CB

Client Book

User guide

Online booking for independent professionals and small salons.
Android app, web version for iPhone and computer.
clientbookhub.com · support@clientbookhub.com

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1. What Client Book is

Client Book is online booking for barbers, nail artists, massage therapists, beauticians, tutors and anyone who works with clients by appointment.

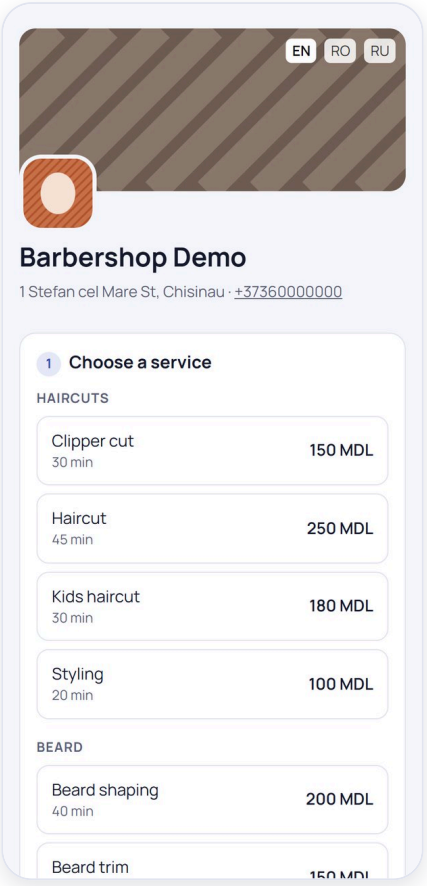
How it works

1. You add your services, prices and working hours.
2. You get a link to your booking page and send it to clients: in Instagram, Viber, Telegram, on Google Maps.
3. Clients pick a service, a specialist and a free time slot themselves — any time of day, without calling.
4. The booking appears in the app calendar at once, you get a notification, and the client gets a confirmation and reminders.

Clients don't install anything: they book on your page in a normal browser.

Where the app works

- **Android** — the “Client Book” app on Google Play.
- **iPhone and computer** — the web version at **clientbookhub.com/app**. On iPhone, open it in Safari and tap “Share → Add to Home Screen” — you get an icon like a regular app.

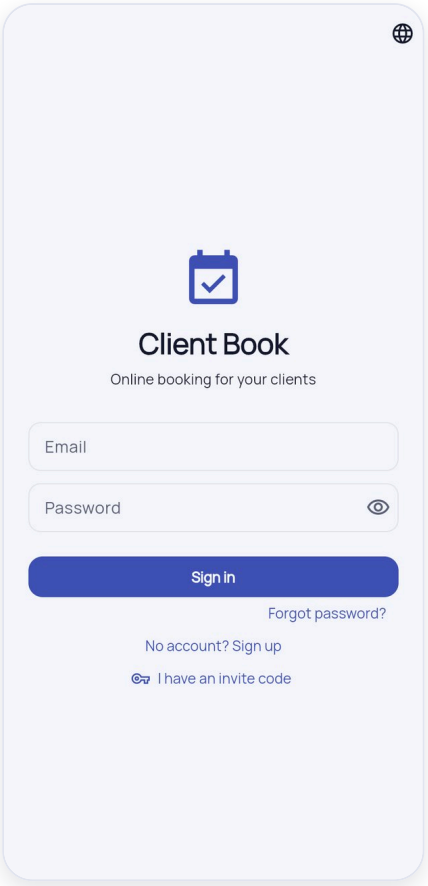


Booking page for clients

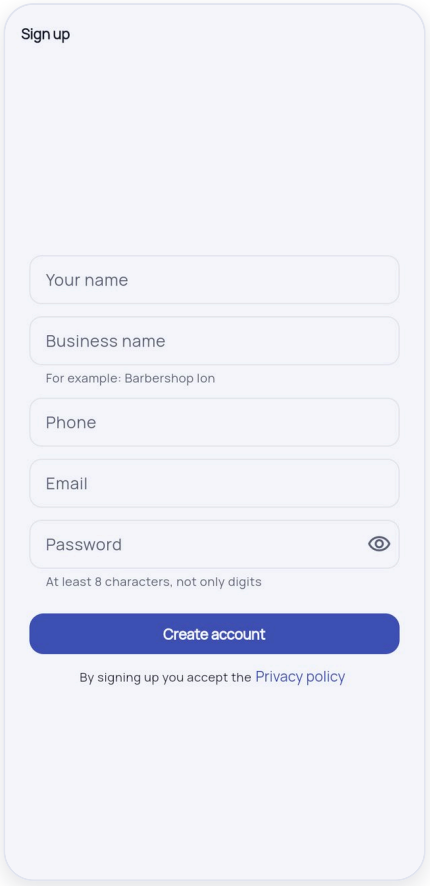
2. Sign up and sign in

On first launch you see the sign-in screen.

- **No account?** Tap “Sign up” and enter your name, business name, phone, email and a password (at least 8 characters). Or sign in with Google in one tap.
- **Already have an account** — enter your email and password. The eye icon in the password field shows what you typed.
- **Forgot your password?** — you get a 6-digit code by email and set a new password with it.
- **A salon owner invited you** — tap “I have an invite code” and enter the code (see “Inviting a specialist”).



Sign in



Sign up

Tip. A new business gets the Team plan free for 30 days — try every feature, including several specialists and statistics.

3. First setup in 10 minutes

So that clients can book, go through these steps in order:

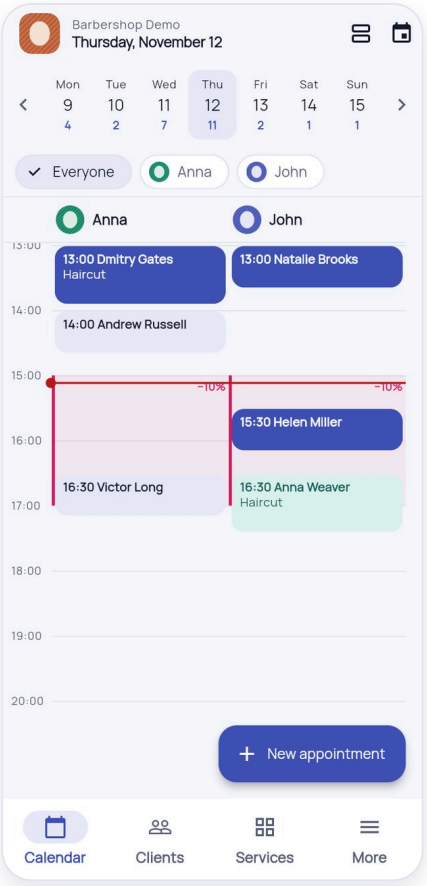
1. **Services** — add services with price and duration (Services tab).
2. **Schedule** — check your working hours (More → Staff and schedule → your card).
3. **Look** — upload a logo and cover photo, pick a colour theme (More → pencil next to the business name).
4. **Notifications** — connect Telegram to hear about new bookings at once (More → Telegram notifications).
5. **Link** — copy your booking page link (More → Online booking link) and put it in your Instagram bio, Viber, Google Maps.

Check it yourself: open your link in the phone browser and book as a client — you'll see everything through your client's eyes.

4. Calendar

The main screen of the app is the day calendar.

- **Day strip** at the top: the blue number under a date is how many bookings that day has. Arrows switch weeks, the calendar icon opens any date.
- **Staff filter**: “Everyone” or one specialist. Each specialist has a column.
- **Red line** — the current time.
- **Pink band with “−10%”** — happy hours: clients get a discount at that time.
- **View switch** (icon at the top right) — a list instead of columns, handy on small screens.
- Tap a booking to open it, or **“New appointment”** to book a client yourself.



Day calendar

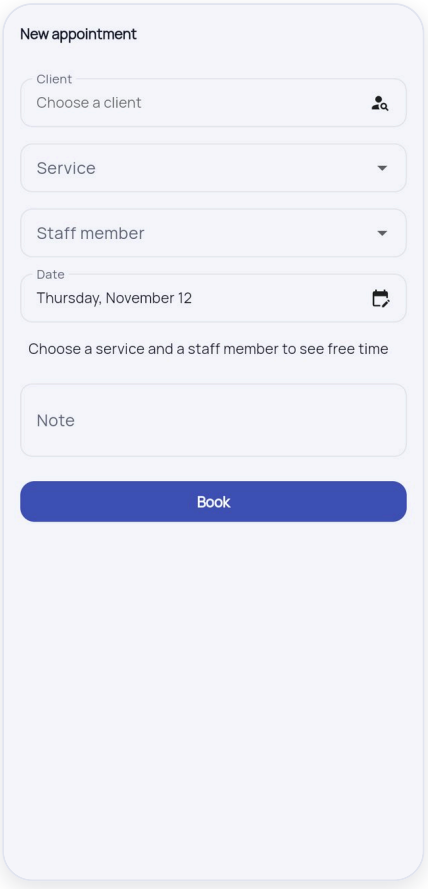
5. New appointment and appointment card

Booking a client yourself

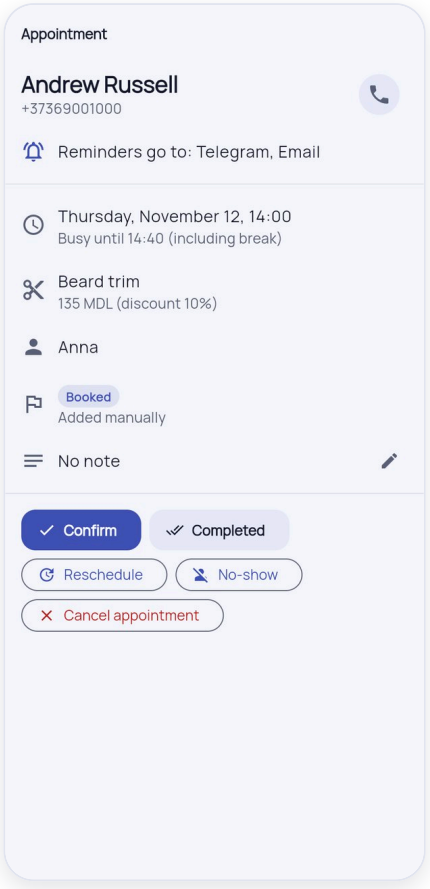
When a client calls or messages you, create the booking yourself: “New appointment” → pick the client (or create one by name and phone), the service, the specialist and the date. The app shows only truly free times — counting working hours, breaks, time off and other bookings. Two bookings at the same time are impossible.

Appointment card

- Client name and phone — the phone button calls right away.
- **“Reminders go to: …”** — where the client gets the confirmation and reminders (Telegram, email). If they go nowhere, the app warns you and offers to send the client the Telegram bot link.
- Time, service, price (with discount, if any), specialist, note.
- **Confirm** — the client confirmed. **Completed** — the visit took place. **No-show** — the client didn't come (counted in statistics).
- **Reschedule** — pick a new time; the client gets a new confirmation. **Cancel appointment** — the time becomes free again.



New appointment

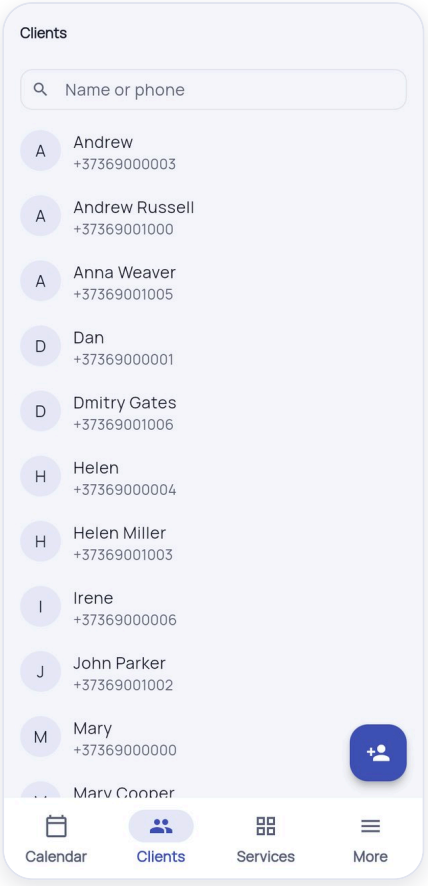


Appointment card

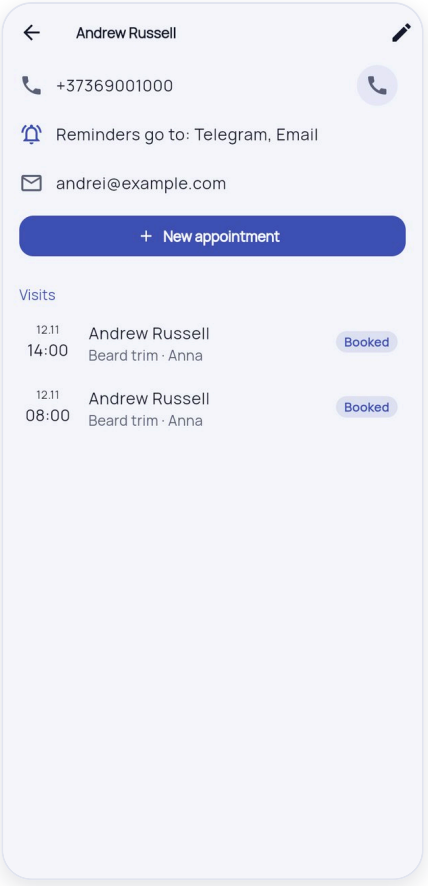
6. Clients

The Clients tab is your client base. Clients who book online are added here automatically.

- **Search** by name or phone number.
- **Client card**: phone, email, where reminders go, visit history and notes.
- From the card you can **create a new appointment** or call.
- The person button at the bottom adds a client by hand.



Client list



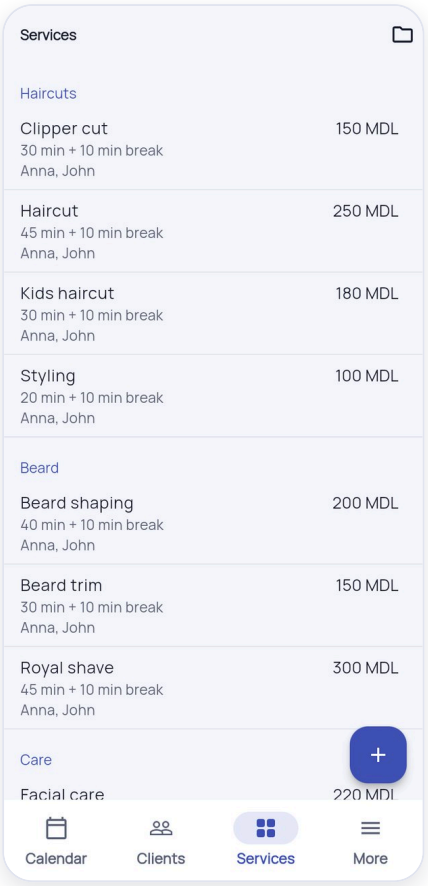
Client card

Client reminders go to Telegram (if the client pressed “Start” in the bot) and/or email. Clients get the bot link after booking online; you can also send it from the client card.

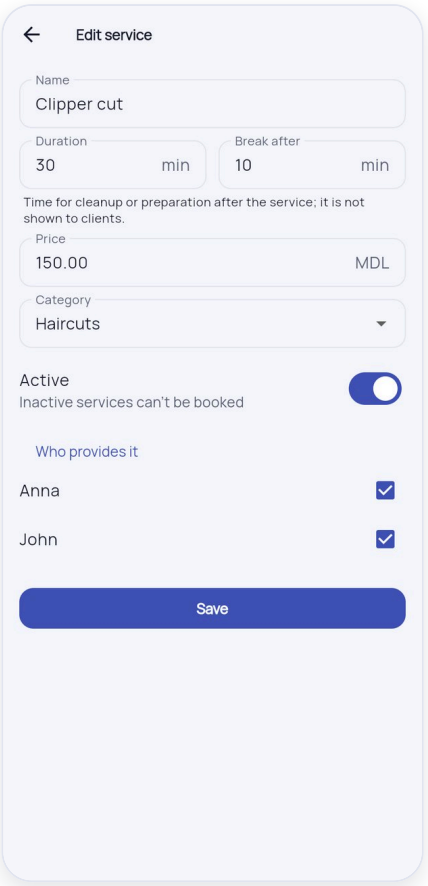
7. Services

The Services tab — what you offer and what it costs.

- **Name, duration and price** — clients see them on the booking page.
- **Break after** — time for cleanup or preparation. Clients don't see it, but the next booking won't start right away.
- **Category** groups services (for example “Haircuts”, “Beard”). Manage categories with the folder icon at the top right.
- **Who provides it** — which specialists do this service.
- **Active** — an inactive service is hidden from the booking page but stays in the history.



Services

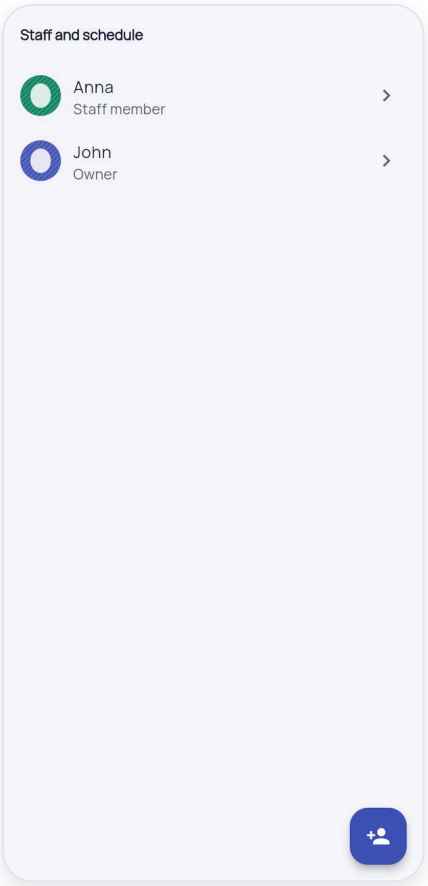


Editing a service

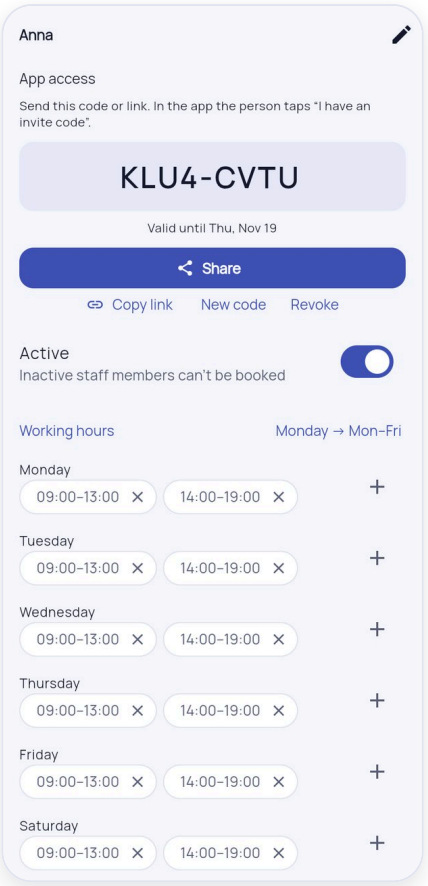
8. Staff and working hours

More → **Staff and schedule** lists all specialists of the business; tap one to open their card.

- **Photo** — shown to clients when they pick a specialist.
- **Working hours** by weekday. A lunch break is two intervals (for example 09:00–13:00 and 14:00–19:00). “+” adds an interval, “×” removes it. A day without intervals is a day off.
- **“Monday → Mon–Fri”** copies Monday to every weekday.
- **Time off** (lower on the screen) — vacation, sick leave, personal: online booking with that specialist is closed on those dates.
- **Active** — an inactive specialist can't be booked, but their history is kept.



Staff



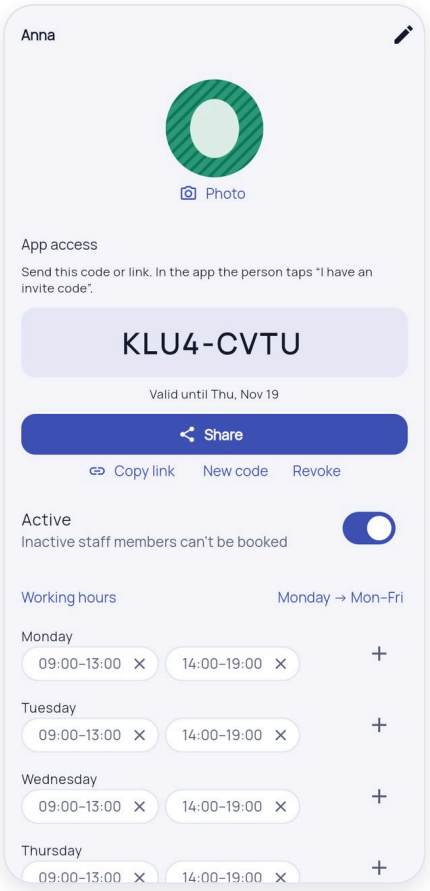
Working hours and time off

9. Inviting a specialist to the app

Every specialist can work from their own phone: see their calendar and get notified about new bookings.

1. The owner opens the specialist's card and taps **“Invite to the app”**.
2. A code appears (valid for 7 days). Tap **“Share”** to send the code with a link in a messenger.
3. The specialist installs Client Book, taps **“I have an invite code”**, enters the code and creates an account (or signs in with Google).

“New code” replaces the old one, “Revoke” cancels the invite. One account works in one business.

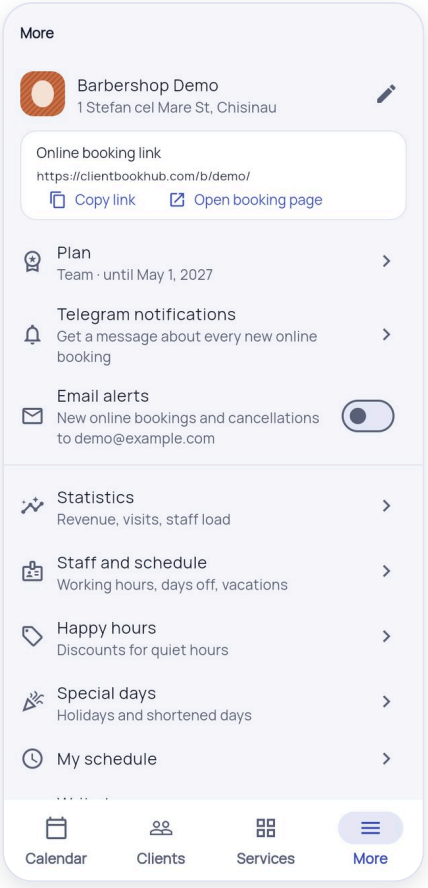


Invite code

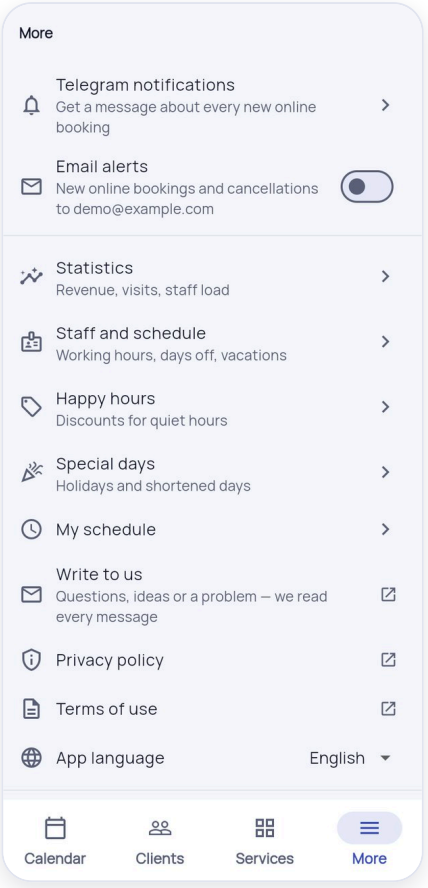
10. The More tab

All business and account settings.

- **Online booking link** — copy the link or open your booking page.
- **Plan** — your current plan and what it includes.
- **Telegram notifications** — a message about every new online booking and cancellation. Tap it, then "Start" in Telegram.
- **Email alerts** — the same by email.
- **Statistics, Staff and schedule, Happy hours, Special days, My schedule** — see their own sections.
- **Write to us** — a question, an idea or a problem: your email goes to the developers.
- **App language** — Romanian, Russian or English.
- At the bottom — change password, sign out and delete account.



More (top)

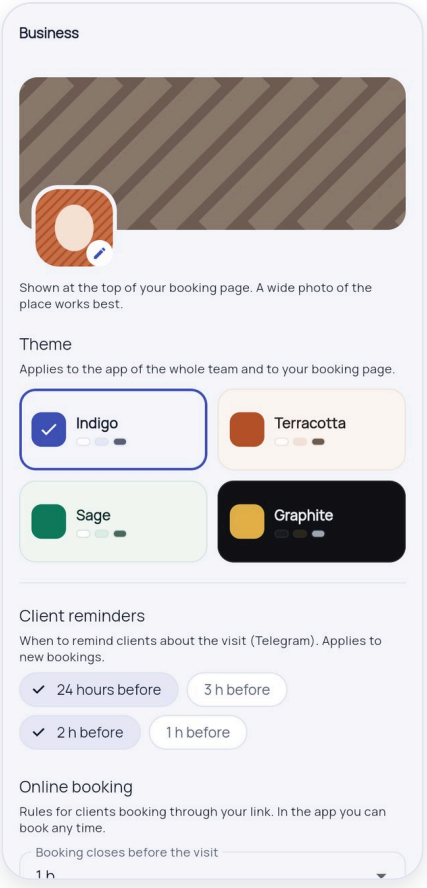


More (bottom)

11. Business settings and look

More → pencil next to the business name.

- **Name, address, phone** — shown on the booking page.
- **Cover and logo** — a wide photo of your place and your logo at the top of the booking page.
- **Theme** — Indigo, Terracotta, Sage or Graphite. Changes the colours of the whole team's app and of the booking page.
- **Client reminders** — when to remind: a day, 3 hours, 2 hours, 1 hour before (several allowed).
- **Online booking** — how long before the visit online booking and online cancellation close. After that the client sees your phone number and is asked to call.
- **Notification language** — the language of client confirmations and reminders.



Business settings

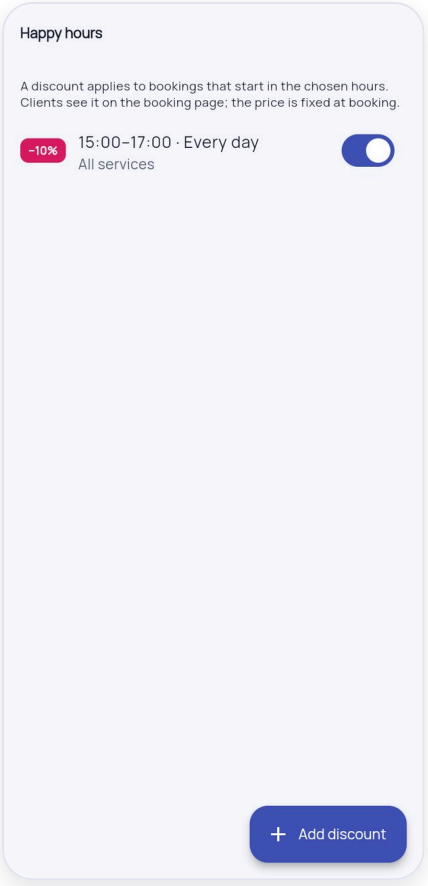
12. Happy hours and special days

Happy hours

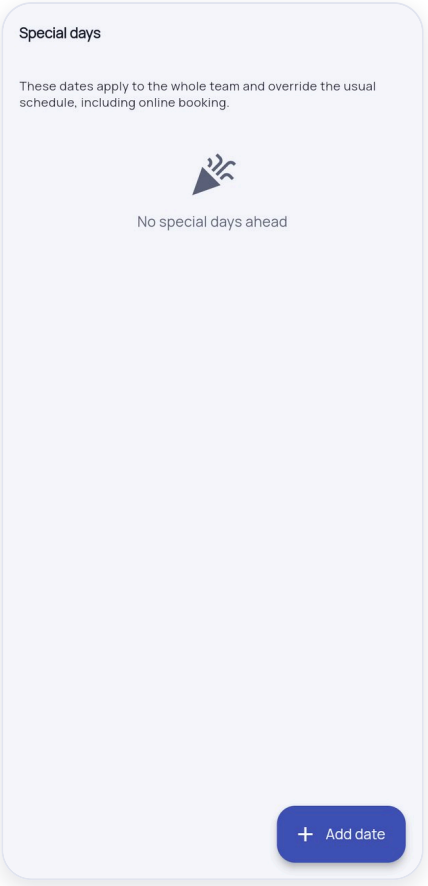
A discount for quiet times: choose the percent, hours, weekdays and services. On the booking page those times are marked “−10%”, and clients pick them more often. The discounted price is fixed at booking.

Special days

Holidays and short days for the whole team: “Closed” or special hours. These dates override the usual schedule, including online booking.



Happy hours

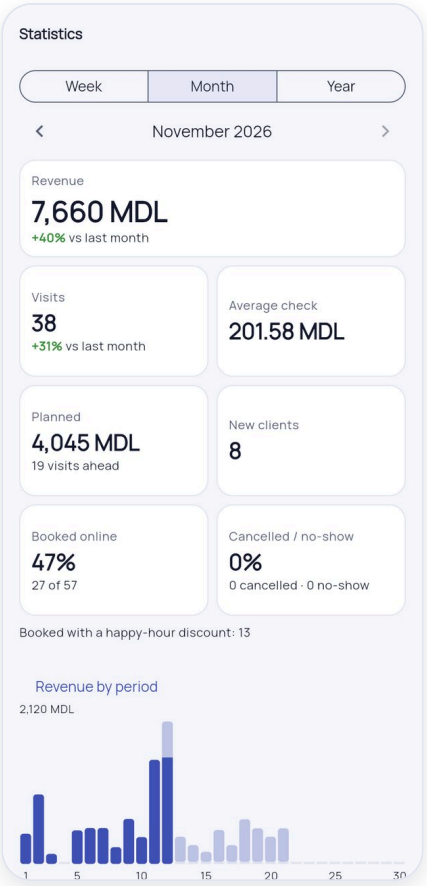


Special days

13. Statistics

More → **Statistics**: week, month or year.

- **Revenue** and the change from the previous period.
- **Visits** and **average ticket**.
- **Planned** — the total of future bookings.
- **New clients**, share of **online bookings**, **cancellations and no-shows**.
- Revenue by day, staff load and top services.

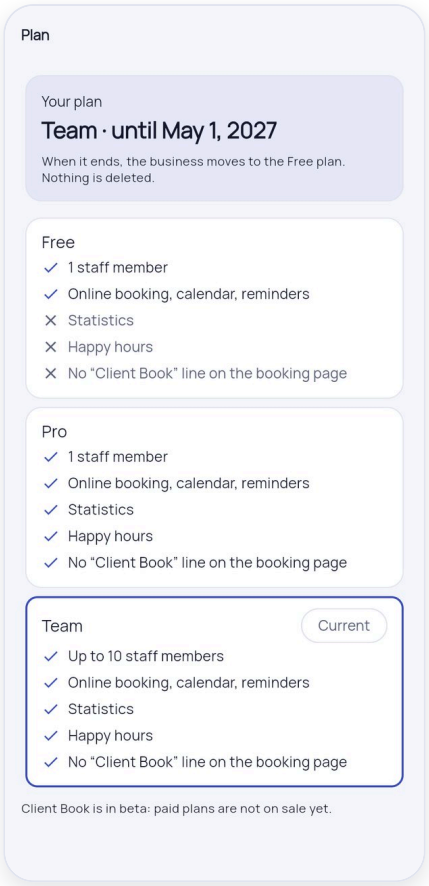


Statistics

14. Plans

- **Free** — free forever: 1 specialist, online booking, calendar, clients and reminders with no limit on bookings. The booking page shows an “Online booking by Client Book” line.
- **Pro** — 1 specialist plus statistics, happy hours and a booking page without the Client Book line.
- **Team** — up to 10 specialists and every feature.

Client Book is in beta: paid plans are not on sale yet. When a trial ends, the business moves to Free — **nothing is deleted**: extra specialists just stop taking online bookings and discounts stop applying.



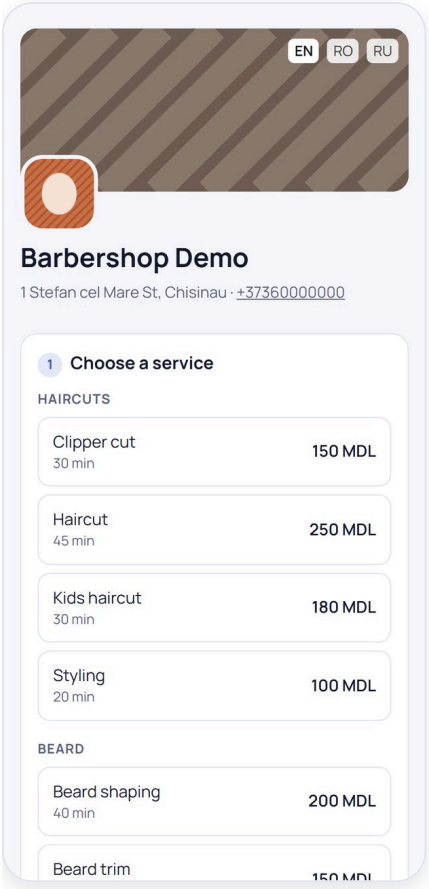
Plan

15. How a client books

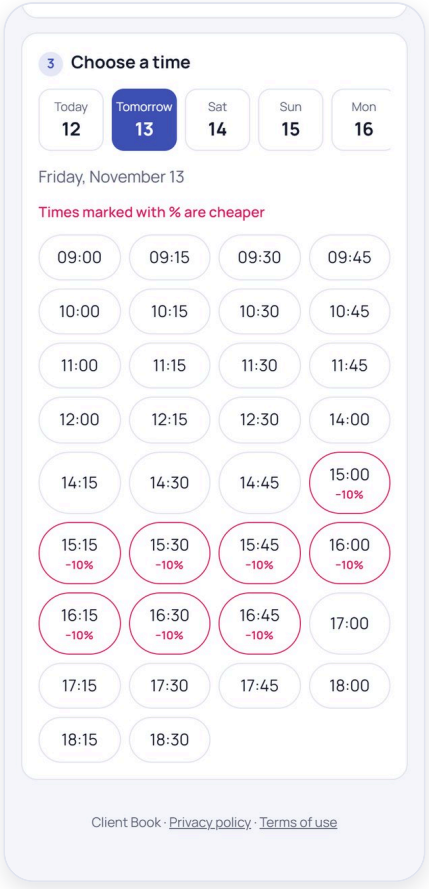
Your booking page: **clientbookhub.com/b/your-address**. The client opens it in any browser and:

1. picks a service — sees the price and duration;
2. picks a specialist (if there are several);
3. picks a day and a free time; discounted times are marked "−%";
4. enters a name, phone and, optionally, an email and a comment, accepts the privacy policy and taps "Book".

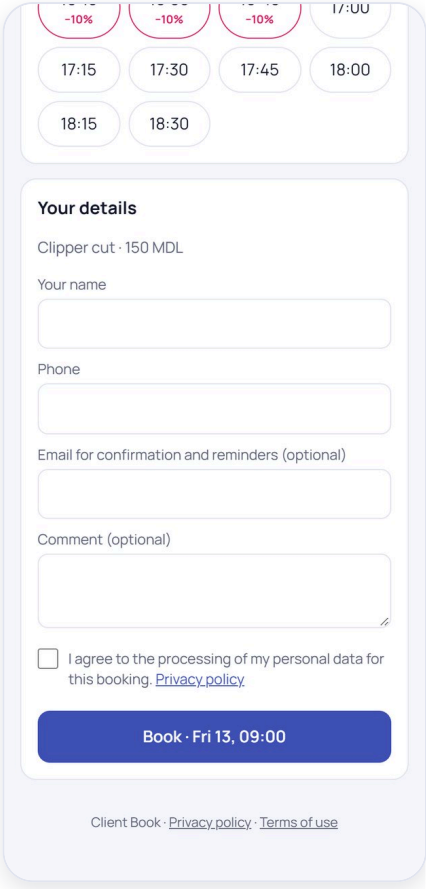
After booking, the client sees a Telegram bot button for confirmations and reminders and a link to cancel the booking themselves (up to the time you set). You get a notification and the booking appears in the calendar.



Choosing a service



Choosing a time



Client details

The page is available in Romanian, Russian and English (switch at the top).

16. Tips and FAQ

Where should I put the booking link?

In your Instagram bio, the “Book” button on Facebook, your Google Maps listing, the Viber/WhatsApp auto-reply, your business card (QR code). The more places, the fewer calls.

A client gets no reminders

Open the booking: if it says reminders go nowhere, tap “Send Telegram link” and forward it to the client in Viber or WhatsApp — after “Start” in the bot everything goes to Telegram. Or add the client's email.

A specialist doesn't see bookings on their phone

Invite them with a code (see “Inviting a specialist”): they must join through the invite, not create a new business.

A client can't book the time they want

Check the specialist's working hours, time off, special days and the “Booking closes … before the visit” rule. Times that can't fit the whole service are not shown.

How do I delete my account and data?

More → Delete account. Details are in the privacy policy: clientbookhub.com/privacy.

Need help? More → “Write to us” or support@clientbookhub.com — we read every message.