

1.4 Tour the backoffice

After signing in you land directly on the **Agenda** (Appointments tab) — that's where you'll spend most of your time. Navigation is a **two-row top bar**.

Top row:

- **Logo** (back to start).
- **Store switcher** — a pill with the active store; only appears if you have more than one store. Clicking switches store.
- **User menu** — shows your name and your **plan**; opens a popup with **Profile**, **language**, **Help** (if configured) and **Sign out**.

Bottom row (tabs):

- **Appointments** — the agenda and bookings (chapter 3).
- **Customers** — your customer base (chapter 5).
- **Staff** — your team (chapter 2.7).
- **Store setup** — submenu: Agenda · Hours · Special hours · Services · Spaces · Menu.
- **Settings** — submenu: Business · Stores · Public Page (owner only).

On mobile, the bar becomes a **menu (?)** icon that opens a drawer with the same navigation.

“ ? `01-backoffice-topbar.png` — Backoffice top bar with the tabs and the user menu open. Backoffice

“ ? `01-backoffice-mobile.png` — Mobile version with the menu (?) and the navigation drawer open. Backoffice mobile

“ ? **Who sees what?** What appears in the menus depends on the user's **role** (Employee, Store admin, Business admin). See roles in chapter 10.3.

Next: [Set up your store](#) — the most important step.

Revision #1

Created 2026-06-23 22:33:20 UTC by Admin

Updated 2026-06-23 22:33:20 UTC by Admin