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# TRICHOTRACK LITE

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## User Guide

Version 1.1

Version	Date	Author	Change Description
1.0	27 Feb 2024	Xiaoxing Liu	Document created
1.1	25 Apr 2024	Xiaoxing Liu	Update changes in section New Scan and Scan Records



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## 1 System Requirements

Before you start using TrichoTrack Lite, it's important to confirm that your device meets the following specifications:

### 1.1 Tablet

The tablet for running TrichoTrack Lite can be iPad 10<sup>th</sup> generation or above, iPad Air 5<sup>th</sup> generation or above.

### 1.2 Operation System

TrichoTrack Lite is compatible with iPadOS 17.3 or above.

### 1.3 Web Browser

For optimal performance, use the default Safari of the iPadOS.

### 1.4 Internet Connectivity

TrichoTrack Lite relies on an active internet connection for updates and data synchronization. Please ensure your device has a reliable internet connection.

### 1.5 Digital Microscope Compatibility

TrichoTrack Lite is designed to work seamlessly with specific digital microscope models. Currently, it only supports the below model:

<p>Plugable 3691 60x-250x Digital Microscope</p> <ul style="list-style-type: none"><li>With hybrid 2-in-1 USB 2.0 and USB-C cable.</li></ul>	
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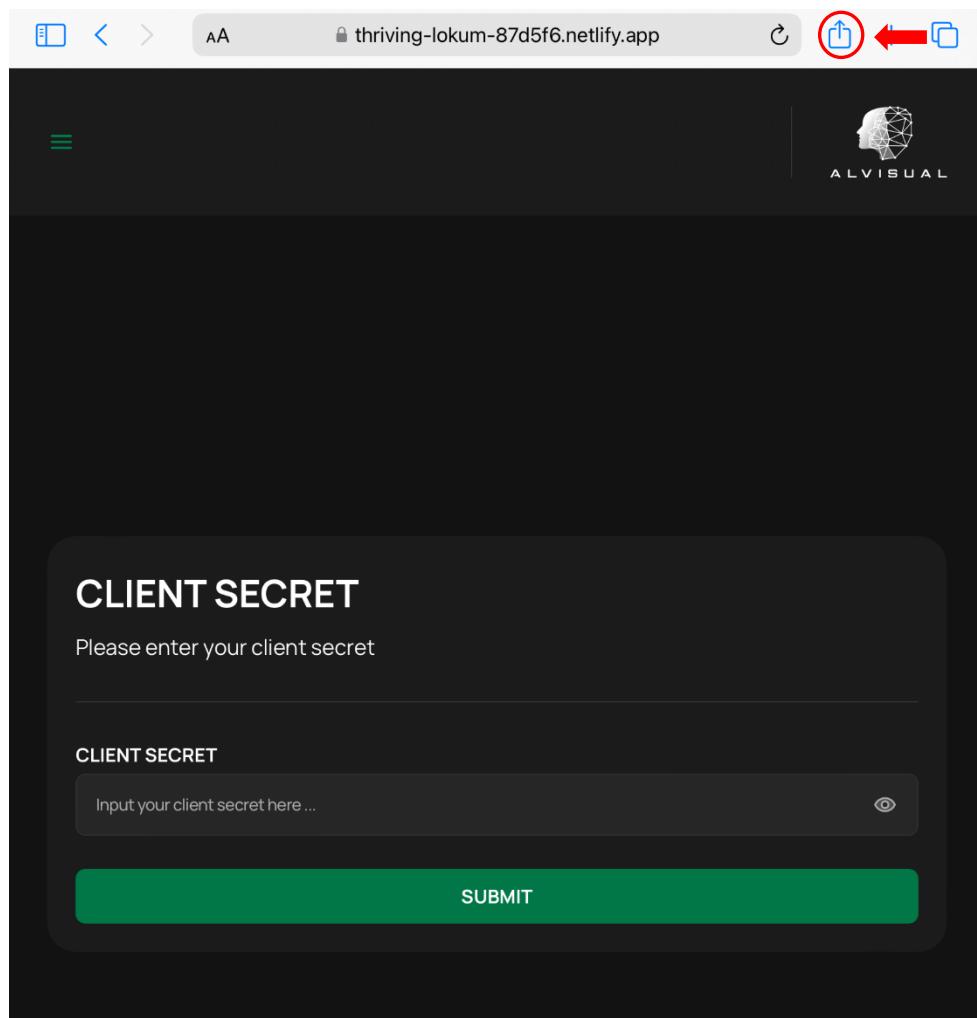
Having a microscope of the above model with the appropriate connection is essential for accurate scalp scanning using TrichoTrack Lite.

## 2 Installation

To install the latest version of TrichoTrack Lite, please follow these steps:

- I. Open the Safari web browser.
- II. Enter and go to the website <https://thriving-lokum-87d5f6.netlify.app/>.
- III. Click the square icon on the right of the address bar to install the PWA app.
- IV. In the popped drop-down menu, click 'Add to Home Screen'.
- V. In the popped dialog window, click 'Add' button.

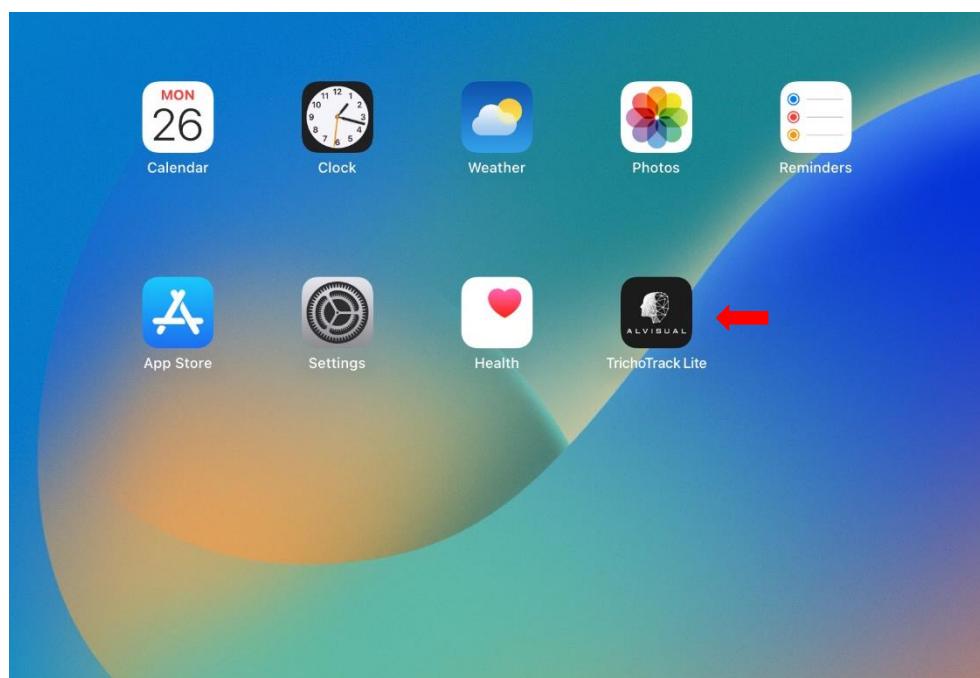
For detailed installation steps, refer to the installation manual, which can be downloaded from <https://www.alvisual.com.sg/download>.



### 3 Client App

TrichoTrack Lite offers two distinct user modes: the client app mode and the management dashboard mode. The client app mode is primarily designed for staff to serve customers perform scalp scans and show them the analysis results as well as the treatments and products recommended for solving the found issues. Staff can also show customers their scalp scan histories and trends in the app.

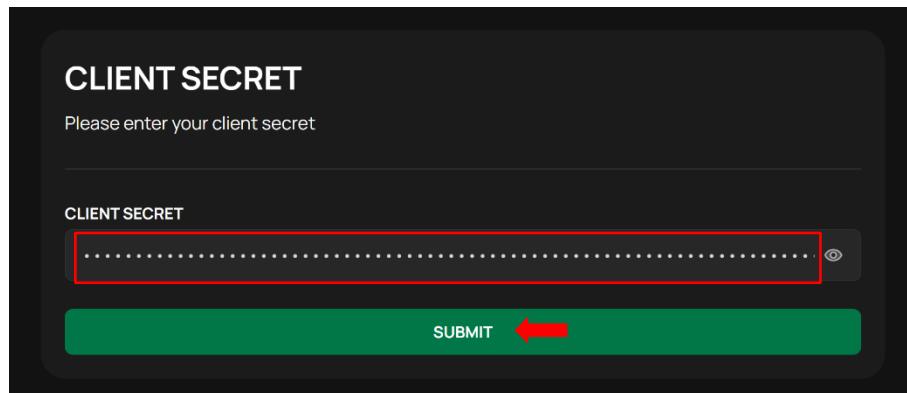
To start TrichoTrack Lite, simply double-click the icon of TrichoTrack Lite app on the iPad home screen. For the best experience, run it in **portrait mode**.



### 3.1 Client Secret

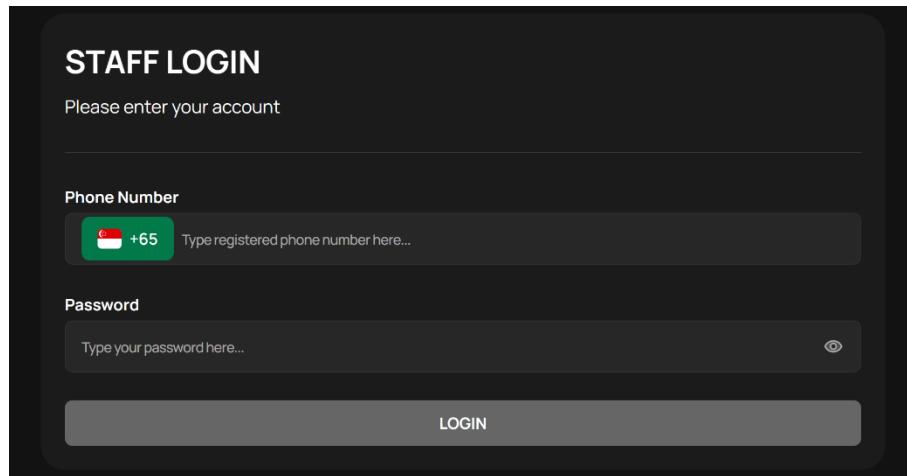
Every TrichoTrack Lite client receives a unique client secret key for authentication. When you first use or re-install TrichoTrack Lite, you'll need to submit the client secret.

- I. Enter your company's client secret key in the provided text box.
- II. Click 'SUBMIT' button.



The screenshot shows a dark-themed mobile application interface titled 'CLIENT SECRET'. At the top, it says 'Please enter your client secret'. Below is a text input field labeled 'CLIENT SECRET' containing several dots ('.....') and a red rectangular border. To the right of the input field is an eye icon. At the bottom is a green 'SUBMIT' button with a white arrow pointing left. The entire screen has rounded corners and a dark background.

If your client secret is valid, you will be redirected to the 'STAFF LOGIN' page as shown below.



The screenshot shows a dark-themed mobile application interface titled 'STAFF LOGIN'. At the top, it says 'Please enter your account'. Below is a 'Phone Number' input field with a green placeholder bar containing a Singapore flag icon and '+65'. To the right is a text input field with the placeholder 'Type registered phone number here...'. Below is a 'Password' input field with a placeholder 'Type your password here...' and an eye icon. At the bottom is a grey 'LOGIN' button. The entire screen has rounded corners and a dark background.

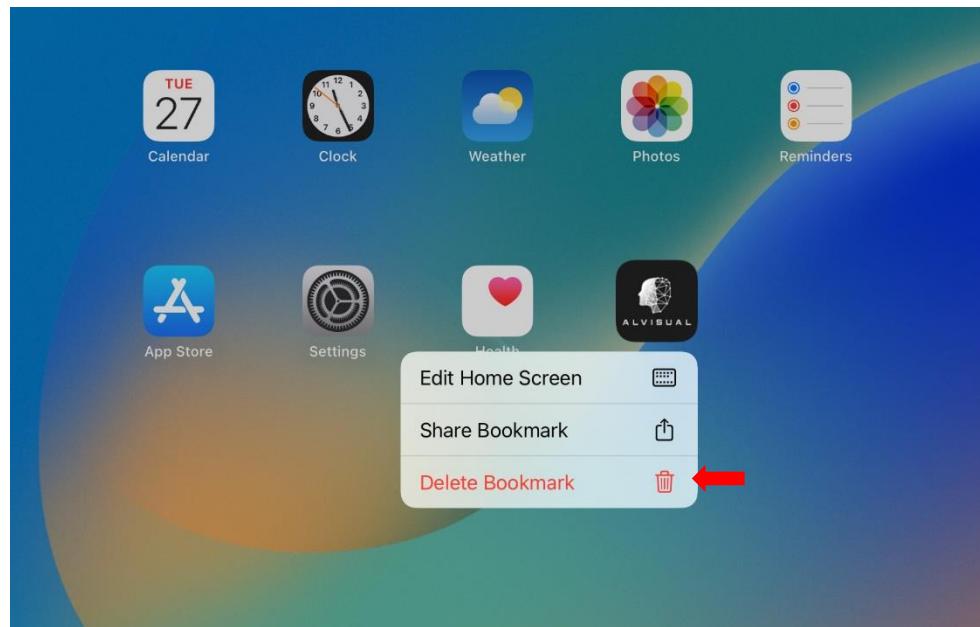
However, if the entered client secret is invalid, an error message will appear at the top. Please make sure you've entered the correct secret and try again.





If your client secret expires, please follow these steps to re-install the app and input a new client secret:

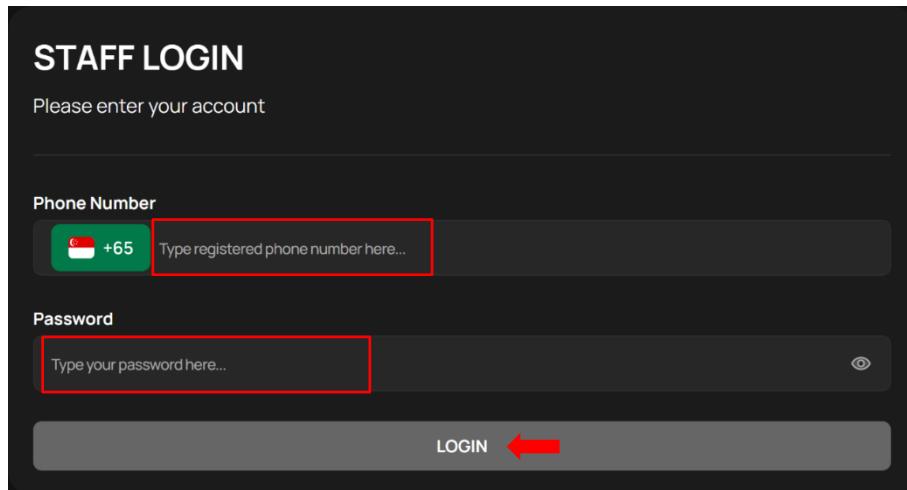
- I. On the iPad home screen, long press the icon of the TrichoTrack Lite app. In the popped choices, click 'Delete Bookmark'. The TrichoTrack Lite app will be removed.



- II. Follow the steps described in the section 2 to install the TrichoTrack Lite app again.
- III. Run the TrichoTrack Lite app and enter the new client secret key.

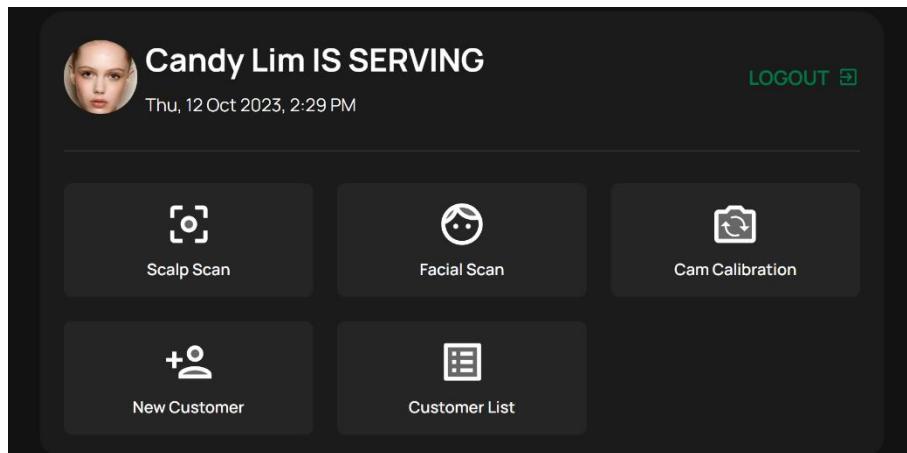
### 3.2 Staff Login

Before serving customers, staff needs to log in to their accounts. In the 'STAFF LOGIN' page, enter staff's phone number and password, then click 'LOGIN' button, as shown below.



The screenshot shows the 'STAFF LOGIN' page. At the top, it says 'STAFF LOGIN' and 'Please enter your account'. Below that is a 'Phone Number' field containing '+65' and a placeholder 'Type registered phone number here...'. A red arrow points to this field. Below it is a 'Password' field with a placeholder 'Type your password here...' and an eye icon. Another red arrow points to this field. At the bottom is a 'LOGIN' button with a red arrow pointing to it.

If the provided phone number and password are correct, you will be redirected to staff landing page where your name will be displayed.

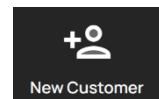


However, if there is an issue with the phone number and/or password, an error message will appear at the top, as shown below:



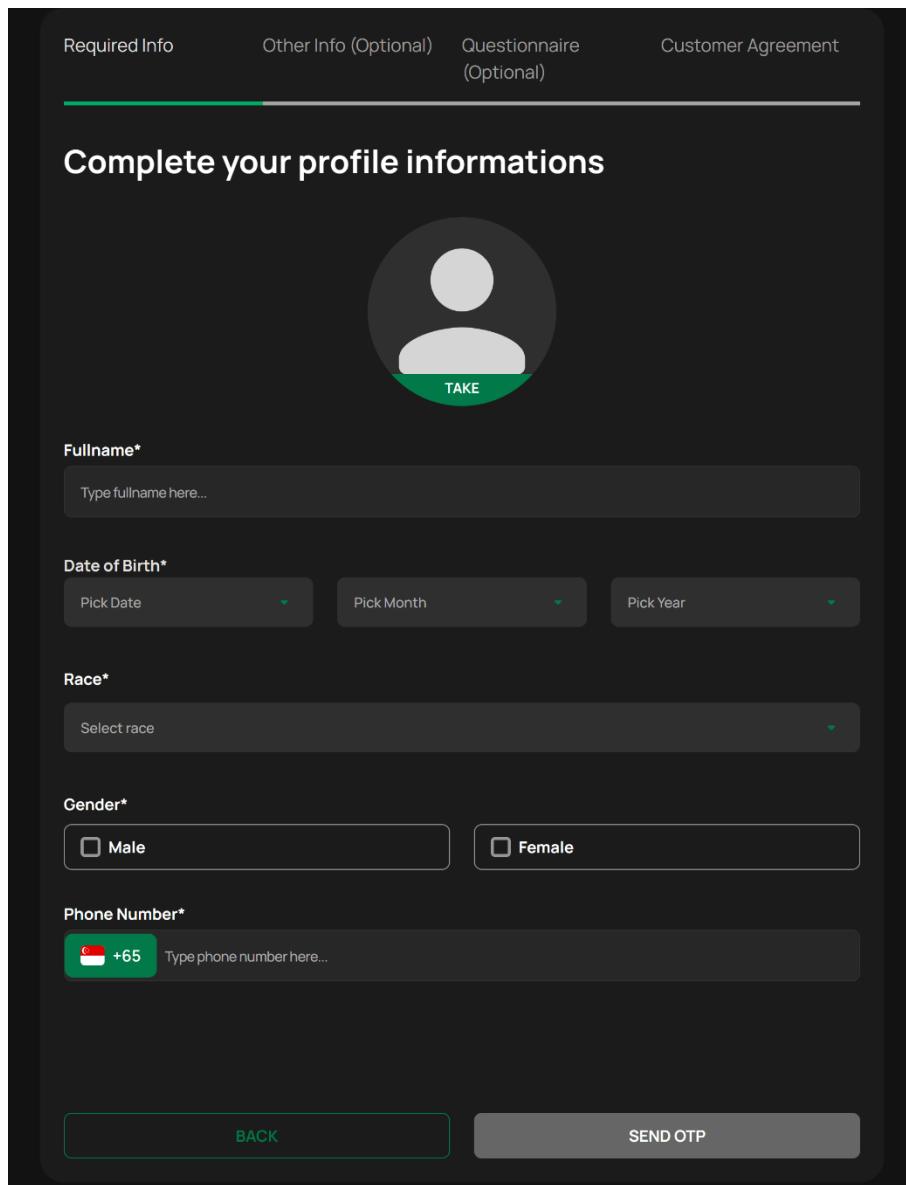
### 3.3 Customer Registration

Once logged in, the staff can start to serve customers. If a customer has not registered, staff should help this new customer to create an account.



On the staff landing page, click the 'New Customer' button to initiate the registration process for the new customer.

The first part of the registration form is 'Required Info'. Fill in the necessary information on this page. Then click 'SEND OTP' button to receive a one-time passcode (OTP) to validate the entered phone number.

A screenshot of a mobile application's customer registration form. The top navigation bar includes tabs for "Required Info" (which is selected, indicated by a green underline), "Other Info (Optional)", "Questionnaire (Optional)", and "Customer Agreement".

**Complete your profile informations**

**Fullname\***  
Type fullname here...

**Date of Birth\***  
Pick Date | Pick Month | Pick Year

**Race\***  
Select race

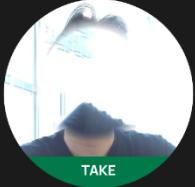
**Gender\***  
 Male |  Female

**Phone Number\***  
+65 Type phone number here...

**BACK** **SEND OTP**

The 'SEND OTP' button will only be enabled when all required information is filled in correctly.  
Adding a profile photo is optional.

### Complete your profile informations



**Fullname\***

**Date of Birth\***

**Race\***

**Gender\***  
 Male  Female

**Phone Number\***  
 +65 8 18

[BACK](#) [SEND OTP](#)

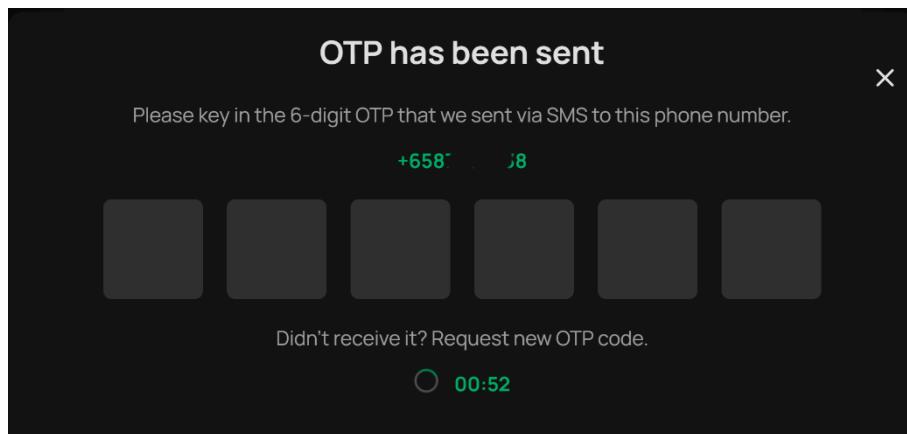
If the provided phone number is not a valid phone number, an error message will appear at the top of the screen as shown below.



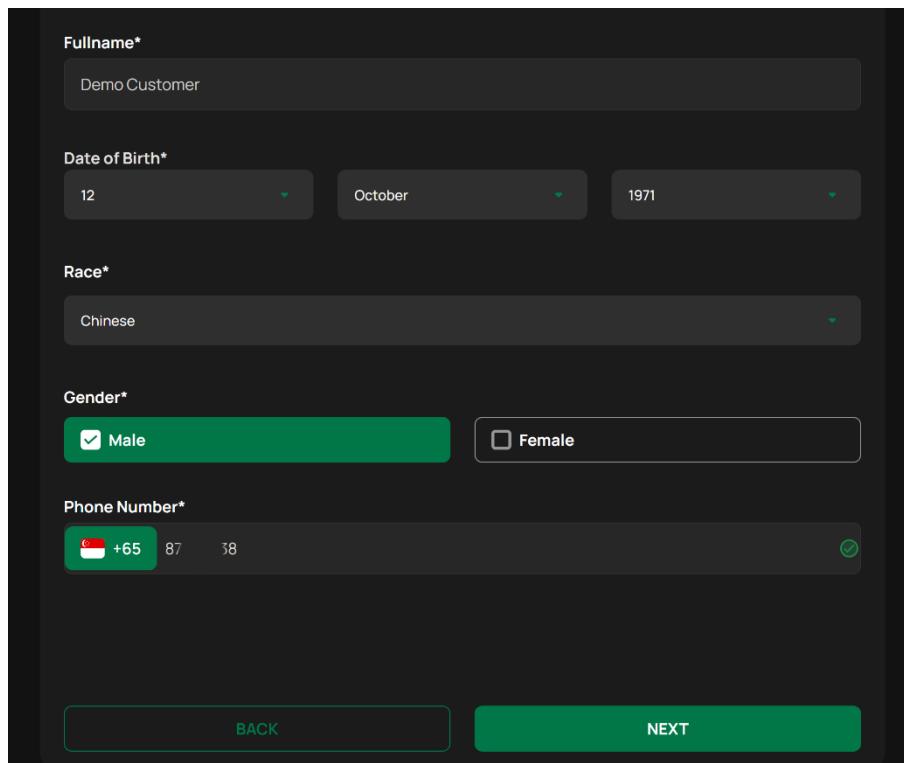
If the provided phone number is already registered, the error message will be as below.



If the provided phone number is valid and unregistered, a 6-digit OTP will be sent to the phone number. Please enter the received OTP into the appeared dialog box as shown below.



A green checkmark will appear on the right of phone number text box, indicating that the phone number has been validated. The 'SEND OTP' button also turns to 'NEXT' button. Click the 'NEXT' button to proceed to the next part of registration form.

A registration form with the following fields:

- Fullname\***: Demo Customer
- Date of Birth\***: 12 October 1971
- Race\***: Chinese
- Gender\***: Male (checked)
- Phone Number\***: +65 87123458 (green checkmark icon)

The "NEXT" button at the bottom is highlighted in green.

The next part is for optional personal information. Customers can choose which sections to fill out, then click the 'NEXT' button to proceed to the questionnaire part.



The questionnaire is designed to understand the customer's hair and scalp condition. Staff may explain the questionnaire to help customers answer the questions. There are several pages for the questionnaire, and staff can use the up and down arrow buttons to scroll and view all the questions, as displayed below.

Required Info      Other Info (Optional)      Questionnaire (Optional)      Customer Agreement

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### Questionnaire

4. How long does it take for your scalp to become greasy after shampooing?

Not greasy at all     Within a few hours     Within one day  
 One or two days     Other

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5. How frequently do you wash your hair?

Daily     Twice a day     Every other day  
 Every two or more days

---

6. In the last 3 months, have you experienced any of the following conditions?

Dandruff     Psoriasis/Seborrheic Dermatitis     Dry/Sensitive Scalp  
 Oily Scalp     Hair Loss/Hair Thinning     Alopecia  
 Other

---

4 to 6 of 15    Down arrow to continue to the next question

↑ ↓

BACK NEXT

Once the questionnaire part is completed, click the 'NEXT' button to proceed to the customer agreement declaration page.



On the 'Customer Agreement' page, read the declaration and check the checkboxes to enable the 'SAVE' button. Click the 'SAVE' button to complete the entire registration process, as shown below.

Required Info      Other Info (Optional)      Questionnaire  
(Optional)      Customer Agreement

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## Customer Agreement

**I hereby declare that**(Required):

1. I have fully disclosed all relevant information pertaining to my treatment.

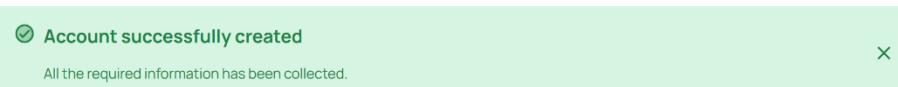
2. To the best of my knowledge, the information I have provided is accurate. I acknowledge that I will not hold the Company liable for any adverse effects arising from treatments or products used during the treatment.

3. I consent to receive treatment from the Company.

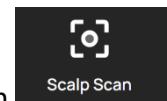
**I consent to receive informational and promotional marketing communications from the Company.**(Optional)

BACK SAVE

The registration is completed, and you will be redirected to the customer landing page. A message saying “Account successfully created” will appear at the top of the screen, as shown below.

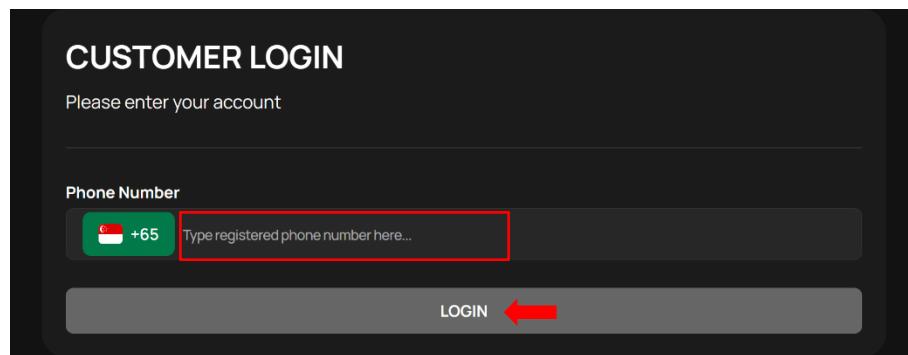


### 3.4 Customer Login



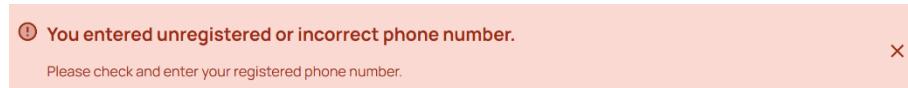
If a customer already has an account, staff can click the 'Scalp Scan' button in staff landing page to let customer login to initiate a scalp scan case.

On the 'Customer Login' page, enter customer's registered phone number and click the 'LOGIN' button.

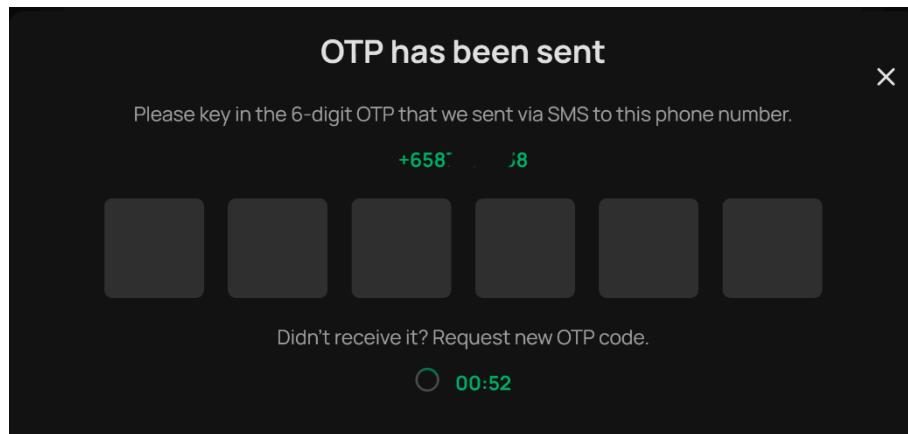


The screenshot shows a dark-themed 'CUSTOMER LOGIN' interface. At the top, a placeholder text 'Please enter your account' is displayed. Below it is a 'Phone Number' input field. The field contains a green button with a red phone icon and the text '+65' followed by a text input box with the placeholder 'Type registered phone number here...'. A red arrow points to this text input box. At the bottom is a large grey 'LOGIN' button with a white arrow pointing left.

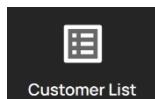
If an unregistered or invalid phone number is entered, an error message will appear at the top of the screen, as shown below.



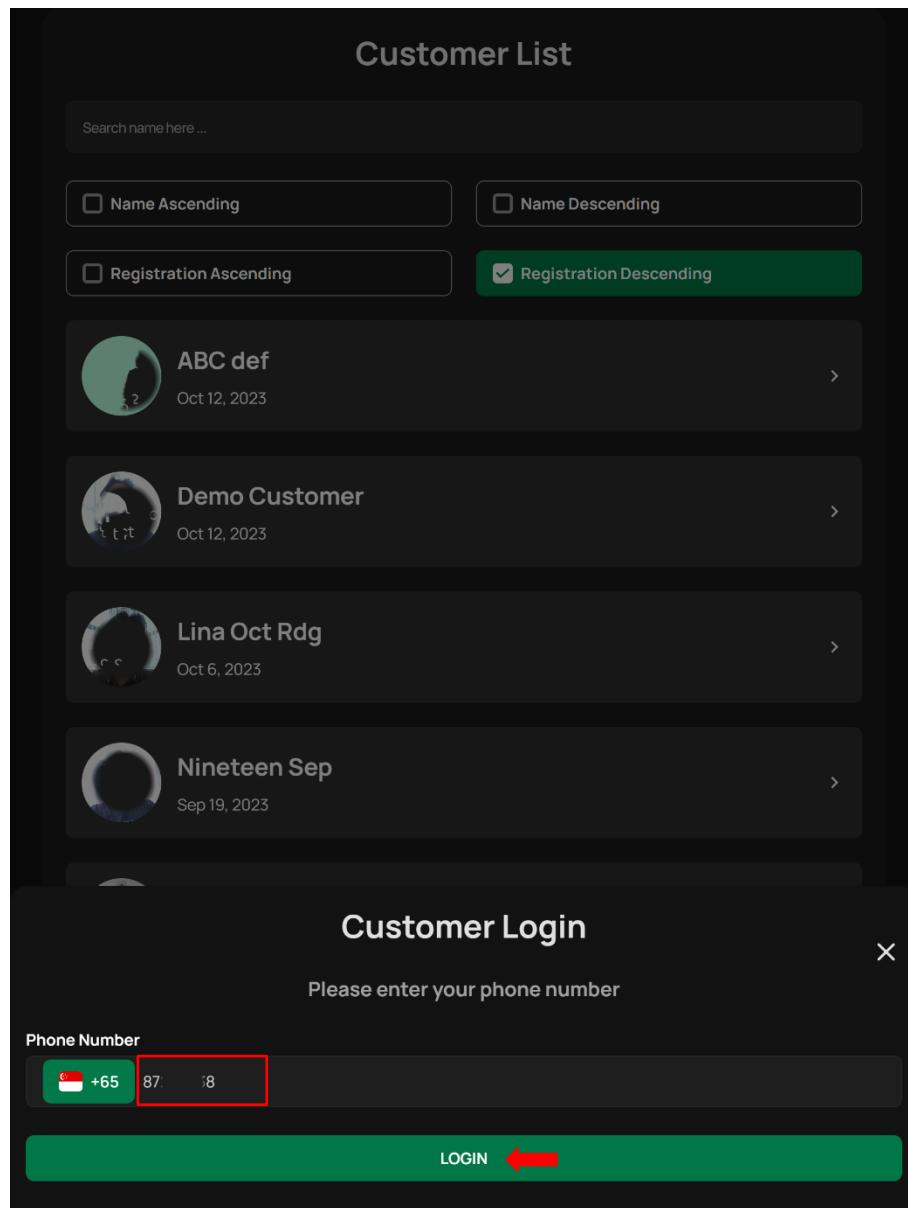
When you enter the correct registered phone number, a 6-digit OTP will be sent to that phone number. Please input the received OTP and you'll be redirected to the customer landing page.



If the customer cannot recall their registered phone number, staff can click the 'Customer List'



button and search for the customer's name. Click the found customer, then their registered phone number will appear at the bottom of the screen. Click the 'LOGIN' button and enter the received OTP to log in.

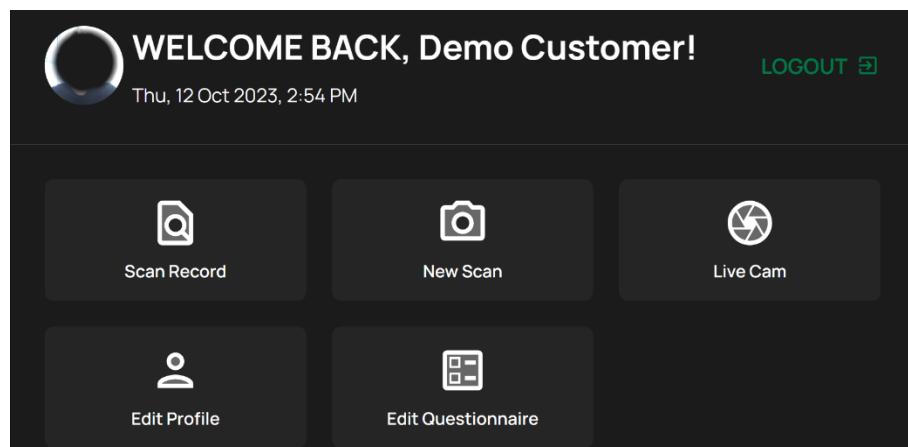


The image shows two screenshots of a mobile application interface. The top screenshot is titled "Customer List" and features a search bar, sorting options ("Name Ascending", "Name Descending", "Registration Ascending", and "Registration Descending" with a checked checkbox), and a list of four customer profiles. The bottom screenshot is titled "Customer Login" and displays a "Please enter your phone number" field, a "Phone Number" input field with a red box highlighting the dial pad area, and a green "LOGIN" button with a red arrow pointing to it.

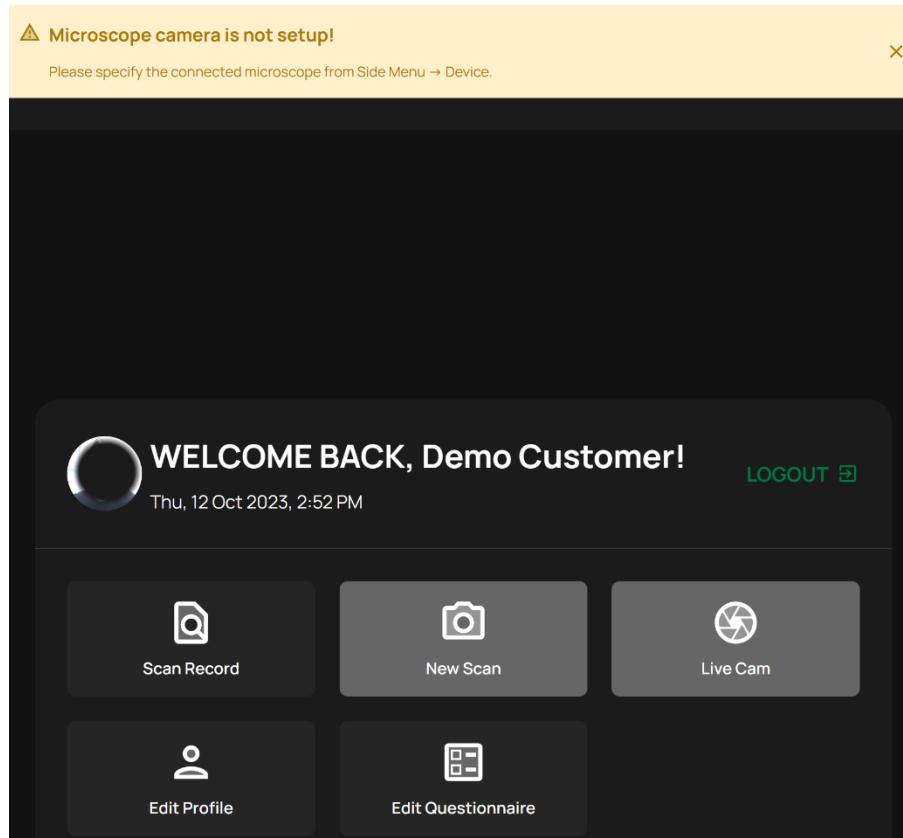


### 3.5 Customer Landing Page

On the customer's landing page, customers can access several important functions. They can update their profile and questionnaire, view past scan records, or initiate a new scan by clicking the corresponding buttons. For instance, clicking the 'Edit Profile' button allows customers to update their personal information.



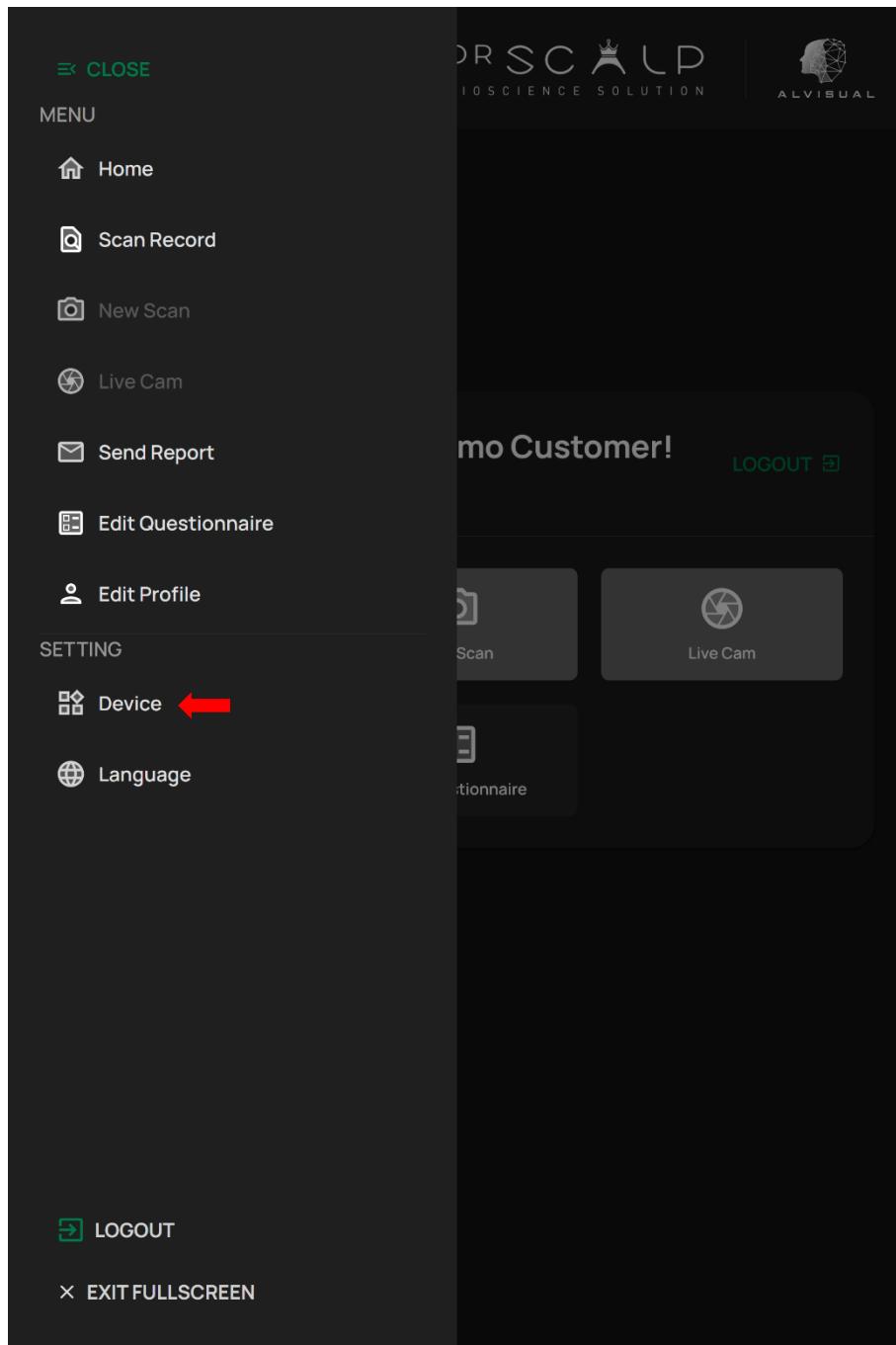
It's important to note that a microscope is required for new scan and live camera functionality. These two buttons will be disabled if the microscope has not been connected and selected.





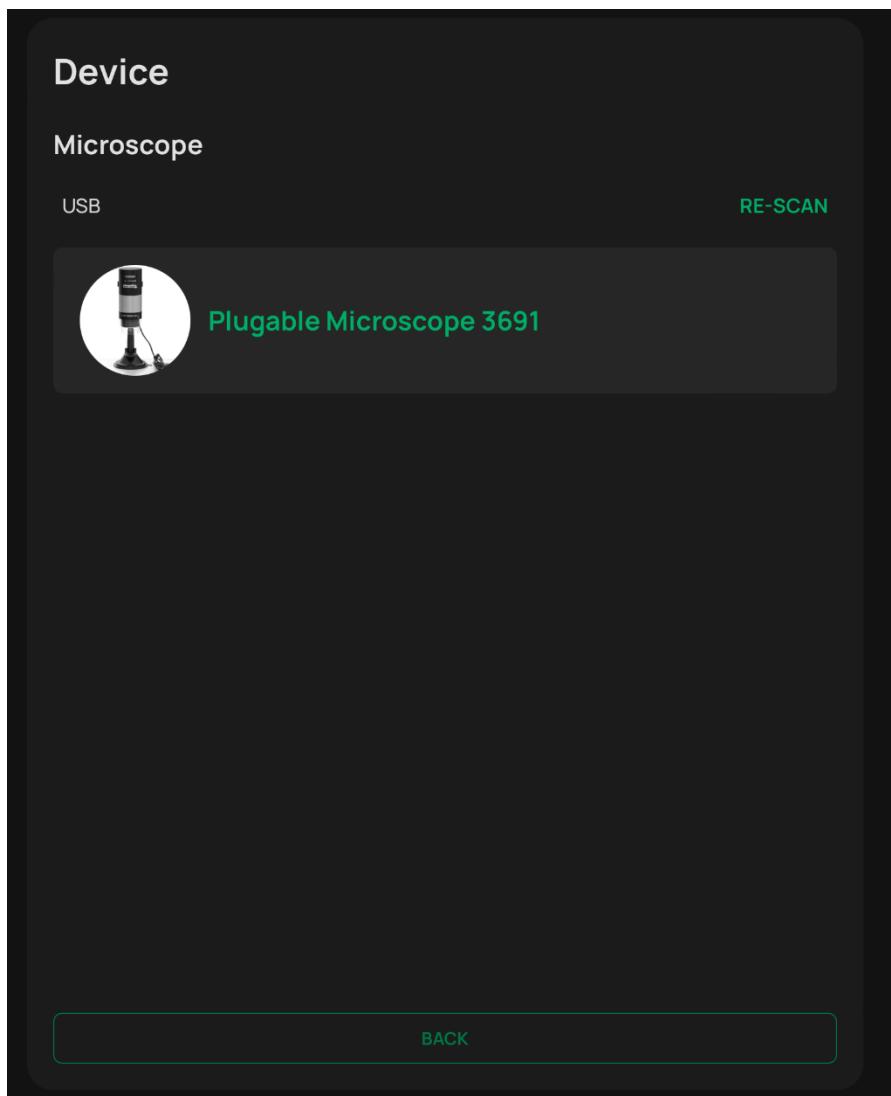
### 3.6 Device Selection

To view the connected microscopes and choose one for the following scalp scan, navigate to the side menu and select 'Device'.





In 'Device' page, the connected microscope will be displayed. Choose the one to confirm to use it for the upcoming scalp scan. If the microscope does not appear, ensure that it's properly connected, and click the 'RE-SCAN' button to search for the microscope.



After selecting the microscope, the 'New Scan' button and 'Live Cam' button will become active.

The supported microscope brand is 'Plugable', known for its cost-effectiveness. Use the small ring at the top to adjust the LED light to the maximum to get a bright view of the scalp. Use the big ring in the middle to adjust focus of the microscope to get sharp and clear images. Touch the iPad screen to take photo during scalp scan process.



Please be aware that the colour of the final scanned images from 'Plugable' microscopes may require calibration. Therefore, you may notice differences between the live preview images and the final scan images in the scan records.

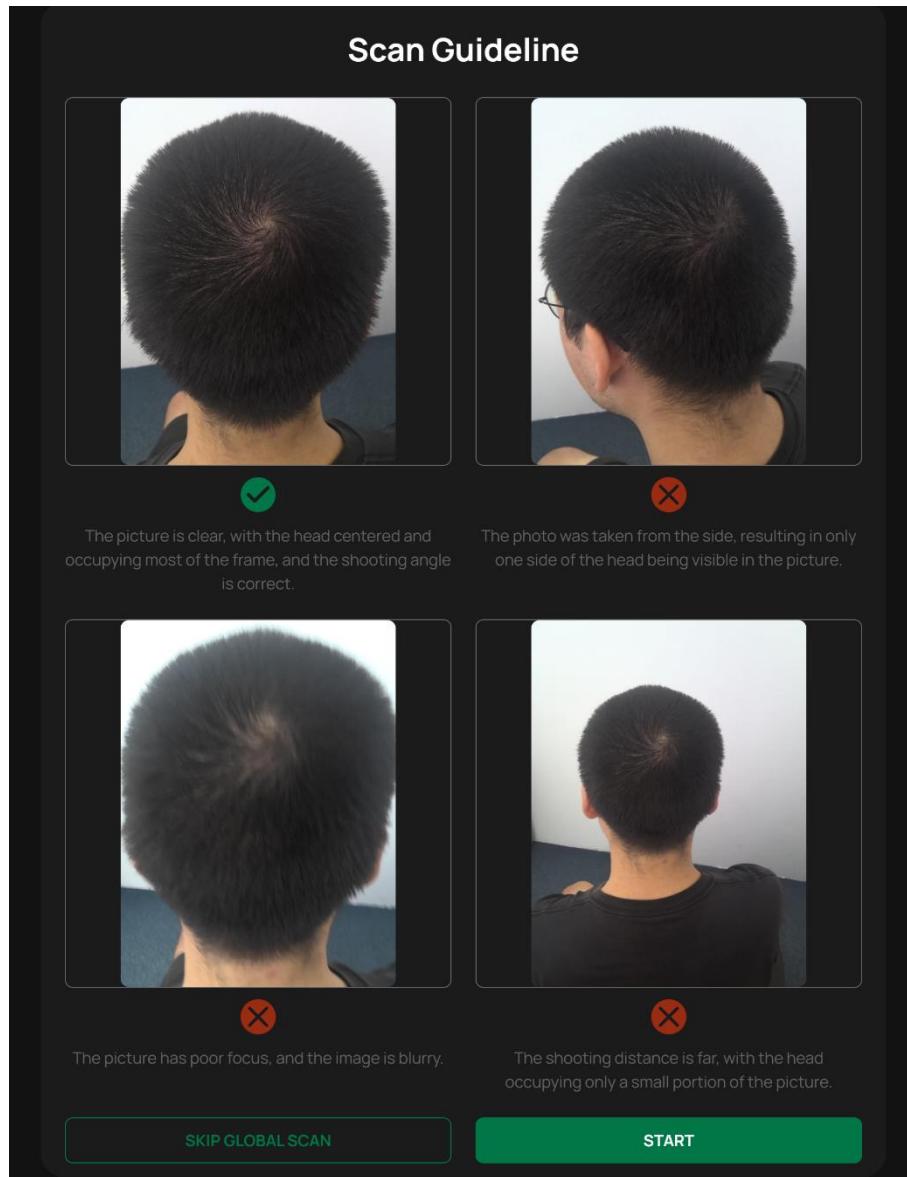
### 3.7 New Scan



New Scan

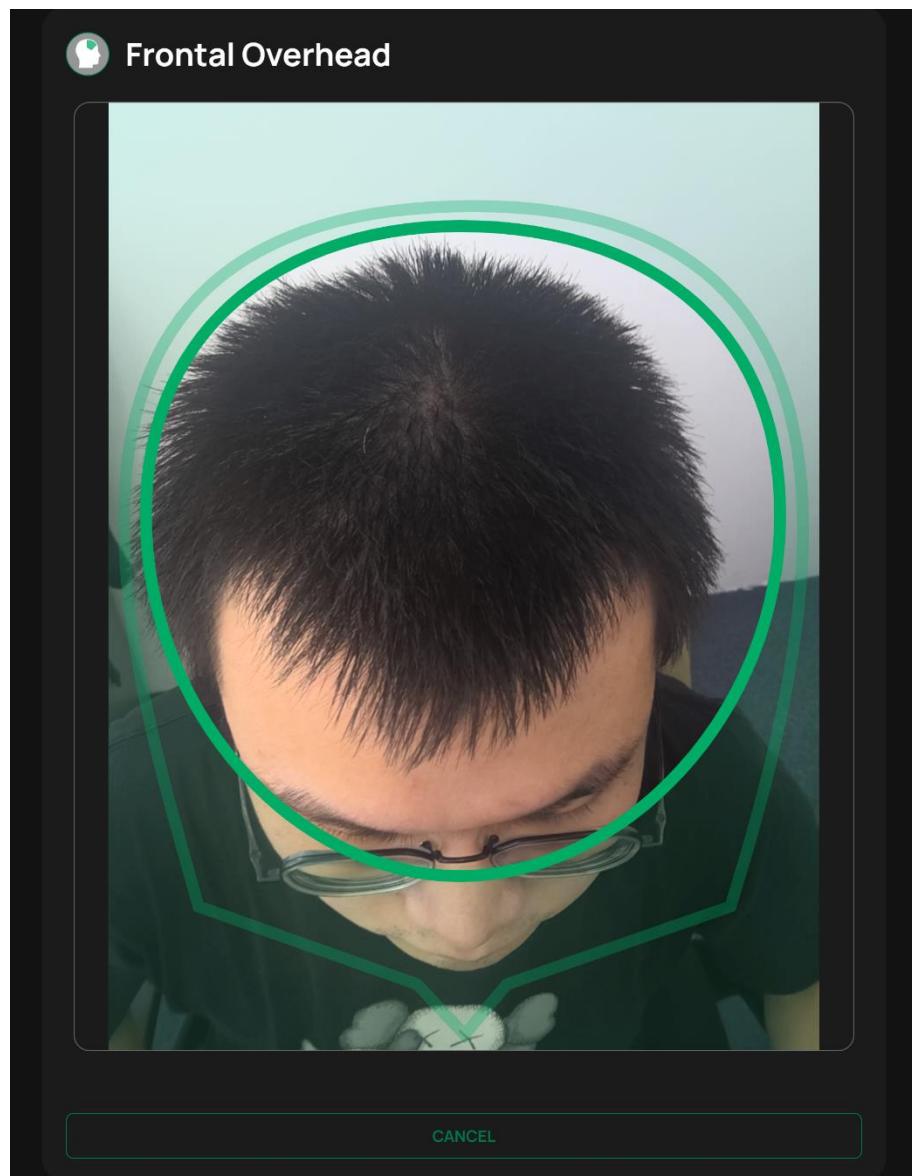
To initiate a new scan case, click the 'New Scan' button . Follow the step-by-step on-screen instructions.

A new scanning session begins with capturing head photos for global scans. An optimal global scan image is characterized by clarity, with the head centred and occupying the majority of the frame, while ensuring correct shooting angles.

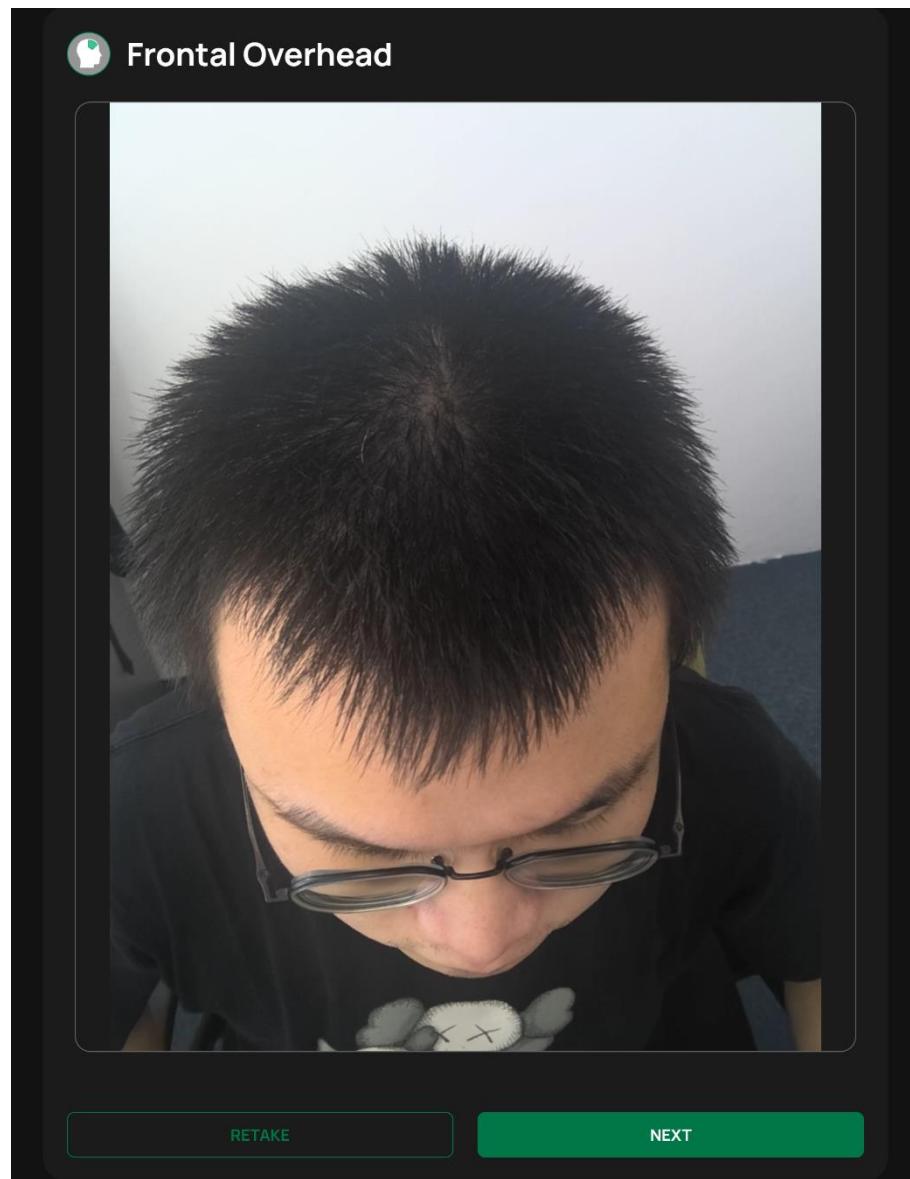


The global scan is optional and can be skipped by press the 'SKIP GLOBAL SCAN' button on the scan guideline page above. To conduct a global scan, press the 'START' button on the scan guideline page to proceed. The built-in rear camera will be used to take global scans.

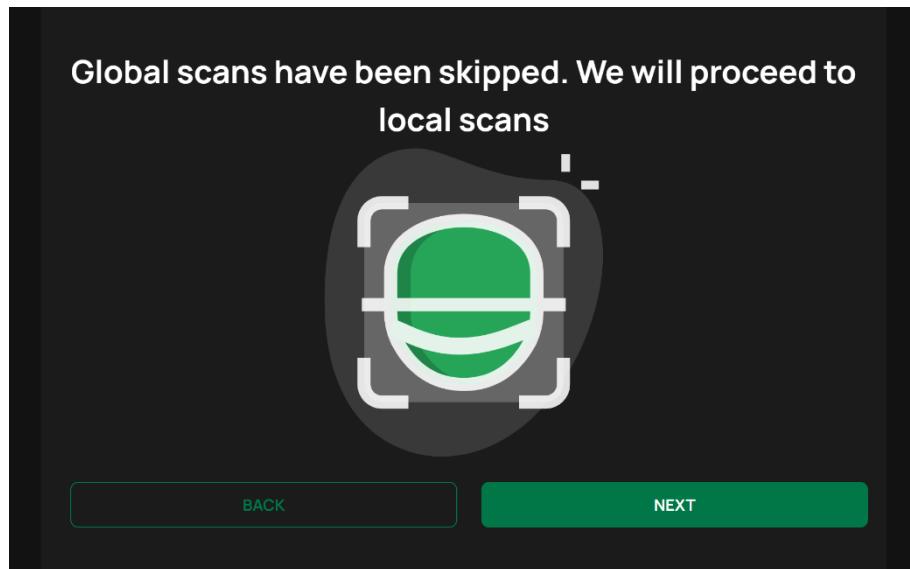
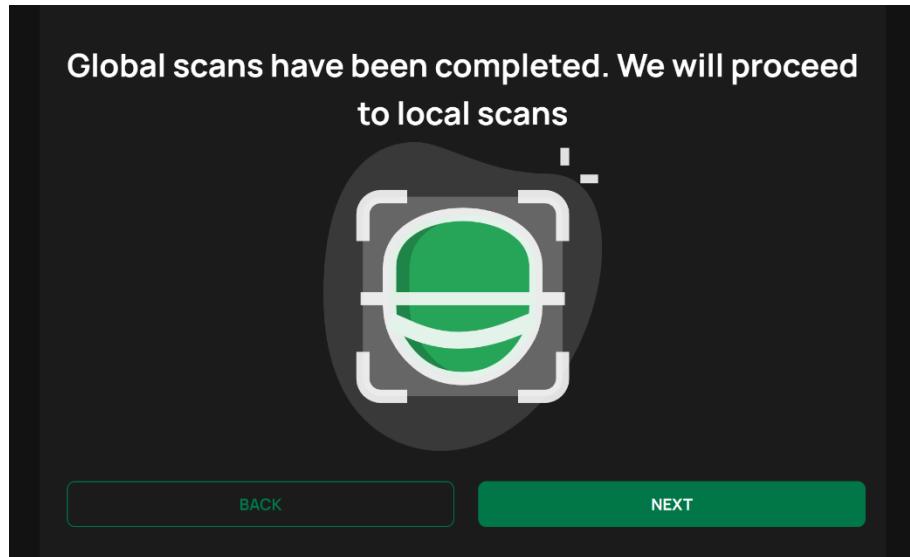
Global scans consist of two parts: frontal overhead and rear overhead. The frontal overhead involves capturing the head from the top front angle, while the rear overhead is taken from the top rear angle. During the photo-taking process, a green circle in the video assists staff in achieving the correct shooting angle. Simply touch the screen to capture the photo when it is aligned properly.



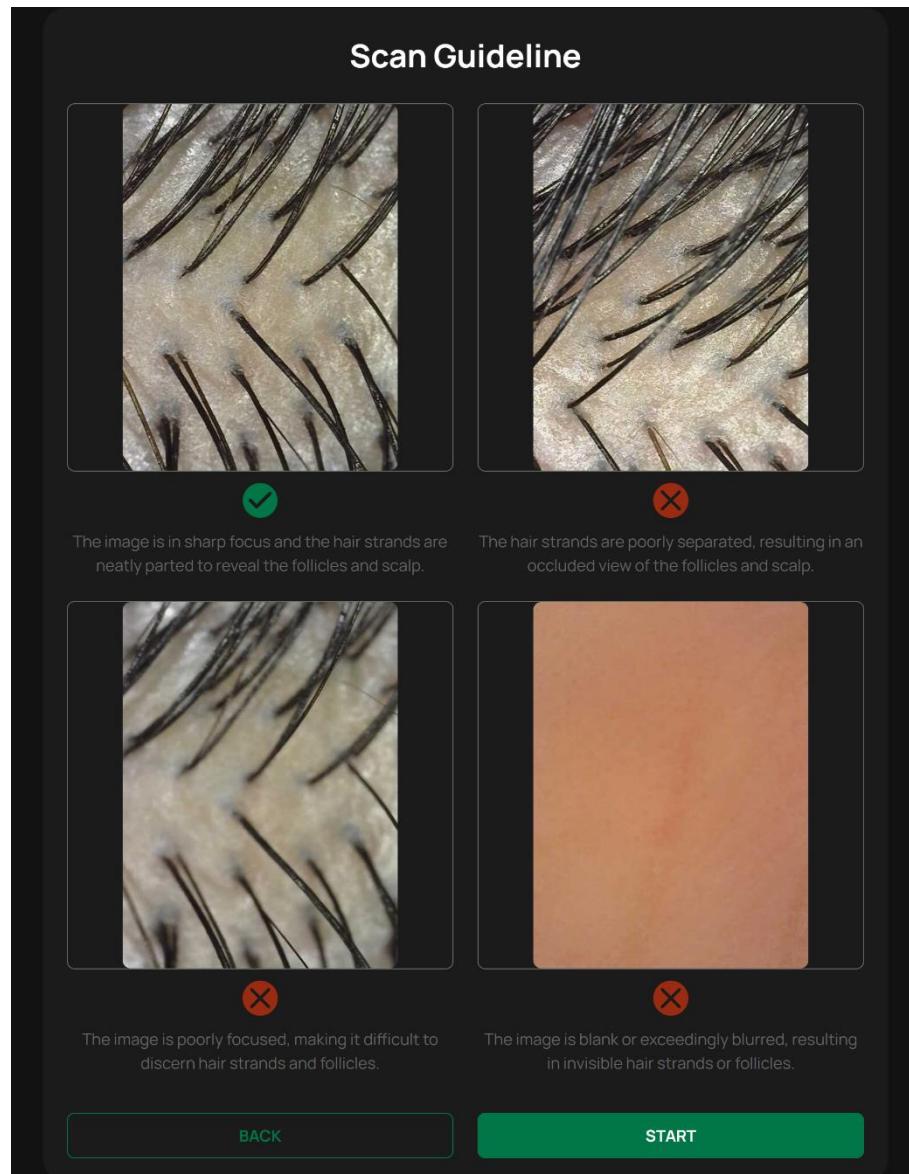
After taking the photo, you can preview it. If you are satisfied, you may click the 'NEXT' button to proceed. If not satisfied, click the 'RETAKE' button to capture the photo again.



After completing or skipping the two global scans, you will be directed to a message page informing you of the next step, which involves taking local scans using a microscope to scan the scalp. Please press the 'NEXT' button to proceed.



High-quality scan images are well-focused, with neatly separated hair strands to reveal the follicles and scalp. Therefore, it's advisable to gently press down on hairs when using the microscope to capture scans. The scan guideline page illustrates what constitutes a good scan and what defines a bad scan. Click the 'START' button in the scan guideline page to proceed to take routine scans.



Scalp scans consist of two parts: routine scans and spotlight scans. Routine scans encompass four compulsory regions in the following order: middle crown, left parietal, right parietal, and middle frontal.

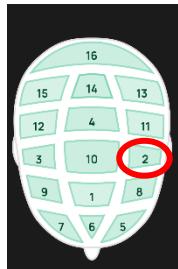
Begin scan with the middle crown region, as illustrated below.



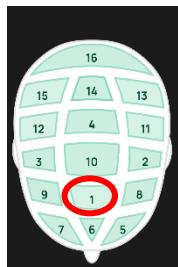
Then, followed by the left parietal region, as illustrated below.



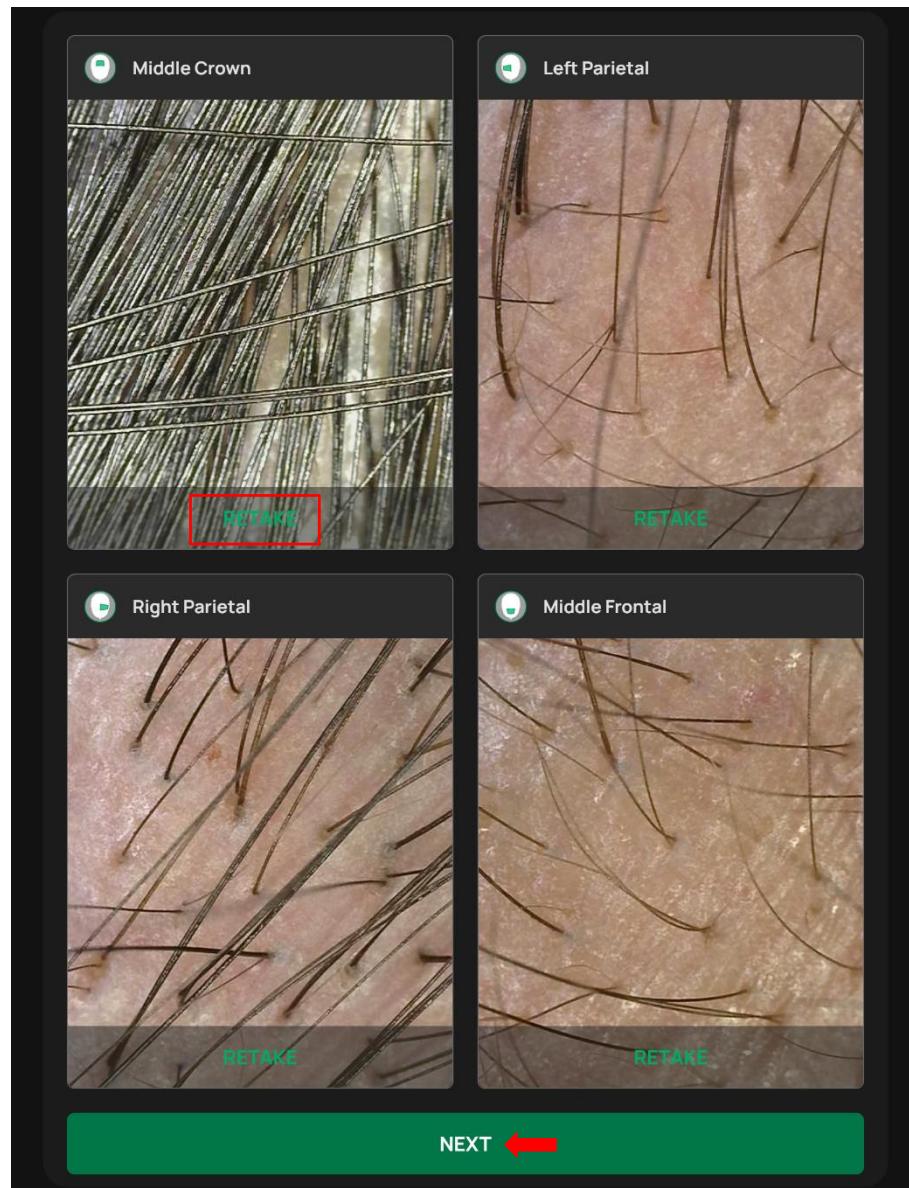
The third routine region to scan is right parietal area, as depicted below.



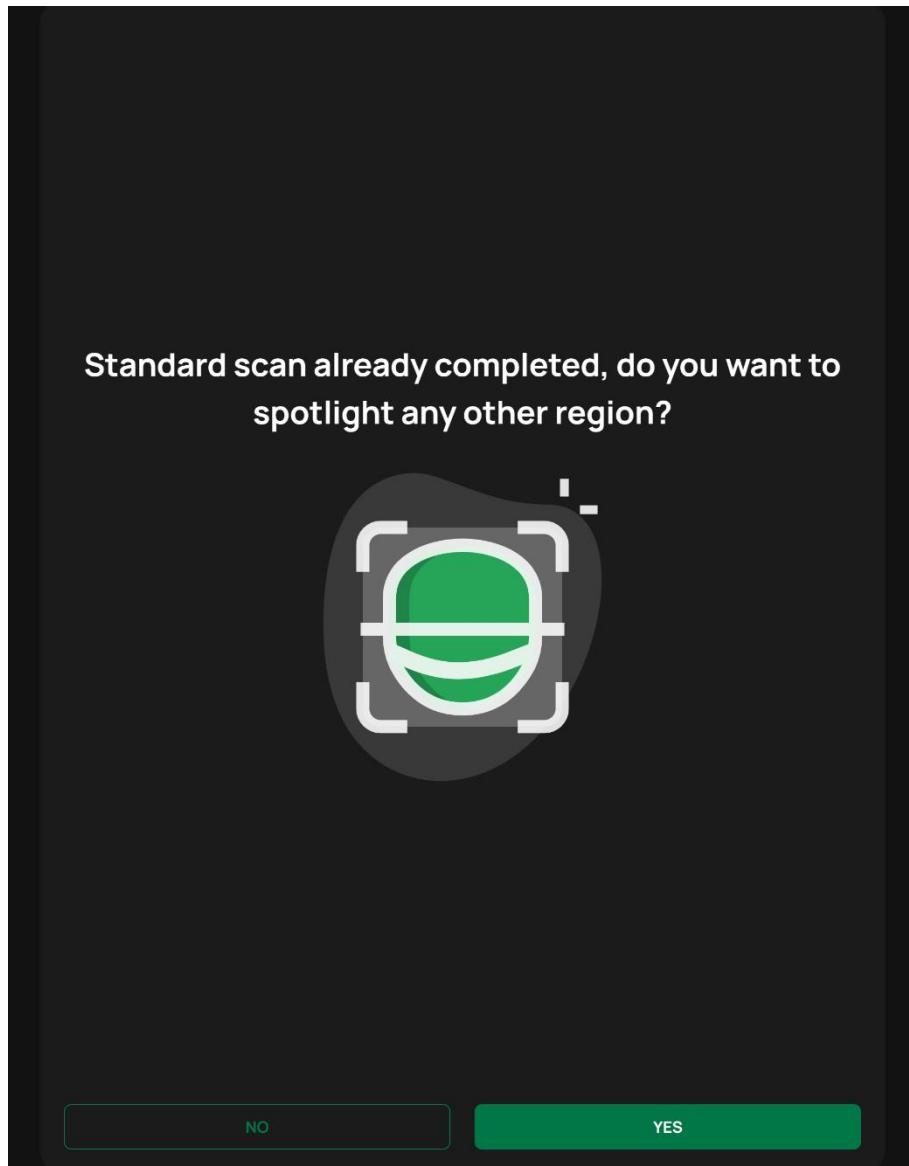
The final routine region to scan is middle frontal region, as shown below.



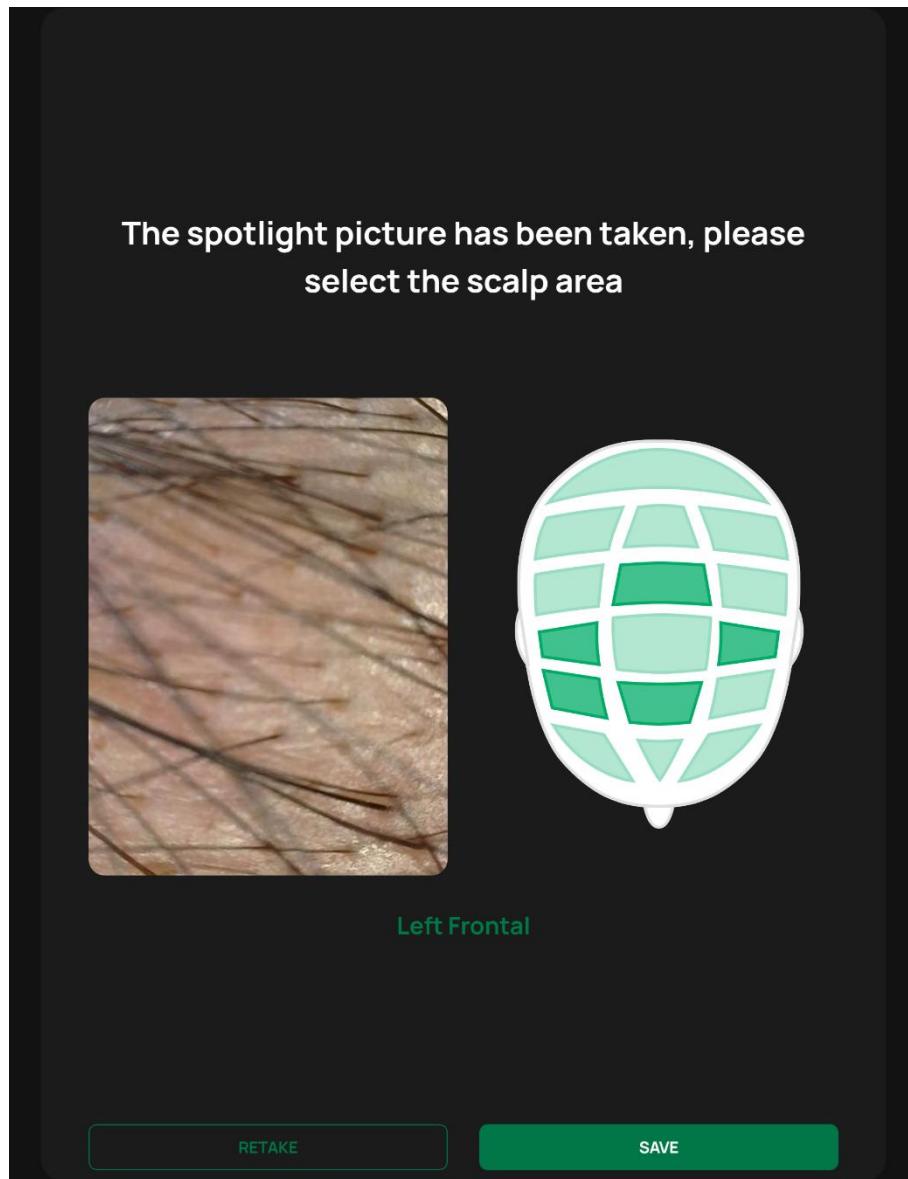
Once all the routine regions have been scanned, the four scan images will be displayed on the preview page as shown below. You can review the taken images and click the 'RETAKE' button in any unsatisfactory image to retake it. When you are satisfied with all the taken images, click 'NEXT' to move on to spotlight scans.



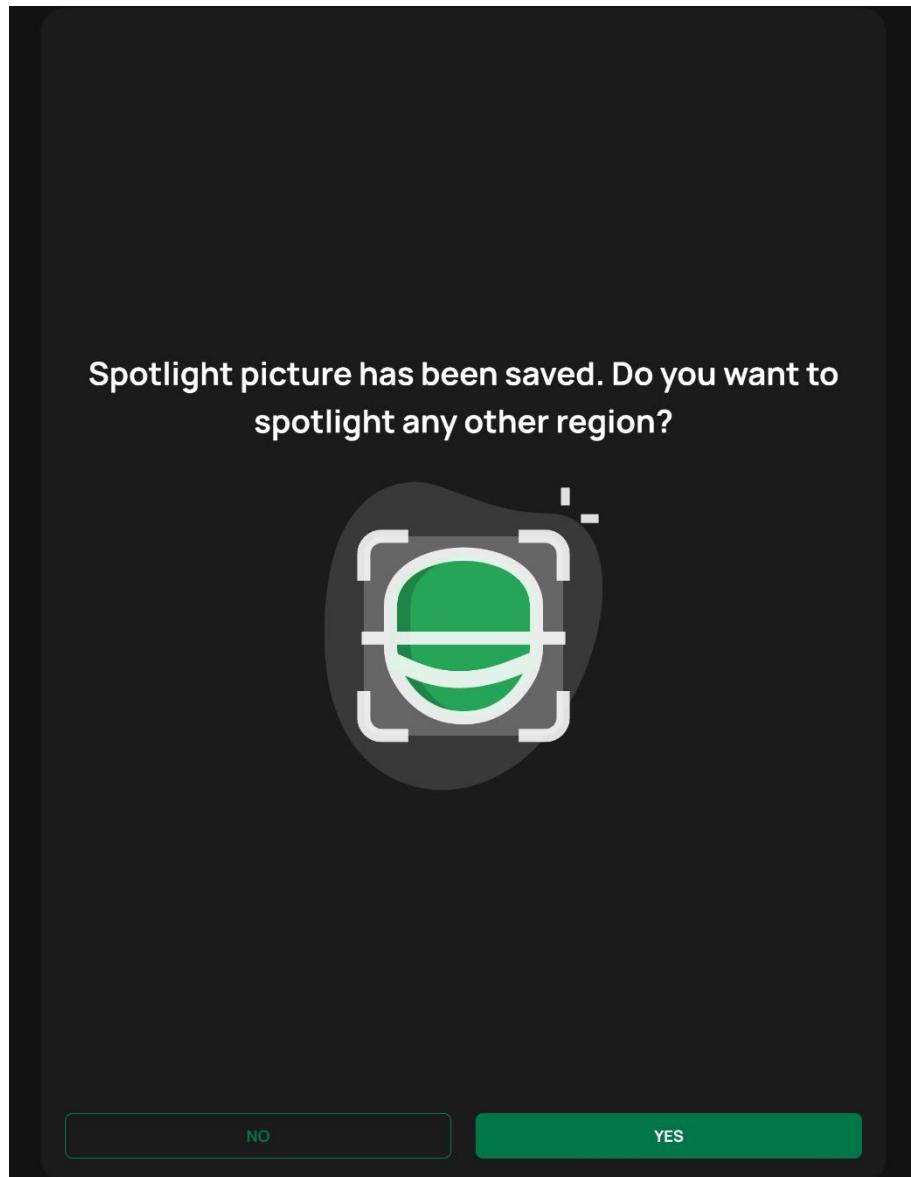
After completing routine regions, you'll be asked if you wish to perform spotlight scans. If you want to scan additional spotlight regions, click 'YES' to proceed. Otherwise, click 'NO' to conclude the scans.



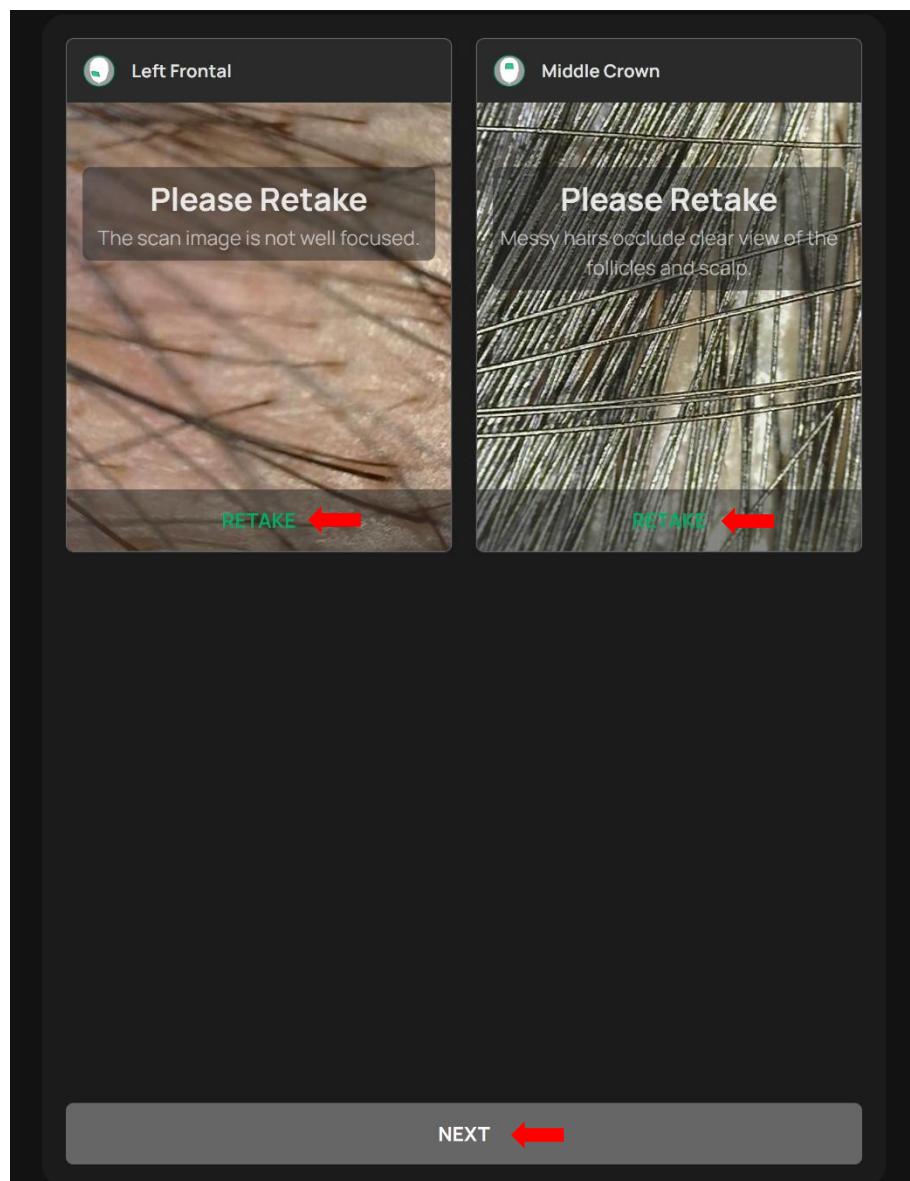
When the spotlight region is scanned, you will need to select the region you are scanning, as shown below. If the scan image is not satisfactory, you can click the 'RETAKE' button to retake the image. Once you are satisfied with the image and have selected the region, click 'SAVE' button to save the spotlight scan.



You will receive confirmation that the spotlight scan has been saved and be asked if there are more spotlight regions to scan. Click 'YES' to scan additional spotlight regions (up to a maximum of 4 spotlight regions). Otherwise, click 'NO' to complete the scans.

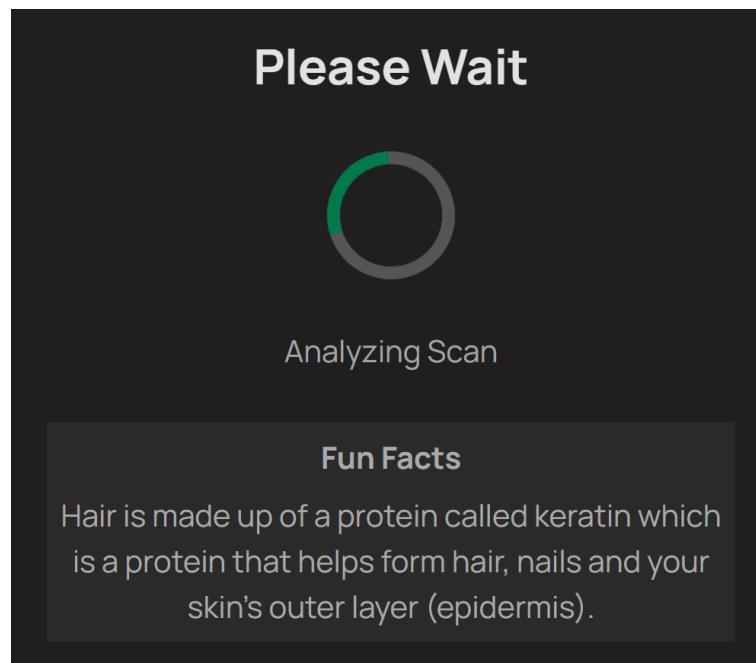


Upon completing all scans, the images will be checked to ensure they meet the quality requirements. If any images do not meet the criteria, they will be displayed as below, with an error message shown on the images. Click 'RETAKE' for each unsatisfactory image to retake it. Once all unsatisfactory images have been retaken, the 'NEXT' button will be enabled. Click it to submit the scans again for analysis.

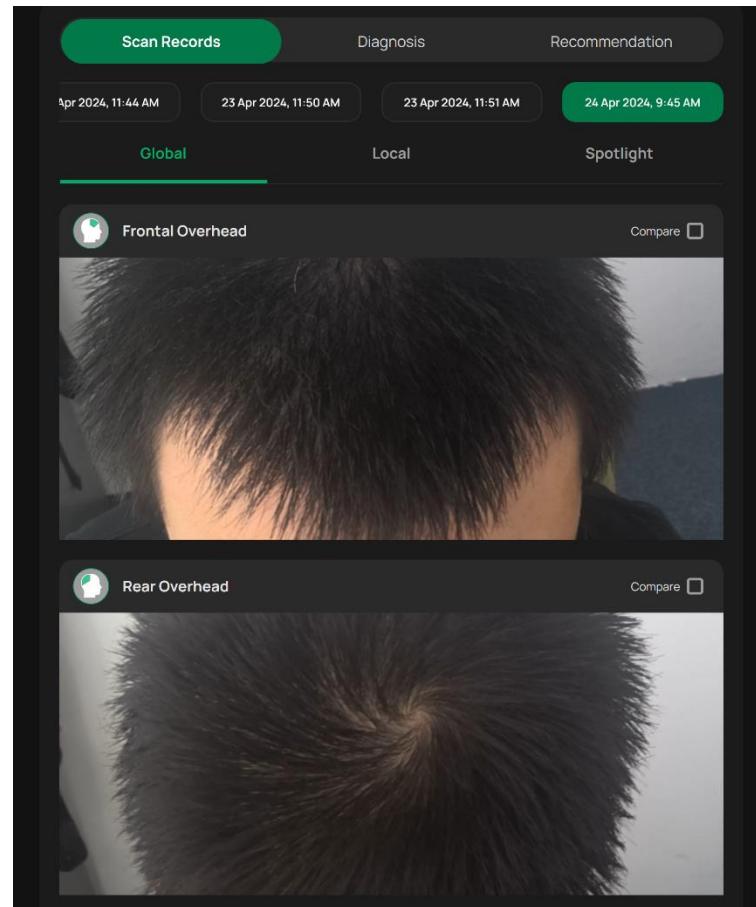




Once all scans are of the required quality, they will be analyzed by our AI engine.



Please wait for the analysis to complete. Once it's done, the scanned images will be displayed



### 3.8 Scan Records

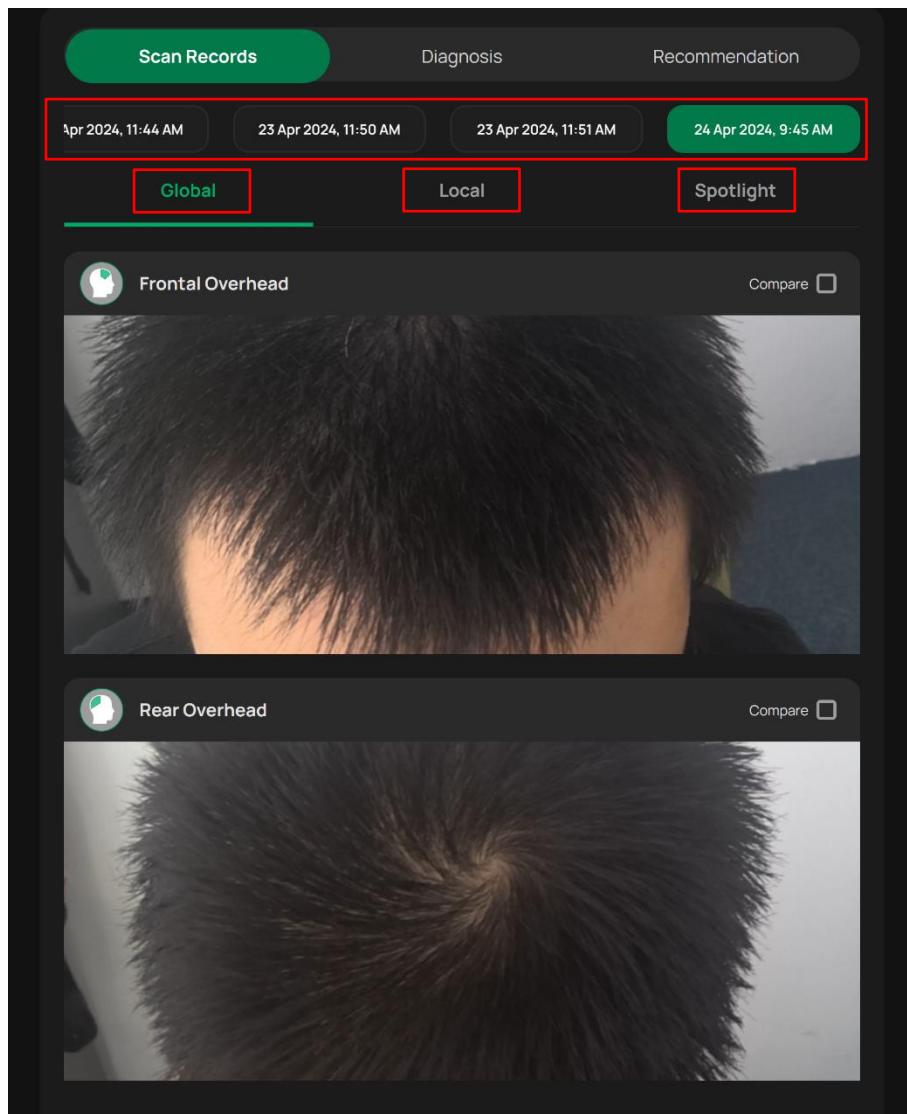


Scan Record

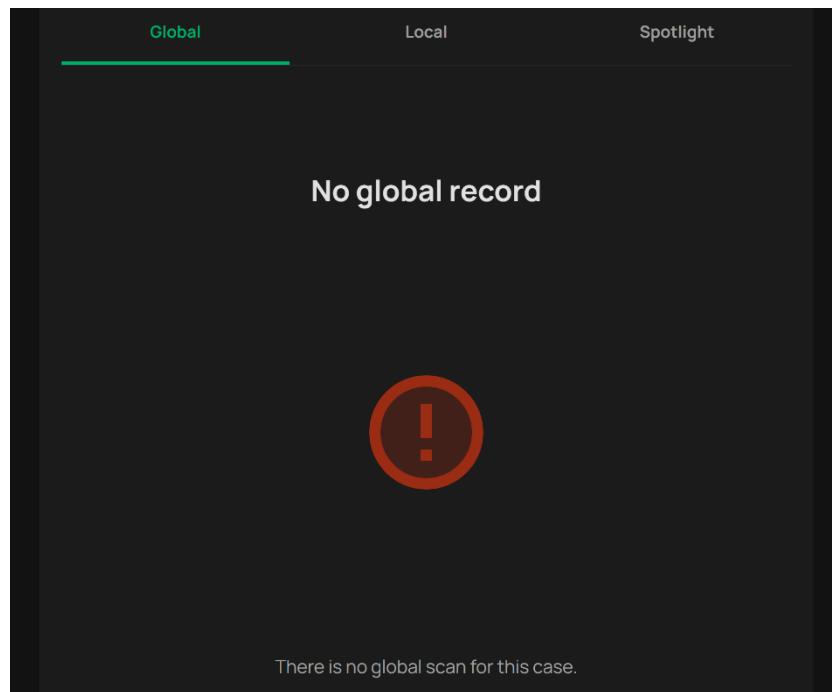
To access your historical scan records, begin by clicking the 'Scan Record' button on customer home page. You will then be redirected to the scan records page. If there are no scan records available, an error message will appear at the top of the screen, as shown below.



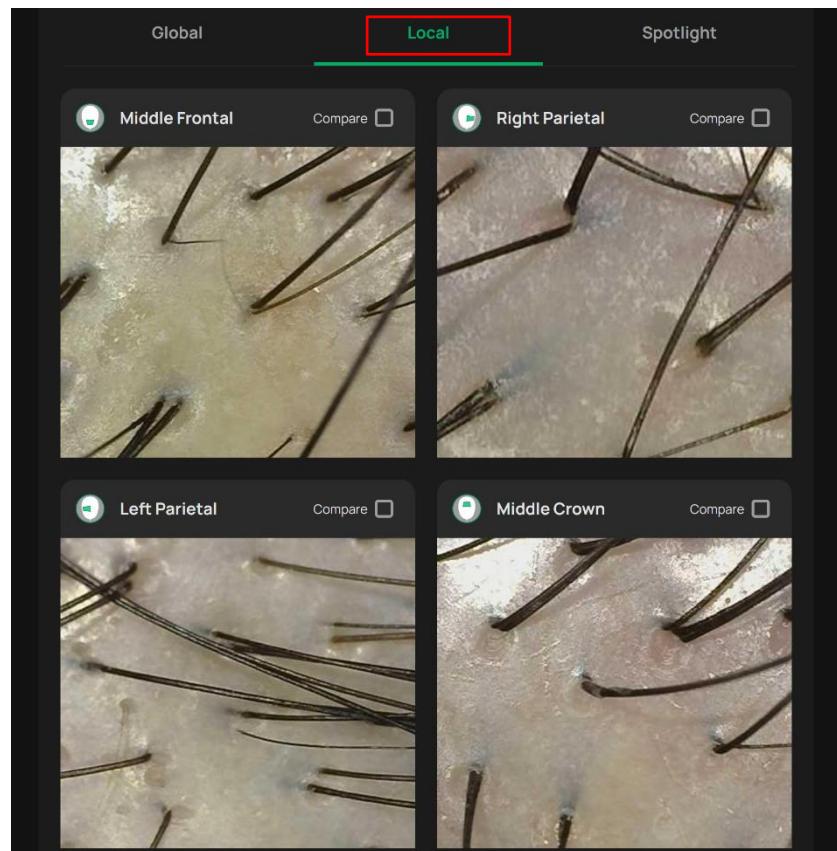
In 'Scan Records' page, there are 3 tabs: Global, Local and Spotlight. By default, the page displays global scans. To view earlier scan records, select a specific time from the timeline at the top.



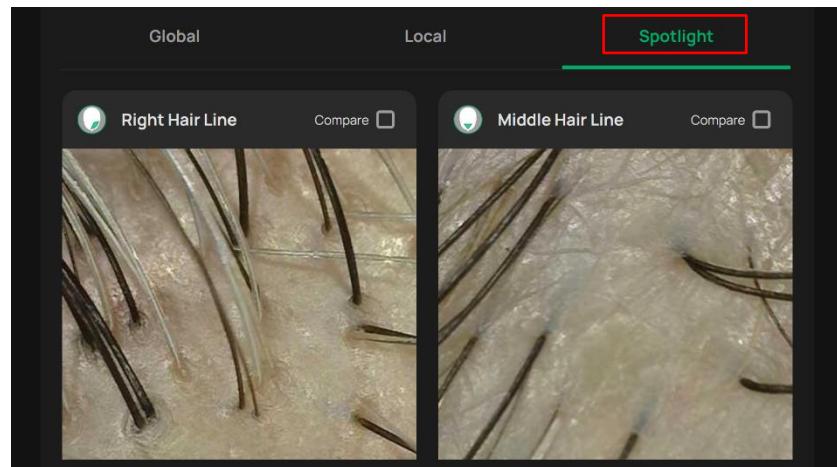
If there are no global scans for the case, you will see a message indicating there are no global scans available.



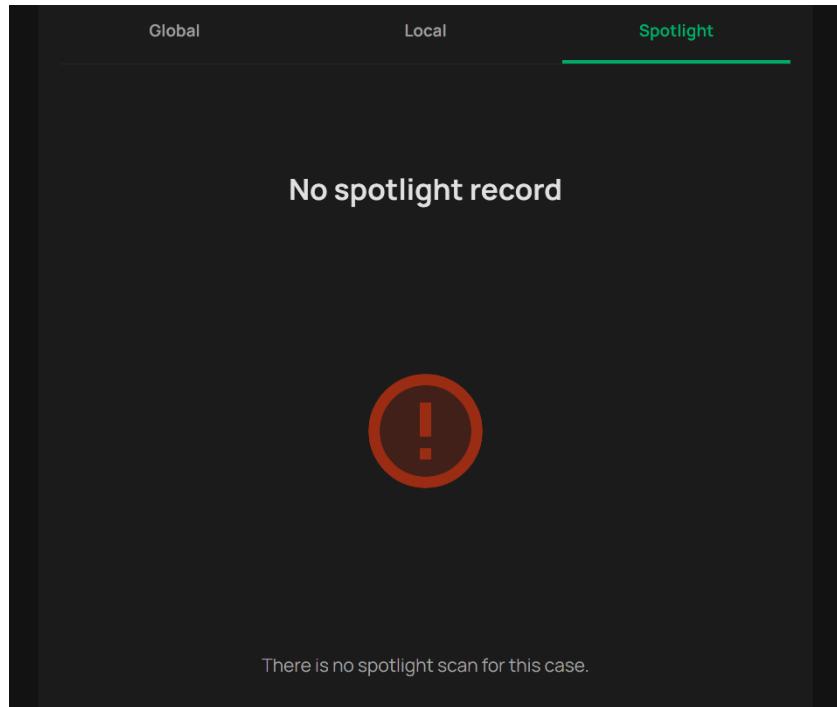
You can switch to view local scans by clicking the 'Local' tab where you can see the 4 compulsory routine scalp scans.



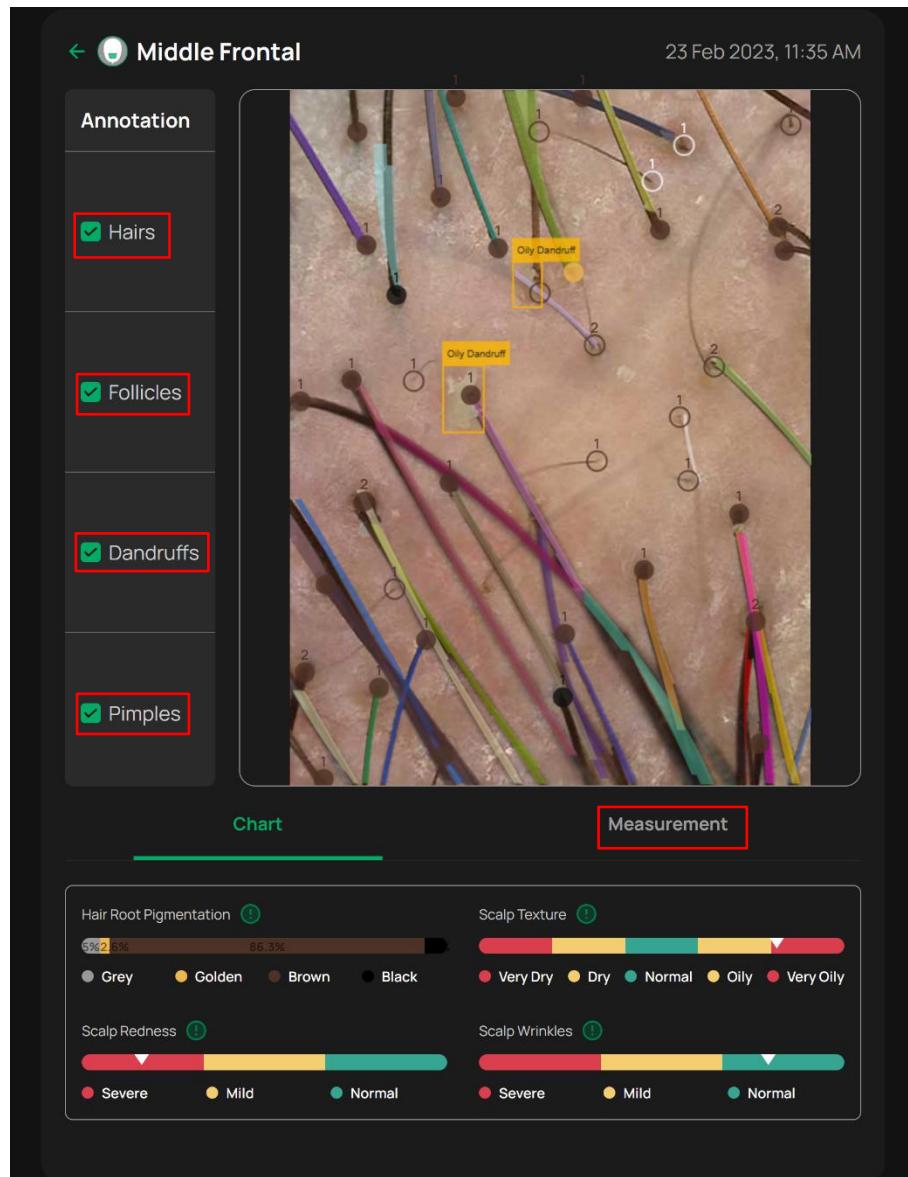
You can also switch to view spotlight scans by clicking the 'Spotlight' tab.



If there are no spotlight scans for the selected case, you will see a message indicating there are no spotlight scans available.

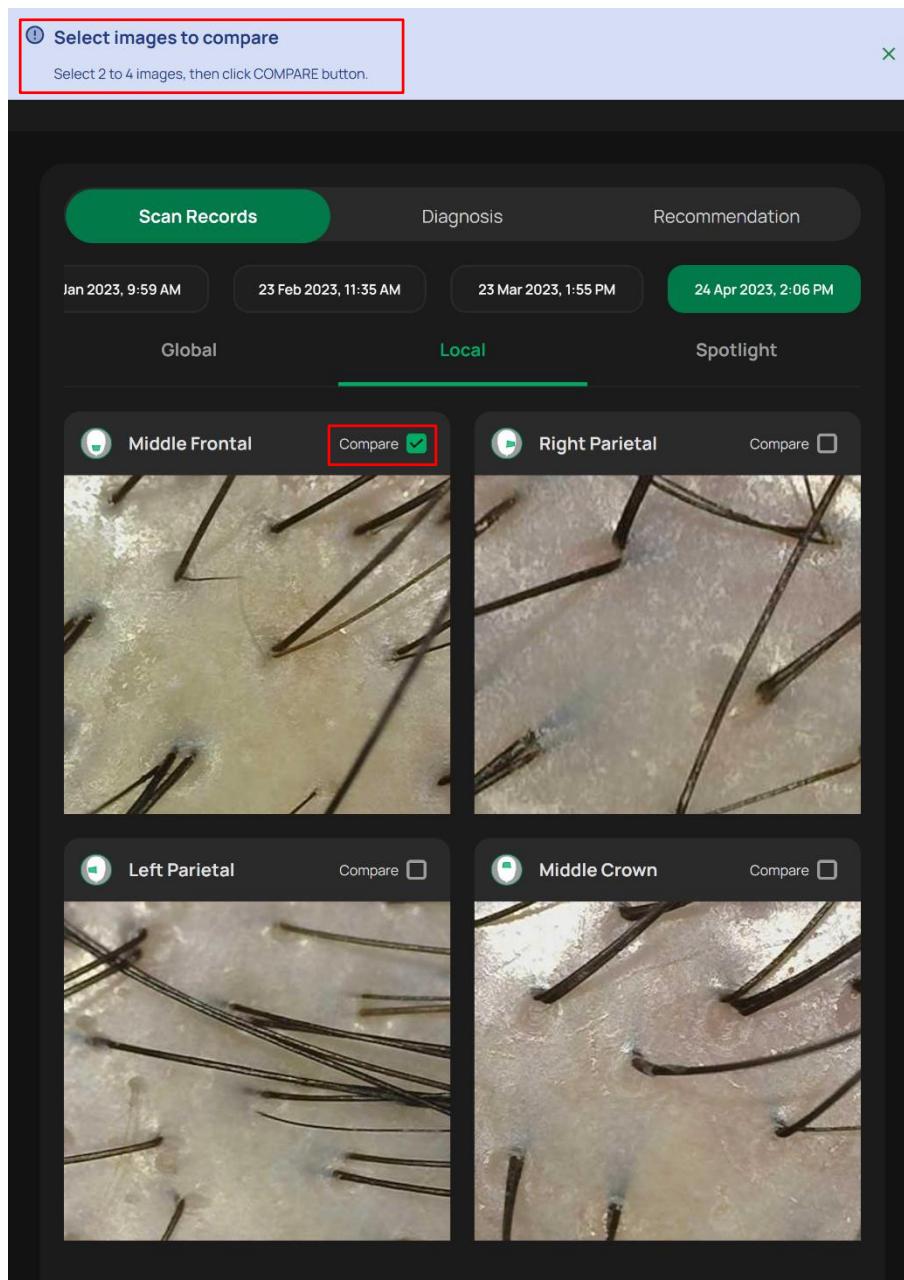


To view the details for a specific scan, simply click on the image. For example, if you wish to view the scan details for the middle frontal region, click the image, and you'll be redirected to the scan detail page, as shown below.



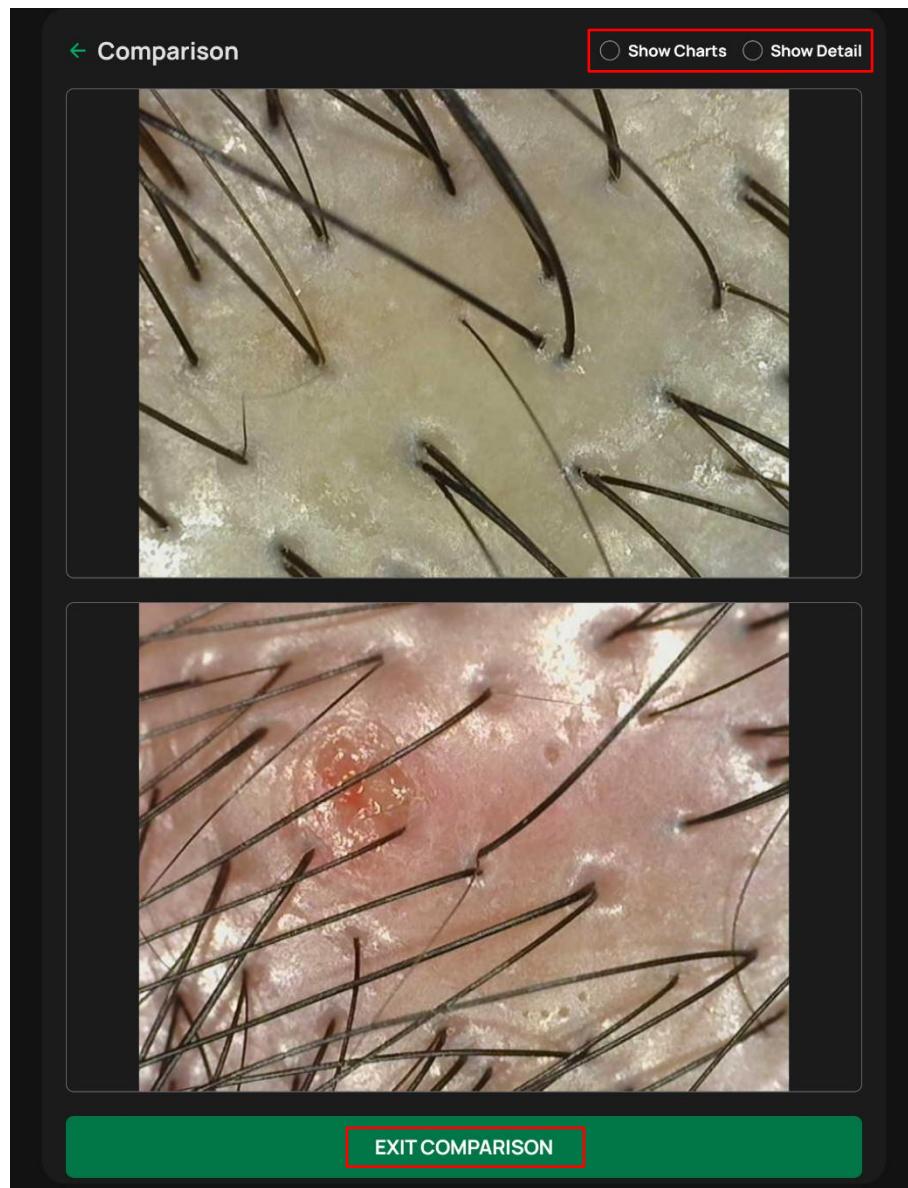
Each scan image has four annotations: hairs, follicles, dandruffs, and pimples. You can click these annotations to toggle between showing and hiding them. You can also view biometrics data by clicking the 'Measurement' tab.

Furthermore, you have the ability to select two to four scan images for comparison. To select images for comparison, click the checkbox located at the top-right corner of the scan image. An information message will appear at the top of the screen to confirm your selection., as shown below.

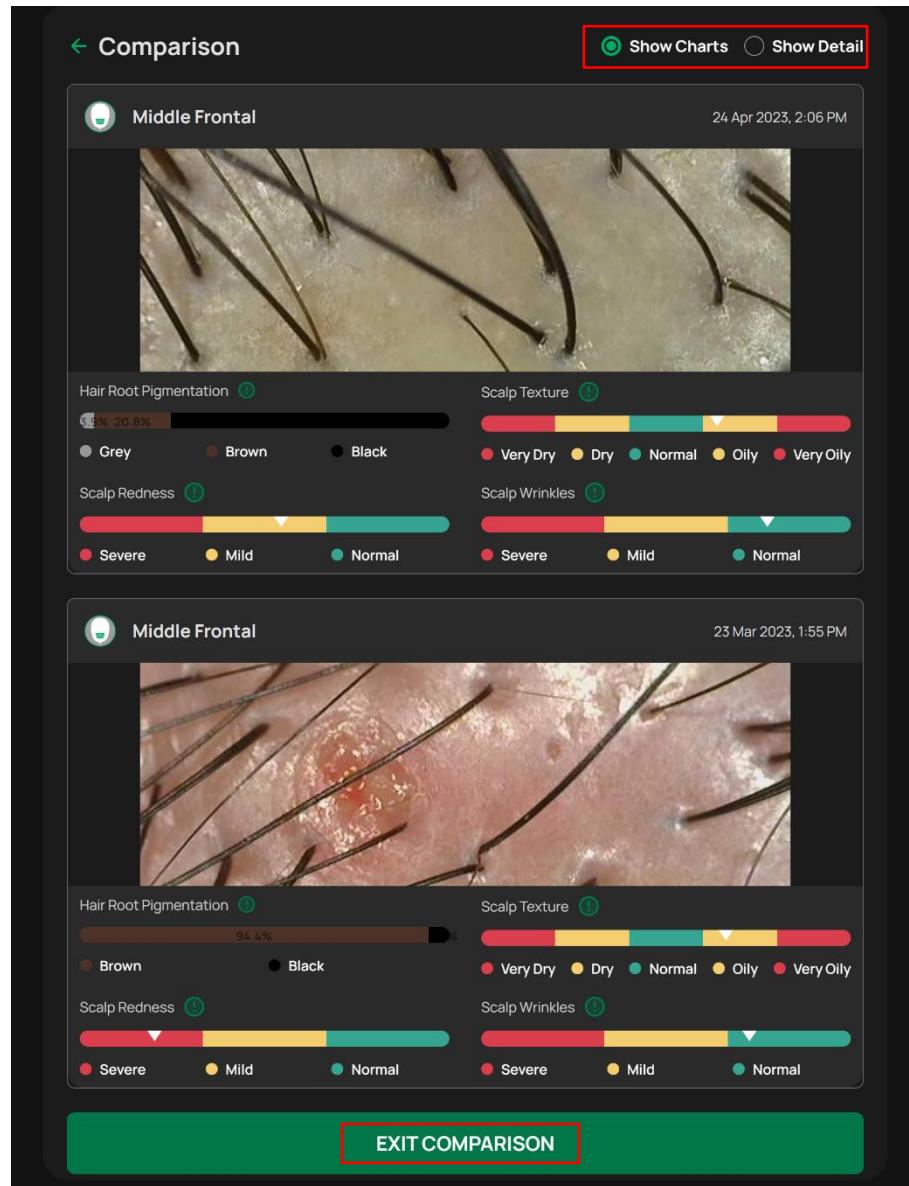


You can compare images within the same case in different regions or across different cases, both in the same or different regions.

Once you have selected the images, click the 'Compare' button at the bottom of the screen. This will redirect you to the comparison page, as shown below.



On the comparison page, you can use radio buttons at the top to toggle between displaying or hiding charts or measurements for the compared images. To exit the comparison mode, click the 'EXIT COMPARISON' button at the bottom, as shown below.

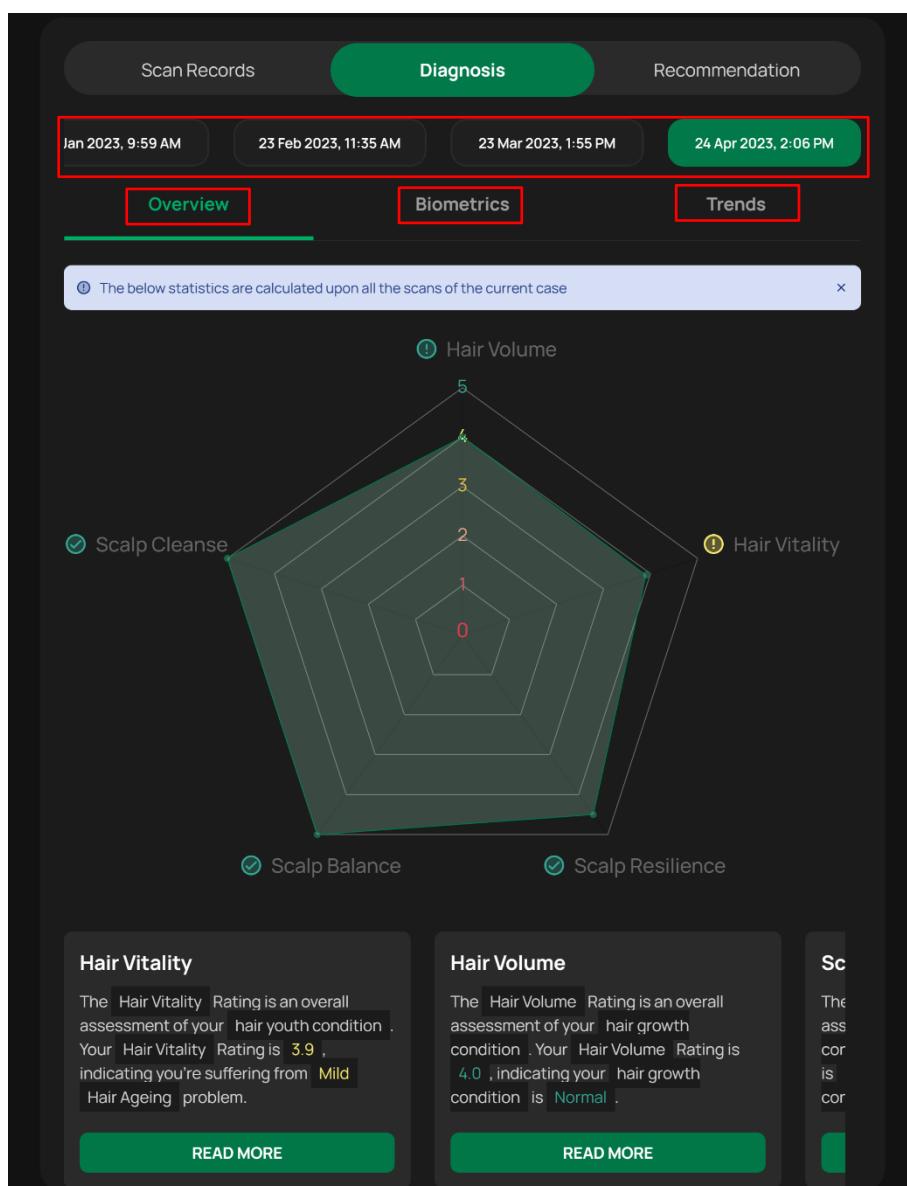


### 3.9 Diagnosis

The Diagnosis page provides an in-depth analysis of the scalp scan results. This page is organized into three tabs: Overview, Biometrics, and Trends. At the top of the page, you will find a timeline that allows you to access diagnosis results from earlier cases by clicking on earlier times.

#### Overview Tab

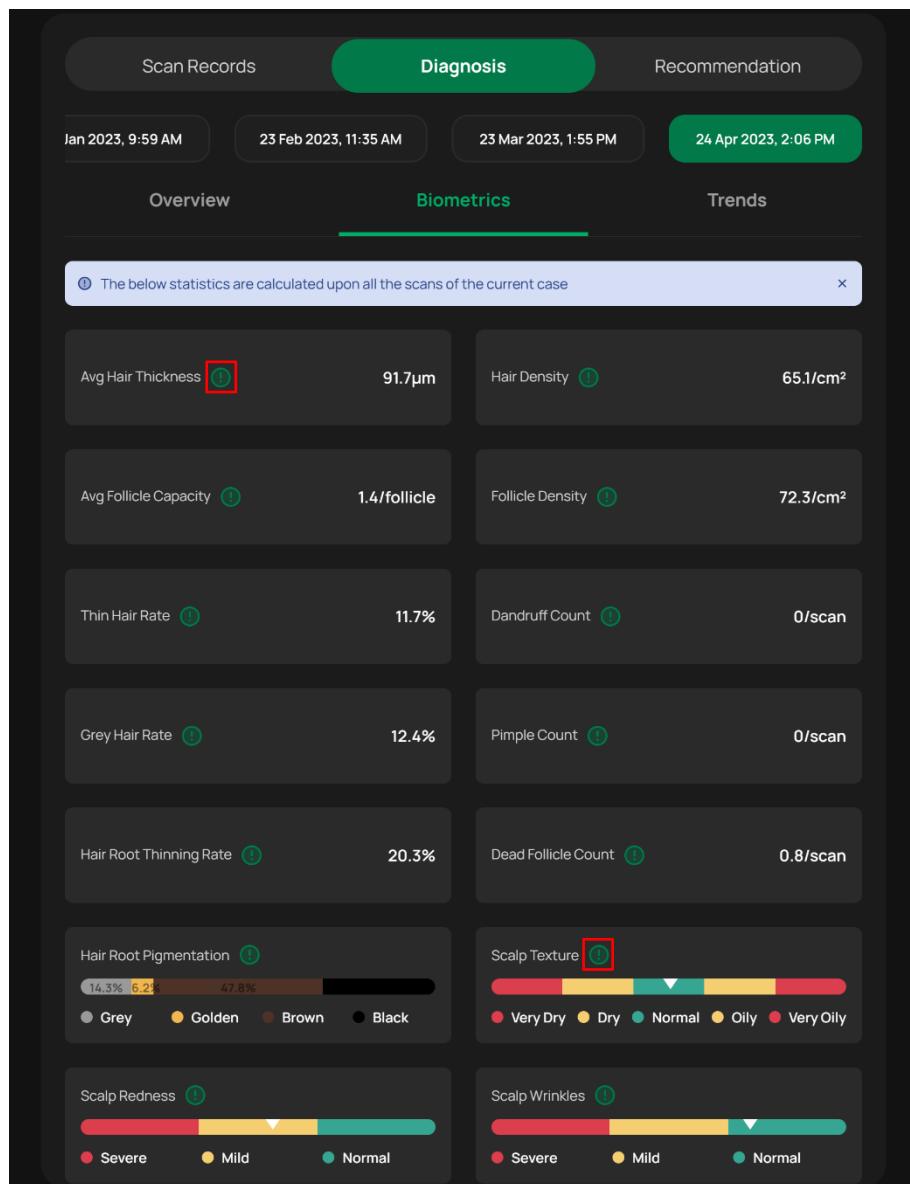
In the Overview tab, a radar chart is displayed in the centre of the page. Below the radar chart, you'll find a brief introduction and a score for five issue categories. These categories are presented in order of their scores, from lower (indicating worse conditions) to higher (indicating better conditions). You can scroll horizontally to view all of them.





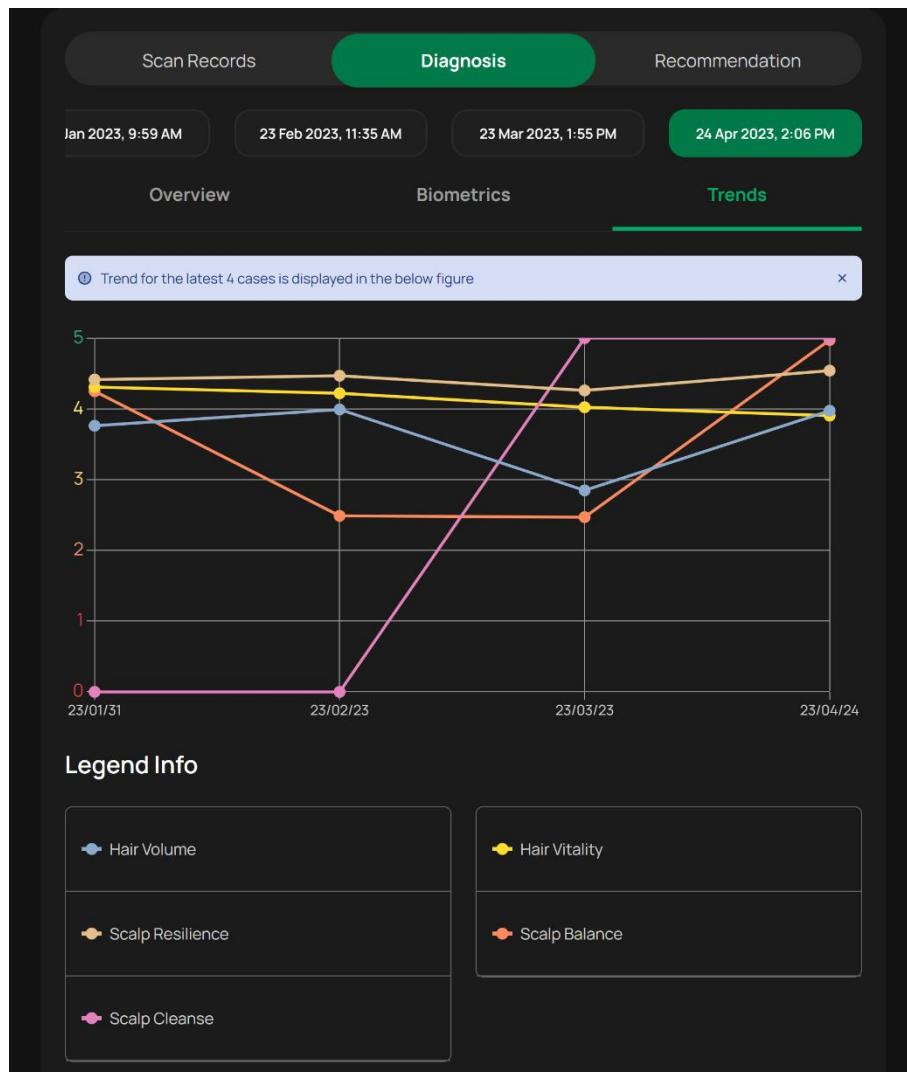
## Biometrics Tab

In the Biometrics tab, you can access detailed statistical data for the current scan case. By clicking the '!' icon next to a specific condition, you can view a short description explaining the condition. You also have the option to click the earlier time at the top of the page to access biometric data from earlier cases.



## Trends Tab

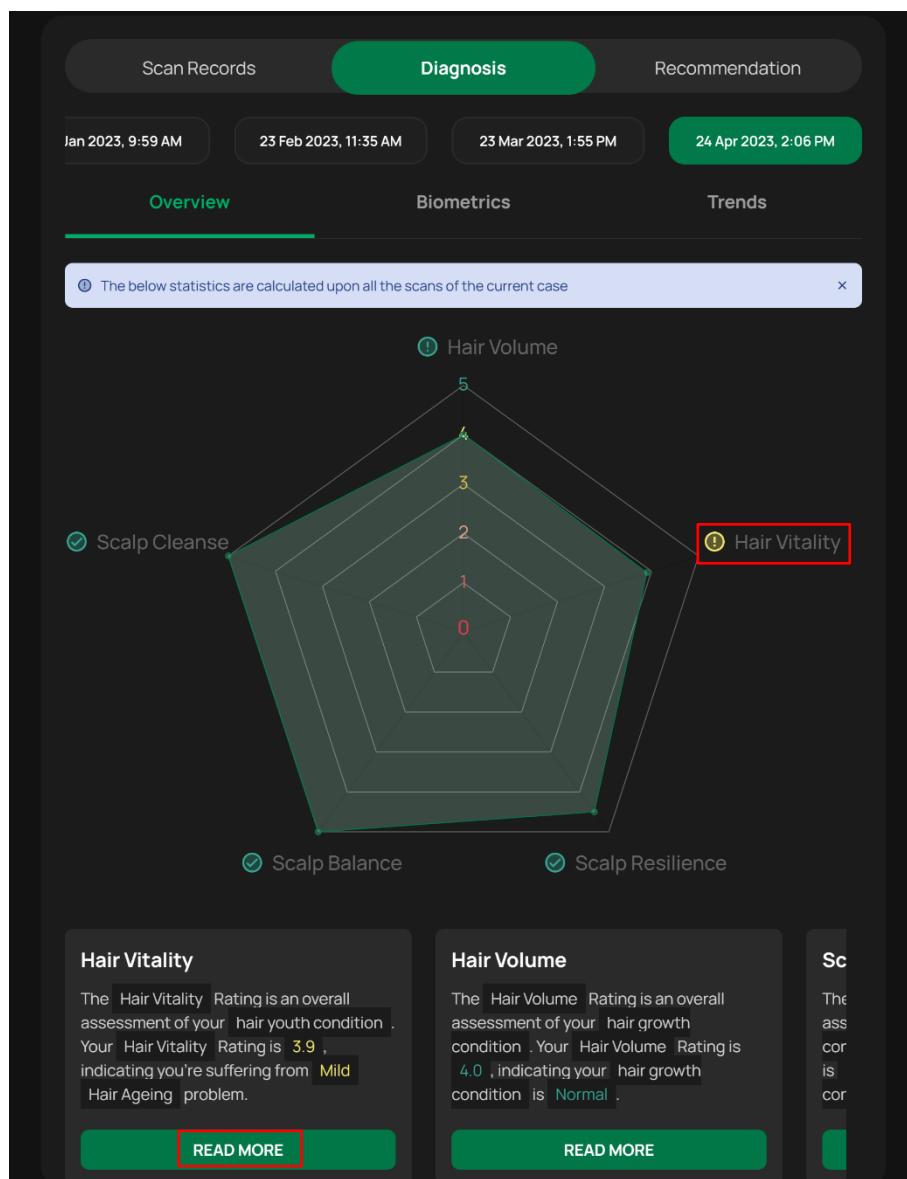
The Trends tab features a line graph that illustrates the trends for the five issue categories when there are multiple cases for the customer. This enables you to track changes and developments in the customer's scalp health over time.



### 3.10 Issue Details

In the Diagnosis Overview page, you can access detailed information about specific scalp issues. You have two options:

- Radar Chart: Click on the issue category on the radar chart to access more information.
- 'READ MORE' Button: Click the 'READ MORE' button on the card for the issue category to go to the detail page for that issue.



Upon entering the issue detail page, you'll find the following sections:

- I. **Overall Rating and Level:** At the top, you'll see the rating score and level for that particular issue.
- II. **Introduction:** The introduction to the issue can be expanded by clicking the 'READ MORE' button.

### ◀ Hair Vitality

The **Hair Vitality** Rating is an overall assessment of your **hair youth condition**. Your **Hair Vitality** Rating is **3.9**, indicating you're suffering from **Mild** Hair Ageing problem.

#### Introduction to Hair Ageing



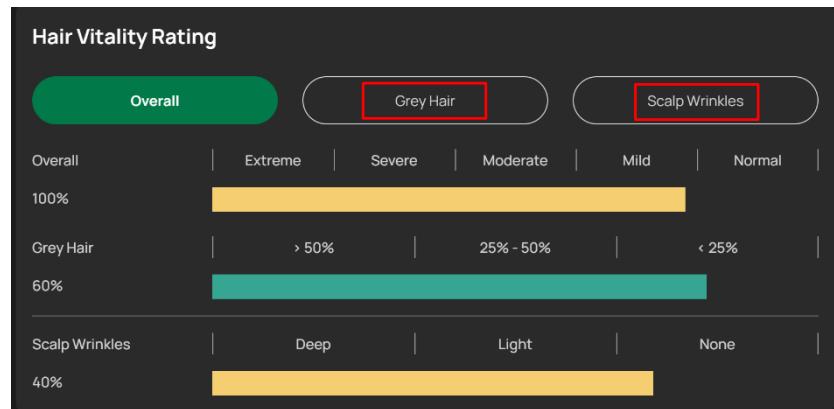
Healthy hair is an indication of youthfulness, vitality, and overall well-being. The colour and style of hair can significantly alter a person's physical appearance and body image. Premature greying of hair can negatively impact an individual's self-esteem as greying hair is often associated with old age. Hair pigmentation is one of the most unique features in humans. Ranging from blacks to browns and shades of blonde to red, the colour pigment found in human hair is produced by melanocytes. As we age, the pigment cells in our hair follicles gradually die. When there are fewer pigment cells in a hair follicle, the hair strands will no longer contain as much melanin and will become transparent. The rate of progression of greying is determined by various factors other than genetics. In the case of premature greying, the onset of greying can start as early as in their 20s.

[READ MORE](#)

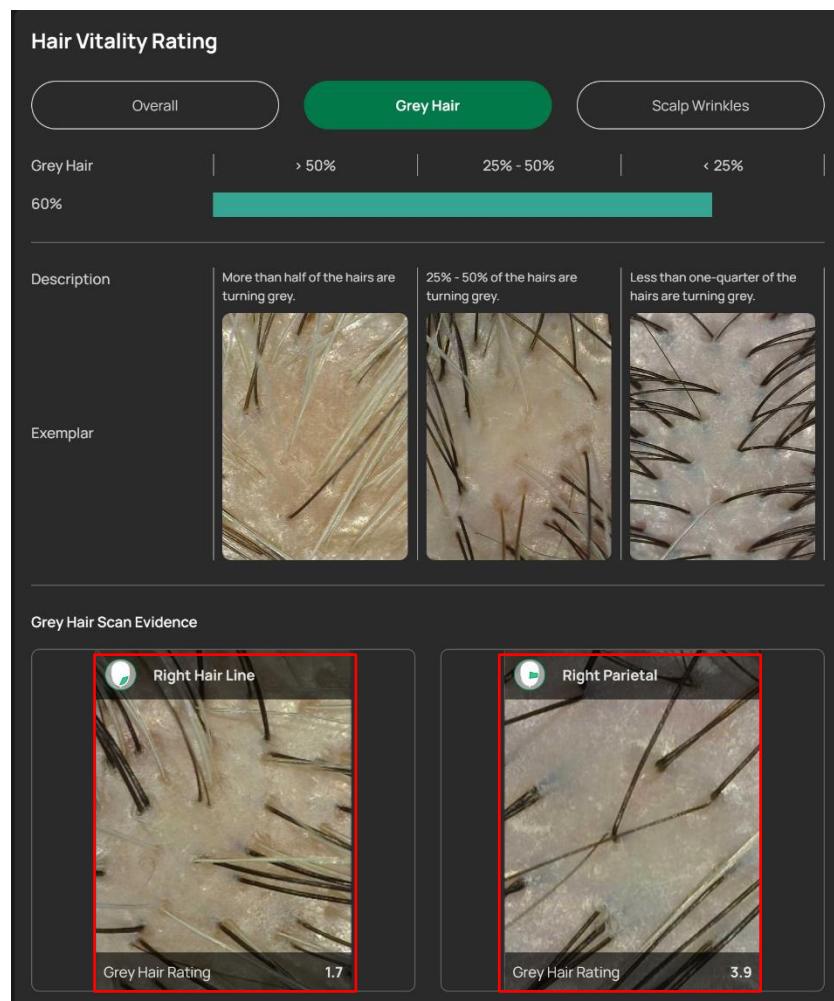
#### Hair Vitality Rating

Overall	Grey Hair	Scalp Wrinkles			
Overall	Extreme	Severe	Moderate	Mild	Normal
100%	(Yellow)	(Yellow)	(Yellow)	(Yellow)	(Yellow)
Grey Hair	> 50%	25% - 50%	< 25%		
60%	(Green)	(Green)	(Green)	(Green)	(Green)
Scalp Wrinkles	Deep	Light	None		
40%	(Yellow)	(Yellow)	(Yellow)	(Yellow)	(Yellow)

**III. Detailed Rating and Contributing Sub-Factors:** In the "Overall" tab, you will find the overall rating score and level, along with the weightage and rating of each contributing sub-factor. You can click on each sub-factor to view more details about it.



In each sub-factor detail tab, you can see the short description, exemplar images and two evidence scan images which are clickable for larger and detailed view.



**IV. Management Tips:** The last section of the issue detail page provides valuable management tips for addressing the specific issue. It also includes recommended treatment plan and home-care product to help resolve the issue. You can click on the treatment plan or product to access more information.

**Management Tips**

The following methods may be used to manage hair ageing:

1. Fix your diet. Healthy hair starts with a healthy diet.
2. Get your hair trimmed occasionally can help promote healthy hair growth.
3. Avoid aggressive styling techniques and harsh chemical treatments.
4. Treat hair with conditioning treatments.
5. Using colourants to cover grey hair.
6. Use anti-ageing haircare products.

To effectively solve the **Hair Ageing** problem, we highly recommend the below packages for their proven formula and technology:

**Care Plans**



**Reviving Treatment**

This treatment effectively reverses the greying of hair strands by activating mechanisms that restore

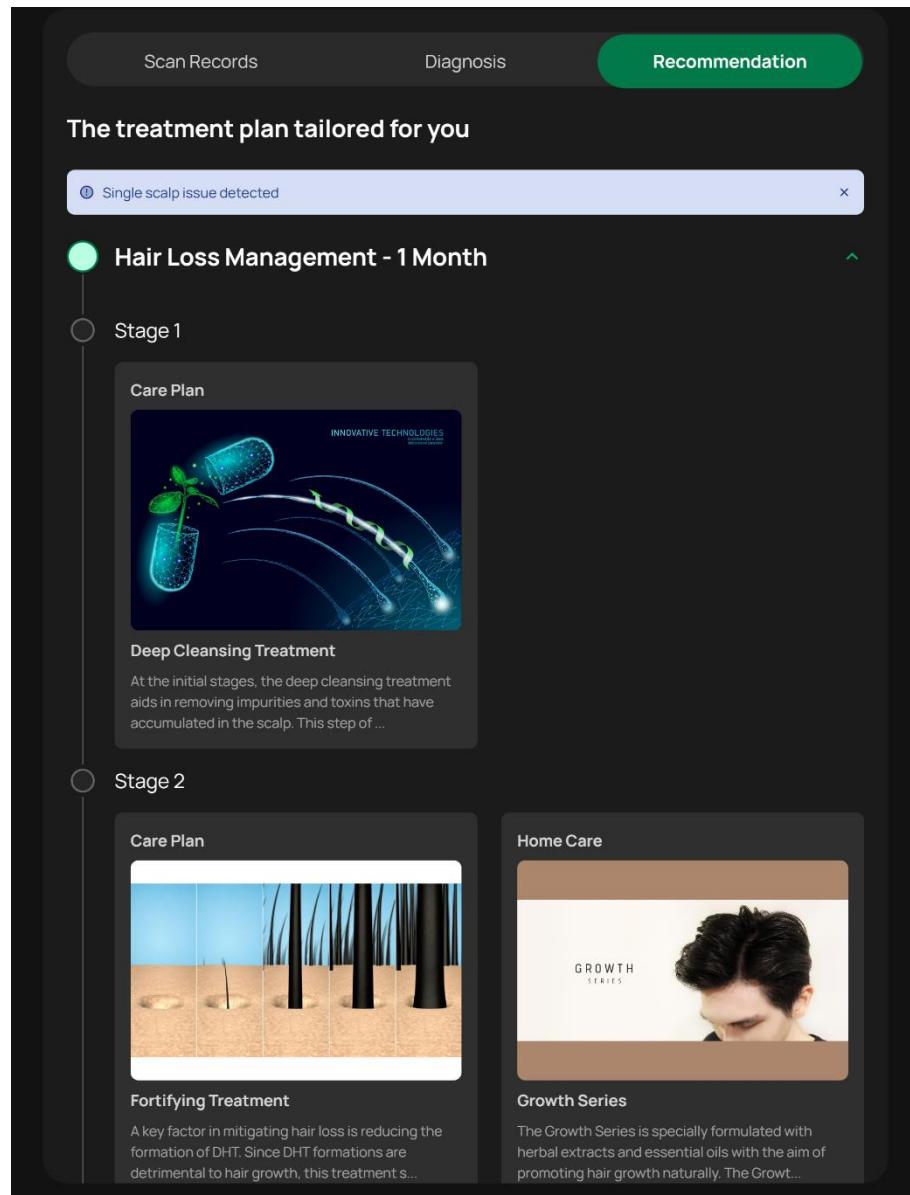
**Home Cares**



**Dr Scalp Black Series**

With regular use, Black Series provides an invigorating and thorough cleanse that revitalises

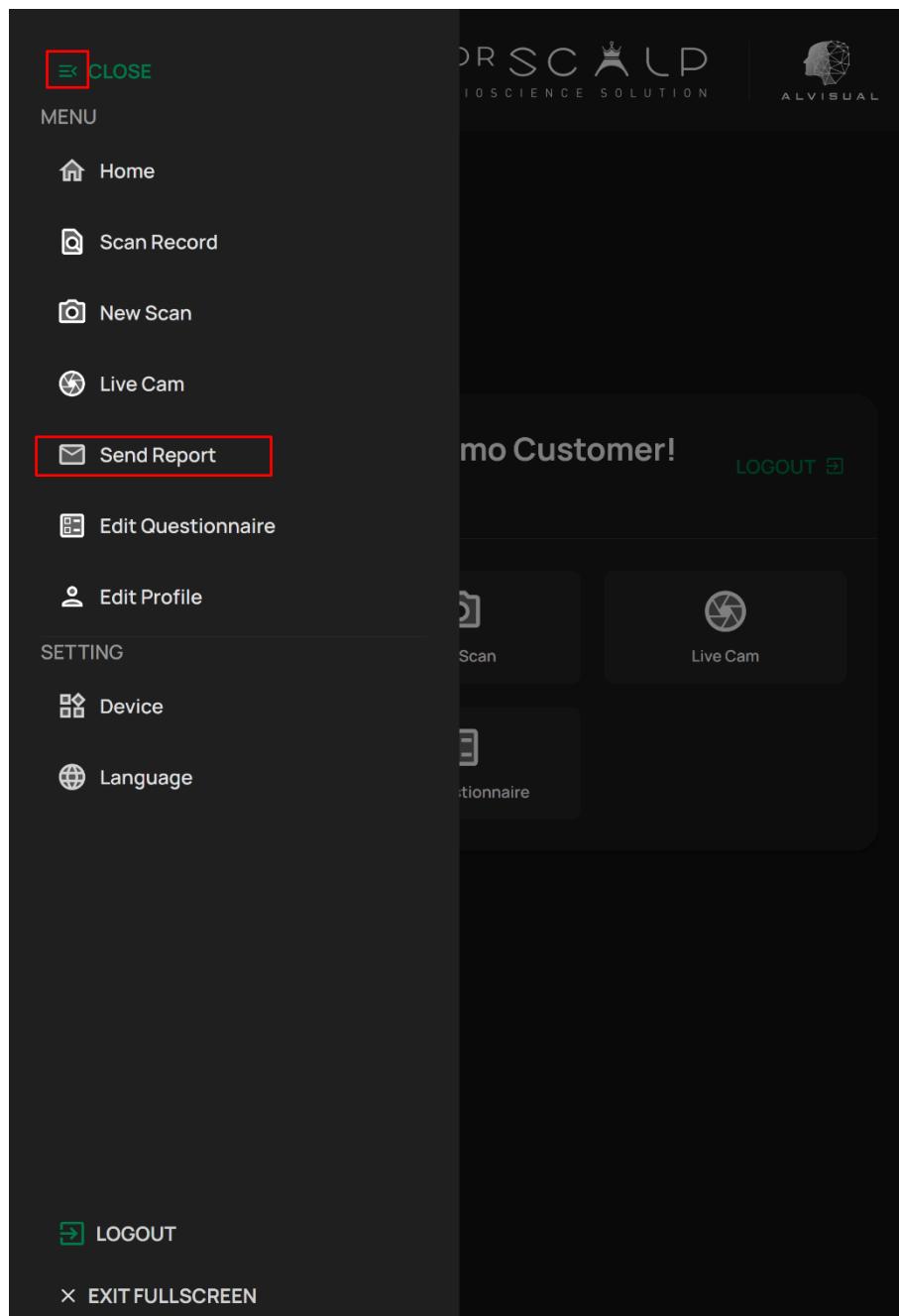
Customers are advised to view the treatment plans and products specially tailored for them by clicking the 'Recommendation' button at the top of the screen. These recommended treatment plans are based on the latest scan case and organized in stages, with the most severe issue being addressed first. Click on the care plan or homecare product to access more information about it.





### 3.11 Scan Report

Customers have the option to obtain and download a report for their latest or selected scan case. While viewing a specific case, access the side menu, and then select 'Send Report' to preview and download the report for the currently viewed case. If you choose 'Send Report' from the customer landing page, the report for the latest case will be generated and made available for preview and download.



As you scroll down the preview report, you can review its content. At the bottom of the report, you'll find a 'DOWNLOAD' button, which allows you to acquire a QR code containing the URL of the report for downloading.

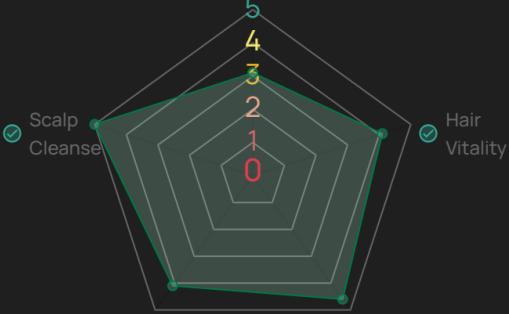
# Preview Report

DR SCALP  
BIOSCIENCE SOLUTION

 Demo Customer  
12 Oct 2023, 3:08 PM

## Diagnosis Overview

⌚ Hair Volume



Category	Score
Hair Vitality	4.5
Scalp Resilience	4.0
Scalp Balance	3.5
Scalp Cleanse	3.0
Hair Volume	4.0

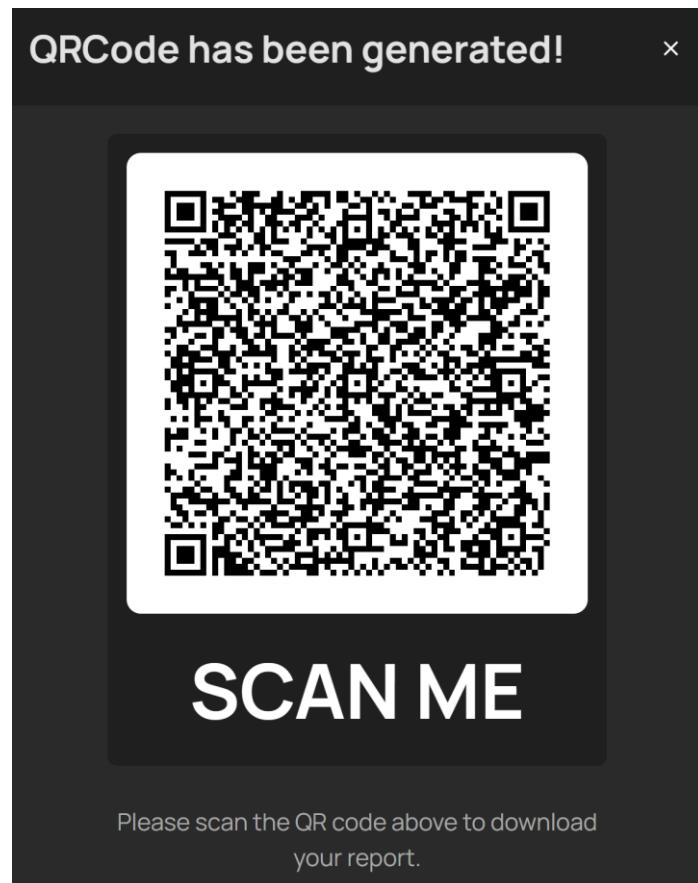
## Biometrics

Avg Hair Thickness	64.2µm
Hair Density	75/cm <sup>2</sup>
Avg Follicle Capacity	1.3/follicle

**DOWNLOAD** ➡



To save and download the report, scan the generated QR code. Please note that the QR code is valid for 7 calendar days.





## 4 Management Dashboard

TrichoTrack Lite offers two distinct user modes: the management dashboard mode and the client app mode. The management dashboard is primarily designed for administrators to oversee outlets and staffs, as well as to access essential business analytics. Managers can efficiently manage employees and access customer information in dashboard mode, whereas employees have limited access, primarily for viewing customer data.

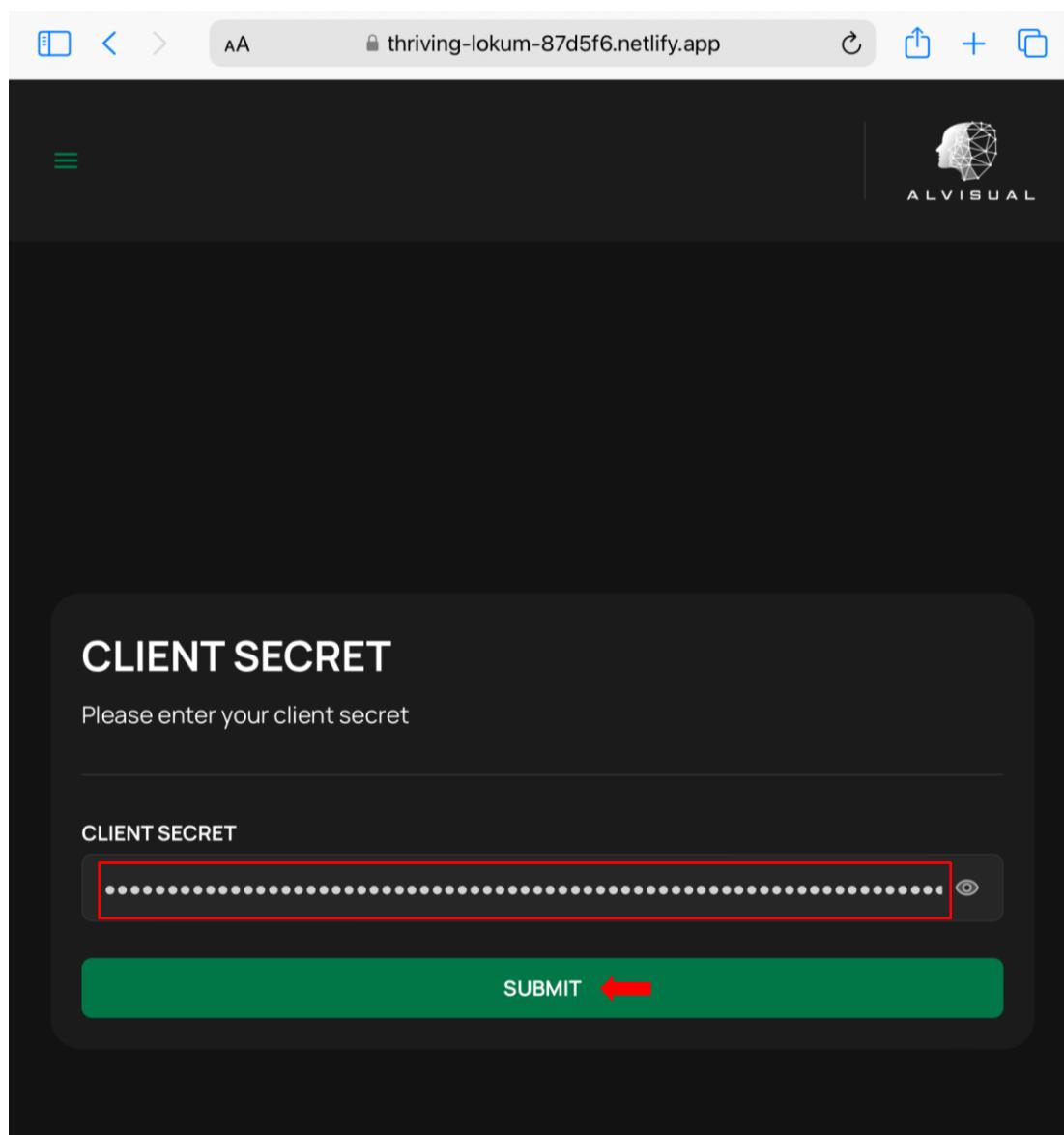
To access TrichoTrack Lite in the management dashboard mode, follow these steps:

- I. Open the Apple Safari web browser on your device.
- II. Visit the website <https://thriving-lokum-87d5f6.netlify.app/>.
- III. Ensure that you have the necessary login credentials to access the dashboard.

## 4.1 Client Secret

Every TrichoTrack Lite client receives a unique client secret key for authentication. When you use TrichoTrack Lite at the first time or the cached data in your Apple Safari web browser is cleared, you'll need to submit the client secret.

- I. Enter your company's client secret key in the provided text box.
- II. Click 'SUBMIT' button.





If your client secret is valid, you will be redirected to the 'STAFF LOGIN' page as shown below.

The screenshot shows a web browser window with the URL "thriving-lokum-87d5f6.netlify.app". The page itself has a dark background. At the top center is the "DR SCALP BIOSCIENCE SOLUTION" logo. To its left is a menu icon (three horizontal lines). To its right is the "ALVISUAL" logo with a brain icon. Below the header is a large, rounded rectangular form for "STAFF LOGIN". Inside this form, the text "Please enter your account" is displayed. There are two input fields: one for "Phone Number" which includes a Singapore flag icon and the code "+65", and another for "Password" with an eye icon to show/hide the text. At the bottom of the form is a large, light-colored "LOGIN" button. The overall design is clean and modern.

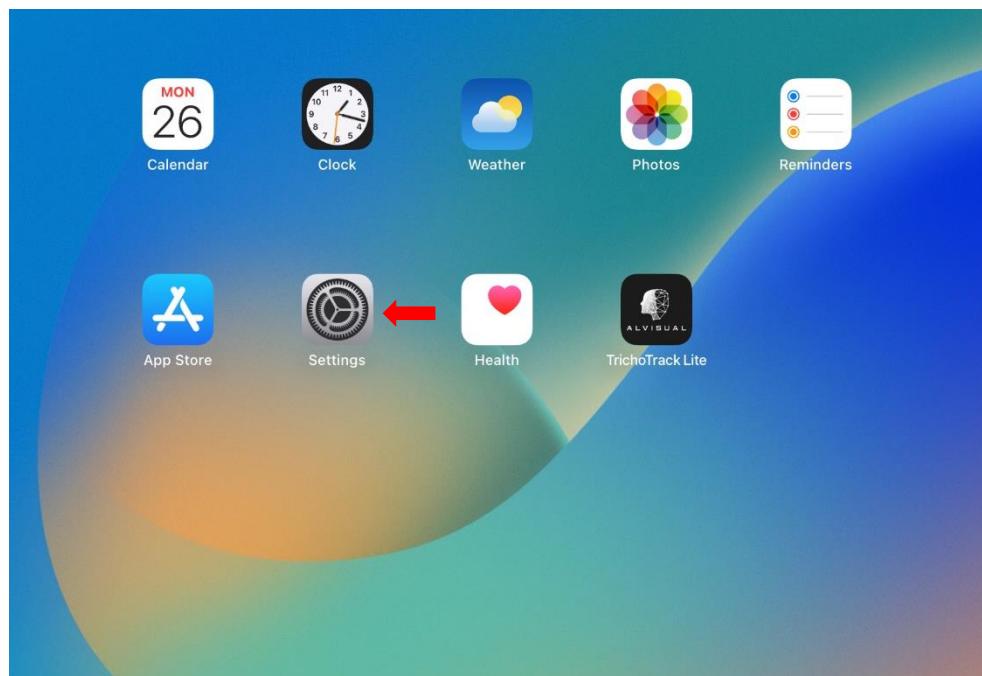
However, if the entered client secret is invalid, an error message will appear at the top. Please make sure you've entered the correct secret and try again.



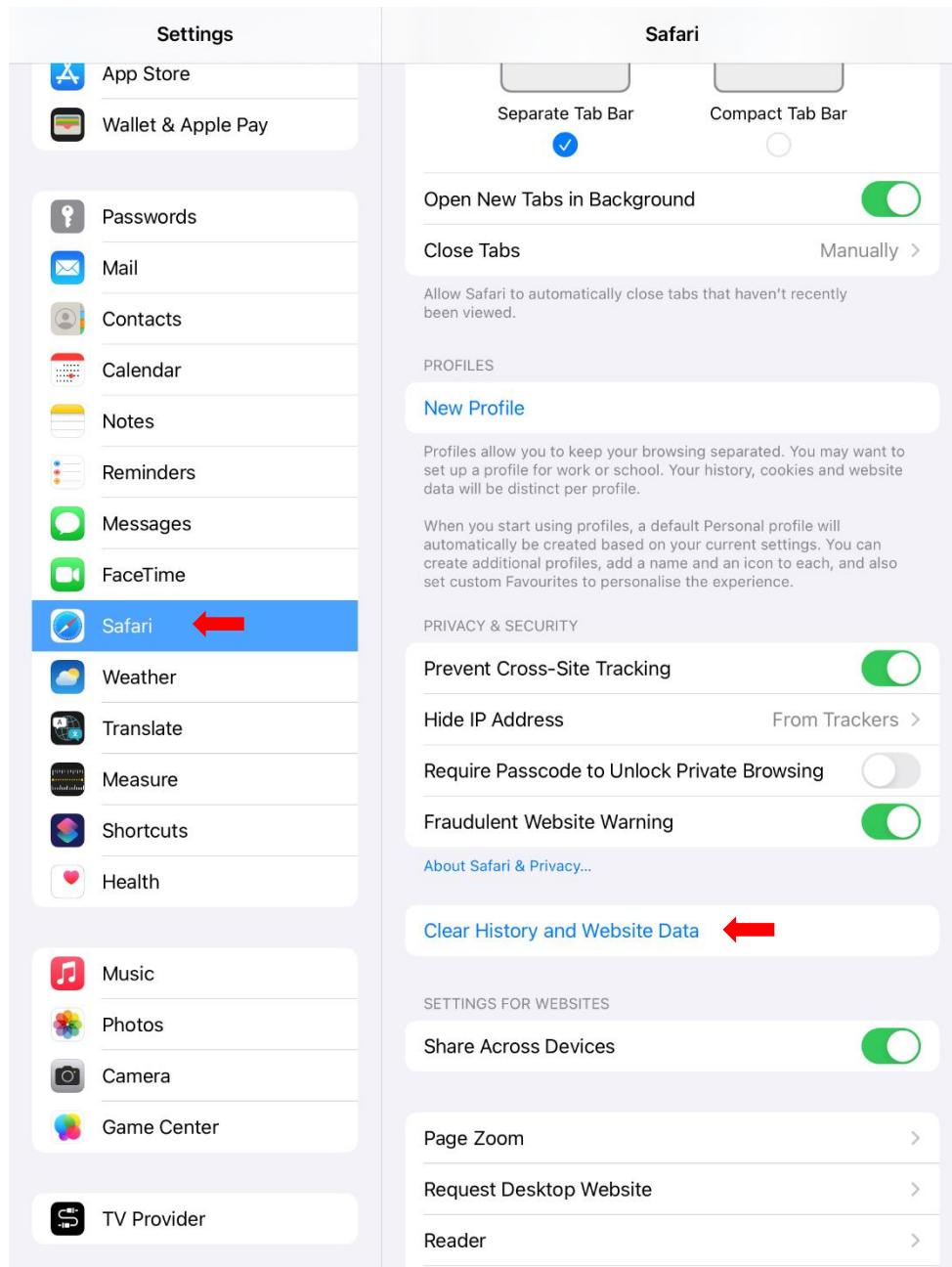


If your client secret expires, please follow these steps to clear your browser's cookies and cached data and input a new client secret:

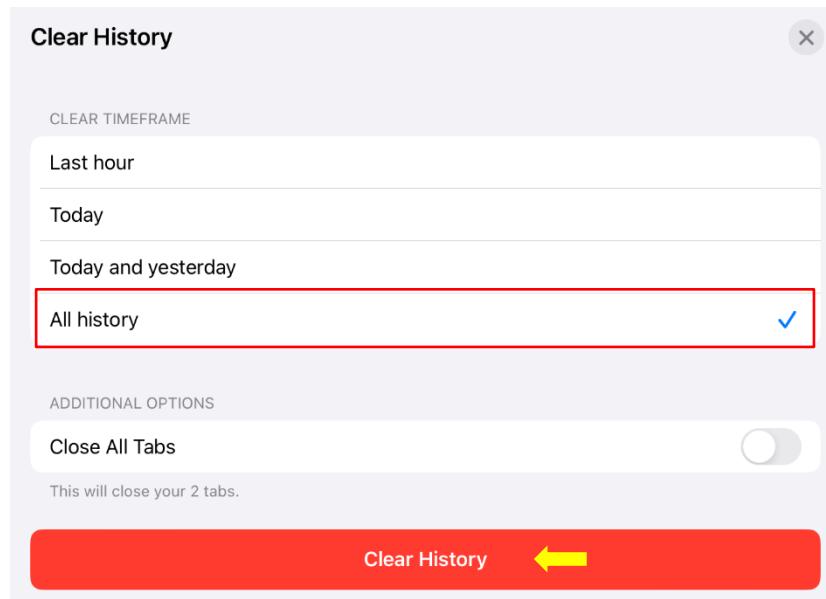
- I. Click 'Settings' on your iPad home screen.



II. In the 'Settings' page, click 'Safari' on the left side. Then, click 'Clear History and Website Data' button.



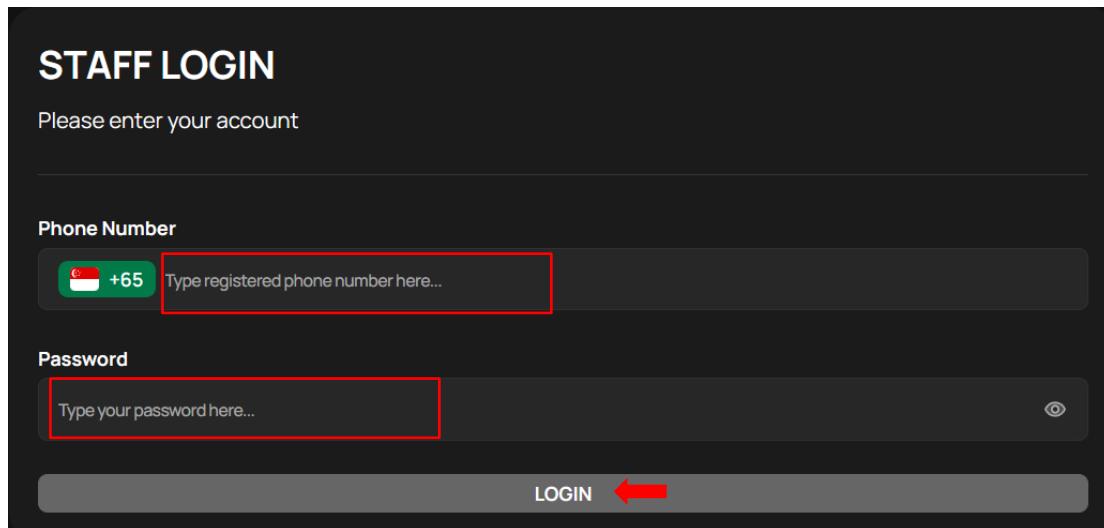
- III. In the dialog box that appears, click the checkbox for 'All history', then click 'Clear History' button.



- IV. Open Safari and go to the website <https://thriving-lokum-87d5f6.netlify.app/> to input new client secret.

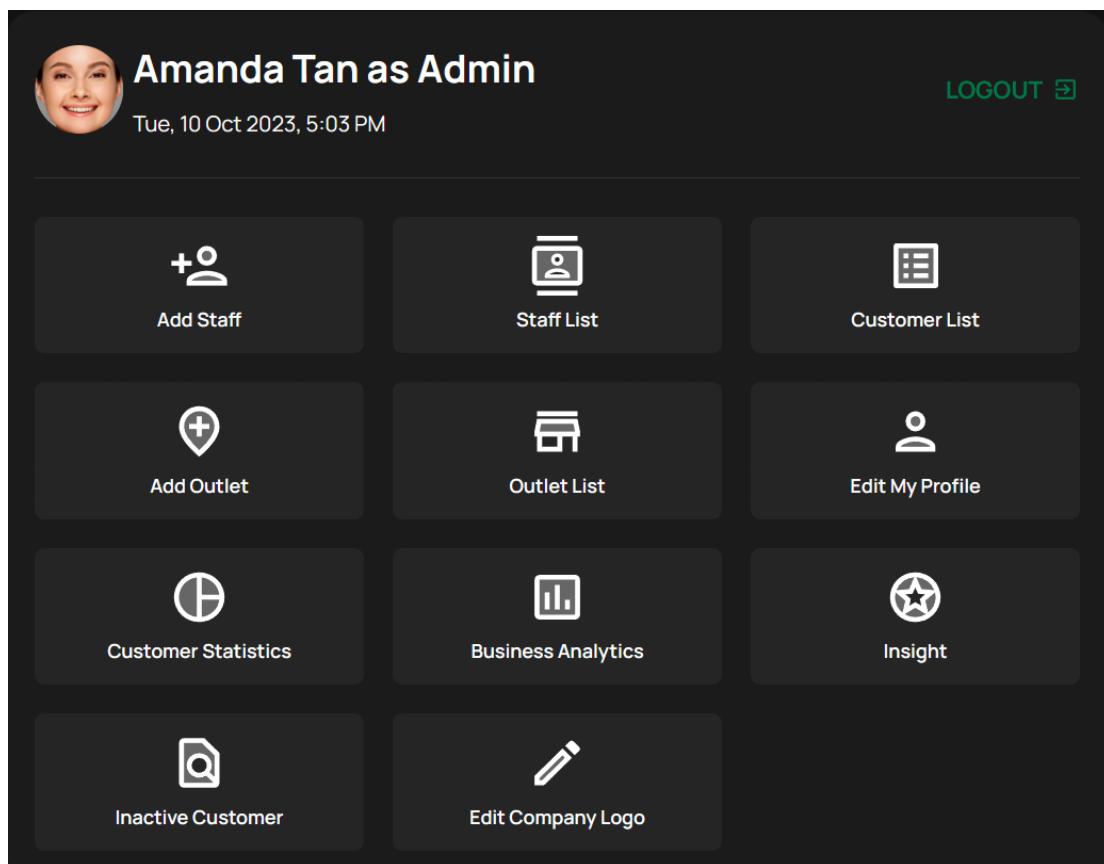
## 4.2 Administrator Dashboard

Each client is provided with an administrator account to oversee their outlets and staff. It's crucial to keep this information confidential and secure. To login the administrator account, enter administrator's phone number and password, then click 'LOGIN' button as shown below.



The screenshot shows a 'STAFF LOGIN' form. It has fields for 'Phone Number' (with a Singapore flag icon and '+65' code) and 'Password'. Both fields are highlighted with a red border. Below the password field is an eye icon for password visibility. At the bottom is a 'LOGIN' button with a red arrow pointing to it.

If the phone number and password are correct, you'll be redirected to dashboard page.



The screenshot shows the administrator dashboard for 'Amanda Tan as Admin'. It includes a profile picture, the date 'Tue, 10 Oct 2023, 5:03 PM', and a 'LOGOUT' link. The dashboard features a grid of nine cards:

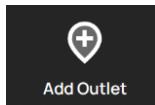
- Add Staff**: icon of a person with a plus sign, 'Add Staff'
- Staff List**: icon of a person in a list, 'Staff List'
- Customer List**: icon of a list, 'Customer List'
- Add Outlet**: icon of a location with a plus sign, 'Add Outlet'
- Outlet List**: icon of a location, 'Outlet List'
- Edit My Profile**: icon of a person, 'Edit My Profile'
- Customer Statistics**: icon of a chart, 'Customer Statistics'
- Business Analytics**: icon of a bar chart, 'Business Analytics'
- Insight**: icon of a star, 'Insight'
- Inactive Customer**: icon of a person with a question mark, 'Inactive Customer'
- Edit Company Logo**: icon of a pencil, 'Edit Company Logo'



In case there's an issue with the phone number and/or password, an error message will appear at the top, as displayed below.



#### 4.2.1 Add Outlet



To add a new outlet, click 'Add Outlet' button in the administrator's dashboard.

Complete the required information on the 'Add Outlet' page. Then click 'SUBMIT' button.

The screenshot shows a dark-themed 'Add Outlet' form. At the top left is a back arrow and the title 'Add Outlet'. Below is a placeholder 'Outlet Photo' with a browse button 'BROWSE IMAGE'. The main area contains fields for 'Name\*' (placeholder 'Type outlet name here...'), 'Outlet Address' (placeholder 'Type outlet address here...'), and 'Phone Number\*' (placeholder 'Type phone number here...', with a Singapore flag icon and '+65'). At the bottom are 'BACK' and 'SUBMIT' buttons.

**Add Outlet**

Outlet Photo

BROWSE IMAGE

Name\*

Type outlet name here...

Outlet Address

Type outlet address here...

Optional

Phone Number\*

+65 Type phone number here...

BACK SUBMIT

It's important to note that each outlet must have a unique, case-sensitive name. If the name you enter for a new outlet matches an existing outlet, you'll receive an error message at the top as shown below. In this case, please provide a different name and submit it again.

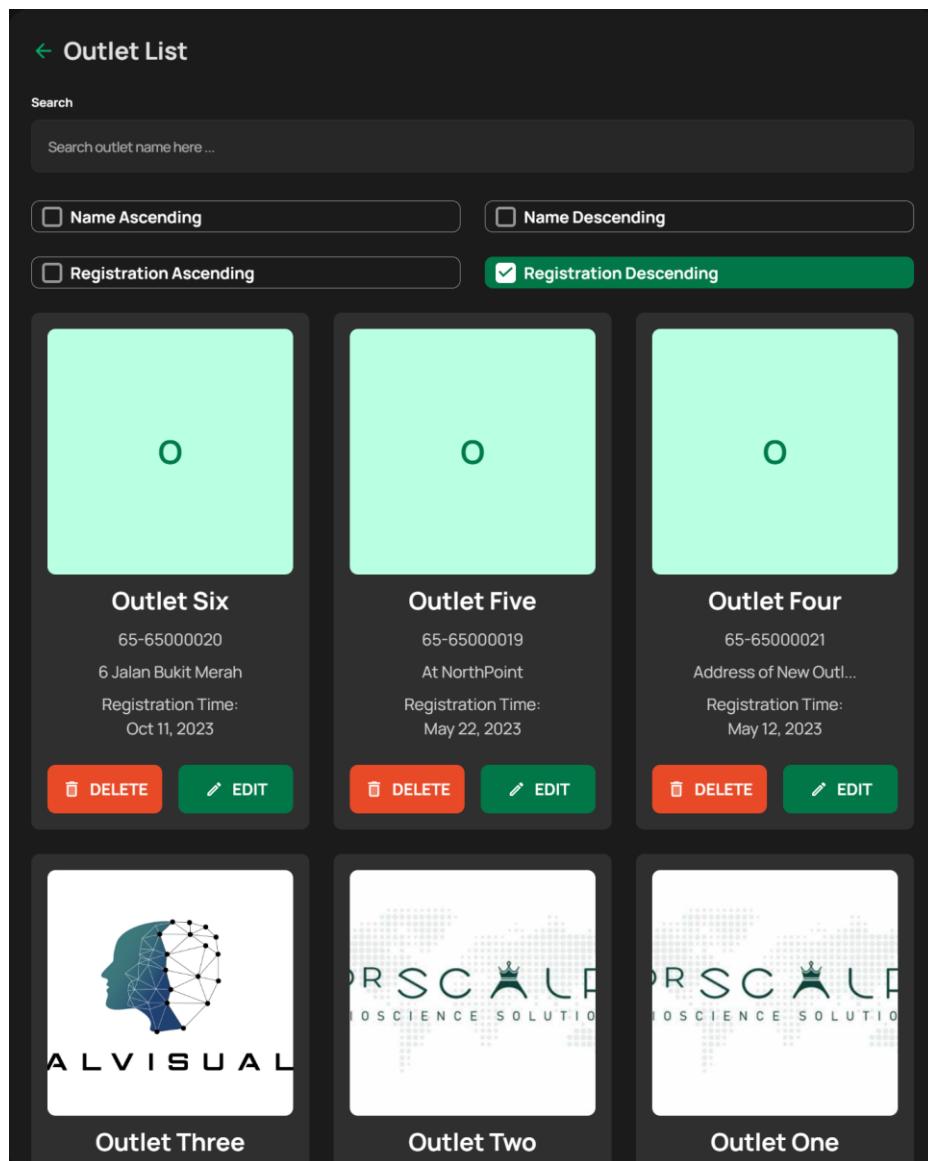


#### 4.2.2 Search and View Outlet



Outlet List

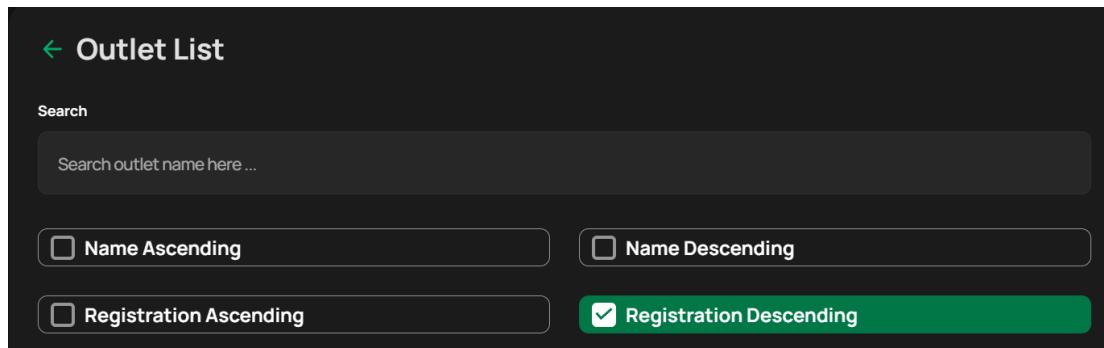
To view all outlets or search for a specific outlet, click 'Outlet List' button in the administrator's dashboard. On the 'Outlet List' page, all outlets are initially displayed in descending order of registration time.



The screenshot shows the 'Outlet List' page with the following details:

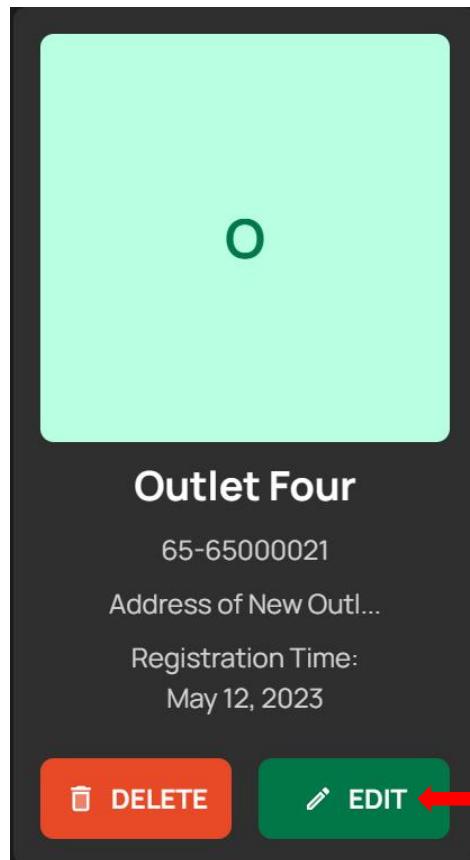
- Search:** A search bar with placeholder text "Search outlet name here ...".
- Filter Options:** Buttons for "Name Ascending" (unchecked), "Name Descending" (unchecked), "Registration Ascending" (unchecked), and "Registration Descending" (checked).
- Outlets:** Six outlets are listed in a grid:
  - Outlet Six:** Registration Time: Oct 11, 2023. Buttons: DELETE (orange), EDIT (green).
  - Outlet Five:** Registration Time: May 22, 2023. Buttons: DELETE (orange), EDIT (green).
  - Outlet Four:** Registration Time: May 12, 2023. Buttons: DELETE (orange), EDIT (green).
  - Outlet Three:** Logo: Alvisual, Address: 6 Jalan Bukit Merah, Registration Time: Oct 11, 2023. Buttons: DELETE (orange), EDIT (green).
  - Outlet Two:** Logo: ProScalp, Address: At NorthPoint, Registration Time: May 22, 2023. Buttons: DELETE (orange), EDIT (green).
  - Outlet One:** Logo: ProScalp, Address: Address of New Outl..., Registration Time: May 12, 2023. Buttons: DELETE (orange), EDIT (green).

You have the option to view the outlets in ascending or descending order of registration time or name by clicking on the various sorting options at the top. You can also search for a specific outlet by entering its name in the text box.



#### 4.2.3 Edit Outlet

To modify the information of an outlet, simply click 'EDIT' button on the outlet card.





On the 'Edit Outlet' page, you can make changes to the fields you wish to update. Then, click 'SUBMIT' button and confirm to make the changes.

[← Edit Outlet](#)

Outlet Photo

Optional

BROWSE IMAGE

Name\*

Outlet Four

Outlet Address

Address of New Outlet

Optional

Phone Number\*

+65 65000021

BACK

SUBMIT

Remember, each outlet's name must be unique. If you attempt to change an outlet's name to match that of another existing outlet, an error message will be displayed at the top as shown below.

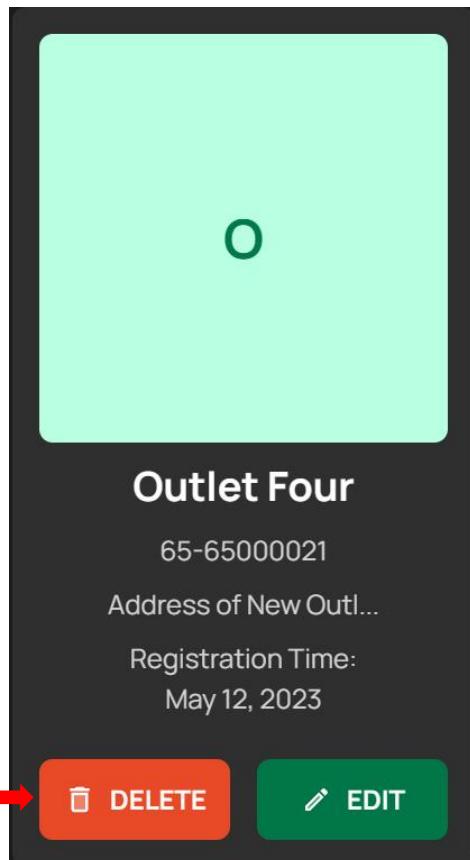
ⓘ Name is Already Registered

Please type another name.

X

#### 4.2.4 Delete Outlet

To delete an outlet, click 'DELETE' button on the outlet card and confirm the deletion.



However, please be aware that only empty outlets with no associated staff can be deleted. If the outlet has staff members, an error message will appear at the top as shown below. If you still wish to delete the outlet, you'll need to transfer its staff to other outlets or delete the staff members first. Afterwards, you'll be able to delete the outlet.



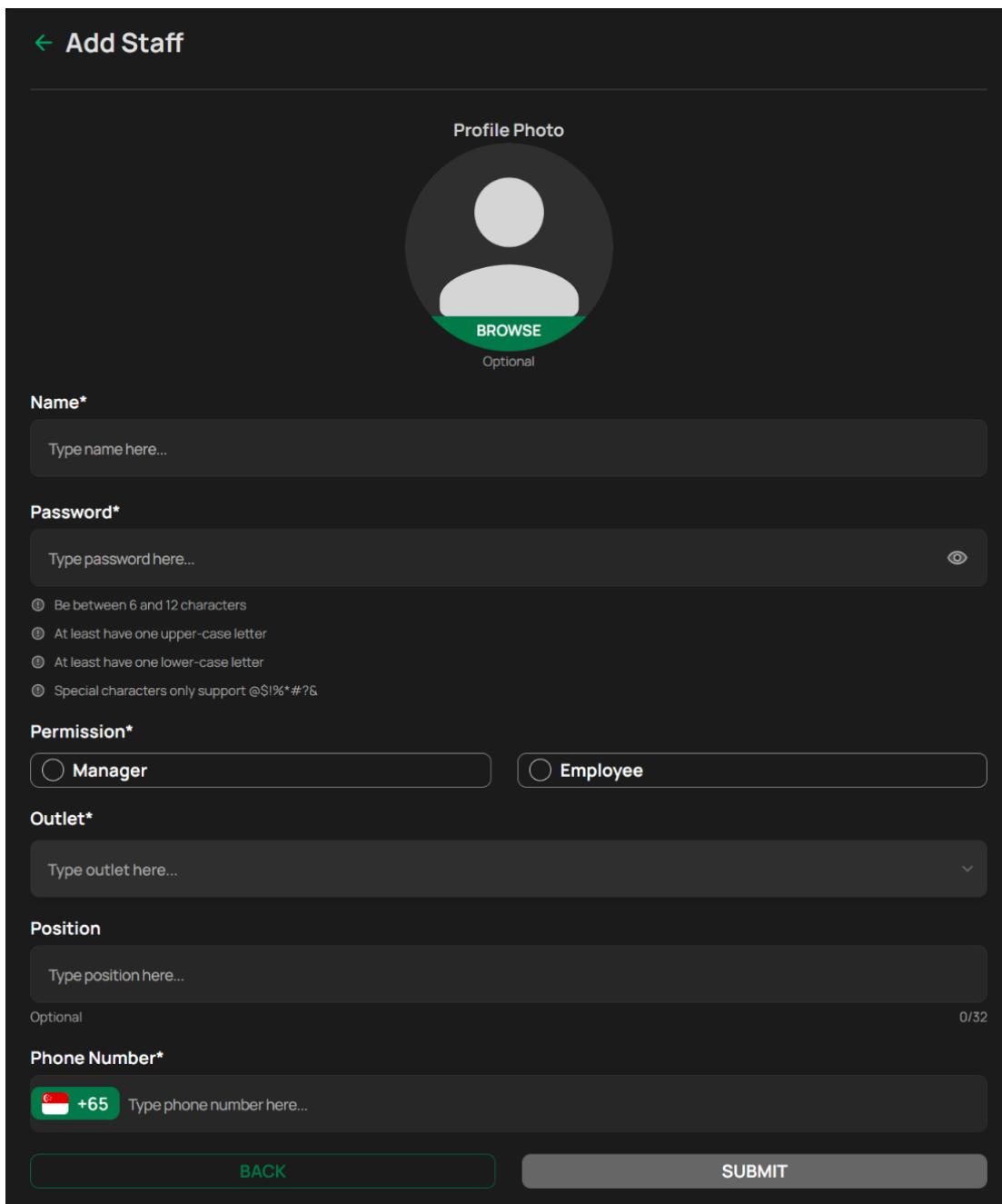
#### 4.2.5 Add Staff



Add Staff

To add a new staff, click 'Add Staff' button in the administrator's dashboard.

Provide the required information on the 'Add Staff' page. Then click 'SUBMIT' button.



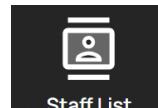
The screenshot shows the 'Add Staff' form with the following fields:

- Profile Photo:** A placeholder image with a 'BROWSE' button at the bottom. It is labeled 'Optional'.
- Name\***: An input field with placeholder text 'Type name here...'.
- Password\***: An input field with placeholder text 'Type password here...' and a visibility icon.
- Permission\***: Two radio buttons: 'Manager' (selected) and 'Employee'.
- Outlet\***: A dropdown menu with placeholder text 'Type outlet here...'.
- Position**: An input field with placeholder text 'Type position here...'.
- Phone Number\***: An input field with a Singapore flag icon, '+65', and placeholder text 'Type phone number here...'. It includes a character limit indicator '0/32'.
- Buttons:** 'BACK' and 'SUBMIT' at the bottom.

It's crucial to note that each staff's phone number must be unique. If the phone number entered for the new staff matches an existing staff, an error message will appear at the top as shown below. In this case, please provide a different phone number and submit again.

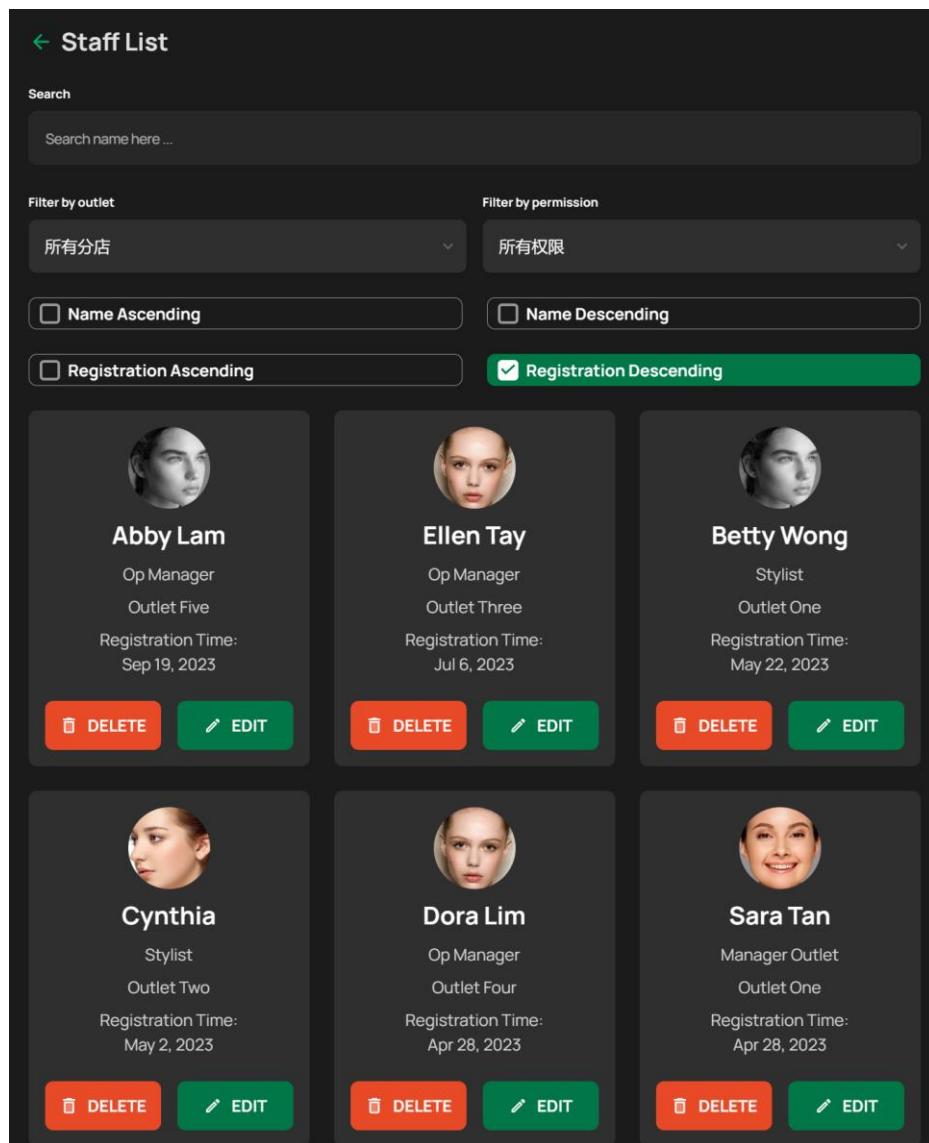


#### 4.2.6 Search and View Staff



Staff List

To view all staffs or search for a specific staff, click 'Staff List' button in the administrator's dashboard. On the 'Staff List' page, all staffs are initially displayed in descending order of registration time.



**Staff List**

Search: Search name here ...

Filter by outlet: 所有分店

Filter by permission: 所有权限

Sort Options:  Name Ascending,  Name Descending,  Registration Ascending,  Registration Descending

Staff Profile	Name	Title	Outlet	Registration Time	Action
	Abby Lam	Op Manager	Outlet Five	Sep 19, 2023	<button>DELETE</button> <button>EDIT</button>
	Ellen Tay	Op Manager	Outlet Three	Jul 6, 2023	<button>DELETE</button> <button>EDIT</button>
	Betty Wong	Stylist	Outlet One	May 22, 2023	<button>DELETE</button> <button>EDIT</button>
	Cynthia	Stylist	Outlet Two	May 2, 2023	<button>DELETE</button> <button>EDIT</button>
	Dora Lim	Op Manager	Outlet Four	Apr 28, 2023	<button>DELETE</button> <button>EDIT</button>
	Sara Tan	Manager Outlet	Outlet One	Apr 28, 2023	<button>DELETE</button> <button>EDIT</button>

You have the option to view the staffs in ascending or descending order of registration time or name by clicking on the various sorting options at the top. You can also search for a specific staff by entering their name in the text box.

### Staff List

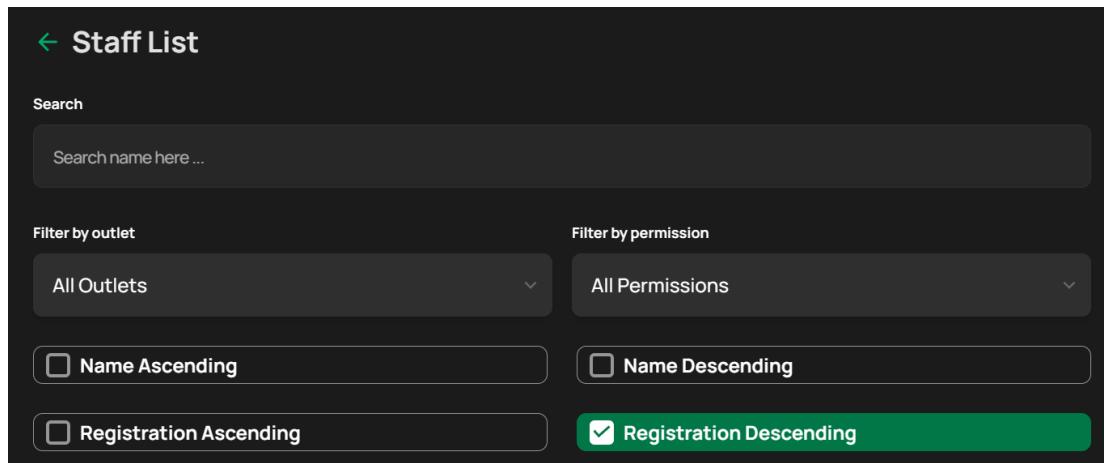
Search  
Search name here ...

Filter by outlet      Filter by permission

All Outlets      All Permissions

Name Ascending       Name Descending

Registration Ascending       Registration Descending



If you want to view staffs from a specific outlet, select the desired outlet from the 'Filter by outlet' dropdown menu. This will display only the staffs associated with the selected outlet.

### Filter by outlet

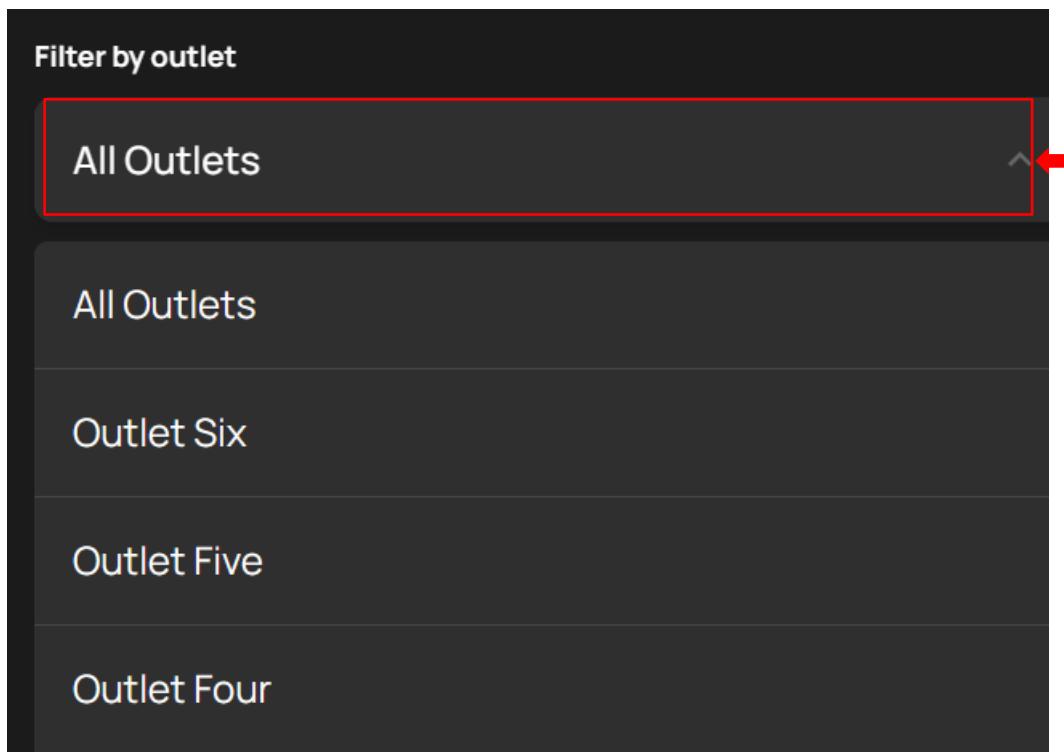
All Outlets

All Outlets

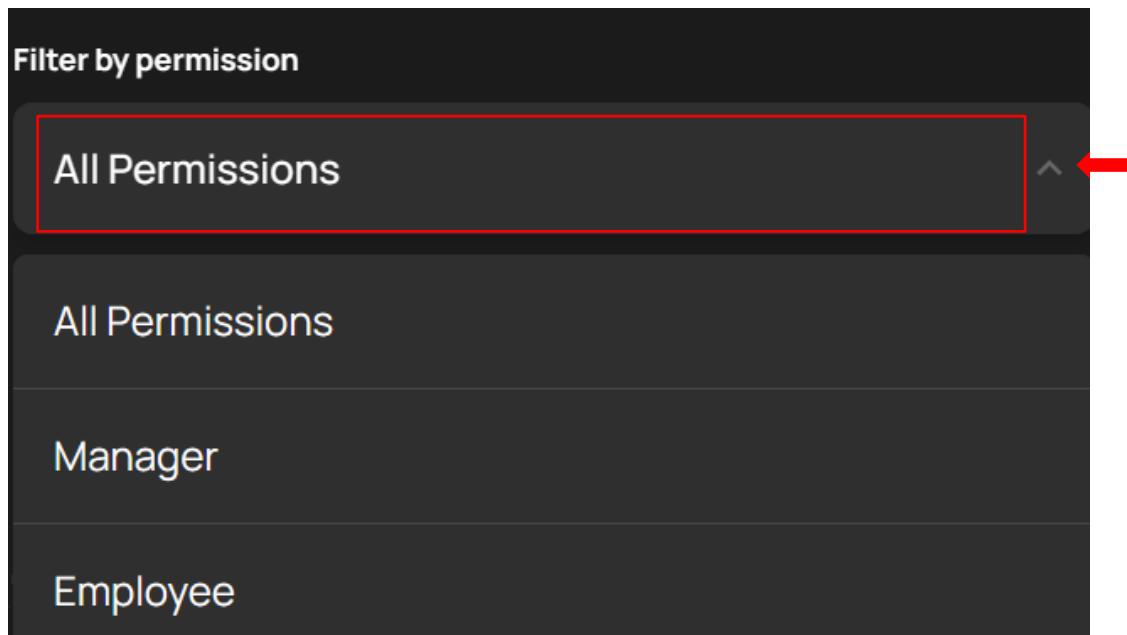
Outlet Six

Outlet Five

Outlet Four

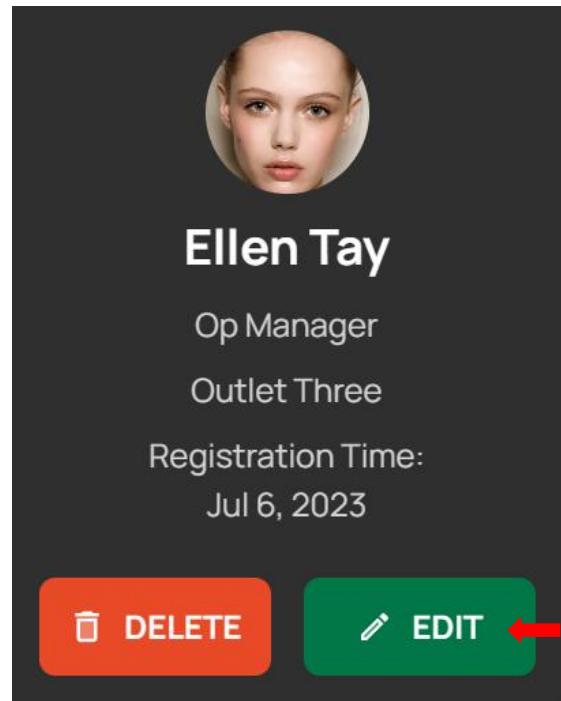


You can also filter staffs by their permission level (manager or employee) by selecting the desired permission level from the 'Filter by permission' dropdown menu. This will display only the staffs with the selected permission level.



#### 4.2.7 Edit Staff

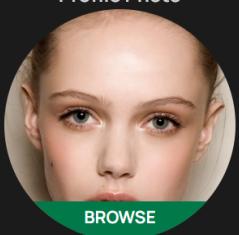
To update the information of a staff, click the 'EDIT' button on the staff's card.



On the 'Edit Staff' page, you can make changes to the fields you wish to update. Then click the 'SUBMIT' button and confirm the change.

### ◀ Edit Staff

**Profile Photo**



**BROWSE**

Optional

**Name\***

**Password\***

Only edit here when you want to update your password (eye icon)

- Be between 6 and 12 characters
- At least have one upper-case letter
- At least have one lower-case letter
- Special characters only support @!\$%^\*#?&

**Permission\***

Manager  Employee

**Outlet\***

**Position**

Optional 10/32

**Phone Number\***

+65 65650004 (checkmark icon)

BACK
SUBMIT

Please keep in mind that each staff's phone number must be unique. If you attempt to change a phone number to match another registered phone number, an error message will be displayed at the top as shown below.

⚠ Phone number is already registered

Please type another phone number.

X

#### 4.2.8 Delete Staff

To delete a staff, just click 'DELETE' button on the staff's card and confirm the deletion.

