

USER'S GUIDE FOR THE BUSINESS



Welcome to Mybarnite.com

We understand flexibility and strategic thinking is the key to successful business model in a competitive environment. You have made the right decision to join us to help drive your business forward.

This website is responsive to all mobile devices just like mobile apps while it offers fantastic user experience to your customers. It can also be used to search and process orders accordingly.

This document explains in detail all the nice features that are available to business users in mybarnite.com. It describes the navigation steps across the website with pictures of what to expect, how to use the application to maximise your business opportunity by telling your customers about your products and promotions you have, real time. It increases the volume of customers, drive sales up and make your business stand out and popular.

We have over 25000 thousands Pubs, Bars, Night Clubs, Lounges and Wine Bars readily available to be accessed via mybarnite.com.

Finding customers and showing them your products can be tedious and very expensive as technology will be required to do so. Mybarnite understands these problems. On our website, you can post Events and Menu Cards so that customers can see all your products on sales and the distance to your business.

To effectively use the website, follow the steps listed below, no more headaches about how to reach your customers or your customers finding you. Simply post your events and your menu on mybarnite.com and we spread the news to visitors through our integrated technology via social media such as Facebook, Twitter and Google in advance so customers can find you.

Step 1: Registration

Business user will have to sign-up as part of registration process to use the website. They can also search for their business by going to the sign-up page and select Find Your Business link. Let's us look at registration process.

To Sign-Up for the first time, go to the homepage and select Sign-up button. You will be redirected to complete a form where you will click on Business Owner Sign-up button. Please see figure 1.

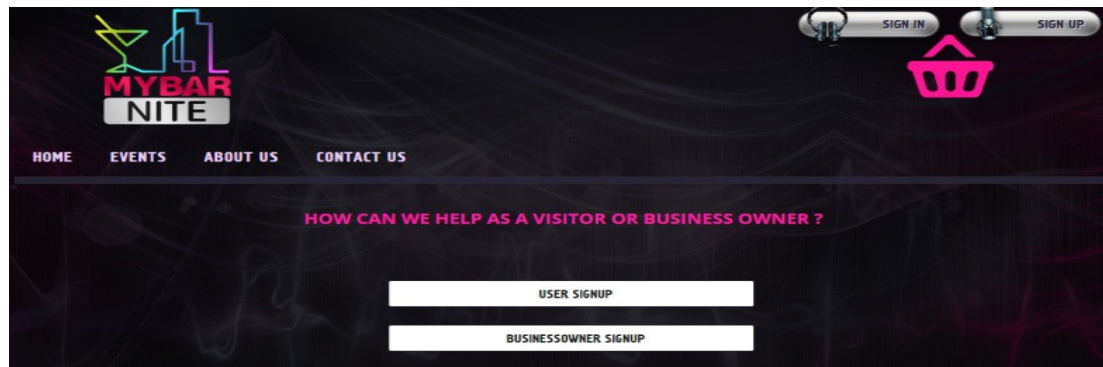


Figure 1

You must complete your registration form, when you are finished, click on Sign-up button to save your form. We will email you a link to verify your account.

Please check your email for a link to verify and confirm your account by clicking on the link. Sometimes email may get delayed due to network problems. Give it time and check again. Please see figure 2.

The image shows the 'BUSINESS OWNER SIGN UP' form. The title 'BUSINESS OWNER SIGN UP' is at the top left, and a pink button labeled 'CLAIM YOUR BUSINESS' is at the top right. The form has three input fields: 'OWNER NAME:' with a placeholder 'Owner Name...', 'EMAIL:' with a placeholder 'Email...', and 'PASSWORD:' with a placeholder 'Password...'. Below these fields is a 'SIGN UP' button.

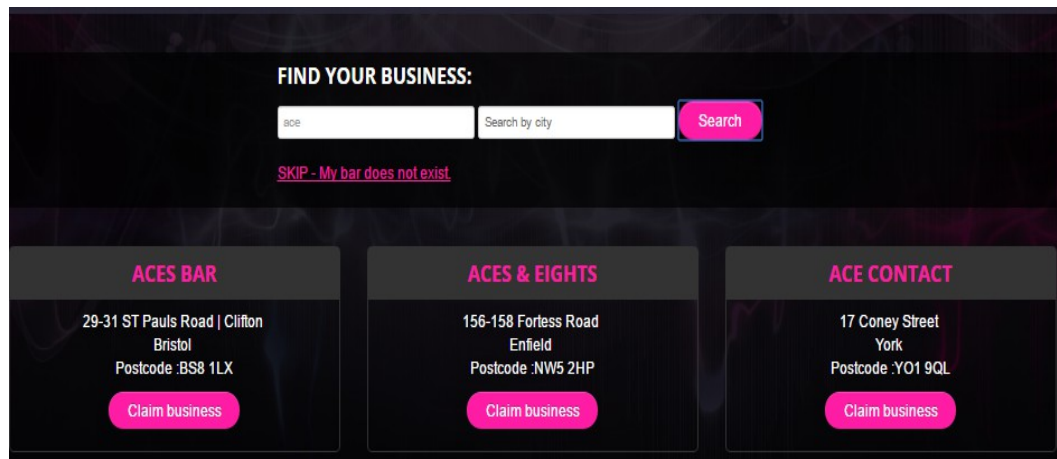
Figure 2

Or

We have created a link with the name **Find Your Business**. It enables the business owners to check whether their bar or bars exists in our

system, if you find your business in our system, simply click on claim business to registered.

This will take you to the following page where you can search for your business by NAME or CITY. Please see figure 3.



FIND YOUR BUSINESS:

ace Search by city Search

[SKIP - My bar does not exist](#)

ACES BAR	ACES & EIGHTS	ACE CONTACT
29-31 ST Pauls Road Clifton Bristol Postcode :BS8 1LX	156-158 Fortess Road Enfield Postcode :NW5 2HP	17 Coney Street York Postcode :YO1 9QL
Claim business	Claim business	Claim business

Complete the form and submit your proof of business ownership such as REGISTRATION CERTIFICATE and one form of identity so the we can verify your business.

If you have any questions, contact our customers support team or drop us an email if you need more information on the document so that we can assist you to complete the registration process.

Step 2: Business user Account Management

In this page, as a business owner you will have full right to be able to manage your account including performing administrative works such as posting events, uploading images, uploading menu cards for foods

and drinks, adding promotions on specific event or events including the duration of the promotions.

You will also able to track orders and sales real time via your account. Other features offered include managing your own administrative work such as creating staff account, updating, deleting including password reset functionality and more.

NOTE: In this page, you will be able to login and manage your account via web browser anywhere. However, for security reasons, it is advisable to use your personal laptop, desktop or any of your own mobile devices to ensure security of your account.

- a) Go to the homepage and select Sign-in.
- b) Select **SIGN-IN FOR BUSINESS OWNER** and login into your account. See figure 4.



Figure 4

c) **Business user Account Management**

After you have sign-in, there are varieties of features that are available for managing your account independently. Please see figure 5.

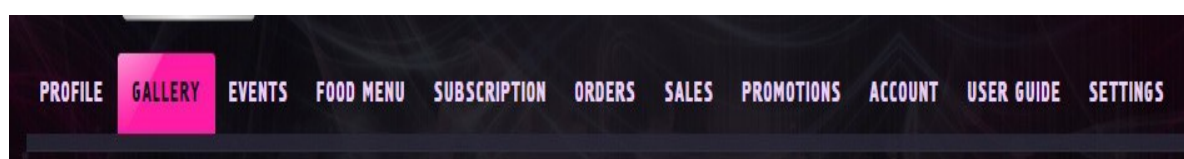


Figure 5

1. **PROFILE PAGE:** It enables you to make necessary changes to your account details.
2. **GALLERY PAGE:** It enables you to upload and change images as you like to attract more customers and boost your business brand. We believe pictures speak thousand words.
3. **EVENTS PAGE:** It allows you to post one or more events in advance. Select event type and post your events so that your customers can see what is happening in your business.
 - i. You will be able to review your event or events and make adjustment accordingly.
 - ii. You are able to add, update and delete events including setting entry fees. You can also make the event free to your customers as it suits your business or businesses.
4. **FOOD MENU PAGE:** You are able to upload your menu card for food and drink via your account independently at anytime so that your customers can see your products including all promotions.
5. **ORDER PAGE:** You are able to view and track your order history including your sales real time. This allows you to make

decisions about the selling products and stock up for the next customers.

6. **SALES PAGE:** You are able to track your sales overtime such as Total Sales up to date, Refund and Commission charges. If you are on Pay As You Go will be able to track your sales also real time.
7. **SUBSCRIPTION PAGE:** You have the flexibility to select from varieties of options regarding how you will be charged.

The following options are available:

- a) **Pay As You Go** - It gives you the flexibility to use **mybarnite.com** as needed to promote your business. You will be charged per transaction.
- b) **Monthly Subscription:** It allows you to post events for a period of one month on the website.
- c) **Quarterly Subscription:** It allows you to post events for a period of 3 months on the website.
- d) **Half-Yearly Subscription:** It allows you to post events for a period of 6 months on the website.
- e) **Yearly Subscription:** It allows you to post events for a period of 12 months on the website.

8. **PROMOTION PAGE:** Business user will be able to add, update and delete promotions as required.
 - a) Business will also be able to add discounts including the duration of discount.
 - b) Business will be able to generate coupon for your promotion directly from your account automatically including duration of promotions.
9. **ACCOUNT PAGE:** In this page you will be able to add your account number where you want us to transfer your funds or if you would like to receive your funds through an alternative payment method. Please can contact our customers support team about other options available.
10. **USER GUIDE PAGE:** It is important to read through this document as it guides you on how to manage your account. Please read carefully and follow the instructions to benefit from your subscription.
11. **SETTING PAGE:** Business user have the following options:
 - a) **Update Profile:** Business user will able to update their details. See figure 6.

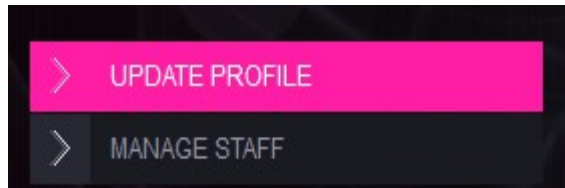


Figure 6

b) **Manage Staff:** Admin user able to manage their staffs account.

The tasks are as follows:

- i. Create account for their staffs and assign permission as required according to job description
- ii. Add Staff Member
- iii. Update and Delete Account

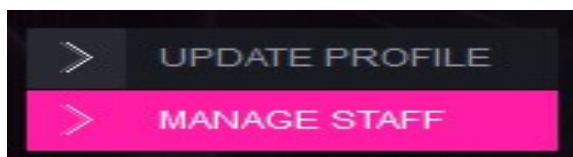


Figure 7

c) **Reset Password:** Admin will be able to reset user's password and make changes as required.

IMPORTANT

It is advisable to follow these instructions to benefit from the features offered by mybarnite.com website. It cannot be used to organise any pornographic, propaganda or racism event and activities.

mybarnite.com is an advertisement platform designed to enable businesses to reach wide audience/customers through our integrated social media platform. It also enables customers to connect and share news about their experiences during their visit to your bars/Pub/Night Club/wine Bars and Lounge.

This website can only be used for posting events and Menu cards so that your customers can see all these events happening in your business, the delicious assorted foods and drinks on sales and events.

. They are also able to share their experience real time via mobile devices on the spot with their colleagues, family and friends.



