



Admin User Guide

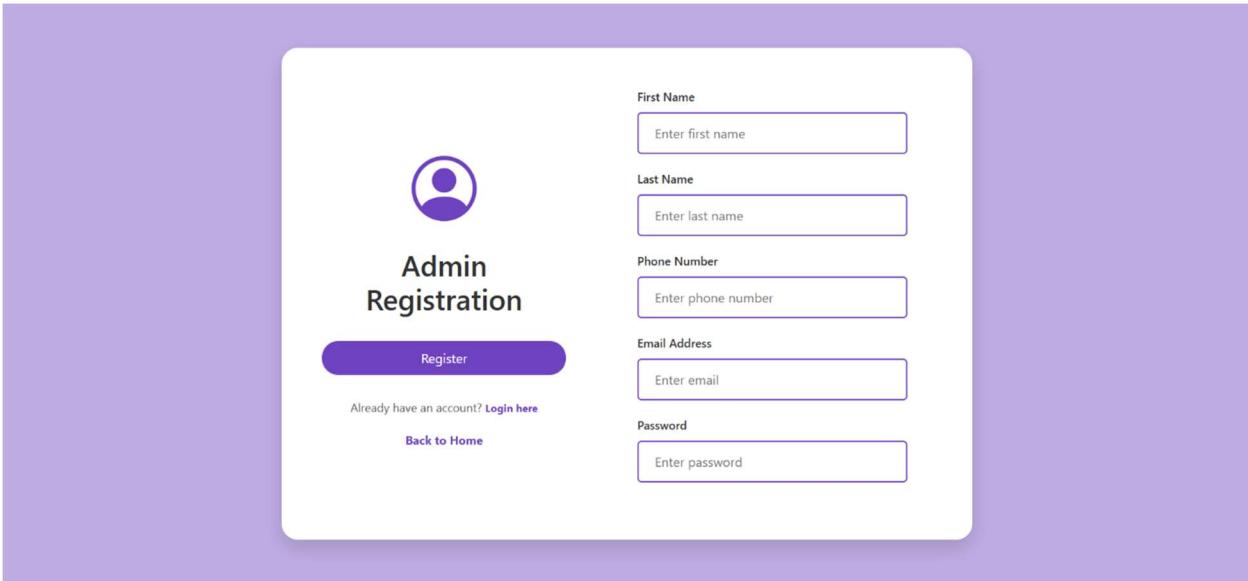
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Overview

The Admin Dashboard provides all management tools needed to operate the salon system efficiently. This includes managing appointments, staff, services, schedules, notifications, and attendance.

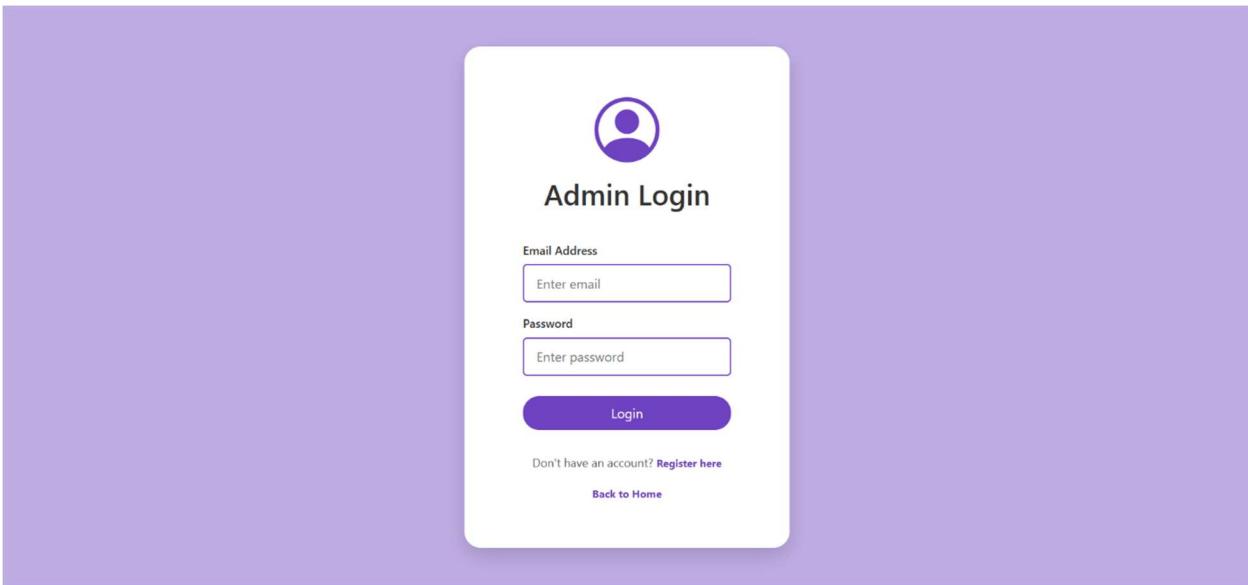
Registering a New Admin



If you're setting up the system for the first time or adding a new administrator:

1. Go to the Admin Registration page.
2. Fill out the form with:
 - o First Name & Last Name
 - o Email Address (must be valid)
 - o Password and Confirm Password
3. Click Register to save the admin account.
4. Once registered, you can proceed to login.

Logging In

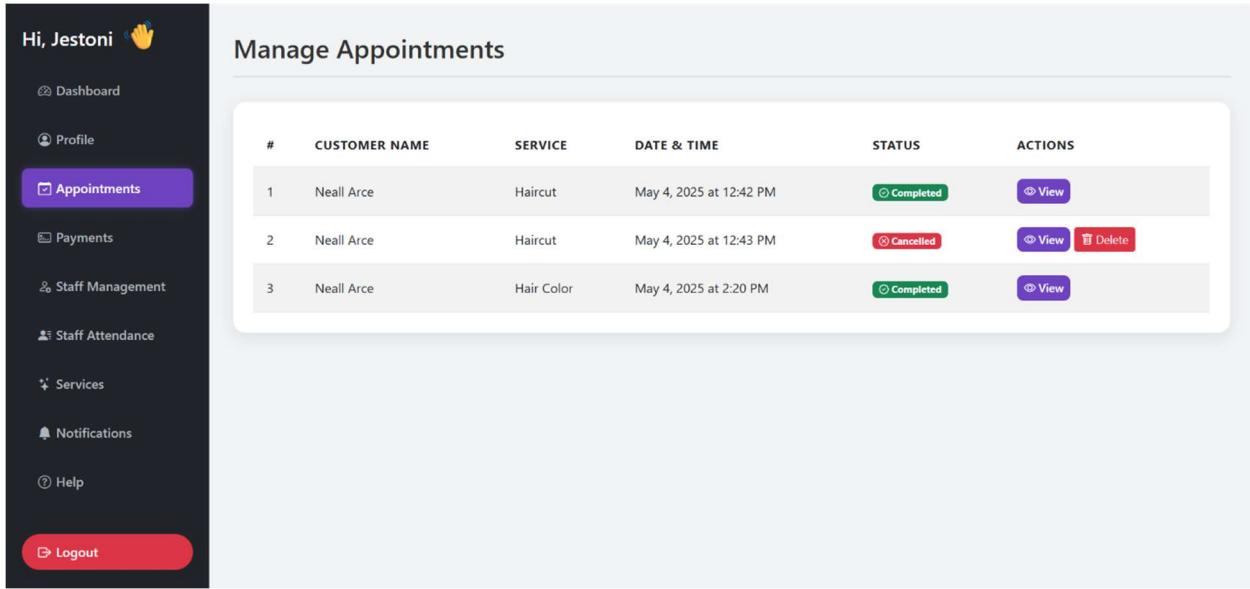


1. Visit the Admin Login page.
2. Enter your registered email and password.
3. Click Login to access the admin dashboard.

Admin Navigation Menu

Menu Item	Description
Dashboard	View a summary of system activity including total appointments, payments, and services.
Profile	View and update your admin account information (name, email, password, etc.).
Appointments	Manage customer appointments — view, confirm, and mark them as completed.
Services	Add, edit, or delete salon services shown to customers during booking.
Staff Management	Add, edit, or remove staff members.
Staff Attendance	Record daily attendance (Present or Absent) of staff.
Payment History	View completed payment records. Admins manually mark as paid.
Notifications	See updates for new appointments, status changes, and other admin alerts.
Help	Access support contact details and download the Admin User Guide.
Logout	Securely log out of the admin dashboard.

Managing Appointments



The screenshot shows a user interface for managing appointments. On the left is a dark sidebar with a welcome message "Hi, Jestoni" and a yellow hand icon. The sidebar contains links: Dashboard, Profile, Appointments (which is highlighted in purple), Payments, Staff Management, Staff Attendance, Services, Notifications, Help, and Logout. The main area is titled "Manage Appointments" and displays a table of three appointments:

#	CUSTOMER NAME	SERVICE	DATE & TIME	STATUS	ACTIONS
1	Neall Arce	Haircut	May 4, 2025 at 12:42 PM	 Completed	
2	Neall Arce	Haircut	May 4, 2025 at 12:43 PM	 Cancelled	 
3	Neall Arce	Hair Color	May 4, 2025 at 2:20 PM	 Completed	

- Appointments are listed with status: Pending, Confirmed, Completed, and Cancelled.
- Admins can:
 - View full details
 - Confirm pending appointments
 - Mark appointments as completed after service

 **Note: Admins cannot cancel or reschedule appointments directly.**

🔑 Managing Services

The screenshot shows a user interface for managing services. On the left is a dark sidebar with a user profile picture and name "Hi, Jestoni 🙋", followed by a list of navigation items: Dashboard, Profile, Appointments, Payments, Staff Management, Staff Attendance, Services (which is highlighted in purple), Notifications, Help, and Logout.

The main area is titled "Manage Services" and features a purple button "+ Add New Service". Below this are three service cards:

- Haircut**: An image of a man getting a haircut. Description: "Get a fresh new look with our stylish haircut tailored to your face shape." Price: PHP 100.00. Buttons: Edit (purple) and Delete (red).
- Hair Color**: An image of a hair color chart. Description: "Enhance your style with vibrant hair colors that last longer." Price: PHP 600.00. Buttons: Edit (purple) and Delete (red).
- Hair Brazilian**: An image of a person getting a hair treatment. Description: "Smooth, shiny, and frizz-free hair with our Brazilian treatment." Price: PHP 1500.00. Buttons: Edit (purple) and Delete (red).

- Navigate to Services to:
 - Add new services (name, description, price, image)
 - Edit existing services via modals
 - Delete services from the list

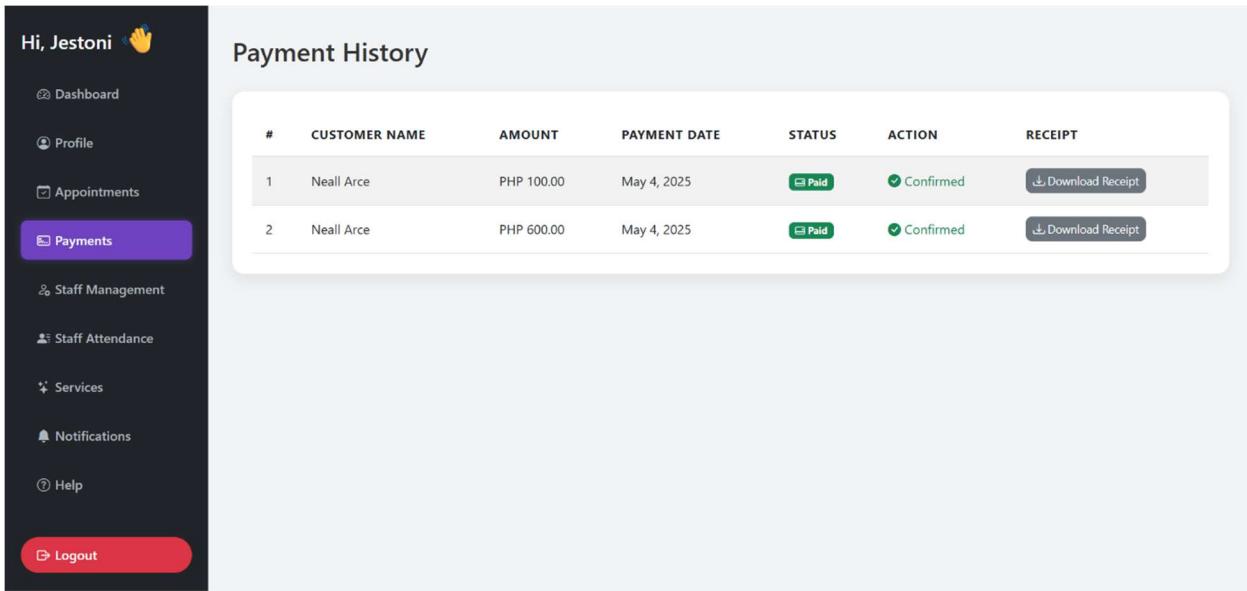
💻 Managing Staff

The screenshot shows a user interface for managing staff members. On the left is a dark sidebar with white text and icons. At the top of the sidebar is the greeting "Hi, Jestoni" with a yellow hand icon. Below it are links: "Dashboard", "Profile", "Appointments", "Payments", "Staff Management" (which is highlighted with a purple background), "Staff Attendance", "Services", "Notifications", "Help", and "Logout". The main area is titled "Manage Staff Members" and contains a table with two rows of staff information. The table has columns: #, NAME, ROLE, STATUS, EMAIL, PHONE, CREATED AT, and ACTIONS. Row 1: #1, Name Rhoswel Trinidad, Role Hairstylist, Status Active, Email BroCode@gmail.com, Phone 12345678911, Created April 30, 2025, Actions Edit (purple button) and Delete (red button). Row 2: #2, Name Jestoni Tolentino, Role Barber, Status Active, Email sample@gmail.com, Phone 09298726724, Created April 29, 2025, Actions Edit (purple button) and Delete (red button). Above the table is a purple button labeled "Add New Staff".

#	NAME	ROLE	STATUS	EMAIL	PHONE	CREATED AT	ACTIONS
1	Rhoswel Trinidad	Hairstylist	Active	BroCode@gmail.com	12345678911	April 30, 2025	<button>Edit</button> <button>Delete</button>
2	Jestoni Tolentino	Barber	Active	sample@gmail.com	09298726724	April 29, 2025	<button>Edit</button> <button>Delete</button>

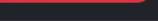
- Access the Staff page to:
 - Register new staff members
 - Edit staff details
 - Remove staff from the system

Payment Management



The screenshot shows a user interface for a payment management system. On the left is a dark sidebar with a yellow header "Hi, Jestoni" and a yellow hand icon. The sidebar contains the following navigation items:

-  Dashboard
-  Profile
-  Appointments
-  Payments (highlighted in purple)
-  Staff Management
-  Staff Attendance
-  Services
-  Notifications
-  Help



The main content area is titled "Payment History". It features a table with the following data:

#	CUSTOMER NAME	AMOUNT	PAYMENT DATE	STATUS	ACTION	RECEIPT
1	Neall Arce	PHP 100.00	May 4, 2025	 Paid	 Confirmed	 Download Receipt
2	Neall Arce	PHP 600.00	May 4, 2025	 Paid	 Confirmed	 Download Receipt

- This system is for walk-in customers only.
- After the appointment, the admin manually updates the appointment's payment status to "Paid" once the walk-in payment is confirmed.
- Payment status is shown in the Appointments section of the dashboard.
- This ensures accurate records for both completed and unpaid appointments.

⌚ Staff Attendance

The screenshot shows a user interface for managing staff attendance. On the left is a dark sidebar with a welcome message "Hi, Jestoni 🙋‍♂️" and a navigation menu. The menu items include Dashboard, Profile, Appointments, Payments, Staff Management, Staff Attendance (which is highlighted with a purple background), Services, Notifications, Help, and Logout. The main content area is titled "Staff Attendance for May 4, 2025". It features a table with columns: #, NAME, PRESENT, ABSENT, and STATUS. There are two rows: one for Jestoni Tolentino (status -) and one for Rhoswel Trinidad (status -). Each row has a radio button under PRESENT and ABSENT. A "Save Changes" button is located at the bottom right of the table.

#	NAME	PRESENT	ABSENT	STATUS
1	Jestoni Tolentino	<input type="radio"/>	<input type="radio"/>	-
2	Rhoswel Trinidad	<input type="radio"/>	<input type="radio"/>	-

Save Changes

- Go to Staff Attendance:
 - Mark each staff member as Present or Absent
 - Click Save Changes
 - Optionally Generate Attendance Sheet (PDF)

✓ Data is saved to a dedicated `staff_attendance_records` table.

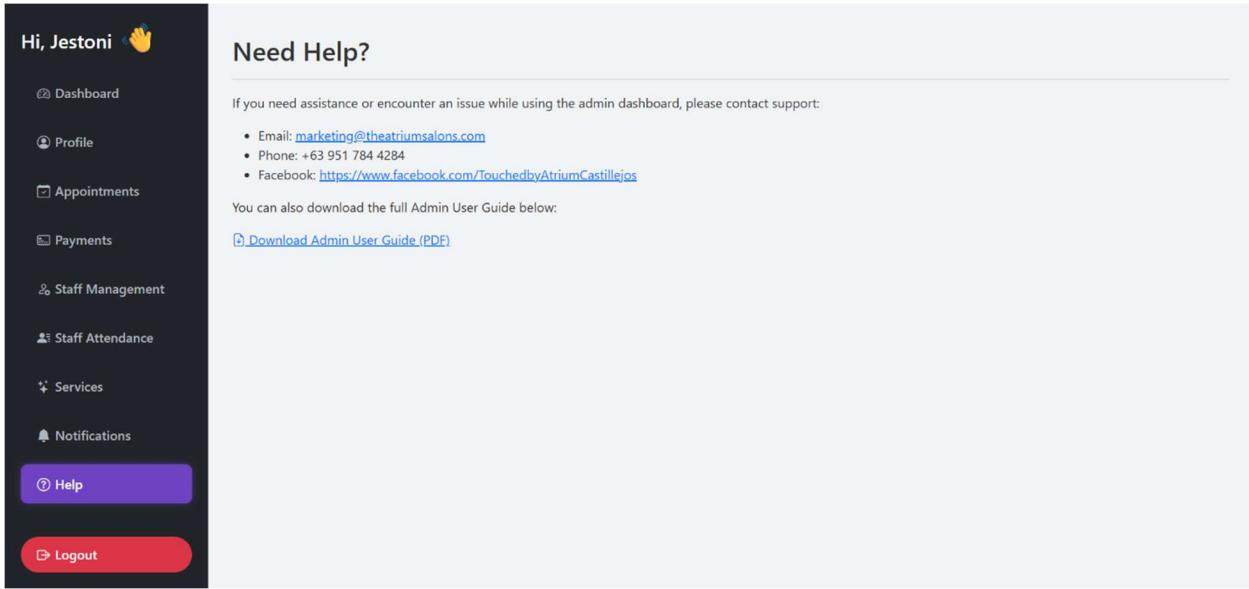
🔔 Notifications

The screenshot shows a user interface for a notifications page. On the left is a dark sidebar with a yellow bell icon and the text "Hi, Jestoni". Below this are several menu items: Dashboard, Profile, Appointments, Payments, Staff Management, Staff Attendance, Services, and Notifications (which is highlighted with a purple background). At the bottom of the sidebar are Help and Logout buttons. The main content area has a header "Notifications" and a sub-header "Recent Notifications". A table lists ten notifications, each with a small colored icon (yellow or red), a description, and a timestamp. The notifications are as follows:

Notification	Date
🟡 Neall Arce has booked a new appointment on 2025-05-04 at 14:20.	May 4, 2025 / 2:19 PM
🔴 Neall Arce has cancelled their appointment for Haircut on 2025-05-04 at 12:43:00.	May 4, 2025 / 12:42 PM
🟡 Neall Arce has booked a new appointment on 2025-05-04 at 12:43.	May 4, 2025 / 12:42 PM
🟡 Neall Arce has booked a new appointment on 2025-05-04 at 12:42.	May 4, 2025 / 12:41 PM
🔴 Neall Arce has cancelled their appointment for Haircut on 2025-05-04 at 12:41:00.	May 4, 2025 / 12:40 PM
🟡 Neall Arce has booked a new appointment on 2025-05-04 at 12:41.	May 4, 2025 / 12:40 PM
🔴 Neall Arce has cancelled their appointment for Haircut on 2025-05-04 at 12:37:00.	May 4, 2025 / 12:38 PM
🟡 Neall Arce has booked a new appointment on 2025-05-04 at 12:37.	May 4, 2025 / 12:38 PM
🟡 Neall Arce has booked a new appointment on 2025-05-04 at 12:38.	May 4, 2025 / 12:37 PM

- Visit Notifications to view:
 - Booking updates
 - Confirmations
- Notifications are stored in the database and shown dynamically.

Help & Support



The screenshot shows the left sidebar of the Admin Dashboard with a dark theme. The sidebar includes links for Dashboard, Profile, Appointments, Payments, Staff Management, Staff Attendance, Services, Notifications, Help (which is highlighted in a purple box), and Logout. The main content area has a light gray background and features a heading "Need Help?". Below it, a message says: "If you need assistance or encounter an issue while using the admin dashboard, please contact support:" followed by a bulleted list: "Email: marketing@theatriumsalons.com", "Phone: +63 951 784 4284", and "Facebook: <https://www.facebook.com/TouchedbyAtriumCastillejos>". It also mentions a link to download the Admin User Guide.

- Click Help in the sidebar to:
 - View contact support info:
 - Email: marketing@theatriumsalons.com
 - Phone: +63 951 784 4284
 - Facebook: [facebook.com/TouchedbyAtriumCastillejos](https://www.facebook.com/TouchedbyAtriumCastillejos)
 - Download this User Guide as a PDF.

Best Practices

- Log out after every session.
- Regularly review appointments and mark them accordingly.
- Keep service and staff records updated.
- Record staff attendance daily for accurate tracking.

Troubleshooting

Problem	Solution
Can't log in	Check credentials or contact system admin.
Appointments not updating	Refresh the page; check database connection.
Notifications not showing	Confirm if new bookings or changes exist for the current session.