

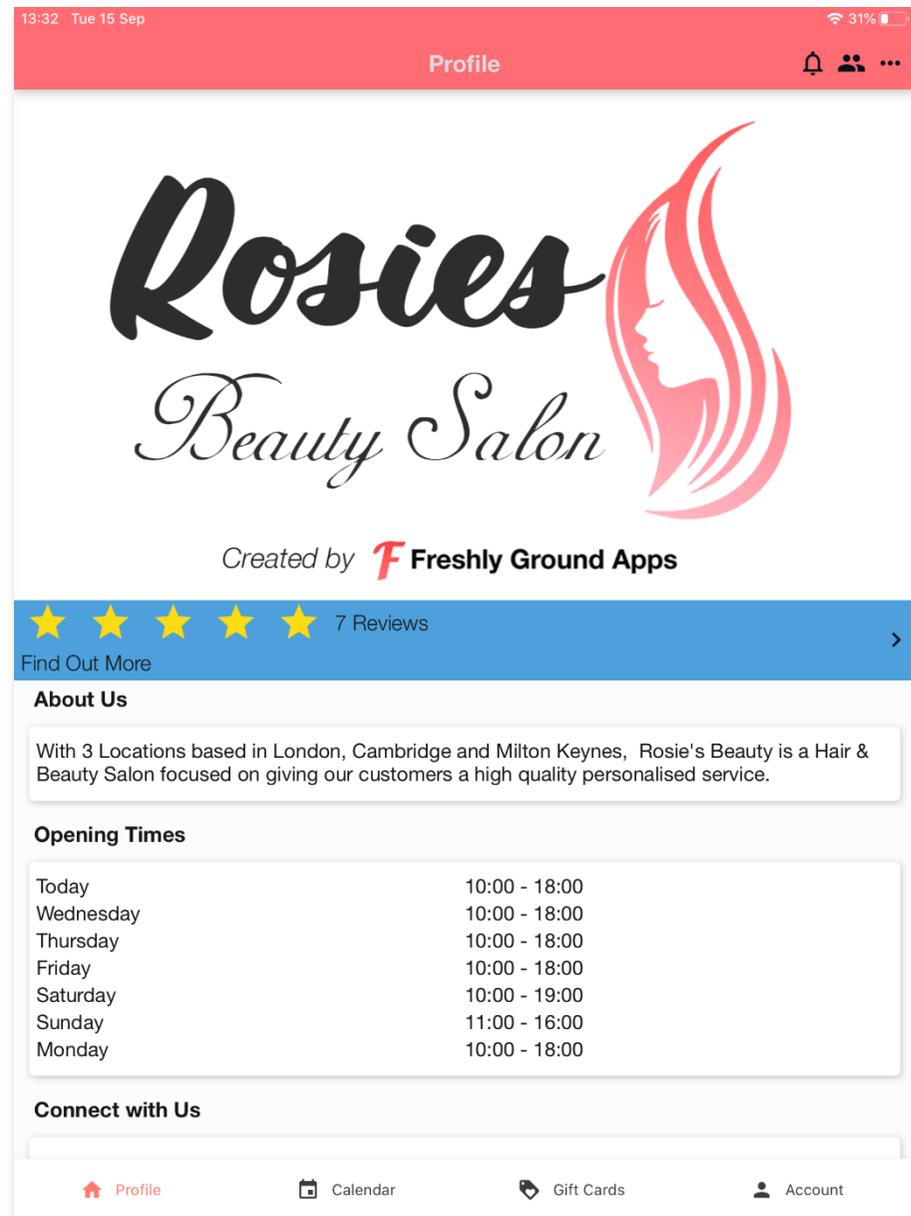
Staff App Guide and Walkthrough

Business Profile Tab:

- View and update all company profile information.

Buttons Top Right Corner

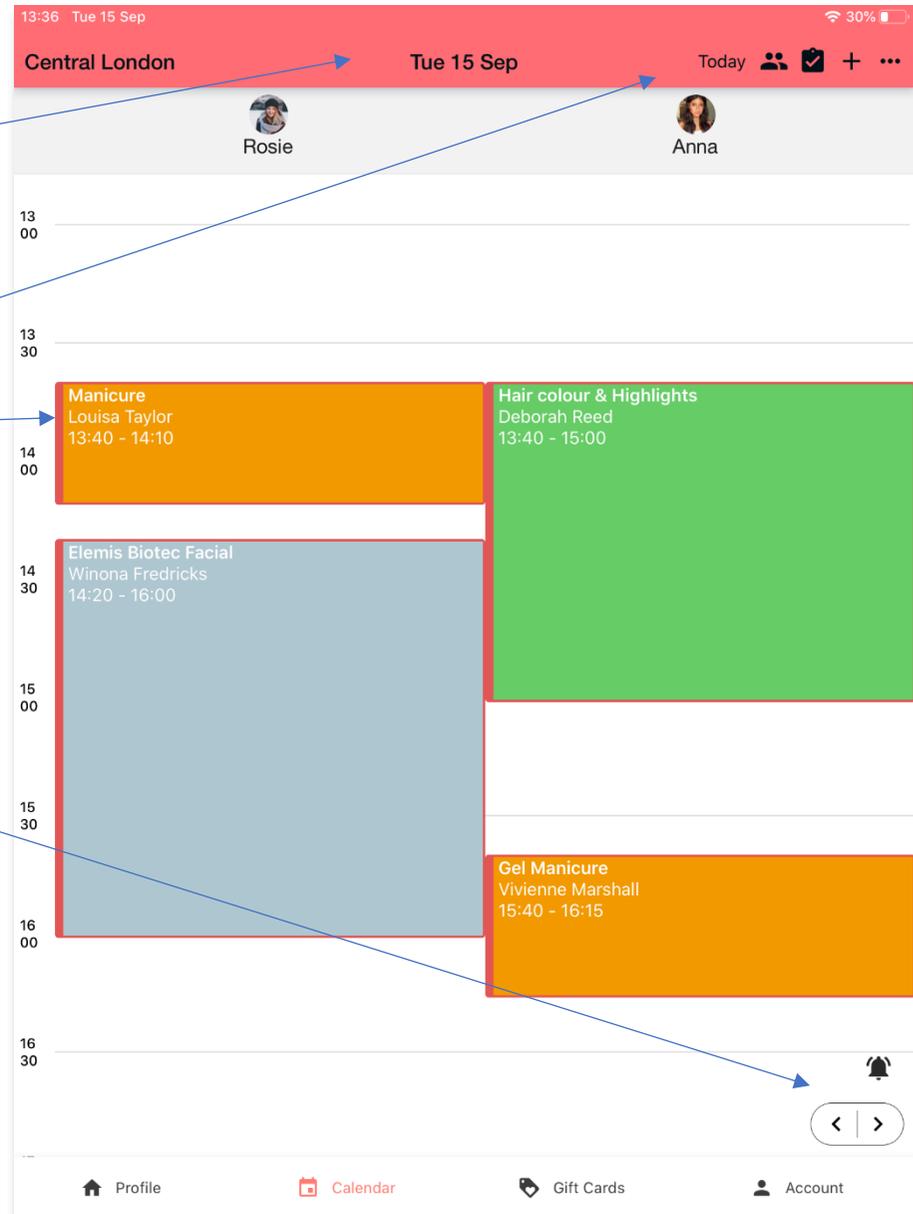
- Access Clients, Fill out Forms
- Add & Send Notifications to Customers
- View New Booking Notifications



Calendar Appointment Diary:

- View Bookings for the Day and other dates. Select and change Date.
- View Staff on shift and the activity of bookings for each hour.
- View Clients, New Sale, Add a Booking
- Select Booking to view more details.

- Flick between days,
- Bell Icon in bottom corner Indicates new booking



Add a New Booking

- Select the + on the Top Right Corner
- Select the 'Location, 'Date, 'Service', 'Team'
- View and Select available Time Slots
- Confirm and Save the Booking
- The New Booking will Appear on the Calendar for the Selected Date and Team member

The screenshot shows the 'New Booking' screen in an app. At the top, the status bar displays '13:34 Tue 15 Sep' and '30%' battery. The app header is red with a back arrow and the title 'New Booking'. The main content area is white and contains several sections, each with a green checkmark indicating completion:

- Select a location**: A dropdown menu showing 'Central London' with a three-dot menu icon.
- Select a date**: Three buttons: 'Today' (highlighted in red), 'Tomorrow', and 'Select Date'.
- Select a service**: A box with an 'Add Service' button. Below it, a service is listed: 'Elemis Biotec Facial' for '£180.00'. A red 'X' icon is in the top right of this box. The total price 'Total: £180.00' is shown at the bottom right.
- Team**: A section with a large 'A' and three circular profile pictures: 'Any', 'Rosie', and 'Anna'.
- Available Slot**: A grid of time slots: 14:20 (highlighted in red), 14:40, 15:00, 15:20, 15:40, 16:00, 16:20, and 16:40.

At the bottom, a large red 'Confirm' button is centered. The bottom navigation bar has four icons: 'Profile', 'Calendar' (highlighted in red), 'Gift Cards', and 'Account'.

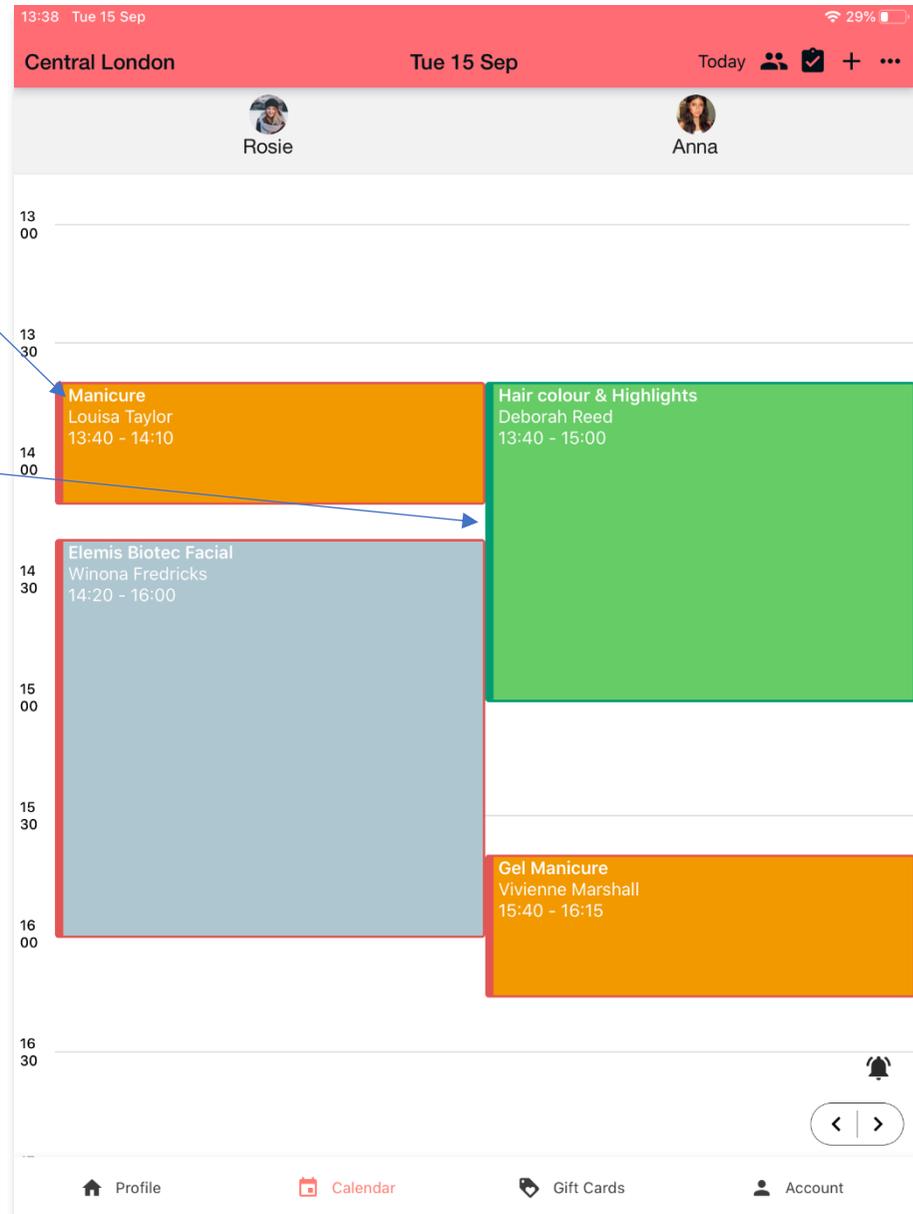
Recording New Sale

- Once complete booking is selected
- View 'When', 'What', 'Team', 'Customer' auto selections
- Select added notes if needed
- Redeem Customer Gift Cards
- Redeem Loyalty Points
- Give Discounts if required
- Select Payment Method
- This will allow staff to take payment and record a sale from a customer.
- 'Due Now' is what the customer is required to pay.

The screenshot shows the 'New Sale' interface in a mobile app. At the top, the status bar shows the time as 13:37 on Tuesday, 15th September, and the battery level at 29%. The app title 'New Sale' is centered at the top. Below the title, there are four circular profile pictures of staff members: Rosie, Amelia, Sarah, and Anna. The 'Customer' field contains the name 'Deborah Reed'. The 'Redeem Gift Cards' section shows 'No Gift Cards'. The 'Loyalty Program' section shows '0 Available Points (£0.00)'. The 'Sale Discount' section shows an 'Original Price (£): 110.00' and a 'Discount (£): 10'. The 'Check Out' section displays a subtotal of £110.00, a sale discount of (£10.00), and a final 'Due Now' amount of £100.00. A large red 'Confirm' button is at the bottom of the form. The bottom navigation bar includes icons for Profile, Calendar, Gift Cards, and Account.

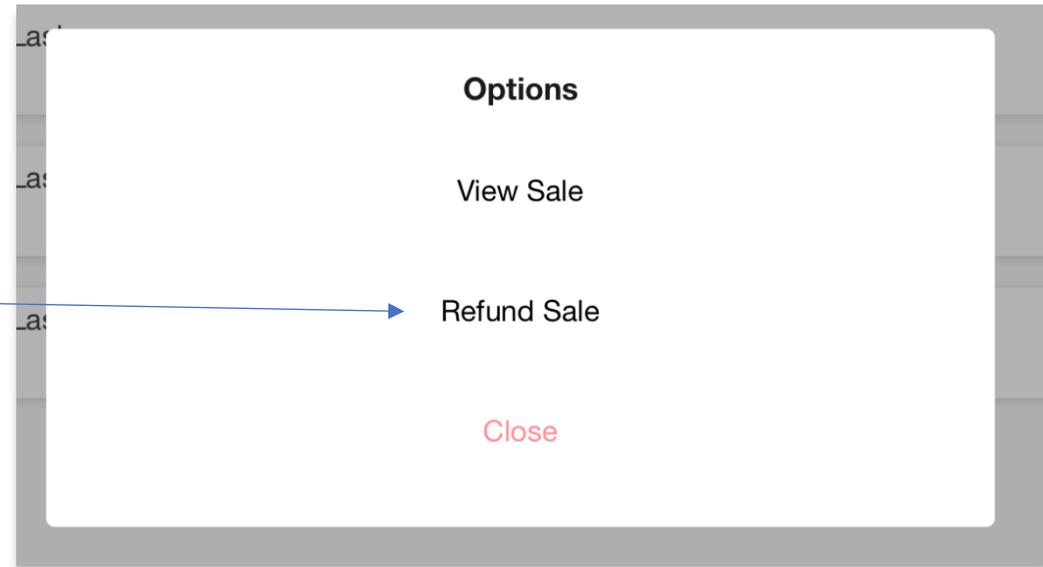
Calendar Events:

- Outlined Box Colours:
- **RED**: Unpaid – still to receive money
- **BLUE**: PREPAID – Customer has paid on the App
- **GREEN**: Completed Checkout of Customer



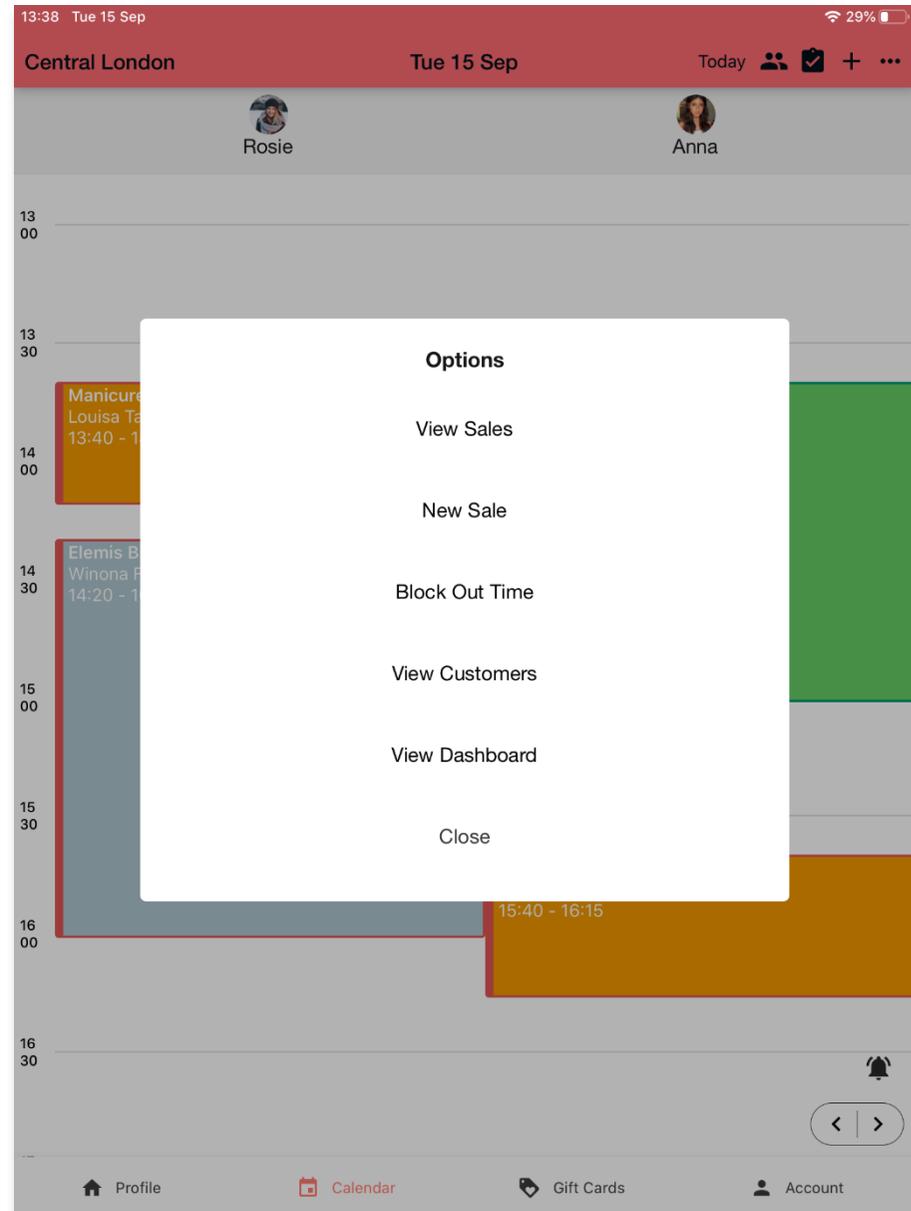
Refunding Sale

- Select Top Right Corner on Calendar
- View Sales
- Select Sale to be refunded
- Select Refund Sale
- Confirm, this will refund the customer



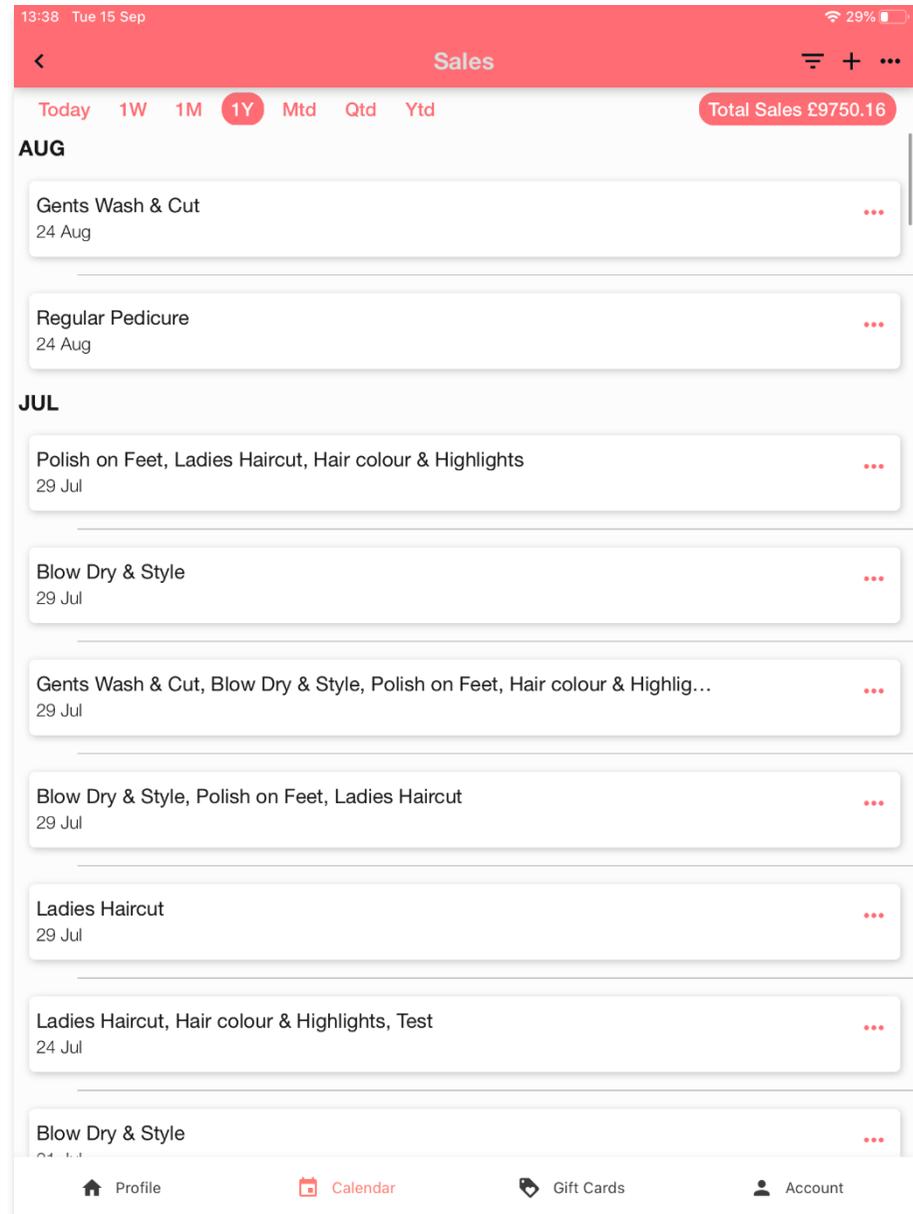
Admin Options

- Select Options on the top right corner (3 Dots)
- Available options include:
 - View Sales
 - New Sale
 - Block Out Time
 - View Customers
 - View Dashboard



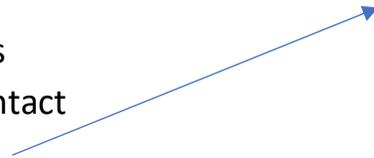
View Sales

- Select Time Period of Sales to View
- Export Sales: Select The Options (3 Dots on top right corner)



View Customers

- Select View Customers
- View Full Details of Customer History
- View Loyalty Program Points
- Send Individual Offers & Contact Info



17:46 Tue 15 Sep 11%

Julie's Profile

Contact Info

Email julie.marsh@gmail.com
Phone 07718914529
Date Of Birth 25/06/1991

Call **Offer** **Forms**

Bookings

Last Booking **a week ago**

Gents Wash & Cut
09 Sep

Gents Wash & Cut
02 Sep

New gents Gents Wash & Cut
17 Aug

[View More](#)

Visits

Last Visit **2 months ago**

Blow Dry & Style
29 Jul

Gents Wash & Cut, Blow Dry & Style, Polish on Feet, Hair colour & Highlights, Ladies Haircut
29 Jul

Blow Dry & Style, Polish on Feet, Ladies Haircut
29 Jul

Regular Pedicure, Ladies Haircut, Ladies Haircut, Hair colour & Highlights, Blow Dry & Style, Reg
20 Jul

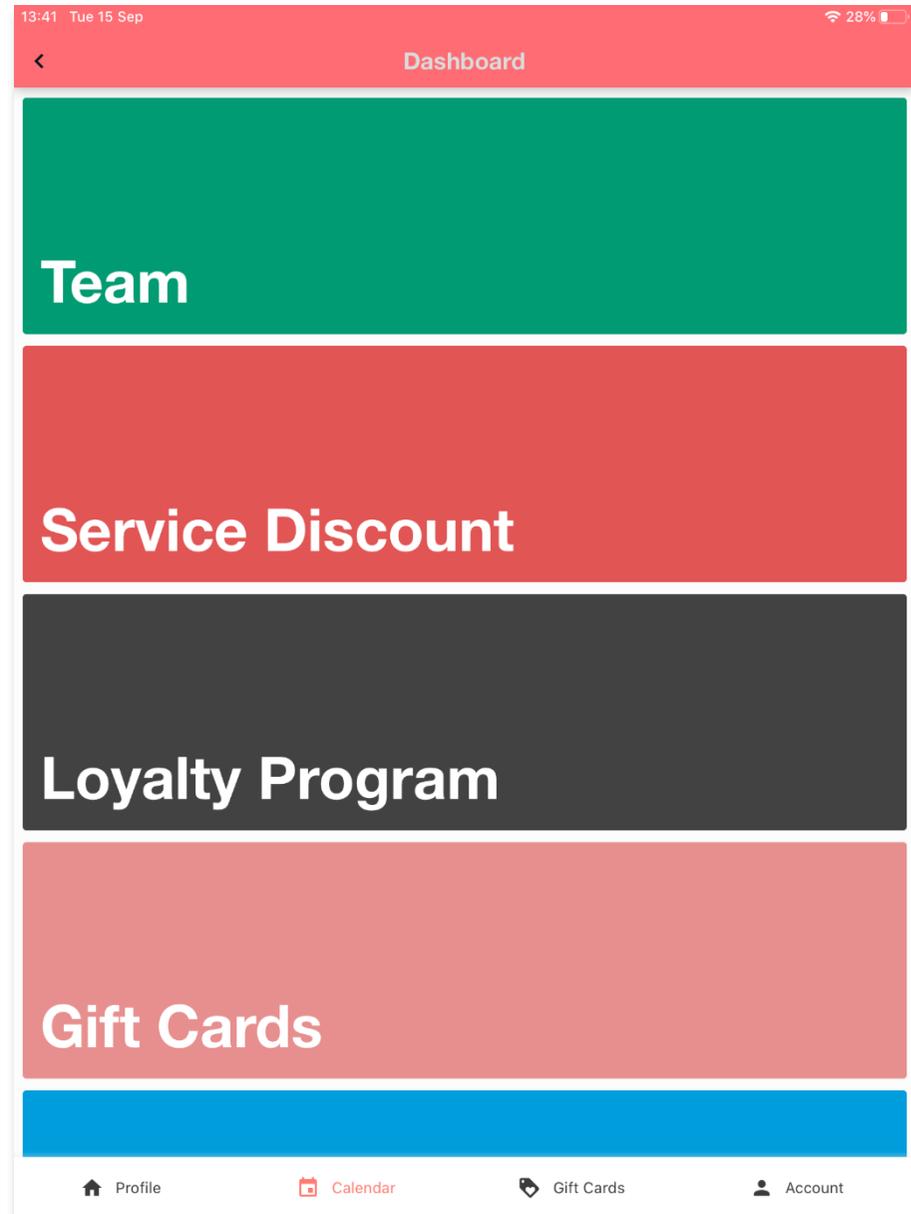
Polish on Feet
20 Jul

Polish on Feet
20 Jul

[Profile](#) [Calendar](#) [Gift Cards](#) [Account](#)

Dashboard Options

- Select View Dashboard from Calendar Options
- Team: Adjust Schedule, Add Holiday
- Service Discount: Add new discounts and offers to the services list
- Loyalty Program: Add loyalty points to customers
- Gift Cards: Add Gift Card to Customers



Team Options

- Select Team from Admin Options
- Select Existing Team or Add New
- Adjust Schedule for each day by changing time or close the day off when needed
- Add Holiday
- Change Location of Team Member
- Update profile picture information

13:41 Tue 15 Sep 28%

Team

Name Rosie

Email Rosie@gmail.com

Location

Central London Cambridge MK

Schedule

Mon	09:00	22:00
Tues	09:00	17:00
Wed	09:00	22:00
Thu	09:00	17:00
Fri	09:00	22:00
Sat	09:00	22:00
Sun	09:00	22:00

Adhoc Schedule +

20 Jan 2020 20 Jan 2020

Profile Calendar Gift Cards Account

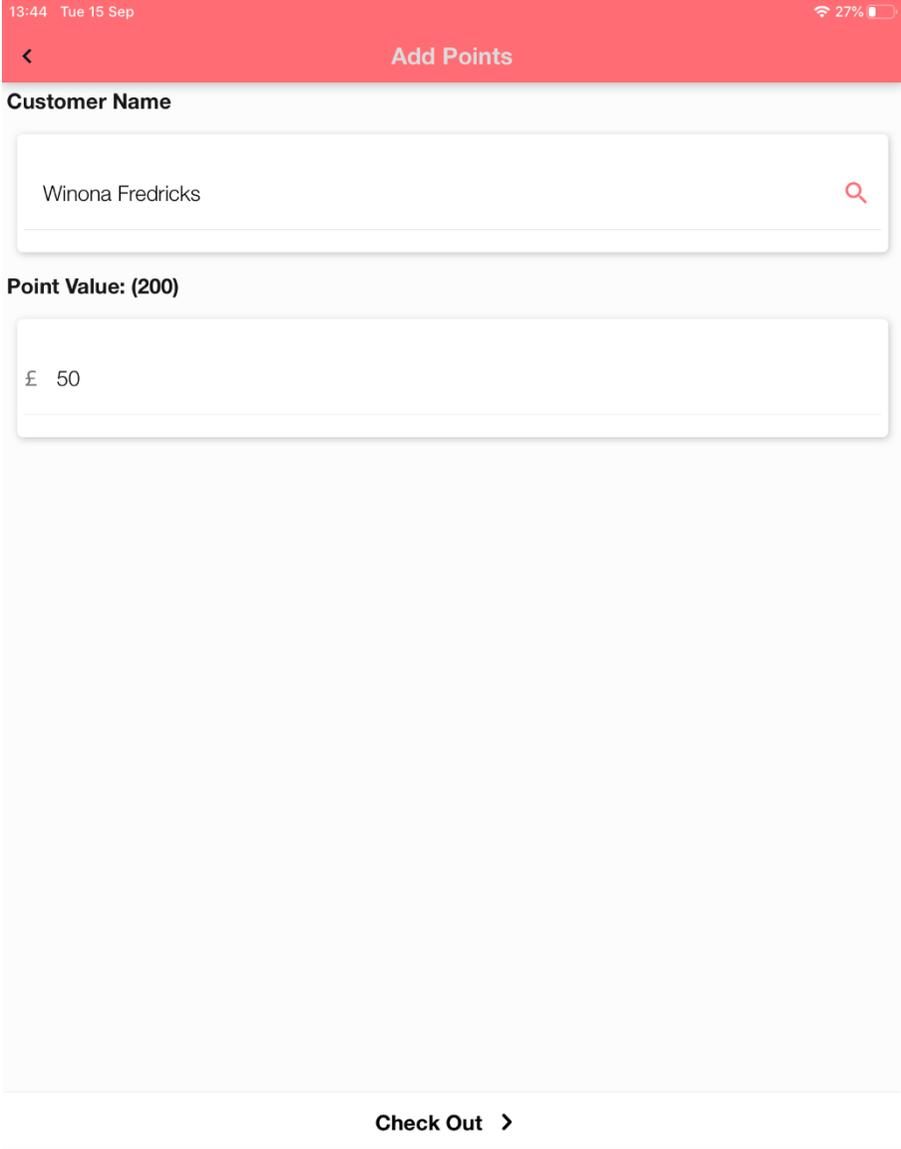
Gift Cards

- View list of purchased Gift Cards
- When a customer comes in view code and redeem on 'New Sale'

Date	Code	Value	Status
30 Jul	SWYP-TVDH	£26	
24 Jul	OH3S-VN7O	£25	
23 Jul	VT16-VMK8	£0	Redeemed
23 Jul	61LC-BJIK	£10	
20 Jul	JMUS-9WSA	£0	Redeemed
20 Jul	K59J-BQAR	£0	Redeemed
20 Jul	I4CC-ZM27	£15	
18 Jul	M128-597D	£10	
22 Jun	4U3O-28Y7	£50	
20 Jun		£0	Redeemed

Add Loyalty Points

- Select Loyalty Program
- Add the Value of Points
- Choose the Customer
- And Checkout!



Notifications Hub

- Select the Bell Icon on Profile Tab
- View All Notifications as they come through
- View Details of Each Notifications
- Send notification to all customers on the App by choosing +

