Tailoring Software
(For Ladies/gents tailoring shop)

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User Manual
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Introduction

We have developed this software for catering the needs of ladies and gents tailoring shops. It manages the customers, booking, workers wages, and suppliers and gives instant status report of jobs in processing.

Key Features:

- **Customers**
  Registration of the customers. Customers can be searched by their Registration number or name or phone number.

- **Measurements**
  Database of customers measurements. Each customers measurement will be recorded.

- **Booking**
  While booking the system will show the measurement of the customers and if not recorded earlier, can be added with a few clicks.

- **Management**
  Each booked job will be available in a list to send cutter and tailor. The system will record the wages of this job in respective cutter and tailor account automatically. Status of a tailoring job in hand will instantly be available.

- **Inventory Control**
  Complete inventory control for readymade garments and clothes that the tailoring shop may have for sale. Stock, sale and purchase reports will be available.

- **Suppliers**
  System will maintain the suppliers and accounts and payment record.

- **Accounts**
  System will maintain the customers account and will reflects previous outstanding, if any in new booking receipt.
User manual

System requirements

We recommend minimum a PIII machine with 128 MB of Ram and a printer for Invoice and report printing with Operating system Window Xp.

How to install

1. Double click on setup tailoring setup. You will see welcome message click on “Next”
2. You will be asked to agree to the terms of this software agreement. Check this option and click on “Next” button.

3. You will be prompted to give your and your company name. Please fill these entries and click on “Next”
4. You will be asked to “where you like to install tailoring software” Its default location is C:\Program files\tailoring System. You can change it to location of your choice.

5. There after installation wizards ask you to restart the computer. After restarting, Tailoring System is ready to use.
How to start

Login

You will be prompted for user name and password. For user name and password please send an email to akhtar@assersoft.com or call +9242-8471099, +923214032399

Suite Details

First you need to define your suits. For this from top menu click on “Suits” and from drop down menu select “Suite details”

1. Give Suite Name i.e. Shirt, Coat, Suite etc.
2. Give your tailoring rate
3. Give Stitcher rate. i.e how much you are paying your stitcher for stitching a shirt
4. Give cutter rate.
5. One by one complete your stitching/tailoring range.
Manage measurement parameter

Click on “Suits” in top menu and than click on “Manage Measurements” in drop down menu that open. You will see all of your defined suits are available here in list. Its time for defining measuring parameter for each of your suits (tailoring product range)

1. Double click on any suite
2. Give a description in Description box i.e. Length. Define its type edit mean blank field for entry; Yes/No mean any question which answer is “yes or no” and select mean check box to check appropriate selection. Your added measuring parameter will appear in red below the your selected suite
3. After completing this task you can move to add your stitching and cutting staff.
New Staff

1. From top menu click on “Staff” and than select from drop down menu “New Staff Entry”
2. One by one fill form for all of your staff
3. After staff entry you are ready to book 1st customer through this software provided you are not offering readymade garments or clothes for sale otherwise one more step is to complete.
New Products

If you don’t offer ready made garments or cloth for sale you can skip this.

1. From top menu click on “File” and than click on “New Products” in drop down menu that opens
2. In 1st filed give its type whether a “ready made” or cloth
3. Against column of “Product Name” and also give its sale and purchase price
4. Please note although this demo version maintain sales of clothes and readymade garment but stock maintenance is not available.
5. Time to 1st booking through tailoring software ......
New Booking

1. Click on “New Booking” in second row of menu
2. If it is a new customer click on new customer and fill his info
3. For repeating customer, you can search the customer by Customer number or phone number
4. If you are searching by phone number on your searched phone number and see name of other customer that is using same phone number than click on find next. In this manner you can see names of all customer registered against same phone number
5. Select category, by default it is tailoring.
6. Choose suite from list. Rate will appear give quantity and click on add button. One by one you can add many suites
7. Measurement details box measuring parameter of all booked suits will appear. You just need to add measurement against each parameter. In case of repeated customer measurement will also appear. You can edit it instantly if required so
8. In T amount billing amount will show. In received box you can give amount have a received from customers
9. If paying party is different customer than click on “Add to Acct” to add this bill to his account otherwise click on “Save” You can print the bill
Booking

1. Booking is your main story board. All of booked jobs appear here
2. You can view these information for any dates
3. You can view booked jobs status
4. From here you can send a job to cutter or stitcher. Receive back completed. Deliver to customers
5. You can see a different sign for each job status
Daily Report

1. You can see daily report for any date
2. You can see daily sale report, customer report, supplier report and expense report
3. You can see all cash transactions here
1. Search is quick way to see account of any customer, staff and supplier
2. All of transactions are automatically recorded in relevant account. For example you have booked a suite; its due amount can be seen in customer account. You can see its cutting charges in relevant cutter account same as its stitching charges in concerned stitcher account
Measurements

1. From here you can see measurements of any customer
2. You can manage measurements of each customer
3. It’s a good time to transfer customers’ measurements from manual registers to computer.

New Supplier

1. To add a new supplier click “File” and than on “New Supplier” from drop menu that opens
2. You can view supplier accounts and record transaction in suppliers accounts.
Change Password

1. To change password from top menu click on “File” and than on “Change Password”
2. From here you can set new user password

Add Expense

1. To record tailoring shop expense click on “Expenditure” from top menu and than click on “Add Expenditure” in drop down menu
2. Give appropriate expense head
3. Give expense description and amount
4. You can see expense report in daily report
Customers account

1. Each customer account is available with transaction history
2. You can access customer accounts from top menu “Accounts”
3. You can post outstanding amount in customers’ accounts from here.

Customers List

1. Complete Customer list with balance receivable from each customer is available in “Accounts” in top menu
2. You can print your customer list.
Supplier Accounts

1. Supplier accounts are available “Accounts” on top menu
2. You can do credit/debit transaction for any of your supplier

Staff Accounts

1. Staff Accounts are available in top menu under “Staff” icon
2. You can see all of cutting/stitching jobs done by your staff
3. You can pay staff dues from here.
Invoice Report

Daily Sales report may also been seen “Reports” in top menu
Daily Task Report

1. Daily task Report is very useful to see activities of all type of jobs i.e. booking, send to cutter or stitcher or receive completed from cutter or stitcher or deliver to customers.

2.