



BUSINESS
USER MANUAL

1st EDITION

MAY 2022

This manual is referred to the business representative for the Trapezaki system.

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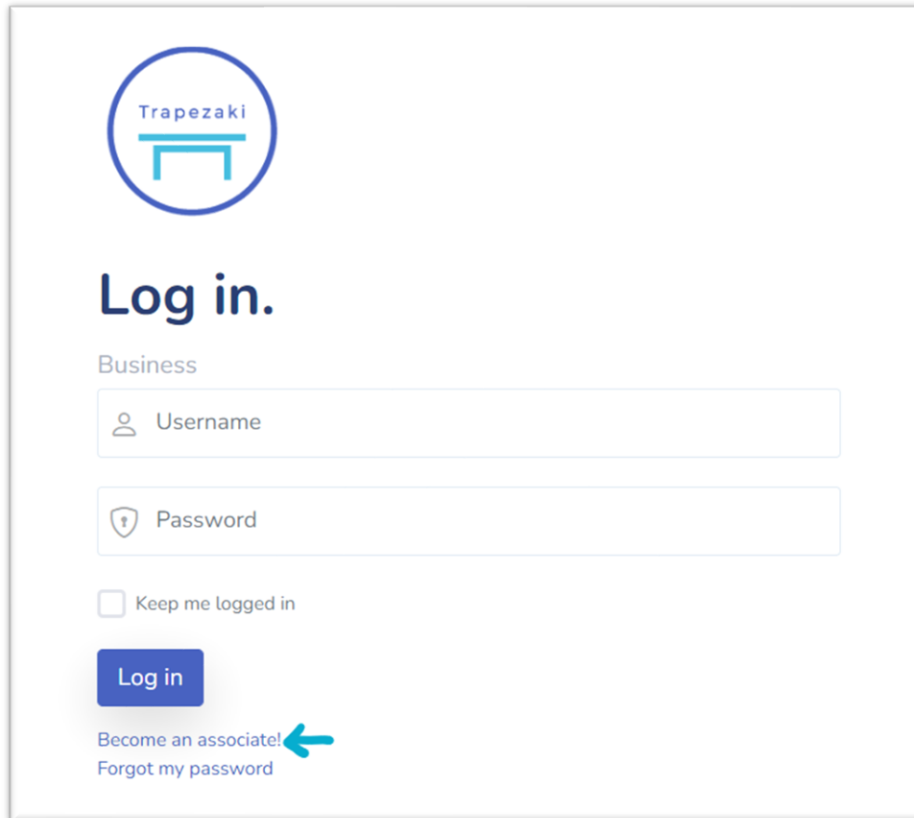
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1. BUSINESS USER SYSTEM MANUAL

1.1 Register

1.1.1 Sign up Process



The screenshot shows the login interface for the Trapezaki Business system. At the top is the Trapezaki logo, which consists of a blue circle containing a stylized table icon and the word 'Trapezaki'. Below the logo is the text 'Log in.' in a large, bold, dark blue font. Underneath is the word 'Business' in a smaller, grey font. This is followed by two input fields: 'Username' with a person icon and 'Password' with a shield icon. Below these fields is a checkbox labeled 'Keep me logged in'. A blue 'Log in' button is located below the password field. At the bottom of the login section, there are two links: 'Become an associate!' and 'Forgot my password'. A red arrow points to the 'Become an associate!' link.

Figure 1: Business system first page - Become an associate selection

To become an associate and member of Trapezaki, please select the “Become an associate” option below the Log in button. After the click, the main window will load the register page. Please fill the register form to proceed. You can consider the example in Figure 3.

[Back](#)

Become an associate

Already an associate? [Login](#)

Account Information

Username	Email
<input type="text"/>	<input type="text"/>
Create a Password	Re-enter Password
<input type="password"/>	<input type="password"/>

Business Information

Business Name	Company Name
<input type="text"/>	<input type="text"/>
Representative Name	Phone number
<input type="text"/>	<input type="text"/>

Description

File Uploads

Add Photos

No file chosen

Add Logo

No file chosen

Add Menu

No file chosen

Location

Lat	<input type="text"/>	Long	<input type="text"/>
Address	<input type="text"/>		
Zip Code	<input type="text"/>		
City	<input type="text"/>		
City	<input type="text"/>		

Business Characteristics

Services

☐ Coffee
☐ Food
☐ Drinks

Tags

Figure 2: Business Register Form

[Back](#)

Become an associate

Already an associate? [Login](#)

Account Information

Username	tavernaki	Email	okalosmastakis@gmail.com
Create a Password	*****	Re-enter Password	*****

Business Information

Business Name	Trapezaki	Company Name	Polles Tavernes
Representative Name	Christos Christou	Phone number	99123456

Description

Come and taste Cyprus at tavernaki!
Feel the tradition passed through generations to the hands of mr Takis!

File Uploads

Add Photos

Choose Files 6 files

Add Logo

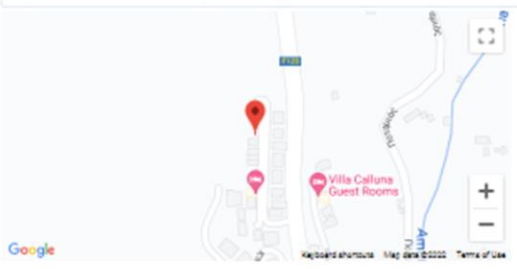
Choose File logo.jpg

Add Menu (.pdf)

Choose File menuseafood.pdf

Location

Agias Paraskevis 101, Germasogeia 4044, Cyprus



Lat	34.72962500098584	Long	33.0833322463684
Address	101 Agias Paraskevis		
Zip Code	4044		
City	Germasogeia		

Business Characteristics

Services

☐ Coffee
☒ Food
☐ Drinks

Tags

souvlakia x
 keftiko x
 salatina x
 mezes x
 e.g souvlakia, beer, ...

[Sign Up](#)

Figure 3:Filled Register Form Example

Upon correct completion, the window redirects to the Login Page where a confirmation message appears. Please go to your email and verify your account.

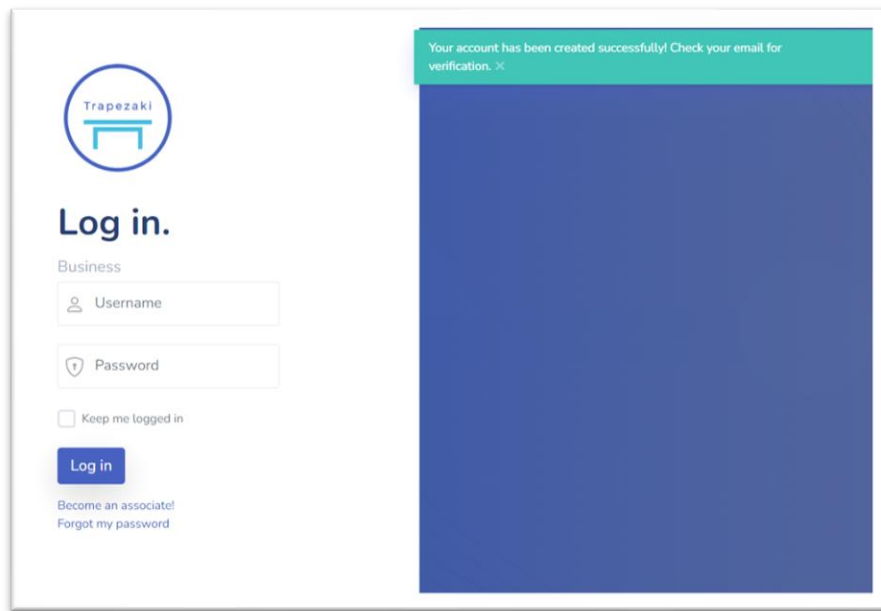


Figure 4: Successful Register confirmation message

In the case you see the following message “*Your account is not yet verified! Please check your email.*” when logging in, please go to your email and verify your account. If you can’t see any email from Trapezaki, please check your spam folder.

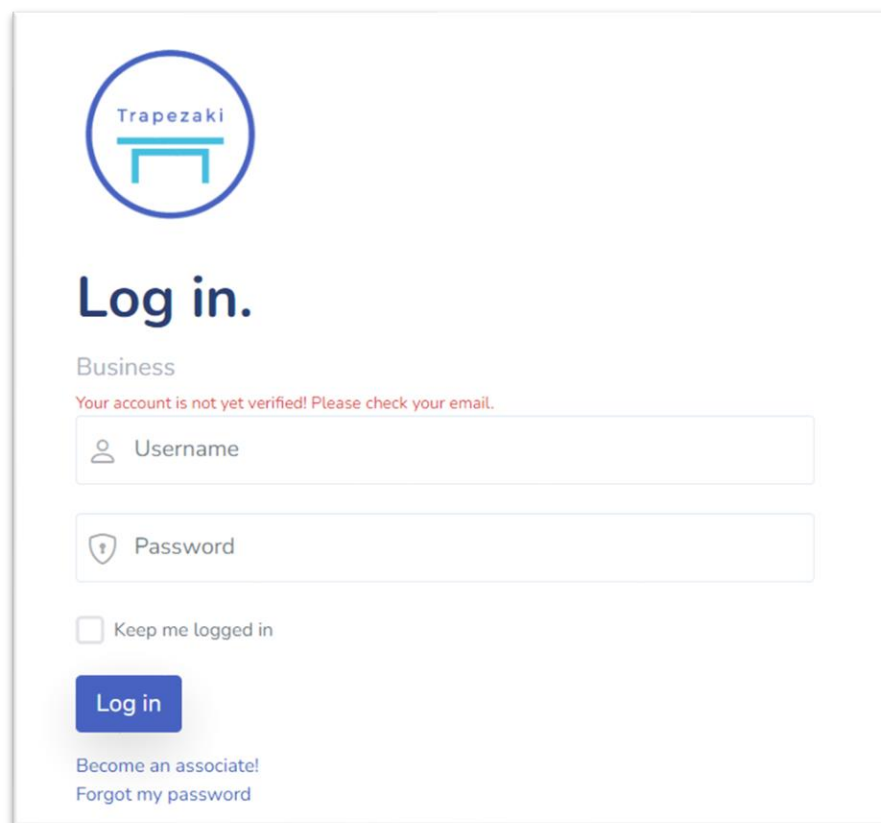


Figure 5: Non-Verified yet Account Error Message

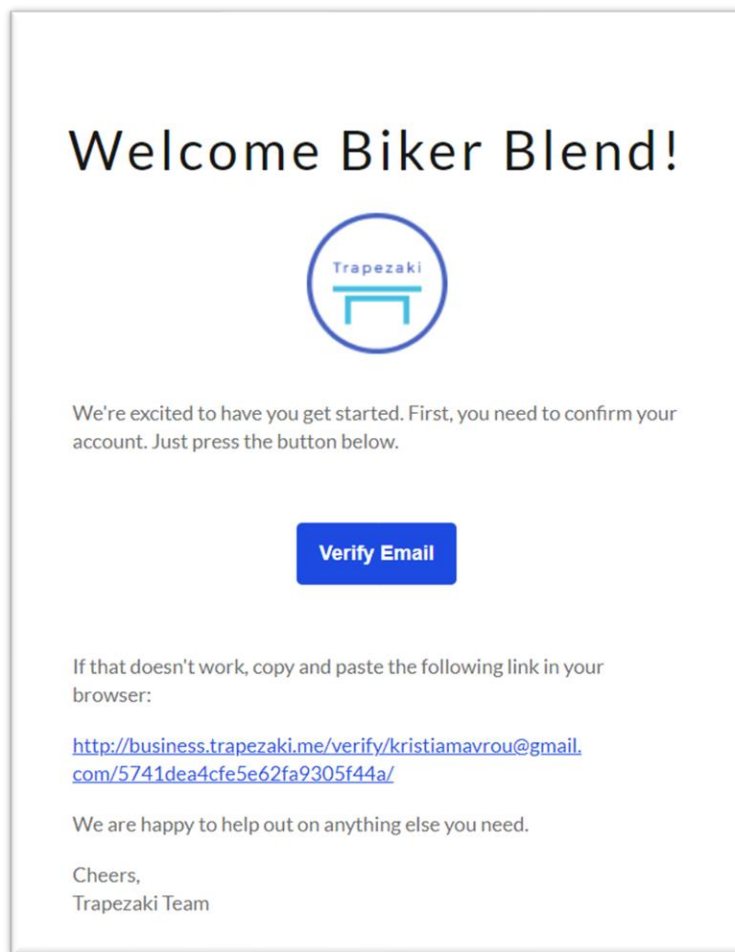


Figure 6: Email verification link

Please click on the email as shown in Figure 6, to verify your account. Upon click, you will be redirected to the Log in screen and see the account verification confirmation message as shown below.

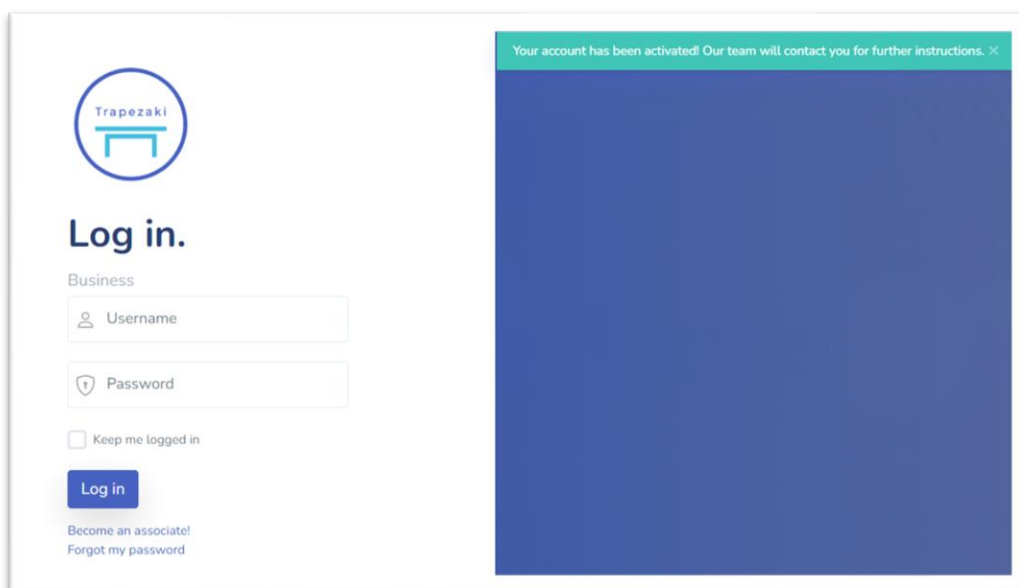



Figure 7: Email verification confirmation message

You are now waiting for the approval of your request to be an associate in Trapezaki. The system administrator will contact you shortly.

If you try to insert your credentials, while not approved you will see the following error message.



Log in.

Business

Your account activation is pending. Our team will contact you soon.

☐ Keep me logged in

[Log in](#)

[Become an associate!](#)

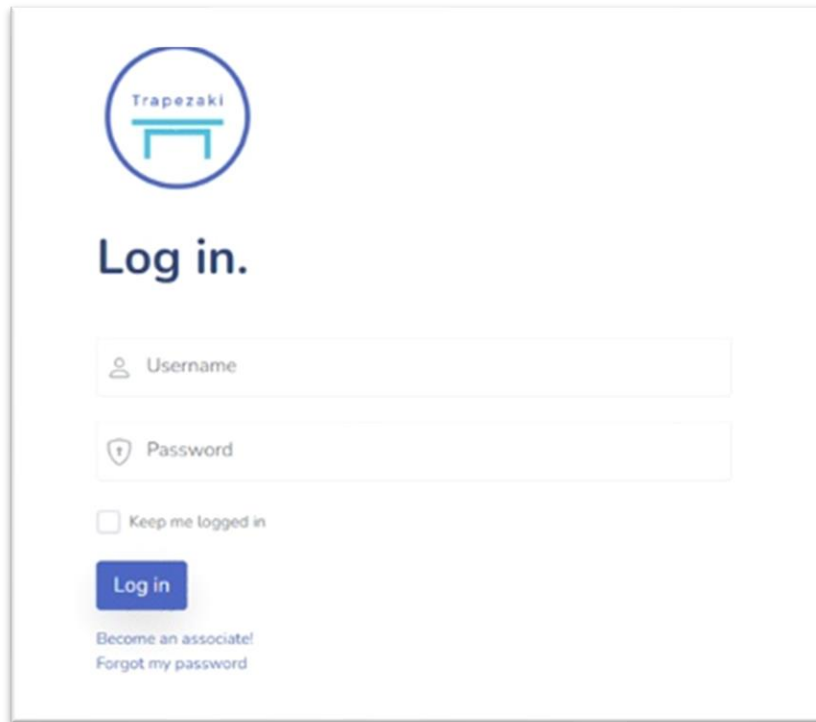
[Forgot my password](#)

Figure 8: Pending Activation message

1.2 Log in

It is addressed to the representative of the business who cooperates with the service and already has a username (Password) and a password (Password).

Go to your address bar of your browser and type <http://business.trapezaki.me>. The first and initial screen for logging in will appear. Please enter your username and password in the corresponding fields to enter the system.

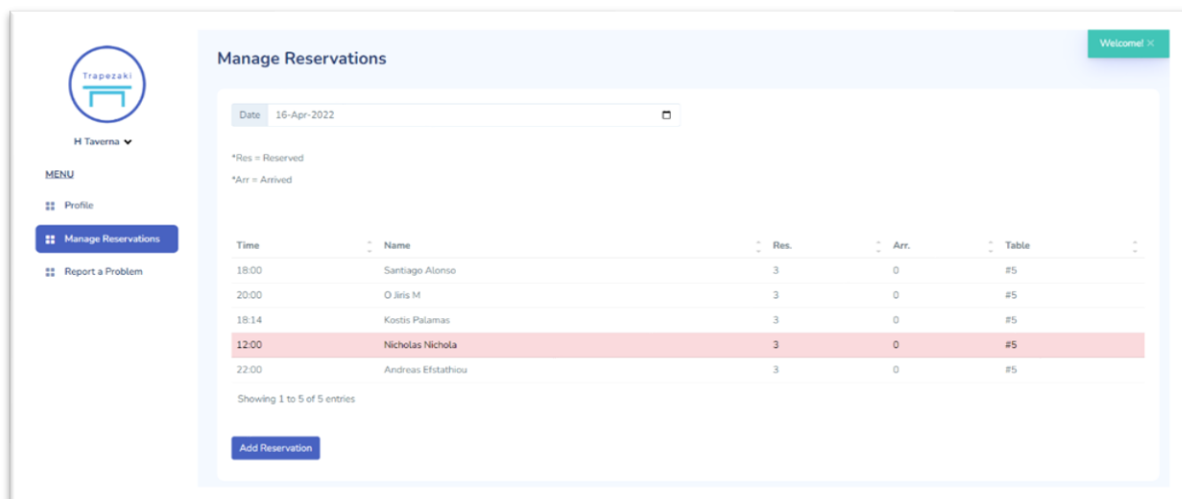


The login page features the Trapezaki logo at the top, followed by the heading "Log in.". Below this are two input fields: "Username" with a person icon and "Password" with a shield icon. A checkbox labeled "Keep me logged in" is positioned below the password field. A blue "Log in" button is located below the checkbox. At the bottom, there are two links: "Become an associate!" and "Forgot my password".

Figure 9: Login Page

1.2.1 Successful Login

By validating the login details, the screen with the day reservations will appear on the main window, along with the side menu on the left.

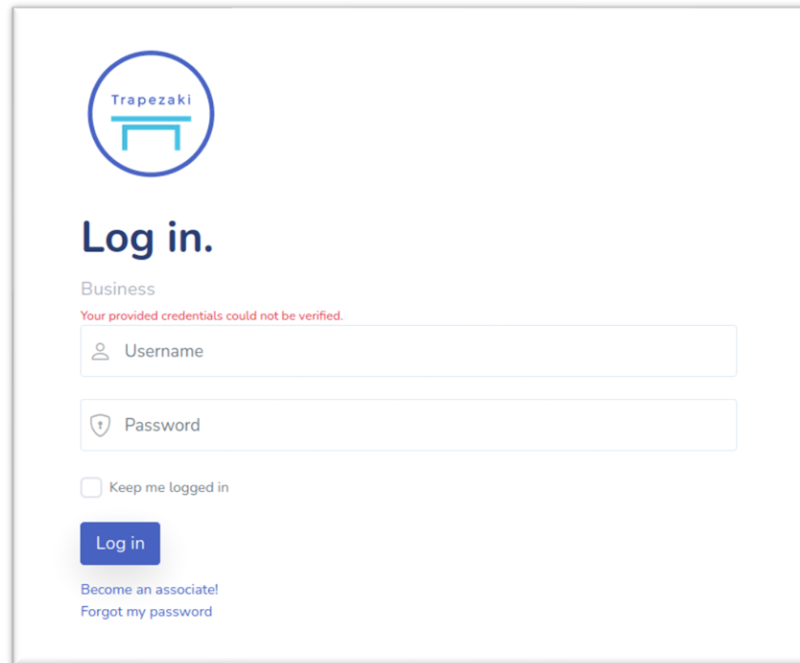


The first screen after a successful login displays the "Manage Reservations" interface. On the left is a side menu with the Trapezaki logo, the text "H Taverna", and a "MENU" section containing links for "Profile", "Manage Reservations" (which is highlighted), and "Report a Problem". The main content area is titled "Manage Reservations" and includes a date selector set to "16-Apr-2022". Below the date selector are two legends: "*Res = Reserved" and "*Arr = Arrived". A table lists reservations for the selected date, with columns for Time, Name, Res., Arr., and Table. The table contains five entries, with the entry for 12:00 (Nicholas Nichola) highlighted in red. At the bottom of the table, it says "Showing 1 to 5 of 5 entries" and there is an "Add Reservation" button.

Time	Name	Res.	Arr.	Table
18:00	Santiago Alonso	3	0	#5
20:00	O Jiris M	3	0	#5
18:14	Kostis Palamas	3	0	#5
12:00	Nicholas Nichola	3	0	#5
22:00	Andreas Efstathiou	3	0	#5

Figure 10: First screen after successful log in

1.2.2 Wrong credentials



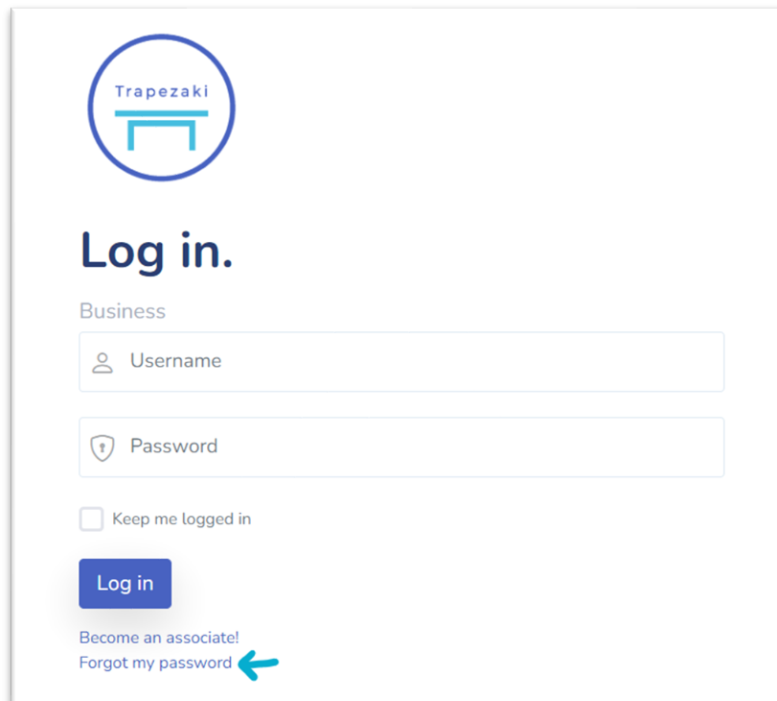
The screenshot shows the Trapezaki login interface. At the top is the Trapezaki logo, a blue circle containing a stylized table icon. Below the logo is the heading "Log in." and the word "Business" in a smaller font. A red error message, "Your provided credentials could not be verified.", is displayed above the login fields. There are two input fields: "Username" with a person icon and "Password" with a shield icon. Below these fields is a checkbox labeled "Keep me logged in". A blue "Log in" button is positioned below the checkbox. At the bottom, there are two links: "Become an associate!" and "Forgot my password".

Figure 11: Wrong credentials error message

If the login information you have entered is wrong, then the system notifies you with the message "Your provided credentials could not be verified", so you are asked to try to enter them again.

1.2.3 Forgot Password Process

In case you have forgotten your password, please select the "Forgot my password", to recover it.



This screenshot shows the same Trapezaki login interface as Figure 11. The layout is identical, including the logo, "Log in." heading, "Business" text, error message, input fields, checkbox, and "Log in" button. However, the "Forgot my password" link at the bottom is highlighted with a blue arrow pointing to it from the right.

Figure 12: Forgot my password feature

After the click on “Forgot my password”, you will be redirected to the following screen, where you need to input your email, in order to recover your password.

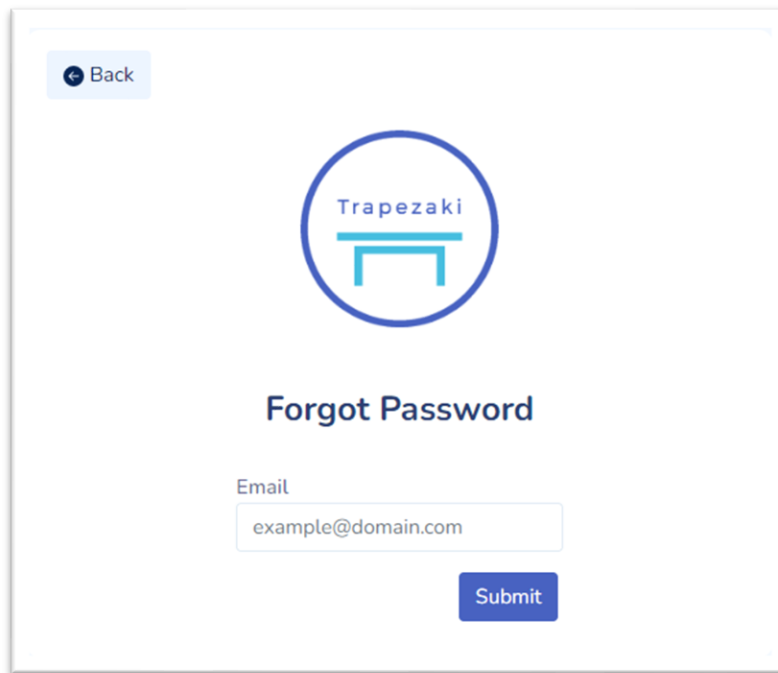
The image shows a web interface for password recovery. At the top left is a 'Back' button with a left arrow. In the center is the Trapezaki logo, which consists of a blue circle containing a stylized blue table icon with the word 'Trapezaki' above it. Below the logo is the heading 'Forgot Password'. Underneath is an 'Email' label followed by a text input field containing 'example@domain.com'. At the bottom right is a blue 'Submit' button.

Figure 13: Email input screen for password recovery

Upon completion, the system redirects you screen back to the Log in page, where a confirmation toast message appears on the top right corner.

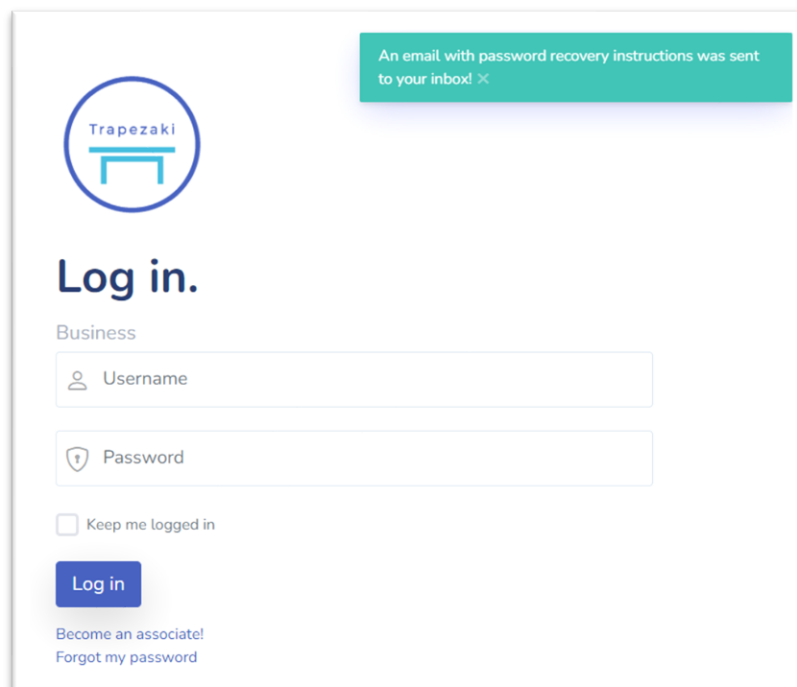
The image shows the login page with a confirmation toast message. The toast is a teal box at the top right with the text 'An email with password recovery instructions was sent to your inbox! ✕'. The login form includes the Trapezaki logo, the heading 'Log in.', and a 'Business' label. Below are 'Username' and 'Password' input fields, each with an icon (person and shield respectively). There is a 'Keep me logged in' checkbox. A blue 'Log in' button is at the bottom. Below the button are links for 'Become an associate!' and 'Forgot my password'.

Figure 14: Successful password email recovery message

The next step is to visit your email, as the message explains and click on Change Password button.

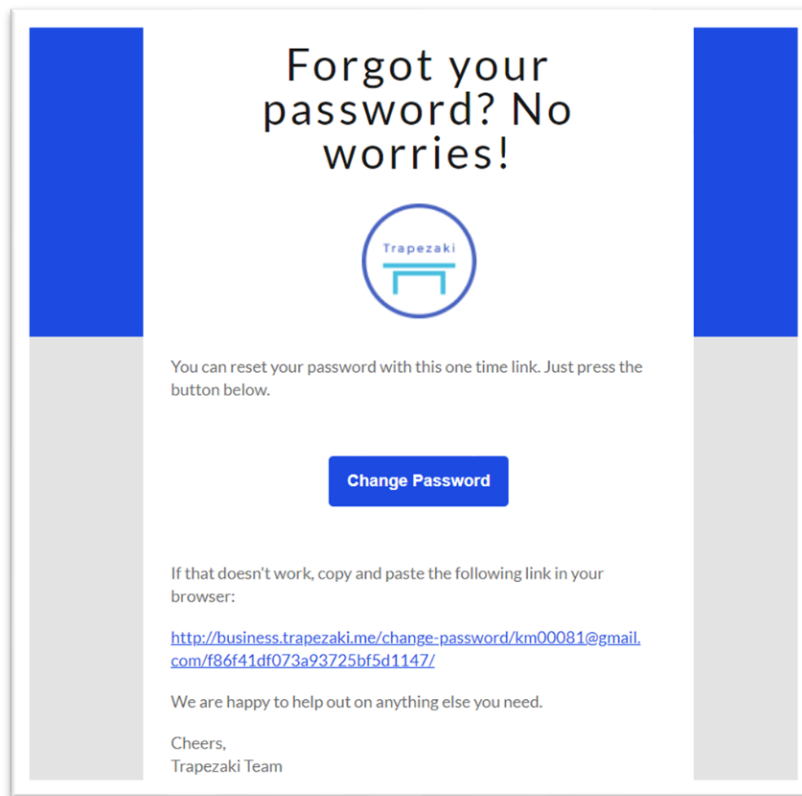


Figure 15: Password recovery email link

Upon click on Change Password button, or the link below it, you will be redirected to the Password recovery screen as shown in Figure 16. When the Change password window appears, you can enter the new password you want to use. The new password must be entered twice for security purposes. By pressing the button and if the password verification is correct, you will be redirected back to the Login screen where you will see the message below, where you are invited to log in.

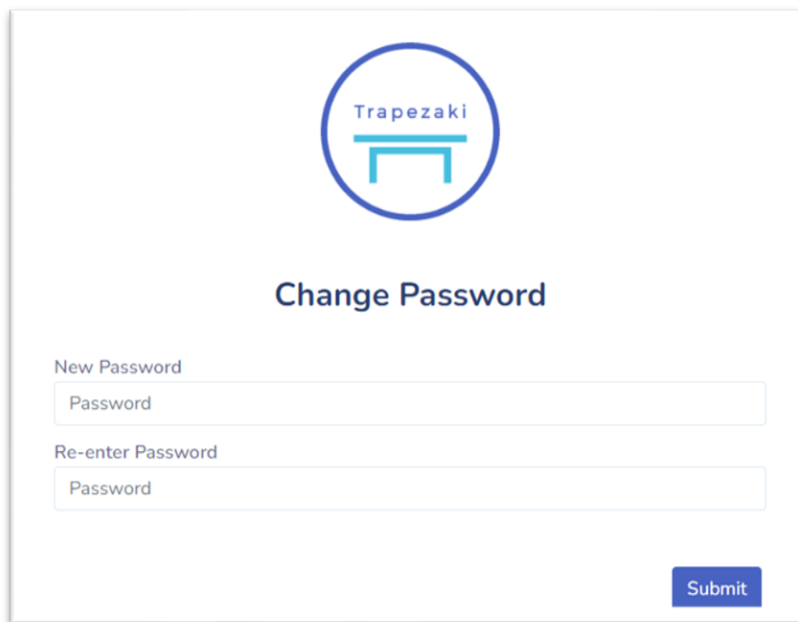

The image shows a "Change Password" window. At the top is the Trapezaki logo, which consists of a blue circle containing a stylized blue trapezoid. The text "Trapezaki" is written in blue above the logo. Below the logo, the text "Change Password" is centered. Below this text, there are two input fields. The first input field is labeled "New Password" and contains the text "Password". The second input field is labeled "Re-enter Password" and contains the text "Password". Below the input fields is a blue button with the text "Submit" in white.

Figure 16: Change Password window



Your password has been changed! Please log in to continue ✕

Log in.

Business


☐ Keep me logged in

[Become an associate!](#)
[Forgot my password](#)

Figure 17: Confirmation password change message

1.2.4 Pending Account

In case you see the error message of Figure 18, your request for a business account is still pending. Please wait for the system administrator to contact you.



Log in.

Business

Your account activation is pending. Our team will contact you soon.

☐ Keep me logged in

[Become an associate!](#)
[Forgot my password](#)

Figure 18: Error message for a pending Account

1.3 View and Mange Business Profile

Upon successful log in, the system will redirect your screen to your profile page. If your account is Disable, its not viewable by the public, but eligible for changes and modifications.

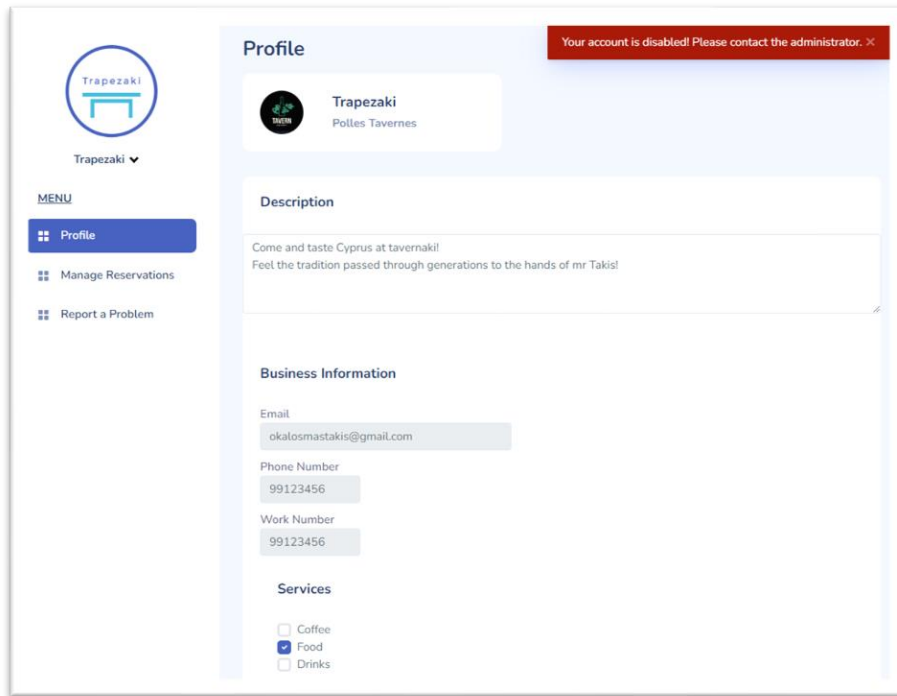



Figure 19: Business Profile Page and Disabled Account toast Message

Once your account has been approved by the administrator, your page is inactive by default, in case you want to make any changes before posting. When you are ready, please inform the administrator to change your pages status.

The following image shows an example of an active account that contains the main information of the business you represent and the processing that may take place. Specifically, you can modify your representative, description, tags, photos, address location and password




To Baraki ▼

MENU

- Profile
- Manage Reservations
- Report a Problem

Profile



To Baraki
Baraki

Description

Lounge space, Chill music, fancy cocktails and who knows :)

Business Information

Email
km00081@gmail.com

Phone Number
99123456

Work Number
99123456

Representative
Ioanna Ioannou

Services

☐ Coffee
☐ Food
☒ Drinks

Tags

cocktails fancy chillout bar

Save changes

Reservation Management

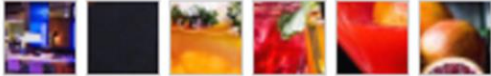
Reservation Range: 30 Reservation Duration: 90

City: Monday First Reservation Hour: 20:00
 Last Reservation Hour: 22:00

Photos

Upload photos here

Choose File No file chosen



Menu

Upload a menu here

Choose File No file chosen

Open Upload new

Figure 20: Profile Page part 1

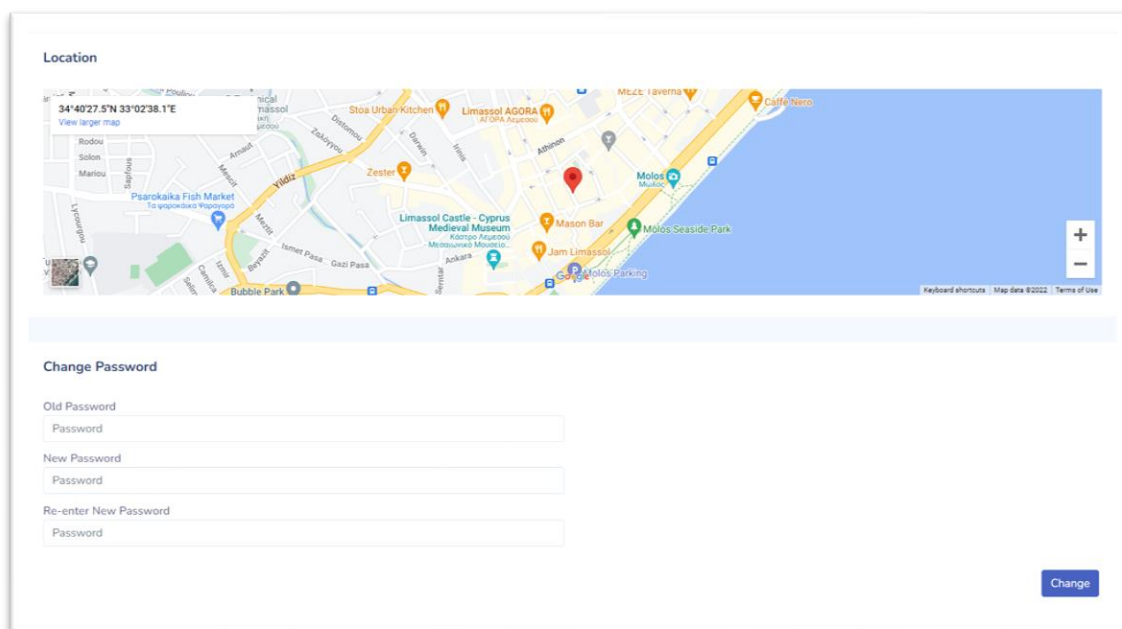


Figure 21: Profile Page part 2

1.4 Manage Reservations

1.4.1 View Reservations

Once logged in, Booking Manager is the first page you see as the default. The following memo applies to reservations highlight colors:

Today's	Upcoming	Old	Cancelled	Attendance	Status
✓		✓		0	Unattended (Yellow)
✓		✓		> 0	Incomplete (Blue)
✓				0	Upcoming
✓				> 0	Incomplete (Blue)
✓			✓		Cancelled (Red)
✓		✓	✓		Cancelled (Red)
	✓		✓		Cancelled (Red)
		✓	✓		Cancelled (Red)
	✓			0	Upcoming
	✓			> 0	Incomplete (Blue)
		✓		> 0	Incomplete (Blue)
		✓		0	Unattended (Yellow)
✓				Μέγιστη	Completed (Green)
✓		✓		Μέγιστη	Completed (Green)
		✓		Μέγιστη	Completed (Green)

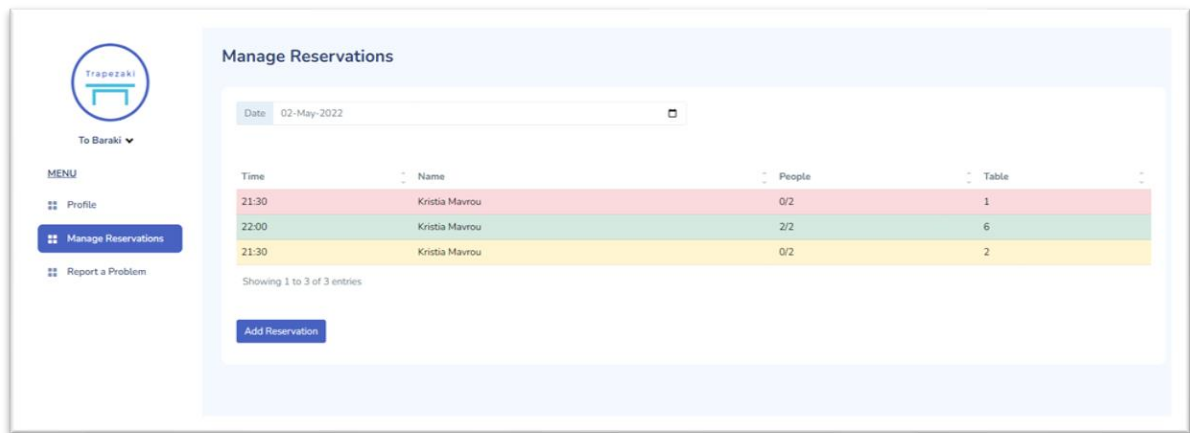


Figure 22: Manage Reservations Page

Highlights change depending on whether the reservation is upcoming, current or completed and according to the attendance of your customers. To change attendance, indicate the number of people in the reservation as shown in the following figure.

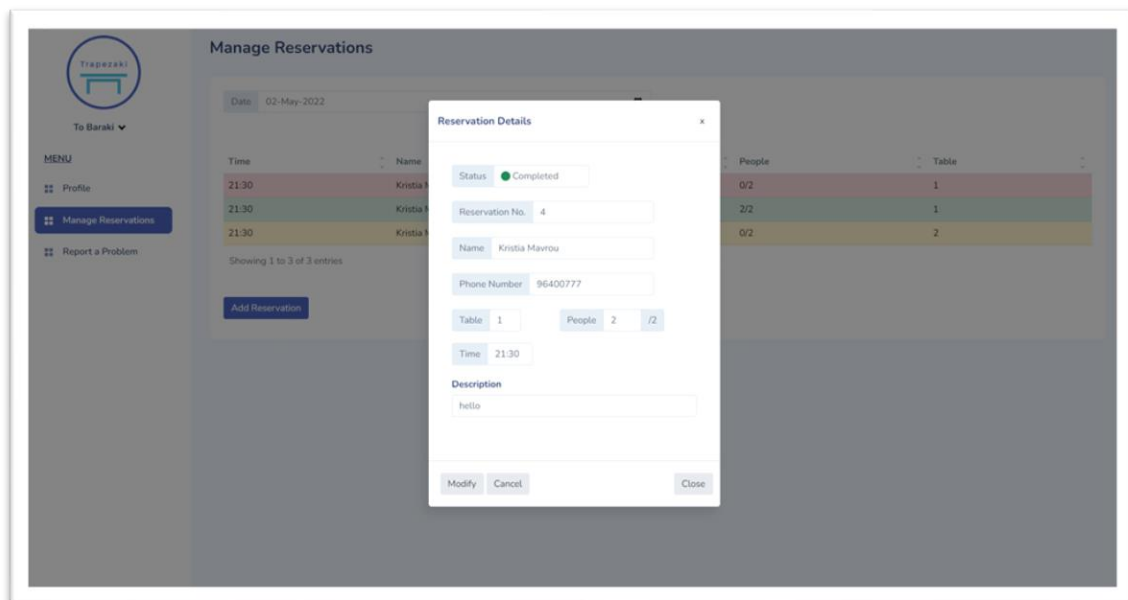


Figure 23: Reservation details and attendance update

1.4.2 Manage Reservations

As seen in Figure 22, there is an option for the business to add a reservation that does not origin from trapezaki.me. There are two options. To add a reservation for already registered users of Trapezaki, or Guests.

1.4.2.1 Add a reservation for registered users

If your customers have an account at trapezaki.me, then you can use their username to proceed with their reservation. After selecting a table a pop up window will appear where you can select booking time based on availability, enter the number of people and some comments as shown below.

Upon completion of the data, the system redirects to the manage Reservations page where a message confirming the reservation is displayed.



Figure 24: Floor plan page, for table selection

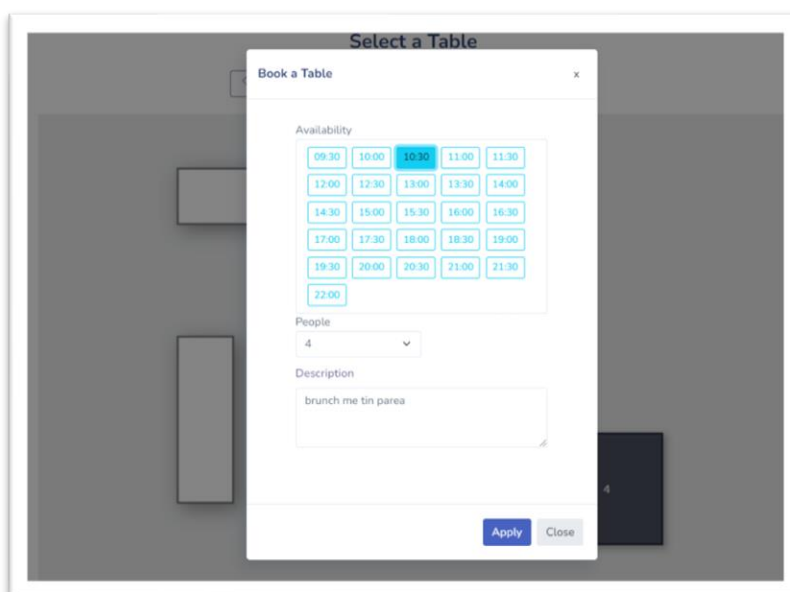


Figure 25: Available timeslots

1.4.2.2 Add a reservation for guest users

If your customer is not a member of Trapezaki, you can book their reservation in the guest mode. The system, offers you the possibility Continue as a guest where you are asked to fill in a name, a phone number, and your email to proceed with the reservation. The process is then repeated exactly as on the previous page for already logged in users.

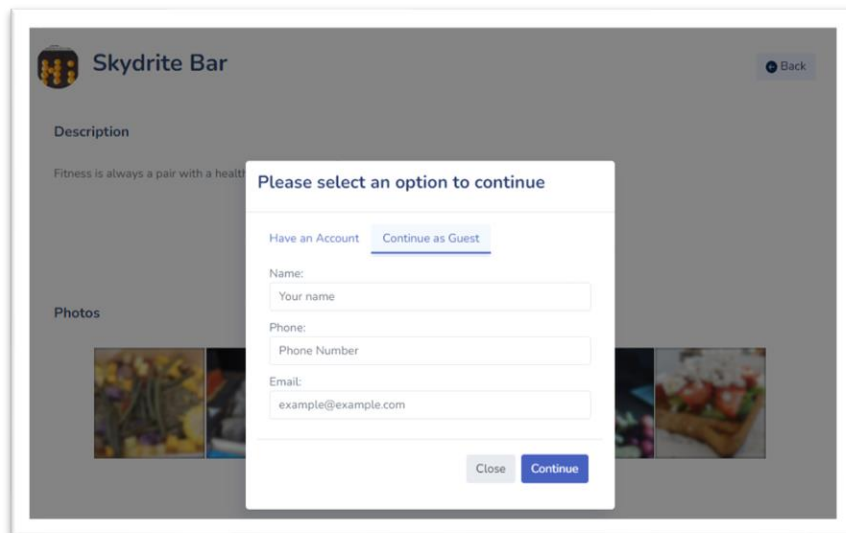


Figure 26: Reservation guest details form

1.5 Report a problem

This manual final chapter describes the Report a Problem page. You can report a problem to the administrator by selecting its type and entering the relevant details. On this page you can also view all the previous reports you have posted along with their status.

Date	Type	Status
2022-05-01 16:37:35	Change Account Details	Solved!
2022-05-09 18:56:55	Technical	Cannot be solved...

Showing 1 to 2 of 2 entries

Figure 27: Report a problem page