



Launch your business on VisiTime

From creating your profile to working with bookings and your team — the full VisiTime Business owner journey.

- 1 Create your business and fill the profile
- 2 Accept and assign bookings
- 3 Manage your team and permissions



SETUP

1

Create your business and fill the profile

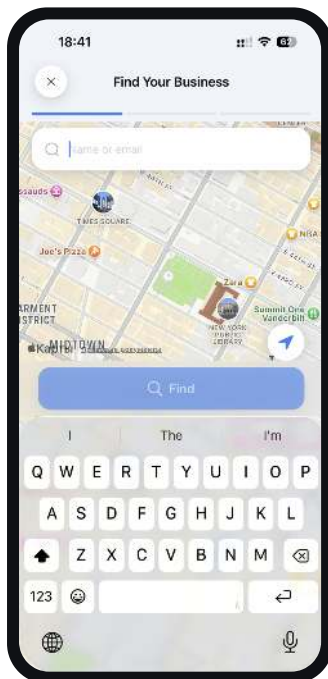
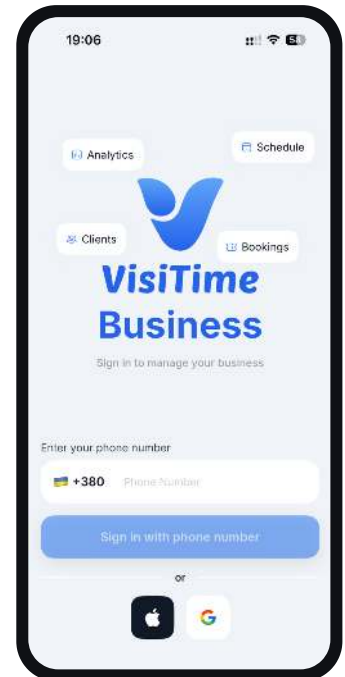
Sign in, find or create your business on the map and fill in all the information.

1

SIGN IN

Sign in to VisiTime Business

A dedicated app for business. Sign in by phone number — fast and secure.



2

MAP

Find or create your business

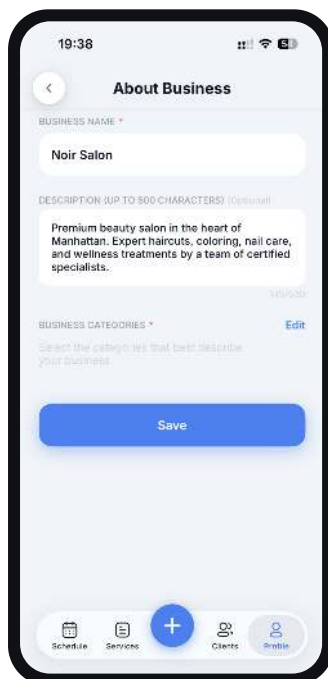
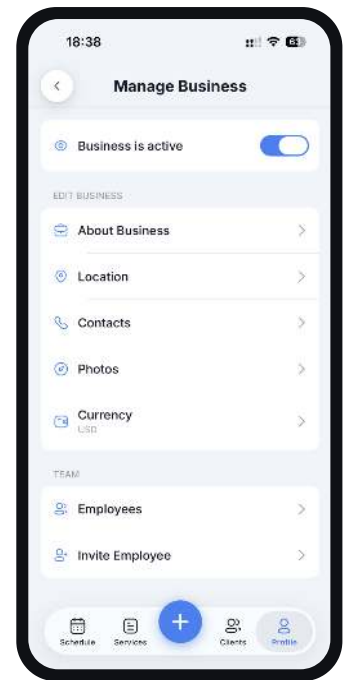
Find your venue on the map — or create a new one if it isn't there yet. Address and coordinates are pulled in automatically.

3 MANAGE

Fill in the business profile

Control center: description, address, contacts, photos, categories, currency and team — all in one place.

- About and contacts
- Photos of work and interior
- Categories, currency, team



4 ABOUT

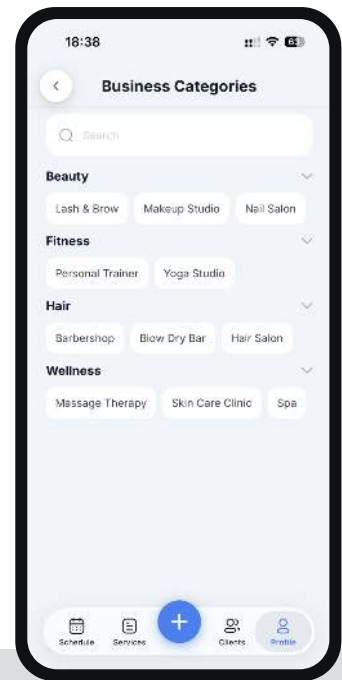
Tell about yourself

Name and description — the first thing a client sees. Explain clearly what you do.

5 CATEGORIES

Choose categories

Mark your areas — Beauty, Hair, Fitness, Wellness and more. Clients find you in search by them.



6 CURRENCY

Set the currency

The currency your service prices are shown in. Set once at creation.



2

WORK

Services and bookings

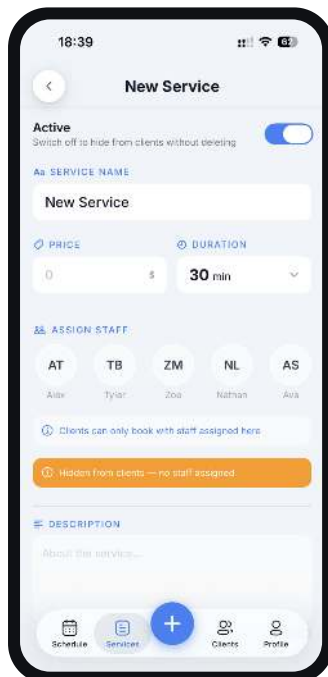
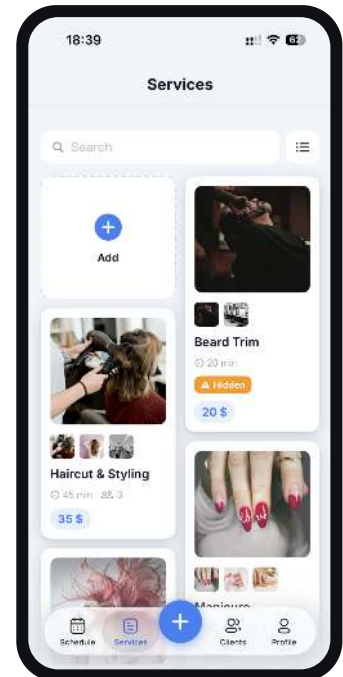
Add services, run your team's schedule and work with client bookings.

7

SERVICES

Add services and prices

A catalog of services with price and duration. For each — assign specialists, photos and a description.



8

NEW SERVICE

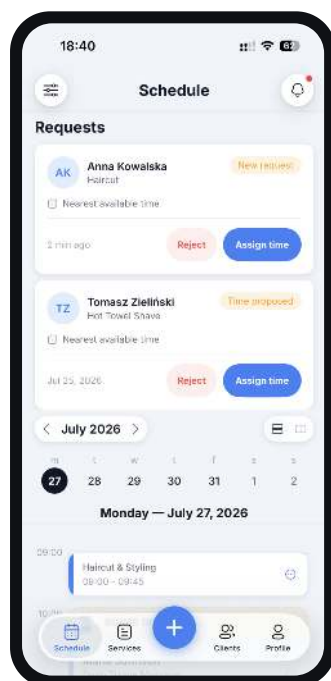
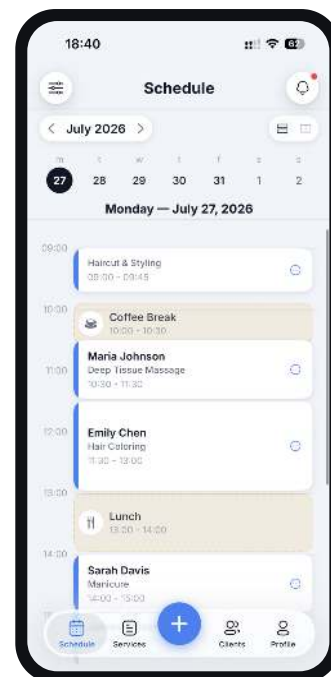
Configure a service in detail

Price, duration, performers, photos, manual booking approval and on-location visits — fully flexible.

9 SCHEDULE

Run your team's schedule

A calendar per specialist: bookings, breaks and coffee breaks. See the whole team's load for the day.



10 REQUESTS

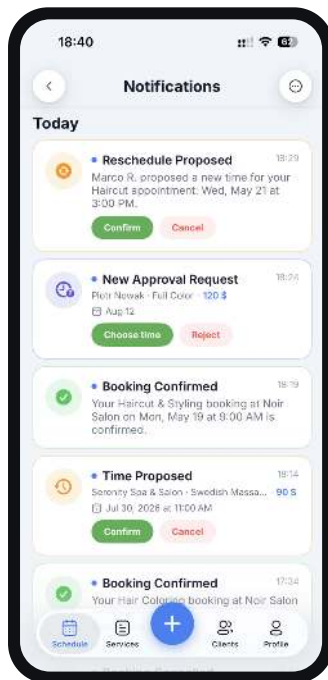
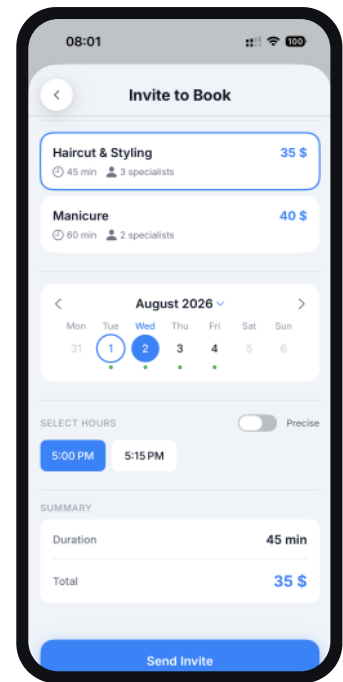
Approve client bookings

A client books themselves — the request comes to you. Approve it or assign a free time.

11 INVITATION

Book a client yourself

Need to book a client manually? Invite them by phone or email, pick a service and time — the invite goes to their app.



12 NOTIFICATIONS

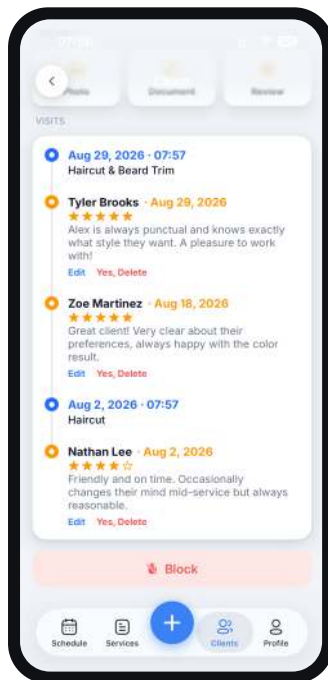
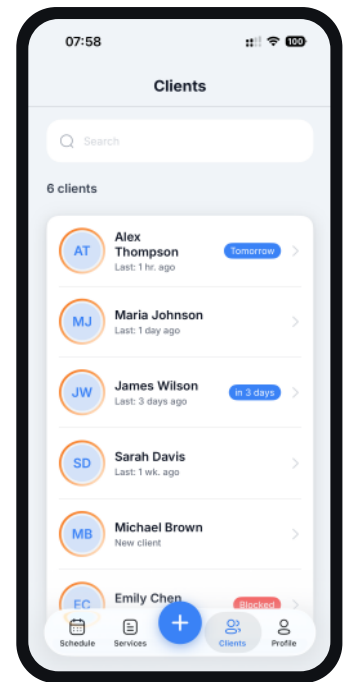
Stay in the loop

New requests, confirmations, reschedules and proposed times — all booking events in one feed.

13 CLIENTS

Keep a client base

All clients in one list: last visit, statuses (new, blocked) and quick access to the card.



14 CLIENT CARD

Full history at hand

Visits, rating and reviews about the client, call and message in one tap. A problematic client can be blocked.



 Photo

 PDF document

 Review

Visit history with attachments

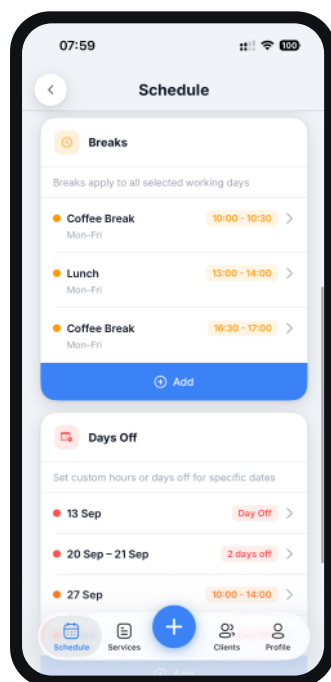
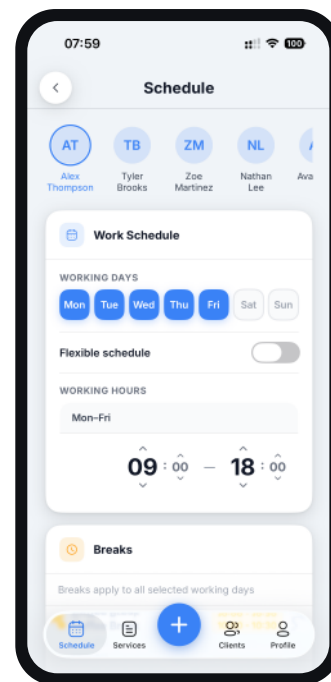
Attach **photos** and **PDF documents** to every visit: before/after shots, a coloring formula, brow or lash shape, a haircut map. Next time the specialist sees exactly what was done last time — and repeats the result one to one.

15 WORK SCHEDULE

Set working hours

Working days, hours and a flexible schedule — separately for each employee. Clients only see free time.

- Working days and hours
- Flexible schedule per employee



16 BREAKS AND DAYS OFF

Account for breaks and days off

Set breaks (lunch, coffee break) and days off or vacations — the schedule automatically closes those slots for booking.

TEAM

3

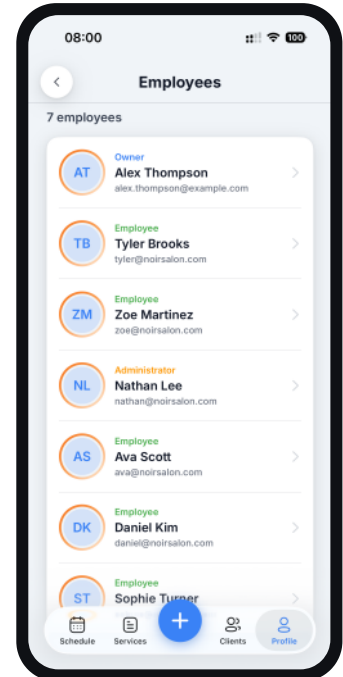
Team, roles and permissions

Invite employees and set precise access permissions for each.

17 EMPLOYEES

Build your team

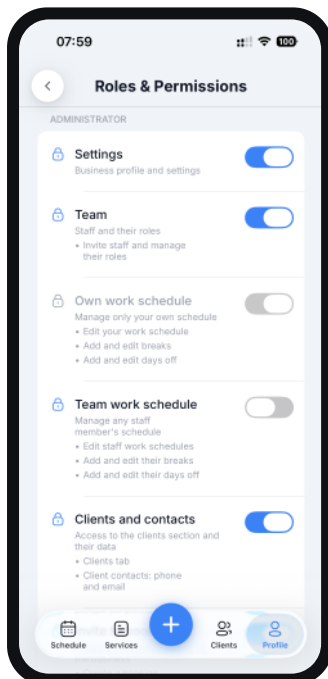
All specialists and staff in one list with roles — owner, administrator, employee. A shared calendar for everyone.



18 ROLES AND PERMISSIONS

Set up access permissions

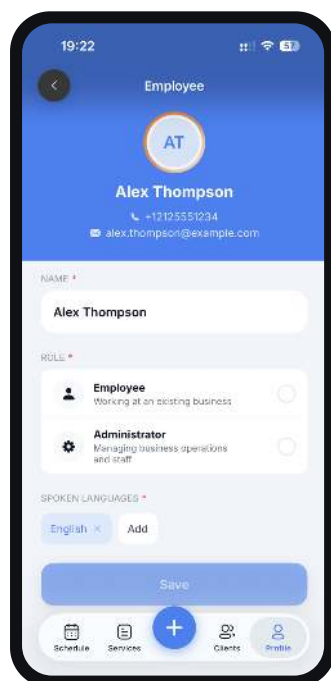
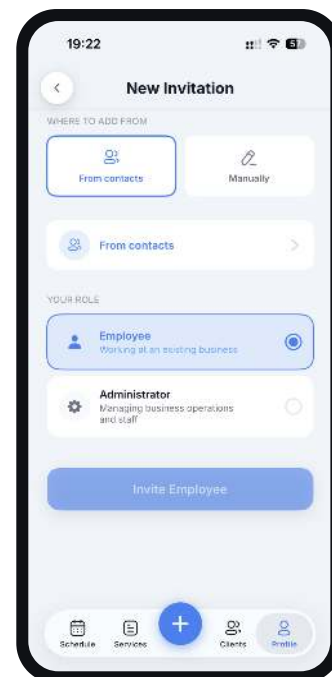
A flexible permissions matrix: settings, team management, own or others' schedule, access to clients and contacts — enable only what's needed.



19 INVITATION

Invite an employee

Invite by contacts or manually and set a role — employee or administrator. Each has their own access level.



20 EMPLOYEE CARD

Employee's role and services

The card shows the role, the services they perform, and personal permissions. Everyone sees and does only their own.

DONE



Team assembled — start taking bookings

Profile filled, services and schedule set, team with permissions — everything's ready to go.



"I invited my team in one evening: the administrator has access to the schedule and clients, the specialists only to their own bookings. Clients book themselves, I confirm — everything under control."

— owners about VisiTime Business