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Rezvy User Guide

Welcome to Rezvy — the reservation management platform for any service business (barbershops, salons, clinics, spas, restaurants, sports courts, escape rooms and more).

This guide walks you step by step, from creating your account to running your daily agenda and your public booking page. Each step has an illustrative image of the matching screen.

“ Demo accounts (to try it): `owner@rezvy.com` / `Owner@123` (business owner).

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1. **Getting started** — create your account, sign in and tour the backoffice.
2. **Set up your store** — agenda type, opening hours, services, spaces, staff and menu.
3. **Manage appointments** — agenda views, creating and editing appointments.
4. **Public booking page** — customize and publish your page; how a customer books.
5. **Customers** — your customer base, duplicates and anonymization (GDPR).
6. **Messages & notifications** — email/SMS, reminders and credits.
7. **Customer payments** — take payment at booking time (Stripe).
8. **Plans & billing** — choose and manage your subscription.
9. **Statistics** — business metrics.
10. **Multi-store & teams** — multiple stores, staff and access roles.
11. **Sync to your phone** — export the agenda to your phone calendar.
12. **Business settings** — timezone, languages and data.
13. **Contact & support**.
14. **End-to-end scenarios by business type** — "from scratch" recipes (barbershop, clinic, restaurant, padel, escape room, spa) + a checklist.
15. **Frequently asked questions (FAQ)**.

Quick concepts

- **Business** — your company. It can have one or several **stores**.
- **Store** — a location/branch. Each store has its own hours, services, staff and agenda.
- **Agenda type** — defines how bookings work in the store (per table, per professional, per space or per service). It's the most important setting — see chapter 2.
- **Plan** — Free, Pro, Business or Custom; sets the available limits and features.

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