



GroomGroove

Setup & User Guide

Version 1.0 - January 2026

Getting Started

1 Open the App

Open your web browser (Safari, Chrome, or Edge) and go to:

http://localhost:3000

Type this address in your browser's address bar

2 Create Your Account

You'll see the login screen. Click **Sign up** to create your account.

Email: your@email.com

Password:

Sign up

Enter your email and create a password (at least 6 characters)



Tip

Use a password you'll remember! Write it down somewhere safe.

3 Welcome to Dashboard

After signing up, you'll see your Dashboard - your home base for the day!

Dashboard

Today's Stats | Today's Appointments | Quick Actions

The Dashboard shows everything happening today

Adding Your First Client

1 Go to Clients

Click **Clients** in the left sidebar.

Dashboard

Clients ← Click here

Calendar

Notifications

The sidebar is always on the left

2 Click "Add New Client"

Click the **Add New Client** button in the top right.

3 Fill in Client Details

Add New Client

First Name: Sarah

Surname: Johnson

Email: sarah@email.com

Phone: 0412 345 678

Create Client

Enter the client's contact information



Tip

The phone number is important for SMS reminders! Make sure it's correct.

Adding a Dog

After creating a client, you can add their dog(s) to the system.

1 Click on a Client

In the Clients list, click on a client's row to open their details panel.

Johnson Sarah 0412 345 678 ← Click anywhere on this row

2 View Client Panel

A panel slides out from the right showing client details and quick actions.

Client Overview

Johnson, Sarah

0412 345 678

sarah@email.com

Dogs (0)

No dogs yet

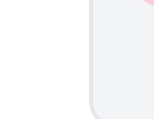
Quick Actions

Send Message

Book Appointment

View Dog

The client panel shows everything about this client



Note

Dogs are currently added when creating appointments. Select the client, then add dog details in the appointment form.

Booking an Appointment

1 Go to Calendar

Click **Calendar** in the sidebar, then click **New Appointment**

2 Fill in Appointment Details

New Appointment

Client: Sarah Johnson ▼

Dog: Milo ▼

Date: 20 Jan 2026

Time: 10:00 AM ▼

Services:

☒ Full Groom - \$85

☐ Bath & Brush - \$45

☐ Nail Trim - \$25

Create Appointment

Select client, dog, time, and services

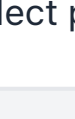
3 Appointment Created!

The appointment now appears on:

Calendar - on that date

Dashboard - if it's today

Notifications - for SMS reminder tracking



Automatic Reminders

The system will automatically send an SMS reminder 1 hour before the appointment!

Completing an Appointment (Checkout)

When a client arrives and you finish grooming their dog:

1 Find the Appointment

Go to **Dashboard** and find the appointment in "Today's Appointments".

Today's Appointments

10:00

Milo

Sarah Johnson

Complete

Click the green "Complete" button

2 Review Services

Check the services and total are correct, then click **Mark Service Complete**

Review Services

Full Groom \$85.00

Total **\$85.00**

Mark Service Complete

3 Take Payment

Select payment method and optionally schedule the next appointment.

Payment

Card Cash

☒ Schedule Next Appointment

Return in: 6 weeks ▼

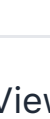
Complete Payment - \$85.00

4 Print Receipt

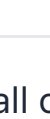
A receipt is generated. You can print it or email it to the client.

Payment Complete!

Receipt #GG-20260120-001



Print Receipt



Email Receipt

Your Daily Workflow

Morning

1. Open GroomGroove and check the **Dashboard**
2. Review today's appointments
3. Note any special concerns (anxious dogs, first visits)

During the Day

1. Client arrives → their appointment shows on Dashboard
2. Groom the dog
3. Click **"Complete"** button
4. Review services → Take payment → Print receipt
5. Schedule their next appointment

Automatic Reminders

- SMS reminders are sent **1 hour before** each appointment
- No action needed from you - it's automatic!
- Check **Notifications** page to see reminder status

End of Day

1. Check all appointments are marked complete
2. Review tomorrow's schedule on Calendar
3. Log out (click your name → Logout)

Navigation Reference

Icon	Page	What it does
	Dashboard	Today's overview - appointments, stats, quick actions
	Clients	View and manage all clients and their dogs
	Calendar	View appointments by date, book new appointments
	Notifications	See SMS reminder status for today
	History	View past completed appointments
	Settings	App settings and preferences

Keyboard Shortcuts (Power Users)

Hold **Cmd** + **⌘** (Mac) or **Ctrl** + **⌘** (Windows) and press:

Key	Goes to
1	Dashboard
2	Clients
3	Calendar
4	Notifications
5	History
N	New Appointment

Troubleshooting

🖥️ "Page not loading" or stuck

- Refresh the page: **Cmd** + **R**
- Try a hard refresh: **Cmd** + **Shift** + **R**
- Check the terminal is still running

🔑 "Can't log in"

- Make sure your password is at least 6 characters
- Check you're using the right email
- Try signing up again if needed

📅 "Appointment not showing"

- Check you selected the correct date on the calendar
- Refresh the page
- Check the appointment wasn't cancelled

📱 "SMS not sending"

- Check the client has a phone number
- Check SMS consent is enabled for the client
- Reminders are sent 1 hour before - check the timing

Still having issues?

Contact support or restart the app by closing and reopening the terminal, then running `npm run dev` again.



GroomGroove

Happy Grooming!

Made with ❤️ for dog groomers