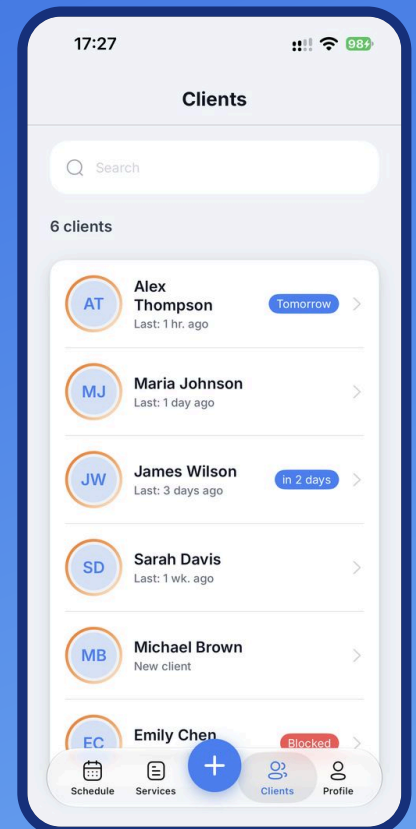
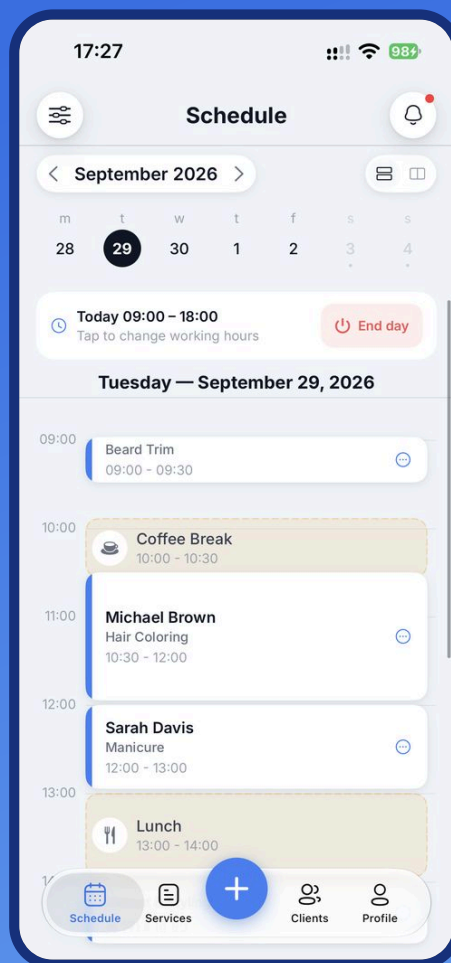
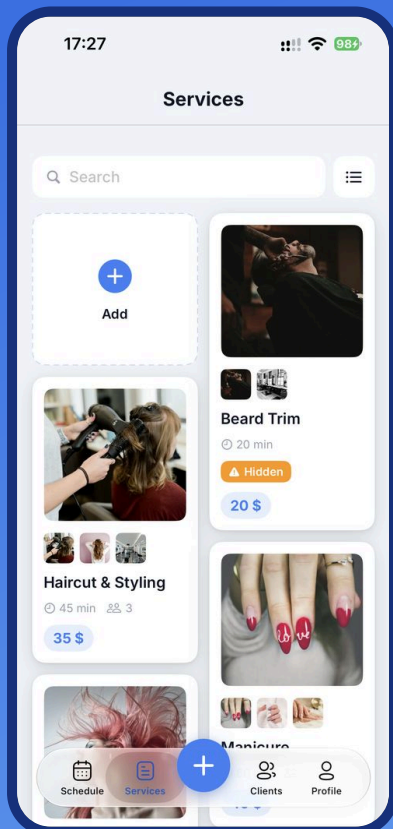




Launch your business on VisiTime

From creating your profile to handling bookings and your team — the owner's full journey in VisiTime Business.

- 1 Create your business and fill in the profile
- 2 Services, schedule and bookings
- 3 Manage your team and permissions

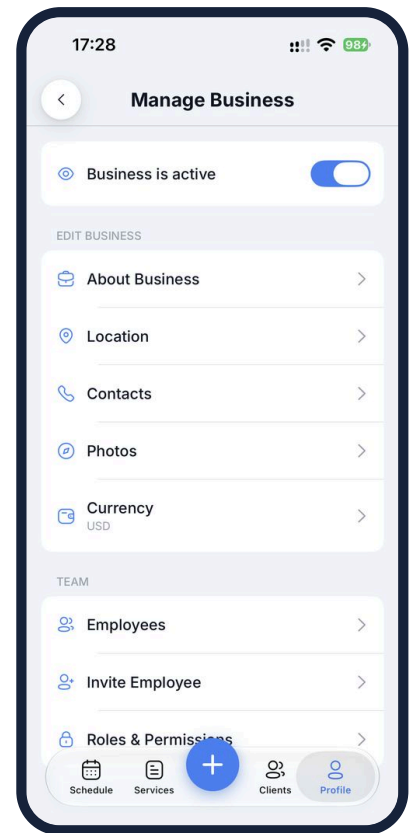
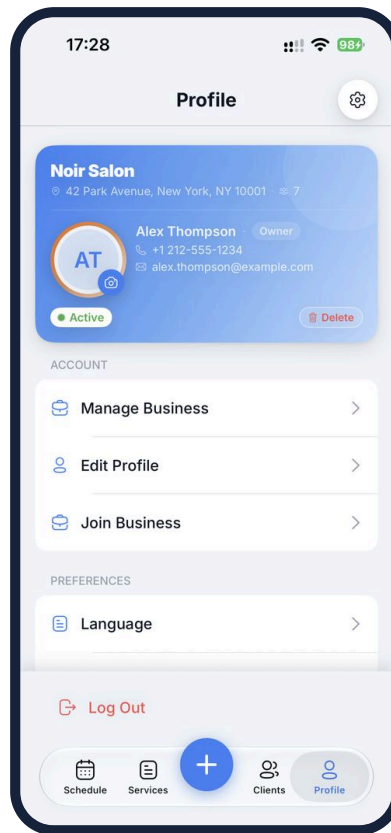
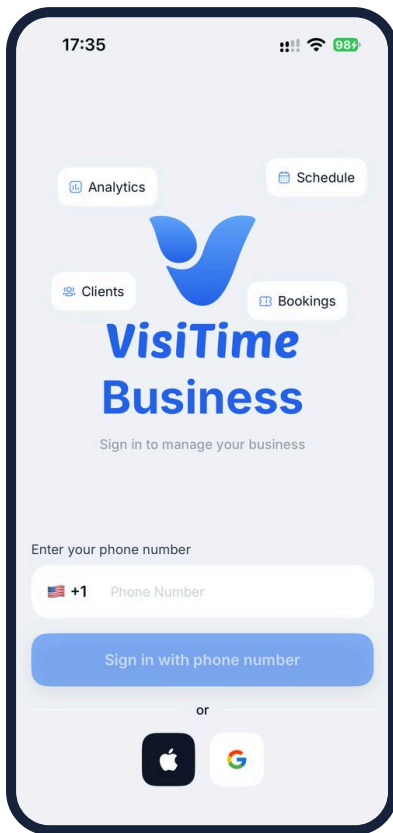


START

1

Create your business and fill in the profile

Sign in, set up your venue and fill in everything clients see.



1 SIGN IN

Sign in to VisiTime Business

Sign in with your phone number and an SMS code, or with Apple or Google. Then create a business — or accept an invite from the owner.

- Find your venue on the map or create a new one
- Import from Google: photos, hours, website and services
- Already on VisiTime? Confirm the business is yours

2 PROFILE

Your business at a glance

The business card: name, address, team, status, your role and contacts. Several businesses? Swipe the cards to switch.

- Manage Business
- Edit Profile
- Join Business
- Subscription — your plan
- Language, dark mode, haptics
- Push and email notification settings

3 MANAGE

One control center

The "Business is active" toggle: when it's off, the business and its services don't appear in client search.

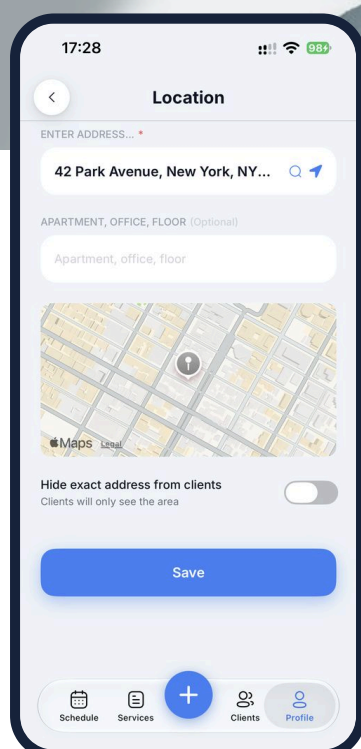
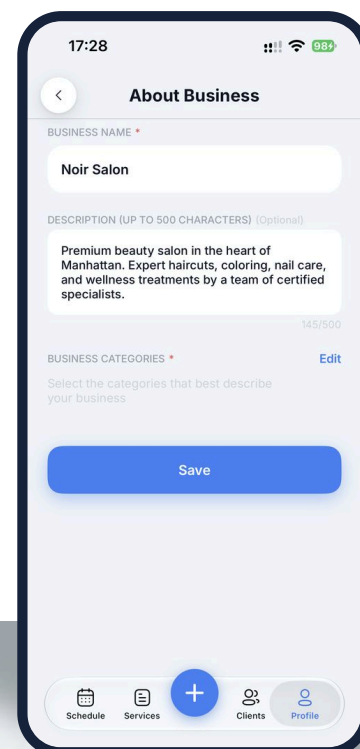
- About, location, contacts, photos, currency
- Employees and invitations
- Roles & permissions — for the owner

4 ABOUT

Tell clients about yourself

Name, a description of up to 500 characters and business categories — they're how clients find you in search. Pick as many as you need.

- Category search and groups by field
- Currency — 100+ currencies, popular ones on top



5 LOCATION

Your address, with privacy

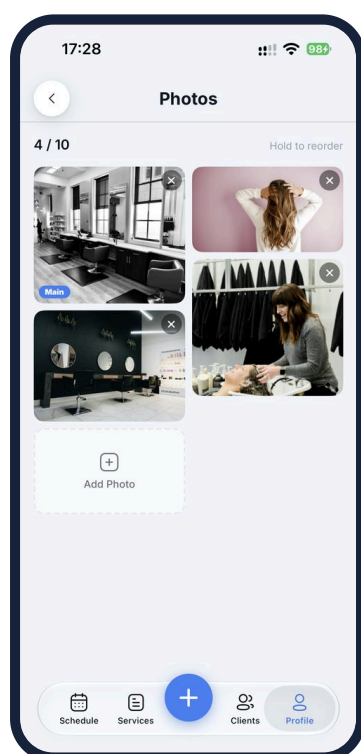
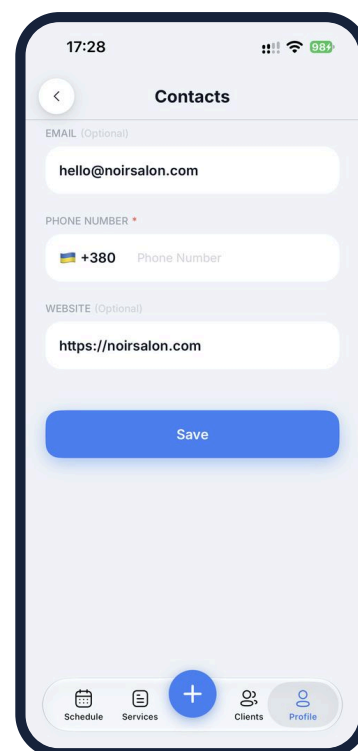
Start typing and suggestions appear, or use your location. The map pin drops into place on its own.

- Apartment, office, floor
- Hide exact address — clients see only the area

6 CONTACTS

How clients reach you

Email, phone number and website for your business page. A new email is confirmed with a code.



7 PHOTOS

Show your work and space

Up to 10 photos, several at once. Press, hold and drag to reorder — the first becomes the main cover clients see.

- Listings with 3+ photos get opened far more often

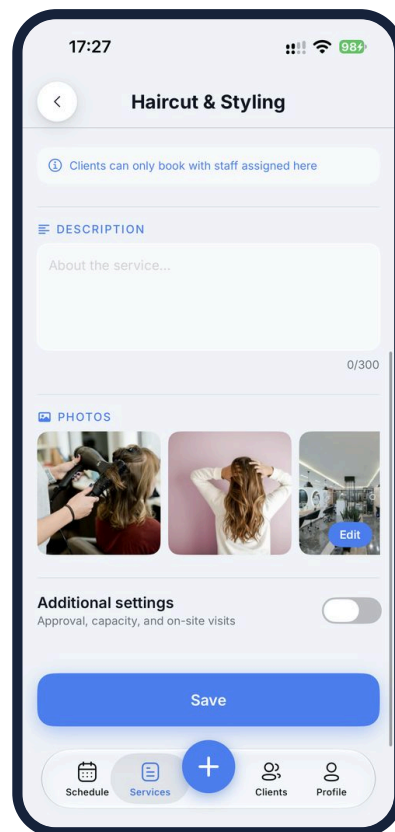
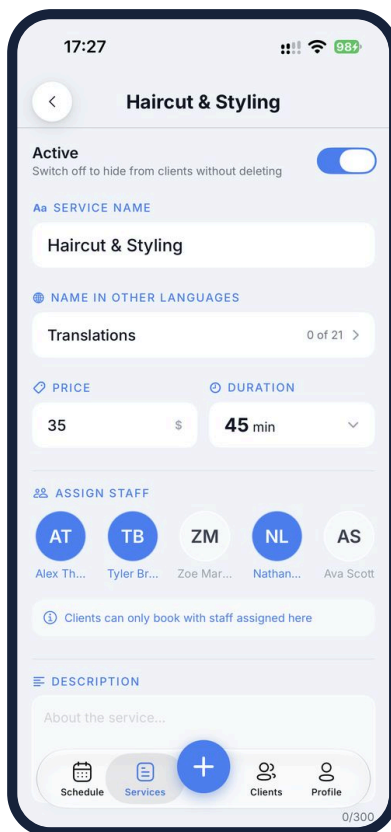
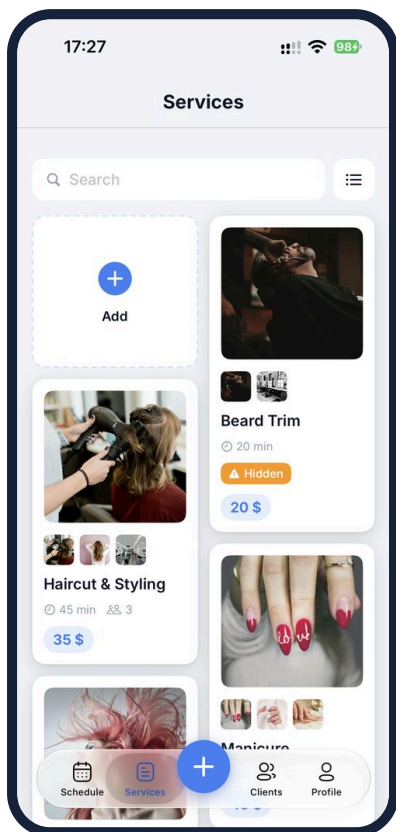
Visibility index

How visible you are to clients

The "Visibility index" card on the "Schedule" tab scores you out of 100: business active, categories, at least 3 photos, services with photos, schedule, currency, description, email. Tap a missing item to jump to the right screen.

Services and bookings

Add services, run your schedule and handle client bookings.



8 SERVICES

Add services and prices

A grid or list catalog with search. "Add" creates a service and opens the editor right away.

- Photo, duration, specialists, price
- "Hidden" — no one assigned, clients can't book

9 SERVICE

Fine-tune every service

Name, price and duration — up to 8 hours in 5-minute steps. Turn off "Active" to hide a service without deleting it.

- Name in other languages — 21 languages
- Assign staff — clients book only them
- Delete the service

10 EXTRAS

Description, photos and special terms

A description of up to 300 characters and up to 10 result photos. Advanced settings offer two modes:

- Requires time approval — client requests, you set the time
- On-site visit — the service happens at the client's place

New

Service names in 21 languages

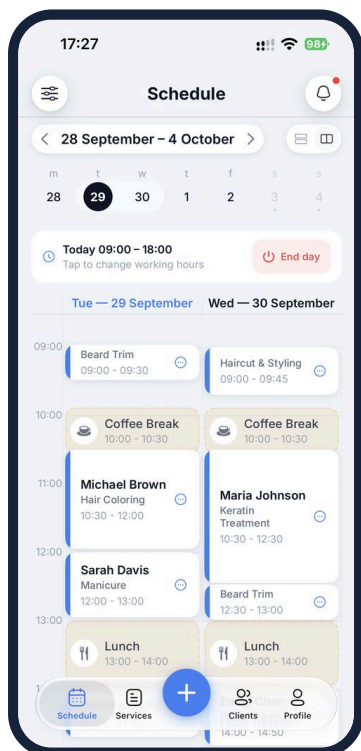
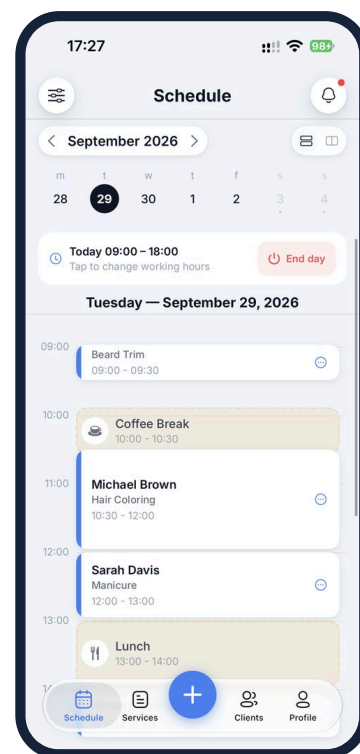
"Translate the empty ones" fills in translations automatically — within two minutes. They're marked "draft", and each can be edited. Clients see the name in their language, or the original if there's no translation.

11 SCHEDULE

Your day in the schedule

Bookings by status, breaks and the current time. Swipe between days, use the arrows for weeks.

- Today's hours — tap to change your schedule
- "End day" — no more bookings for today
- Hold and drag a booking — the client gets a new time offer



12 TWO DAYS

Two days side by side, plus alerts

Switch to the two-day view to plan ahead. The bell opens your notification feed.

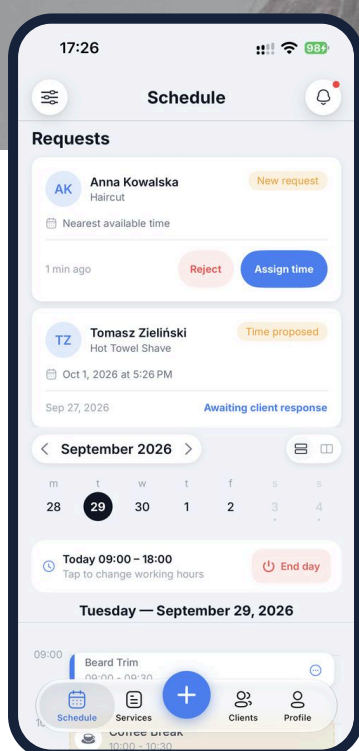
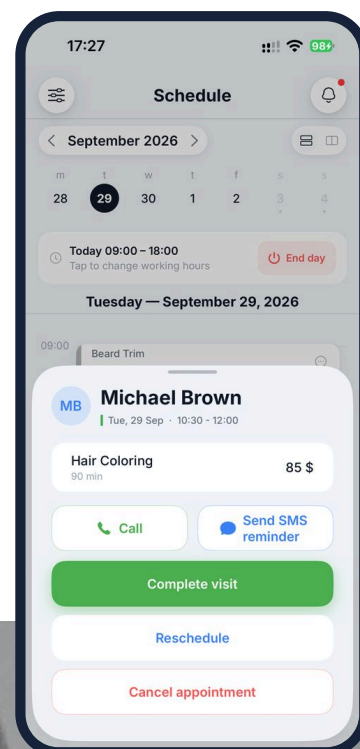
- New requests, reschedules and confirmations
- Reply right from the feed

13 BOOKING

The whole visit in one tap

Status, client, services with duration and price. For on-site services — the address and "Get directions".

- Call, SMS or push reminder
- Confirm appointment · Complete visit
- Reschedule — the client confirms the new time
- Cancel appointment — the client is notified



14 REQUESTS

Approve client requests

For services that need time approval, the client sends a request with a preferred time — it appears at the top of the schedule.

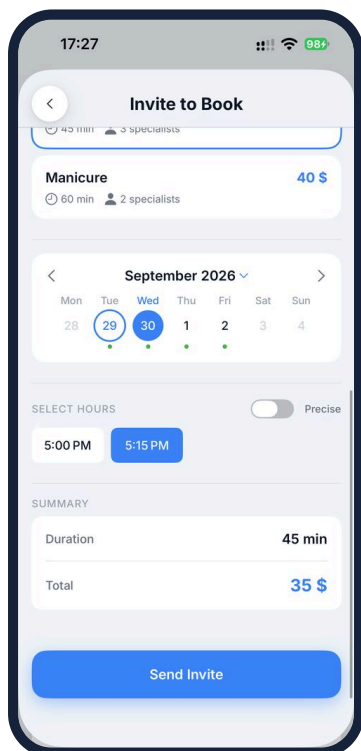
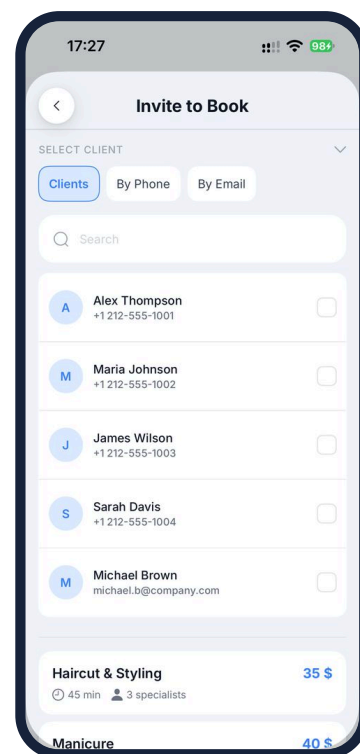
- Reject or "Assign time"
- Set the date, time, duration and price
- The client confirms the offered time in their app

15 INVITES

Book clients yourself

The "+" button in the middle of the menu. Invite several people at once — with a single invite.

- Clients from your base
- By phone number or email
- Several contacts from your address book

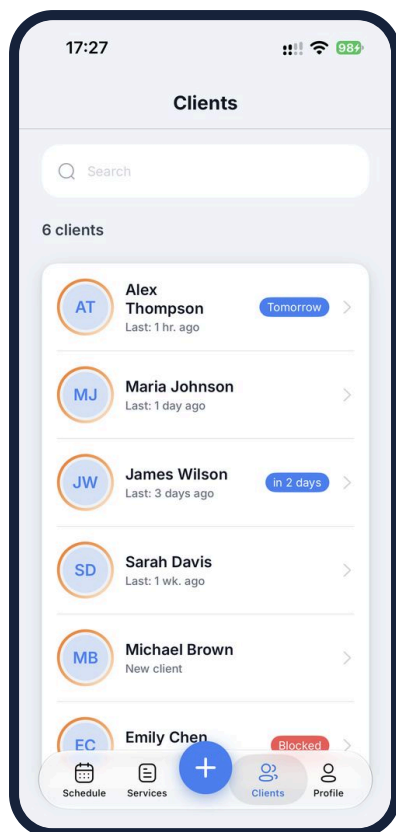


16 TIME

Pick a service and time

One or more services, a date up to 60 days ahead and a free slot — every 15 minutes, no overlaps.

- "Precise" — any time by hand, e.g. one more group member
- Summary: duration and total

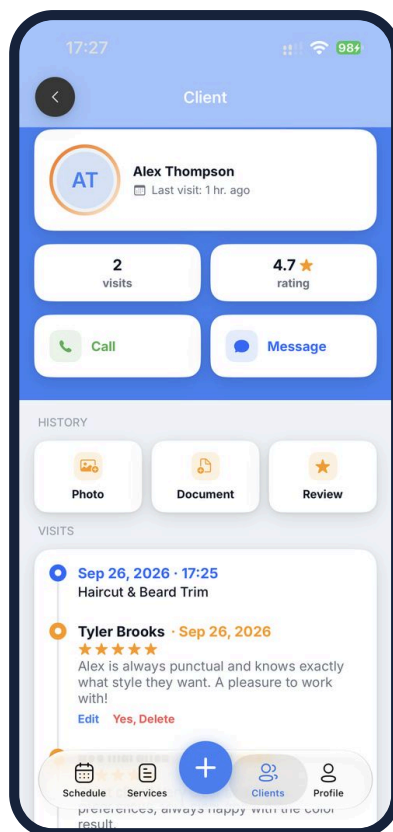


17 CLIENTS

Keep your client base

All your clients in one list, searchable by name, phone and email.

- Last visit or "New client"
- "Blocked" label

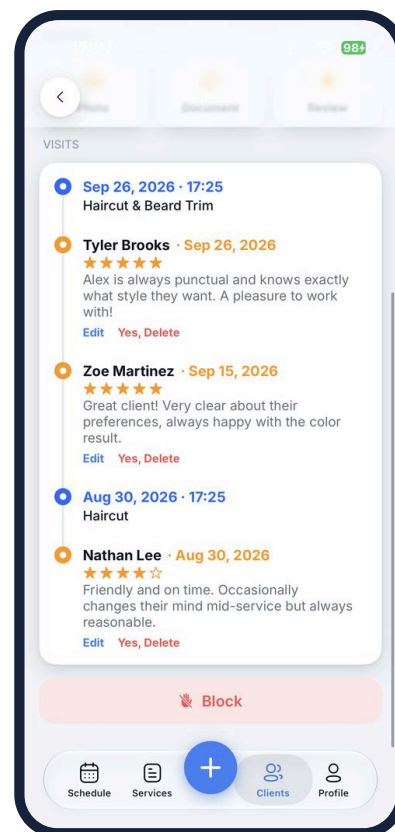


18 CLIENT CARD

The full history at hand

Visit count, average rating, a call or email in one tap.

- Photos — several at once, added to the last visit
- Document — PDF
- Review — 1 to 5 stars and a comment



19 REVIEWS

Visit history and reviews

Visits and reviews on a timeline. Photos open in a gallery, documents in a viewer. Comments and reviews can be edited or deleted.

- Block with a reason — the client can't book
- Unblock at any time

Photo PDF document Review

Visit history with attachments

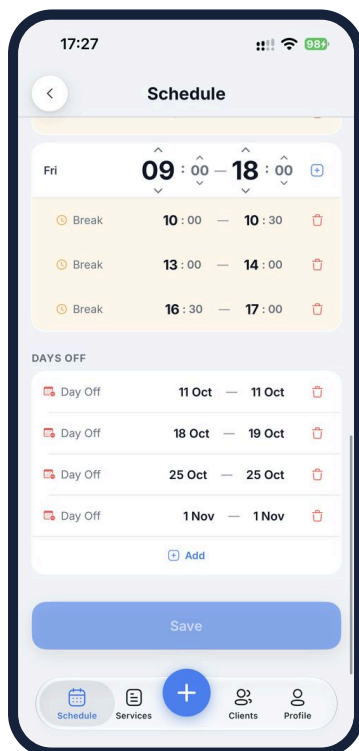
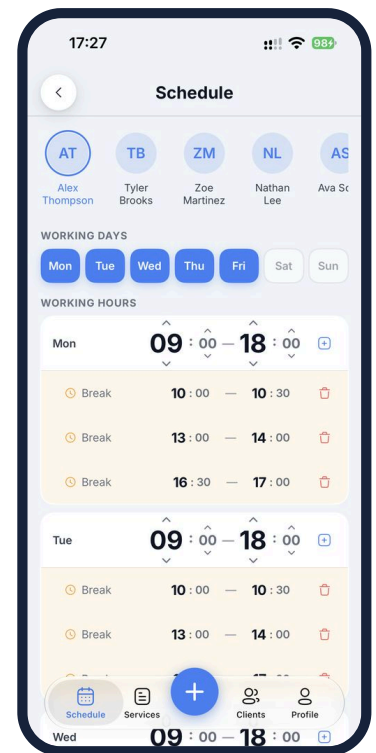
Attach photos and PDF documents to a client's visit: before/after shots, a color formula, brow or lash shape, a haircut plan. Next time the specialist sees exactly what was done — and repeats the result one to one.

20 WORK SCHEDULE

Set your working hours

Working days and hours for each day of the week. Add several breaks to any day.

- Employees set their own schedule
- With "Team work schedule" — anyone's on the team



21 DAYS OFF

Days off and vacations

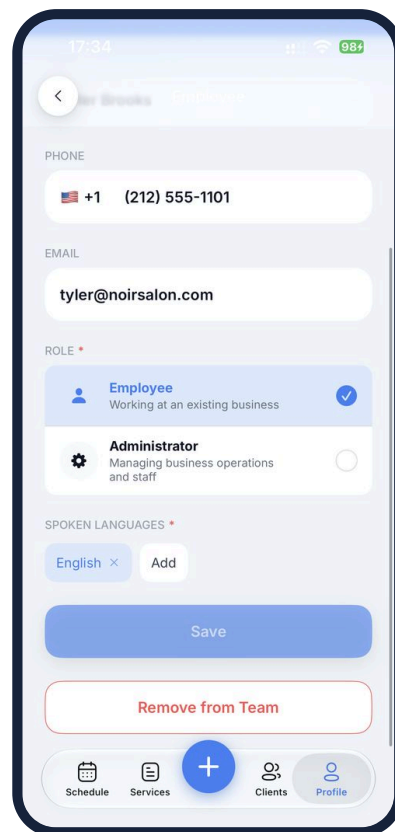
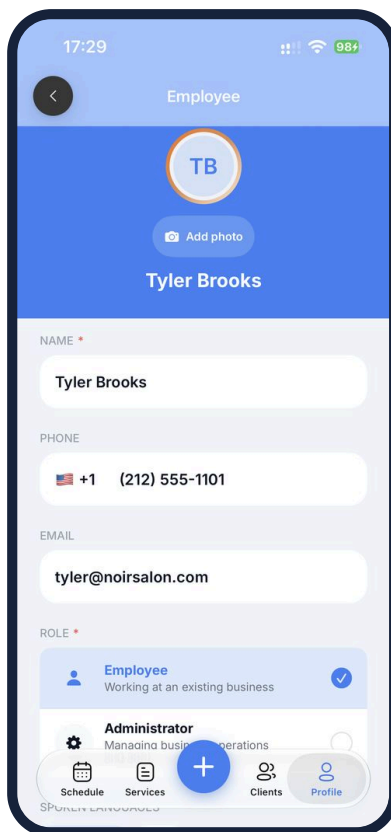
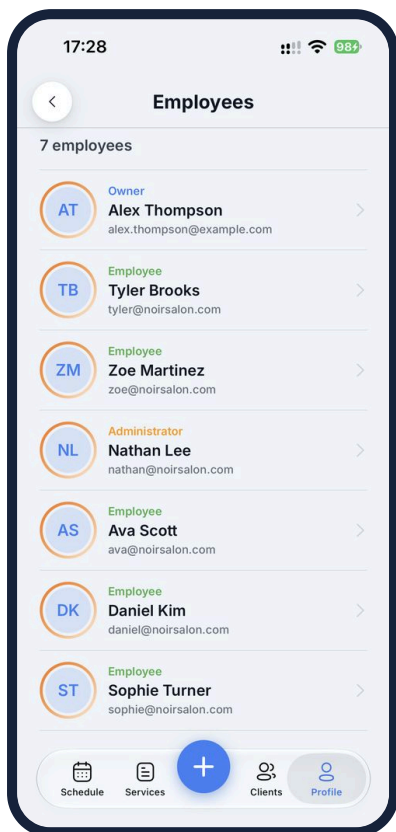
"Add" a day off: a single day or a from-to period. The schedule closes those days to bookings automatically.

TEAM

3

Team, roles and permissions

Invite your staff and set precise access rights for each of them.



22 EMPLOYEES

Build your team

The whole team with roles — owner, administrator, employee — and contacts.

- New members show as "Pending"
- Accept or reject

23 EMPLOYEE CARD

Employee profile and role

Photo, name, phone, email and role. The role is changed by whoever manages the team.

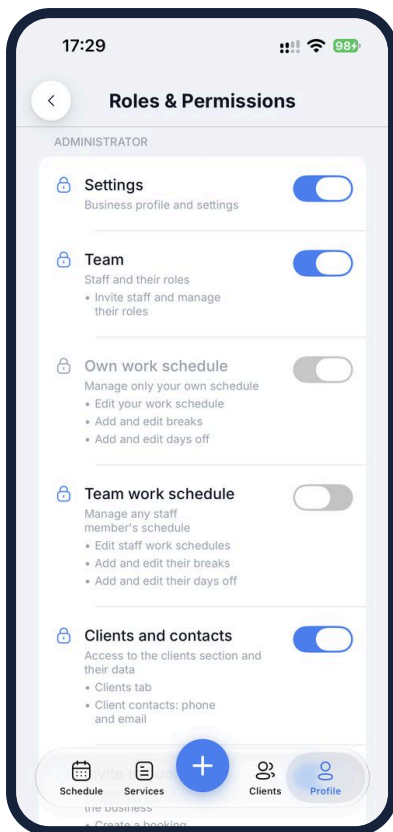
- Administrator — business operations and staff
- Employee — works in the business

24 LANGUAGES

Languages spoken

Mark the languages the specialist speaks — with suggestions based on your business's languages.

- Remove from Team — with confirmation
- The owner can't be removed

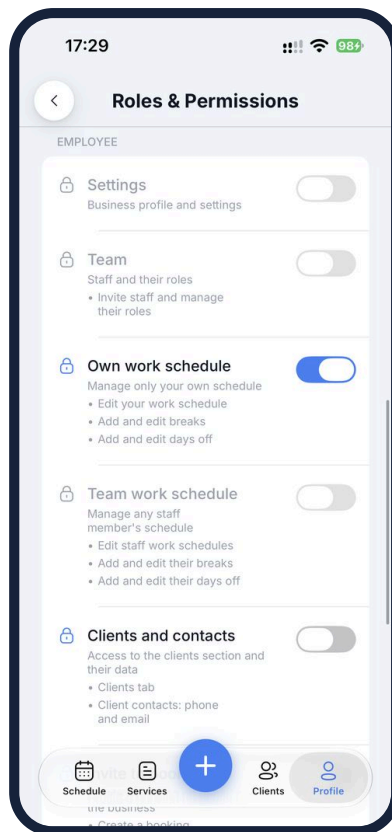


25 ROLES & PERMISSIONS

Set access permissions

Permissions are set per role — separately for administrator and employee. Eight toggles:

- Settings · Team
- Own schedule · Team schedule
- Clients and contacts
- Invite to book
- Services · Service Assignments

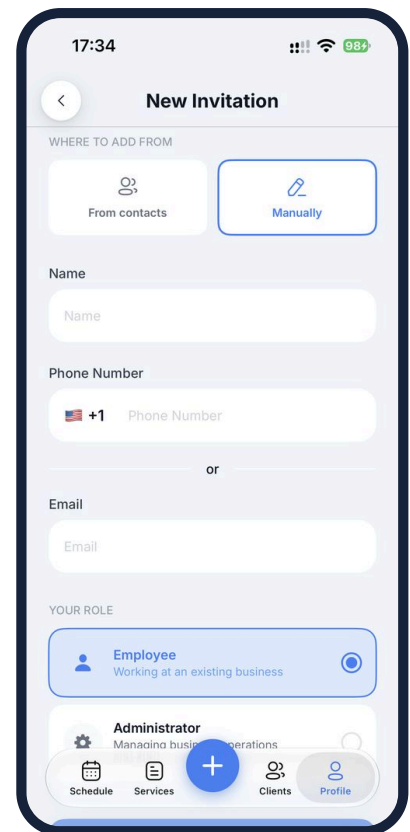


26 EMPLOYEE ROLE

Minimal by default

At first an employee manages only their own schedule. Open up clients, services or invites for them — when needed.

- Subscription — owner only



27 INVITES

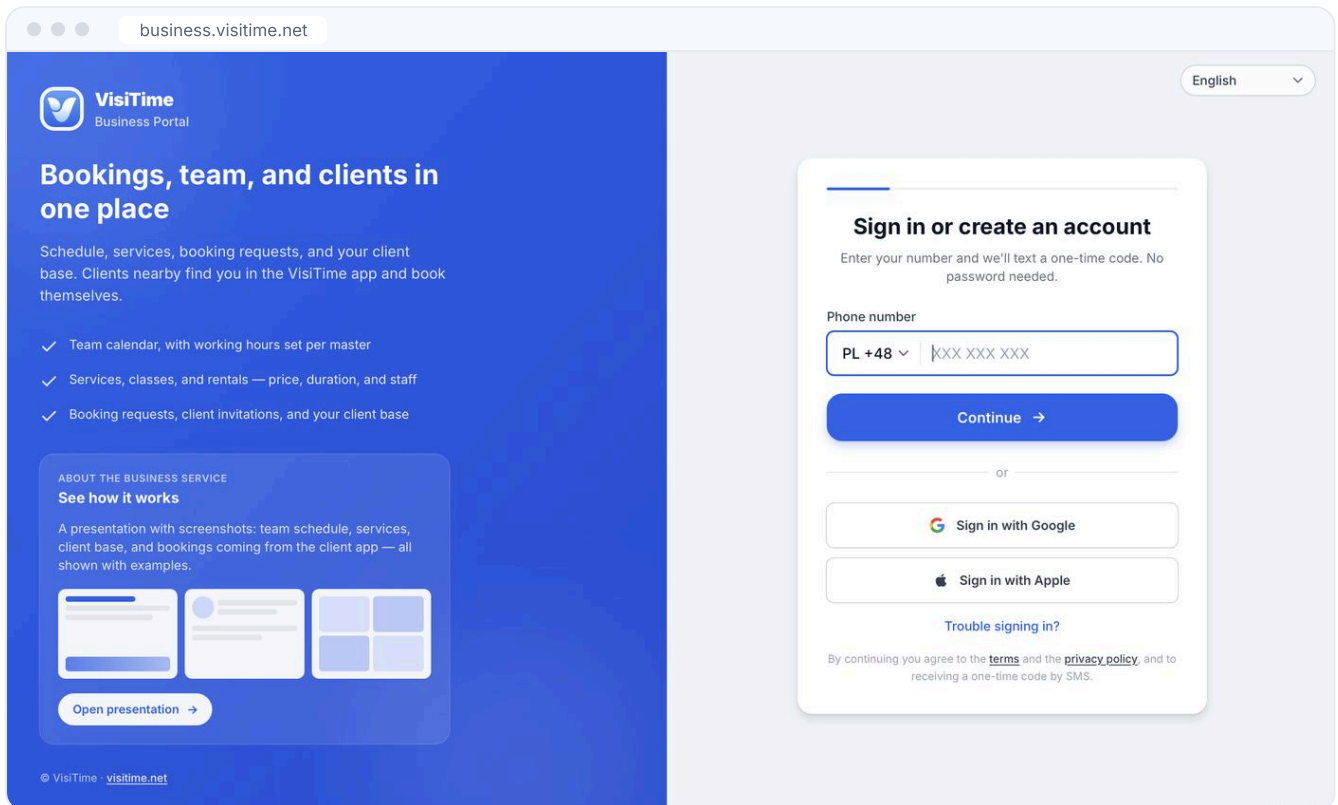
Invite an employee

From contacts or by hand — name, phone or email. Choose a role: administrator or employee.

- The invitee accepts it in their app

Work from your computer too

The same business in your browser — **business.visitime.net**. Sign in with the same phone number, or with Google or Apple.



Today

Your day, notifications, requests, booking invites, a day off in one click

Bookings

Calendar, requests, team working hours

Business

Profile, services, team, photos, categories, currency, role permissions, subscription

Clients

Your full base and blocked clients

Settings

Notifications, profile and account, panel appearance

One set of data

Console and app changes — the same bookings, services and team

Open the console in your browser

business.visitime.net/login →

DONE



Your team is set — start taking bookings

Profile filled in, services and schedule set up, team with permissions — everything is ready to go.



I invited my team in one evening: the administrator handles clients and services, specialists only their own schedule. Clients book on their own, I confirm — everything is under control.

— owners on [VisiTime Business](#)