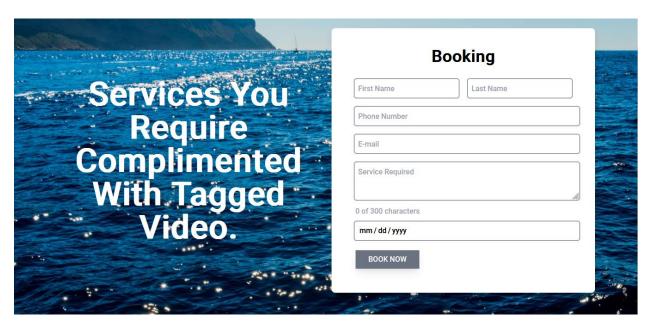
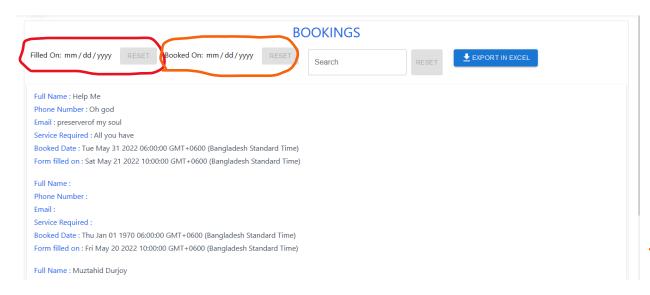
# **DOCUMENTATION FOR BYATCH SERVICES ADMIN SIDE**

# 1. BOOKING PART



Client side

### **HOW TO FILTER THE DATA?**



The Part Marked with red pen (Filled on), you can filter the data shown below using it. It will show the responses for booking form which have been filled on your selected date. Just pick the date and it will filter the data for you. Press the reset button to jump back to unfiltered data.

# **FILTER DATA (BOOKED ON)**

The Part Marked with orange pen (Booked on), you can filter the data shown below using it. From here, you can see that who booked on today or your selected day.

There is a search bar also. You can search with name, email, phone or services they required.

### **HOW TO EXPORT DATA IN EXCEL FILE?**

You can export the data shown below using "Export in Excel" button. If your data is filtered, it will include the filtered data only in the excel sheet.

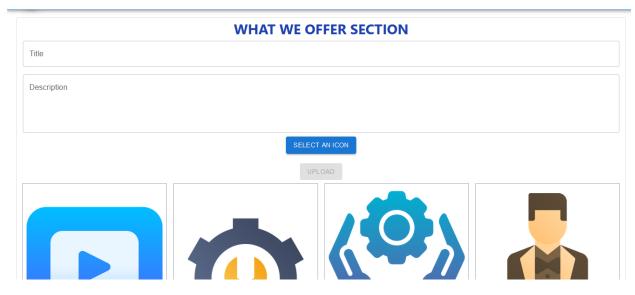
### 2. HOMEPAGE UI PAGE

from here, you can add/remove the UI elements from the admin side

You can add/remove/edit items in We offer part from here



The Client Side

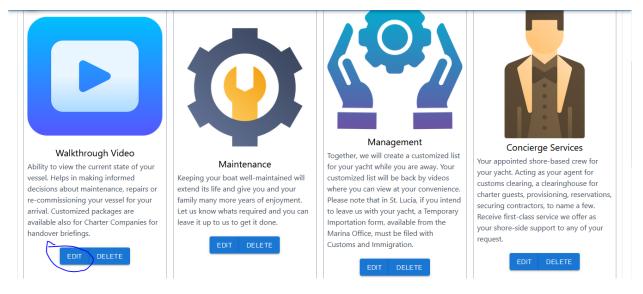


The Admin side

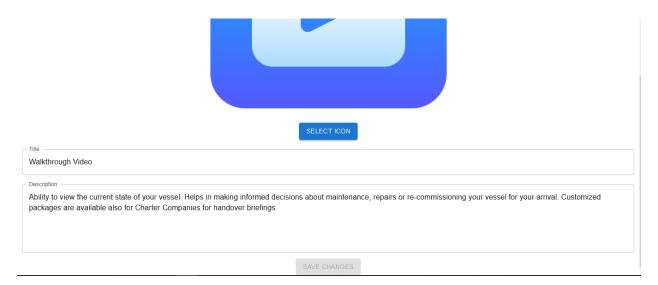
Write a title and description, and pick an icon. The upload button will stay disabled if all fields are filled.

After pressing the upload button, the item will be added to **We Offer** section.

### **HOW TO EDIT ELEMENTS?**



Press the edit button marked with blue pen. It will open a popup.



Change the text/image. Then press the save changes button. **The save changes button will remain disabled if the values** are same as before.

### **HOW TO DELETE AN ELEMENT?**



### Maintenance

Keeping your boat well-maintained will extend its life and give you and your family many more years of enjoyment. Let us know whats required and you can leave it up to us to get it done.



### Management

Together, we will create a customized list for your yacht while you are away. Your customized list will be back by videos where you can view at your convenience. Please note that in St. Lucia, if you intend to leave us with your yacht, a Temporary Importation form, available from the Marina Office, must be filed with Customs and Immigration.



### **Concierge Services**

Your appointed shore-based crew for your yacht. Acting as your agent for customs clearing, a clearinghouse for charter guests, provisioning, reservations, securing contractors, to name a few. Receive first-class service we offer as your shore-side support to any of your request.

EDIT DELETE

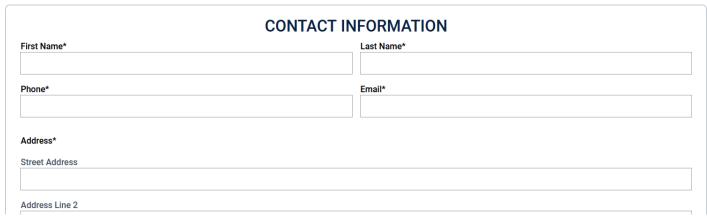
Press the delete button to delete an element

# 3. QUOTATION REQUEST/ PERIODIC CHANGES

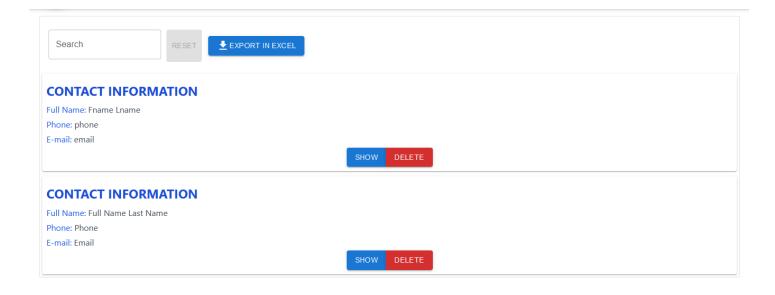
The responses for Periodic Check form

# **PERIODIC CHECKS**

We video all the work we carry out. View anytime and anywhere at your convenience!



Client side



Admin Side

### **HOW TO FILTER DATA?**

You can filter the data shown below using the search bar. Type **name**, **email or phone number** to filter the data shown below. Press the reset button to see all data.

### **HOW TO EXPORT IN EXCEL FILE?**

Press the **Export in Excel** button to export the data in excel form. Same as the booking form. If the data is filtered, it will include the filtered data only in the excel file

### **HOW TO SEE THE DATA?**

Since there are too much fields, It may look bad if we show all of them. You have to press the show button to see the data.



Press the show button to see all of the fields

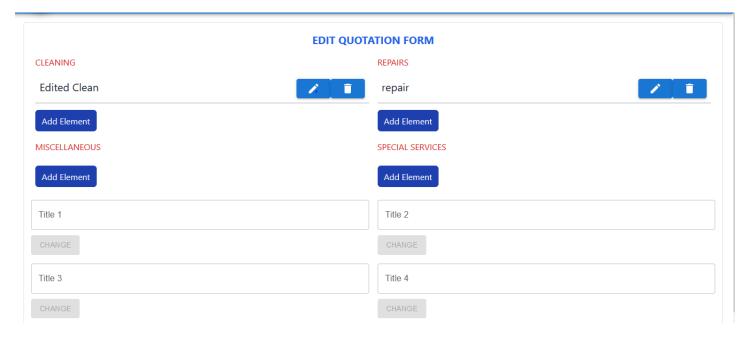
### **HOW TO DELETE DATA?**



Press the delete button to delete the data. It will show a popup. Press the Delete button to delete the data or press the cancel button to go back.

# 4. QUOTATION EDIT

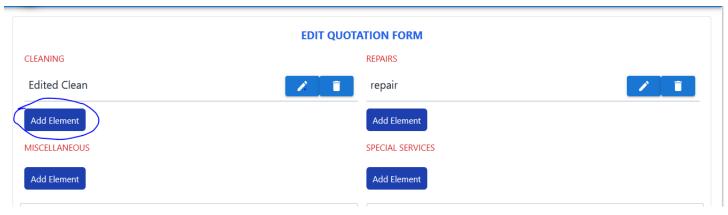
You can change add/remove/edit elements from here

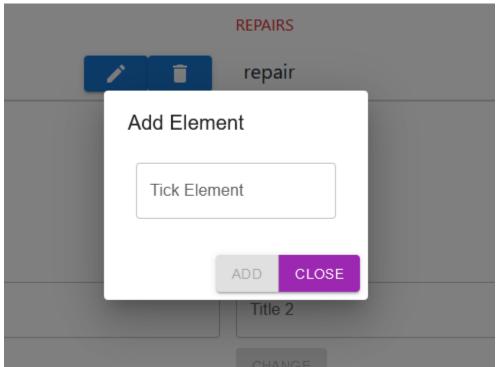


The admin side

### **HOW TO ADD ELEMENT?**

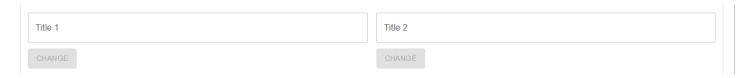
Press the add element button to add an element. It will show a popup





Give a title, and press the add button. The add button will remain disabled if the text field is empty.

### **HOW TO CHANGE TITLE?**

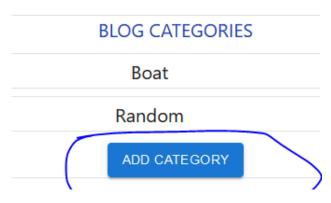


Give a title and press the change button. Your title will be changed.

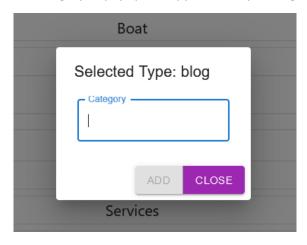
# 5. CATEGORIES

You can create/delete categories from here

### **HOW TO ADD CATEGORY?**



Press the Add Category Button to add a category. A popup will appear after pressing the button.



Fill the text box and press the add button. The category will be added.

### **HOW TO DELETE CATEGORY?**

Press the delete icon to delete a category

### Random



A popup will be visible. Press the delete button to delete and press the cancel button to return.

### 6. ABOUT US UI

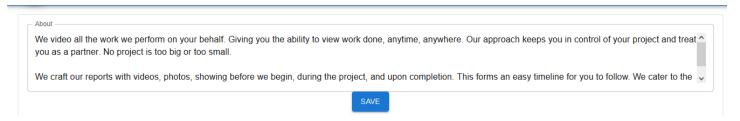
From here, you can edit the UI elements in the about us page There are three sections

- 1. About us text
- 2. Animated texts
- 3. Tab sections

### **HOW TO CHANGE THE ABOUT US TEXT?**

# We video all the work we perform on your behalf. Giving you the ability to view work done, anytime, anywhere. Our approach keeps you in control of your project and treat you as a partner. No project is too big or too small. We craft our reports with videos, photos, showing before we begin, during the project, and upon completion. This forms an easy timeline for you to follow. We cater to the owner who is away, the passerby and the live aboard residents. Fill out the Periodic Checks Form to create custom packages. Within 48hours, you will surely get a response. We provide daily, weekly, monthly or yearly reports, based on length of project or package plan. PERIODIC CHECKS MAKE A PURCHASE

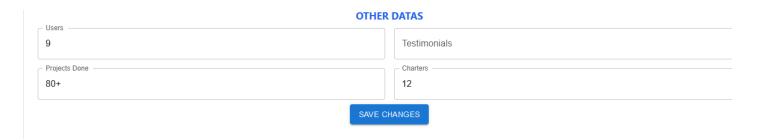
### The Client side



The Admin Side

Change the text and press the save button. It will change the about us text

### **HOW TO CHANGE THE ANIMATED TEXT PART?**



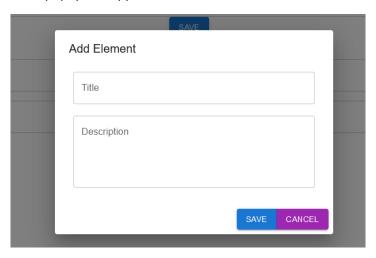
Change the values and press the save changes. It will change the animated text part

### **HOW TO EDIT THE TAB PART?**



### **HOW TO ADD AN ELEMENT?**

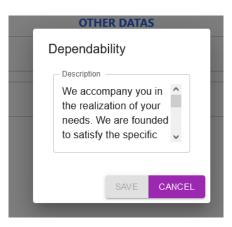
Press the add element button and a popup will appear.



Give a title and a description and press the save button. Your element will be added.

### **HOW TO EDIT AN ELEMENT?**

Press the edit button and a popup will be visible.



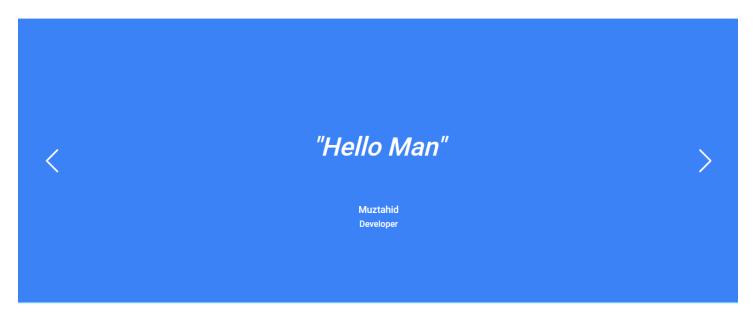
It will load the previous description by default. Change it and press the save button to change.

### **HOW TO DELETE AN ELEMENT?**

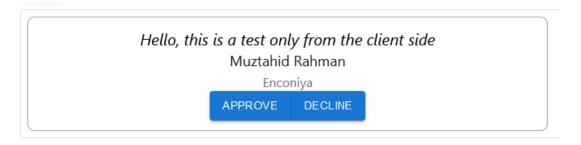
Press the delete button and a popup will be visible. Press the delete button to delete the element.

# 7. TESTIMONIAL

You can approve or decline testimonial items from here



The Client side



The Admin side

### **HOW TO APPROVE TESTIMONIAL ITEM?**

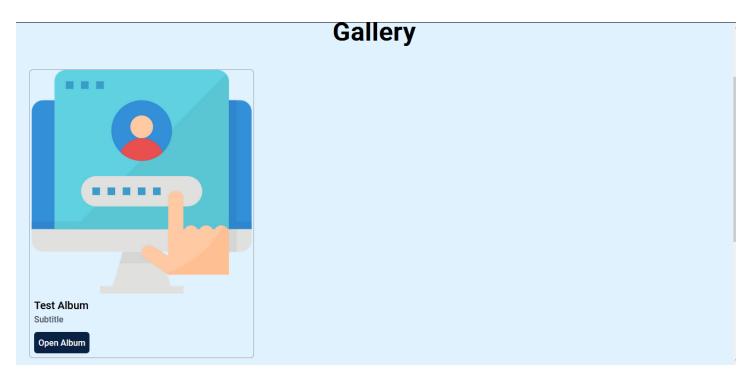
Press the approve button to approve the testimonial item. It will show a popup. Press approve to approve.

### **HOW TO DECLINE TESTIMONIAL ITEM?**

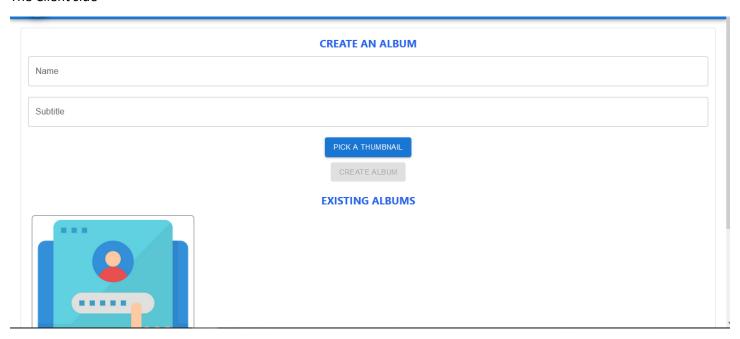
Press the decline button to decline. It will show a popup. Press the decline button to decline. It will removed from the database then.

# 8. GALLERY

You can create, delete, edit photo albums from here



### The Client side



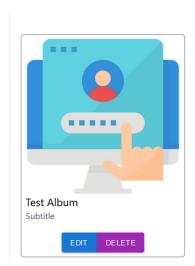
The Admin side

# **HOW TO CREATE AN ALBUM?**

Give an album name and subtitle, pick a thumbnail and press the create album button. Your album will be created

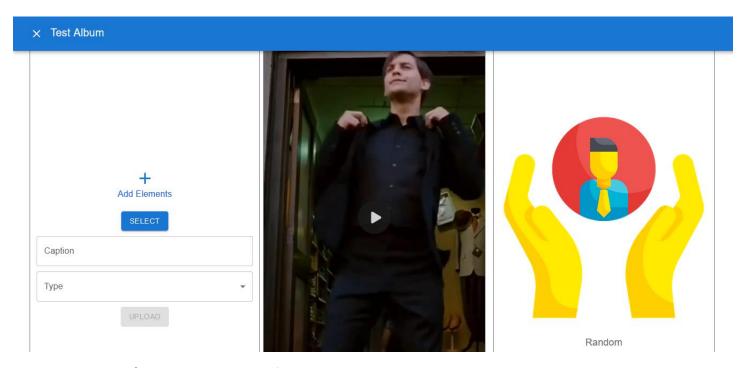
### **HOW TO EDIT ALBUMS?**

Your albums will be shown below the create album form. You can edit or delete album there.



**EXISTING ALBUMS** 

Press the edit button and it will show a full screen popup.



You can add images/ videos or delete them from here.

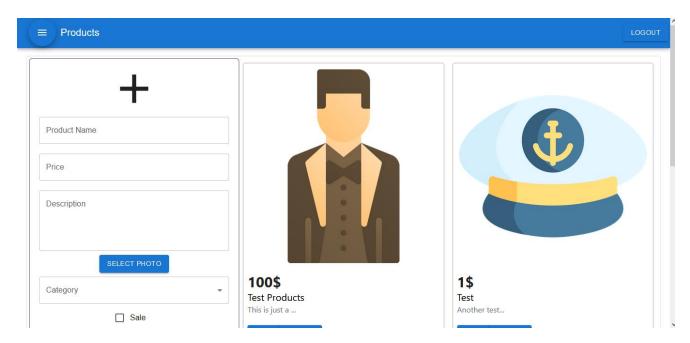
Press the select button to add image or video and give a caption. Please select the type (image/video) otherwise user will not be able to see this. Then press the upload button. It will notify you when the upload is complete. Do not refresh the page while uploading.

### **HOW TO DELETE AN IMAGE OR VIDEO?**



Press the delete button and press the other delete button to delete the image or video from the album.

# 9.PRODUCT PAGE

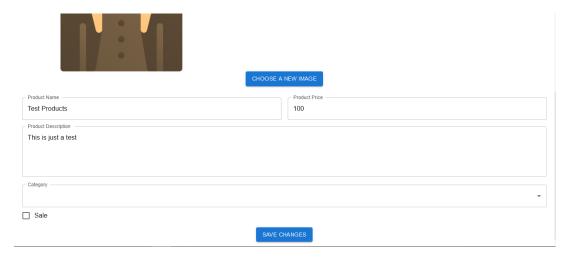


### **HOW TO ADD A PRODUCT?**

Type the name of the product in the product name box. Same for the price and description. Select a photo and select a category. Then select the box sale if there is any offer. It will show a sale badge on the product.

### **HOW TO EDIT A PRODUCT?**

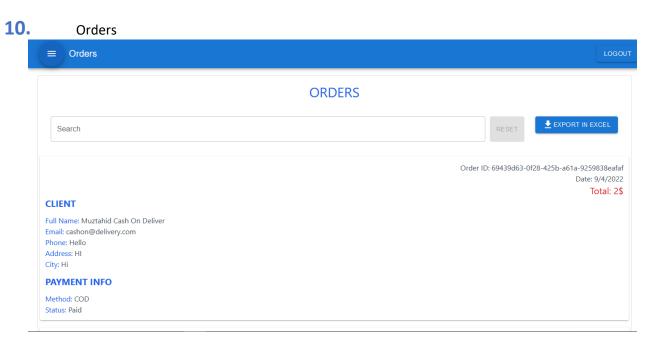
Press the edit button and a screen will be opened to you



You can change the data from here and don't forget to press save changes after you make changes

### **HOW TO DELETE A PRODUCT?**

Press the Delete button and a popup will appear. Press the delete button in the popup. The product will be created



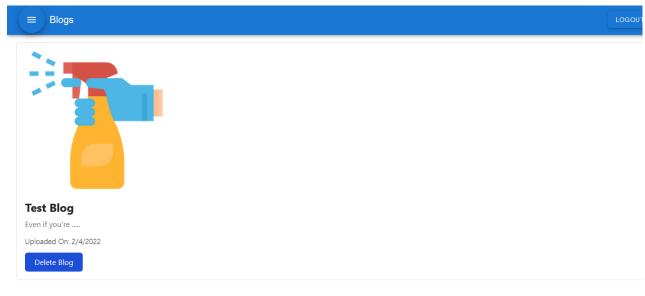
### **HOW TO FILTER DATA?**

Type the name, email, order ID or the time in the searchbox. Your data will be filtered.

### **HOW TO EXPORT IN EXCEL FORM?**

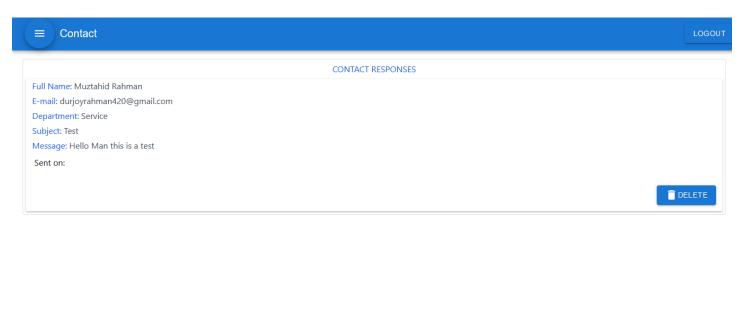
Press the Export in excel and the excel file will be start downloading

# 11. BLOGS



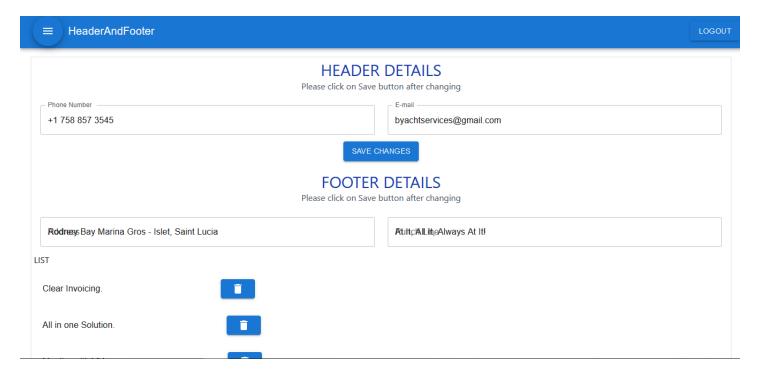
You can delete someone's blog if you want. Press the delete blog button to delete the blog

### 12. CONTACT



In this page, the response for the contact form in contact in page will be visible. You can delete responses if needed with the delete button.

## 13. HEADER AND FOOTER



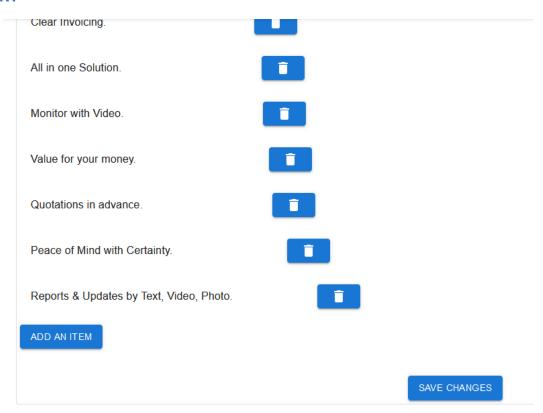
### **HEADER**

You can change phone number and email from here. Don't forget to click the save changes button after changing the values.

### **FOOTER**

You can change the address and other details from here.

### **THE LIST PART**



### **HOW TO ADD ITEM?**

Press the add item button to add item

### **HOW TO DELETE ITEM?**

Press the delete icon to delete an item.

Don't Forget to press the save changes button after making any changes.