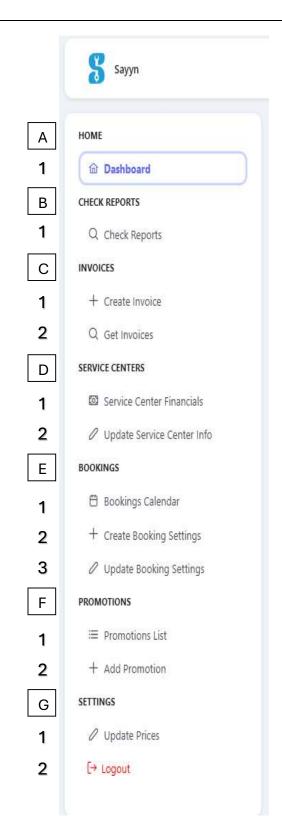


SAYYN DASHBOARD

How to use



A) Home

1- **Dashboard:** See and act on the daily of visits, bookings.

B) Check reports

 Check Report: Create or view inspection reports.

C) Invoices

- 1- **Create invoices:** Create or retrieve invoices for services.
- 2- **Get invoices:** Retrieve invoices created earlier.

D) Service center

- 1- Service Center financials: Wallet Summary for cash and online orders.
- 2- **Update service center information:** *Update your center's contact details, services, and working hours.*

E) Bookings

- 1- **Bookings calendar:** View all upcoming and completed bookings with their statuses.
- 2- **Create booking settings:** Add the service center available slots for the booking calendar for each service.
- 3- **Update booking settings:** Update the Booking setting if it was already set-up before.

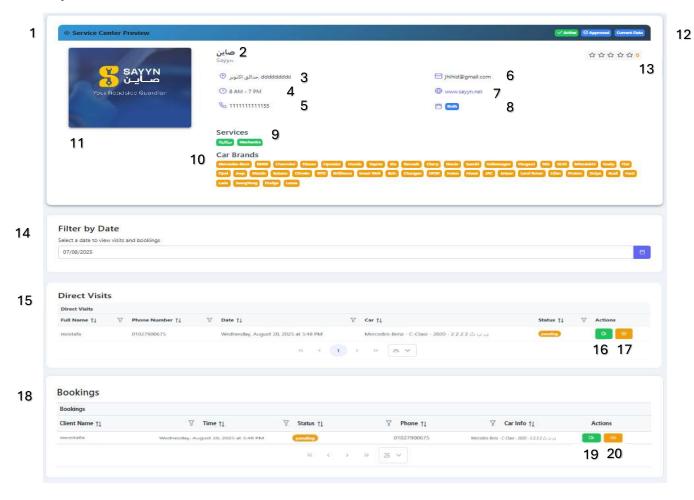
F) Promotion

- 1- **Promotion list:** The list of promotions added for the customers.
- 2- **Add promotion:** Add a new promotion to be visible for the customers.

G) Settings

- 1- **Update settings:** Update the services' average prices for better customer visibility and integrity.
- 2- **Logout:** sign-out of the account.

A)1- Dashboard.





How to Create Check Reports:

(Figure No.15)

Direct Visits: To be Completed or Cancelled Booked visits: To be Completed or - can't be left as Pending.

Receive and act on the direct visits.

Actions:

- Create Check report from the direct visit activity table (Green button No.16).
- cancel visit (orange button No.17).
- Create the invoice, After the customer's confirmation.

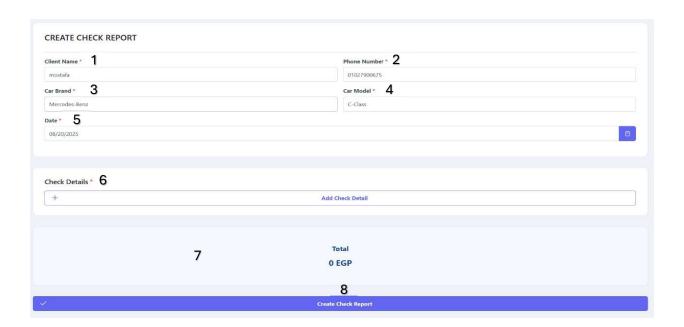
(Figure No.16)

Cancelled - can't be left as Pending.

View the day by day booked slots.

Actions:

- Create a check report directly from the dashboard linked auto to the customer (Green button No.19).
- cancel visit (orange button No.20).
- Create Invoice to be paid by the customer whether Cash or Online Payment.



- 1- Customer's full name.
- 2- Customer's phone number.
- 3- Car brand.
- 4- Car model.
- 5- Date of the service.

- 6- Enter services done.
- 7- Services Total amount.
- 8- Review your entry and press "create check report" to submit the report to the client to Confirm / Decline the report.

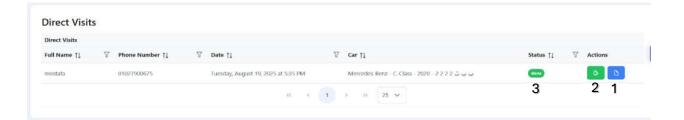
Note:

Create a Check Report:

- Customer's data reflects automatically over the report.
- Add the services that will be provided to the car with the quantity and price for each service.

Cancel the order if:

- Customer didn't show up.
- No capacity to receive the customer.
- The service is not available.



After the customer's response to the Check Report:

- 1- Confirmed: Create Invoice after Finishing the services needed.
- 2- Declined: Create another check report if needed to change details.
- 3- Visit Status:
- Pending: waiting check report.
- Done: customer confirmed.
- Declined: customer rejects the check report results.

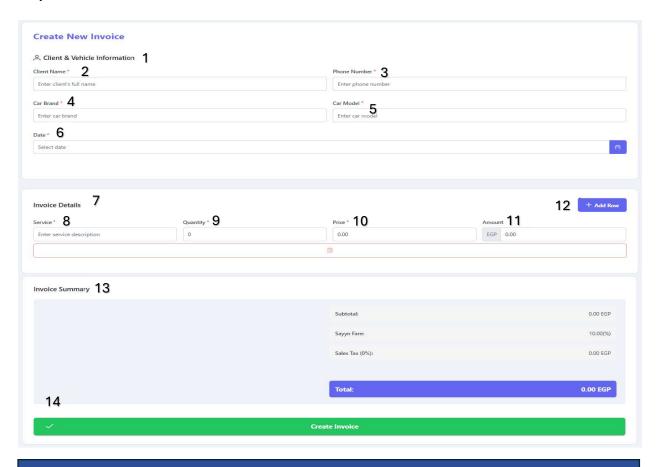
B)1- Get Check Reports.



1- Get previously created check reports.

2- Filter check reports by date.

C)1- Create Invoices.



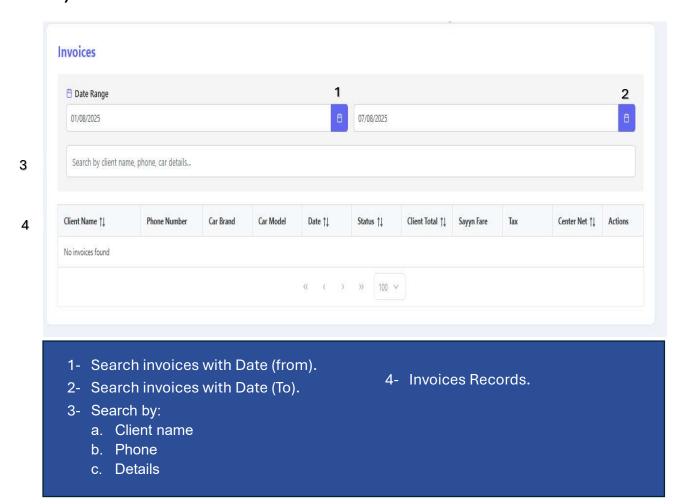
- 1- Client and vehicle information.
- 2- Client name.
- 3- Phone number.
- 4- Car Brand.
- 5- Car Model.
- 6- Service Date.
- 7- Invoice details.

- 8- Service.
- 9- Quantity.
- 10-Price per each.
- 11-Total amount.
- 12-Add another service row.
- 13-Invoice summary.
- 14-Create Invoice.

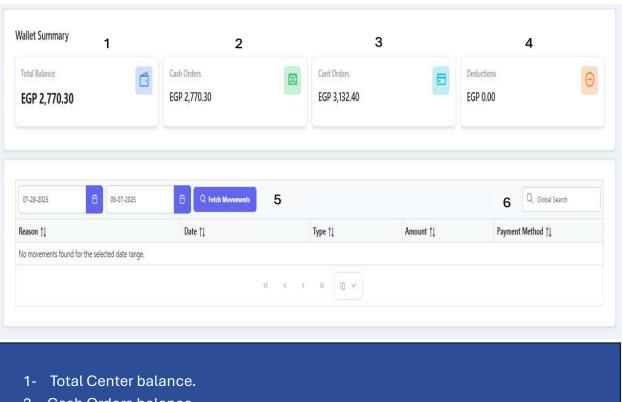
Create invoices notes:

- Customer's data reflects automatically.
- Confirmed services by the customer reflect automatically in the invoice.
- Check all the details and validate.

C)2- Get Invoices.

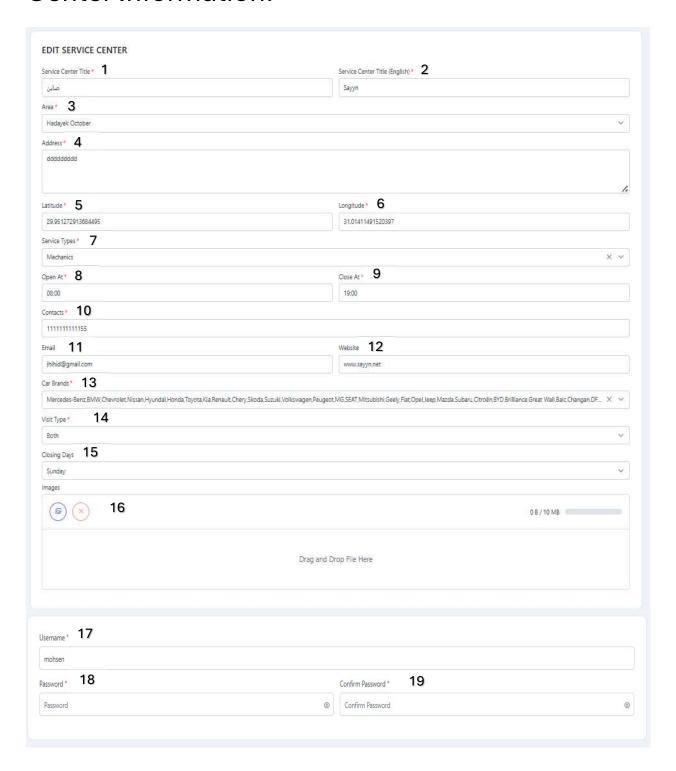


D)1- Service Center Financials.



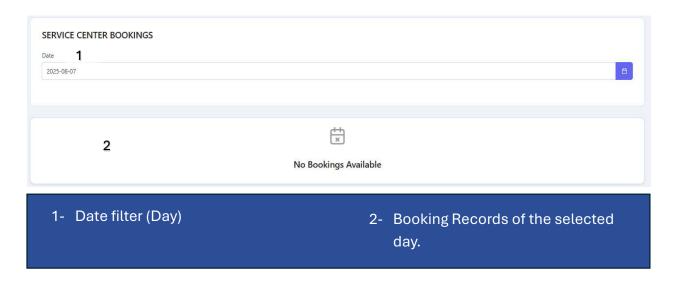
- 2- Cash Orders balance.
- 3- Online Card orders balance.
- 4- The deduction of the online orders and the cash orders to give the net balance (Debit or Credit).
- 5- Date filter (From To) to get all the transactions within.
- 6- Global search by any text.

D)2- Update Service Center Information.

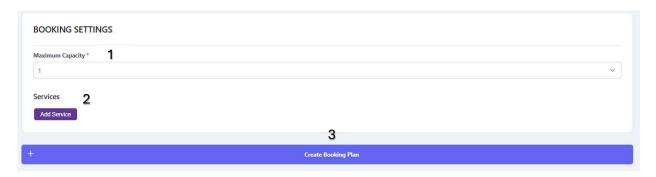


1- Service Center name in Arabic. 12- Service center website (if 2- Service center name in Latin. available). 3- Area of the service center. 13- Car brands served. 4- Detailed address of the service 14- Kind of visits (Direct and/or center. booking). 5- GPS latitude coordinates. 15- Days off (Closing days). 6- GPS longitude coordinates. 16- Add/Remove service center 7- The kind of service provided. picture on SAYYN app. 8- Working hours start (Open at). 17- Dashboard login (Username). 9- Woking hours end (close at). 18-Dashboard login (Password). 10-Contact number for SAYYN 19-Confirm dashboard (Password). support team. 11-E-mail for SAYYN support team.

E)1- Bookings Calendar.

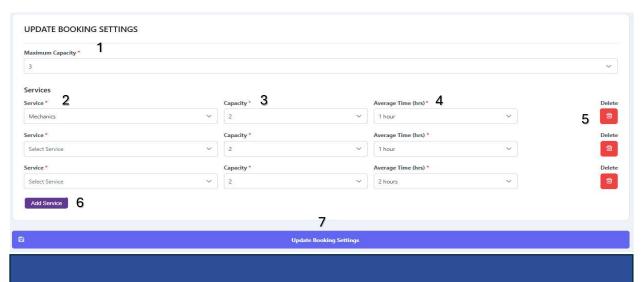


E)2- Create Bookings Settings.



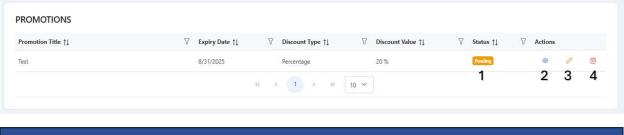
- 1- Enter maximum number of cars that can be serviced in the same time.
- 2- Detail the services available to be booked by customers.
- 3- Press "create booking plan" to confirm your entry.

E)3- Update Bookings Settings.



- 1- Maximum Center's Capacity & Slots (All the slots available for any service)
- 2- Services offered as per the selection on the center's main info page.
- 3- Capacity of each service (Slots applicable for that service from the total slots).
- 4- Average Time (Duration) for each service (ETA).
- 5- Delete the Wrong entered service (if needed).
- 6- Add more services from the list of services previously chosen on the main information page.
- 7- Update Booking Settings.

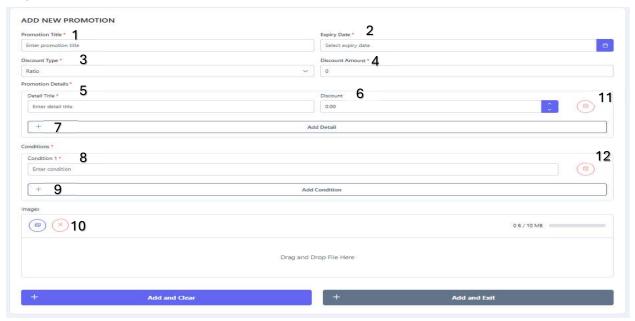
F)1- Promotion List.



- 1- Pending / Approved status.
- 2- Preview promotion.

- 3- Eidt promotion.
- 4- Delete promotion.

F)2- Add Promotion.



- 1- Promotion Title ex.(20% Oil exchange)
- 2- Promotion Expiration date (End Date)
- 3- Discount type
 - a. Percentage of the total amount to be discounted from total invoice.
 - b. Fixed Amount: Total Promotion amount paid by the customer.
- 4- The amount or the discounted percentage of the promotion, as per the chosen type.
- 5- Items of the promotion (1 or more)(Oil Filter Fluid check).
- 6- Percentage of each Band/Title (Optional).

- 7- Add another item to the promotion
- 8- Condition/s of the promotion, if any (Optional).
- 9- Add more conditions.
- 10-Image of the promotion or the center's logo (Optional)

- 11-Delete an item from the promotion
- 12-Delete a condition.

G)1- Update/Create Pricelist.



- 1- Service title: every single service offered NAME
- 2- Service Price: every single service offered PRICE
- 3- Each Service Status: Available/Not Available.
- 4- Delete added service if needed.
- 5- Add a New Service to the list with its price.
- 6- Create Price List button to save and finish.