

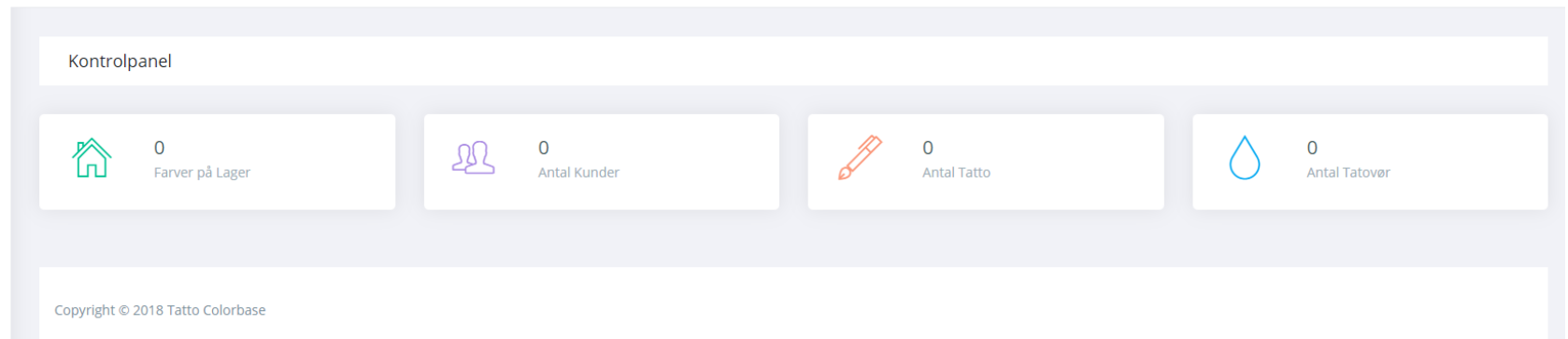
USER GUIDE: SHOP OWNER

1. Login & Log out,


a. Login

Open web browser at the address <http://tattocolorbase.com/login>

After Login, you will be redirect to your dashboard, which look like this

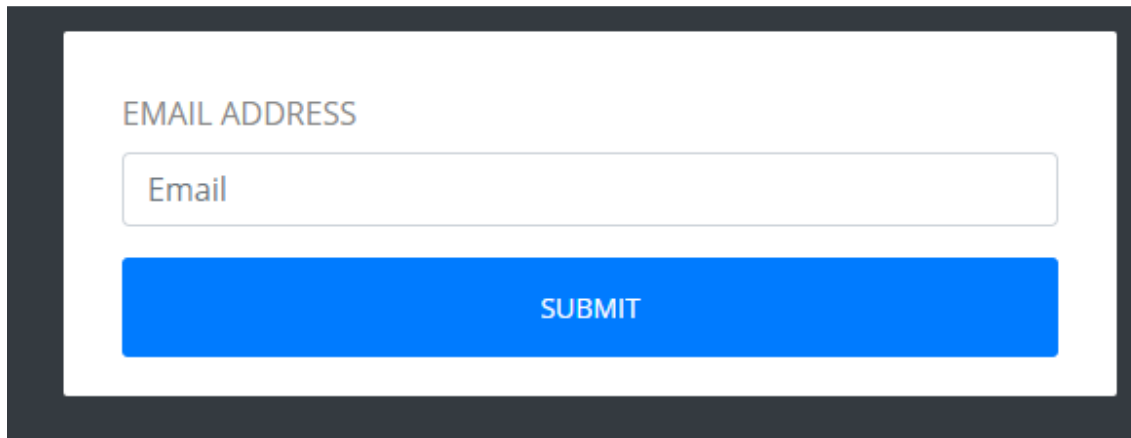


b. Logout

To log out, click on the top right conner (with a  icon) and choose Log out.

c. Forget Password

In the login screen, click on the “Forgoten Password?” link. It will show you the following screen

A screenshot of a web form for email submission. The form is contained within a white rectangular box with a dark gray border. At the top left of the box, the text "EMAIL ADDRESS" is displayed in a dark gray, sans-serif font. Below this text is a white input field with a thin gray border, containing the placeholder text "Email". Centered below the input field is a solid blue rectangular button with the word "SUBMIT" written in white, uppercase, sans-serif font.

Enter your email address and click “Submit”. If your email is correct, the system will send you your new password via email, and it will go back to the login screen

d. Sign Up

To sign up, click on “Sign Up” link on login screen. The system will redirect you to the introduction page, where you can learn more about the system and you can fill up a form for us to contact you.

2. Manage Tattooist

a. List all tattooist


- Click on Shop Indstillinger --> Tattovør (in the left menu) to view all users (tattooist) in the system

Tilføj Bruger/Artist

Tattovøer

Show
10 ▾
entries

Search:

| Artist Navn | Bruger Tybe | Email Address | Edit |
|-------------|-------------|---------------------------|---|
| tat1test | Artist | tat1.shoptest@inkbase.com |  |

Showing 1 to 1 of 1 entries

Previous 1 Next

- The first column is username, the second column is type of user, the third column is user's email address.
 - There is only one type of user: Artist
 - If you want to edit a user, click on his fourth column.
- b. Add/Edit User
- To add/edit user, either click on the Add User button on the top right of Users table, or click on a Edit icon in the Users table

Add User

Add User

| | |
|----------------------|--|
| Artist Navn | <input type="text" value="usertest"/> |
| Adgangskode | <input type="password" value="....."/> |
| Gentag Adgangskode | <input type="password"/> |
| Bruger Tybe | <input type="text" value="Please select"/> |
| Artist/Kunstner Navn | <input type="text"/> |
| Email Address | <input type="text"/> |

- If add a new user, all fields is required. If you edit an existing user, the password field can be blank, and the system will keep the old password
3. Manage Your Shop Information
- a. Shop information
 - Click on Shop Indstillinger --> Shop Indstillinger (in the left menu) to see your shop information


Shop Indstillinger

Show

10

▼
entries

Search:

| Active | Shop Navn | Shop Nr. | Shop Address 1 | Shop Address 2 | Post Code | By | Land | Phone Nr. | Website | Moms Nr. | Kommentar | Edit |
|-------------------------------------|-----------|----------|----------------|-----------------|-----------|-------|---------|-----------|-------------|----------|------------------------|---|
| <input checked="" type="checkbox"/> | Test shop | 1014 | Test Address 1 | Address 2 of S1 | 10000 | Hanoi | Vietnam | 11100889 | inkbase.com | 12344 | This is a test comment |  |

Showing 1 to 1 of 1 entries

Previous

1

Next

- This list all the info of the shop, and in the last column have a link to edit shop info
- b. Modify shop information
- To modify shop information, click on the Edit icon at the rightmost colum

Shop Indstillinger

| | |
|----------------|---|
| Shop Navn | <input type="text" value="Test shop"/> |
| Shop Nr. | <input type="text" value="1014"/> |
| Shop Owner | <input type="text" value="Shop Owner Test ▼"/> |
| Shop Address 1 | <input type="text" value="Test Address 1"/> |
| Shop Address 2 | <input type="text" value="Address 2 of S1"/> |
| Post Code | <input type="text" value="10000"/> |
| By | <input type="text" value="Hanoi"/> |
| Land | <input type="text" value="Vietnam"/> |
| Phone Nr. | <input type="text" value="11100889"/> |
| Website | <input type="text" value="inkbase.com"/> |
| Moms Nr. | <input type="text" value="12344"/> |
| Kommentar | <div><div>This is a test comment</div><div></div></div> |
| Active | <input checked="" type="checkbox"/> |

Cancel

Shop Indstillinger

- All fields are required except Address 2

4. Manage Colors

a. Color Groups











To see all Color Groups in the system, click on Farver -> Farve Grupper in the left menu

Tilføj Colorgroup

Color Group

Show
10 ▾
entries

Search:

| Nr | Colorgroup Name | Edit | Delete |
|----|-----------------|---|--------|
| 1 | Black |  | × |
| 2 | Yellow |  | × |
| 3 | Red |  | × |
| 4 | Orange |  | × |
| 5 | Green |  | × |
| 6 | Blue |  | × |
| 7 | Violet |  | × |
| 8 | Grey |  | × |
| 9 | White |  | × |
| 10 | Brown |  | × |

Showing 1 to 10 of 11 entries

Previous 1 2 Next

To Add new Color Group, click on the Tilføj Colorgroup (green button) on top right. To Edit a Color Group, click on the icon in the Edit column

Add Colorgroup

Color Group Name

Sort Index

Cancel

Add Colorgroup

To Delete a Color Group, click on the icon in the Delete column. You can only delete a Color Group if there is no Colors in it

b. Producers

To see all Producers in the System, click on Farver -> Producers in the left menu

Tilføj Producer





















Producers

Show

10

entries

Search:

| Active | Producer Name | Address | Address | Post Nr | Town | Edit | Delete |
|-------------------------------------|---------------------|---|-------------------|-----------|-------------|---|---|
| <input checked="" type="checkbox"/> | Intenze | Intenze Products Inc - 215 NJ-17 | Rochelle Park | 07662 | NJ |  |  |
| <input checked="" type="checkbox"/> | Starbrite | Papillonsupply -118 Pearl st | Enfield | 06082 | CT |  |  |
| <input checked="" type="checkbox"/> | Fusion | Fusion Ink Inc - 14427 Meridian | Pkwy #7B ARB | 92518 | CA |  |  |
| <input checked="" type="checkbox"/> | Kuro Sumi | Millenium Colorworks Inc. PO Box 1102 | W Babylon | 11704 | NY |  |  |
| <input checked="" type="checkbox"/> | SILVERBACK INK CORP | 4869 Fountain Ave | 4869 Fountain Ave | CA 90029, | Los Angeles |  |  |
| <input checked="" type="checkbox"/> | Eternal nk, Inc. - | 7987 Lochlin Drive Brighton | Brighton | 48116 | MI |  |  |
| <input checked="" type="checkbox"/> | Nocturnal Ink, Inc. | 7987 Lochlin Drive | Brighton | 48116 | MI |  |  |
| <input checked="" type="checkbox"/> | World Famous | World Famous Tattoo Ink - 460 Greenway Industrial Drive | Fort Mill | 29708 | SC |  |  |
| <input checked="" type="checkbox"/> | Dynamic | Dynamic Color Co. - P.O. Box 21083 | Ft. Lauderdale | 33301 | Florida |  |  |
| <input checked="" type="checkbox"/> | Solid Ink | Solid Ink - 16600 NW 54th Ave. Unit 6 | Miami | 33014 | Florida |  |  |

Showing 1 to 10 of 14 entries

Previous 1 2 Next

To add new Producers, click on the Tilføj Producer (green button) on top right. To edit a Producer, click on the icon in the Edit column

Edit Producer

| | |
|--------------------|---|
| Producer Name | <input type="text" value="Intenze"/> |
| Producer Address 1 | <input type="text" value="Intenze Products Inc - 215 NJ-17"/> |
| Producer Address 2 | <input type="text" value="Rochelle Park"/> |
| Post Code | <input type="text" value="07662"/> |
| City | <input type="text" value="NJ"/> |
| Country | <input type="text" value="USA"/> |
| Telephone | <input type="text"/> |
| Fax | <input type="text"/> |
| Mobile | <input type="text"/> |
| CvrNo | <input type="text"/> |
| Email | <input type="text"/> |
| Website | <input type="text" value="https://www.intenzeproducts.eu/"/> |
| Producer Active | <input checked="" type="checkbox"/> |

To delete a Producer, click on the icon in the Delete column. You can only delete a Producer if there is no Colors in it

c. Suppliers

To see all Suppliers in the System, click on Farver -> Suppliers in the left menu

Tilføj Supplier



Suppliers

Show

10 ▾

entries

Search:

| Active | Supplier Name | Address | Address | Post Nr | Town | Edit | Delete |
|-------------------------------------|---------------------------|--------------|---------|---------|-----------|---|---|
| <input checked="" type="checkbox"/> | Cold Steel Tatto Supplies | Skolegade 40 | xxxx | 7500 | Holstebro |  |  |

Showing 1 to 1 of 1 entries

Previous 1 Next

To add new Suppliers, click on the Tilføj Supplier (green button) on top right. To edit a Supplier, click on the icon in the Edit column
To delete a Supplier, click on the icon in the Delete column. You can only delete a Supplier if there is no stock in the system.

d. Colors

To see all Colors in the System, click on Farver -> Farver in the left menu

Print PDF

Tilføj Farve

Producer
Farve Gruppe
Alphabetical

1 2 3 4 5 6 7 8 9 10 11 12 13 14
1 2 3 4 5 6 7 8 9 10 11
a b c d e f g h i j k l m n o p q r s t u v w x y z

Farver

Show
10
entries

Search:

| Active | Color Navn | Farve Gruppe | Producer | Holdbarhed | Edit | Delete |
|-------------------------------------|---------------|--------------|----------|------------|------|--------|
| <input checked="" type="checkbox"/> | AMERICAN ROSE | Red | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | AQUAMARINE | Blue | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | ARMY GREEN | Green | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | AUBURN | Brown | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | BABY BLUE | Blue | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | BAHAMA BLUE | Blue | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | BAMBOO | Yellow | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | BANANA CREAM | Yellow | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | BLUE SILVER | Blue | Intenze | 180 | | |
| <input checked="" type="checkbox"/> | BLUE SKY | Blue | Intenze | 180 | | |

Showing 1 to 10 of 971 entries

Previous

1

2

3

4

5

...

98

Next

To export all Color into a PDF file (you can later print it), click on “Print PDF” (Teal button)

To add new Color, click on the Tilføj Farve (green button) on top right. To edit a Color, click on the icon in the Edit column

Tilføj Farve

Color Navn

Farve Gruppe

Black

Producer

Intenze

Holdbarhed

Active

☐

Cancel

Tilføj Farve

To delete a Color, click on the icon in the Delete column. You can only delete a Color if there is no Stock of it

5. Manage Stocks

a. Stocks List

To list all stock in the system, click on Lager af Farver -> Farver på Lager in the left menu

Print PDF

Læg Farve på Lager

Producer

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Farve Gruppe

1 2 3 4 5 6 7 8 9 10 11

Alphabetical

a b c d e f g h i j k l m n o p q r s t u v w x y z

Farver på Lager

Show

10

entries

Search:

| Color Navn | Producer | Supplier | Modtaget Dato | Åbnet Dato | Udløbs Dato | Afmeldte Farver | EAN | Farve Gruppe | Udløbet |
|---------------|----------|---------------------------|---------------|------------|-------------|-----------------|-------|--------------|--------------------------|
| AMERICAN ROSE | Intenze | Cold Steel Tatto Supplies | 2019-05-04 | | 2021-12-21 | Afmeld Farve | 10000 | Red | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

Previous

1

Next

To export all the stock, you can click on “Print PDF” (teal button)

To add new stock, you can click on “Læg Farve på Lager” (green button) or click on Farver-> Læg Farve på Lager (left menu)

Læg Farve på Lager

Supplier
11 - Cold Steel Tatto Supplies

Producer
142 - Intenze

Color Navn
8817 - AMERICAN ROSE

Lot Nr
1135535-X

Udløbs Dato
12/21/2021
Barcode
10000

Cancel
Læg Farve på Lager

All field are required. Barcode should be unique.

b. Unsubscribe Stock

To unsubscribe stock, you can go to Lager af Farver->Afmeld Farve in the left menu

Afmeld Farve

Scan Barcode:

After you scan (or type) the barcode of the stock, the system will show the stock (if it found)

| Afmeld Farve | | | | | | | |
|---------------|---------------|------------|-------------|-----------------|-------|--------------|---------|
| Color Navn | Modtaget Dato | Åbnet Dato | Udløbs Dato | Afmeldte Farver | EAN | Farve Gruppe | Udløbet |
| AMERICAN ROSE | 2019-05-04 | | 2021-12-21 | Afmeld Farve | 10001 | 113 | |

Now click on “Afmeld Farve” button on the “Afmeldte Farver” column to unsubscribe the stock.

Alternatively, you can click on “Afmeld Farve” button any where a stock list is show (e.g. Part 5.a) to unsubscribe the stock.

c. Unsubscribed List

The system also keeps track of all unsubscribed stock. You can go to [Lager af Farver-> Liste med Afmeldte Farver](#) to see that list. You can also export all to PDF to print

Print PDF

Producer1 2 3 4 5 6 7 8 9 10 11 12 13 14
Farve Gruppe1 2 3 4 5 6 7 8 9 10 11
Alphabeticala b c d e f g h i j k l m n o p q r s t u v w x y z

Afmeldte Farver

Show10▼
entries

Search:

| Color Navn | Producer | Supplier | Modtaget Dato | Åbnet Dato | Udløbs Dato | Afmeldte Farver | EAN | Farve Gruppe | Udløbet |
|---------------|----------|---------------------------|---------------|------------|-------------|-----------------|-------|--------------|--------------------------|
| AMERICAN ROSE | Intenze | Cold Steel Tatto Supplies | 2019-05-04 | | 2021-12-21 | 2019-05-04 | 10000 | Red | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

Previous1Next

6. Expire Stocks

a. Expired Stock

If you click on [Advarsler-> Udløbne Farver](#) you will see all expired stock in the system (but not yet unsubscribed). You can click on “Afmeld Farve” button on the “Afmeldte Farver” column to unsubscribe the stock.

Udløbne Farver

Scan Barcode:

Alle udløbsfarver skal afmeldes, før du fortsætter.

| Color Navn | Modtaget Dato | Åbnet Dato | Udløbs Dato | Afmeldte Farver | EAN | Farve Gruppe | Udløbet |
|------------|---------------|------------|-------------|-------------------------|-------|--------------|--------------------------|
| ARMY GREEN | 2019-05-04 | | 2019-05-01 | <div>Afmeld Farve</div> | 10003 | Green | <input type="checkbox"/> |

b. Expiring in 30 days

If you click on [Advarsler-> Udløber indenfor 30 dage](#) you will see all stock that expiring soon (in the next 30 days) in the system (but not yet unsubscribed). You can click on “Afmeld Farve” button on the “Afmeldte Farver” column to unsubscribe the stock.

| Udløber indenfor 30 dage | | | | | | | |
|--------------------------|---------------|------------|-------------|------------------------------|-------|--------------|--------------------------|
| Color Navn | Modtaget Dato | Åbnet Dato | Udløbs Dato | Afmeldte Farver | EAN | Farve Gruppe | Udløbet |
| AQUAMARINE | 2019-05-04 | | 2019-05-21 | Afmeld Farve | 10002 | Blue | <input type="checkbox"/> |

7. Manage Customers

a. Customer List

To see all customer in the system, click on Kunder-> Opret Kunde - Start Arbejde on the left menu.

[Print PDF](#)
[Tilføj Kunde](#)


| Kunder | | | | | | | | | | |
|---|--------|-------------|---|---|-------------------|----------|---------------|------|--------|---------|
| Show <input type="text" value="10"/> entries | | | | Search: <input type="text"/> | | | | | | |
| Kunde Navn | Gender | Fødselsdato | Address | Post nr / By | Email | Mobile | Start Arbejde | Edit | Delete | Tattoos |
| For sur | Male | 04/11/1981 | HAN Germany Tattooink GmbH - Eberhard-Bauer-Straße 32 D | Esslingen | for.sur@gmail.com | 11100889 | | | | |
| Showing 1 to 1 of 1 entries | | | | Previous 1 Next | | | | | | |

Here you can Export all Customer to PDF using “Print PDF” (Teal button)

To add customer, click on the “Tilføj Kunde” (green button) on top right. To Edit customer, click on the Edit icon in the Edit column

Tilføj Kunde

Fødselsdato



4/11/1981

Gender ☒ Male ☐ Female

Fornavn

For

Efternavn

sur

Address

HAN Germany Tattooink GmbH - Eberhard-Bauer-Straße 32 D

Post nr / By

Esslingen

Email

for.sur@gmail.com

Mobile

11100889

Cancel

Tilføj Kunde

To delete customer, click on Delete icon on Delete column. Only customer without any Tattoo in the system can be deleted.

b. Work with a customer

To work with a customer (add new tattoo for him), click on the icon in “Start Arbejde” column.

Customer: For sur

Vælg Artist

Tattooist #1 ▾

Scan El. Skriv Barcode

Cancel

Gem Tattoo

First you have to choose one Artist to work with this customer, and scan a stock to begin

Artist: Tattooist #1
Customer: For sur

Scan El. Skriv Barcode

| Color Navn | Udløbs Dato | Åbnet Dato | Barcode | Remove |
|---------------|-------------|------------|---------|--------|
| AMERICAN ROSE | 2021-12-21 | 2019-05-04 | 10001 | ✕ |

Tattoo Beskrivelse

Upload Image

Choose File

No file chosen

Cancel

Gem Tattoo

Færdig Arbejde

Here you can continue scan more stock, add description and upload an image.


Scan Et. Skriv Barcode

| Color Navn | Udløbs Dato | Åbnet Dato | Barcode | Remove |
|---------------|-------------|------------|---------|--------|
| AMERICAN ROSE | 2021-12-21 | 2019-05-04 | 10001 | ✕ |
| AQUAMARINE | 2019-05-21 | 2019-05-04 | 10002 | ✕ |

Tattoo Beskrivelse

This is a test description

Current Image



Replace Image

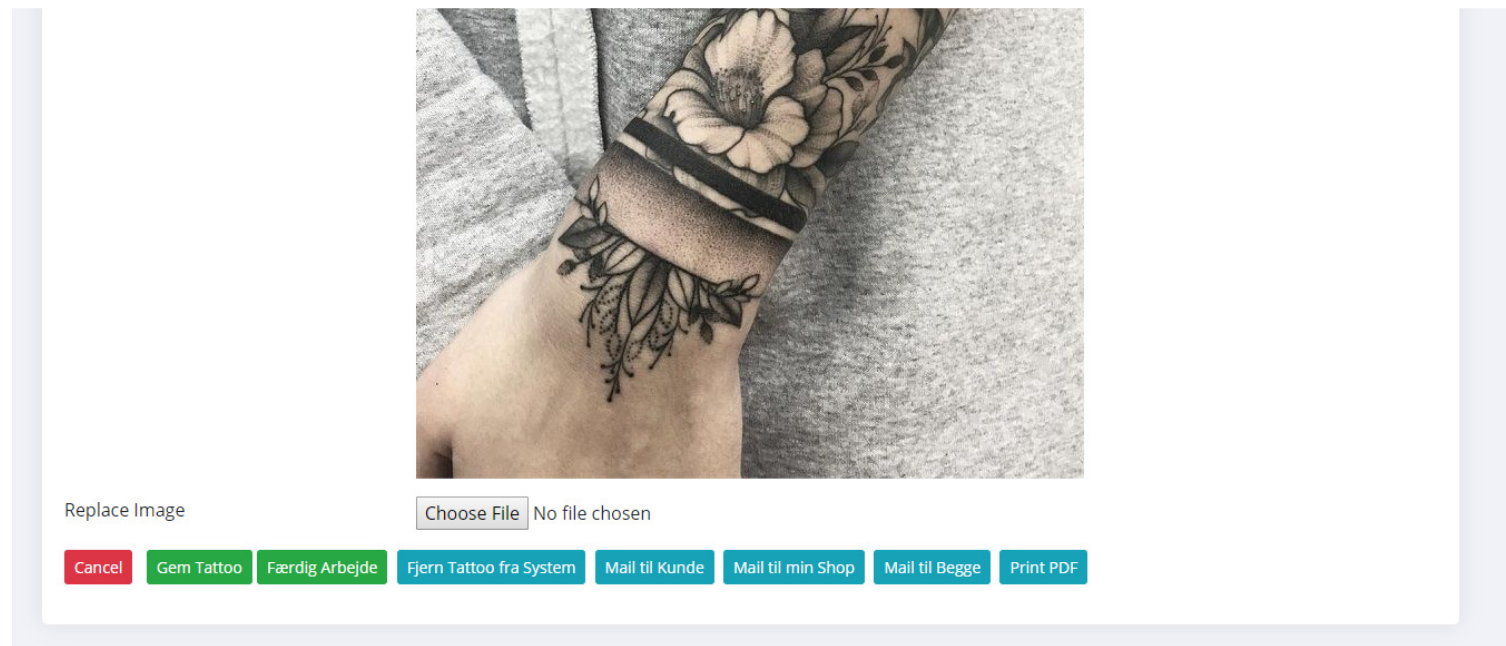
Choose File No file chosen

Cancel

Gem Tattoo

Færdig Arbejde

After that, you can save Tattoo (using “Gem Tattoo” button) to later comeback, or click on “Færdig Arbejde” to finish the Tattoo.



After you finish the Tattoo, you can Remove it from system, Mail the info to customer, mail info to shop, or both, or print the tattoo information as a PDF

c. Today Customers

To see and continue working with today customers (current customers) you can click on Kunder->Dagens Kunder in the left menu

| Dagens Kunder | | | | |
|---|---|------------------------------|----------|-----------------------------|
| Show 10 ▾ entries | | Search: <input type="text"/> | | |
| Kunde Navn | Address | Email | Mobile | Rediger Kunde |
| For sur | HAN Germany Tattooink GmbH - Eberhard-Bauer-Straße 32 D Esslingen | for.sur@gmail.com | 11100889 | Edit Tattoo |
| Showing 1 to 1 of 1 entries | | | | |
| <div> Previous 1 Next </div> | | | | |

The system will show all customer which has tattoo today. Click on icon in “Rediger Kunde” column to continue working with this customer