the deposits.

What you get

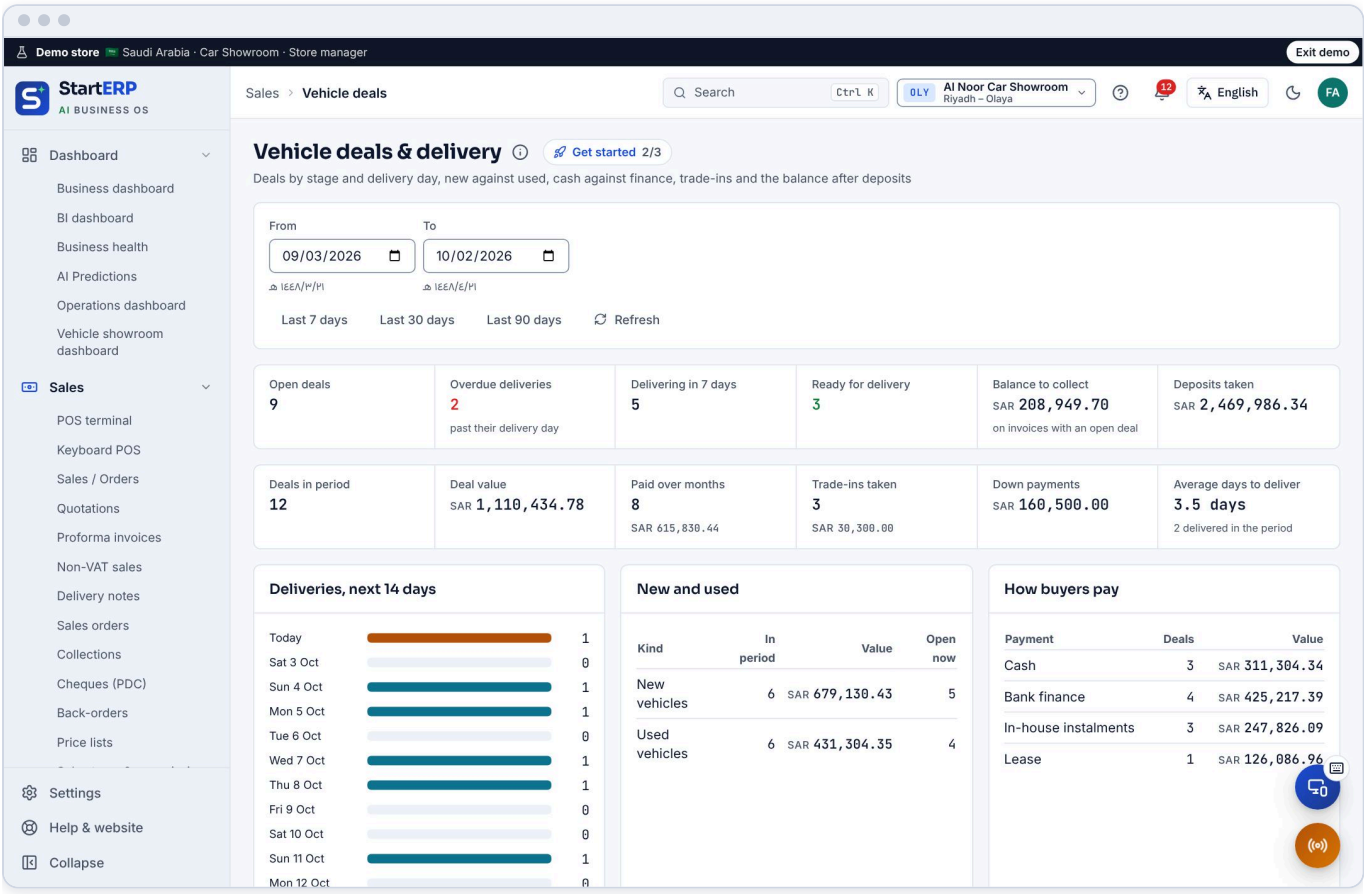
- Deals by stage and delivery day
- Cash, bank finance, instalments and lease
- Trade-ins and down payments
- Balance to collect after deposits

GET STARTED IN 3 STEPS

1. **Sell or book a car.** Buyer, VIN, payment and delivery day on the showroom POS.
2. **Move it on the Deals board.** Finance and registration, ready, delivered.
3. **Chase the deliveries.** Overdue first, then the next 14 days.

Vehicle deals & delivery

One dashboard for the cars and trucks sold or booked on the car and truck showroom POS: a period's deals by stage with their value, new against used, how buyers pay (cash, bank finance, in-house instalments, lease), the trade-ins taken, the down payments and the amount paid over months, the deliveries made and the days they took; and every open deal by delivery day with its VIN, payment and trade-in, the overdue ones, the next 14 days' deliveries and the balance still to collect after the deposits. Part of the Vehicle deals & delivery add-on.



Vehicle deals & delivery · demo store: Car Showroom

1. On the showroom POS, tap a new or used vehicle, type the agreed price and enter the buyer, the VIN, the payment, the down payment, the instalments, any trade-in and the delivery date. Take the deposit or the full amount as the payment.
2. Open Sales → Vehicle deals and pick the period (the last 30 days at first). Change a deal's stage in the list, or on the POS Deals board, as it goes through finance and registration, is ready and is delivered.
3. Chase the overdue deliveries at the top of the list, then the ones due this week, and collect the balance before handing over the keys.

Tips. The amount to finance is the price less the down payment and the trade-in, for deals paid by bank finance, in-house instalments or lease; per month is that divided by the instalments, before any profit rate. Days to deliver run from the invoice day to the day the deal was marked Delivered, so mark each step on the day it happens. Cancelled deals are left out of the value.

27

Recurring contracts

Add-on module

For: Contract transport & fleet services, Software and IT Services, Fleet leasing & equipment rental, Digital signage company, Co-working space, Drinking water delivery, CCTV, smart home & IT solutions, Power & telecom, Industrial Supplies, Accounting & bookkeeping agency, Marketing & advertising agency, Ladies' gym & fitness centre, Men's gym & fitness centre

Bill every contract on time

Keep each customer's contract once: the buses, drivers, licences or support hours billed every week, month, quarter or year, from its start date to its end. The board shows every contract's next period, the periods due and what they add up to, and Bill now makes the invoice for the period with one tap, so no month is missed or billed twice. The monthly recurring revenue of the active contracts sits on top.

What you get

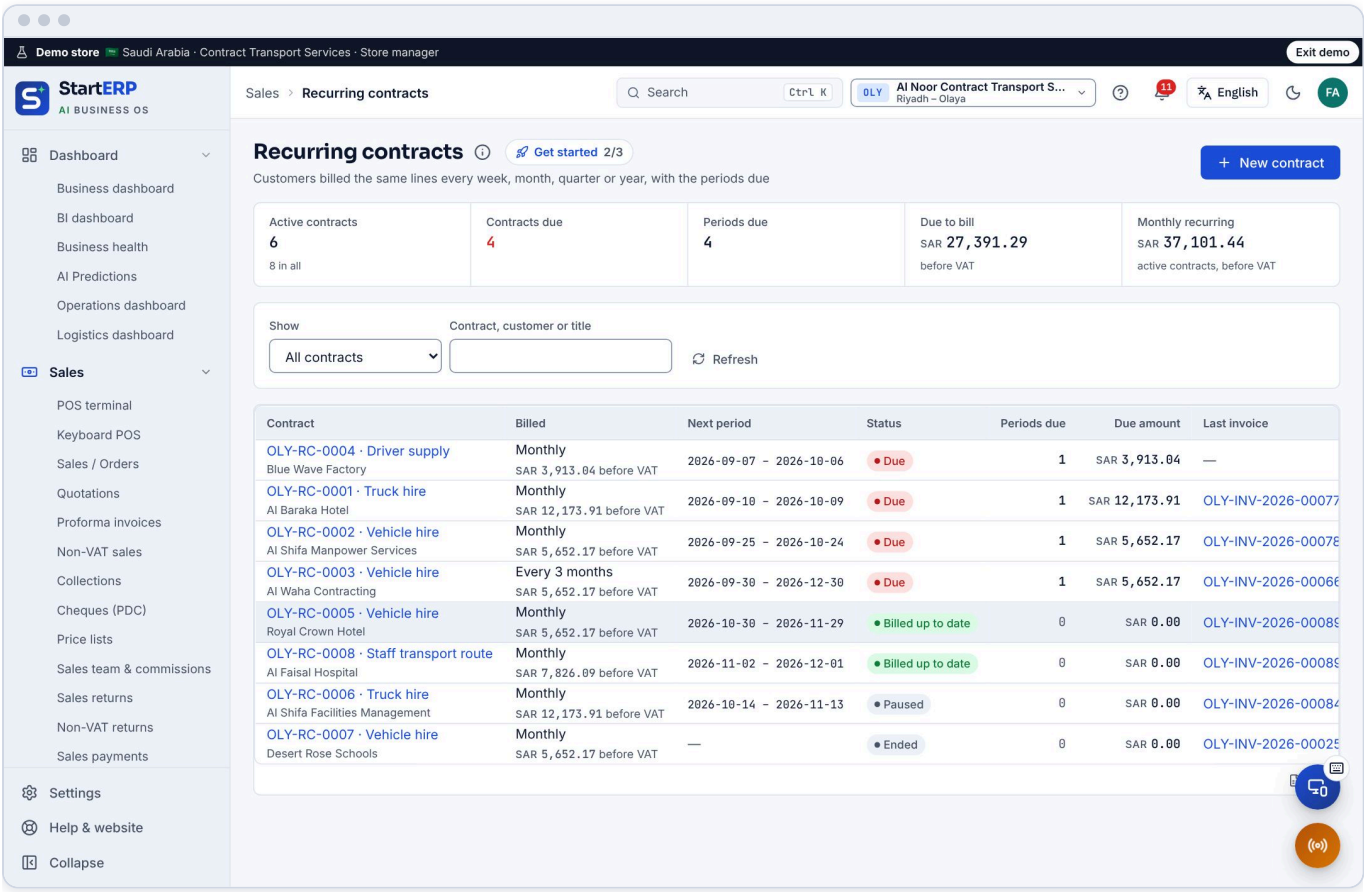
- Weekly, monthly, quarterly or yearly contracts
- Periods due with their amount
- Bill each period with one tap
- Monthly recurring revenue

GET STARTED IN 3 STEPS

1. **Pick the customer.** Who the contract is with.
2. **Add the contract.** Lines, frequency, start and end.
3. **Press Bill now when due.** One tap per period.

Recurring contracts

Keep each customer's contract once, with the lines billed every week, month, quarter or year, and bill each period with Bill now: an ordinary sales invoice for that period, unpaid, reported to ZATCA from the invoice like any other. The board shows every contract's next period, the periods due and their amount, and the monthly recurring revenue. Part of the Recurring contracts add-on for contract transport and software companies, fleet leasing, digital signage and co-working spaces (monthly memberships and virtual offices).



Recurring contracts · demo store: Contract Transport Services

1. Open Sales → Recurring contracts and press New contract. Pick the customer, give it a title, choose how often it is billed and the start date (the first day of the first period), and add the lines billed every period with their price before VAT. Leave the end date empty for a contract that runs until stopped.
2. When a period starts, the contract shows as Due. Press Bill now: the invoice for the earliest period due opens; report it to ZATCA and take the payment from it as usual.
3. Set a contract to Paused while the service stops; nothing falls due until it is active again.

Tips. A monthly contract keeps its start's day of the month: one starting on the 31st is billed on the last day of shorter months. Deleting an invoice made from a contract makes its period due again. Monthly recurring revenue counts weekly contracts as 52 weeks over 12 months, quarterly ones as a third and yearly ones as a twelfth.

28

Mess contracts & headcount

Add-on module | For: Catering & mess services

Every head fed, every meal billed

Keep each client's mess contract once: the camp, site, hospital or school you feed, the rate per head of breakfast, lunch, dinner and snack, and the minimum the client pays for on a day a meal is served. Record each day's headcount at every meal in a few taps, see the menu of the day from your menu cycle and tomorrow's meals for the kitchen, and spot the days nobody counted. At the month's end Bill month makes the invoice from the heads fed, the minimum applied, so no meal is missed or billed twice; the month's headcounts are then locked.

What you get

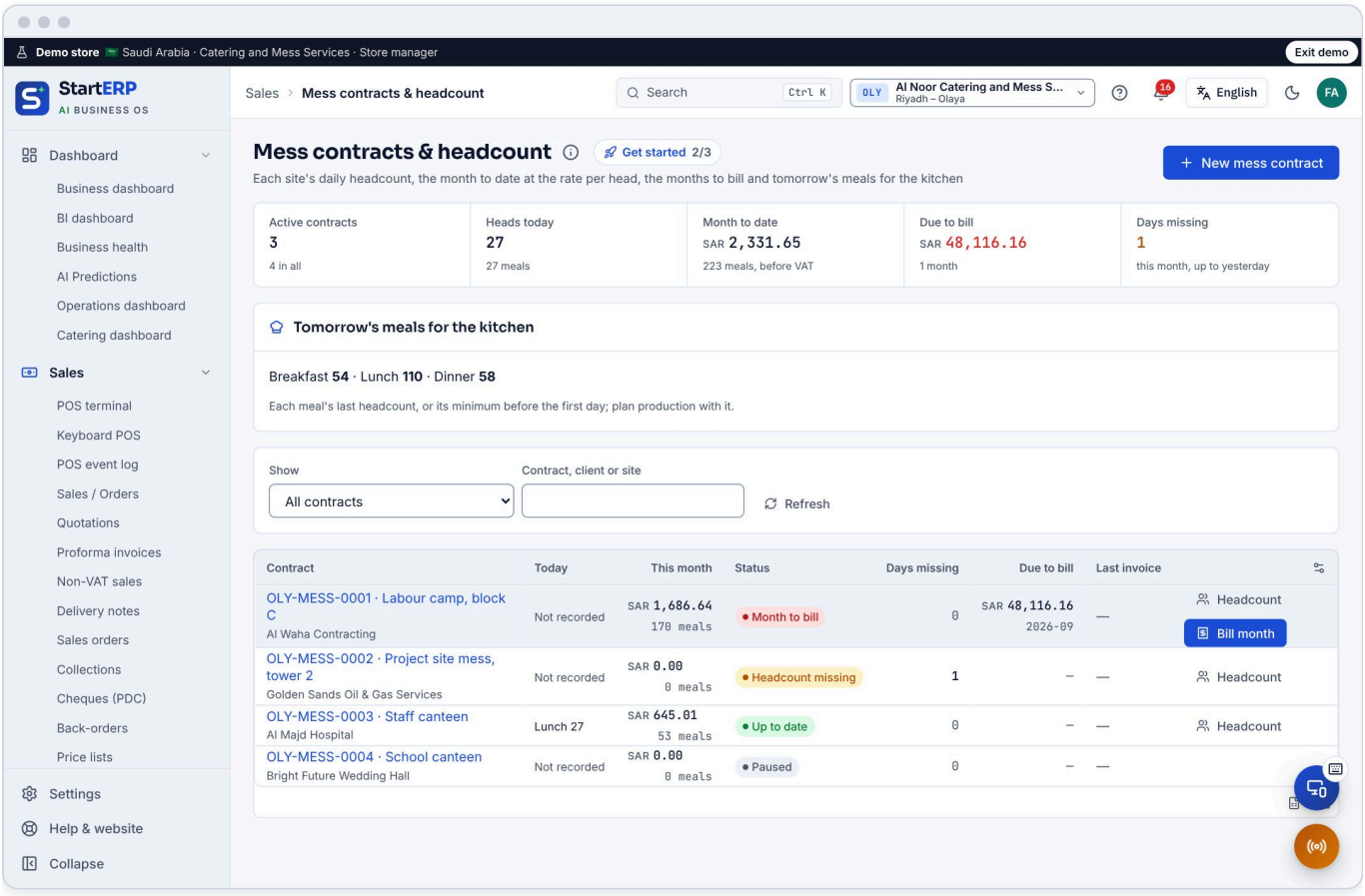
- Rate per head for every meal, with a minimum
- Daily headcount by meal
- Tomorrow's meals and the menu of the day
- Bill each month in one tap

GET STARTED IN 3 STEPS

1. **Add the client's mess contract.** Site, meals, rate per head and minimum.
2. **Record the day's headcount.** Heads fed at each meal.
3. **Press Bill month when the month ends.** One invoice from the heads fed.

Mess contracts & headcount

Keep each site you feed on contract (a labour camp, a project site, a hospital or school canteen) once: the client, the rate per head before VAT of each meal served there and the minimum heads billed on each day it is served, with a 7, 14, 21 or 28-day menu cycle. Record every day's headcount, and bill each closed month with Bill month: one sales invoice with a line per meal, each day's heads (or the minimum when it is higher) at the rate, unpaid and reported to ZATCA from the invoice like any other. The board shows today's heads, the month to date, the days with no headcount, the months to bill and tomorrow's meals for the kitchen. Part of the Mess contracts & headcount add-on for catering & mess services.



Mess contracts & headcount · demo store: Catering and Mess Services

1. Open Mess contracts & headcount and press New mess contract. Pick the client, type the site, the start date and the menu cycle, and add each meal served there with the product it is billed as, the rate per head before VAT and the minimum heads billed (0 for none).
2. Every day press Headcount on the site's row and type the heads fed at each meal. The board's Tomorrow's meals card tells the kitchen how many to cook.
3. When a month closes, the contract shows Month to bill. Press Bill month: the invoice opens; report it to ZATCA and take the payment from it as usual. The month's headcounts are then locked.

Tips. Set a contract to Paused for a school holiday or while the site stops: no headcount is expected and the missing-days count stays at zero. Type the menu of each day of the cycle on the contract; the contract page shows today's menu day and dishes for the kitchen.

29

Screen network & AMC

Add-on module | For: Digital signage company

Every client screen, looked after on time

Keep every LED wall, display, video wall and kiosk you installed for your clients, with its site, model, pixel pitch and serial number. The board shows the preventive visits due, the AMC, CMS licences and warranties ending in the next 30 days, and the screens at fault or offline, the ones needing action first. Record each visit in one tap and the next one moves on by the cycle, so no client's screen goes dark and no renewal is missed.

What you get

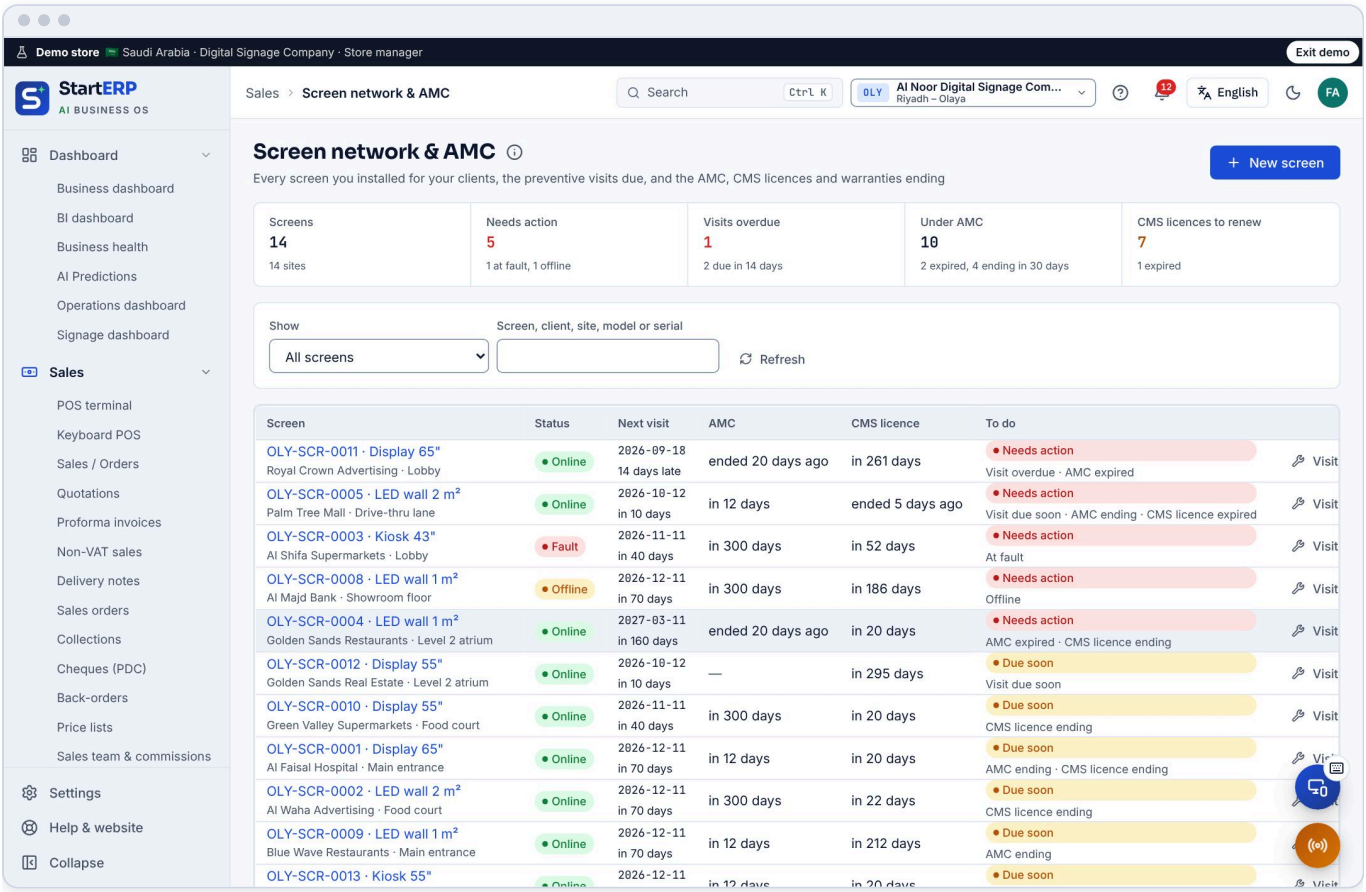
- Every screen by client and site
- Preventive visits due
- AMC, CMS licence and warranty ends
- Faults and offline screens first

GET STARTED IN 3 STEPS

1. **Add each client screen.** Client, site, model and serial.
2. **Set visits and end dates.** Visit cycle, AMC, CMS, warranty.
3. **Record each visit.** The next one moves on itself.

Screen network & AMC

Keep every screen you installed or look after for your clients: the client and site, the kind (LED wall, display, video wall or kiosk), model, size, pixel pitch, serial number and media player, with the preventive visit cycle and the AMC, CMS licence and warranty end dates. The board shows each screen's next visit, the days left on its AMC, CMS licence and warranty, the screens at fault or offline, and what needs doing first. Record visit adds each visit done and sets the screen's status after it. Part of the Screen network & AMC add-on for digital signage companies.



Screen network & AMC · demo store: Digital Signage Company

1. Open Sales → Screen network & AMC and press New screen. Pick the client, type the site (e.g. City Mall, level 2 atrium), choose the kind and fill the model, size, pitch and serial number.
2. Fill how often the screen gets a preventive visit (90 days, for example; 0 for none) and the day its AMC, CMS licence and warranty end. Leave a date empty when the client has none.
3. Work down the board: the screens needing action come first. After each visit press Record visit, pick preventive or breakdown, write what was done and the screen's status after it; the next visit moves on by the cycle.

Tips. A visit is due its cycle after the last visit, or after the installation when there is none, and shows as due soon 14 days before. An AMC, CMS licence or warranty shows as ending 30 days before its end date. Bill the AMC and CMS renewals as Recurring contracts, and ask StartAI which screens need a visit this week.

30

Site surveys & LED sizing

Add-on module | For: Digital signage company

From site visit to LED quotation in minutes

Type the nearest viewing distance and the space at the client's site, and the LED wall is worked out as you type: the right pixel pitch, the whole cabinets that fit, the size, m², resolution, brightness, power and weight. One tap turns the survey into a quotation for the LED and its installation by the m², and the board shows every survey from draft to won or lost with your win rate.

What you get

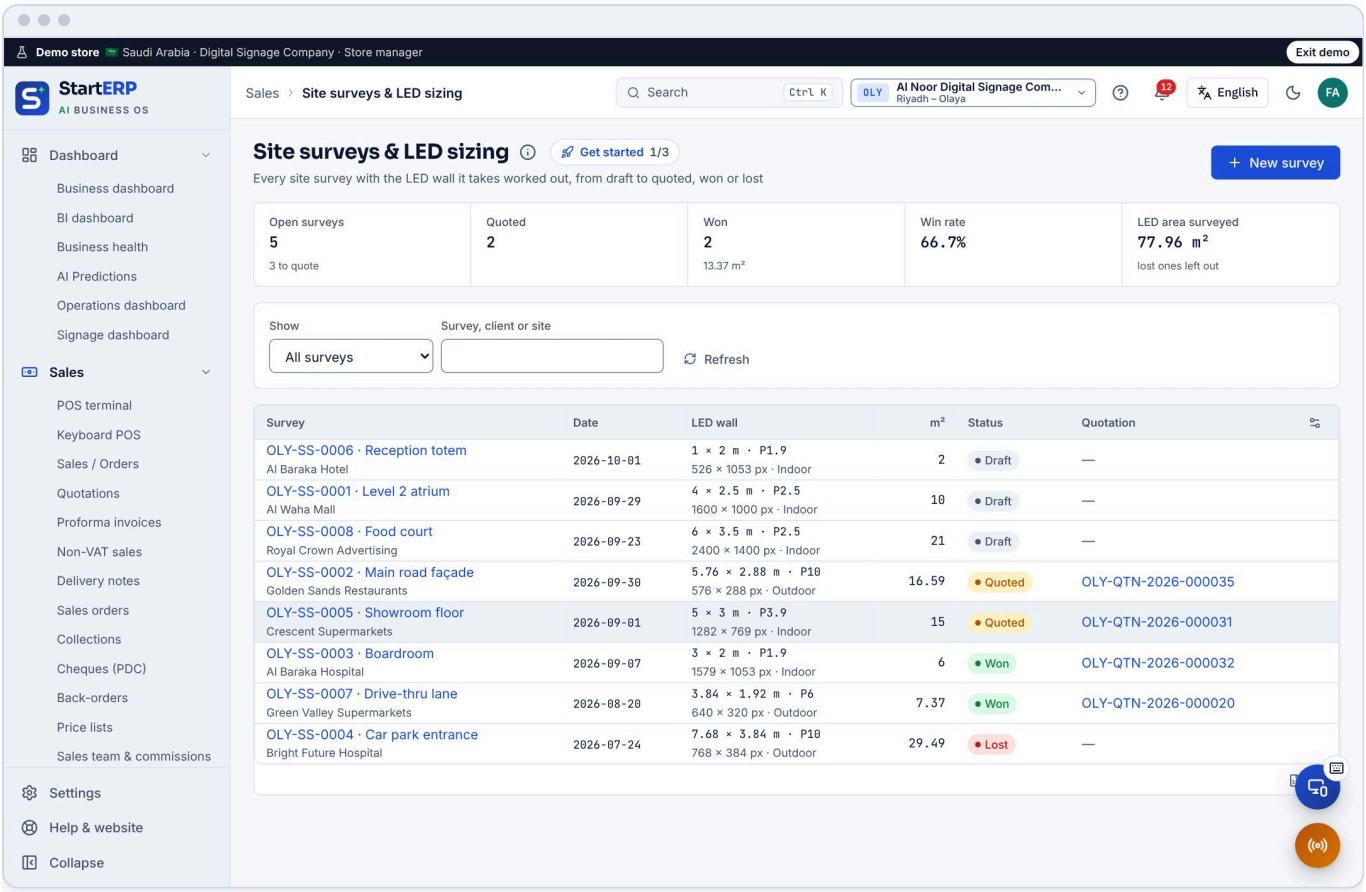
- Right pixel pitch for the distance
- Cabinets, size, power and weight
- Quotation in one tap
- Win rate by survey

GET STARTED IN 3 STEPS

1. **Survey the client's site.** Viewing distance and space.
2. **See the LED wall it takes.** Pitch, cabinets, power, weight.
3. **Make the quotation.** LED and installation by the m².

Site surveys & LED sizing

Record each visit to a client's site before you quote: the nearest viewing distance, the space the LED wall may take, indoor or outdoor, the mounting and the power there. The LED wall is worked out as you type: the pixel pitch to use (no more than half the nearest viewing distance in metres), the whole cabinets that fit, the size, m², resolution, brightness, power, weight, receiving cards and sending ports. Make quotation turns the survey into a quotation for the LED and installation products by the m². Part of the Site surveys & LED sizing add-on for digital signage companies.



Site surveys & LED sizing · demo store: Digital Signage Company

1. Open Sales → Site surveys & LED sizing and press New survey. Pick the client, type the site and the survey date, and choose indoor or outdoor and the mounting.
2. Type the nearest viewing distance and the width and height the wall may take. The LED wall card shows the pitch, cabinets, size, resolution, power and weight; change the cabinet size or the pitch when the client asks for others, and pick the LED and installation products.
3. Save, open the survey and press Make quotation: a quotation for the LED wall and its installation opens, and the survey shows as quoted. Mark it Won or Lost when the client answers.

Tips. A pitch finer than the distance asks for costs more without looking better; one coarser shows the pixels. The wall uses only whole cabinets, so it can be a little smaller than the space. The LED line is by the m² when the product's unit is m², else by the cabinet. Ask StartAI to size a wall for a distance and space, or which surveys are still open.

31 Power sizing & quote builder

Add-on module | For: Power & telecom

From the client's loads to a power quotation in minutes

List the client's loads with their watts, hours a day and starting surge, set the backup and sun hours, and the generator, changeover switch (ATS), UPS, battery bank and solar array are worked out as you type, with the same figures on the server and in StartAI. Each size is matched to the smallest of your own goods that covers it, and one tap turns them into an ordinary quotation for the client and site.

What you get

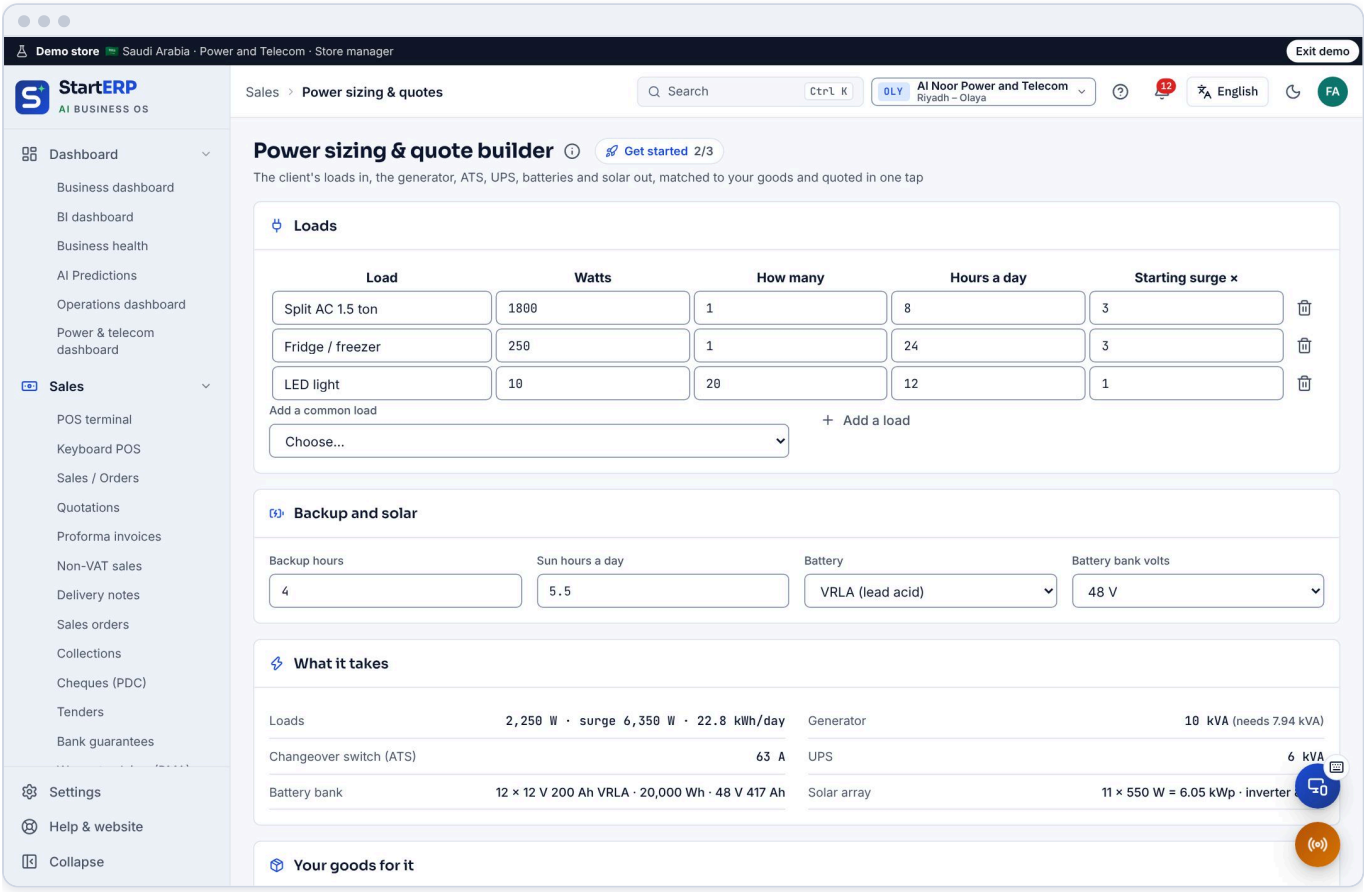
- Generator, ATS and UPS sized from the loads
- Battery bank and solar array worked out
- Matched to the goods you stock
- Quotation in one tap

GET STARTED IN 3 STEPS

1. **List the client's loads.** Watts, hours a day, surge.
2. **See the sizes and your goods.** Generator, UPS, batteries, solar.
3. **Make the quotation.** For the client and site.

Power sizing & quote builder

Size a client's backup and solar power from their loads before you quote. List each load with its watts, how many, the hours a day it runs and its starting surge (3 for motors, pumps and air conditioners), then set the backup hours, the sun hours and the battery. The generator (run at 80% at 0.8 power factor, or big enough for the starting surge), the changeover switch (ATS), the UPS, the battery bank and the solar array with its inverter are worked out as you type, each matched to the smallest of your own goods that covers it. Make quotation turns them into an ordinary quotation. Part of the Power sizing & quote builder add-on for power & telecom suppliers.



Power sizing & quote builder · demo store: Power and Telecom

1. Open Sales → Power sizing & quotes. Change the loads in the table or add common ones from the list: an air conditioner, a fridge, lights, a pump, a server rack or a telecom site.
2. Set the backup hours, the sun hours a day and VRLA or lithium batteries. The What it takes card shows the generator, ATS, UPS, battery bank and solar array, and Your goods for it shows the item of your stock list for each size.
3. Pick the client, type the site and press Make quotation: a quotation for the matched items at their selling prices opens, with the sizes in its remarks. Add the installation and cables there.

Tips. A size with no item of yours shows a warning: add a product whose name has its size ("Diesel generator 60 kVA", "VRLA battery 12 V 200 Ah") and it is matched next time. Ask StartAI to size a generator, UPS or solar system for a list of loads: it uses the same figures.

32

DOOH airtime booking

Add-on module | For: Digital signage company

Sell your screens' airtime without ever overbooking

Turn the screens you own into advertising income. Each campaign books its spot on the screens and days it runs, and a screen is never sold more seconds of its loop than it has: the booking says which screen is full on which day before it saves. The board shows each screen's loop sold day by day, the campaigns live, on hold and coming, the plays and the value booked, and one tap quotes the screen-days at the agreed rate.

What you get

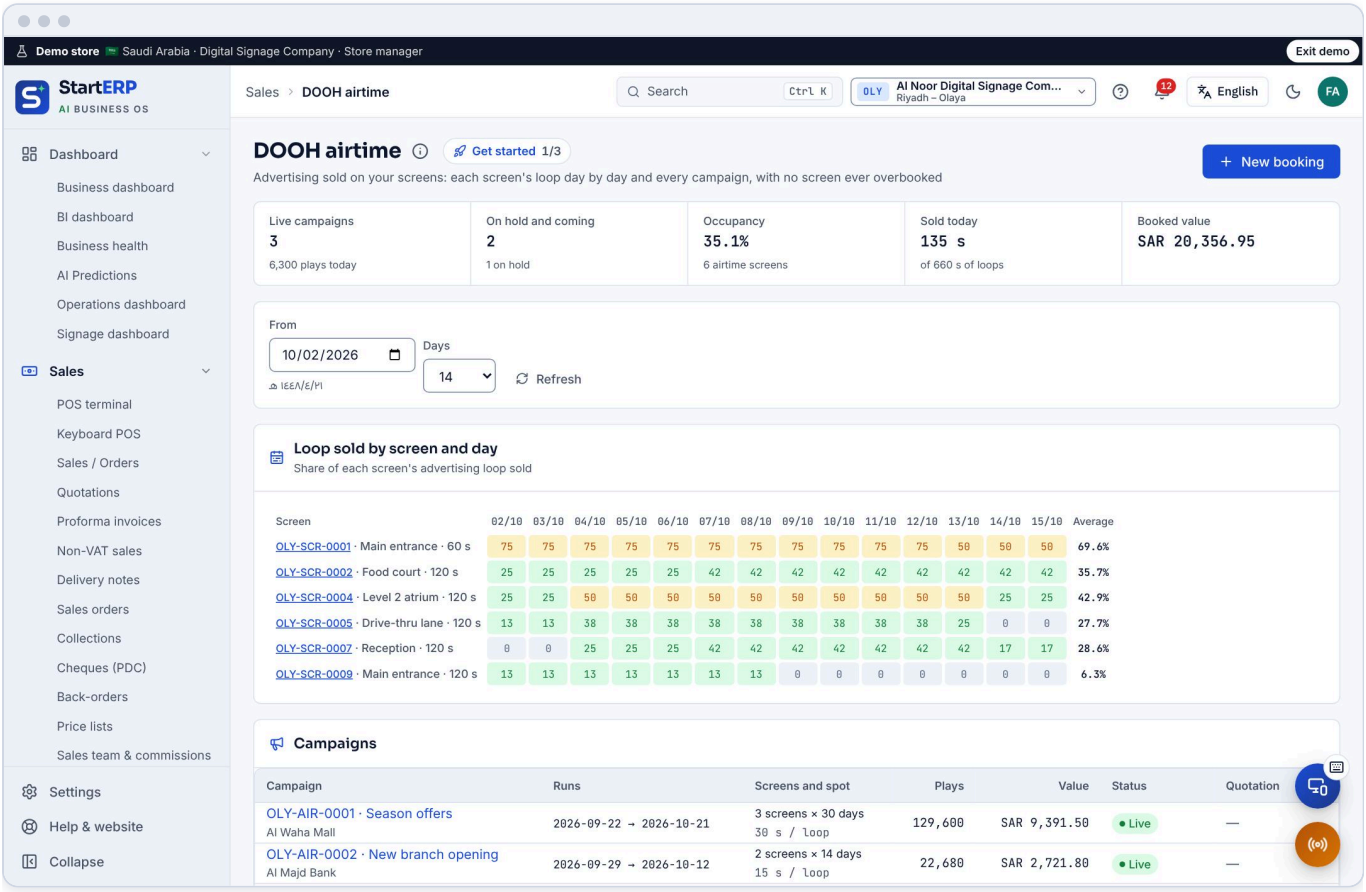
- No screen overbooked
- Occupancy by screen and day
- Plays and value of every campaign
- Quotation in one tap

GET STARTED IN 3 STEPS

1. **Set each screen's ad loop.** Seconds before it repeats.
2. **Book a campaign.** Screens, days and spot.
3. **Watch the screens fill.** Occupancy, plays and value.

DOOH airtime booking

Sell advertising on your own screens (digital out-of-home). A screen of your network is sold for airtime when it has an advertising loop: the seconds its ads play before they start again, 120 for example. Each campaign books a spot of some seconds, a number of times a loop, on the screens and days it runs. A screen is never sold more seconds of its loop than it has: the booking says which screen is full on which day before it saves. The board shows each screen's loop sold day by day and every campaign live, on hold, coming, ended or cancelled, with its plays and value. Part of the DOOH airtime booking add-on for digital signage companies.



DOOH airtime booking · demo store: Digital Signage Company

1. Open Sales → Screen network & AMC, open each screen you sell advertising on and fill its advertising loop in seconds (120, for example).
2. Open Sales → DOOH airtime and press New booking. Pick the advertiser, type the campaign and the days, the spot length and how many times a loop, and tick the screens: each shows whether it has room. Fill the rate a screen a day and any discount.
3. Save it booked, or on hold while the client decides, then press Make quotation: a quotation for the screen-days at the agreed rate opens. Confirm a hold when the client says yes, or cancel it to free its seconds.

Tips. Plays a day are the hours the screen plays times 3,600, divided by the loop, times the spots a loop. A hold takes its seconds like a booking until it is confirmed or cancelled. Ask StartAI how full the screens are next week, or whether a screen has room for a 15-second spot on some days, before you promise it.

33

Screen & LED rental

Add-on module | For: Digital signage company

Hire out your screens without ever promising twice

Know what you can hire out before you say yes. Your rental stock holds the LED, screens, trailers and crew you own; each hire takes a quantity of each from the day it goes out to the day it comes back, and a hire is never saved if a unit is short on any of its days. Check each hire out and take it back with the damaged and missing units and the damage charge; the board shows the stock booked day by day, what goes out, what is due back and what is overdue, and one tap quotes it.

What you get

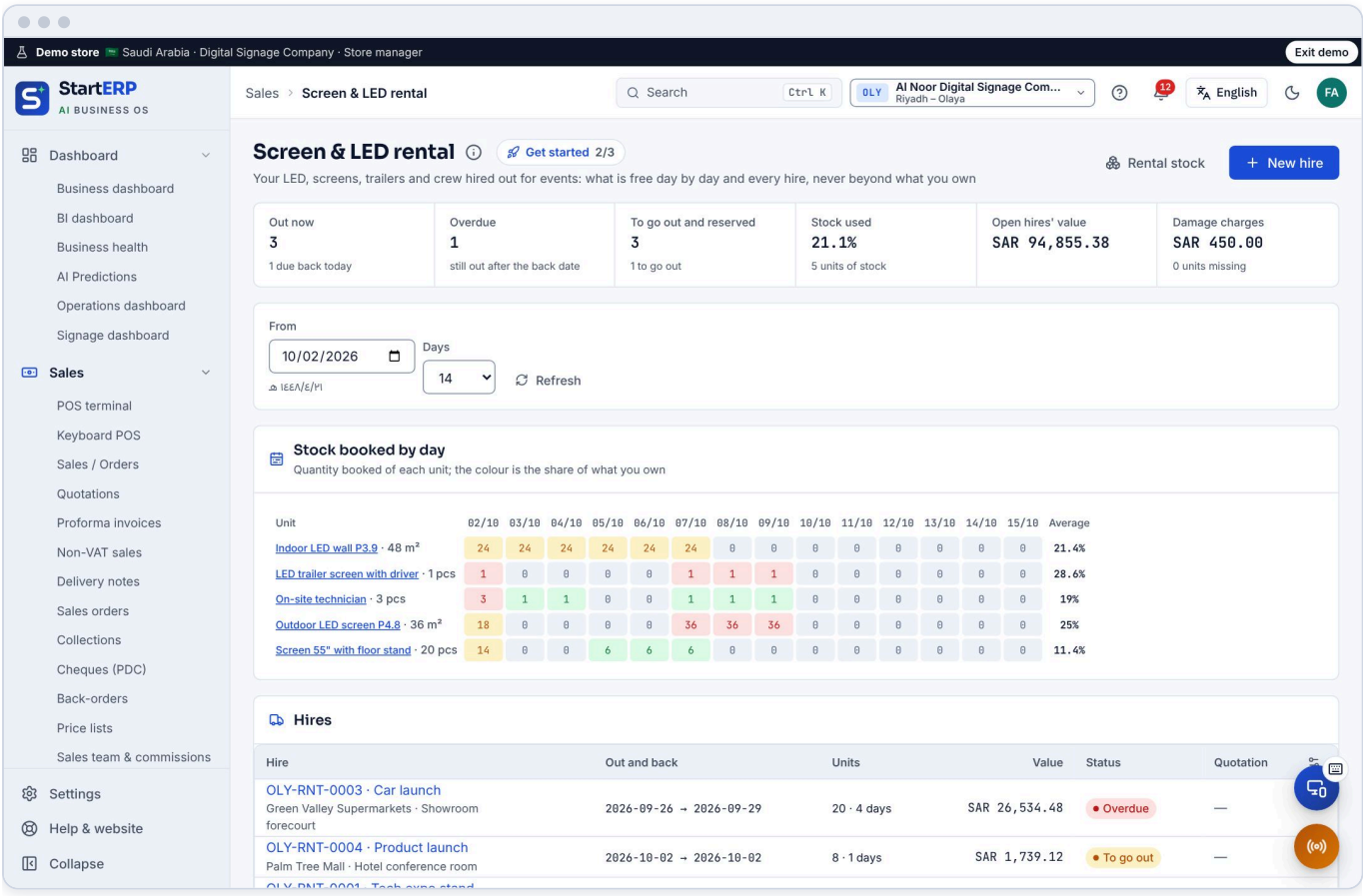
- Never hired beyond what you own
- Stock free by the day
- Check-out and return with damages
- Quotation in one tap

GET STARTED IN 3 STEPS

1. **List what you hire out.** How many of each you own.
2. **Book a hire.** Client, days and units.
3. **Check out and take back.** With damaged and missing units.

Screen & LED rental

Hire out your LED walls, screens, LED trailers and crew for events, weddings, exhibitions and concerts. Your rental stock lists what you own: 48 m² of indoor LED, 20 screens on stands, 3 technicians. Each hire takes a quantity of each unit from the day it goes out to the day it comes back, both counted and charged, and a hire never needs more of a unit than you own on any of its days: the hire says which unit is short from which day before it saves. A hire still out after its back date keeps its units until you take it back. The board shows each unit booked day by day and every hire to go out, out, overdue, reserved, returned or cancelled, with its value. Part of the Screen & LED rental add-on for digital signage companies.



Screen & LED rental · demo store: Digital Signage Company

1. Open Sales → Screen & LED rental and press Rental stock, then New unit for each thing you hire out: its name, how many you own (m² of LED, screens, crews), the rate a day and the rental product to quote.
2. Press New hire. Pick the client, type the event, the venue and the days out and back, and the quantity of each unit: each shows whether there is enough. Fill any discount and the deposit, save it reserved and press Make quotation.
3. On the day, press Check out. When it comes back press Return, fill what came back damaged or did not come back and the damage charge: the units are free again for the next hire.

Tips. A reserved hire holds its units like one that is out. Hires shown as To go out should have left today; Overdue ones are still out after their back date and keep their units. Ask StartAI what LED is free next weekend, or whether you can take 30 m² and two technicians for a wedding on some days, before you promise it.

34

Project costing

Add-on module

For: Construction and Contracting, Interior Design, Marketing & advertising agency, Software and IT Services

Know what every project really earns

Every progress claim and milestone billed on the construction or interior POS counts on its project, and every purchase and expense can be charged to a project with one field. The board shows each project's contract value, what was billed, what it cost and the profit and margin so far, with the projects at a loss or on a thin margin at the top, so you see a job going wrong while there is still time to act.

What you get

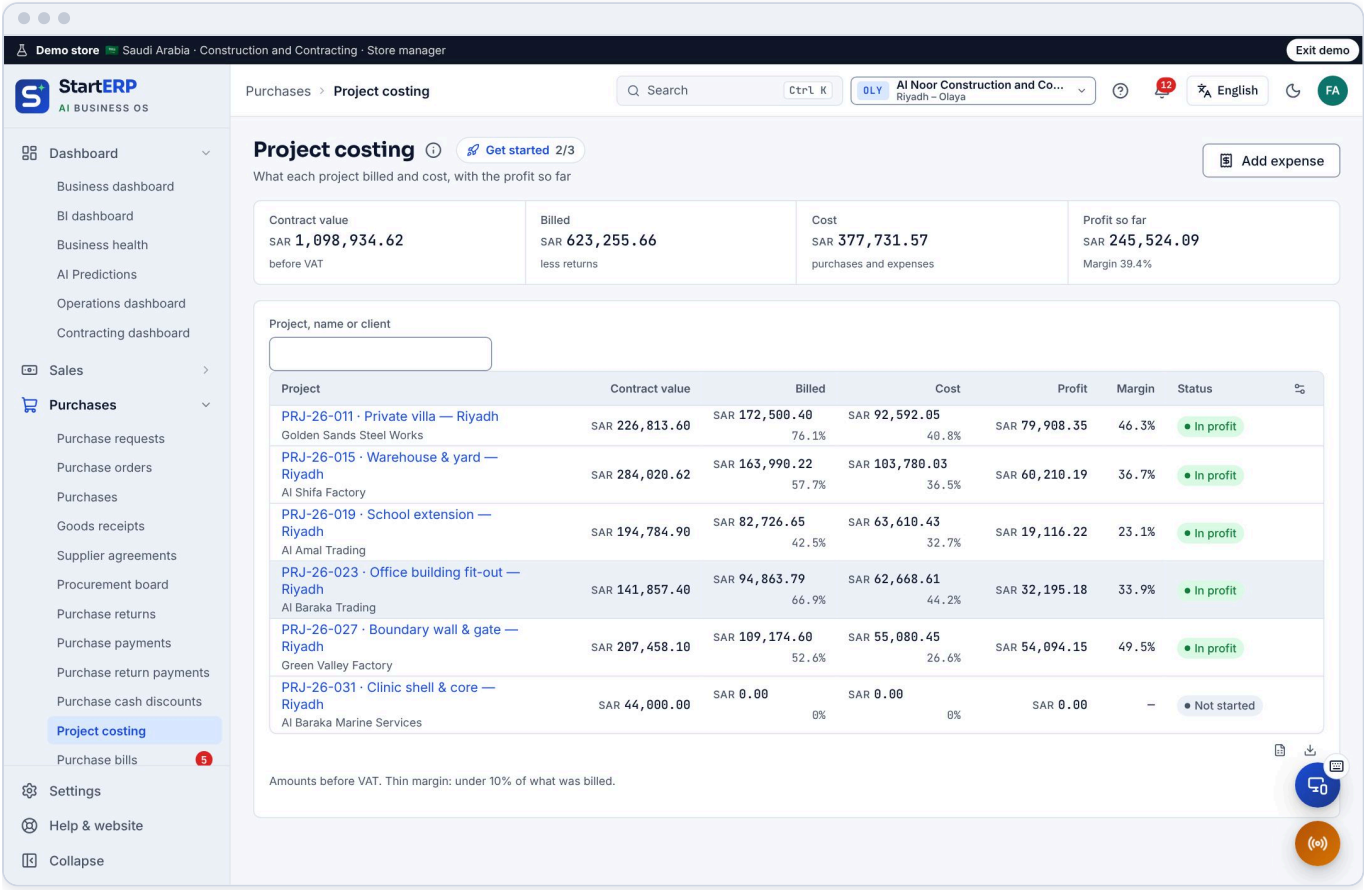
- Billed and cost per project
- Purchases and expenses charged to a project
- Profit and margin so far
- Projects at a loss first

GET STARTED IN 3 STEPS

1. **Bill progress on the project.** Claims and milestones count on it.
2. **Charge costs to it.** Pick the project on purchases and expenses.
3. **Watch the margin.** Losing jobs show on top.

Project costing

See, for every project of the construction or interior POS, its contract value, what was billed on it (its progress claims and milestones, less returns), what it cost (the purchases and expenses charged to it) and the profit and margin so far. Projects at a loss come first, then those on a thin margin. Part of the Project costing add-on for construction and interior design companies.



Project costing · demo store: Construction and Contracting

1. Add the project on the POS terminal's Projects tab and bill its progress claims or milestones from there as usual.
2. When you record a purchase or an expense for the project, pick it in the Project field. On a project's page, Add expense opens a new expense already charged to it.
3. Open Purchases → Project costing to see every project's billed, cost, profit and margin; open a project for its invoices and costs.

Tips. All amounts are before VAT. A construction project is worth its bill of quantities, variation orders included; an interior project its quoted value. Thin margin means the profit is under 10% of what was billed. A return of a purchase lowers the project's cost; a return of a claim lowers what was billed.

35

Project management

Add-on module

Every client job on time, on budget and billed

Run your client projects in one place: the contract value, budget by labour, materials, subcontract and expenses, the team with their hourly cost and bill rate, milestones and tasks on a drag-and-drop board and a timeline. Log hours on timesheets, buy materials and charge expenses to the project, and see progress, cost to date, the forecast at completion, the variance and what is ready to bill. Bill a milestone, the progress or the hours as a sales invoice in one tap, with retention held as your country's contracts do. Words, stages and starter tasks follow your trade: a fit-out for a contractor, an install for a security firm, a campaign for an agency.

What you get

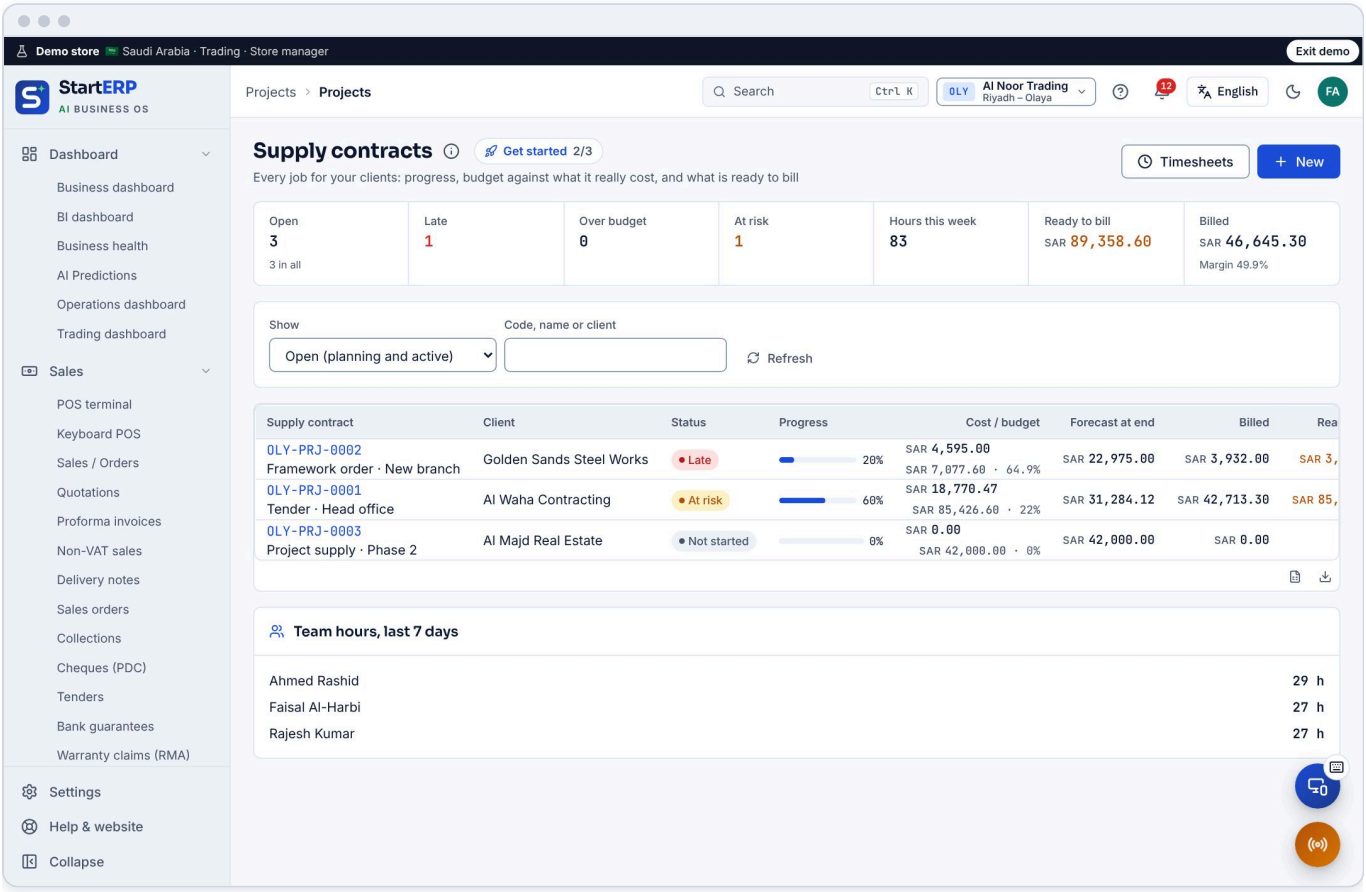
- Budget, cost to date and forecast at completion
- Tasks on a board and a timeline
- Timesheets with overtime flagged by country
- Bill milestones, progress or hours in one tap

GET STARTED IN 3 STEPS

1. **Open a project.** Client, contract value, budget and team.
2. **Log the hours.** Each person's day on a task.
3. **Bill what is ready.** A milestone, the progress or the hours.

Projects

Run each client project with its contract value, budget, team, milestones and tasks, and see its progress, cost to date, forecast at completion, variance and what is ready to bill. Hours come from timesheets, materials from purchases and costs from expenses charged to the project; invoices are sales that name it. The words, stages and starter tasks follow your business category. Part of the Project management add-on.



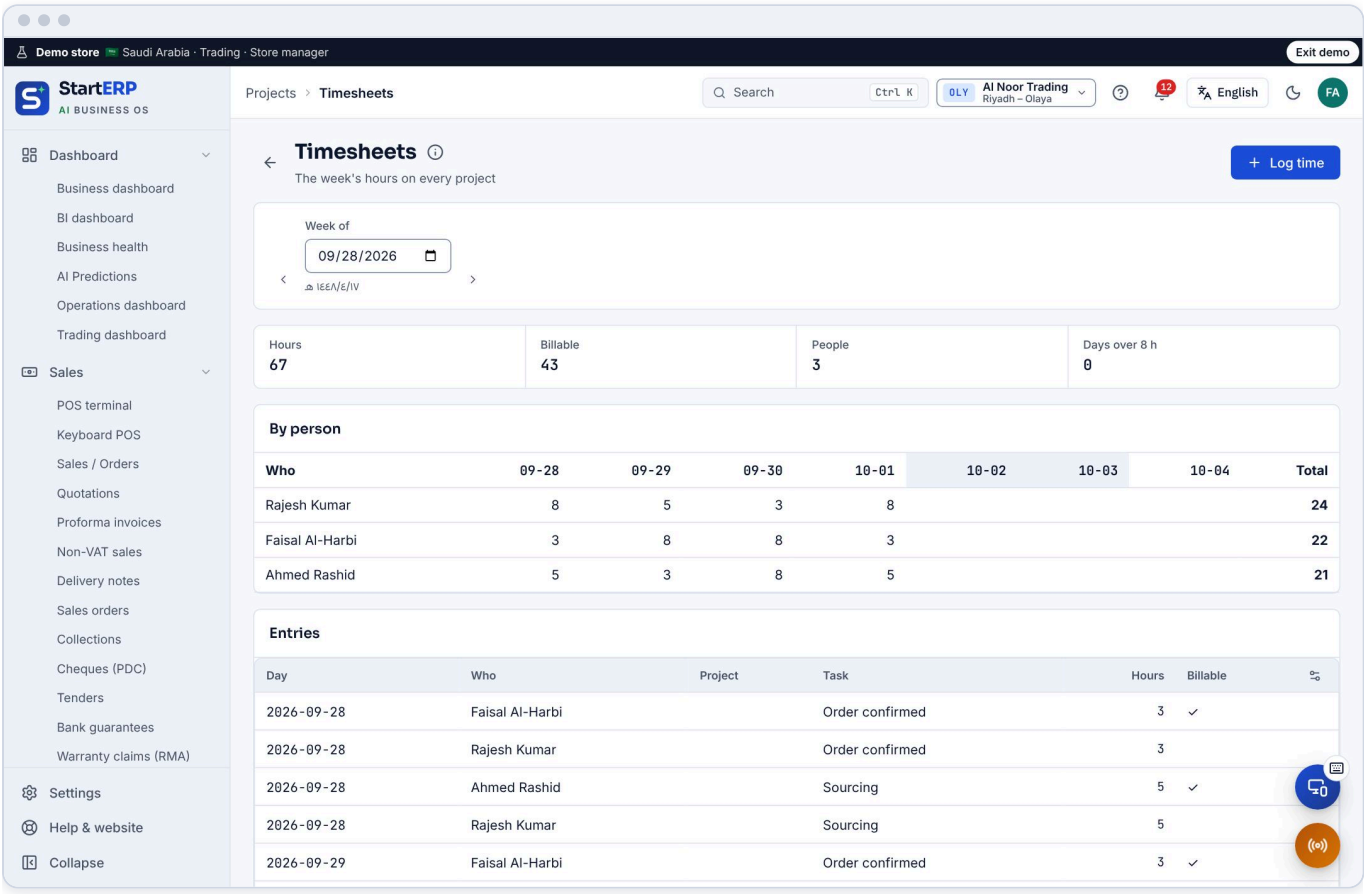
Projects

1. Open Projects and press New project. Pick the client, type the name, the start and due dates, the contract value before VAT and the billing (fixed price, milestones, progress or time and materials). Retention starts at your country's usual percentage.
2. Add the budget by labour, materials, subcontract and expenses, the team with each person's cost and bill rate an hour, and the milestones with their amounts.
3. Open the project: the Board tab holds its tasks by stage (drag a card to move it), the Timeline tab shows them by week, and the Timesheets tab its hours.
4. Charge a purchase or an expense to the project with its Project field, or press Buy for this project. Name the project on a sales invoice to count it as billed.
5. On the Billing tab tick the milestones, the progress or the billable hours to bill and press Bill: a sales invoice opens with the lines filled in; save it as usual.

Tips. Progress is the share of task hours done (a task without an estimate counts as one hour), or of milestones done when the project has no tasks. The forecast at completion is the cost to date divided by the progress; a project whose forecast is above its budget shows Over budget, one past its due date Late. Labour is costed at the project rates you type, never at the payroll salary. Ask StartAI "which projects are over budget?" or "what is ready to bill?".

Timesheets

See the week's hours on every project by person and day, with each person's total, the billable hours and the days past your country's working day flagged. Log time for any project and task. Part of the Project management add-on.



Timesheets

1. Open Projects → Timesheets and pick the week with the arrows or the date.
2. Press Log time, pick the project, the task and the team member (or any employee), the day and the hours, and tick Billable to the client when the hours are billed.
3. Click an entry to change it. The By person table adds each person's hours by day; a day past the working day shows in amber.

Tips. The working day and the weekend follow the store's country (for example 8 hours and a Friday-Saturday weekend in Saudi Arabia, 9 hours in India). Billable hours not billed yet appear on the project's Billing tab, ready for a time and materials invoice.

36

Government services & expiry tracker

Add-on module

Permits, visas and licences tracked from filing to issue

Every dealing with MOHRE, GDRFA, Qiwa, Muqeem or the municipality has a record: who it is for, the government reference, the status from submitted to issued, the fees passed through and your service fee. The expiring board shows every paper ending within 7, 30, 60 or 90 days, and a renewal starts in two clicks.

What you get

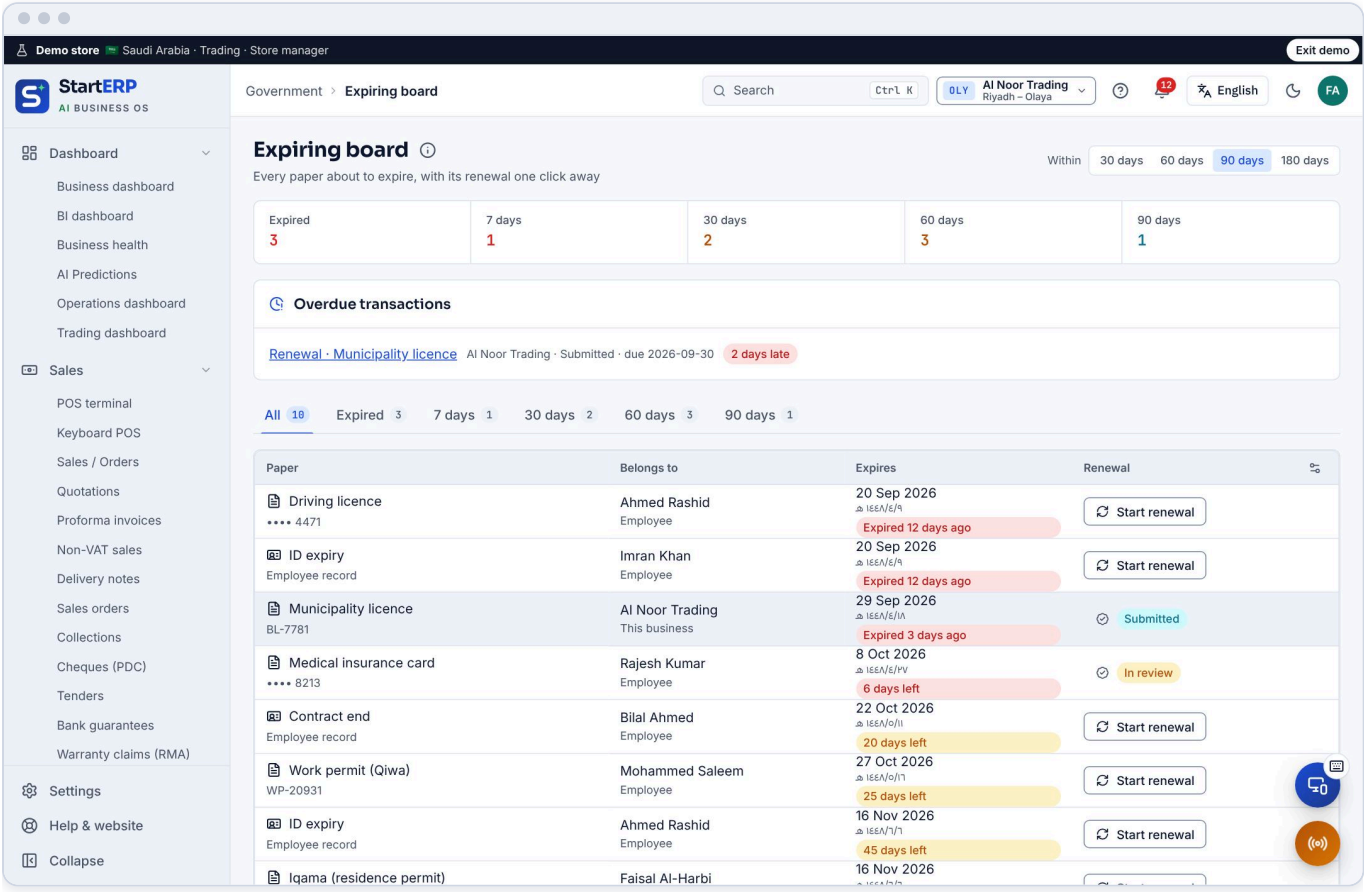
- One board of everything expiring, for staff, clients and the business
- Renewals started from the board in two clicks, due dates with reminders
- Government fees kept apart from your service fee, per transaction
- Connector slots for each authority, ready the day official access is granted

GET STARTED IN 3 STEPS

1. **Add the client.** Person or company you serve.
2. **Record a transaction.** Authority, reference, fees and status.
3. **Check the expiring board.** Start renewals before papers lapse.

Expiring board

Every paper of the store that is about to expire, on one board: filed documents (iqamas, licences, insurance, the CR) and the employee master's own dates (ID, passport, contract end), expired ones first, then 7, 30, 60 and 90 days. Each row shows its open renewal, or starts one in two clicks. Part of the Government services & expiry tracker add-on.



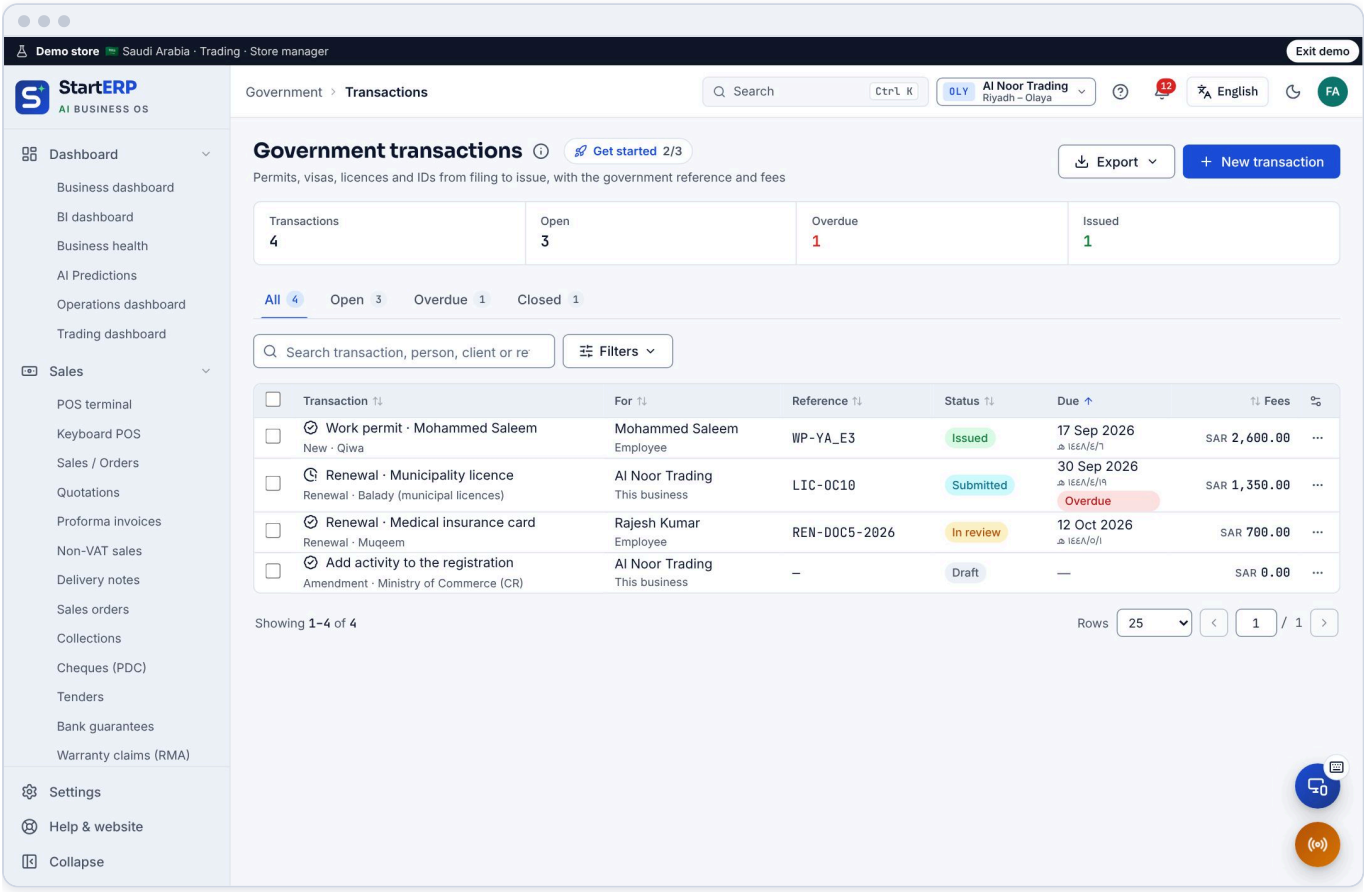
Expiring board

1. Open Government → Expiring board. The tiles count the papers by how soon they end; the overdue government transactions sit on top.
2. Pick the horizon (30, 60, 90 or 180 days) and a column (Expired, 7, 30, 60 or 90 days) to work through what is due.
3. Press "Start renewal" on a row: a new government transaction opens prefilled with the paper and its holder. Save it and the row shows the renewal's status from then on.
4. Click a row to open the document or the employee; click a renewal badge to open the transaction.

Tips. The sidebar badge counts papers expired or ending within 30 days; Transactions counts the open ones past their due date. Employee dates appear only for users who may view HR; filed documents appear for everyone signed in. Government → Connectors lists each authority's official data route. For now only the StartERP team can open it. None is granted yet, so records are entered by hand or from their documents; every fetch attempt is logged there.

Government transactions

One record per dealing with a government authority (MOHRE, GDRFA, Qiwa, Muqeem, the municipality, the Ministry of Commerce...): a new permit, a renewal, an amendment, a transfer or a cancellation, for an employee, a client, a vendor or the business itself, with the government reference, the status from submitted to issued, the fees passed through and your service fee. Part of the Government services & expiry tracker add-on.



Government transactions

ON THE LIST

1. Open Government → Transactions. Each row shows the transaction, who it is for, the government reference, its status, the due date and the fees.
2. Use the Open, Overdue and Closed tabs; filter by service (new, renewal...), authority or who it is for; search a name, client or reference.
3. Press "New transaction" to file one, or "Start renewal" on the Expiring board for a paper that is ending.

> **Tips.** A transaction past its due date raises one reminder under the bell and counts on the sidebar badge.

ON THE FORM

1. Choose the service (new, renewal, amendment, transfer, cancellation) and the authority: the list holds the authorities of your store's country.

2. Optionally pick the document being renewed: its holder fills in. Otherwise choose who the transaction is for (an employee, customer, vendor or this business) and, for business centres, the client it is done for.
3. Set the status, the government reference number, the submission and due dates, then the government fee (passed through at cost) and your service fee. Save.

ON THE RECORD

1. Move the status in one click under "Move to": Submitted, In review, Approved, Issued, Rejected or Cancelled. Each move is a step on the Timeline with who did it and when.
2. Details shows the authority, who it is for (click to open the record), the linked document, the client, the dates and the fees; Issued, Rejected and Cancelled set the completion date.
3. After an issued renewal, open the document and upload the new scan with its new expiry date; the board clears the row.

37 Service jobs & case files

Add-on module

Every case on one board, from intake to delivery

A typing centre, a visa office or a PRO desk opens a case in three clicks: the client, the service, Create. The checklist of papers the service needs appears on its own, the due date comes from the service's turnaround, and the card moves across the board from intake to documents, submitted, in progress, ready and delivered. The invoice is one click, the government fee stays apart as money paid on the client's behalf, and the disbursement register shows what is still owed back.

What you get

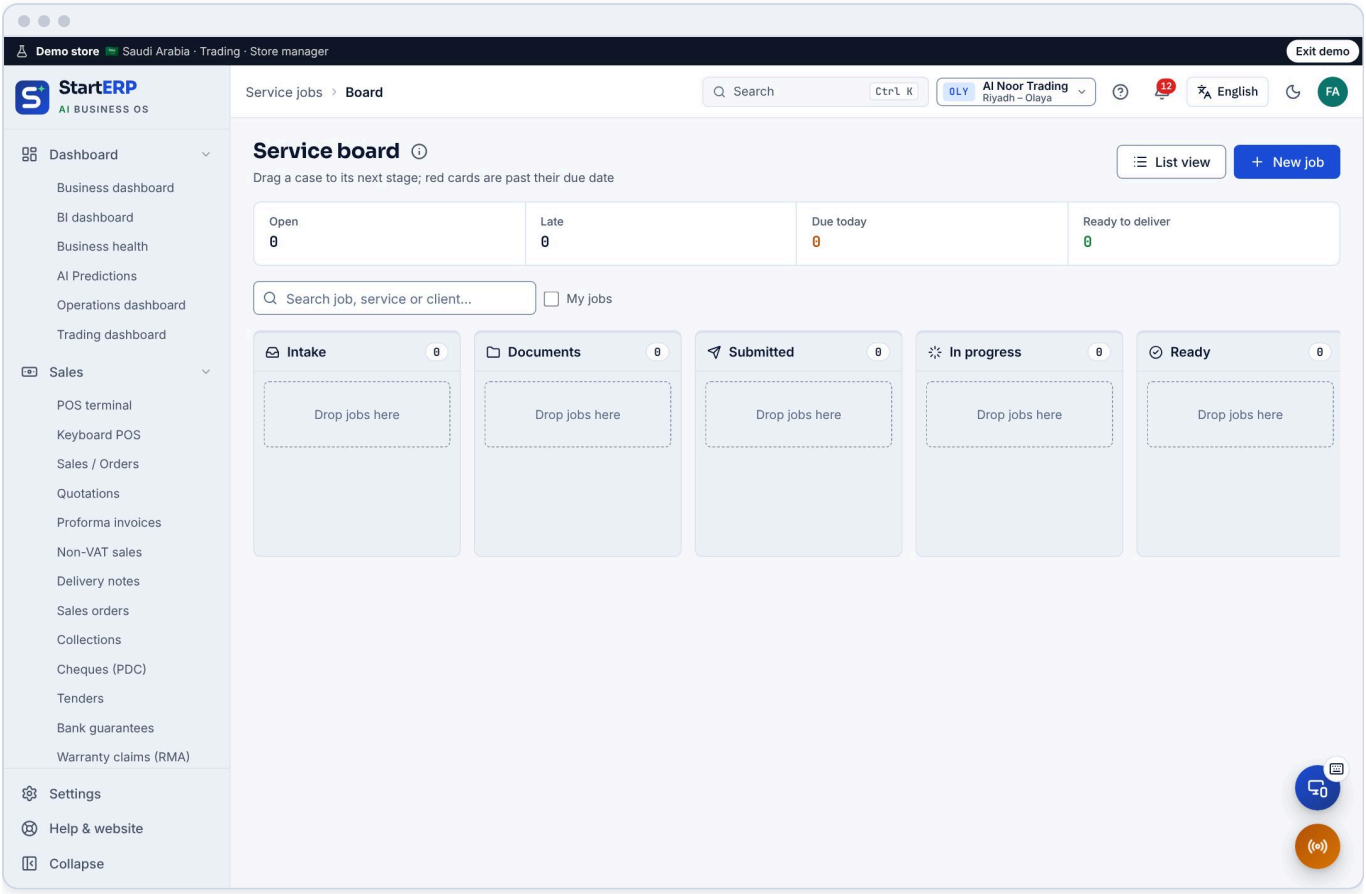
- A board of every open case with late and at-risk cards in colour
- A checklist of papers per service, ticked as they arrive or linked to filed documents
- One-click VAT invoice of the service fee; the government fee kept outside VAT as a disbursement
- A starter catalogue of the country's common services with fees, turnaround and renewals

GET STARTED IN 3 STEPS

1. **Set up your services.** Each with its papers checklist and turnaround.
2. **Open a case.** Client, service, Create.
3. **Work the board.** Move cases from intake to delivered.

Service board

Every open case of the office on one board, one column per stage: Intake, Documents, Submitted, In progress and Ready. Cards past their due date are red, those due within two days amber. Drag a card to its next stage. Part of the Service jobs & case files add-on.



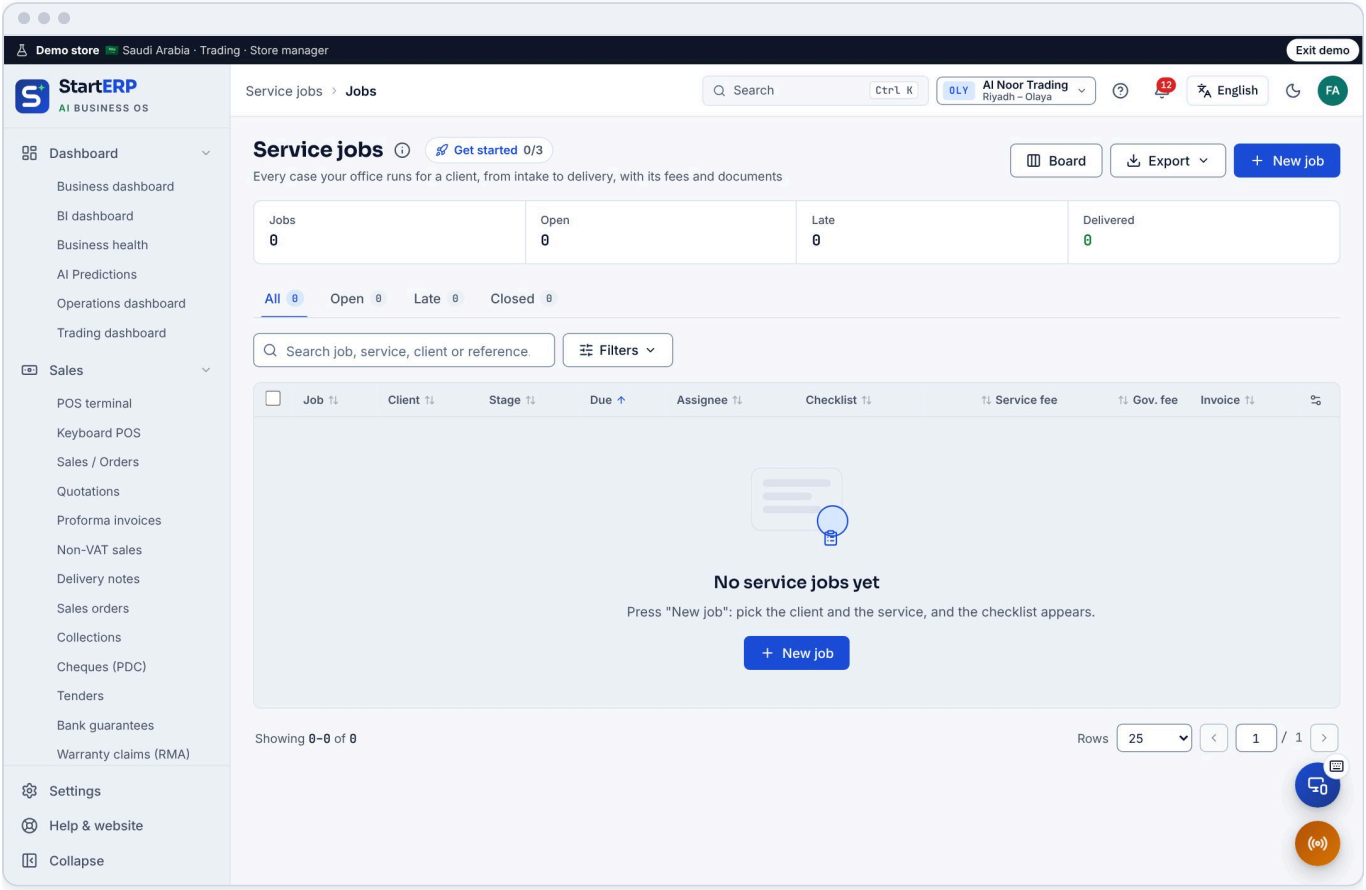
Service board

1. Open Service jobs → Board. The tiles count the open and late cases, those due today and those ready to deliver; the badge on the menu counts the late ones.
2. Drag a card to another column to move the case to that stage; the move is a step on its timeline. Or open the card's "…" menu → "Move to" for any stage, Delivered and Cancelled included.
3. Search a job, service or client; tick "My jobs" to keep only the cases assigned to you.
4. Click the job number to open the case; press "New job" to open one in three clicks.

Tips. Each card shows the checklist count (documents in / needed) and the service fee; a red due date means a late case, and one reminder is raised under the bell for it. Delivered and cancelled cases leave the board; find them under Jobs → Closed.

Service jobs

One case file per service a client asked for: a visa, an iqama renewal, an attestation, a typing job. The job carries the client and the persons it is for, the document checklist copied from the service, the stage from intake to delivery, the government fee passed through at cost and your service fee, the time spent, the direct costs and the invoice. Part of the Service jobs & case files add-on.



Service jobs

ON THE LIST

1. Open Service jobs → Jobs. Each row shows the job and its service, the client, the stage, the due date with its late or at-risk badge, the assignee, the checklist count, the fees and the invoice.
2. Use the Open, Late and Closed tabs; filter by stage, service or assignee; search a job, service, client or government reference.
3. Press "New job" to open a case, or "Open job" on a file of the business-centre terminal after the sale.

> **Tips.** A job past its due date raises one reminder under the bell and counts on the Board badge.

ON THE FORM

1. Pick the client, then the service: the government fee, your service fee, the checklist and the due date (today plus the service's SLA) fill in. Press Create: three clicks.

2. Optionally add the persons the service is for (an employee of the client, a dependant) with their ID numbers, the assignee, a client advance and a government reference.
3. On the edit form you can also move the stage with a note, record the government receipt number and the dates the fee was paid and recovered, and list direct costs (courier, translation).

ON THE RECORD

1. Move the stage in one click under "Move to"; tick the checklist as papers arrive (link one to a filed document from the edit form). Each move is a step on the Time & events tab.
2. Money shows the invoice split (taxable service fee, VAT, the government fee outside VAT) and the disbursement state; "Paid to the government" and "Recovered from the client" mark the fee's two legs.
3. Press "Invoice" once: a sales invoice of the service fee is created for the client, the advance applied, the government fee named in its remarks; the job keeps the invoice number.
4. Log the minutes spent under Time & events; Delivered or Cancelled sets the completion date and takes the card off the board.

Set-up, help and training

The StartERP team sets up your store, imports your products, customers and opening balances from Excel or CSV, and trains your users on the screens they use.

> **Need an add-on module?** Ask your StartERP contact to switch it on for your store, or write to **sirin@starterp.org** or WhatsApp **+966 50 197 1075**.

The full set of module guides

#	Guide
1	The basics every store has
2	Selling and documents
3	Customers, CRM and loyalty
4	Restaurants and cafés
5	Purchasing and inventory
6	Finance and accounting
7	HR and payroll
8	AI, automation and reports
9	Online, integrations and control
10	**Industry modules (this guide)**
11	Hospitals, clinics, pharmacies and opticians
12	Law firms
13	Hotels and resorts
14	Real estate agencies

All guides can be downloaded in StartERP under Help → User guides.



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starterp.org · sirin@starterp.org · +966 50 197 1075