iWent – Your event management Platform: User Manual

This manual is intended for all users: service providers and normal users.

Parts which are exclusively addressed to service providers are marked accordingly.

Inhaltsverzeichnis

Um was geht's?

**Registration**

All users have to register before they can use the platform.

Click on the button "Register a new profile" on the start/login page.

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You're required to choose a username, a password, and to enter your email address.

* The username has to be unique. You are informed, if the username is already taken.   
  **Attention:** You are not allowed to change your username afterwards, and the other users can see your username. Choose wisely!
* The password has to be at least 5 characters long and must contain at least one upper case letter, one lower case letter and one number. You must enter your password twice to confirm it.

Optionally, you can enter your postal address and phone number.

If you are a service provider, check the box "Register as service provider".

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**Login**

If you are a registered user, you can log in with your username and password on the start/login page.

If you are not registered 🡪 see "Registration".

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**Profile page: Edit profile, change password, delete profile, show your services**

You can reach your profile page by clicking the "person" icon in the upper right corner.

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Here, you can change your email address, postal address and phone number. Confirm your changes by clicking the button "save".

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To change your password, click the button "change password".

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Here you can enter your new password.

* The password has to be at least 5 characters long and must contain at least one upper case letter, one lower case letter and one number. You must enter your password twice to confirm it.

Click the button "save password" to save your new password.

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To delete your profile, click on "Delete Profile".

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You will be asked again, if you really want to delete your profile. If you click "Delete my Profile", your profile will be deleted completely.

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If you’re a service provider, all your services will be deleted as well.

**Attention:** The deletion can't be undone!

If you’re a service provider, you can click "Show my services" to show the services you added to the platform.

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If you click on "more", you can modify or delete the services you added to the platform.

🡪 see "Modify/delete a service"

**Finding a service: Search a service, featured service, make me a random party, book a service**

If you are looking for a service, click on the "magnifying glass" icon in the upper right corner.

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The window is divided in two parts. The upper part contains the search function, the lower part contains our "featured services".

You can enter any search string in the "What do you need?" text field and click on the button "Search".

The "featured services" contain special services selected by our platform managers. These services come from our most loyal and best service providers on the platform and are particularly recommended to you.

Search function

Book a service

Make me a random party

Confirmation

Create a service

Modify/delete a service