TUIP⦿INT

SMART QUEUING

SETUP GUIDE FOR BARBERSHOP OWNERS

Sign Up Now

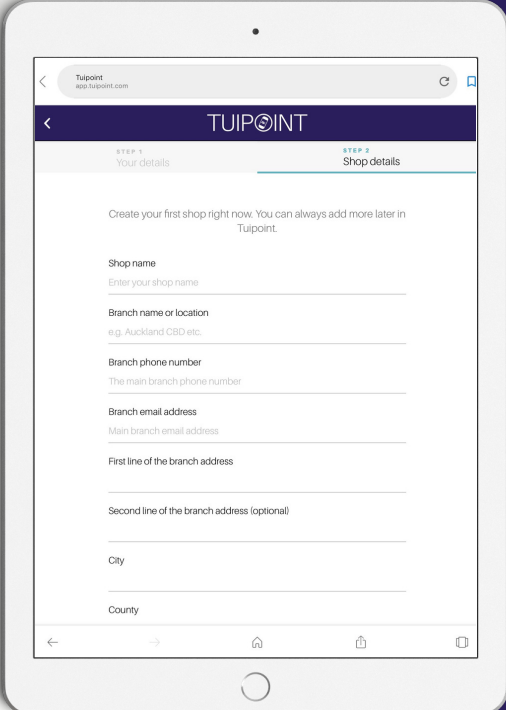In your preferred browser go to www.tuipoint.com and click on the BUSINESS OWNERS button.
Click LOGIN/REGISTER on the next page and then click Sign Up Now.

Under Step 1 - Your details, enter the details for the Shop Administrator Account and click "CONTINUE".

Shop Details

Under Step 2 - Shop details - enter the name of your Barbershop and then the Branch or local area name. Fill out the shop address details including your County, State or Regional name.

TUIPOINT

Create your first shop right now. You can always add more later in Tuipoint.

Shop name
Enter your shop name

Branch name or location
e.g. Auckland CBD etc.

Branch phone number
The main branch phone number

Branch email address
Main branch email address

First line of the branch address

Second line of the branch address (optional)

City

County

Shop Details cont.

Under Step 2 - Shop details - enter your Postcode and then Select your time zone from the drop down list.

Check/click the "I agree to the Tuipoint Licence Agreement and Privacy policy" and finally click on the CREATE ACCOUNT & SHOP button.

Shop Dashboard

Once you have created your Account and Shop your Dashboard screen will appear displaying two buttons, Staff and Admin.
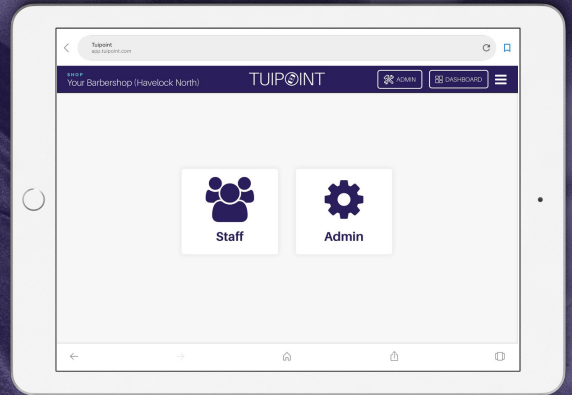
Admin Screen

Click on the Admin button, enter you password, and your full Administration screen will appear. This is where the operational details of your shop can be set up and edited in the future.
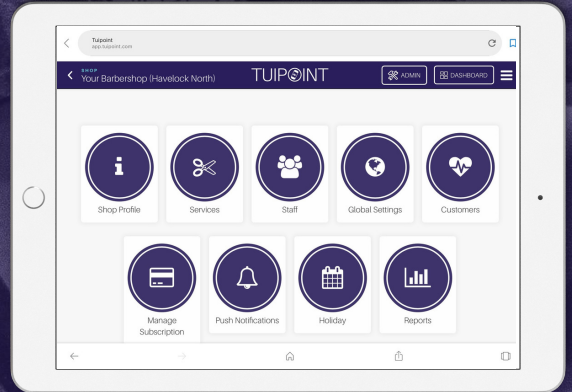
Shop Profile

Click "Shop Profile" a box will appear called
"Edit Shop Profile Information".
Under the tab "General Information" all of your
registration details will be displayed, simply check
that they are all correct.

Shop Opening Hours

Next click on the "Opening Hours" tab at the top of this page to the right of General Information.

Click Yes for all the days your shop is open and set the opening and closing times for each day, please note that all times are shown using the 24 hour clock.

Click "Update Opening Hours" to SAVE, this will confirm with a "Shop Updated" popup, click OK and you will return to the main Admin screen.
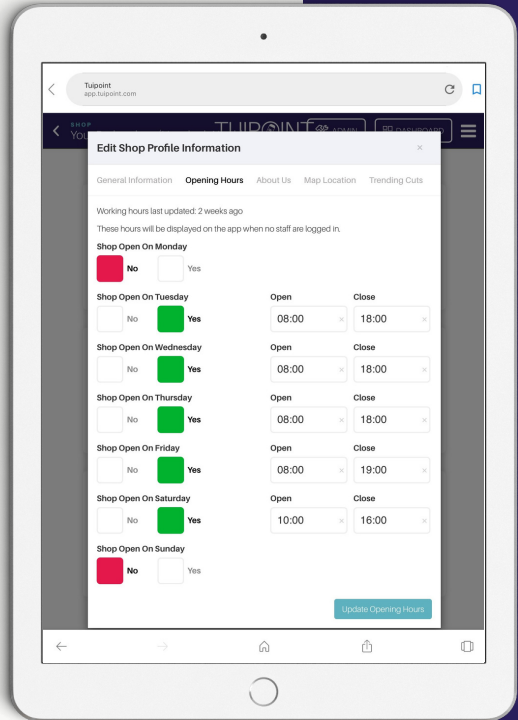
About Us
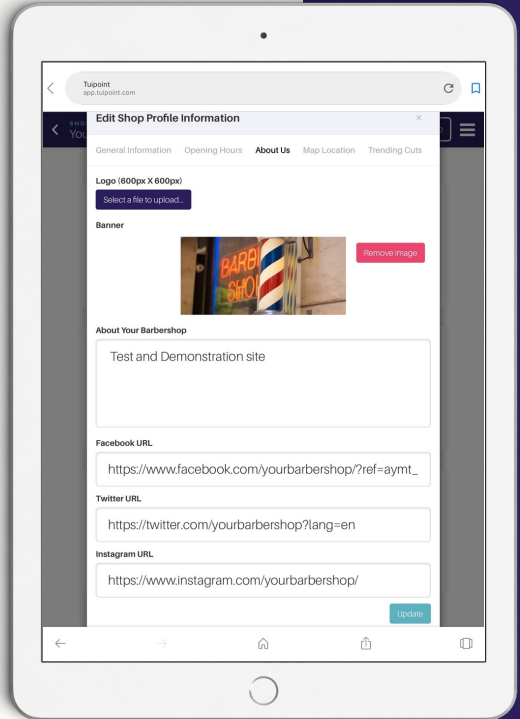
Click the "Shop Profile" button once again and then select the "About Us" tab next to Opening Hours. There are six fields available where you can add detail about your Barbershop.

Add your logo - the ideal size is 600px X 600px.
Add an image (banner) that reflects your Barbershop, an internal or outside view, barbers in action, whatever your choose - ideal size is 660px X 310px.

You can add your story (About your Barbershop) you could include details about how long you've been in business, your barbering history, staff profiles, interesting facts etc. Add your Facebook URL, add your Twitter URL and Add your Instagram URL. Click Update to SAVE

Tuipoint
app.tuipoint.com

Edit Shop Profile Information

General Information   Opening Hours   About Us   Map Location   Trending Cuts

Logo (600px X 600px)
Select a file to upload...

Banner

Remove image

About Your Barbershop
Test and Demonstration site

Facebook URL
https://www.facebook.com/yourbarbershop/?ref=aymt_

Twitter URL
https://twitter.com/yourbarbershop?lang=en

Instagram URL
https://www.instagram.com/yourbarbershop/

Update

Your Map Location

The final step under Shop Profile is to "Update your location on the Tuipoint map".

Simply click and drag your icon on the map to change your barbershop location. Zoom in or out to ensure you confirm the exact location and then be sure to click "UPDATE LOCATION".

Click the Admin button to return to the Admin screen.
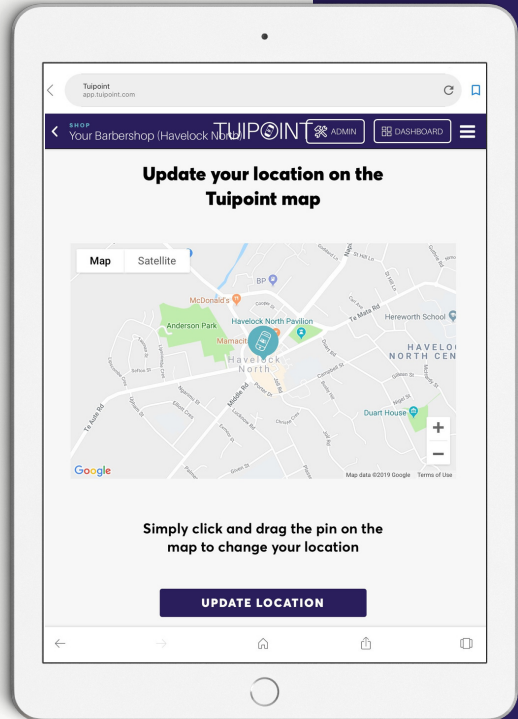
Add New Service

Click "Services" the next button in the Admin screen, here you can add all of the services you offer to your customers.

Click the "Add New Service" button.
It is recommended that you load your services in order of popularity as this is how they will be displayed in the App.

Enter the "Service Name", it can be as short or as detailed as you would like and will be displayed in full on the App.
Enter the time the service will take (on average) and then the price you charge for that service.
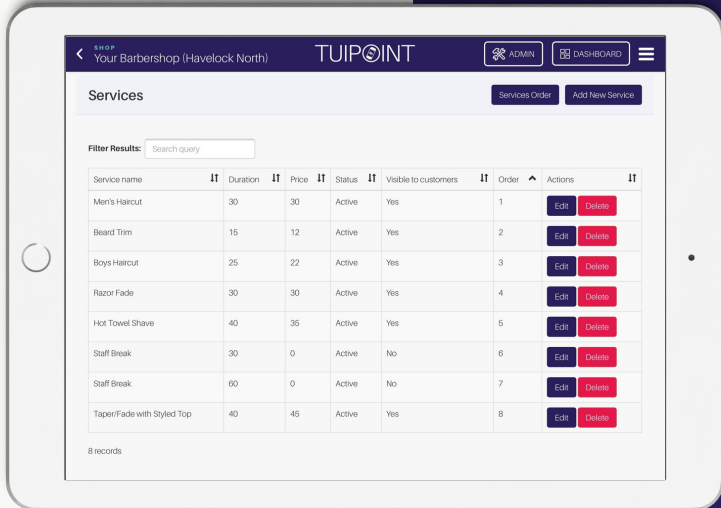
Status defaults to Active, if in the future you wish to deactivate a particular service (rather than delete it) then it can be set to Inactive.
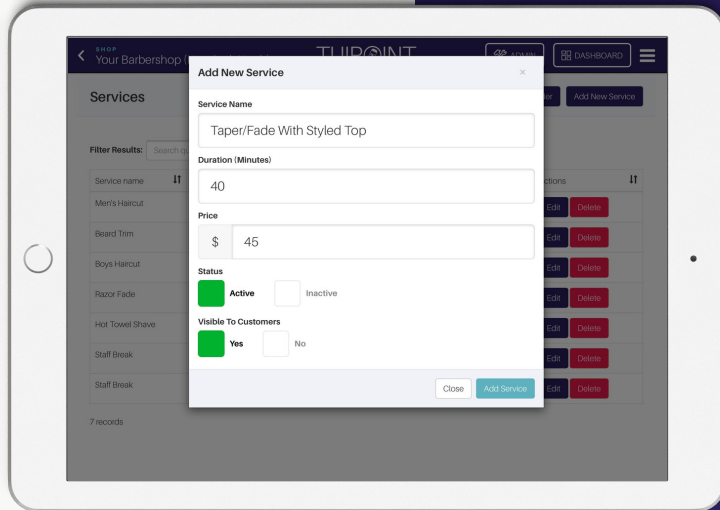
Confirm Services

This is also where you can add a Lunch Break as a service, it will have a time but no cost and by selecting No under the "Visible To Customers" tab it will not show as an available service but will be displayed in the Lobby queue and will insert a corresponding length of time.

Once all services are entered check each line has all the correct details and use the Edit button to update if necessary. Click the "Admin" button to return to the main Admin screen

SHOP Your Barbershop (Havelock North)   TUIP⊙INT   ✄ ADMIN   ▦ DASHBOARD   ☰

Services

Services Order   Add New Service

Filter Results: Search query

| Service name	Duration	Price	Status	Visible to customers	Order	Actions
Men's Haircut	30	30	Active	Yes	1	Edit Delete
Beard Trim	15	12	Active	Yes	2	Edit Delete
Boys Haircut	25	22	Active	Yes	3	Edit Delete
Razor Fade	30	30	Active	Yes	4	Edit Delete
Hot Towel Shave	40	35	Active	Yes	5	Edit Delete
Staff Break	30	0	Active	No	6	Edit Delete
Staff Break	60	0	Active	No	7	Edit Delete
Taper/Fade with Styled Top	40	45	Active	Yes	8	Edit Delete

8 records

Add Your Staff

Next click the "Staff" button in the Admin screen, the Staff Management window will display. Here you can add your barbers, click the "Add New Staff Member" button. Enter their details and confirm if they have Admin Access or not - the default is No.

When complete click "Add Staff Member".

Using their own login details each barber can personalise with a chosen photograph.

Once all staff have been loaded and saved next the services they can complete and their days of work need to be confirmed.
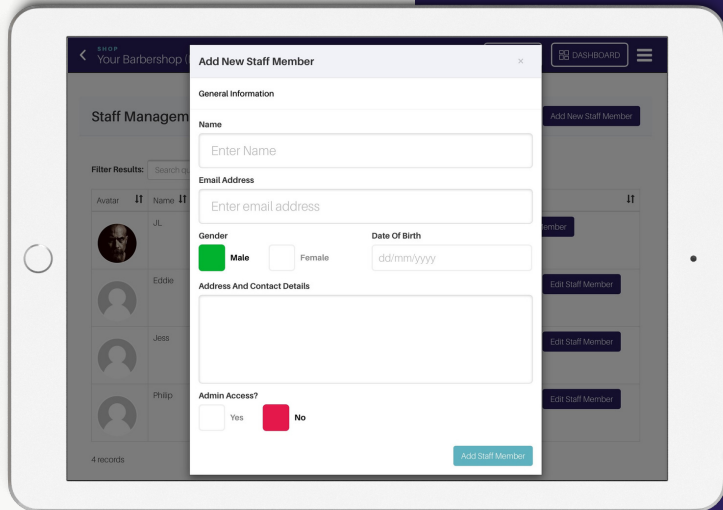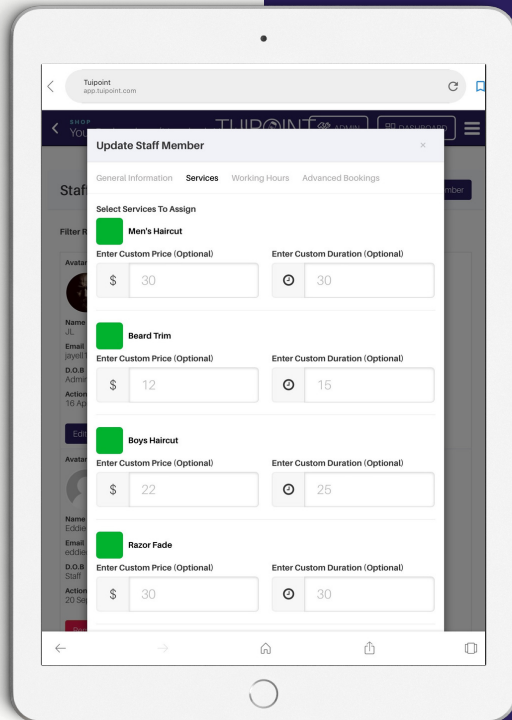
Add Staff Services

While still in the Staff Management screen click on "Edit Staff Member" and then on the Services tab at the top of the screen.

Click on each service that this barber performs from your services menu. This is also where you can customise price and time settings by service by barber to reflect experience or expertise.

When completed scroll to the bottom and click "Update Services", do this for each team member.

Add Staff Hours

While still in the Staff Management screen once again click on "Edit Staff Member" and then on the Working Hours tab at the top of the screen.

Click Yes for each day that particular staff member works and set the time that their shift ends on each of those days.

When all data has been entered click "Update Working Hours".
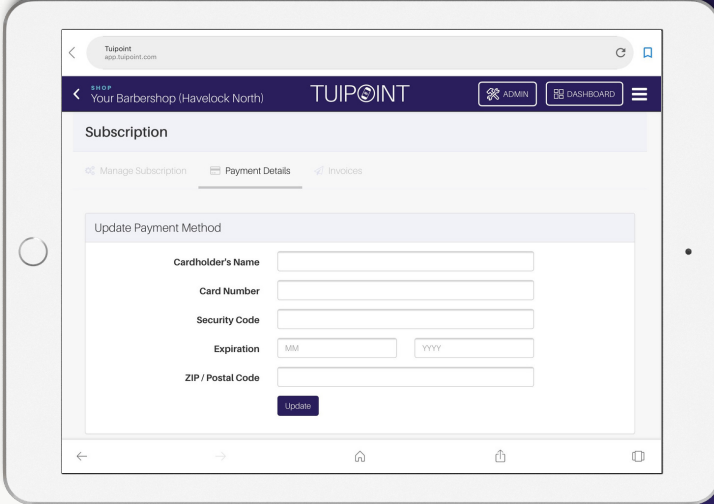
Do this for all team members.
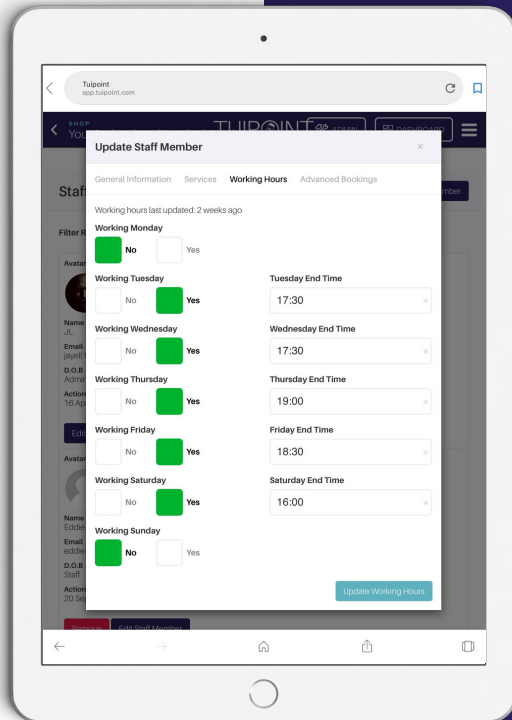
Subscribe

The final step is to complete your Subscription, this is found on the main Admin screen, click the Manage Subscription button and complete the form.

Once completed under the Invoices tab add your full business name, address of record and GST number, this information will appear on all of your receipts.

That's it you're now all set up!