

1. Overview:

This project aims to develop a fully functional, self-contained kiosk system powered by Google Apps Script, running on tablets in a studio environment. The system is designed to streamline the operations for freelancers and customers by collecting real-time data, managing project information, and handling customer consent digitally. The system will integrate directly with Google Sheets for data storage and synchronization.

Primary Goals:

- To provide a **Freelancer Kiosk** for freelancers to track project data, merchandise sales, manage hours worked, and approve/reject project entries.
- To offer a **Customer Consent Form Kiosk** for clients to submit personal information, health details, and provide digital signatures.
- To allow **remote management** by the owner/manager, with all data accessible and editable from Google Sheets.
- To integrate **music control functionality**, enabling freelancers to manage the in-store music system.

The kiosk system will be powered by Google Apps Script for data management, ensuring smooth interaction with Google Sheets, and will be accessible via tablets used in the studio.

2. Core Features & Modules:

2.1 Home Menu

- Central hub displaying large clickable buttons for each module.
- Navigation buttons: Music, Daily Consent Form, Daily Log Book, Gift Vouchers, Purchase Products, Merchandise, Handbook, Manager, SLEDs.
- Manager and SLEDs buttons require PIN authentication.
- Each sub-page has a Home button to return to the main menu.

2.2 Music

- Optional feature, if feasible.
- Opens an embedded web view or app link (e.g., Spotify) to control the music system.
- Staff can manage the in-store speaker system via Bluetooth directly from the kiosk.

2.3 Daily Log Book

- Artists log income and studio commission split for each completed job.
- Artist Name is selected from a drop-down (auto-fills Licence Number).
- PIN required for submission. If the PIN doesn't match the artist, the form won't submit.
- Receipt Number auto-generates - (First 3 letters of Artist Name).(DDMMYY).(Job number for that day)
- Fields: Date, Client Name, Job Description, Job Duration, Total Cost (\$AUD).
- Payment Type: Cash and Card amounts entered separately. Total auto-calculates.
- Artist % and Studio % auto-calculate based on the artist's profile.
- Payment Type to Studio: Must match the Studio %. If not, an error is shown.
- Additional fields: Date Paid to Studio, Notes.
- All entries are saved in the 'Master Daily Log Book sheet' and individual artist sheets that only the artist assigned to the sheet can view.

Error Handling: The form will not submit and will show a red error if the "Payment Type to Studio" (Cash/Card) does not equal the calculated **Studio %**.

OR if the **Total Cost (\$AUD)** does not match the **TOTAL of Payment Type Received by Artist**

BACKEND requirements: that admin can add/ remove/ edit:

Artists names - PIN number - licence number - Artist Percentage (or fixed amount)

2.4 Daily Consent Form (Kiosk — Artist Approval View)

- Displays client consent forms submitted on a separate tab.
- Artists select Name from drop-down -this then shows only pending forms for approval.
- Artist select document to display and approve

- Artists must read the full document before the Approve option becomes active.
- Approval requires Artist PIN and Category selection (Standard, Discounted, Promotion, Free Touch Up).
- Form data is saved in a Master Business File and an Individual Artist File (accessible only by the relevant artist).

BACKEND requirements:

- That admin can add/ remove/ edit the category options. This does not delete any files; simply adds new name or category for future selection and organisation.
- Once approved, the consent form data must be saved to a **Master Business Sheets/ File** - where admin can see all data AND an **Individual Artist File**, where individual artists can only access their own files: organized by category tabs.

2.5 Gift Vouchers

- Hub Page: Two options available — Redeem Voucher and Sell New Voucher.

Redeem Voucher:

- Searchable List: Vouchers can be searched by Reference Number, Amount, To, or From. Data will display in the box below for the Artist to select from.
- Fields: Used By Artist, ARTIST PIN, Date Used, Client Name, Notes.
- When redeemed, the voucher is updated in the master sheet and can no longer be used.

Sell New Voucher:

- Issued By Artist or MANAGER: Requires Artist (or manager) PIN for submission.
- Fields: Reference Number, Amount, To, From, Date Issued, Expiry Date, Payment Type Paid to Studio, Date Payment Made to Studio, Additional Notes.
- Voucher data is saved to the master sheet and made available for redemption.

BACKEND requirements: Admin can see all data in the Voucher master sheet remotely; to see when/ who issued and used vouchers.

2.6 Purchase Products

- Used when artists buy studio stock for personal use (e.g., bandages, wraps, creams).

- Product list managed by admin. Admin/ Manager only can add or remove products from selection.
- Fields: Product (drop-down selection), Quantity, Total Cost (auto-calculated), Purchased By Artist, PIN, Date Purchased, Payment Type to Studio, Date Payment Made to Studio.
- Data updates the Manager Product Tracking sheet.

2.7 Merchandise

- Hub Page: Three options — Add Merchandise, Edit Merchandise, and Sell Merchandise.

Add New Merchandise:

- The artist selects their name and enters their PIN.
- Fields: Description, Size, Quantity, Price, Payment Options, Additional Notes.

Edit Existing Merchandise:

- The artist selects items to edit.
- Fields: Update Description, Size, Quantity, Price, Payment Options.
- Option to Delete or Edit merchandise.

Sell Merchandise:

- Select merchandise to sell, update size/quantity.
- Fields: Add More Sizes/Quantities, Total Cost (auto-calculated), Sold By Artist, PIN, Date of Sale, Payment Method.

BACKEND requirements: Admin can see all data in the Merchandise master sheet remotely.

2.8 Staff Handbook

- Displays a multi-page PDF staff handbook within an embedded viewer.
- Admin can upload, replace, or remove the handbook PDF as needed.

- Keyword search functionality allows staff to quickly locate specific information within the document.

2.9 Manager Portal

- Access: Restricted to authorized users via Name and PIN.
- Log Hours: Track weekly hours with auto-calculating daily and weekly totals. Week date ends on SUNDAYS of each week.
- Cash Till Tracking: Input cash denominations; auto-calculates totals and discrepancies from previous entry that was logged.
- Product Tracking & Input: Add/edit products and track stock, with auto-calculations for sold and current quantities.
- Stock Order List: View/upload stock order PDF.
- Logons: View/upload multi-page PDF for logon tracking.
- Projects / To-Do List: A task management area visible only to managers

2.10 SLEDs (Licensing)

- Access: Protected by PIN. This is a separate Security pin not assigned to artists or managers.
- Sub-sections: Admin can upload, edits or deletes the JPG or PDF files for:
 - Masters Licence: Slideshow of images for artist licenses.
 - Artist Licence: Slideshow of images for individual artist licenses.
 - Log Book: View all Daily Log Book entries submitted by artists. This displays a view only of all of the the 'Master Daily Log Book sheet'

2.11. Customer Consent Form (Separate Tablet)

- Runs on a second tablet. Clients complete the form before their appointment.
- Admin can edit the content for future changes (e.g., questions, legal wording).

Page 1 — Client Information:

- Fields: First Name, Last Name, Age, Phone, Email, Emergency Contact, Artist selection from drop down and Photo ID (will use the front camera function of the tablet to take a photo of ID OR selectable option that ID has been sighted by Artist). All data is saved in the form and does not need multiple files saved separately

Page 2 — Pre-Procedure Health Questionnaire:

- Yes/No questions: Drug use, fainting, communicable disease, allergies, pregnancy, and more.
- Conditional text fields for allergies, skin conditions, and health conditions.

Page 3 — Consent Agreement & Signature:

- Consent form for the client to read and sign digitally.

Post-Submission Automation:

- Form is sent to the relevant artist's queue for review and approval.
 - Automated email sent with aftercare instructions and a request for a Google review.
 - Admin can edit the automated email template and enable/disable automation.
 - After approval, data is saved to a Master Business File that Manager can remotely view and an Individual Artist File that Artist can only view those allocated to them.
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3. User Roles & Access Control:

3.1 Freelancer / Artist

- The primary day-to-day user of the main kiosk.
- Authenticated via a personal Artist Name and PIN on each form submission.
- Can submit Daily Log Book entries, approve consent forms, log gift voucher sales and redemptions, manage their own merchandise listings, and purchase studio products.
- Can remotely view only their OWN: Daily Log book and consent forms.
- Cannot access the Manager portal or SLEDs section.

3.2 Manager

- Restricted access via Name and PIN login on the Manager page.
- Access to Manager portal: Log Hours, Cash Till Tracking, Product Tracking and Input, Stock Order List, Logons, and Projects To-Do List.
- Can update product lists, and manage PDF uploads for Handbook, Stock Order List, Logons, and SLEDs.

3.3 Admin (owner)

- Has own access via Name and PIN login on to all of the Manager page.
- Access to Manager portal: Log Hours, Cash Till Tracking, Product Tracking and Input, Stock Order List, Logons, and Projects To-Do List.

- Can add and remove artists from the master artist list, update product lists, and manage PDF uploads for Handbook, Stock Order List, Logons, and SLEDs.
- Has remote access to all of the submitted data and backend sheets.

3.3 Client

- Interacts only with the separate Customer Consent Form tablet.
 - Completes personal information, pre-procedure health questionnaire, and signs the consent agreement.
 - Selects the artist they are visiting from a drop-down menu. Their completed form is then routed to that artist for approval on the main kiosk.
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4. User Flows:

4.1 Artist — Daily Job Logging

- Artist opens Daily Log Book.
- Selects their name from the drop-down; Licence number auto-fills.
- Completes job details and payment amounts, then enters their PIN.
- If Payment to Studio does not match Studio %, an error is displayed.
- On valid submission, data is saved in the master log and artist sheet. Receipt Number is auto-generated.

4.2 Client — Consent Form Completion

- Client opens the consent tablet and fills in personal info.
- Selects artists and completes a health questionnaire.
- Uploads photo ID and digitally signs the form.
- Submit the form. An aftercare/review email is automatically sent.

4.3 Artist — Consent Form Approval

- Artist taps Daily Consent Form.
- Views pending unapproved forms in a drop-down.

- Scrolls through the form, and the Approve option activates.
- Artist selects Category, enters PIN, and submits.
- Form is archived in the master and individual artist files.

4.4 Manager — Cash Till Reconciliation

- Manager logs into the Manager portal using Name and PIN.
- Enters physical note counts for each denomination.
- Totals auto-calculate and show the difference from the previous entry.
- The manager submits, and the entry is saved to the till tracking sheet.

4.5 Gift Voucher — Sale & Redemption

- Sale: Artist taps Sell New Voucher, fills in details, and enters PIN. Voucher data is saved in the master sheet.
 - Redemption: Artist taps Redeem Voucher, searches by Reference No, Amount, or Client Name, and completes redemption. Voucher is marked as redeemed and removed from future selection.
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5. Technical Requirements:

5.1 Platform:

- **Google Apps Script:** Will handle backend logic and data management.
- **Google Sheets:** Central data storage platform, providing easy access and management for freelancers and admins.

5.2 Integration:

- **Music Platform:** Integration with Spotify or other platforms for controlling the music system.

5.3 Security:

- **PIN-Based Authentication:** Freelancers must log in using a unique PIN.

- **Role-Based Access Control:** Admins, managers, and freelancers will have specific access to relevant data and features.
 - **Data Encryption:** All personal data, including signatures and client information, will be encrypted.
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