

## GUMNUT MAKES RUNNING YOUR PRACTICE AS EASY AS POINT, CLICK AND DRAG

**Increase staff productivity, manage your business and patients better**

### General Look And Feel

- Select an appropriate background image theme from our rich selection that fits your practice
- Design your own menu fonts and colours

### Appointment book

*A fully-featured system that manages clients and sales with no double bookings or wrong bookings !!!!!*

- Handles multiple bookings, rebooking, casuals, staff breaks
- Easily change, drag and drop, delete or cancel appointments
- Automatically sends reminders via 1 or 2 way SMS or email, remembers birthdays
- Fully customise the screen layout with no of columns, booking colours, font colours, sizes
- Design the wording to display on the slot for each appointment
- Books treatments to best-qualified staff
- Records appointment requests not fulfilled for future analysis
- Wizards to book packages or treatments automatically
- Set multiple columns to enable double or triple bookings per practitioner

### Point of sale

*Would you like full flexibility to sell merchandise or gift vouchers, manage client credits or accounts owing?*

- Enables multiple payments, casuals, series sales, petty cash management, product returns, service refunds and multiple tills
- Connects to receipt printers, cashdrawers, barcode scanners and touch screens
- Design your own receipts
- Generate receipts with specific provider numbers for health funds

### Gift Voucher

*Encourage repeat business, bring in new customers*

- Complete gift voucher management system that enables a numbered, fully trackable voucher system as part of your marketing efforts
- Options for your own numbering and partial redeeming
- Know your Gift Voucher Liability at all times

### Client database

*Fully customisable, privacy protected systems*

- Access demographics, payments, service and sale history
- Design your own initial consultation and treatment notes separate for every discipline
- Store photos or image templates and record consultation results with mouse clicks
- Track staff access to all records, limit access to any sensitive information

### Marketing

*Set up your marketing, track the results*

- Step by step data searching generates a specific list of people for mail merge, email and 1 or 2 way SMS marketing. The software will then track who responds to your marketing as they respond
- Manage Discount and points clubs smarter – track member clients, print plastic classic or smart cards with photos and client details
- Gather lists of client names with criteria (like 'all message clients came last month') to use in your marketing

# Take control of your business

## Health fund management

- Proper medical receipts including all the relevant information for claims eg. service code, practitioners provider number, DOB, area, referring doctor, date of referral, claim number etc
- Interface with HICAPS

## Staff management

- Individual staff Rostering
- Wages and commissions
- Clock in and clock out
- Full staff performance analysis including staff utilisation

## Stock management

*Know your stock any time*

- Generate Purchase Orders automatically and email to supplier
- Automatic price adjustment for price changes
- Stock variations and movements are tracked
- Professional stock usage is monitored
- Print Barcodes

## Reports & statistics

*Generate reports and graphical analysis over a selected date range*

- Track stock, sales, revenue, staff, taxes, gift vouchers, till management and much more
- Design your own reports. Export to word, excel, pdf or email
- A report scheduler is also available

## Accounting

*Monthly, quarterly or annual tax reports at the touch of a button*

- Design your own account codes, enter expenses and income
- Extract yearly summary or details per account code
- MYOB interface for Profit & Loss and Balance Sheet reporting and Debtors control
- Different tax structures can be set up for different countries

## Security

*Assign access rights to every part of the system for each individual user*

- Audit Log records all staff actions
- Activities such as bookings, billings, discounts, petty cash & refunds, stock adjustments, appointment alterations, moves, deletions and cancellations can be tracked via the use of PIN numbers
- Client Record Privacy is fully supported

## Multi-Site

- Run a central server with optional call centre
- Setup separate sites that can book into each other
- Use Gift Vouchers and Series sales across sites
- Access Points for loyalty clubs across sites
- Check stock availability in other sites

