



User Manual

Follow the steps to set up
your app successfully

9:41



Welcome!

01

STEP 1 Your store details

Please give us your store details

ADD A STORE

02

STEP 2 Seasons

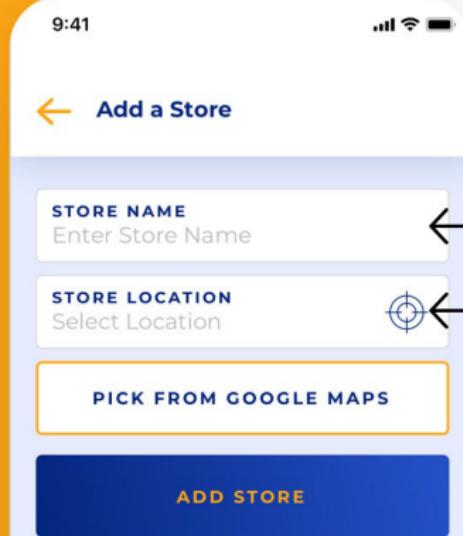
03

STEP 3 Vehicles

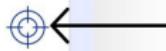
The first step is to add your store

Tap the “**Add a Store**” button to start





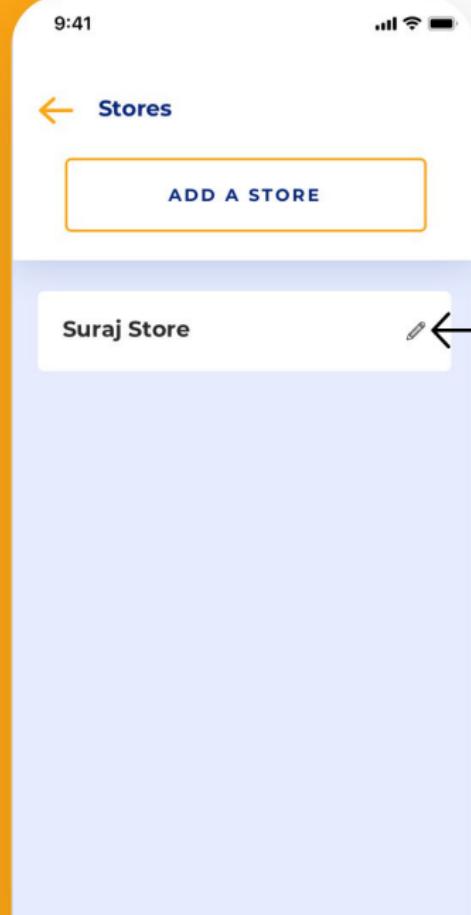
Enter the store name. Make sure that it is the valid name of your store so that people will recognize you.



Set the store location if you are in the store at the moment.

You can also pick your location from the “**Pick from Google Maps**” button .

Once you’re done, tap the “**Add Store**” button



And boom!
Your store is successfully added.

You can add more stores with the
“Add a Store” button

← You can edit the name and location
by clicking the pencil icon next to the
name

9:41



Welcome!



STEP 1
Your store details



STEP 2
Seasons

Create seasons for the vehicles

ADD A SEASON



Tap “**Add a Season**” to start



STEP 3
Vehicles

After adding a store or multiple stores, you’re ready to add seasons. Seasons are very important to set seasonal prices for your vehicles

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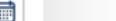
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Vivo LTE

16

Add Seasons

CLEAR

SEASON NAME	Winter	
FROM	01/10	TO 31/12 
SAVE SEASON		

SUMMER	
FROM	TO
01 JAN	31 MAY
RAINY	
FROM	TO
01 JUN	30 SEP

Give the season a name. Make it sound nice like winter, rainy season or anything else

Choose the dates of that season

The “from date” is always fixed, select the “to date” and tap “**Save Season**” You can add multiple seasons.

You can divide the number of days in a year into different seasons but **make sure to include all the 365 days.**

After saving all the seasons, tap “**Upload all Seasons**”

UPLOAD ALL SEASONS

12:02 PM

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16

Add Seasons

CLEAR

SEASON NAME

peak season

FROM

01/11

TO

31/12



SAVE SEASON

HONEYMOON SEASON

FROM

01 JAN

TO

31 JUL

OFF SEASON

FROM

01 AUG

TO

31 OCT

Seasons are important because your vehicles will be priced based on the seasons you choose and it is better for people to see your yearly plans up-front

You can divide the number of days in a year into different seasons but **make sure to include all the 365 days.**

Until you add all the 365 days, the seasons will not be set

UPLOAD ALL SEASONS

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15

← Seasons

ADD SEASON

summer,rainy,winter

summer,rainy,Winter

honeymoon season,off season,peak season



If you want to add more or edit seasons then tap the “**Add Season**” button



All the seasons you add will be shown here with a comma to separate them

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Welcome!



STEP 1

Your store details



STEP 2

Seasons



STEP 3

Vehicles

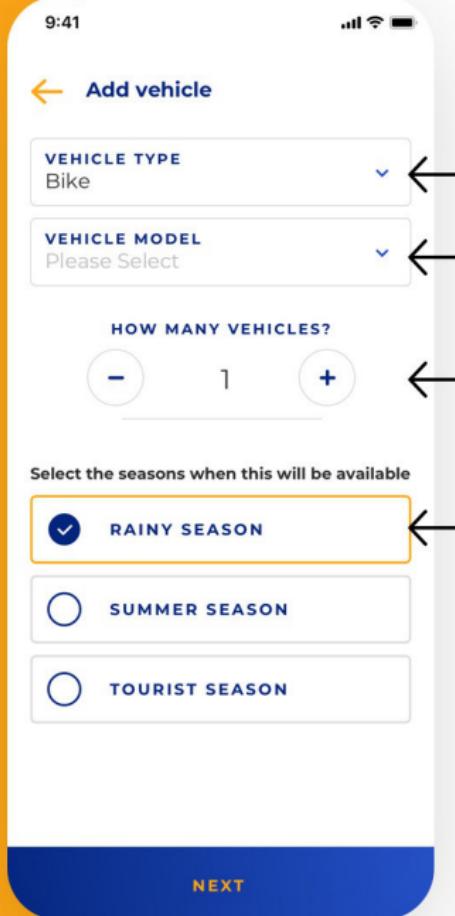
Add all the vehicles for rent

ADD VEHICLES

Add vehicles to complete the setup



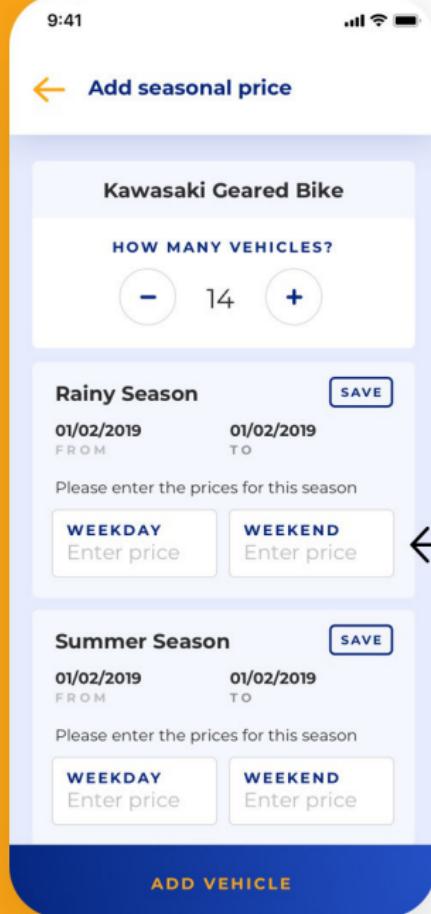
Tap “Add Vehicles” to start



Select the type of vehicle -
Bike or Car

Then select the model as
well as the number of
vehicles you have of that
type

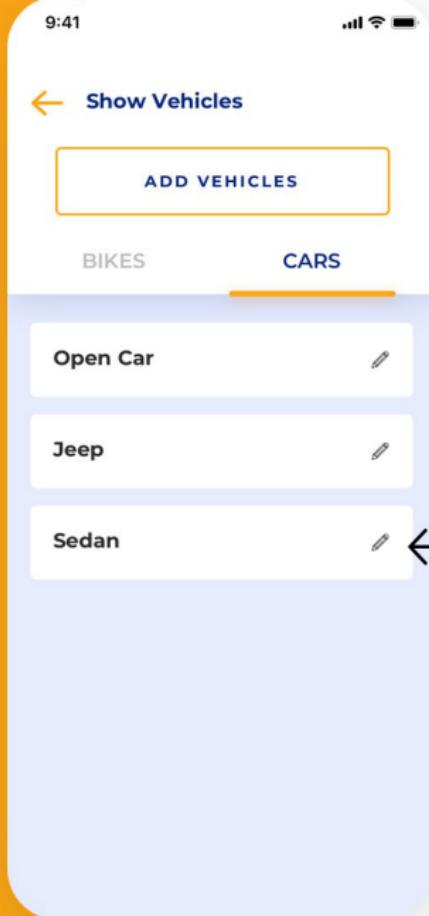
Select the season when this vehicle
will be available and tap "**Next**"



Here you can select the seasonal prices for that vehicle

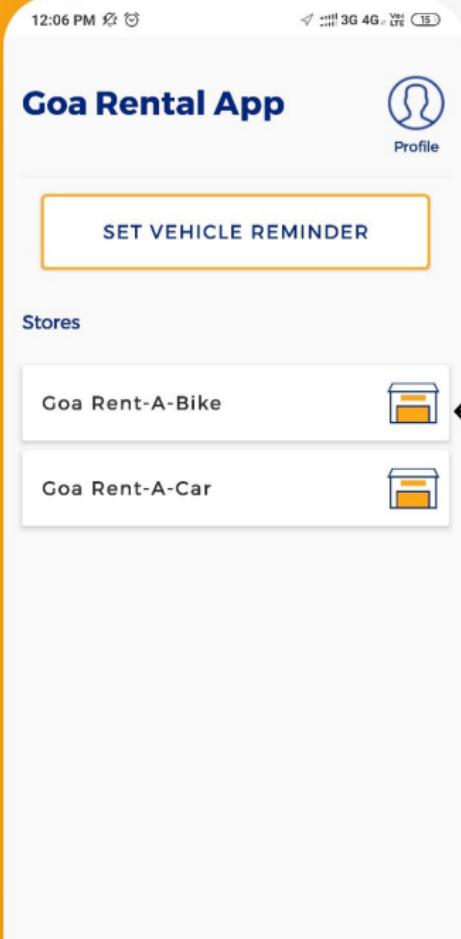
Type the weekdays and weekend prices separately so that it will be clear for the customers

Once satisfied, tap the “**Add Vehicle**” button



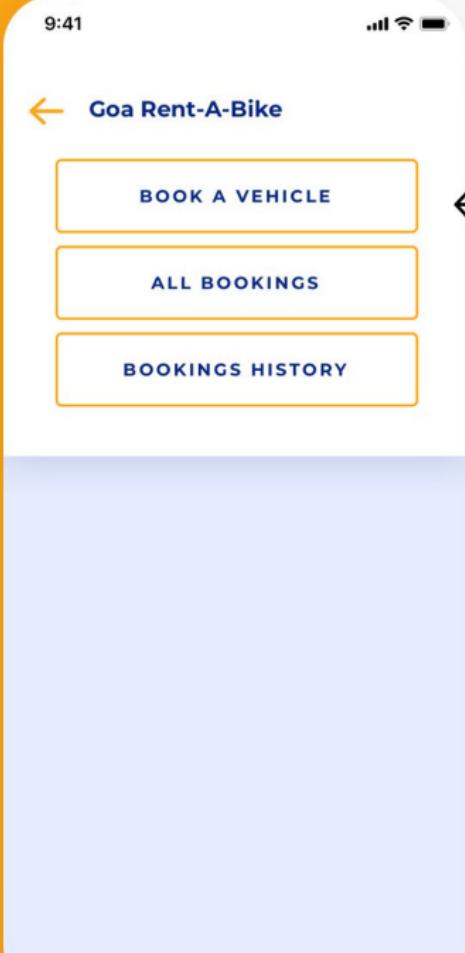
All the vehicles you added will be listed here. You can add more vehicles by clicking the "**Add Vehicles**" button

To edit an existing vehicle, click the pencil icon



To book vehicles for customers

From the main page, click the store you have already created

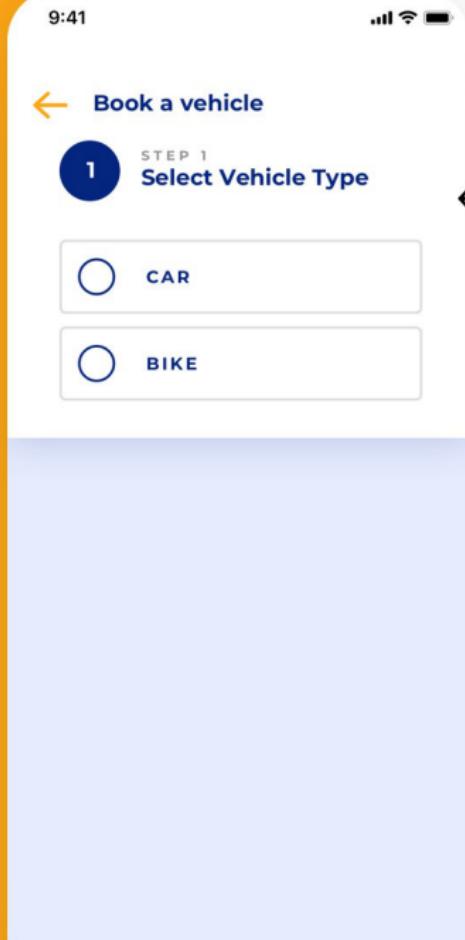


To book vehicles for customers

Tap "**Book a Vehicle**" button to start booking any vehicle

See all your successful bookings by tapping the "**All Bookings**" button

All past bookings can be seen by tapping the "**Booking History**" button



To book vehicles for customers

Select the type of vehicle the customer asked for

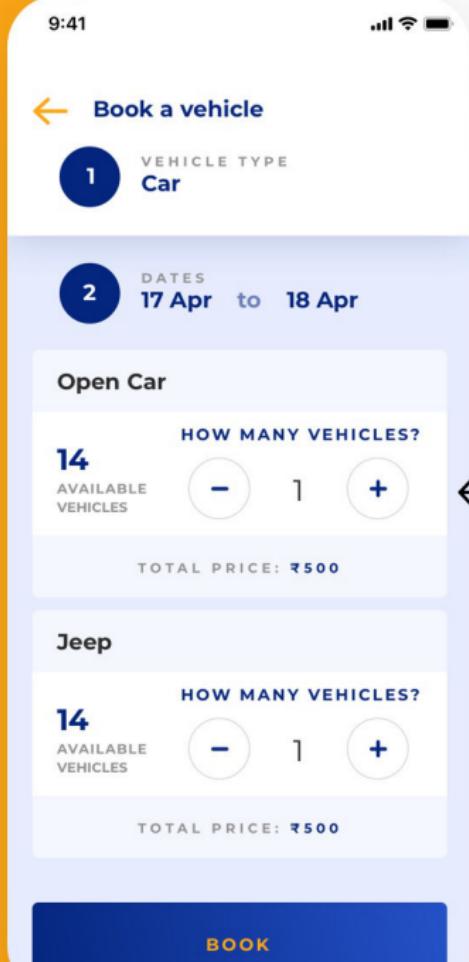
Depending on the type of vehicles you have added, the types will change



To book vehicles for customers

Select the start and end dates for the bookings

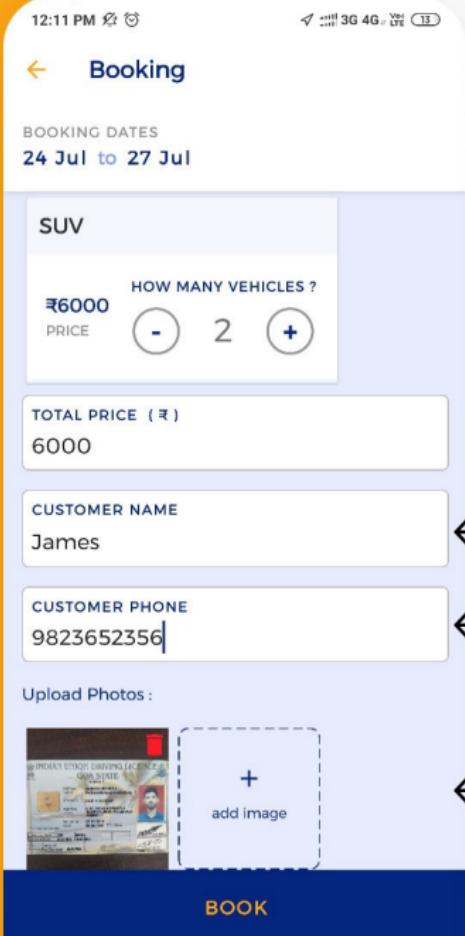
Once you're satisfied, tap the
"Confirm Dates" button



To book vehicles for customers

For each type of vehicle you have, select the number of vehicles to book

Once done, tap the "**Book**" button at the bottom

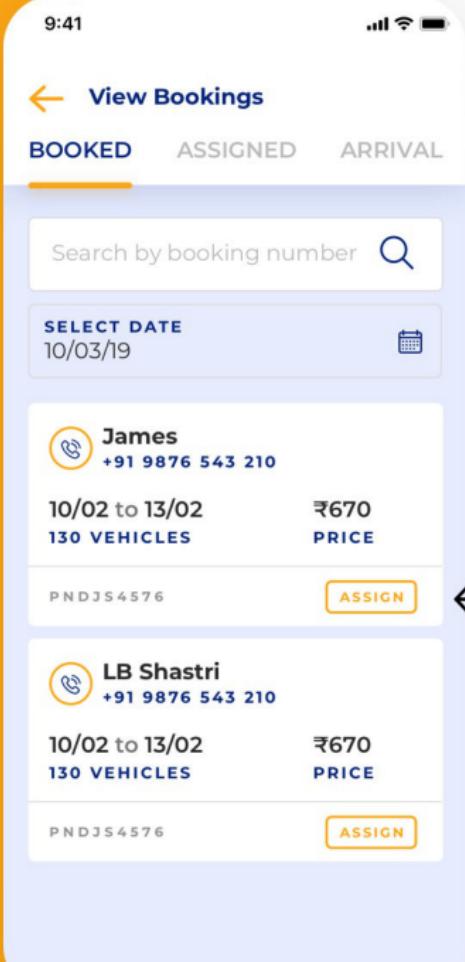


To book vehicles for customers

Enter the customer's name and contact number in the fields.

You can upload their legal documents like Driver's License or PAN card or any other document

Once done, tap the "Book" button at the bottom



To book vehicles for customers

Once the booking is done and you can view the list of bookings

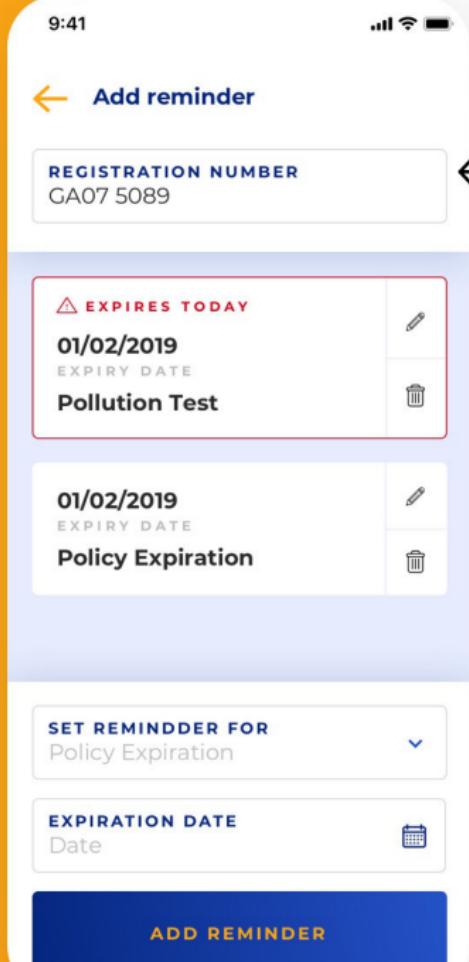
Once the customer takes the vehicle, you can tap “**Assign**” to assign the entry and the booking will show up in the Assign tab at top

You can check arrival date in the Arrival tab and you can also call the customer by tapping the call icon



Adding Reminders

To add reminders tap the "**Add Reminders for Vehicles**" button and the reminders due within 8 days will be displayed in the red box



Adding Reminders

← Set the vehicle registration number here.

You can also enter multiple registration numbers and set same reminders for multiple vehicles

Set the reminder for the dates you wish and once done, tap "**Add Reminder**" button is all set

12:06 PM

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Goa Rental App



Profile

SET VEHICLE REMINDER

Stores

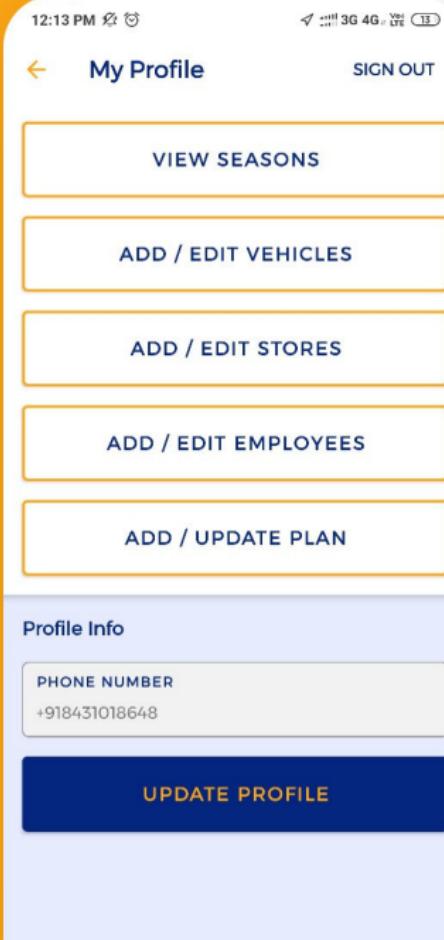
Goa Rent-A-Bike



Goa Rent-A-Car



If you want to make changes or edit any stores, vehicles, employees and seasons, tap the profile icon



You can edit whatever you want to add or edit and follow the same process as before.

Once done, tap the "**Update Profile**" to save the changes

If you wish to sign out, you can tap the "**Sign Out**" button, top right.

1:38 PM

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Employees

ADD EMPLOYEE



Bob



Peter



Adding Employees

To add employees, tap “**Add Employee**” to start

12:14 PM

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Add Employee

NAME

Bob

EMAIL

bab@gmail.com

PASSWORD

PHONE

9045678976

Assign store to the Employee



GOA RENT-A-BIKE



GOA RENT-A-CAR

REGISTER

Adding Employees

Fill in the details of the employee with Name, Email ID and Password, Phone No.

Select the store which will be assigned to the employee and tap **“Register”**

The employee will be added.