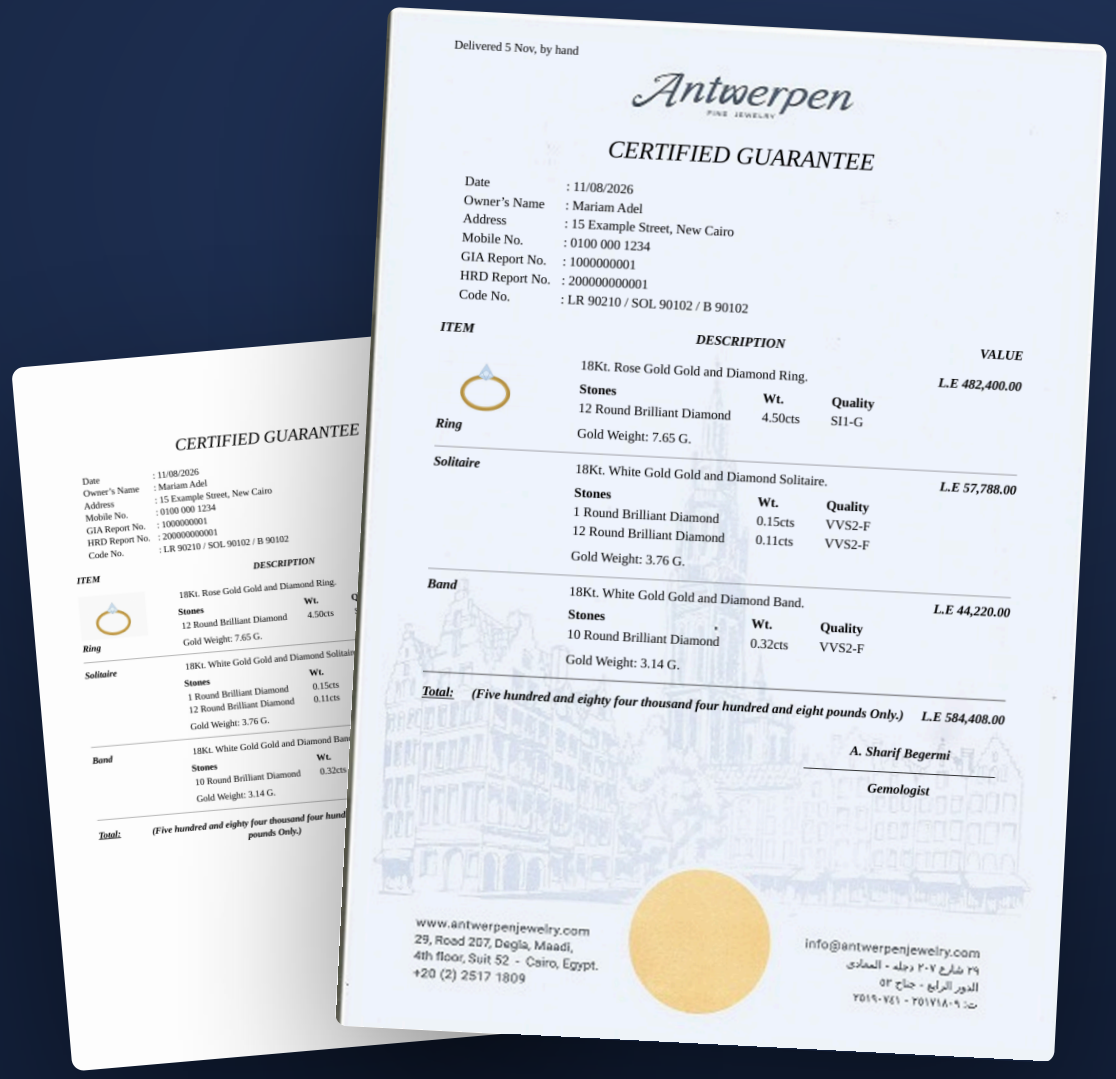
ANTWERPEN FINE JEWELRY · STAFF TOOLS

Jewelry Staff System

Certified Guarantees and the jewelry catalog in one place: made in minutes, printed on your letterhead, and kept safe in your own Google account.

CERTIFICATE MAKER · SEVERAL CERTIFICATES AT ONCE · JEWELRY CATALOG · OWNER & STAFF ACCESS

Developed and designed by **Abeer Elbana**



WHY IT MATTERS

From scattered Word files to one shared system

Before

- ✕ Copying piece details from a long Word sheet by hand
- ✕ Certificates saved as loose files on different computers
- ✕ Hard to find a client's certificate months later
- ✕ No record of who changed what, and no backups
- ✕ Layouts drifting off the printed letterhead
- ✕ One certificate at a time, printed and filed one by one

With the Jewelry Staff System

- ✓ Type a code: stones, gold and price fill in by themselves
- ✓ Every certificate numbered and stored in one place
- ✓ Find any certificate by name, mobile, address or code
- ✓ Every change logged, old versions kept, nightly backups
- ✓ Printouts measured to fit your letterhead paper
- ✓ Up to 30 certificates open at once, saved and printed together

OVERVIEW

How it works

A private web page for the team, running on the owner's own Google account. Nothing to install: open the link, sign in with a name and PIN.

THE TEAM

Any browser

- One private link
- Name + PIN sign-in
- Owner and Staff roles
- Locks a name after 5 wrong PINs

THE PROGRAM

Google Apps Script web app

- Certificates page
- Catalog page
- Checks every permission on the server
- Builds the Word and PDF files
- Emails the owners: month-end copy, nightly check

THE DATA, IN YOUR GOOGLE ACCOUNT

Google Sheets + Drive

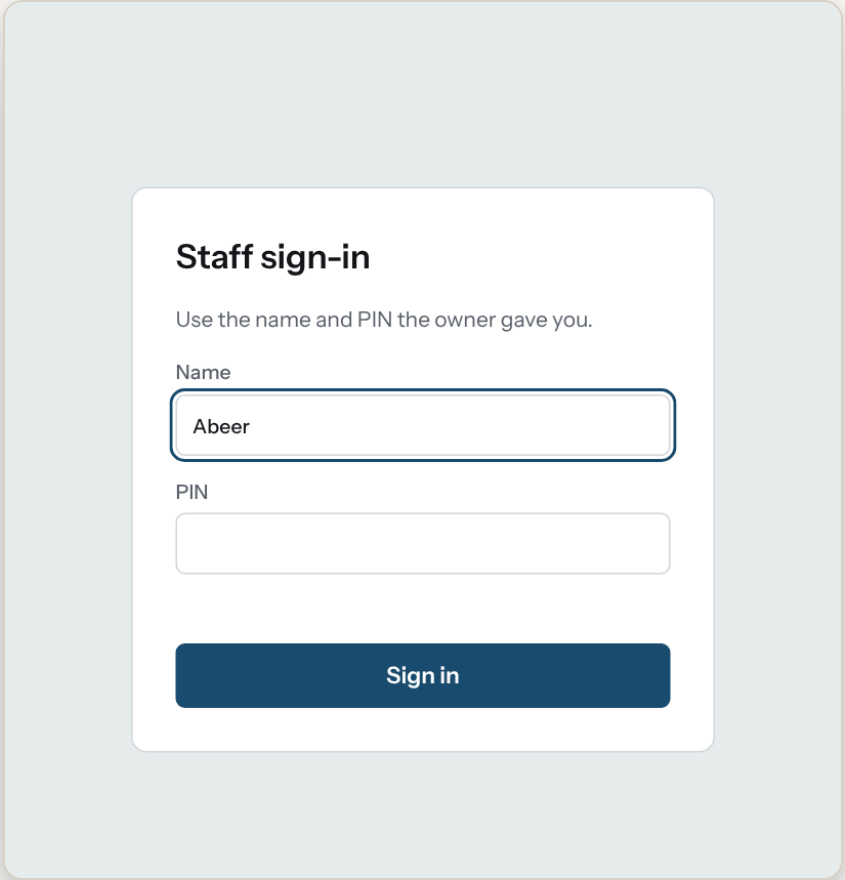
- **Catalog**: 3,143 pieces
- **Certificates**: one row each, with an Open link
- **Staff** and **Change log** tabs
- Certificate files, history and nightly backups in Drive

All clients, pieces, prices and report numbers shown in this presentation are made-up demo data.

ACCESS

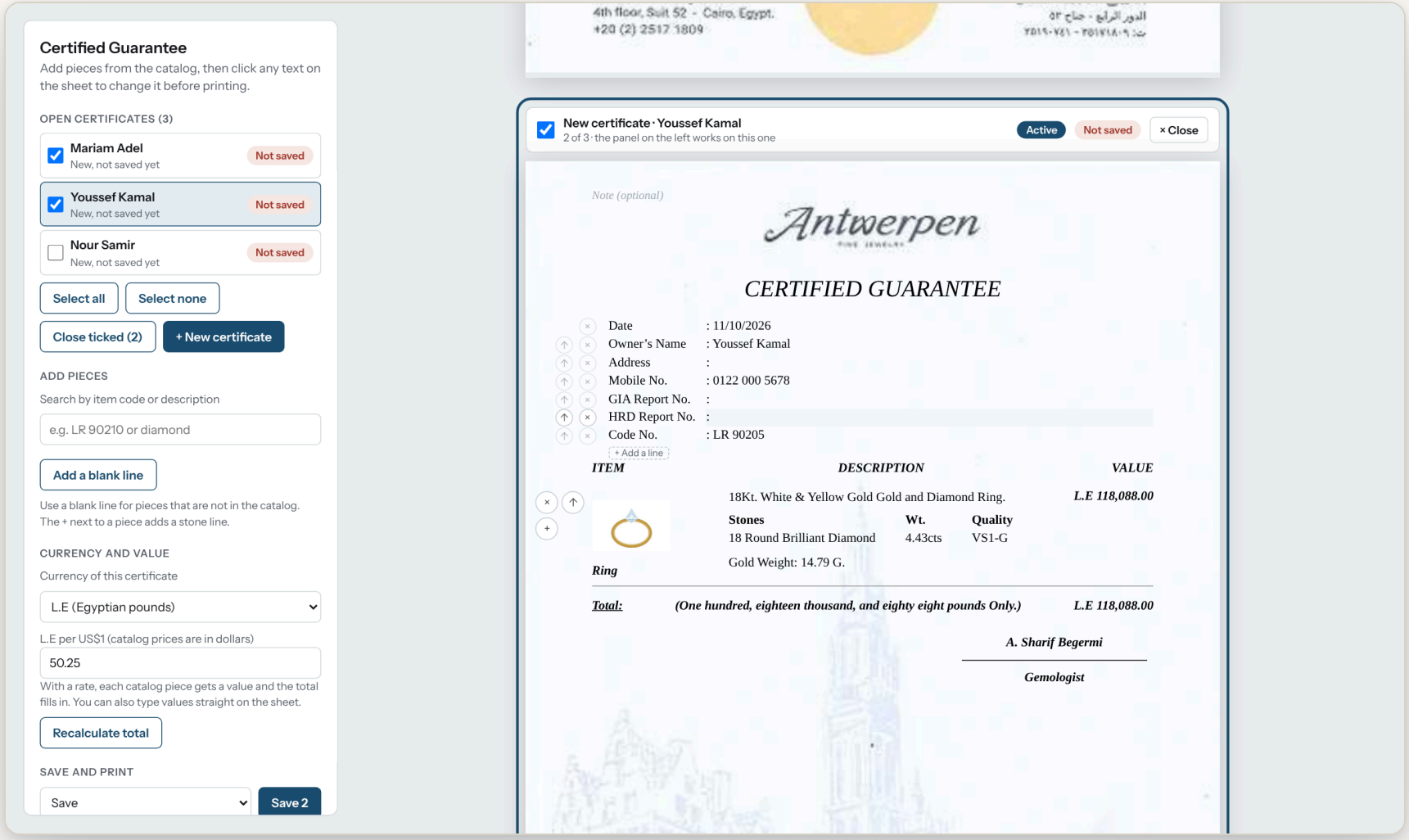
Simple, private sign-in

- **No Google account needed** for staff: just the link, their name and a PIN.
- **The owner manages access** on the Staff tab: add a person, change their role, or switch them off instantly.
- **Two roles.** Owners do everything; Staff view, print and download.
- **Stays signed in while working**, and asks again after a long break.
- **Guards against guessing**: five wrong PINs lock that name for 15 minutes.



CERTIFIED GUARANTEE MAKER

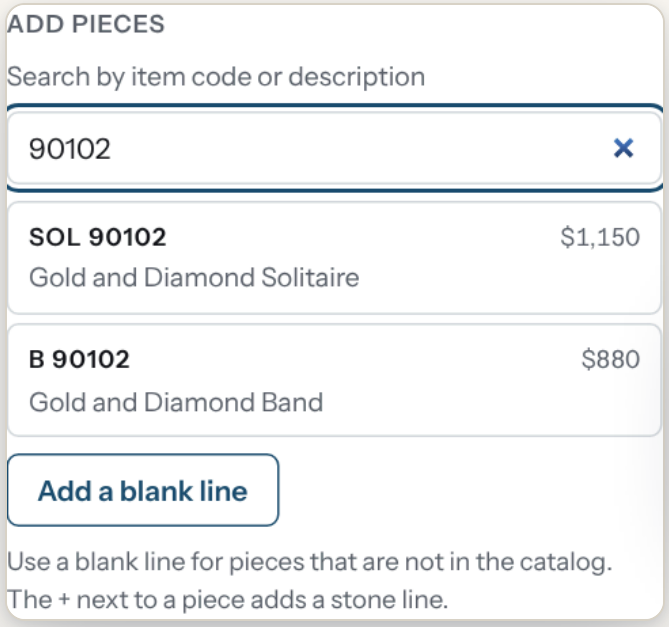
A finished certificate in a few clicks

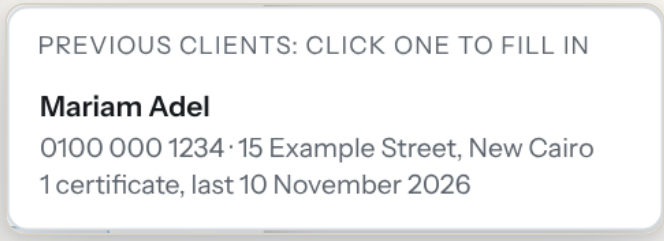


Owner view: open certificates and controls on the left, the active certificate exactly as it prints

Add pieces in seconds

- **Type a code or a word** (e.g. 90102 or diamond): matching pieces appear; sold pieces are left out.
- **One click adds the piece** with its type, stones, weights, quality and gold weight.
- **Prices in L.E or US dollars.** Enter today's rate and every value and the total fill in, written in words too.
- **Returning clients fill in by themselves**: type part of a name or mobile and pick them; name, mobile and address are filled in.
- **Everything stays editable**: click any text to change it; add stone or blank lines; **Ctrl+Z** undoes, step by step.
- **Client lines** incl. GIA and HRD report numbers; remove, add or reorder them.

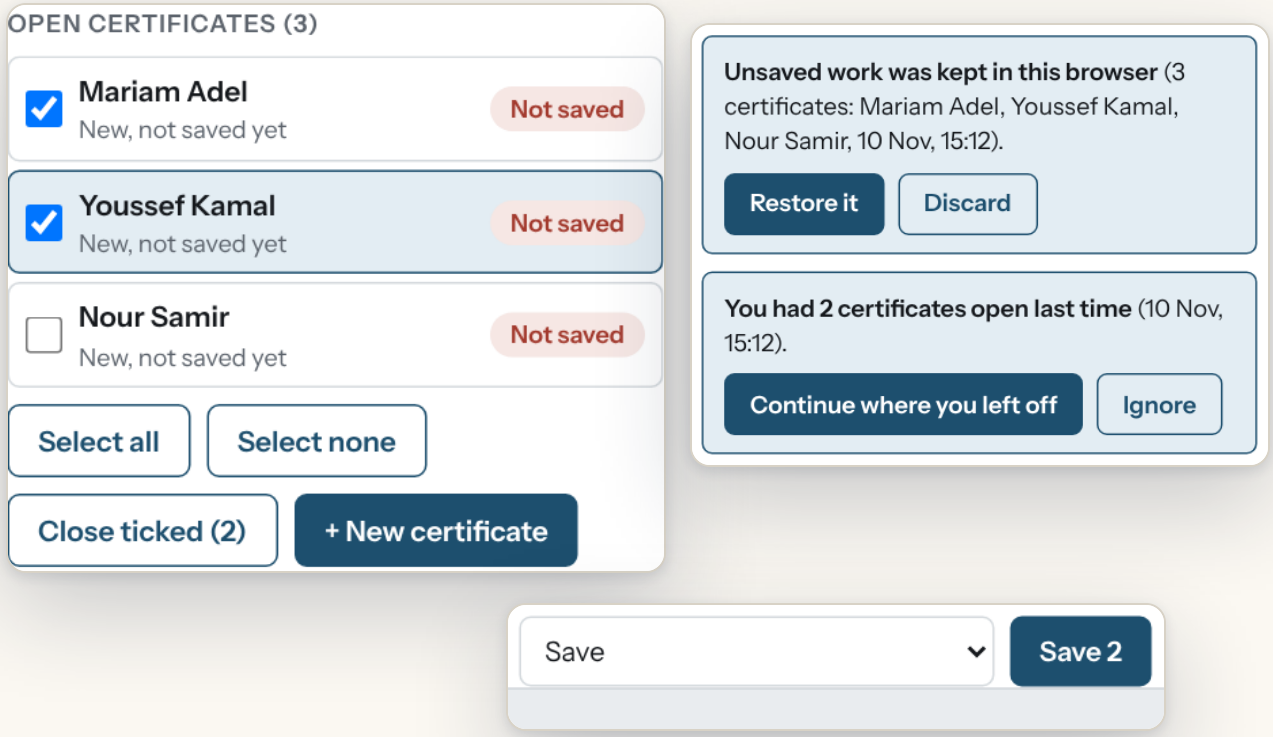




NEW · CERTIFIED GUARANTEE MAKER

Several certificates at once

- **Up to 30 certificates open**, stacked like pages in Word. Click one to work on it; the others wait exactly as you left them.
- **Tick several, press one button**: Save 3, Print 3, one Word file or one copy. Each certificate gets **its own number**.
- **One "Mark pieces as sold?" window** for all of them.
- **Close one or many**; anything unsaved asks first: Save and close, or close without saving.
- **Continue where you left off** at the next sign-in, from any computer.
- **Fast and safe:** tested with 30 certificates and 90 photos; typing stays instant, and every number holds only its own client and pieces.



PRINTING

Made for your letterhead paper

- **Measured to the letterhead:** below the logo, above the gold seal, clear of the address footer.
- **Room for four pieces** per sheet at a comfortable size; the total in words never shrinks below 10 pt.
- **See it before you print:** the letterhead appears faintly behind the certificate on screen (never printed).
- **A note corner** for remarks like "Delivered 5 Nov, by hand".
- Shown here: a sample printout laid over the scanned letterhead.



Delivered 5 Nov, by hand

Antwerpen
FINE JEWELRY

CERTIFIED GUARANTEE

Date : 11/08/2026
Owner's Name : Mariam Adel
Address : 15 Example Street, New Cairo
Mobile No. : 0100 000 1234
GIA Report No. : 1000000001
HRD Report No. : 200000000001
Code No. : LR 90210 / SOL 90102 / B 90102

ITEM	DESCRIPTION	VALUE
Ring	18Kt. Rose Gold Gold and Diamond Ring. Stones: 12 Round Brilliant Diamond — Wt. 4.50cts — Quality SI1-G Gold Weight: 7.65 G.	L.E 482,400.00
Solitaire	18Kt. White Gold Gold and Diamond Solitaire. Stones: 1 Round Brilliant Diamond — Wt. 0.15cts — Quality VVS2-F 12 Round Brilliant Diamond — Wt. 0.11cts — Quality VVS2-F Gold Weight: 3.76 G.	L.E 57,788.00
Band	18Kt. White Gold Gold and Diamond Band. Stones: 10 Round Brilliant Diamond — Wt. 0.32cts — Quality VVS2-F Gold Weight: 3.14 G.	L.E 44,220.00

Total: *(Five hundred and eighty four thousand four hundred and eight pounds Only.)* L.E 584,408.00

A. Sharif Begermi
Gemologist

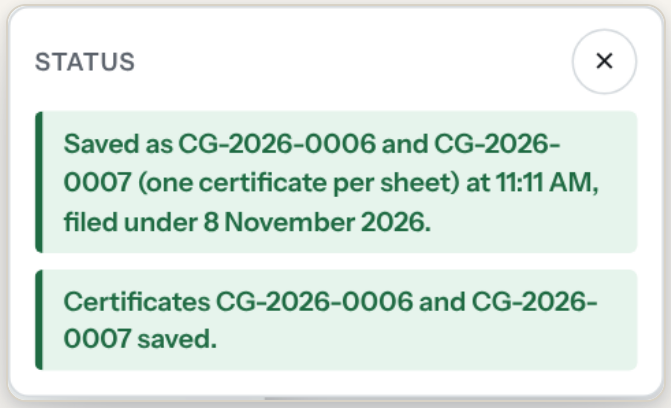
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الدور الرابع - جناح ٥٢
٠٢٥١٧١٨٠٩ - ٠٢٥١٩٠٧٤١

LONG ORDERS

More pieces? A second certificate, automatically

- **Each sheet is a complete certificate**: client details, its own pieces, total and signature.
- **The client's details are copied** from sheet 1 as you type; Code No. lists only that sheet's pieces.
- **Pieces flow by themselves** to the next sheet, and back when there is room.
- **Saved as two linked certificates** (e.g. CG-2026-0006 and CG-2026-0007); opening one opens both.





DETAILS THAT MATTER

Photos, notes and dollar prices

- **Add a photo three ways:** click the box and choose a file, paste a copied picture, or drag it in from a folder.
- **Photos are saved** with the certificate as a light copy, so it opens again with its photos and still stays small.
- **Note corner** for after-sale remarks.
- **US dollar certificates**: amounts in $ and the total in words in dollars.



Delivered 5 Nov, by hand

Antwerpen

CERTIFIED GUARANTEE

Date	: 11/08/2026
Owner's Name	: Mariam Adel
Address	: 15 Example Street, New Cairo
Mobile No.	: 0100 000 1234
GIA Report No.	: 1000000001
HRD Report No.	: 200000000001
Code No.	: LR 90210 / SOL 90102

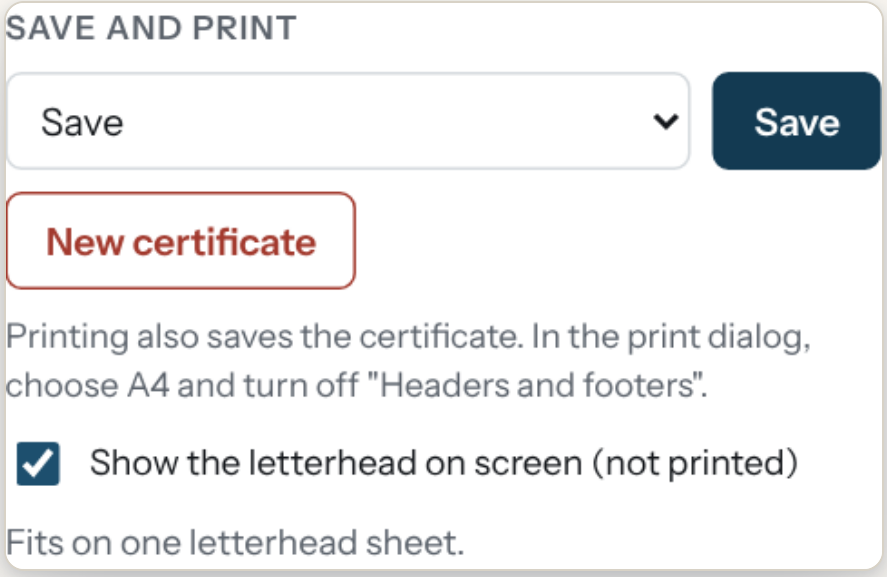
+ Add a line

ITEM	DESCRIPTION	VALUE
Ring	18Kt. Rose Gold Gold and Diamond Ring.	L.E 482,400.00
	Stones: 12 Round Brilliant Diamond — Wt.: 4.50cts — Quality: SI1-G	
	Gold Weight: 7.65 G.	
	Gold Weight: 3.76 G.	
Band	18Kt. White Gold Gold and Diamond Band.	$ 880.00
	Stones: 10 Round Brilliant Diamond — Wt.: 0.32cts — Quality: VVS2-F	
	Gold Weight: 3.14 G.	
Total:	(Eleven thousand six hundred and thirty dollars Only.)	$ 11,630.00

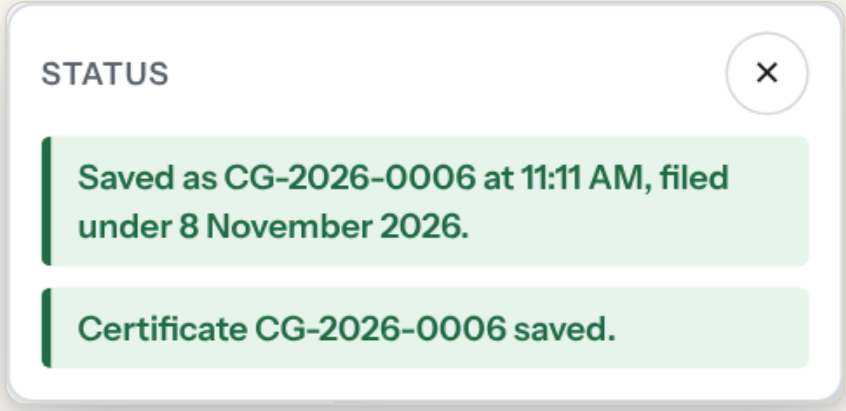
Add photo

CLEAR AND CALM

One button, and you always know what's happening



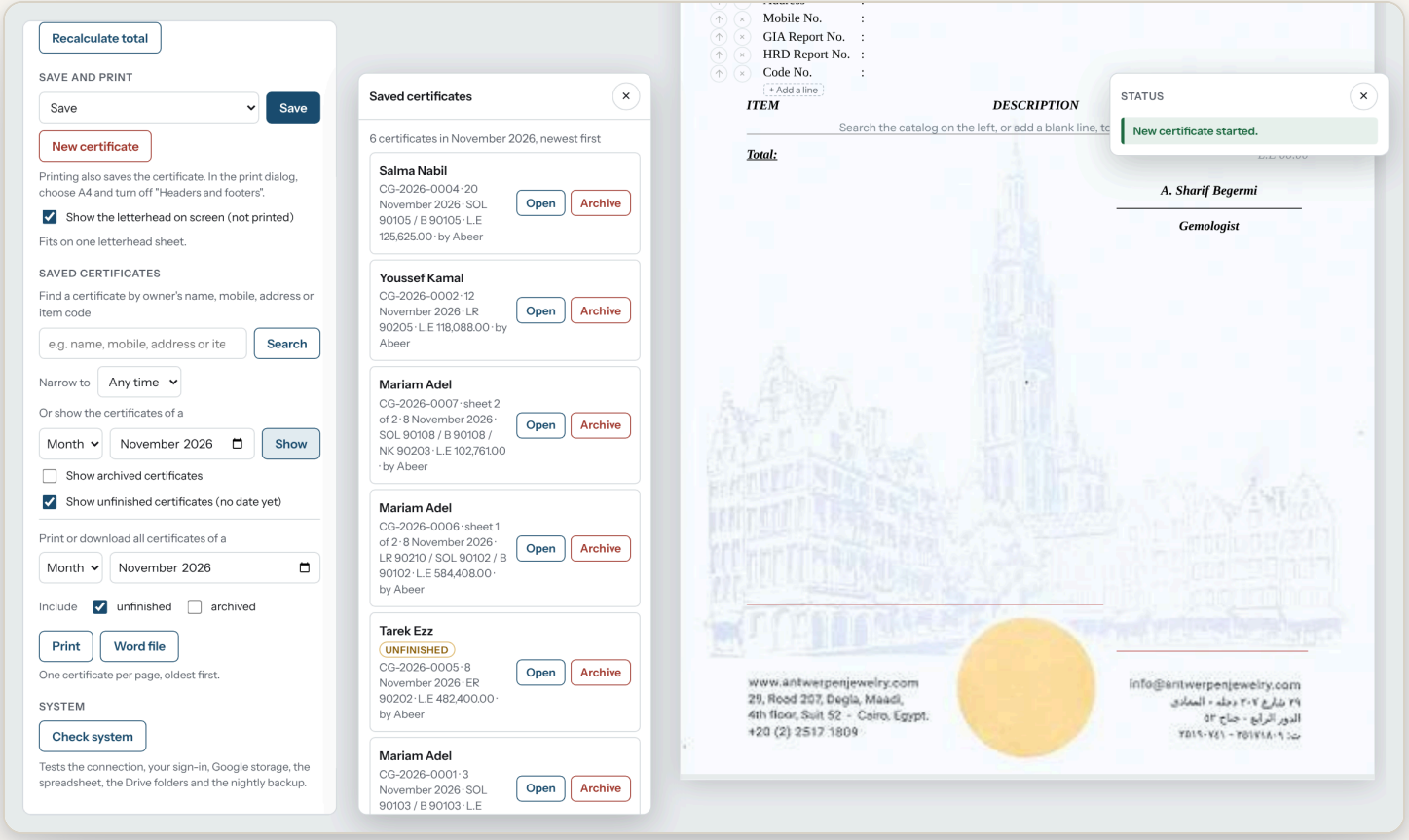
- **Choose an action** (Print, Save, Download Word file, Copy for Word) and press the button beside it. With certificates ticked it works on all of them.
- **New certificate** adds a blank certificate; nothing open is lost.



- **A Status box** beside the certificate shows each step: saving, saved, printing, copied, or what to do if something goes wrong.
- **Green means done, red means a problem**, so a glance is enough.
- **Unsaved work is never lost silently**: closing a certificate, the tab or signing out asks first.

Find any certificate, any time

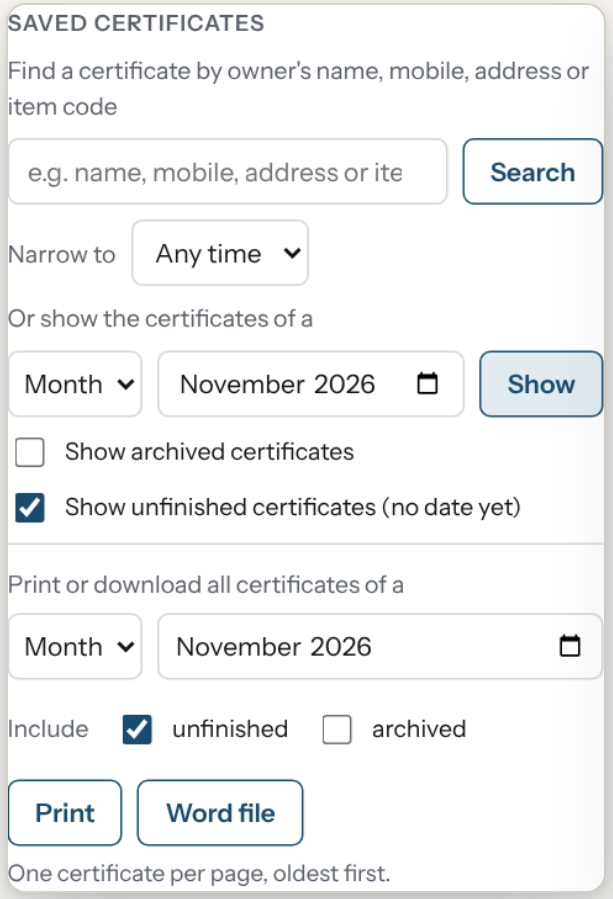
- **Search** by owner's name, mobile (with or without spaces), address, item code or certificate number.
- **Narrow** the results to a year, a month or a day.
- **Or list** everything from a day, a month or a whole year.
- Results open in **their own window** beside the certificate; close it with ×.
- **Change a saved certificate** any time: save again and it updates, even its date.

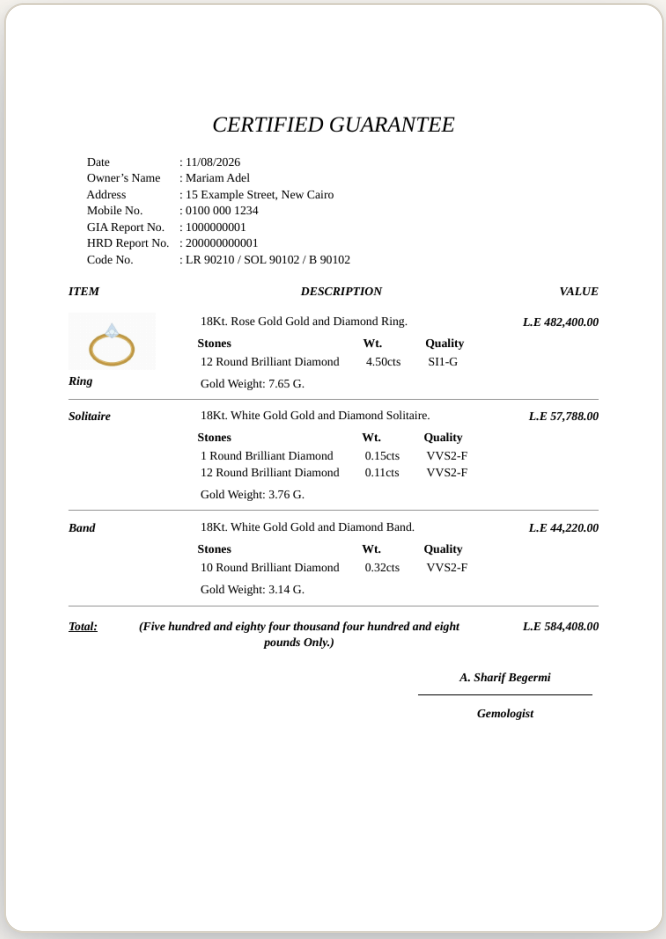


PRINT AND DOWNLOAD

A whole day, month or year in one go

- **Print** every certificate from a day, month or year, one per page, oldest first.
- **Or one Word file** with all of them, one certificate per page.
- **Opens in any Word**, including Word 2003, laid out like the printout.
- **Choose what's included**: unfinished (no date yet) and archived certificates.
- **Staff get PDF files** instead of Word: one certificate, or a whole day, month or year.
- **Copy for Word** (Owners) pastes certificates straight into a document.





CERTIFIED GUARANTEE

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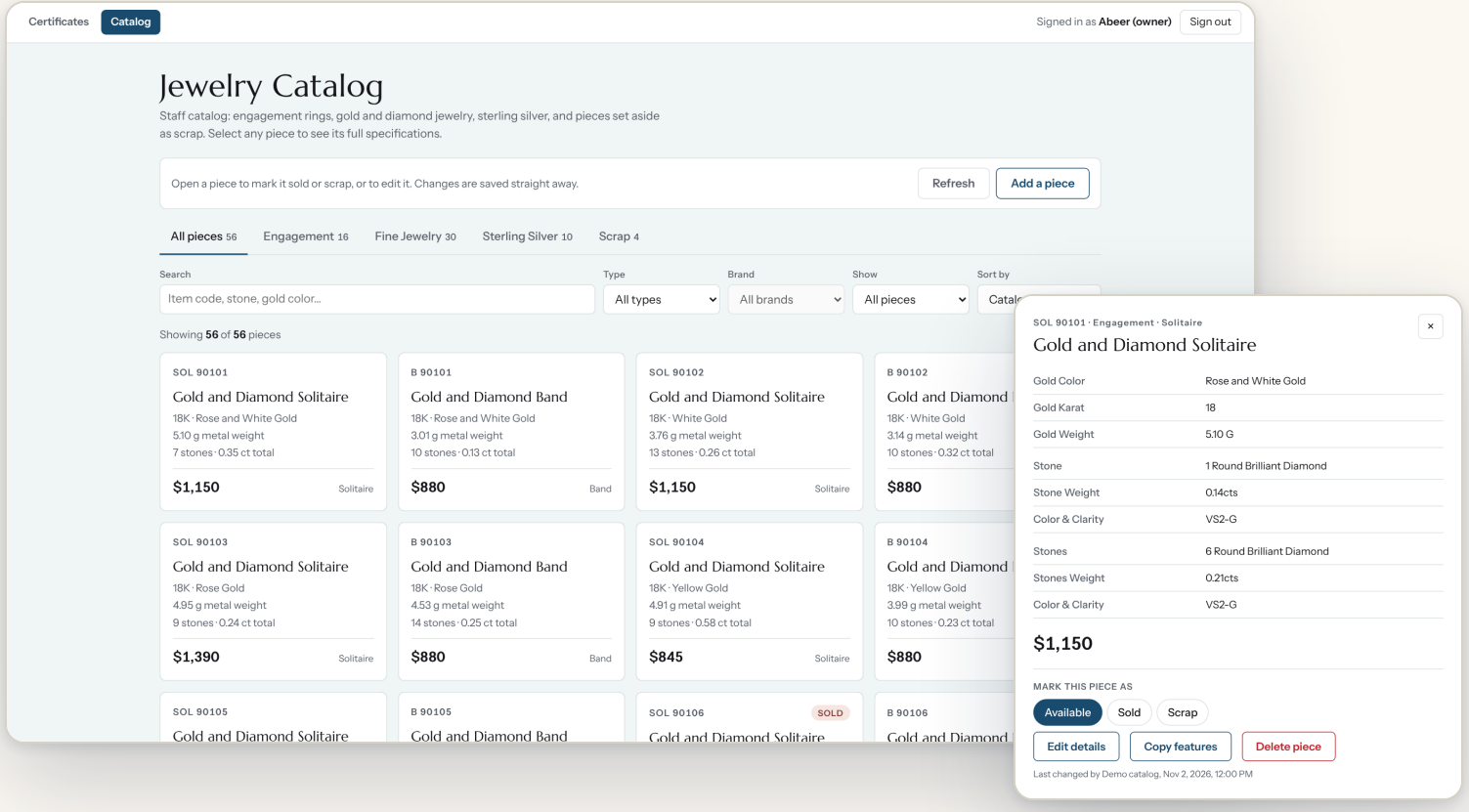
ITEM	DESCRIPTION	VALUE
Ring	18Kt. Rose Gold Gold and Diamond Ring. Stones: 12 Round Brilliant Diamond, Wt. 4.50cts, Quality SI1-G Gold Weight: 7.65 G.	L.E 482,400.00
Solitaire	18Kt. White Gold Gold and Diamond Solitaire. Stones: 1 Round Brilliant Diamond, Wt. 0.15cts, Quality VVS2-F 12 Round Brilliant Diamond, Wt. 0.11cts, VVS2-F Gold Weight: 3.76 G.	L.E 57,788.00
Band	18Kt. White Gold Gold and Diamond Band. Stones: 10 Round Brilliant Diamond, Wt. 0.32cts, Quality VVS2-F Gold Weight: 3.14 G.	L.E 44,220.00
Total:	(Five hundred and eighty four thousand four hundred and eight pounds Only.)	L.E 584,408.00

A. Sharif Begermi
Gemologist

JEWELRY CATALOG

Every piece, always up to date

- **Browse and search** by code, stone or gold color; filter by type, brand and status.
- **Collections**: Engagement, Fine Jewelry, Sterling Silver, and Scrap on its own.
- **Sort by Newest first** to see the latest pieces at the top.
- **Mark a piece** Sold or Scrap with one click; edit, add or delete pieces, with Type and Brand lists (Owner).
- **Copy features**: one click copies a piece's details, ready to paste into a message.

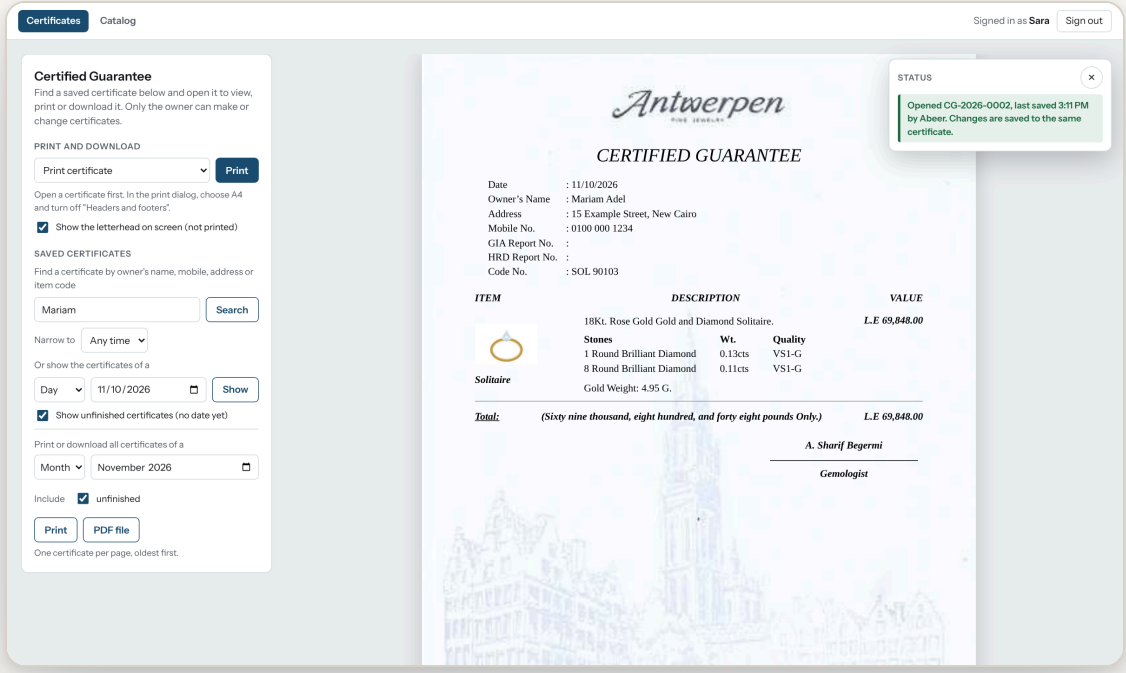


TWO VIEWS

Owners run it. Staff use it.

	Owner	Staff
Make, edit and save certificates	✓	—
Find, open and view certificates	✓	✓
Print (one, a day, a month, a year)	✓	✓
Several certificates open at once	✓	—
Word files and Copy for Word	✓	—
PDF files (one, a day, a month, a year)	—	✓
Archive, restore, see archived	✓	—
Notes on certificates	✓	—
View the catalog	✓	✓
Copy a piece's features	✓	✓
Add, edit, mark or delete catalog pieces	✓	—
System check and storage warnings	✓	—

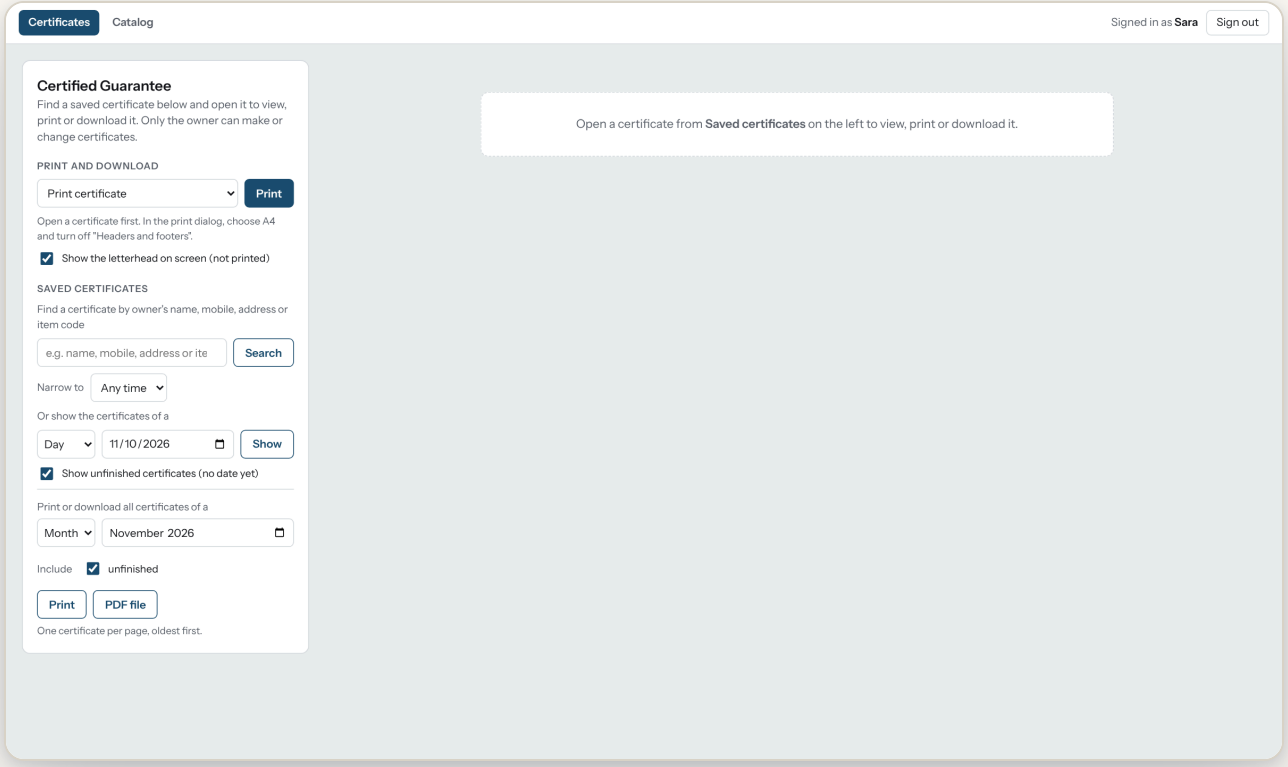
The server checks every permission too, so the limits can't be worked around from the page.



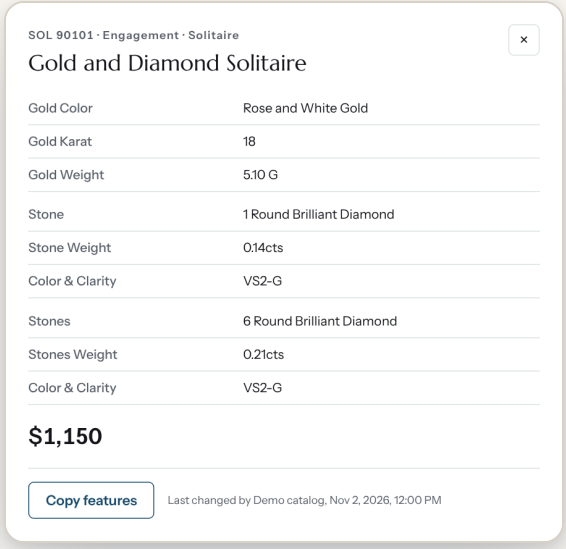
Staff view: a saved certificate, read-only, with Print and PDF file

STAFF VIEW

Everything Staff need, nothing they shouldn't touch



Certificates page for Staff: find a certificate, then view, print or download it

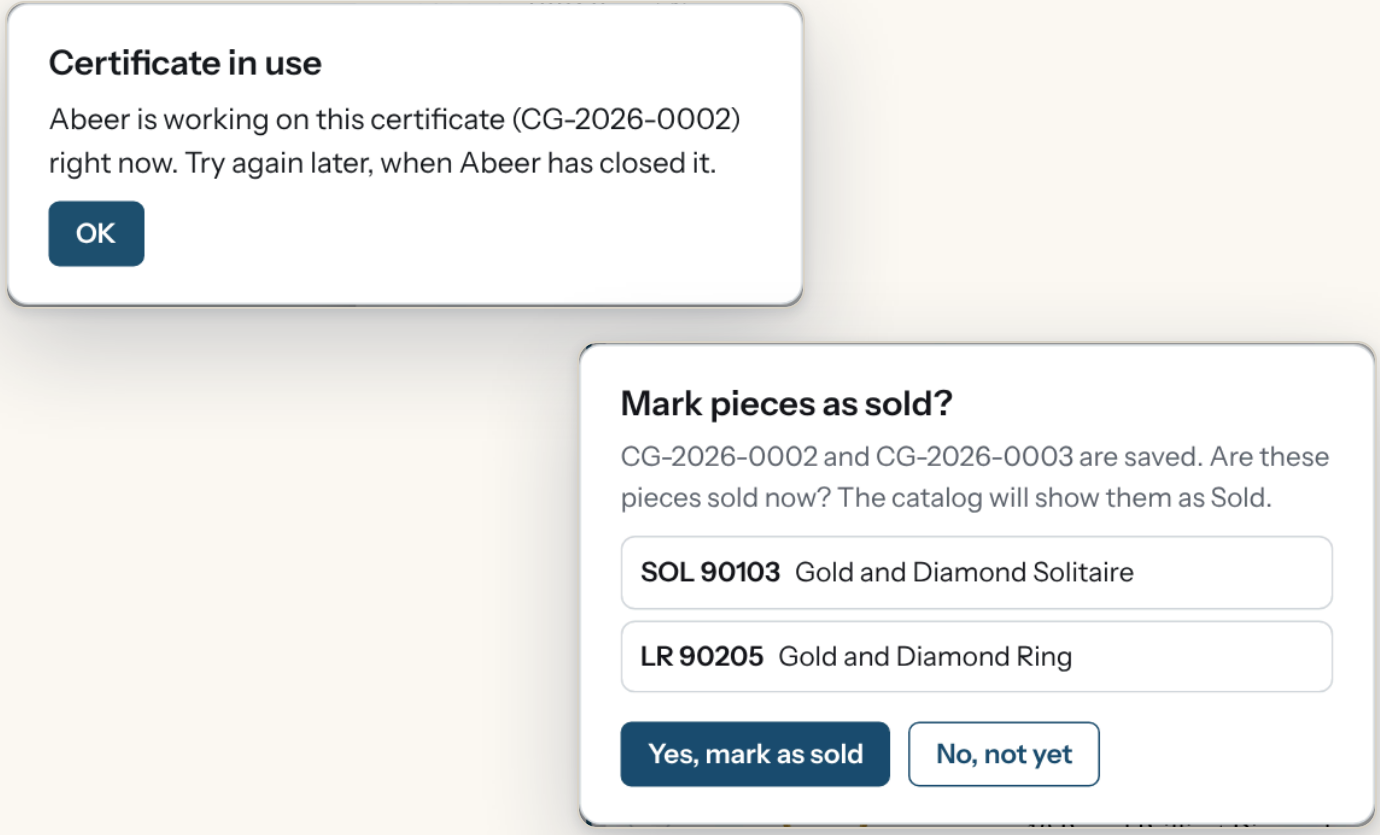


Catalog for Staff: full details, no edit or status buttons

NEW · WORKING AS A TEAM

Built for a shop with several people

- **One person per certificate.** While an owner has a certificate open, anyone else who tries gets a window with their name, and it is free again as soon as it is closed.
- **Mark pieces as sold?** After saving, one click marks the certificate's pieces Sold in the catalog, so a piece is never sold twice.
- **Print log:** every print, Word file, PDF and copy is noted with who and when.
- **Owners stay informed:** a month-end reminder with a full copy of the data, and an email if the nightly check finds a problem.



PEACE OF MIND

Safe by design

Certificates never deleted

Certificates are archived, never deleted, and can be restored at any time.

Every change logged

The Change log records who changed what and when, before and after. It tidies itself every month.

Old versions kept

Each time a certificate is saved again, the previous version goes to Certificate history in Drive.

Nightly backups

A full copy of the data every night, kept for 60 days, plus Google's own version history.

No silent overwrites

If two people change the same thing at once, the second sees a warning and the other version.

No double saves

A save retried after a dropped connection can never create a second certificate, or land under the wrong number.

Month-end copy by email

On the last day of each month the owners get a reminder and a full copy of the data.

Nightly check

Every night the system checks itself and emails the owners if something needs attention.

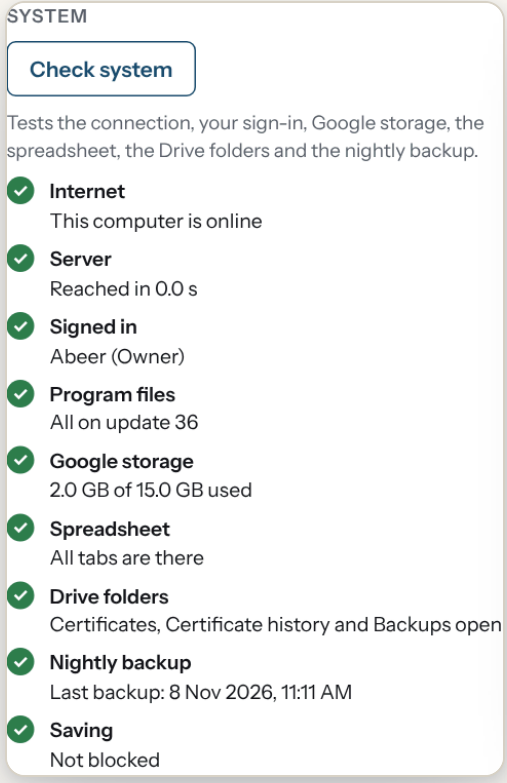
One person per certificate

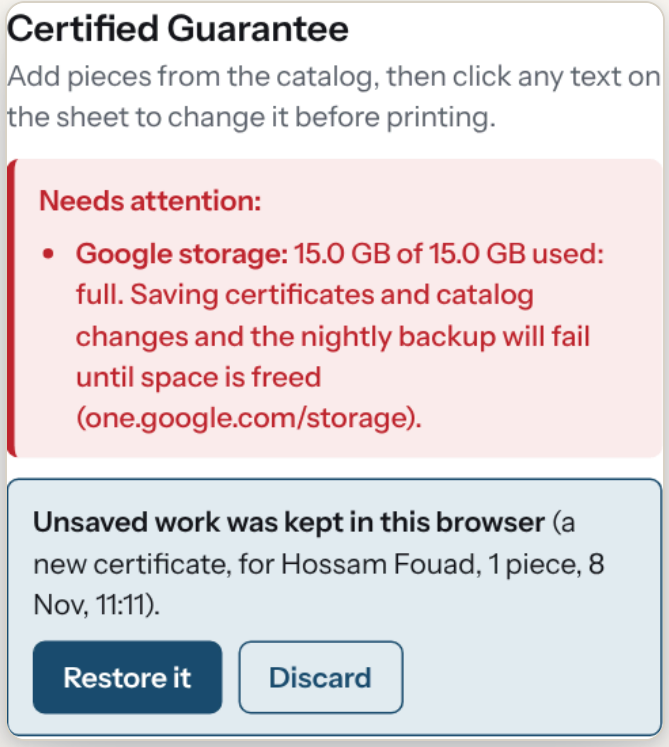
A certificate open on one screen can't be changed from another at the same time.

BUILT FOR REAL CONDITIONS

Keeps working when things go wrong

- **Dropped connection?** It quietly tries again; a bar says when the internet is gone or back.
- **Storage full or backup missed?** A clear warning for the owner, with what to do.
- **Save failed?** Every unsaved certificate is kept in the browser and offered back next time.
- **Check system** tests the connection, sign-in, storage, spreadsheet, folders and backup in one click, with the last backup date shown plainly.





Owner warning when Google storage is full, and unsaved work offered back

EVERYTHING IN ONE PLACE

Every major feature

CERTIFICATE MAKER

- Find pieces by code or word; sold pieces hidden
- One click fills type, stones, weights, quality, gold
- L.E or US$ prices from today's rate
- Total written in words automatically
- Returning clients fill in by themselves
- Click any text to edit; undo and redo
- Stone lines, blank lines, GIA and HRD lines
- Photos: choose, paste or drag in; saved light
- Sized to the letterhead, 4 pieces a sheet
- Automatic, linked second sheet
- Up to 30 certificates open at once

FIND, PRINT, SHARE

- Search name, mobile, address, code or number
- Narrow to a year, month or day
- Save, print or download many in one go
- Each saved with its own number
- Print a whole day, month or year
- One Word file for many certificates
- Opens in any Word, even 2003
- PDF files for Staff
- Copy for Word (Owners)
- Continue where you left off

CATALOG

- Every piece with full specifications
- Search by code, stone or gold color
- Filter by collection, type, brand, status
- Sort by Newest first
- Mark Sold or Scrap in one click
- Mark sold right after saving
- Edit, add or delete pieces
- Type and Brand lists
- Copy features for messages

TEAM, SAFETY, RELIABILITY

- Name + PIN sign-in, no installs
- Owner and Staff roles, checked on the server
- One person per certificate
- Archive instead of delete
- Change log and Print log
- Old versions kept; nightly backups 60 days
- Month-end copy by email
- Nightly check emails the owners
- Retries dropped connections
- Check system in one click
- Unsaved work warned about and kept

AT A GLANCE

What the team gets

3,143
catalog pieces ready to add, with stones, weights and prices

4
pieces per letterhead sheet, with automatic second certificates

1
private link for the whole team: no installs, any browser

30
certificates open at once, saved and printed together, each with its own number

60
days of nightly backups, plus history of every saved version

0
extra software or servers: it runs in the owner's Google account

RETURN ON TIME

How much time it saves

Task	By hand (Word files)	With the system	Saved each time
Make a Certified Guarantee	12–15 min	2–3 min	**~12 min**
Find an old certificate	5–10 min	~10 sec	**~7 min**
Check a piece's details or status	2–3 min	~10 sec	**~2 min**
Print or file a month of certificates	30–60 min	~1 min	**~45 min**
Fix and reprint a certificate	10 min	~2 min	**~8 min**
Print a batch of 10 certificates	10–15 min	~1 min	**~12 min**
Mark sold pieces after a sale	3–5 min	1 click	**~3 min**

Estimates. By hand means copying details from the Word catalog, typing values and the total in words, and searching folders of files. Your own times may differ.

In a typical week of **20 certificates**, 10 look-ups, 15 piece checks, 2 corrections and 2 batches printed:

~7 hours

saved every week

- About **30 hours a month**
- About **350 hours a year**, close to 9 working weeks
- Plus fewer typing mistakes and no lost files

JEWELRY STAFF SYSTEM

Beautiful certificates. Organised records. Safe in your hands.

Open the staff link, sign in with your name and PIN, and make your first Certified Guarantee in minutes.

Developed and designed by **Abeer Elbana**



Delivered 5 Nov, by hand

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FINE JEWELRY

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A. Sharif Begermi
Gemologist

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الدور الرابع - جناح ٥٢
ت: ٢٥١٧١٨٠٩ - ٢٥١٩٠٧٤١