



# USER MANUAL

VERSION 1.0

FOR VENDORS

SAVANA SOLUTION Kalvermarkt 53, 2nd floor.

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## Create a Business Account



1. To create a business account press “+Add Your Business”.
2. You will get this screen.
3. Here you need to fill in all the fields and accept the terms & conditions.
4. Once you have clicked the submit button you will receive an email on the given email (check spam).
5. Once you open the email you will see a “Reset Password” button.
6. Once you have clicked the button a new window will open when you can add your password.
7. Follow the Login instructions.

Vendor registration form

Tap into a new market. Get new customers from easyforsure. Join easyforsure.com by filling up your registration details below and get started.

First name \*  First name Last name \*  Last name

Phone/Mobile \*  Phone/Mobile no. Email \*  Email

\* Required Fields

By Clicking this box you accept the terms & conditions of easyforsure.com.

## Login

Login is for both vendors and customers. **Note:** Do not use the same password for both accounts.



1. To Login press “Sign up/Login” button.
2. Fill in your Login detail in the screen that pop up.

Easyforsure

Login to your easyforsure account

expatstimes@gmail.com

\*\*\*\*\*

Keep me signed in

[Forgot password?](#)

Sign in with your social account

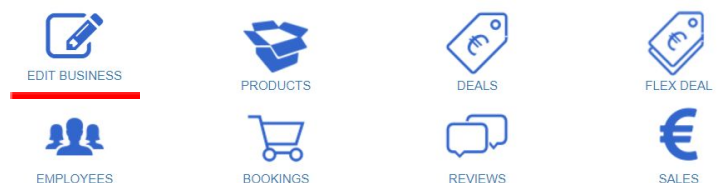
No account yet? Register now

## How to add your business

1. Start by clicking the button “+Add Business”
2. You will be redirected to the add business page on your profile.
3. Make sure to fill in all the required details:
  - a. Press search after adding your business postal code.
  - b. Add your business/house number.
  - c. Add various types of images corresponding to the subtext.
  - d. Add your opening hours during Weekdays and Weekends.
4. Recheck all the required fields.
5. Press submit after recheck.
6. Your business will be accepted after 3-5 business days, followed by an email notification.

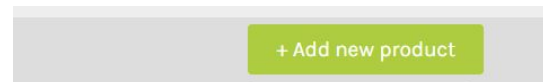
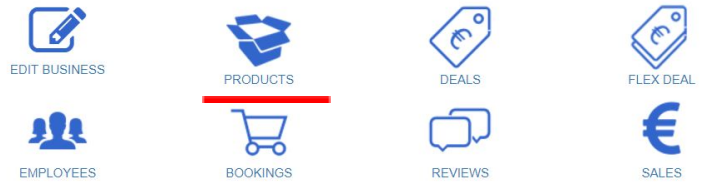
## Editing your business

1. Navigate to your “My Business” page and click on “Edit Business”.
2. A similar layout as the “Add Business” page will pop up.
3. Here you can edit all your business information, in the end do not forget to check all the data, and press “Submit”.
4. After you submitted the data, we need to accept the changes that you have made.



## Adding Products

1. Navigate to your “My Business” page and click on “Products”.
2. Then press “+Add new product”.
3. The following page will open.
4. Here you can add the product:
  - a. Choose a category the product falls under.
  - b. Add the name, price, and duration of the product.
  - c. You can now choose whether you want your product to be bookable this way people can plan their booking in our agenda or buy a coupon and come anytime they want.
  - d. Afterward choose the category display name, this is the category name shown in your account.
  - e. Then choose whether you want to give a description of your product or not
  - f. You can also assign staff members to the product.
  - g. In the end you can also add extra information if needed.
  - h. Confirm by clicking the “Submit” button.
5. To add more products, you repeat steps 1 to 4



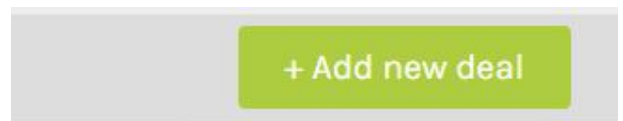
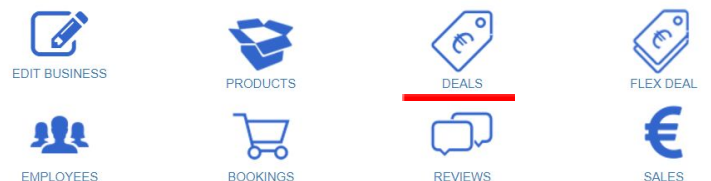
Search:

Product details Back

Sub category	<input type="text" value="Select Sub Category"/>	Category display name	<input type="text"/>
Product name	<input type="text" value="Product name"/>	Product Description	<input type="text"/>
Product price (€)   time (min)	<input type="text" value="Product price"/>   <input type="text" value="Product time"/>	Max. no. of product per slot	<input type="text" value="unlimited"/> <input checked="" type="checkbox"/> Unlimited
Bookable	<input type="text" value="Yes"/>	Staff	<input type="text" value="Nothing selected"/>
Product availability time	Open time - Close time	Extra	<input type="text" value="Add"/>
<input checked="" type="checkbox"/> Weekdays	<input type="text" value="08:00 - 18:00"/>		
<input checked="" type="checkbox"/> Weekend	<input type="text" value="08:00 - 18:00"/>		
<input type="button" value="Add product"/>			

## Adding a (Discount) deal

1. Navigate to your “My Business” page and click on “Deals”.
2. Then press “+Add new deal”.
3. The Following page will open.
4. Here you can add a deal:
  - a. Enter the name of the deal, only you will be able to see this name.
  - b. Add the start and end date of the deal.
  - c. Choose between a fixed price or a percentage discount.
5. When you are done press the “Submit” button for the deal’s creation.



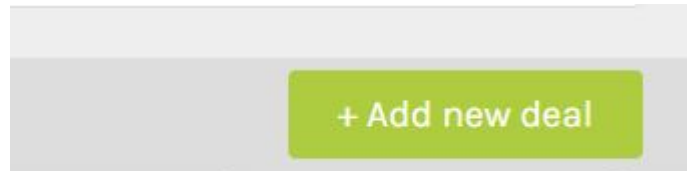
Search:

Deal details Back

Deal name	<input type="text" value="Deal name"/>	Discount	<input checked="" type="radio"/> Fixed <input type="radio"/> Percentage <input type="text" value="Discount amount"/>
Select deal status	<input type="text" value="Enable"/>	Products incl. in deal	<input type="text" value="Nothing selected"/>
Deal start and end date	<input type="text" value="12-07-2017 - 12-07-2017"/>		
<input type="button" value="Submit"/>			

## Adding a flex (package) deal

1. Start in “My Business” page and press “Flex Deal”.
2. Press “+Add new deal” and the “Flex Deal” page will come up:
  - a. Enter the name of the flex deal.
  - b. Choose the start and end date of the deal.
  - c. Enter the amount of deals that you want to have available.
  - d. Choose the availability length of the coupon, by date or by amount of days.
  - e. Fill in a description of the deal.
  - f. Choose the products you would like in the deal; you can also have multiple products included in the deal.
  - g. Then enter the deal price.
3. And press “Submit” to activate the deal.



Search:

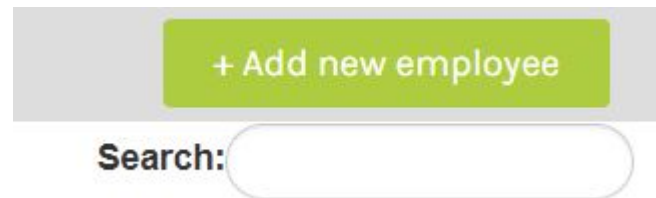
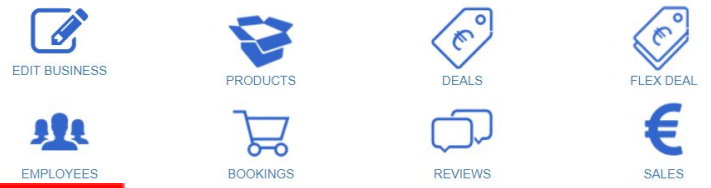
Flex deal details Back


<p><b>Deal name</b></p> <p><b>Deal start and end date</b></p> <p><b>No. of deals</b></p> <p><b>Coupon validity type</b></p> <p><b>Coupon Valid till Date</b></p> <p><b>Deal status</b></p> <p><input type="button" value="Submit"/></p>	<p>Deal name: <input type="text"/></p> <p>Deal start and end date: 12-07-2017 - 12-07-2017</p> <p>No. of deals: <input type="text"/> Unlimited</p> <p>Date: <input type="text"/></p> <p>Coupon valid till date: <input type="text"/></p> <p>Enable: <input type="checkbox"/></p>	<p><b>Description</b></p> <p>Description: <input type="text"/></p> <p><b>Products incl. in deal</b></p> <p>Nothing selected</p>
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S.No	Product Name	No of Coupon	Actual Cost	Total
1	Product 1	<input type="text" value="1"/>	<input type="text" value="30.00"/>	<input type="text" value="30.00"/>
2	Product 2	<input type="text" value="1"/>	<input type="text" value="40.00"/>	<input type="text" value="40.00"/>
Total		<input type="text" value="2"/>		<input type="text" value="70.00"/>
<b>Deal Price</b>				<input type="text" value="Enter Deal Price"/>

## Adding employees

1. Start in “My Business” page and press “Employees”.
2. Press “+Add new employee”:
  - a. Enter the name of the employee.
  - b. Add a picture if necessary, it is not mandatory.
  - c. Choose the dates and hours your employee works.
3. Once finished press “Add new staff” to submit.



Employee name	<input type="text" value="Staff name"/>	Employee availability time	Open time - Close time
Employee Image	 Add Photo	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Weekend	15:00 - 23:00 <input type="range"/> 15:00 - 23:00 <input type="range"/> 15:00 - 23:00 <input type="range"/> 15:00 - 23:00 <input type="range"/> 17:00 - 23:00 <input type="range"/>
<input type="button" value="Add new staff"/>			