Introduction

This documentation will help to the store owners to manage their stores.
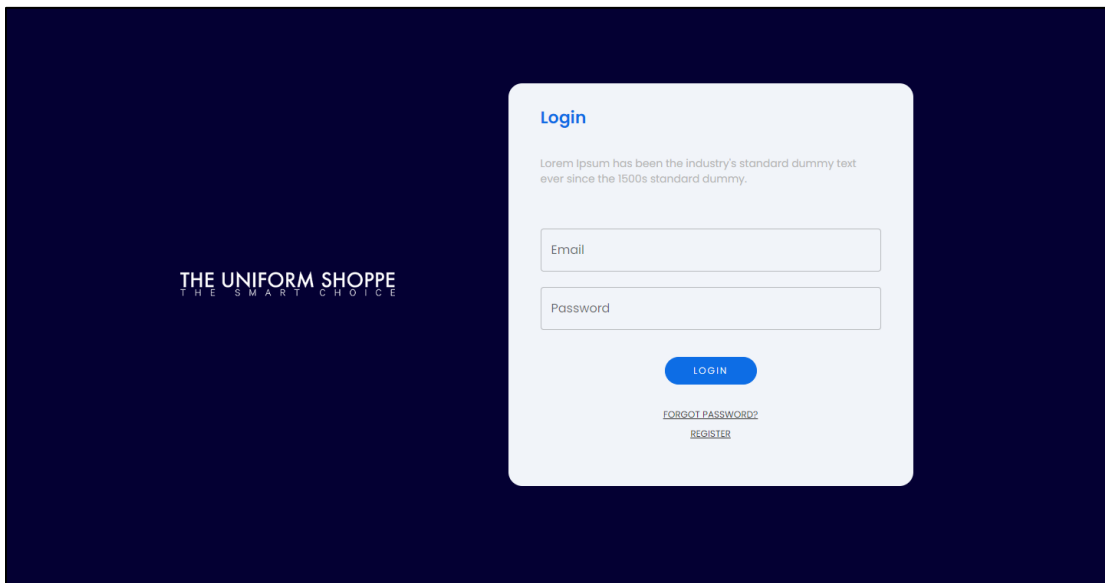
How to make an account

- Contact the System Administrator and request the login details.

How to login to the store dashboard

- Enter the email and password in the given fields and click the "**LOGIN**" button to log in to the dashboard.

  http://booking.theuniformshoppe.co.nz/#/login

How to manage booking appointments

- Store admin/owner will be able to see all the appointments made by the customers.

- Green will show the approved appointments

- Red will show the rejected appointments

- Grey will show the approval pending appointments

- Store admin/owner can update the appointments by clicking "**VIEW**".
- Store admin/owner can update the status of the appointments.

- Store admin/owner can add any note regarding to the appointment in the given field and can update the status of the appointment, click "**UPDATE**" to save the details. In the right side will show the recent summary of the activities.

- After the confirmation of the status made by store admin/owner, customer will receive the appointment confirmation via an email from the shop. Also status entries will update accordingly.

How to make time slots

- Store admin/owner will be able to set the time slots accordingly.
    a. Click the "**NEW SLOT**" and enter the allocate time per person. Store admin/owner can add multiple time slots. ***Please always follow the placeholder format when enter the time. (to make sure the consistency)***
    b. Can update the entries.
    c. By clicking the red bin icon can remove/delete the entries.
    d. Click "**Save**" to save.

How to add Schools

- Store admin/owners will be able to add schools allocated in current store area.
- Can update the entries.
- By clicking the red bin icon can remove/delete the entries.
- Click "**Save**" to save.

Set up the store - Settings

- Shop admin/owner can update the store details
  - Add a name for the store
  - No of fit-on rooms – Store admin/owner can add the number of fit-on rooms available in the store for the online appointments.
  - Enter the Address of the store.
  - Enter the contact number of the store.
  - Click "**UPDATE**" to save entered details.