



Company User Guide

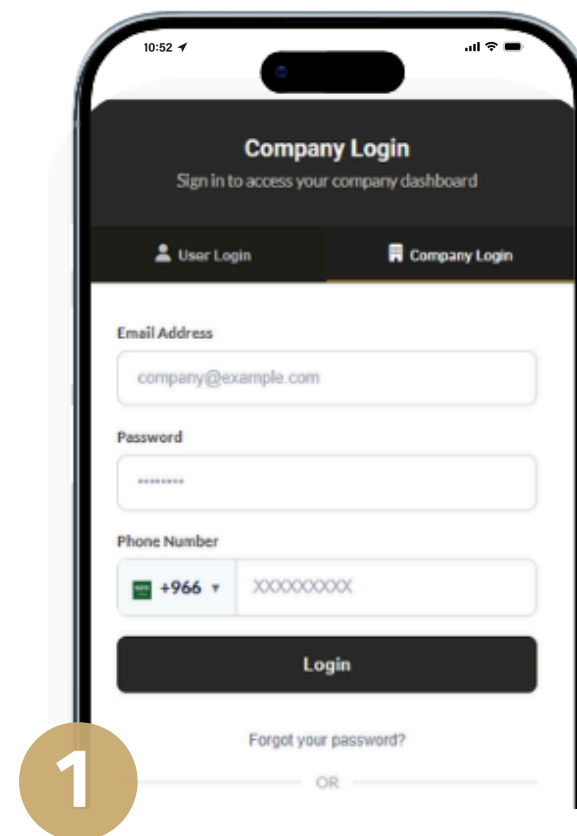


Saudi Tech Services Co.

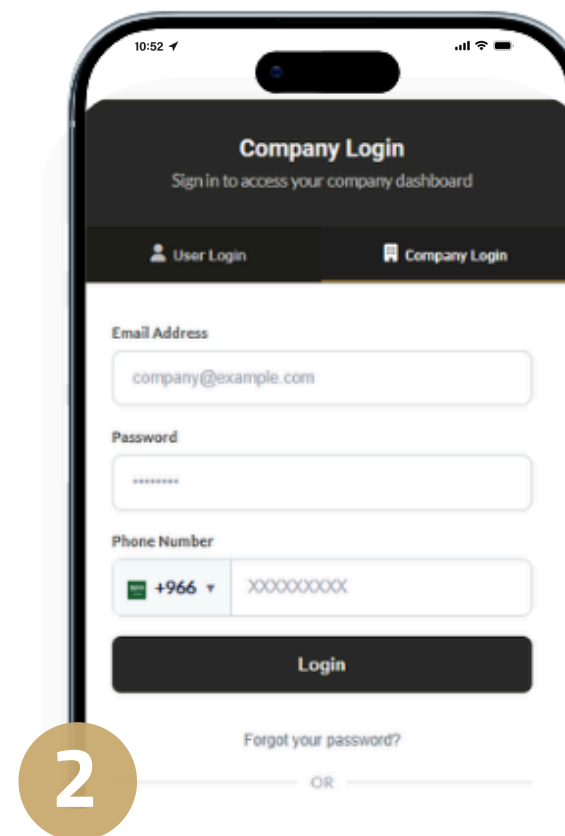




01 Company Valet Login



Navigate to the **company login** page and switch to company login tab



Enter email address, password, and registered phone number.
(Note: Login details will be sent to your phone number via SMS)



Enter the OTP code sent to your mobile number and click the **"Verify OTP"**

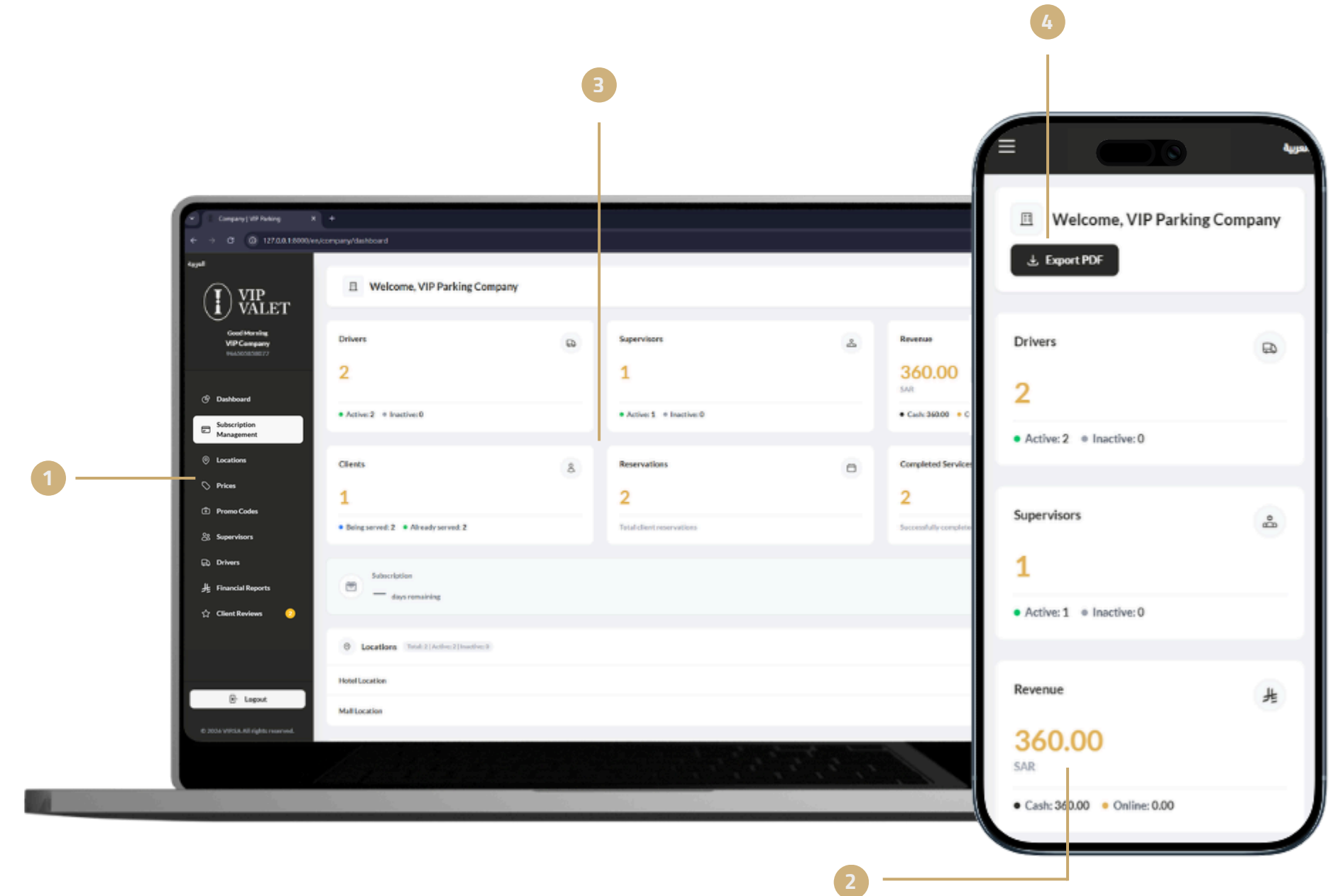


02 Dashboard Overview



The Company Dashboard provides a real-time summary of the entire system. It provides instant access to information about financial performance, resource allocation, and operational scale.

- 1 Sidebar:**
Direct access to management modules, including Subscription Management, Locations, Drivers, Supervisors, Pricing, Financial Reports, and Clients Reviews.
- 2 Revenue Tracking**
Monitor your earnings, with a clear breakdown between cash and online payments.
- 3 Customers Insights**
You can view real-time data on clients who are being served versus those who have already finished.
- 4 Export PDF**
Generate and download a PDF reports.





The dashboard cards provide a summary of operational scale, workforce availability, and financial performance in real-time.

5 Services Overview

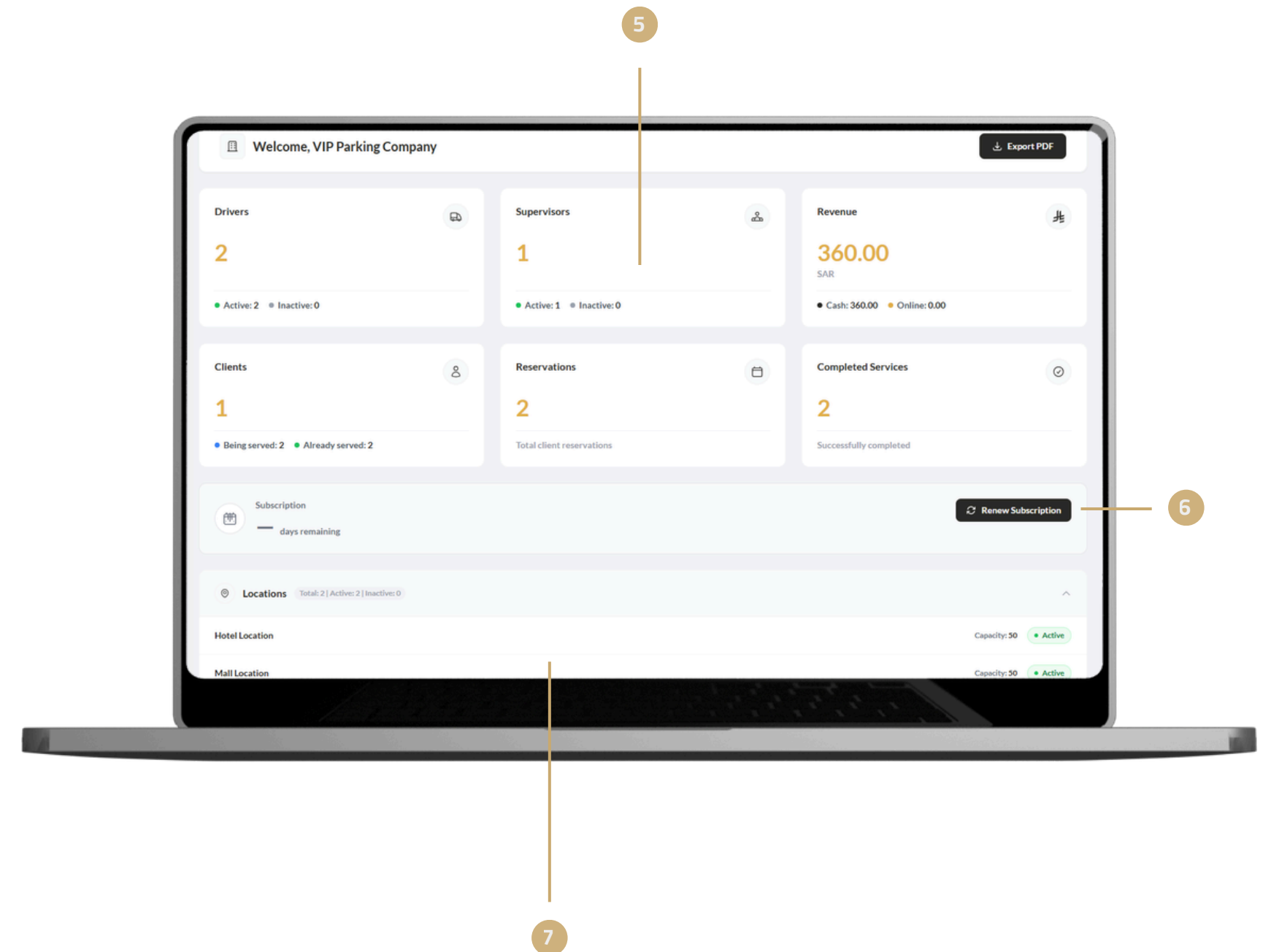
View a real-time overview of your services, including active staff counts, total revenue, and current reservations at a glance.

6 Renew Subscription

Click "Renew Subscription" to check your subscription status and balance and renew to keep your valet services active.

7 Latest Services

A live feed displaying recent activities, including driver assignments, specific locations, and start times.



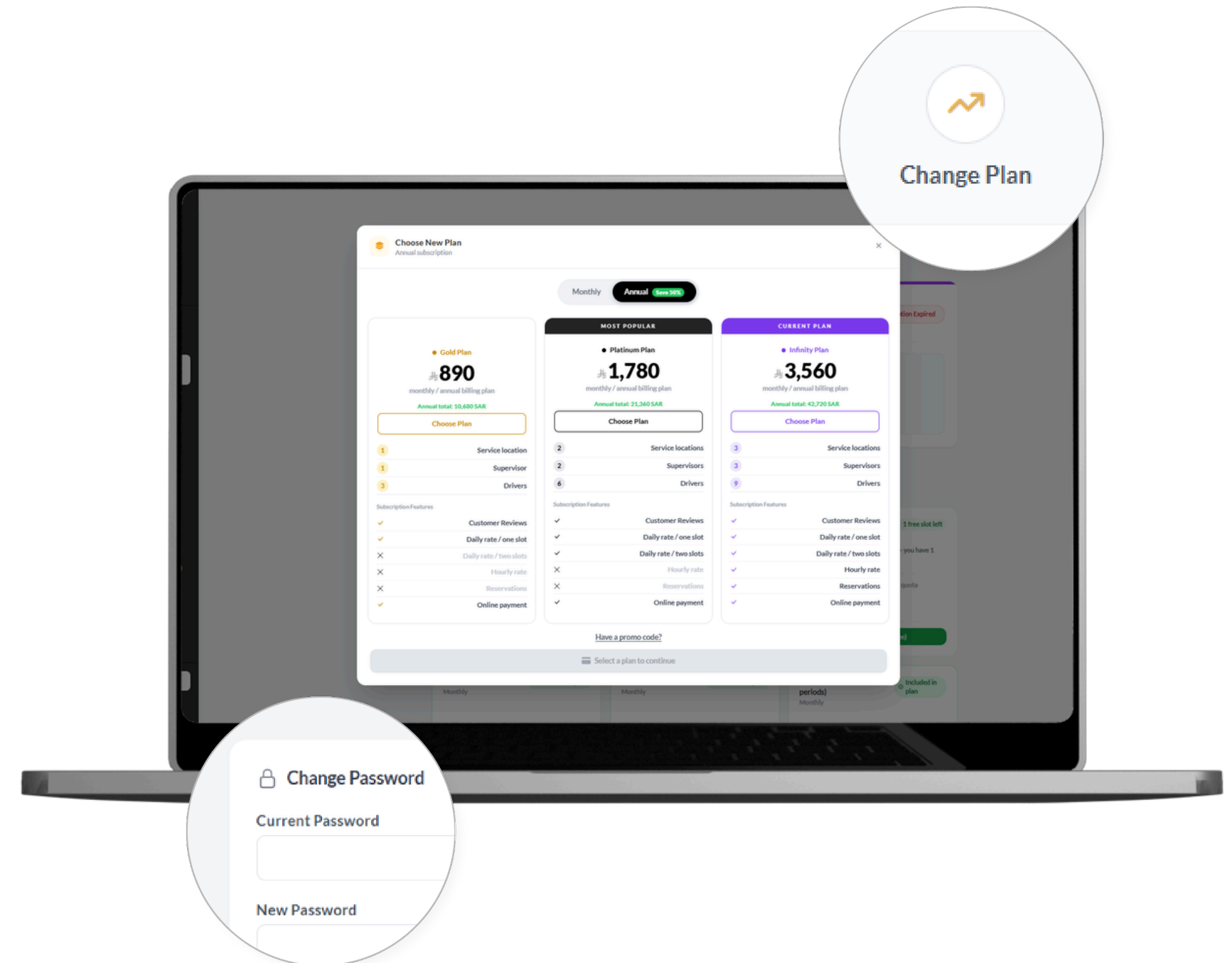


03 Subscription Management



The Subscription Management page allows managing active subscriptions, enhancing service capabilities through add-ons, and maintain account security.

- 1 Service Tracking**
Track and view how many services remain in your current balance.
- 2 Renew or Change Plans**
Easily renew plans or change plans to upgrade or downgrade based on your evolving business needs.
- 3 Change Password**
In the change password section you can change your login details.





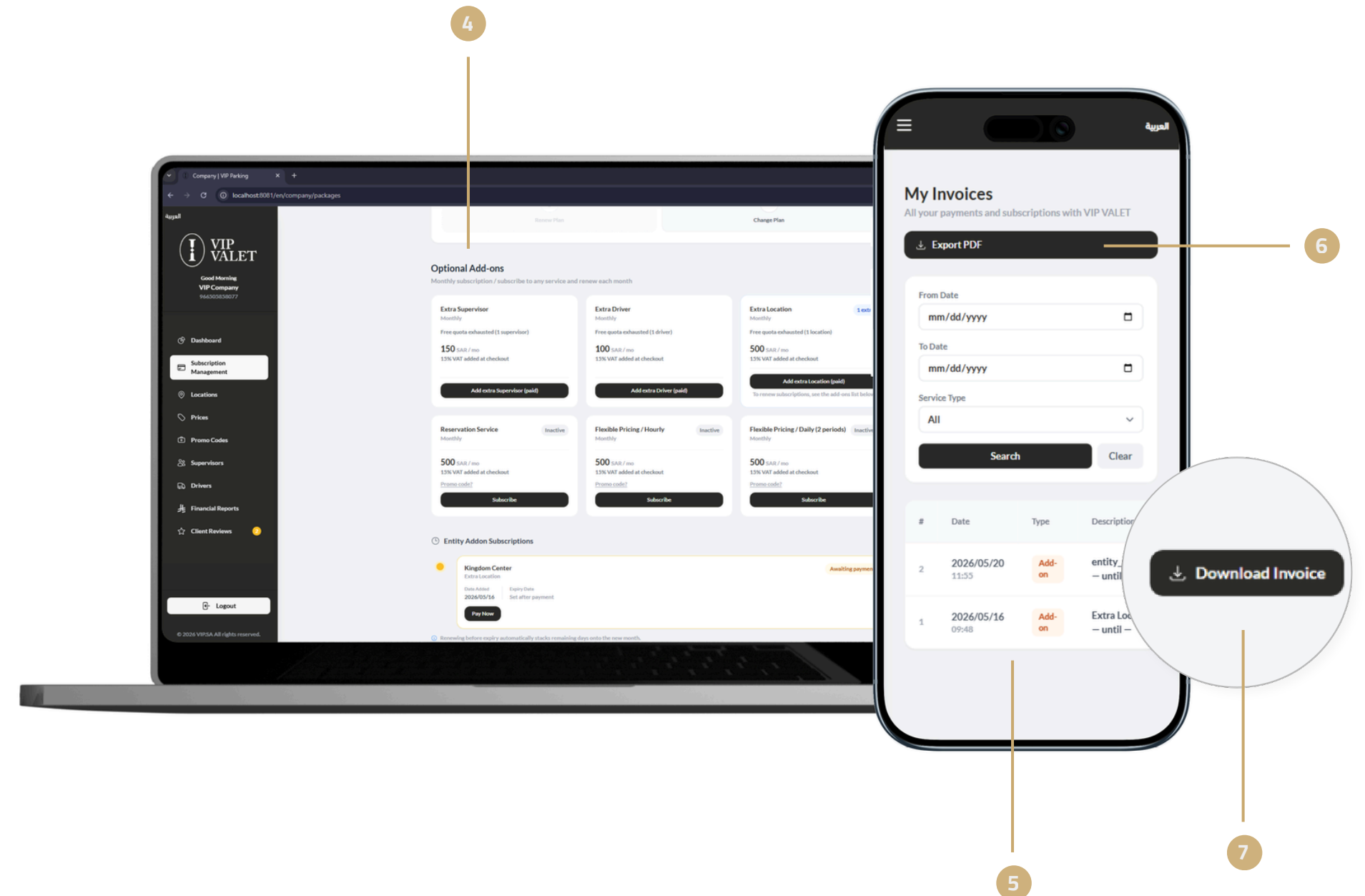
The Optional Add-ons section provides monthly subscription choices to scale your service and unlock advanced features.

4 Optional Add-Ons
By adding optional add-ons, you can increase your services' capacity by paying monthly for additional staff, locations, and advanced pricing or reservation features.

5 Invoices
Access a dedicated page to view, search, and filter all your invoice statements and transaction records by date range and service type.

6 Download Invoice
Tap "**Download Invoice**" to download the specific transaction invoice.

7 Export Pdf
Generate and download a PDF Reports.



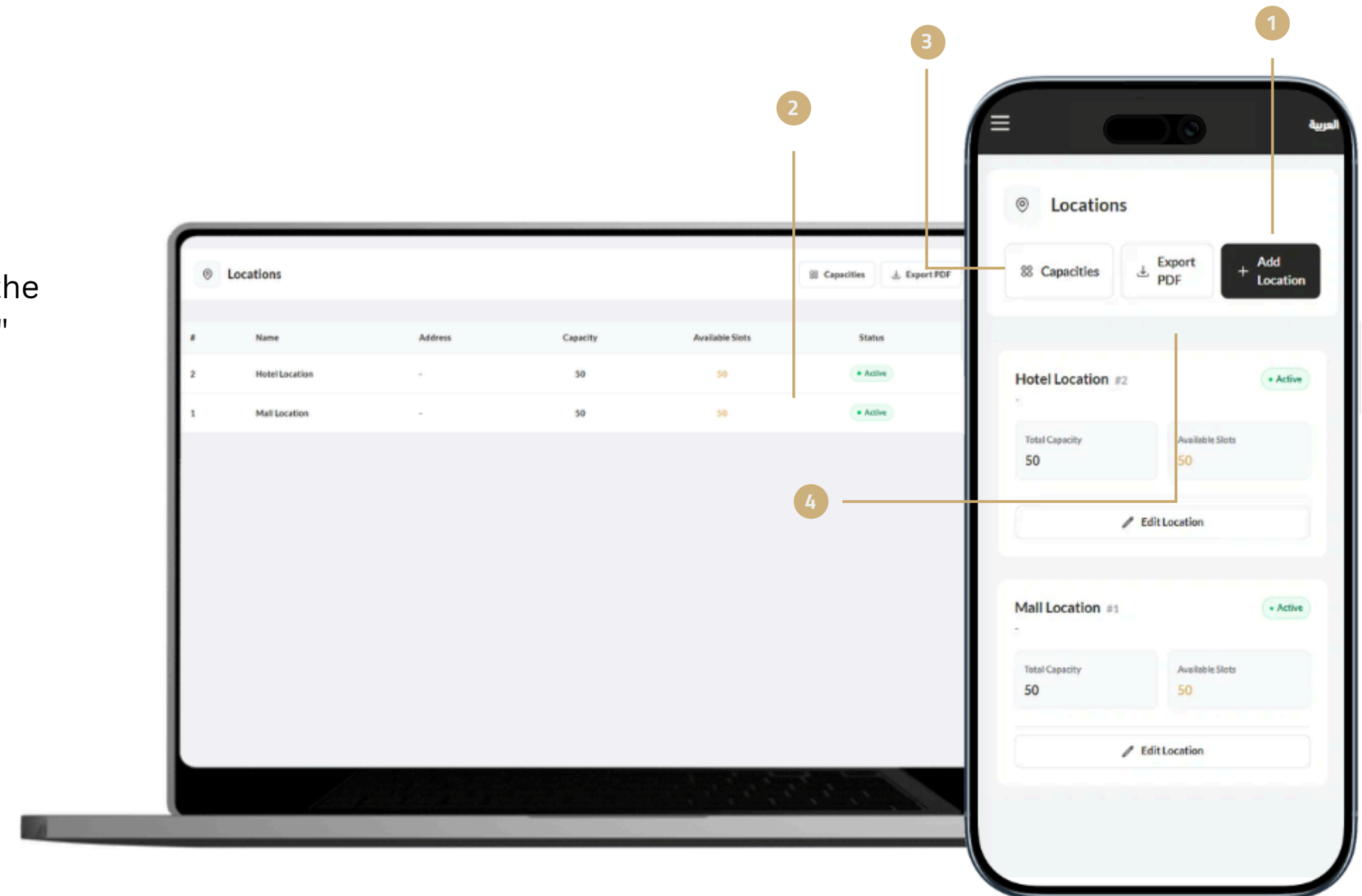


04 Locations Management



On this page you can fully control your services and activities through the action buttons:

- 1 Add and Modify the Location**
To add a new location, click **"Add Location"** and to change the name, address, or basic settings of any location, click "Edit."
- 2 Locations Status**
Monitor the Status column to see which locations are currently active or awaiting approval.
- 3 Capacities**
This page ensures that any operational changes made by your team or supervisor are reflected here.
- 4 Export PDF**
Generate and download a PDF reports.





The **Add New Location** page allows you to register new service points within the system. All new locations undergo a review process before going live.

- 1 Location Name**
Enter a recognizable name for the new location
- 2 City/Address**
Enter location physical address
- 3 Location Capacity**
Set the maximum number of vehicles this specific location can accommodate.
- 4 Google Map (Optional)**
You can include a map view by pasting a Google Maps embed link.

Add New Location

Location Name

City / Address

Location Capacity

Google Maps Embed Link (optional)

<https://www.google.com/maps/embed?pb=...>

How to get the embed link:

1. Open Google Maps and search for your location
2. Click Share
3. Select the Embed a map tab
4. Copy the full HTML embed code and paste it directly here

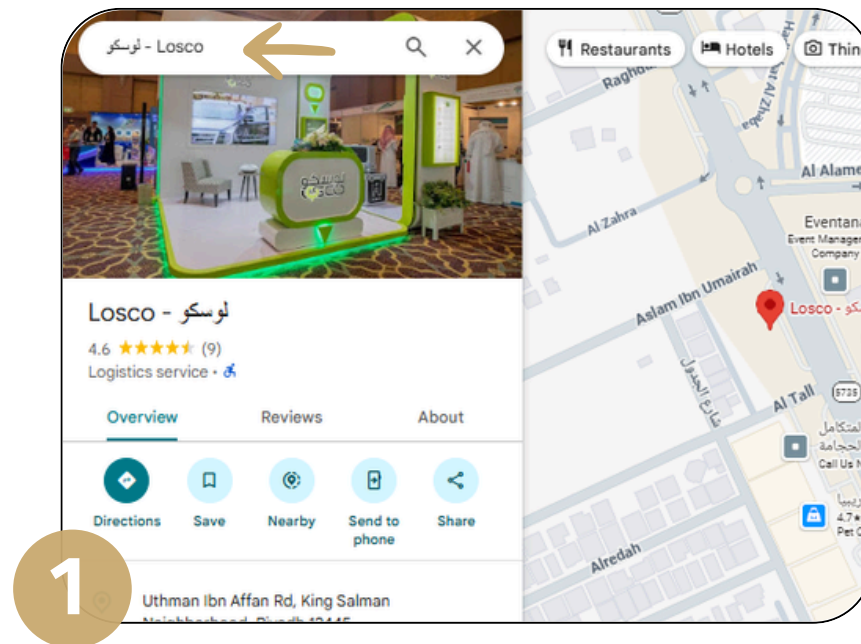
⚠ The location will be reviewed by management before it is activated.

+ Save Location **Cancel**

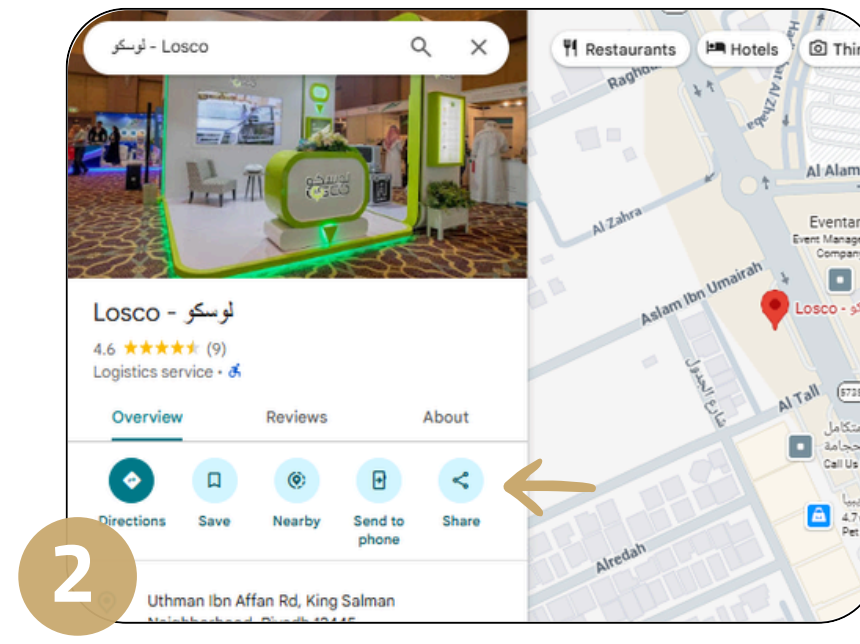


Steps to Get Location Embed Link

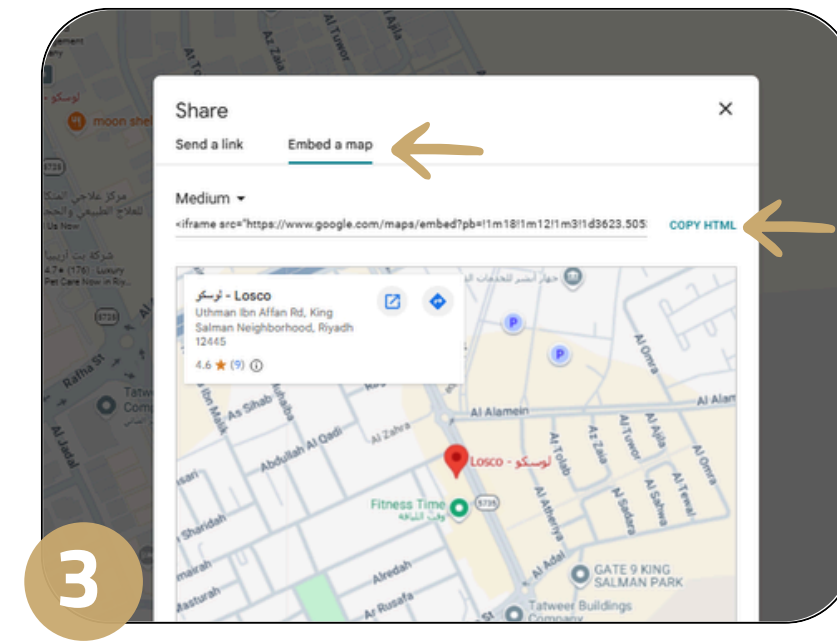
Follow below steps to get the embed link of your desired location



Open Google Maps in your browser, search for a location, and then select the correct location.



After select the correct location then in the location details panel, click the **share** button.



On the **Share Window**, click the "**Embed a Map**" tab and copy the **HTML**, and then paste this link into the location form.



05 Pricing Management

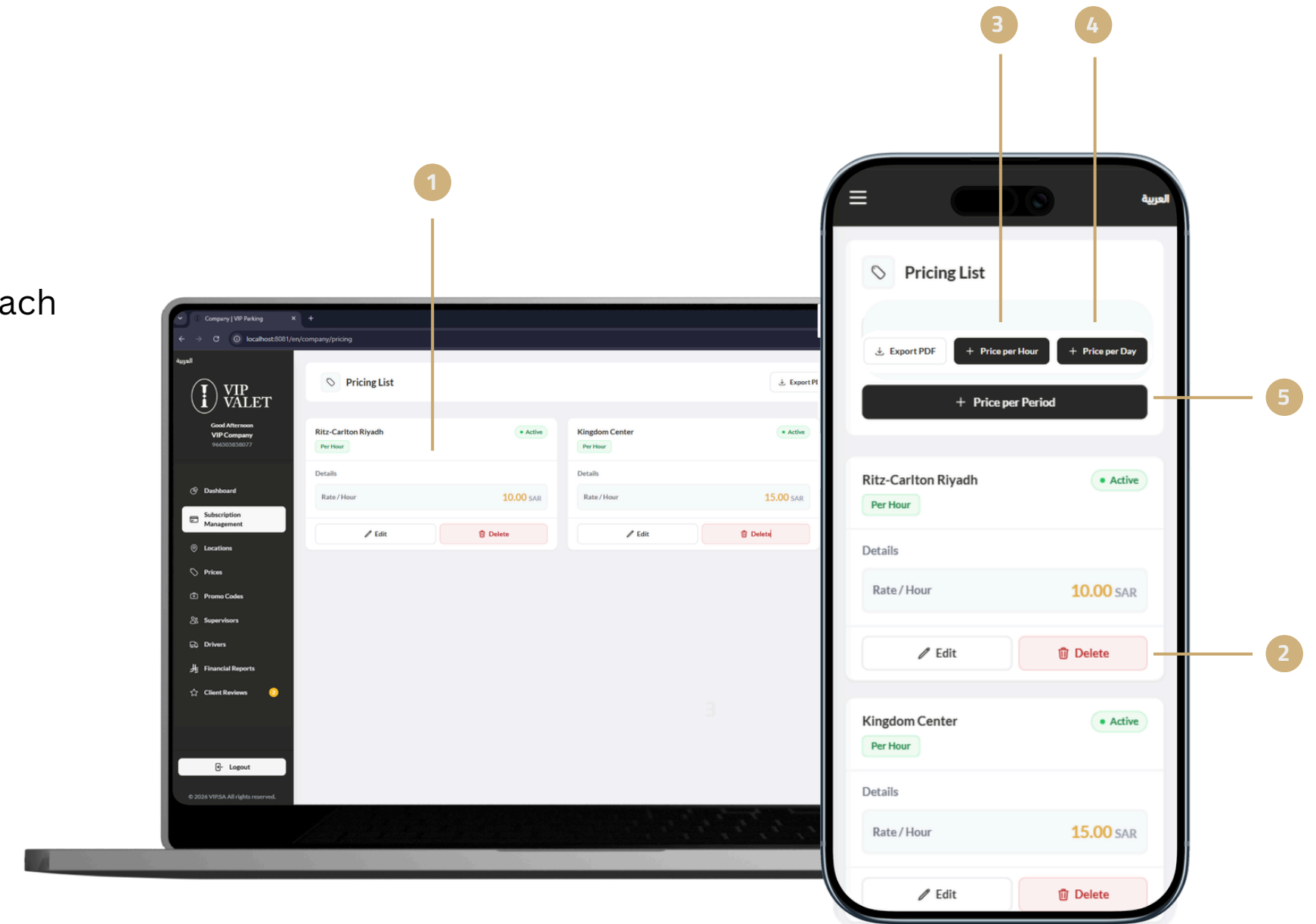


The pricing page allows you to set service rates for each of your valet locations. To meet your company's needs, you can tailor costs to specific time periods or durations.

- 1 Location-Specific Pricing List**
On the main page, view the pricing list for each location (e.g., Mall), with each record displaying the current rate per hour in SAR.
- 2 Edit and Delete Prices List**
To update existing rates or delete a record, click the Edit button.
- 3 Add Price Per Hour**
Set a standard flat rate for every hour a vehicle is parked.
- 4 Price Per Day**
Define a fixed rate for full-day parking service.
- 5 Price per Period**
Define specific rates for custom time segments or shifts.

Note:

- **Must add a location before adding pricing.**
- **Price includes 15% VAT (e.g., if you enter 100 SR, your payout will be 85 SAR for online payments).**





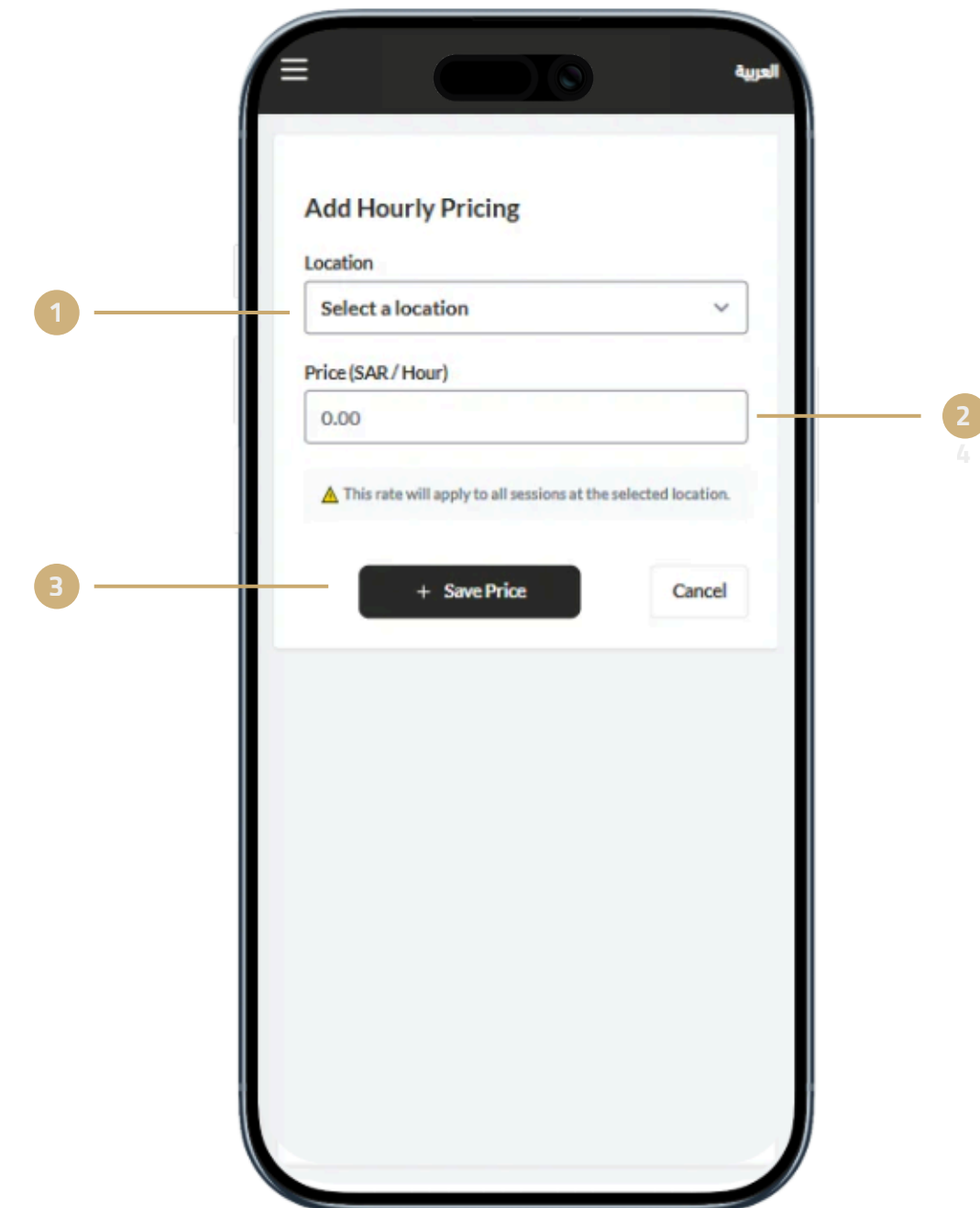
Add Price Per Hour

The Pricing per Hour page allows you to set service rates for each hour a vehicle is parked.

- 1 Choose Location**
Choose the location where the new pricing will be implemented.
(Note: You can add more locations in the location section.)
- 2 Set Rate**
Enter the desired amount in the Price (SAR / Hour) field. This represents the cost billed for every hour of service.
- 3 Save Price**
Click the Save button to save the new price.

Note:

- Must add a location before adding pricing.
- Price includes 15% VAT (e.g., if you enter 100 SAR, your payout will be 85 SR for online payments).





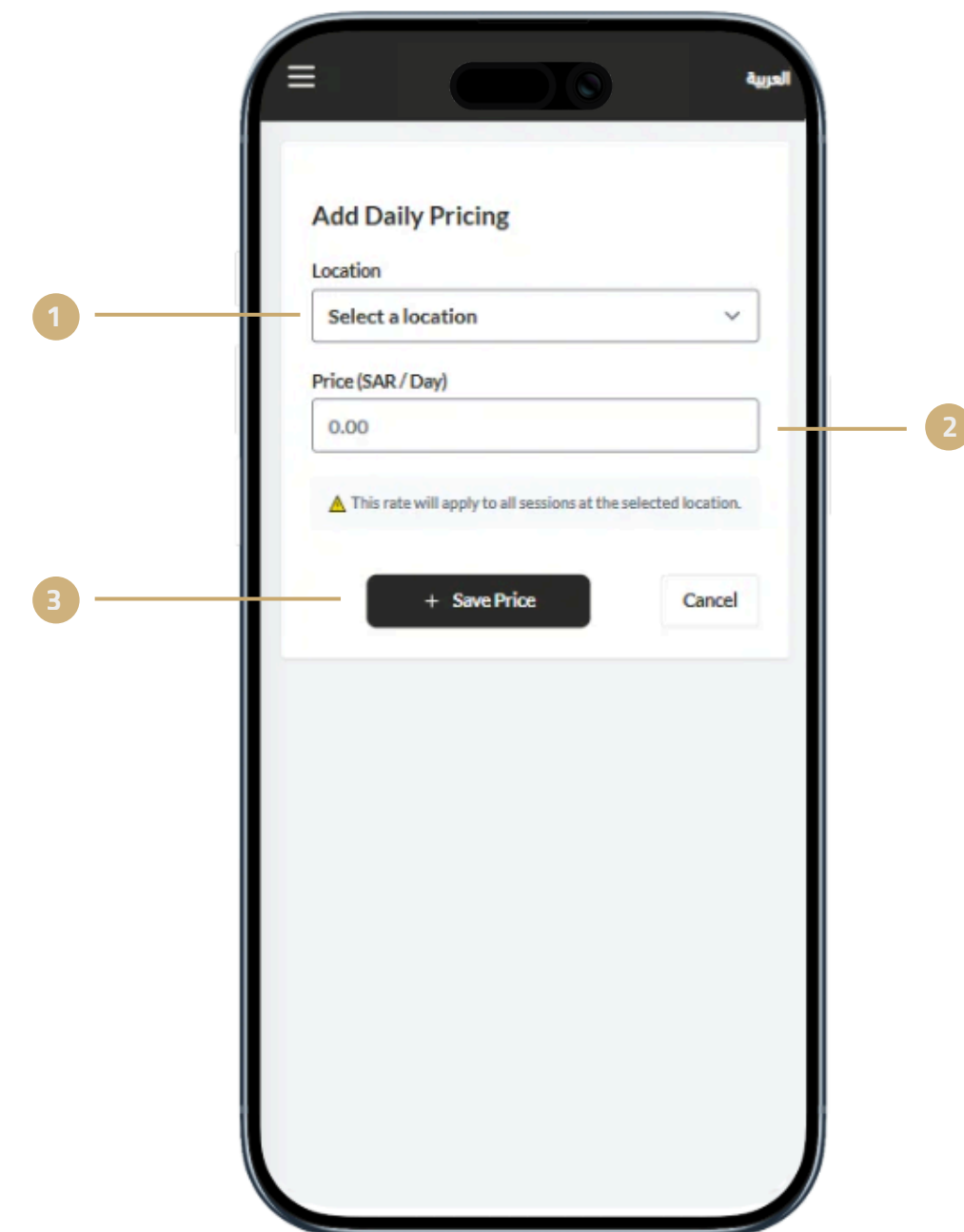
Add Daily Pricing

The Add Daily Pricing page allows you to set a fixed flat rate for valet services at a specific location.

- 1 Choose Location**
Select a location where the new pricing will be implemented. (Note: You can add more locations from location section.)
- 2 Set Rate**
Enter the desired amount in the Price (SAR / Hour) field.
- 3 Save Price**
Click the save button to save the new price.

Note:

- Must add a location before adding pricing.
- Price includes 15% VAT (e.g., if you enter 100 SAR, your payout will be 85 SR for online payments).





Price Per Period

The Pricing per Period feature enables you to set up specialized rates for different time periods throughout the day. This is ideal for locations with peak and off-peak hours, or day and night shifts.

- 1 Choose Location**
Select a location where the new pricing will be implemented. (Note: You can add more locations from location section)
- 2 Set Period 1**
Use the time pickers to set the start and end times for your first pricing window, then enter the price.
- 3 Set Period 2**
To ensure 24-hour coverage, the system automatically starts Period 2 when Period 1 ends.
- 4 Save Price**
Click the save button to save the new price.

Note: Must add a location before adding a pricing.

The screenshot shows the 'Create Service Pricing' screen in a mobile app. It features a dropdown menu for 'Location' with the text 'Select a location'. Below this are two pricing periods. 'Period 1' has time pickers for 'From' (12:00) and 'To' (12:00), and a 'Price (SAR)' field set to 0.00. 'Period 2 (auto-filled)' also has time pickers for 'From' (12:00) and 'To' (12:00), and a 'Price (SAR)' field set to 0.00. A warning message states: 'Period 2 is automatically calculated based on the end of Period 1.' At the bottom, there are two buttons: '+ Save Pricing' and 'Cancel'. Numbered callouts point to these elements: 1 points to the location dropdown, 2 points to the Period 1 price field, 3 points to the Period 2 time pickers, and 4 points to the '+ Save Pricing' button.



06 Promo Codes



Generate custom discounts and promotional offers for your clients.
(Note: This feature is exclusively available for companies subscribed to the Infinity Plan.)

- 1 Location Selection**
Select the specific location for the promotion. You can only create one active promo code group per location.
- 2 Discount Details**
Define the discount type (Percentage or 100% Free) and set the exact discount value.
- 3 Code Configuration**
Specify the total number of codes to generate (up to 1,000 per group) and add an optional custom prefix (e.g., VIP-).
- 4 Validity Period**
Set an expiration date for the codes, or leave it blank for them to remain valid indefinitely.

The screenshot shows a laptop displaying the 'Create Promo Code Group' form. The form has the following fields and callouts:

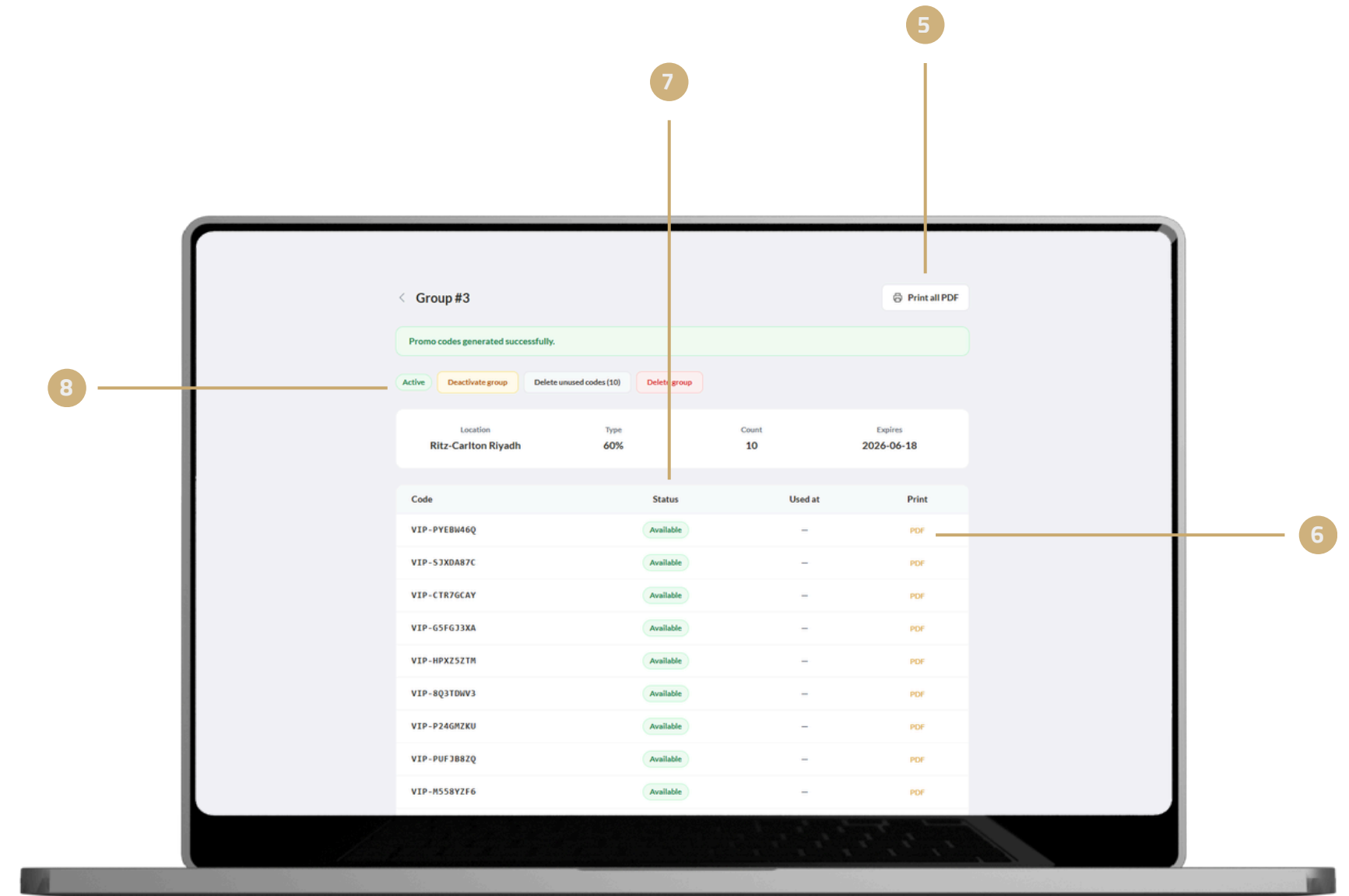
- 1** points to the 'Location' dropdown menu.
- 2** points to the 'Discount type' section, which includes radio buttons for 'Percentage' (selected) and 'Free (100% off)'.
- 3** points to the 'Discount percentage (%)' input field, which contains the value 'e.g. 20'.
- 4** points to the 'Expiry date (optional)' field, which has a date format 'mm/dd/yyyy' and a note 'Leave blank to never expire'.

Other visible fields include 'Group name (optional)' with the example 'e.g. Ramadan campaign', 'Number of codes' with the value '1' (note: 'Max 1000 codes per group'), and 'Code prefix (optional)' with the value 'VIP-'. A 'Generate codes' button is at the bottom right of the form.



Manage and Export Promo Codes

- 5 Bulk Export**
Click "Print all PDF" to instantly download a comprehensive PDF containing all generated promo codes for this group.
- 6 Single Code Export**
Download or print a specific promo code by clicking the "PDF" option directly next to it in the list.
- 7 Track Status**
Monitor the real-time status of each code to see if it is "Available" or check the exact timestamp of when it was "Used at".
- 8 Group Controls**
Easily manage the lifecycle of the promotion by deactivating the group, deleting unused codes, or completely removing the group entirely.





07 Supervisors Management



The Supervisors page allows you to manage your on-site team, track their performance, and maintain their professional credentials.

1 Supervisors List

On main page view all registered supervisors, including their Phone Number, Status and assigned Locations.

2 View Documents

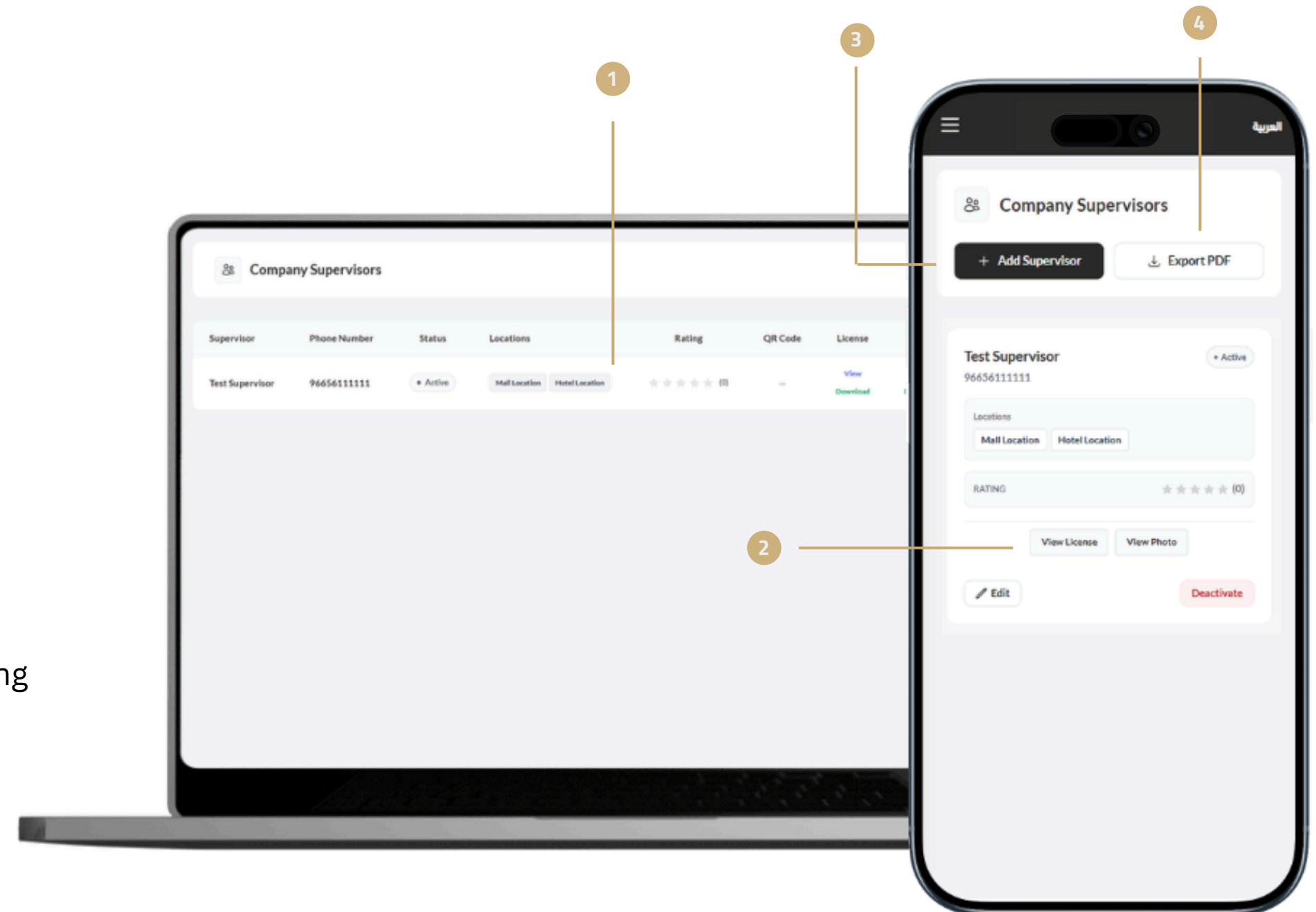
Quickly View or Download uploaded documents such as their License and Personal Photo.

3 Add, Edit & Change Status

Use the Add Supervisor button to register new staff, Edit existing profiles, or use the Deactivate button to remove access.

4 Export Pdf

Generate and download a PDF Reports.





Steps to Register a New Supervisor

Follow the steps below to register a new supervisor

1 Enter Supervisor Identity
Enter the full name and a valid contact number.

2 Assign Location
Select the specific location (e.g Kingdom Center)

3 License Details
Enter License Number and set the License Expiry Date

4 Upload Files
Upload high-quality images for both the license image and the personal photo.

Note:

- Must add a locations and set pricing before adding a supervisor.
- Newly added Supervisor remain Pending until reviewed and approved by the System Admin.



08 **Drivers Management**



The Drivers page allows managing existing drivers or registering new drivers.

1 Drivers List

On the main page, you can see all registered drivers, including their phone numbers, status, and assigned locations.

2 View Documents

View or download uploaded documents quickly, such as driver's license and personal photo.

3 Add, Edit & Change Status

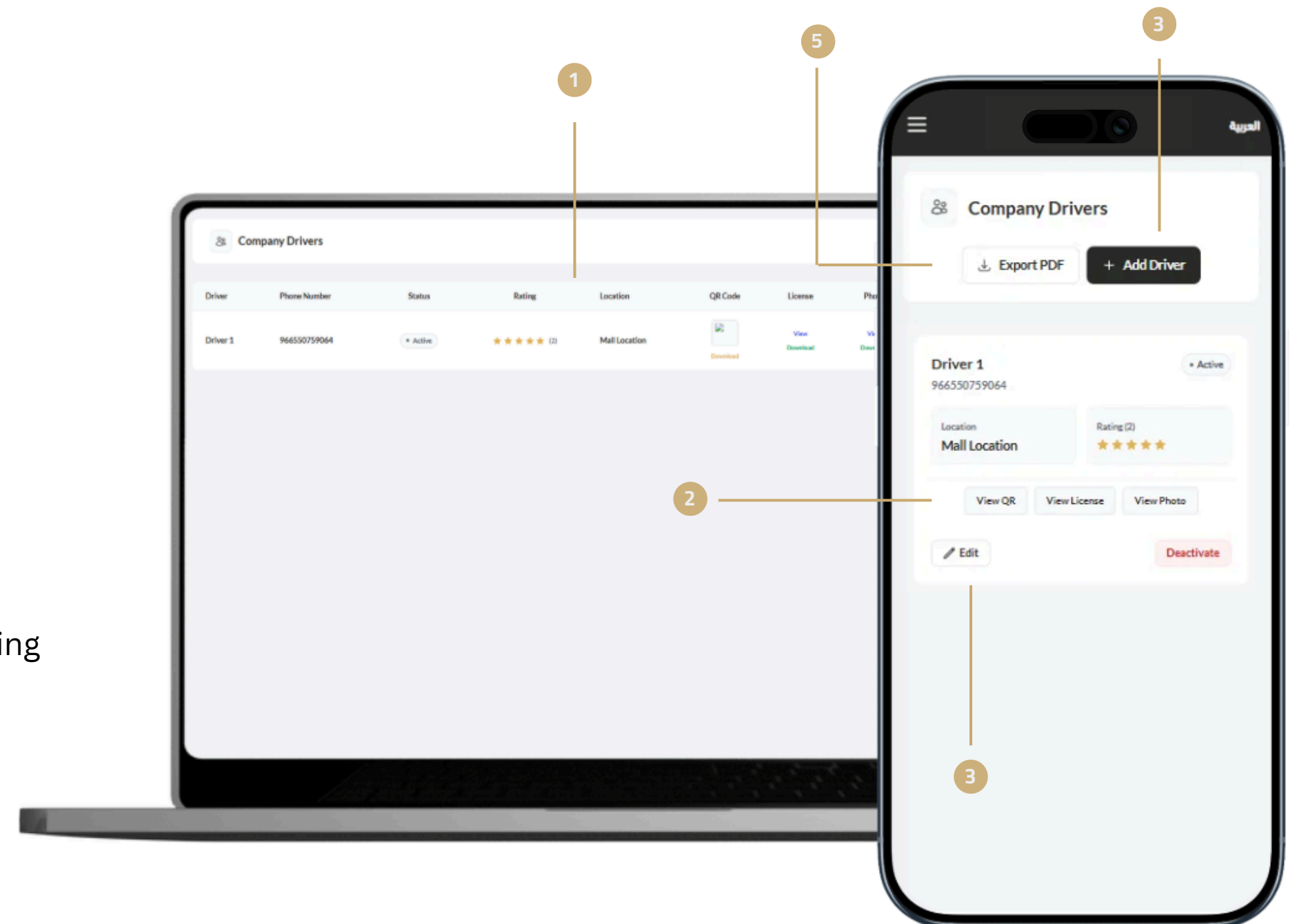
To register new employees, click the Add Driver button, edit existing profiles, or click the Deactivate button to disable access.

4 QR Code Scan

By Scan QR code you can view the public profile of the driver.

5 Export Pdf

Generate and download a PDF Reports.





Steps to Register a New Driver

Follow the steps below to register a new driver

1

Enter Driver Identity

Enter the full name and a valid contact number.

2

Assign Location

Select the specific location (e.g Kingdom Center)

3

License Details

Enter License Number and set the License Expiry Date

4

Upload Files

Upload high-quality images for both the license image and the personal photo.

Note:

- Must add a locations and set pricing before adding a driver.
- Newly added driver remain Pending until reviewed and approved by the System Admin.



09 Financial Reports



The Financial Reports page provides a comprehensive breakdown of your company's earnings and payment history, allowing for detailed auditing and financial management.

1 Advance Filter

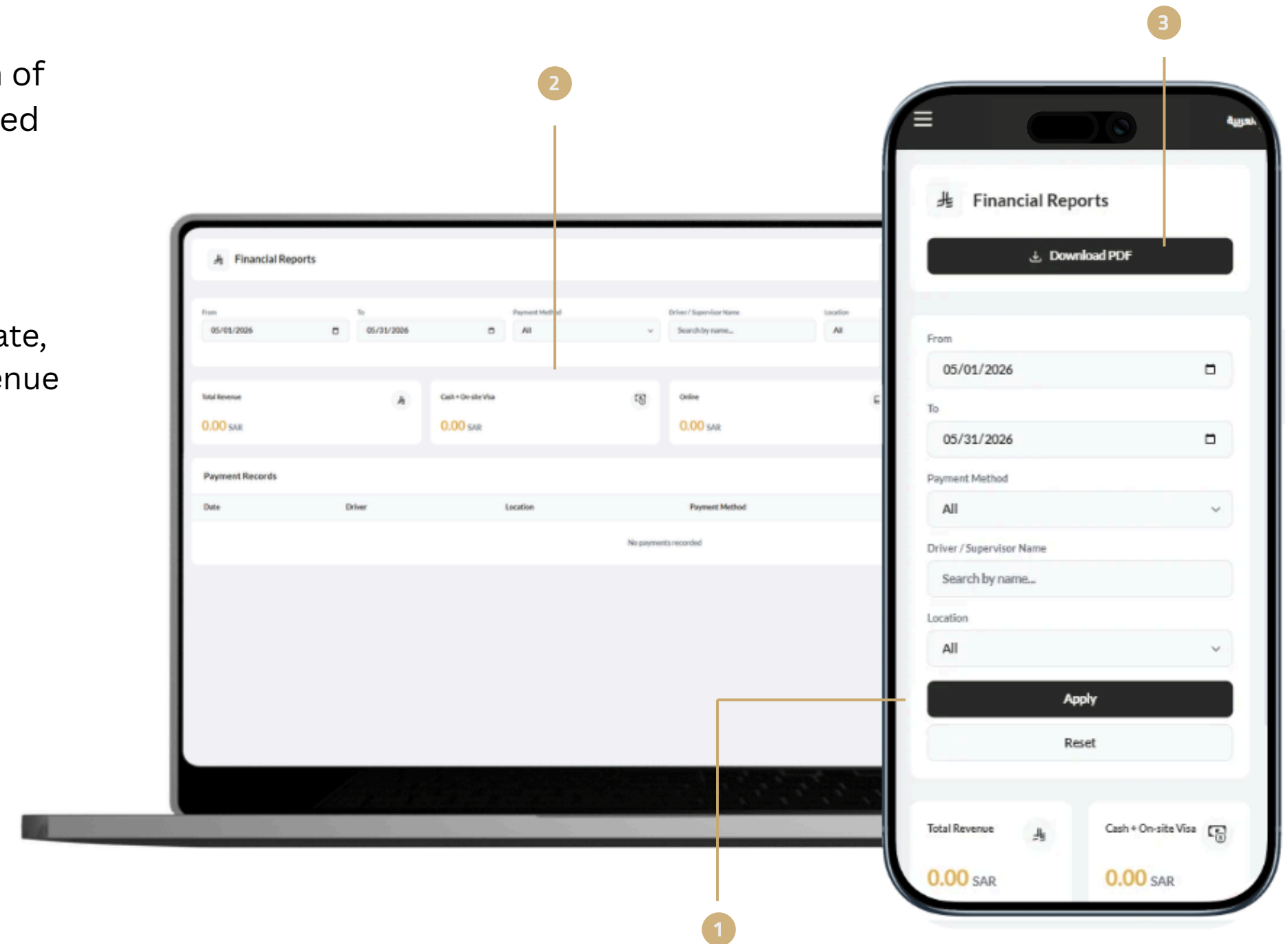
You can use advanced filters feature to audit your earnings by date, staff, and location. This allows for real-time tracking of total revenue across cash, online, and wallet payments.

2 Revenue Summary

The dashboard displays real-time financial totals in SAR, categorized by total revenue, physical collections, and digital transactions.

3 Export Pdf

Generate and download a PDF Reports.





09 Clients Reviews



The Client Reviews page allows you to monitor customer satisfaction and service quality through direct feedback and star ratings for every service.

1 Ratings Filter

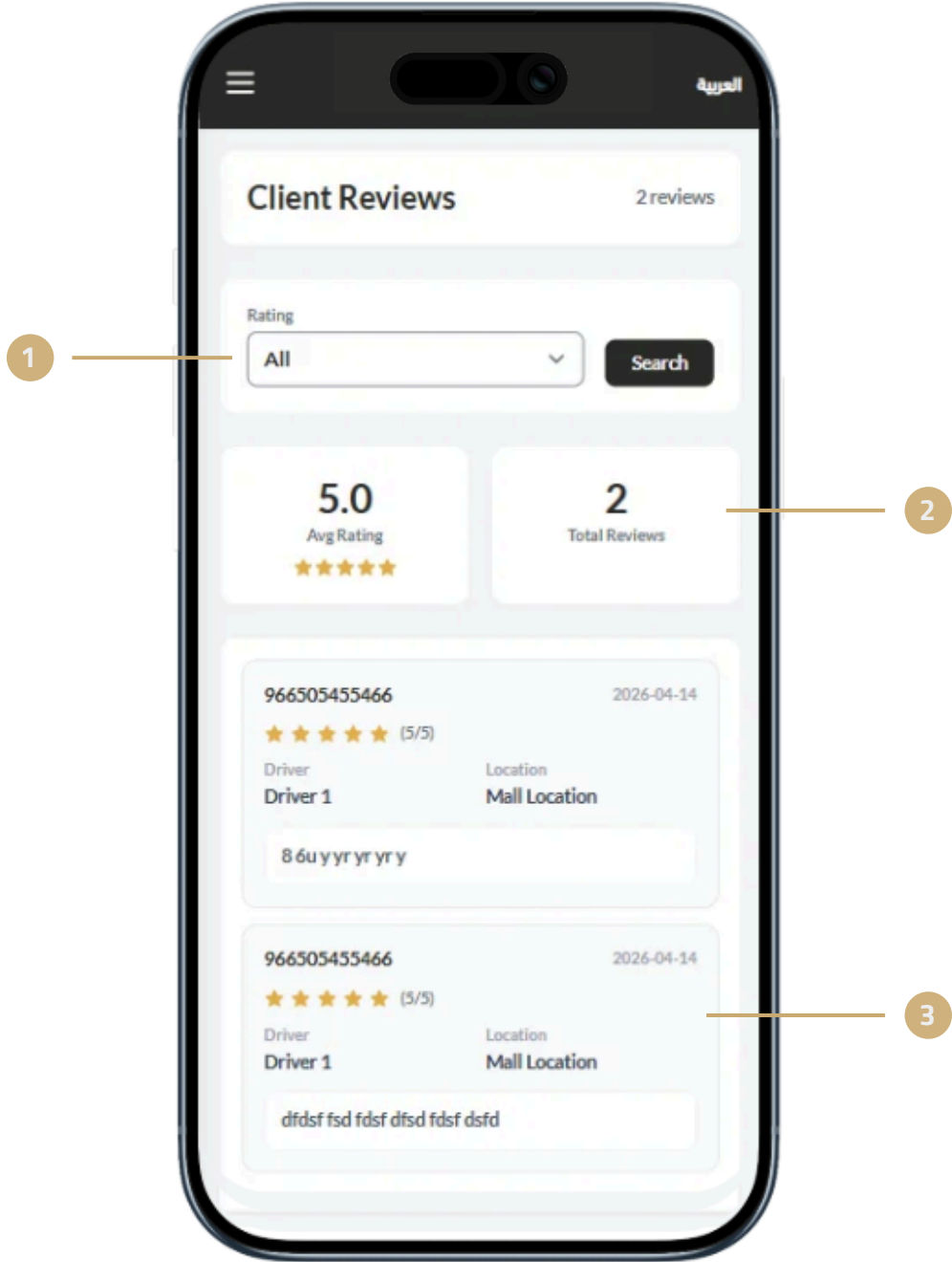
Use the Rating dropdown menu to isolate specific star ratings (e.g., viewing only 1-star or 5-star reviews).

2 Performance Summary

View your Avg Rating and the total number of Client Reviews received.

3 Customers Feedback

You can read a customers feedback.





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