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Elecate Sales & Client App



Salesperson

Sign-In

Your store needs important business rules set before customers can browse and orders can be placed. Be sure to follow the steps below to ensure proper setup. Discuss any questions you may have with your implementation specialist if you need more clarity.

Keycloak Authentication

To create a Salesperson, you would need to create a User first. To do so, you'd need to follow these steps:

Create a new User

- Go to Settings
- Go to User Management
- Click on "New User"
- Fill in the required information
- Click Save and Close

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Search TABLE OF CONTENTS	6 Administration Administrative Tasks			3
Quick Lookup Dashboard (PowerBI)	Report Usage By Usage Count Used by Montemp Report Usage Report Micromotion Report Microm			_
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	Windows Log Wedgese Printed by Date/Time by User			
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					Clear In-Use	
		History			~	
					E Save 🔻	
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Creating a new Salesperson

- Go to General Setup
- Go Marketing
- Go to Create and Edit Salespeople
- Click on New Entry
- Select your previously created User
- Fill in the information required
- Click on Enable Sales Client App Access



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Search TABLE OF CONTENTS	Add or Update CRM Tools
Q Quick Lookup	Create and Edit Accepted Customer Types Enter Customer Types
Dashboard (PowerBI) Sales & Marketing	Create and Edit Last Action Items
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🖨 General Setup 🚺	Create and Edit Referred By Entries Enter Referred By Entries
Recipe	Create and Edit Sales People Enter Sales People
₿° Staff 	Create and Edit Event or Order Status
ርቅ Delivery	Create and Edit Customer Titles Create and Edit Customer Titles
	Create and Edit Days Pop-up Messages Create and Edit Days Pop-up Messages
	Create and Edit Printed Invoice or Marketing Messages Create and Edit Printed Invoice or Marketing Messages
	Create and Edit Event Goals Create and Edit Event Goals
	Create and Edit Sales Phases Create and Edit Sales Phases
	Create and Edit Sales Persons Goals Create and Edit Sales Persons Goals
	N ≪ 1 2 ▶ M





Enable Mobile Access for Existing Users.

- Go to General Setup.
- Go Marketing.
- Go to Create and Edit Salespeople.
- Click on the Pencil icon.
- Click on Enable Sales Client App Access.

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Search	Marketing Setup
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Dashboard (PowerBI)	Create and Edit Last Action Items
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Einance & Accounting	Create and Edit Next Action Items Enter Next Action Items
A Production	Create and Edit Mail Types
Data Items	Enter Mail Types
🖨 General Setup 🚺	Create and Edit Referred By Entries
Marketing 2	
🗑 Recipe	Enter Sales People
ĝ∞ Staff	Create and Edit Event or Order Status
Delivery	Enter Event or Order Status
	Create and Edit Customer Titles Create and Edit Customer Titles
	Create and Edit Days Pop-up Messages Create and Edit Days Pop-up Messages
	Create and Edit Printed Invoice or Marketing Messages Create and Edit Printed Invoice or Marketing Messages
	Create and Edit Event Goals Create and Edit Event Goals
	Create and Edit Sales Phases Create and Edit Sales Phases
	Create and Edit Sales Persons Goals Create and Edit Sales Persons Goals
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		ction ID	Name	18			OFF	
		/ 18	Marian V	Select Fusion Application User		Salesperson Title		
		/ 19	Staff Ore	Marian Orellana	× •	Select Title		• L1
na				Sales Person		muais		
יש				Marian Ventas		Niv Drimony Fut		
				Primary Phone		Primary Exc		
				(352) 168-5746		Emoil		
				Mobile		Email		
				(635) 132-132_	2		Webb Bele	~
				Other Phone		Enable Sales Client App Access	Mobile Role	
				(651) 320-2145		ON	Administrator	×
				Pager		Commission Category		
				(445) 245-2452		Not Applicable		× •
				History				~
							🖪 s	ave 🔻



Events

View Events:

As a Salesperson, you have access to past, present and future scheduled events.

• On the navigation bar, tap on the "events" button.

★ Events ⑦				
Q Search ↓=				
Past Today Future				
Lunch M20				
The Anderson House				
Event Date: Apr 21, 2025				
Pickup: 6:00 AM by Toby Ande				
Pending				
Fundraiser				
Client Office				
Event Date: Apr 18, 2025				
Pickup: 6:00 AM by Toby Ande				
Confirmed				
Events Staff Prospects Customers Profile				



View Event Details:

Salespeople can view event details.

- On the navigation bar, tap on the "events" option.
- Tap on the event.
- Navigate on the screen to see all the details of the event

÷	Event details
EVEN Lun	T NAME ch M20
EVEN	T ID 5
LOCA The	TION Anderson House
ADDR 2118	^{ESS} 3 Massachusetts Ave. NW
Equip	oment
deliv N/A	'ERY DRIVER
DELIV	YERY TIME
Food	
DELIV	YERY DRIVER
N/A	
DELIV	'ERY TIME
Picku	р
ΡΙϹΚΙ	JP DRIVER
N/A	
PICK	JP TIME
Canto	



View Order Items:

Salespeople can view the order items of the event.

- On the navigation bar, tap on the "events" option.
- Tap on the event.
- Tap on the Ellipse menu.
- Select the "View Order Items" option.

← Event details	← Order items
EVENT MAKE	Food
Lunch M20	• Our Famous Cookie Sandwiches - 1
EVENT ID	• Autumn Roasted Vegetables - 1
1515	Coriander Crusted Salmon - 1
LOCATION	ASSORTED COKE PRODUCTS 12 OZ
The Anderson House	CANS - 1
	ASSORTED COOKIES AND BROWNIES - 1
2118 Massachusetts Ave NW	ASSORTED BAGELS - 1
	ASPARGUS WITH LEMON BUTTER - 1
Equipment	ASSORTED BAGELS - 1
NO MER OWNER	ASSORTED PETITE ROLLS & WHIPPED
N/A	BUTTER - 1
Actions	
🕲 Call contact	
Ø View map	
😞 View order items	
View staff	



View Assigned Staff:

Salespeople can view the assigned staff for the event.

- On the navigation bar, tap on the "events" option.
- Tap on the event
- Tap on the Ellipse menu.
- Select the "View Staff" option.
- Tap on the staff card.

← Event details	€ Staff list	JE O
EVENT NAME		
Lunch M20	508	
EVENT ID	ElecateeMobile DEV	
1515	BARTENDER132 67	
LOCATION	7:00 AM - 10:45 PM	
The Anderson House		
ADDRESS	530	
2118 Massachusetts Ave. NW	StaffMarian	
Equipment	PERSONNEL MANAGER	
	9:00 AM - 9:45 PM	
DELIVERY DRIVER		
DELIVERY TIME		
_		
Actions		
Call contact		
♥ View map		
View order items		
O View staff		
View attachments		



View Attachments:

Salespeople can view the attachments of the event.

- On the navigation bar, tap on the "events" option.
- Tap on the event
- Tap on the Ellipse menu.
- Select the "View Attachments" option.
- Tap on the staff card.

← Event details	:	← Attachments
EVENT NAME		User Stern 17200 Test Execution in
Lunch M20		Dev.pdf
EVENT ID		
1515		Pdf
LOCATION		
The Anderson House		
		User Story 17300_Test Execution in
2118 Massachusetts Ave. NW		Dev.pdf
Equipment		Pdf
DELIVERY DRIVER		
N/A		
DELIVERY TIME		
_		
Actions		
😋 Call contact		
O View map		
v		
😝 View order items		
View staff		
View attachments		



View map:

Salespeople can see the map with the location of the event

- On the navigation bar, tap on the "events" option.
- Tap on the event.
- Tap on the Ellipse menu.
- Select the "View Map" option.
- The default map of your device will be opened.

← Event details	:
EVENT NAME	
Lunch M20	
EVENT ID	
1515	
LOCATION	
The Anderson House	
ADDRESS	
2118 Massachusetts Ave. NW	
Equipment	
DELIVERY DRIVER	
N/A	
DELIVERY TIME	
Actions	
🕲 Call contact	
♥ View map	
⊖ View order items	
O View staff	
View attachments	



Call contact:

Salespeople will be able to connect with people at your event.

- On the navigation bar, tap on the "events" option.
- Tap on the event.
- Tap on Ellipse menu.
- Select "Call contact" action will redirect the user to their phone app with the contact person's phone number dialed.

← Event details	:			+ Q :
EVENT NAME Lunch M20				■ 950 %), * 8
EVENT 10 1515				
LOCATION The Anderson House				
ADDRESS 2118 Massachusetts Ave. NW		187	73532	228
Equipment				
DELIVERY DRIVER			2	3 Def
DELIVERY TIME		4	5 JKL	6 ^{MNO}
Actions		7 PQRS	8 TUV	9 ^{wxyz}
View map		×	O +	#
😝 View order items				
Yiew staff			C	×
View attachments				



Staff

View Staff:

Salespeople will be able to view the staff list:

On the navigation bar, tap on the "staff" option.





View assigned skills:

Salespeople will be able to assess assigned skills.

On the navigation bar, tap on the "staff" option. Tap on the staff.

Go to the" View Assigned Skills "option.

← Staff	← Assigned skills
PP	Champagne Server
Peter P Piper	New Skill with Print Prop
Staff ID	Doorman
10)
Full name	
Peter P Piper)
Mobile phone	
(000) 000-0000)
E-mail address	
ppiper@demo.com)
Address	
555 Fidlers Row, Callaway, MD, 20620)
Work status	
active)
View assigned skills	
there are given and a	
Call	



Call the staff:

Salespeople will be able to contact the staff.

- On the navigation bar, tap on the "staff" option.
- Tap on staff.
- Tap the "Call" option.
- This action will redirect the user to their phone app with the contact person's phone number dialed.

← Staff			
PP			+ Q
Peter P Piper			
Staff ID			
10			
Full name	187	7353	228
Peter P Piper	107	,000	
Mobile phone	1	2	3
(000) 000-0000	9	ABC	DEF
E-mail address	4	5	6
ppiper@demo.com	GHI	JKL	MNO
Address	7	8	9
555 Fidlers Row, Callaway, MD, 20620	PQRS	TUV	WXYZ
Work status	×	0	#
active		+	
View assigned skills		%	×
Call			



Search Staff:

Salespeople will be able to search the staff by name.

- On the navigation bar, tap on the "staff "option.
- Go to search bar.
- Type the name of the staff member you want to find.





View Staff Details:

Salespeople will be able to view the staff list:

- On the navigation bar, tap on the "staff" option.
- Tap on staff.

11:18 🕥 …	6 46+ 11 25	
← Staff		
РР		
Peter P Piper		
Staff ID		
Full name		
Peter P Piper		
Mobile phone		
(000) 000-0000		
E-mail address		
ppiper@demo.com		
Address		
555 Fidlers Row, Callaway, ME	0, 20620	
Work status		
active		
View assigned skills		
Call		



Prospects

View Prospects:

As a Salesperson, users have access to all the prospects and their information, you can view a list of prospects by going to the Prospects module:

• Tap the "Prospects" button in the bottom navigation bar





Search Prospects:

Salespeople can search Prospects by name. To do this, they must:

- Go to the "Prospects" module
- Tap the Search bar
- Type the name of the desired prospect





Create Prospects:

Salespeople can create new Prospects on the mobile app:

- Go to the "Prospects" module
- Tap the "+" button on the bottom right corner of the screen
- Fill in the required information on the Primary Info tab
- Fill in the required information on the Marketing Info tab
- Tap the "Add Prospect" button to save



★ Prospects				
L I	Manage your prospects			
Q Se	earch			
KL	Kris Lawfirm Contact: (410) 804-4694 228 Runamuck Pl #2808, Baltimore, MD, 21224			
DS	Donald Sider Construction Contact: (410) 669-1642 2 Cedar Ave #84, Easton, MD, 21601			
JH	Justin Hern Contact: (208) 640-6318 1724 Stone House, New Braunfels, TX, 78132			
TW	Tiger Woods Foundation Contact: (949) 725-3003 523 Hole In One Ave, Village Of Golf, FL, 33436			
Events	Staff Prospects Customers Profile	e		



<

Add prospect

< Add prospect

Primary info Marketing info	Primary info Marketing info
Contact name	Priority *
Client or company name *	Select priority •
	Referred by *
Contact name *	Select referred by
	Mail type *
Email *	Select mail types 🔹
	Prospect type *
Contact address	Select prospect type 🗸 🗸
Addres Line 1 *	Salesperson
	Select a value 🗸
Address Line 2	
City * Zip code	
Search a city V Searc V	
Contact info	
Add Prospect	Add Prospect



Update Prospects:

Salespeople can update and add new information to previously created prospects. To do so, they must:

- Got to the "Prospects "module
- Find the desired prospect
- Tap the prospect's card
- Add or update the information found in Primary, Marketing and CRM tabs
- Tap the "Save" button





< Prospect	< Prospect
Oscar company	Oscar company
High priority	High priority
Primary Marketing CRM	Primary Marketing CRM
Contact name	Priority *
Client or company name *	(High 🗸)
Oscar company	Referred by *
Contact name *	Select referred by
Oscar	Mail type *
Email *	Holiday Mailer 🛿 🗙 👻
qa1@elecatedemo.com	Prospect type *
Contact address	Education ~
Addres Line 1 *	Salesperson
95470 Natasha Villages	Select a value
Address Line 2	
City * Zip code	
Decidiona TV V 77E01 V	
Save	Save



< Prospe	ect		
OC Osc	car company		
	∧ High pr	iority	
Primary	Marketing	CRM	
Last action			
04 - Customer	Site Visit	~)	
Callback date			
October 8, 20	24		
Callback time			
10:41 PM			
Next action			
14 - Revisions	Completed	~)	
Sales phase			
Proposal - 80%			
Notes			
Not available			
	Save		



Customers

View Customers:

As a Salesperson, users have access to all the customers and their information, you can view a list of customers by going to the Customers module:

• Tap the "Customers" button in the bottom navigation bar





Search Customers:

Salespeople can search Customers by name, to do this they must:

- Go to the "Customers" module
- Tap the Search bar
- Type the name of the desired customer





View Customer Details:

To view the information of a customer, users must:

- Find the desired customer
- Tap the customer's card





CRM Info

Ċ

< Customer

Primary info

Contact Name

Client or company name

QA Service

Contact name

Laurel Reitler

Email

laurel@gmail.com

Contact Address

Address 1

6 Kains Ave

Address 2

State, City, ZIP code

6 Kains Ave, Baltimore, MD, 21215

Contact Info

Office phone

(410) 520-4832

Mobile phone

< Customer

Primary info	CRM Info
Last action	
Callback date	
	Ë
Callback time	
	G
Next action	
Sales phase	
Notes	



Users can call the numbers associated with each customer by tapping the phone icon located on the right end of the phone number fields.

3:08	···· ? •			+ 0
Customer				- 4
Primary info	CRM Info			
oromero@elecatedemo.co	om			
Contact Address				
Address 1				
4 Oak St		187	7353	228
Address 2		107	/000	
3rd				
State, City, ZIP code		1	2	3
4 Oak St, Beverly Hills, CA	,90211		ADC	DEF
)	4	5	6
		GHI	JKL	MNO
(999) 999-9999	(S)	7	0	0
Mobile phone	9	PQRS	O TUV	9 WXYZ
(222) 222-2222	(L)	N	0	
Home phone		×	0	Ħ
(516) 541-3212	Ø			
Website	~			X
test net				



Profile

View & Edit Profile Information:

Users can view and edit their Contact information. To do so, users must:

- Tap the "Profile" button on the bottom navigation bar
- Tap the "Contact Information" button located inside "My Profile" section
- Here users can update their information
- Tap the "Save" button

★ Profile	?	< Contact Information
		First name *
JA Josue Alejo		Last name *
My profile		Alejo
Contact information	>	Title
		Sales Person
6-Ware		Email
Settings		jalejo@elecate.com
Language: EN	>	Office phone *
Change password	>	(212) 289-8555
		Mobile phone
More		
About us	>	
		Save
[→ Sign out		
Events Staff Prospects Customers	O Profile	



View About Us Screen:

The user can access the information in the application at any time.

- Go to the Profile module
- Navigate to the "More" section
- Select the "About us" option





Go to Help Website:

Each module contains a direct link to the help website, access it by tapping the circled question mark icon located at the top right corner of the screen

★ Events ⑦	★ Staff ⑦
Q Search	Get in touch with your Staff
Past Today Future	Q Search
TEST-14-04-25	
 Krissia Test QA Event Date: Apr 18, 2025 Pickup: 6:00 AM by Toby Anderson 	PF Patricia F Monahan Contact: (202) 848-9293 1616 Park Plaza Plaza, Callaway, MD, 20620
Confirmed TEST-02-14-04-2025	JR Joe R Staff Contact: (000) 000-0000 10 Main St, Alexandria, VA, 22302
 Client Pickup Event Date: Apr 16, 2025 	BA Brenda Anderson Contact: (949) 500-0209 106 Sharon Dr, Beverly Hills, CA, 90210
Confirmed	姓名姓名 Contact: ,,,,
TEST-03-14/042025	Fred Elistates an
Events Staff Prospects Customers Profile	Events Staff Prospects Customers Profile



★ Prospects	★ Customers ③
Y Manage your prospects	Connect with your customers
Q Search	Q Search
KL Contact: (410) 804-4694 228 Runamuck Pl #2808, Baltimore, MD, 21224	QS QA Service Contact: (410) 520-4832 6 Kains Ave, Baltimore, MD, 21215
DS Donald Sider Construction Contact: (410) 669-1642 2 Cedar Ave #84, Easton, MD, 21601	SI Synergy Intl Contact: (301) 840-6500 > 1234 Money Lane, Gaithersburg, MD, 20878
JH Justin Hern Contact: (208) 640-6318 1724 Stone House, New Braunfels, TX, 78132	JC JC Contact: (222) 222-2222 > 21 street, Los Angeles, CA, 90017
Tiger Woods Foundation Contact: (949) 725-3003 523 Hole In One Ave, Village Of Golf, FL, 33436	EL Contact: (208) 640-6318 207 E San Antonio Street, New Braunfels, TX, 78130
Events Staff Prospects Customers Profile	Events Staff Prospects Customers Profile

	Elecāte
★ Profile	0
JA Josue Alejo	
My profile	
Contact information	>
Settings	
Language: EN	>
Change password	>

Language: EN	>
Change password	>
More	
About us	>
[→ Sign out	





Sign Out:

- Go to the profile module
- Tap the "Sign out" button

★ Profile ⑦					
JA Josue Alejo					
My profile					
Contact information	>				
Settings					
Language: EN	>				
Change password	>				
More					
About us	>				
[→ Sign out					
Events Staff Prospects Customers Pro	ofile				



Client

Sign-In

Your store needs important business rules set before customers can browse and orders can be placed. Be sure to follow the steps below to ensure proper setup. Discuss any questions you may have with your implementation specialist if you need more clarity.

Keycloak Authentication

To create a user, you would need to create an account on Elecate. To do so, you'd need to follow these steps:

- Go to Sales & Marketing
- Go to Customer (CRM)
- Go to Customer Marketing
- Click on the "Create New Customer" button
- Fill the "Primary Contact" tab with your user information
- Save your changes
- Go to the "Additional Info" tab
- Save the record
- Go to the "Mobile/Web" tab
- Turn on the toggle for "Enable Customer Client App Access"
- Type in a password
- Hit Save & Close.



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Search TABLE OF CONTENTS	Customer Marketing Window Search, Created and Update Customer Marketing Information			3
Quick Lookup Dashboard (PowerBi)	Create New Customer Create New Customer			
Sales & Marketing	Customer Sales and Marketing Management Create & Edit Customers			
 Event & Order Manag Customer (CRM) 	Customer Last Event by Date Range Customer Last Event by Dite Range			
Customer Marketing	Customer Last Event Customer Last Event			
Lead/Prospect An Organization Manage	Customer Usage Not In Events Customer - Not Used in Events			
Reports				
Marketing Tools				
Event Venue Management Enance & Accounting				
R Production				
Data Items				
සි General Setup				
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Search TABLE OF CONTENTS	Customer Marketing M Create New Customer Ma	lanagement arketing Information		? - □ ×	0
 Qulck Lookup Dashboard (PowerBl) 	Primary Contact Billing Additio	onal Info Notes CRM Calendar Secondary Contac	t Cost Centers & Venues		
Event & Order Manag	Primary Contact Information	Contact Name	Contact Address	Contact Info	
Customer (CRM)		Organization	Address	Office or Primary Phone Ext	
E Lead/Prospect			City	Mobile Home	
ඩිංහි Organization Mana	Allowed (".jpg, ".png) <0 MB	Client or Company Name (1st Line)	City State	Fax	
Marketing Tools Event Venue Manager		Overflow name (30-charactera maximum)	USA X Y	Email	
Elinance & Accounting Production		First Name Last Name Mr. Last Name or Fl		Website	
Data Items Ground Sature		Admin Asst Inte Select Title * []			
Leinerai Serup	Marketing Info			~	
	History			🖹 Save 🔹	
elle Production El Data Hems efili General Setup	Marketing bido History 🔁 New Event *	First Name Last Name of R C Admin Asst Title Select Title • C		Include http:// or https://	5 items

≡Elecāte ≣⊊	Customer Marketing Management Create New Customer Marketing Information					? -	× ml 0+ C @ 41 0
TABLE OF CONTENTS	Primary Contact Billing Additional Info Notes C	RM Calenda	r Secondary Contact Cost Centers & Venues				•
E Dashboard (PowerBl)	Additional Information					^	
Sales & Marketing			Prospect Profile				
Event & Order Manag	Wedding Prospect		Location		Frequency		
E Customer (CRM)	Select Wedding Prospect	*	Select Location	*	Select Frequency	*	
Customer Marketin	Company Size		Geography		Type of Business		
Lead/Prospect	Select Company Size	•	Select Geography	•	Select Type of Business	•	
			Financial Budget				
Marketing Tools	Event Budget		Annual Budget		Fiscal year End		
Event Venue Manager		\$		*	M/d/yyyy h:mm aa	63	
E Finance & Accounting			Allow Customer Mobile/Web Access				
A. Production	Customer Web		Password		Password Key		
Data Items	<u>••</u>				CustomerID		
🖨 General Setup	Enable Customer Client App Access						
	Customer Defaults					× .	
	Email History					~	
	History					~	1 - 5 of 5 items



View Events:

As a client, you have access to your past, present and future scheduled events.

• On the navigation bar, tap on the "Events" button.

* Events					
Q Search		J=			
Past	Today	Future			
	No events				
Events		O Profile			



View Event Details:

Clients can view event details.

- On the navigation bar, tap on the "Events" option.
- Tap on the event.
- Navigate on the screen to see all the details of the event

←	Event details
even Lun	it name ch M20
EVEN 151	т ID 5
LOCA The	тіом Anderson House
ADDF 211	RESS 8 Massachusetts Ave. NW
Equi	oment
deli' N/A	VERY DRIVER
DELI	VERY TIME
Food	I
deli N/A	VERY DRIVER
DELI	VERY TIME
Pickı	q
pick N/A	UP DRIVER
PICK	UP TIME
C+	



View Order Items:

Clients can view the order items of the event.

- On the navigation bar, tap on the "events" option.
- Tap on the event.
- Tap on Ellipse menu.
- Select "view order items" option.

 Event details 	← Urder items
EVENT MAKE	Food
EXENT ID 1515	 Our Famous Cookie Sandwiches - 1 Autumn Roasted Vegetables - 1 Coriander Crusted Salmon - 1
LOCATION	ASSORTED COKE PRODUCTS 12 OZ
The Anderson House	CANS - 1
ADDRESS	ASSORTED COOKIES AND BROWNIES - J
2118 Massachusetts Ave. NW	• ASSOCIED BAGELS - 1 • ASPARGUS WITH LEMON BUTTER - 1
Equipment	ASSORTED BAGELS - 1
	ASSORTED PETITE ROLLS & WHIPPED
DELIVERY DRIVER	BUTTER - 1
_	
Actions	
The country	
Call contact	
Call contact	
Call contact Call contact View map View order items	
Call contact Call contact View map View order items View staff	



View Assigned Staff:

Clients can view the assigned staff for the event.

- On the navigation bar, tap on the "Events" option.
- Tap on the event
- Tap on the Ellipse menu.
- Select the "View staff" option.
- Tap on the staff card.

← Event details :	← Staff list	J≞ Q
EVENT NAME Lunch M20	508	
EVENT 10 1515	ElecateeMobile DEV BARTENDER132 67	
LOCATION The Anderson House	7:00 AM - 10:45 PM	
ADDRESS	530	
Equipment	StaffMarian PERSONNEL MANAGER	
DELIVERY DRIVER	9:00 AM - 9:45 PM	
DELIVERY TIME		
_		
Actions Call contact		
View map		
View order items		
O View staff		
View attachments		



View Attachments:

Clients can view the attachments to the event.

- On the navigation bar, tap on the "events" option.
- Tap on the event
- Tap on the Ellipse menu.
- Select the "View Attachments" option.
- Tap on the staff card.

← Event details	: +	Attachments
EVENT NAME		
Lunch M20		User Story 17300_Test Execution in Dev.pdf
EVENT ID		
1515		Pdf
LOCATION		
The Anderson House		
		User Story 17300_Test Execution in
ADDRESS		Dev.pdf
2110 Massachusetts Ave. NW		
Equipment		Pdf
DELIVERY DRIVER		
N/A		
DELIVERY TIME		
Actions		
Call contact		
View map		
Hew order items		
A Manual all		
A new statt		
R View attachments		
e nen attaciments		



View map:

Clients can see the map with the location of the event

- On the navigation bar, tap on the "Events" option.
- Tap on the event.
- Tap on the Ellipse menu.
- Select the "View Map" option.
- The default map of your device will be opened.

÷	Event details	
EVE	ENT NAME	
Lu	nch M20	
EVI	ENT ID	
15	15	
LO	CATION	
Th	e Anderson House	
AD	DRESS	
21	18 Massachusetts Ave. NW	
Equ	lipment	
DEI N/	LIVERY DRIVER	
DE	LIVERY TIME	
	_	
	Actions	
C	Call contact	
0	View man	
V	view map	
₽	View order items	
Q	View staff	
0	View attachments	_



Call contact:

Clients will be able to connect with people at your event.

- On the navigation bar, tap on the "events" option.
- Tap on the event.
- Tap on Ellipse menu.
- Select "Call contact" action will redirect the user to their phone app with the contact person's phone number dialed.

← Event details	:			+ Q :
EVENT NAME Lunch M20				
EVENT ID 1515				
LOCATION The Anderson House				
ADDRESS 2118 Massachusetts Ave. NW		1877353228		228
Equipment				
DELIVERY DRIVER		1 9	2	B DEF
DELIVERY TIME		4	5 JKL	6 ^{MNO}
Actions		7 PQRS	8 TUV	9 ^{wxyz}
View map		×	0	#
€ View order items				
O View staff			C.	×
View attachments				



Profile

View & Edit Profile Information:

Users can view and edit their Contact information. To do so, users must:

- Tap the "Profile" button on the bottom navigation bar
- Tap the "Contact Information" button located inside "My Profile" section
- Here users can update their information
- Tap the "Save" button

★ Profile	?	< Contact Information
		Client or company name *
The Company		The company
		Contact name *
My profile		test
Contact information	>	Dear
		(John)
Sottings		Admin Assistant Name
Settings		
Language: EN	>	Addres Line 1 *
Change password	>	1234 Street
		Address Line 2
More		
About us	>	City * Zip code
		Beverly Hills, CA V 90210 V
		Office phone *
[→ Sign out		
		Extension
H		
Events Profile		
		Mobile phone



View About Us Screen:

The user can access the information in the application at any time.

- Go to the Profile module
- Navigate to the "More" section
- Select the "About us" option

★ Profile	0	< About Us	
TC The Company		Elecāte	
My profile		INTELLIGENT CATERING + EVENT + RENTAL SOFTWARE	
Contact information	>	Version	1.1.0
Settings		Our story	ß
Language: EN	>	Terms and conditions	ß
Change password	>	Privacy policy	C
More			
About us	>		
[→ Sign out			
Events P	Profile	All rights reserved © 2024	



Go to Help Website:

Each module contains a direct link to the help website, access it by tapping the circled question mark icon located at the top right corner of the screen

★ Events	0	★ Profile	?
Q Search	\=	TC The Company	
Past Today	Future	My profile	
		Contact information	>
		Settings	
No events		Language: EN	>
		Change password	>
		More	
		About us	>
		[→ Sign out	
Events	Profile	Events Profile	



Sign Out:

- Go to the profile module
- Tap the "Sign out" button

★ Profile		
TC The Company		
My profile		
Contact information	>	
Settings		
Language: EN	>	
Change password	>	
More		
About us	>	
[→ Sign out		
Events Profile		

