

52065 - MyOffice Fixes Feb-March

Front End

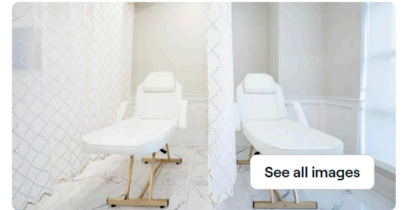
1. Listing Details Page

- Change the layout out of the showcase photo to be like this:

Home · Beauty Salons · Toronto · West Woodbridge · LVSH Beauty Bar

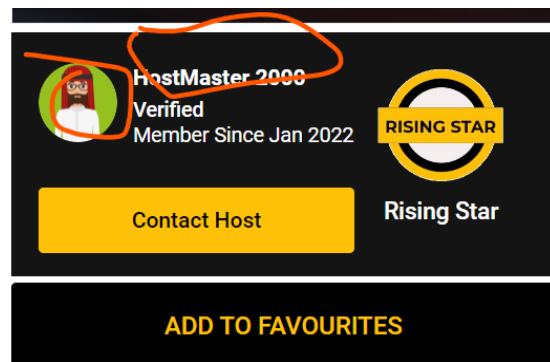
LVSH Beauty Bar

4.9 ★★★★★ (205) · Open until 8:00pm · Woodbridge, Vaughan [Get directions](#)



b. Booking Information Column

- Clicking on the Host name and **icon** should link to that host's profile page (Side bar, bottom section)
- Add To Favourites: Align this button to be the same width as the rest of the table



- The photo for 'Book and Go' under How It Works is missing

How It Works



Find the YOUR Space

Explore the marketplace to find a space that fits your needs. From urban lofts and studios to modern meeting spaces, we've got you covered.



Connect With Hosts


Communicate directly with our Hosts, to ensure you find the right space that meets your needs. With our easy to use website or our Mobile App, you can easily fine tune your search, and book your space.

Book and Go!

With just a few clicks, you can conveniently book your space, and manage your account. Let's Get to Work!

3. Testimonials: The photo for the Jessica Albright user is missing


“
For startups like us, every dollar counts. With MyOffice, we are able to forego the large overhead and use our funds to get our business up and running



Charlie Harrington
★★★★★

”

“
As a retired accountant, I only need a space to work on a part time basis, for some clients. With MyOffice, I can find a convenient location almost anywhere, to work by myself or with my clients. I love it!



Jessica Albright
★★★★★

”

4. Footer

- a. FAQs - Remove this link
- b. Support Form:
 - i. The image on the right side is missing.
 - ii. Verify that the information from the form is being sent to info@myoffice.ca, using a template from our PostOffice module (postoffice.backpocket.ca)
 - iii. Upon form submission, there is only a small notification message. Redirect the user to a new page that says

Thank You for Contacting Us

Our Client Relations team will review your request, and will reply within the

next 48 hours.

- iv. The company name says Booking Core, it should say the company name in the db which should be MyOffice Inc.

Copyright © 2024 Booking Core. All Rights Reserved.

5. Login (Top Menu)

- a. Change the layout of this modal as per **the mockup to be provided**

MYOFFICE

Email *

myofficecanada@gmail.com

Password *

.....

Login

Forgot Password? / Sign Up

or

Login Through

FACEBOOK GOOGLE+

Host Panel

6. Top Menu Section:

- a. Bookings
 - i. The links do not work properly. These are supposed to display the bookings filtered by their booking status. Currently, the links are still displaying ALL of the bookings. Change this list to:
 1. Active (Booked, Checked In, Checked Out)
 2. Completed
 3. Archived
 4. Calendar
- b. Notifications (Bell): Hide this Menu item
- c. Mail (Inbox): Link this to <https://myoffice.mybackpocket.co/user/inbox>
- d. Balance: Clicking on the User's balance should link to their Wallet

7. Dashboard:

- a. *Quick Icons*
 - i. Calendar Icon: Link to :
<https://myoffice.mybackpocket.co/user/my/calendar>
 - ii. Events: This page is incorrectly designed. Create a Temporary Under Construction page (mockup to be provided)
 - iii. Withdraw: Link to :
<https://myoffice.mybackpocket.co/user/wallet/withdraw>
 - iv. Wallet: Link to the Host's Wallet
 - v. Reports: Create New Page according to Mockup
 1. Sales By Space
 2. Sales By Client
 3. Business Summary
- b. *Performance*
 - i. Customer Satisfaction data is not linked. This should show the information based on Customer reviews. It should display the total

count of each criteria, and the % based out of total reviews.

Use this table as an example:

	Rating			
Review 1	20	Excellent		
Review 2	15	Very Good		
Review 3	11	Good		
Review 4	6	Needs Improvements		
Review 5	5	Poor		
Review 6	6	Very Good		
Review 7	17	Good		
Review 8	9	Needs Improvements		
Review 9	2	Poor		
Review 10	8	Very Good		

		Count	%	
20/20	Excellent	1	10%	
15-19	Very Good	3	33%	
11-14	Good	2	25%	
6-10	Needs Improvem	0	0%	
0-5	Poor	2	25%	

ii. View Reports

1. Create a page that will display a link to the following reports

a. Sales by Customer

b. Sales by Space

c. Performance by Space

c. Bookings Table:

i. The tab filters are not working and need to be re created as follows:

1. Booked

2. Checked In

3. Completed

ALL | DRAFT | PROCESSING | CONFIRMED | COMPLETED
 Show 10 Records [View All](#)

Search: FROM: TO: QUICK DATE:

ii. Remove Transaction Status Column

1. Remove this from the Advanced Filter and replace with filter for Book Status

iii. Insert Column for Guest Name. This should be after the ID#

1. Guest Name should link to their profile page (open in New tab)

iv. Book Status Column

1. Increase width so that the text does not wrap and create two lines
2. Change text color of 'Booked' to #ffffff

8. Bookings List Page

- a. Create Search for Guest name either by including it into the string search (first field, with City and ID) or creating another field

Search: FROM: TO: QUICK DATE:

Listing: Category: BOOKING STATUS: TRANSACTION STATUS: Amount:

BOOKING HISTORY Show 10 Records

ID#	LISTING NAME	START DATE	END DATE	GUEST	AMOUNT	BOOK STATUS	PAYMENT STATUS	ACTION
89	Allegro Coffee Company	Mar 1, 2024 10:00 AM	Mar 1, 2024 11:00 AM	asiri Dula (Guest#48)	\$18.65	BOOKED	PAID	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔄"/> <input type="button" value="📄"/>
88	Allan Coffee Company	Mar 1, 2024	Mar 1, 2024	asiri Dula (Guest#48)	\$18.65	BOOKED	PAID	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔄"/> <input type="button" value="📄"/>

- b. Remove Payment Status Column

9. Booking Details Page

Modify: When clicking on the Modify Booking button, the modal's default date is blank, and the start/end times are 9am to 5pm

- a. Change the default start/end dates to be what is the current booking.
- b. Change the times to be for a full 24 hour period from 0:00 to 23:00 (the reason is in case someone needs to book outside of the regular operating hours, then the Host can manually extend or overwrite the system's hours of operations.

10. Spaces

- a. Search Filter
 - i. City Search: Add a field with google autocomplete for cities, just like on the front end search. Reduce other field sizes to make room for this new field
 - ii. Results Table
 1. When clicking on the Space name, open a new tab instead of the same tab.
- b. Media, Pricing, and Amenities
 - i. Create a second div container that will be fixed width, so that the content is not stretched too wide. **See mockup**

11. Inbox

- a. Create a Direct Messaging system that will allow Users (both Hosts and Guests) to Send and Receive messages from other users as well as public enquiries through web forms
- b. Messages are saved in User's inbox, but also delivered to their email on file.
- c. Users should be able to Archive messages

12. **Clients Table:** For this page: <https://myoffice.mybackpocket.co/user/clients>, create a table similar to the Earnings, which will allow the Host to view their list of Clients and generate reports. **See Mockup**

- a. Filters
- b. Table

- i. ID
- ii. Name
- iii. Last Booking
- iv. # of Bookings
- v. Revenue
- vi. Action
 1. View
 2. Edit
 3. Clone
 4. Archive
 5. Report

Guest Panel

13. Listing Detail Page:

14.

General

15. Referral Code: When a user Checks Out of a Booking, they receive an SMS text with a Promotional Referral code. The purpose of this code is to encourage referrals for new sign ups.

- a. When a new user signs up with the Referral Code, they will receive a \$20.00 Credit to their account
 - b. The existing user, who gave the Referral Code, will also receive \$20.00 Promotional credit to their account.
 - c. The admin should be able to manage the amount of promotional credits
 - d. The transaction should be recorded in both user's Wallets
 - e. Promo Credits cannot be withdrawn as cash.
- 16.

17. Email Invoice from Booking Details Page:

Email sent needs to be modified to match standard MyOffice email notification template
⇒ lets have separate document, as all emails in system following same design

18.

19. Fixes and Upgrades as Part of Alpha Version Testing

20. Authentication

21.

22.

Templates Ideas for New Category UI

23. <https://qodeinteractive.com/theme-category/listing-wordpress-themes>

24.