# bubltown

# STEP FORWARD LUTON

**On-boarding guide** 

Powered by

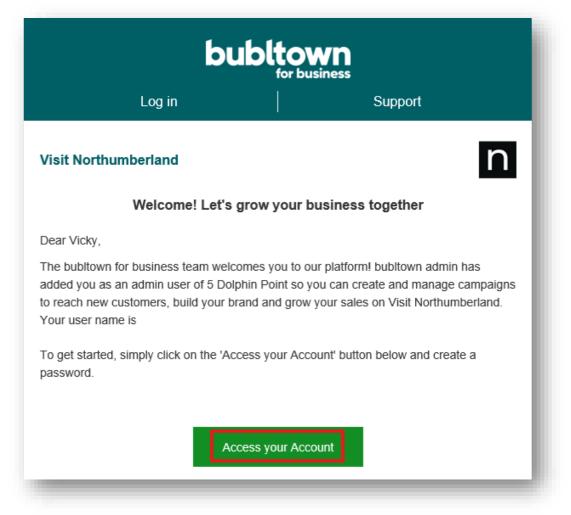


# Onboarding

After you receive an email from <u>noreply@bubltown.co.uk</u> allowing you to setup your bubltown password, access your business dashboard and complete your business profile.

#### Step 1:

Open email and click "Access your Account" button.



#### Step 2:

You will be directed to this reset password page.

bubltown
Reset Password
an up your new password
Confirm new password
Confirm New Password

#### **Business Dashboard**

You can create and manage campaigns to reach new customers, build your brand and grow your sales.

#### Dashboard:

On the dashboard, business user can view the business activities and customer activities.

Ter Business	E Cupcakes by BAs	Jeff David 🌆 💌
Dashboard	Dashboard Hone > Dashboard	
My Profile	Home > Lasnooara	
🗘 Campaigns 🦿	Basic Reach	
퀸 Events	Customers by area In-store offers	
) Broadcast		
Promote my business	Tota	
Followers	27	
Business Profile		
User management	CV1	
Reports	Offers redeemed Duration Soles Chonnel Last 12 weeks All -	
		//

## My profile:

This section is used to generate a unique business user QR code and view user details.

bubltown	Cupcakes by BAs				Je	off David 🌆	•
Dashboard	My Profile						
🔊 My Profile	Home > My Profile > Profile						
🗘 Campaigns	< Profile						
Events		Jeff David					
N) Broadcast		User type Super User	Email bubltownunicom@gmail.com	Joined on 30 Sep 2024	Allocated on 30 Sep 2024		
Promote my business		Super user	babitownanicom@gmail.com	30 Sep 2024	30 Sep 2024		
Followers							
) Business Profile							
User management		usiness booster unique QR					
Reports	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ind out your code to customers in-per					
	7. T 10 10 10 1		ut to customers and gain followers wherever you are.				
	op		menu > tap Gain followers > then select the	e relevant option dependi	ng on whether you are phys	ically with the	
	pe	rson you want to share the code with,	or not.				
							_

#### Campaigns:

#### Create offer campaigns to boost sales and bookings.

Big businesses spend millions of pounds a week to retain their existing customers and to steal loyal customers from businesses like yours. Create an offer campaign to reward your loyal customers, boost your sales and bookings, increase trial of goods and/ or to turn sunk cost into profit.

🖬 Dashboard	Offer campaigns Campaigns > Offer campaigns	
<ul> <li>% Offer compaigns</li> <li>         Promote my business              £<sup>0</sup> Followers          </li> <li>Business Profile         </li> <li>Were management         </li> <li>             £ Reports         </li> </ul>	Vou don't currently have any active offer campaigns <b>Cheate offer campaigns to boost</b> Subset of the state of the s	20% 30% 9⁄6

#### Events:

To allow the user to add events within the application.

bubltown	E Cupcakes by BAs	Jeff David 🌆 👻
Dashboard	Events	
My Profile	Home > Events	
9 Campaigns	Active events Inactive events Expired events	
2 Events	Search events Q	O Create event
) Broadcast		
Promote my business		
Followers		
Business Profile		
User management		
Reports		
	You have no active events	
	Create an event	

#### Broadcast:

The business super user should be able to broadcast messages as push notifications to a selected audience.

bubltown	E Cupcakes by BAs	Jeff David 🌄	•
Dashboard     My Profile	Broadcast Home > Broadcast		
<ul> <li>♥<sup>2</sup> Campaigns</li> <li>♥<sup>2</sup> Events</li> <li>♥<sup>3</sup> Broadcast</li> <li>♥ Promote my business</li> </ul>			
<ul> <li>An of the set of th</li></ul>	You have not sent any broadcasts to your customers.		
🕻 Reports			

#### **Promote my business:**

Did you know that when a customer 'follows' your business, they'll get automated emails, reminders and push notifications any time you add a new deal or an event? You don't even need to lift a finger! Thousands of businesses are using this feature to boost sales and build customer loyalty.

	Cupcakes by BAs							Jeff David 🎲
Dashboard	Promote my busine	ess						
My Profile	Home > Promote my Profile							
ampaigns	C Did you know that when a custome feature to boost sales and build out				d push notifications any time you a	dd a new deal, reward or an ev	ent? You don't even need to lift a f	inger! Thousands of businesses are using this
rents	Promote my offer	Promote my events	Promote my	profile				
adcast	How to get more foll	owers						
mote my business	1 - Use social media							
	Share a unique link via so	cial media. Anytime someon	e clicks that link the	y will be prompted to follow	vyour business and receive any	messages or deals you crea	te in the future.	
llowers	G Fac	ebook	×	x		Email		LinkedIn
isiness Profile								
er management	2 - Share this link							
a monogement	Add this link to your webs	ite, social media pages, ema	il signatures anyw	here you can think of! Just	tell your customers about your b	ousiness on Demotown		
ports	https://bubitown.pag	ge.link/zZ4o						Сору
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	die 3 - Print dry physic All you have to do is wort for future.	de inte promotioned motionis i al materials and display them i customers to scan the code ar Download QR code	n-store or hand them	n out, and share any digital m	aterials online		allow your business and receive o	ny messages or deals you create in the
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#### Followers:

Business user can view all the followers of the business and download followers report.

B Dashboard	Followers
<b>€</b> Campaigns	Home > Followers
🛱 Events	
Promote my business	Search followers Q Postcode: All
Ê <sup>♥</sup> Followers	
Business Profile	
嶜 User management	
Carl Reports	
	No followers to show

# Business profile:

Here business user can view business details and edit if needed.

town the basisteen	⊟ Cupcakes	by BAs								Jeff Da	vid 🌆 (	•
ashboard	Business											
/ Profile ampaigns		Basic Setup		images	o	ening Hours		About us	Policies	Settings		
ents		<ul> <li>Image: A set of the set of the</li></ul>		<ul> <li>Image: A set of the set of the</li></ul>		8		<b>S</b>	(Optional)	9		
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management											Edit 💋	
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	0	https://www	w.facebook	.com/bakedbymelissa	3							
	0	https://www	w.instagrar	n.com/bakedbymellise	0							
	C	Categories	*								0	
	Cafes &	Coffee Shops					Events	2		 		11.

#### User management:

Business user can create multiple users as per the need.

Dashboard     Campaigns	User management		
Events	Search	Q Business booster(0)	& Download Report O Create user
Promote my business Followers			
Business Profile			
User management Reports			
		No user to show Go to create user	

## Reports:

This section is used only to generate purchasable offers details.

bubltown					Jeff David 🌆 👻
Dashboard     My Profile	Reports Home > Reports				
<ul> <li>♥ Campaigns</li> <li>♥ Offer campaigns</li> </ul>	Select the report you want to generate Purchasable offers	*			
🔄 Events	Period This month	offers     All	Redemption status	+ Search offers	Q
Promote my business  Promote my business  Promote my business  User management  User management  promote  promote promote promote  promote  promote promote promote promote promote promote promote promote promote promote promote promote promote promote promote pro		Th	ere is insufficient data for this view currently.		