# Schwellness Help User Guide

Hello, and welcome to Schwellness! This guide will take you through the process of using our website to book beauty, fitness and medical appointments, or to register as a provider and create appointments. The following is a screenshot guide to walk through creating an account, logging in, booking, and changing any user details.

Step 1: Lets register!

There are 2 options when you enter the page, either press the big glowing button, or the menu button in the top left corner. If you navigate to the Login page without having an account first, you can still navigate to the Registration page.
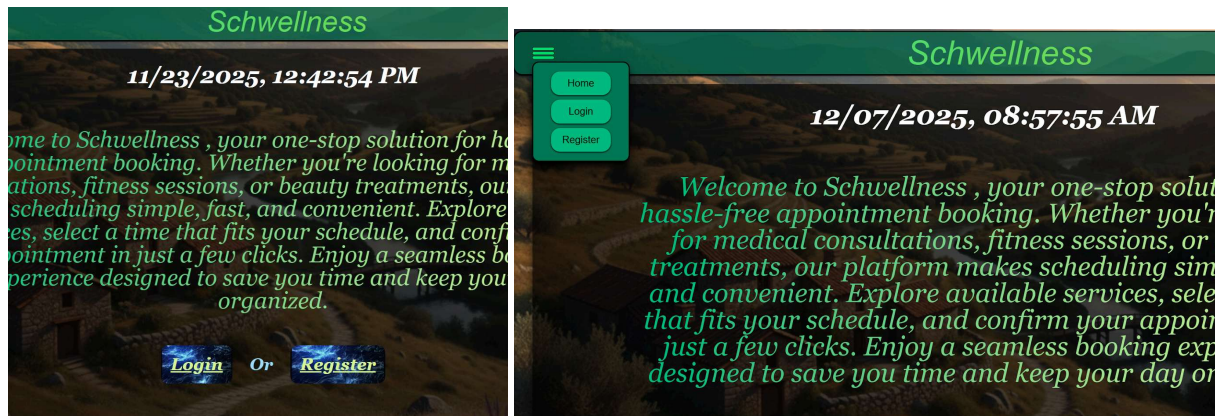
Step 2. a, b, c, d: Walk through the registration process…

This is what you will see when you go into the registration menu. The first portion of the page will let you enter your name. Enter your full name. The selection boxes will let you choose your role. Are you only using Schwellness to book services? Are you using it to provide services? It's up to you! You can change the service provider category later if you wish.

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Your Profile

Please use your full name, select your use case (or both!) and if you're a service provider, please provide a business name

0%

Already have an account? Login

Full Name

Your Name Goes Here!

Account Type:

Customer ☑ Service Provider ☑

Provider Name

If you have a business name, it goes here!

Next

Here we have an example of an account with both boxes marked. Once you select to be a service provider, you'll be prompted to enter your service provider name. If you just want your name as the given service provider, then enter the same name. The bottom bar is for navigation. Selecting next will not submit anything, it just saves the information and moves to the next step. You can go back and forward from this navigation bar.

Your Profile

Please enter your contact information

25%

Already have an account? Login

Email

email.address@example.com

Phone

000-000-0000

Previous   Next

This is page 2, you can enter your email, and phone number. The email has to have a valid @email.com address, and the phone number has to have 10 digits, and can either be separated by hyphens, or just be numbers. At the bottom of the page you can go to the previous step or go to the next step if you're happy with your profile thus far.

Your Profile

Please provide your address

50%

Already have an account? Login

Address One

Your address!

Address Two (Optional)

Another address line

City

Example city

State

WI

Zip Code

00000

Previous   Next

Page 3 of the registration page where you can input your address. 2 lines are for the street address, and then the city after that. The next line is to input the state 2 letter abbreviation (eg. WI for Wisconsin). And the last line is for the 5 digit zip code. Again the bottom navigation can move to the next step or move back to the previous page.

Your Profile

Pick a username and password and you're ready to get schwell!

75%

Already have an account? Login

Username

myUsernme

Password

••••••••

Service Provider Type:

Beauty ○

Medical ◉

Fitness ○

Qualifications: 53/255

Certificates: I have them. Degrees: I have those too!

Submit

Previous

This is the last step of the process. You need to select a username, and then a password. If you elected to be a service provider, you get to select a category, and below that you can enter any qualifications. Press submit if you are happy with your profile, or you can go back if you need to make any changes with the "Previous" button at the bottom. Pressing submit will take you to the login page if it was successful.
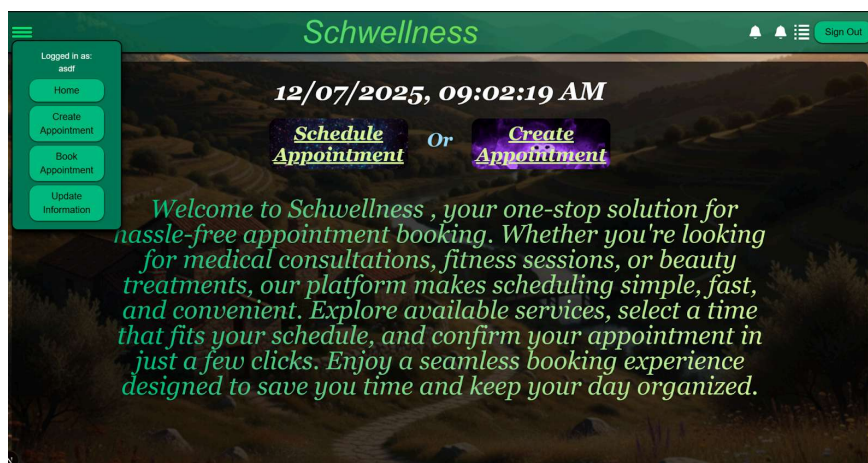
Step 3: Login …
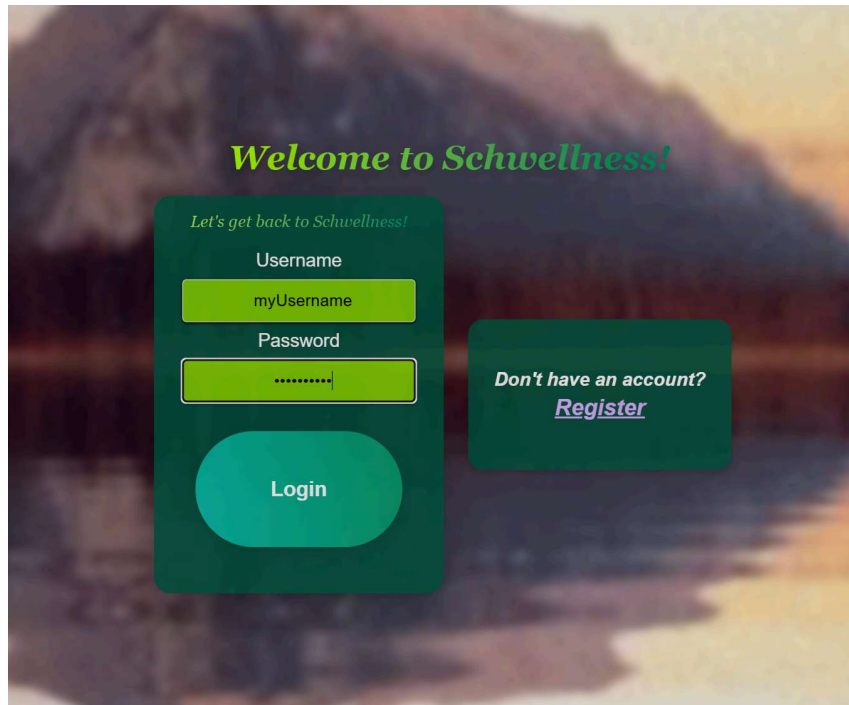
Enter the newly created username and password in the spaces provided, and press Login to log into your account. If you skipped some steps and never made an account, you can navigate to the registration page from this point also.

Step 4: Enter Schwellness!

We will go over some of the information that you see. The menu on the upper left changes once you log in. You can create an appointment (service provider), book an appointment (customer), or change your information. You can do these steps from the big glowing buttons too!
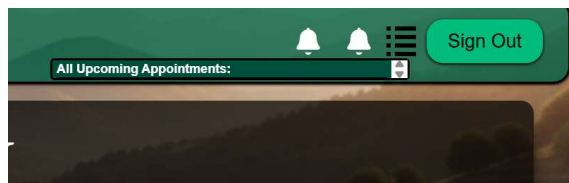
## The Bell: Notifications
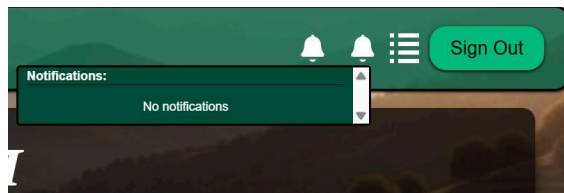
The top right icons: The bell is for notifications, when an appointment is booked (service provider) or an appointment is canceled (customer) a notification will appear.
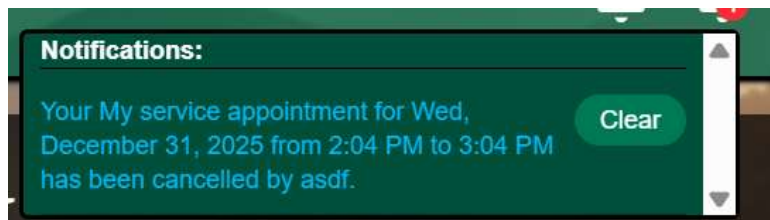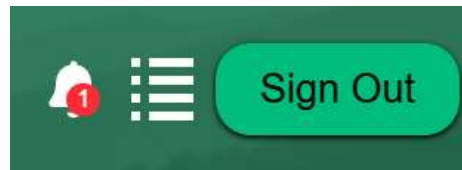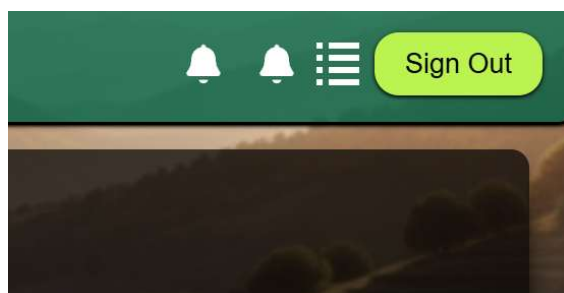

The Line Chart: Appointments

When you book appointments (customer) or create appointments (service provider), they will show up here. For a service provider, if the appointment is with yourself, then it is an appointment you created that a customer booked.
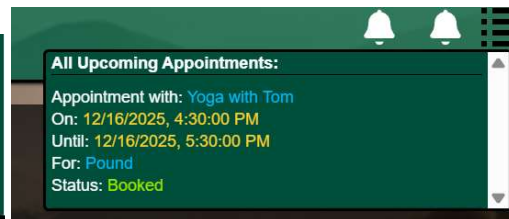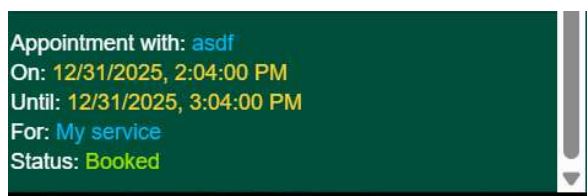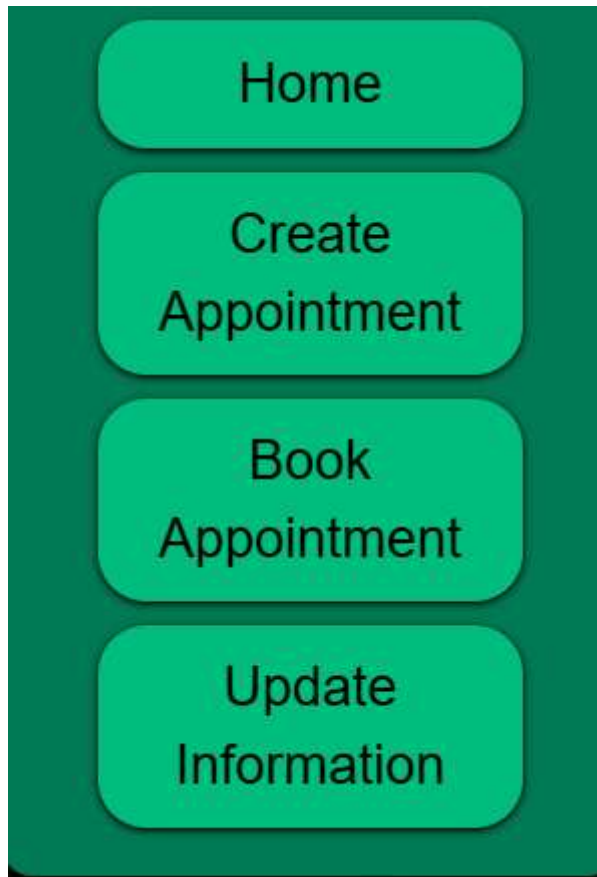

Sign Out Button: Sign Out

When you're done, you can sign out and this will sign you out and take you back to the home page.

Step 4 a, b, c: Create Appointment, Book Appointment, Update Information.

This is the navigation menu from the upper left. Let's go over the options.
The Home button takes you back to the home page.
The Create Appointment button (Service provider) will take you to the appointment creation page. From there you can create appointments that customers can find and book at given times.

The Book Appointment button (customer) will take you to the bookings page. From there you can find appointments by type. It shows the service provider information and other details.

The Update Information button will take you to the User Update page. It works like the registration page, and allow you to change your user details.

Create Appointment…
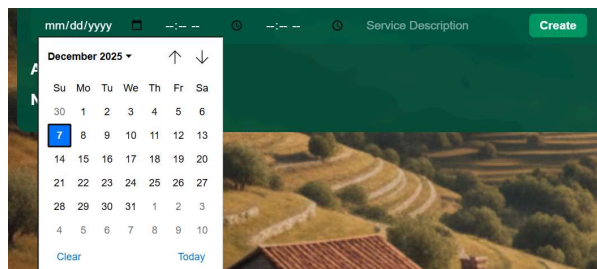
Select a day, time start, end, and write a description for the service. Calendar drop down menu
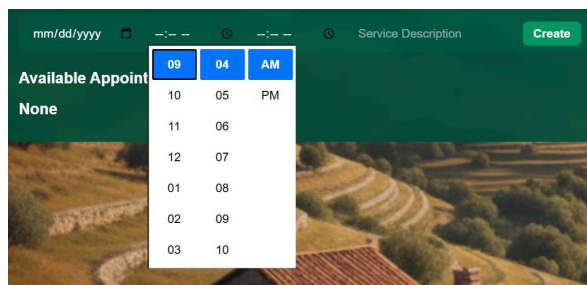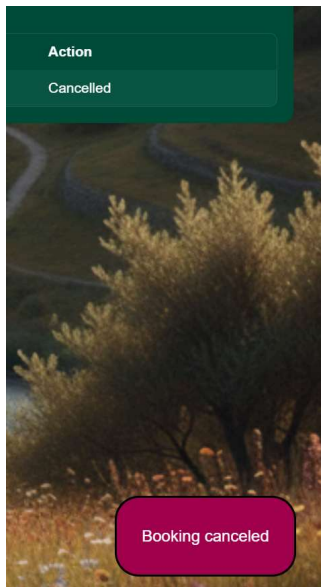

Timer select for time start/end.

Write a description for the service

And it will show up in your bookings selection. (This will show up once you make some appointments. You can cancel it too.

If you cancel, a message will appear to confirm this
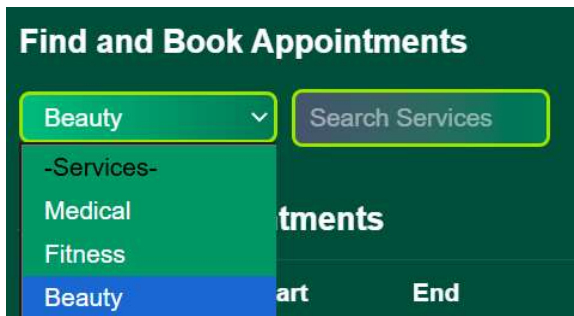

This will show up at the bottom right of the page, and it will show cancelled also. The customer will be notified of account cancellation so you won't have to worry about further communicating details of the cancellation.
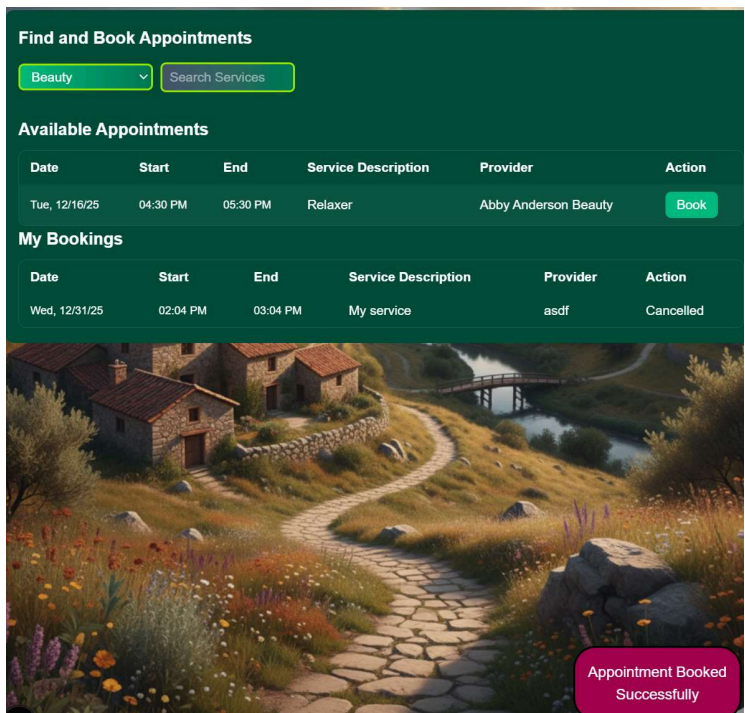
Book Appointment

Navigate to the Book Appointment page, and click the Services dropdown to filter by the type of service you want to book. This will only show appointments by the given category.
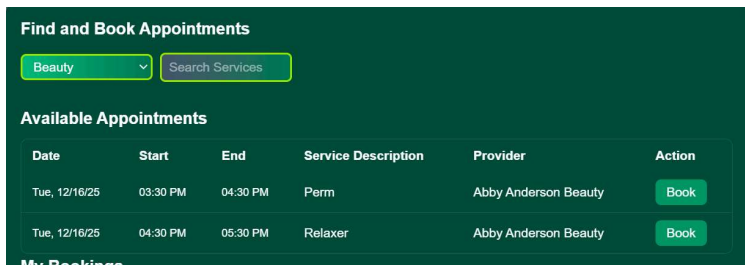
Searching the beauty appointments will show appointments given by beauty service providers. You can only book appointments that are available.

If you click the book button (here we selected a Perm, because they're back in style), in the lower right side of the screen, the alert will pop up that the appointment has been successfully booked, and the selection disappears from the selection menu.
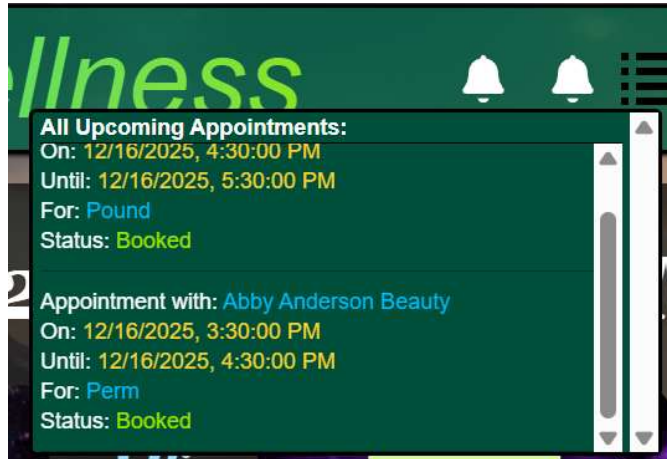
In the upper right, in when you select the line chart icon which shows appointments, the appointment will show that it is booked.

Update your information:

If you want to update any of your information, this is the place to do it. The last page will let you pick a new password. There will be a separate option for deleting your account, this is just to make any changes. Notice the progress meter on top to show you the step, below that there is a link to navigate back home at any time, and nothing will be saved. The text entries will contain any information that you have already (such as name, service provider, address etc..). If you type something and change your mind, don't worry! Right above the field it will show your existing details, just change them back to what you had before. Just like registration, there will be a navigation bar at the bottom to go backwards and forwards.

Updating Your Profile
Changes to contact information

25%

Change your mind? Cancel and go home

Change Email? (Existing = asdf@sd.co)
asdf@sd.co

Change Phone? (Existing = 1234567890)
1234567890

Previous   Next

Updating Your Profile
Make any updates to your address

50%

Change your mind? Cancel and go home

Change Address? (Existing Line One = 21reef)
21reef

Change Address? (Existing Line Two (Optional) =)
Secondary address

New City? (Existing City = fsregsdfg)
fsregsdfg

New State? (Existing State = ma)
ma

New Zip Code? (Existing Zip = 12345)
12345

Previous   Next

Updating Your Profile

Need to change your password?

75%

Change your mind? Cancel and go home

Enter your old password to submit.

Enter your old password

Enter a new password to change your password.

New password?

Any Qualifications to change?   0/255

asdf

Confirm and Submit

Previous

Notice that the password field does NOT have the existing password portrayed in the text title. This is for security reasons. To change your information, you have to enter your password in order to save these changes. If you want to make a new password, you still have to enter your existing password. Then write your new password in the field below where it says "Enter a new password to change your password." This will change your new password, so make sure to use your new password when you log in next.