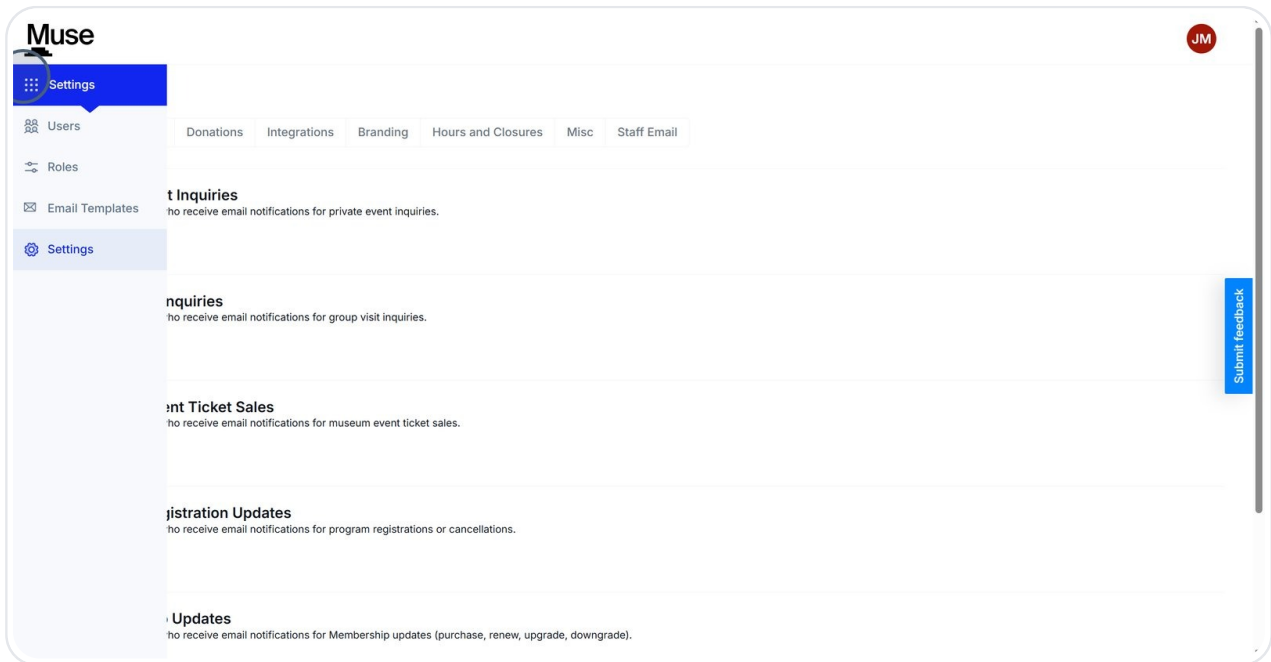




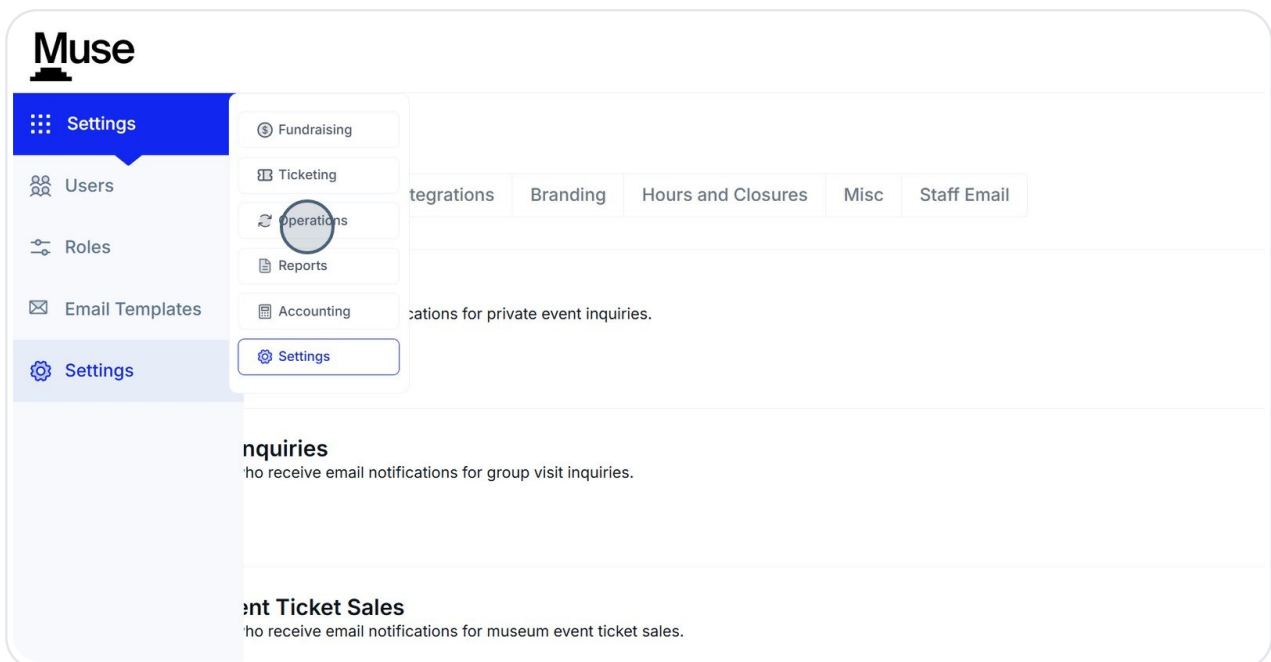
Operations Settings

1. Navigate to Settings from the blue North Star icon.

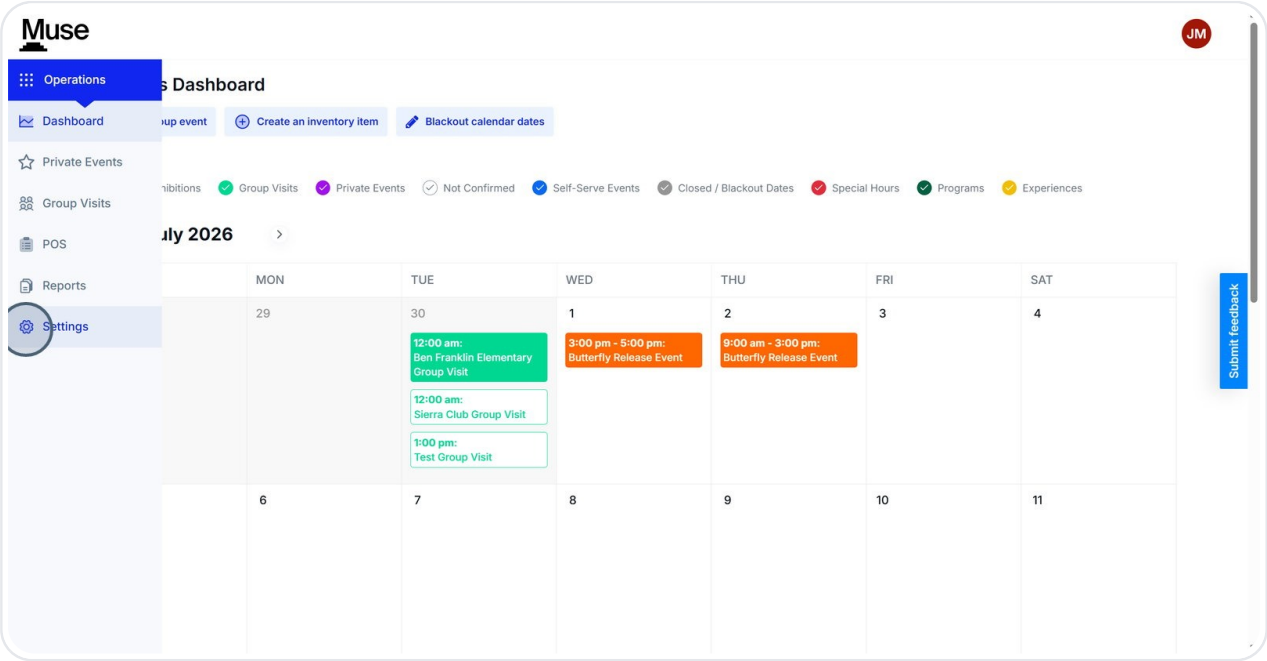


2. Select "Operations."

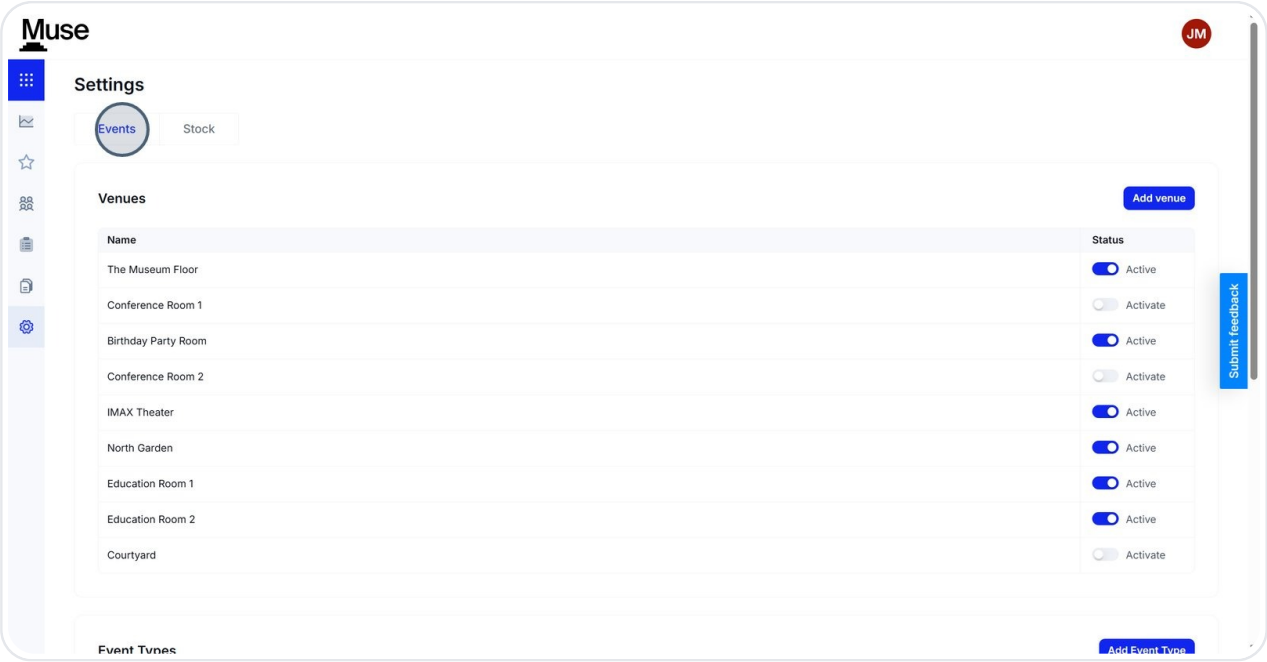
Select "Operations".



3. Head to Settings.



4. Select the Events tab to view or edit event management settings.



5. Click Add venue to expand your list of locations for events.

The screenshot shows a user interface for managing venues. In the top right corner, there is a red circular profile icon with the initials 'JM'. Below it, a blue button labeled 'Add venue' is circled. The main area contains a table with a 'Status' column. The table has several rows, each with a toggle switch and the word 'Active'. A vertical blue button labeled 'Submit feedback' is located on the right side of the table.

Status
☒ Active
☐ Activate
☒ Active
☐ Activate
☒ Active
☒ Active
☒ Active
☒ Active
☒ Active

6. Edit the name of your space to ensure clarity and accurate organization.

The screenshot shows a user interface for managing venues. On the left, there is a sidebar with the heading 'Venues' and a list of venue names: 'The Museum Floor', 'Conference Room 1', 'Birthday Party Room', 'Conference Room 2', 'IMAX Theater', 'North Garden', 'Education Room 1', and 'Education Room 2'. A modal window titled 'Edit a Space' is open in the center. It has a 'Name' field with a text input and a 'Status' field with a dropdown menu. At the bottom right of the modal, there are two buttons: 'Cancel' and 'Save changes'.

Venues

- Name
- The Museum Floor
- Conference Room 1
- Birthday Party Room
- Conference Room 2
- IMAX Theater
- North Garden
- Education Room 1
- Education Room 2

Edit a Space

Name

Status

7. Update the status to make the space available or unavailable for booking.

The screenshot shows a web interface with a sidebar on the left titled "Venues" containing a list of venue names: "The Museum Floor", "Conference Room 1", "Birthday Party Room", "Conference Room 2", "IMAX Theater", "North Garden", "Education Room 1", and "Education Room 2". A modal window titled "Edit a Space" is open in the foreground. It has two input fields: "Name" with the text "Library" and "Status" with a radio button selected. At the bottom right of the modal are two buttons: "Cancel" and "Save changes".

8. Click Save changes to confirm your venue updates.

This screenshot shows the same "Edit a Space" modal as in the previous image, but with a different focus. The "Name" field contains "ary" and the "Status" field has a dropdown menu open showing a list of status options, each with a toggle switch and the word "Active". The "Save changes" button is circled in blue, indicating it is the target for the next action. The "Cancel" button is also visible. In the background, a table of venues is partially visible, showing columns for "Status" and "Add venue".

9. Easily activate or deactivate any venue with a single toggle.

	☐ Activate
	☒ Active
	☐ Activate
	☒ Active
	☒ Active
	☒ Active
	☒ Active
	☒ Active
	☐ Activate
	☒ Active

Add Event Type

Status

Submit feedback

10. Add a new event type to tailor your offerings to every audience.

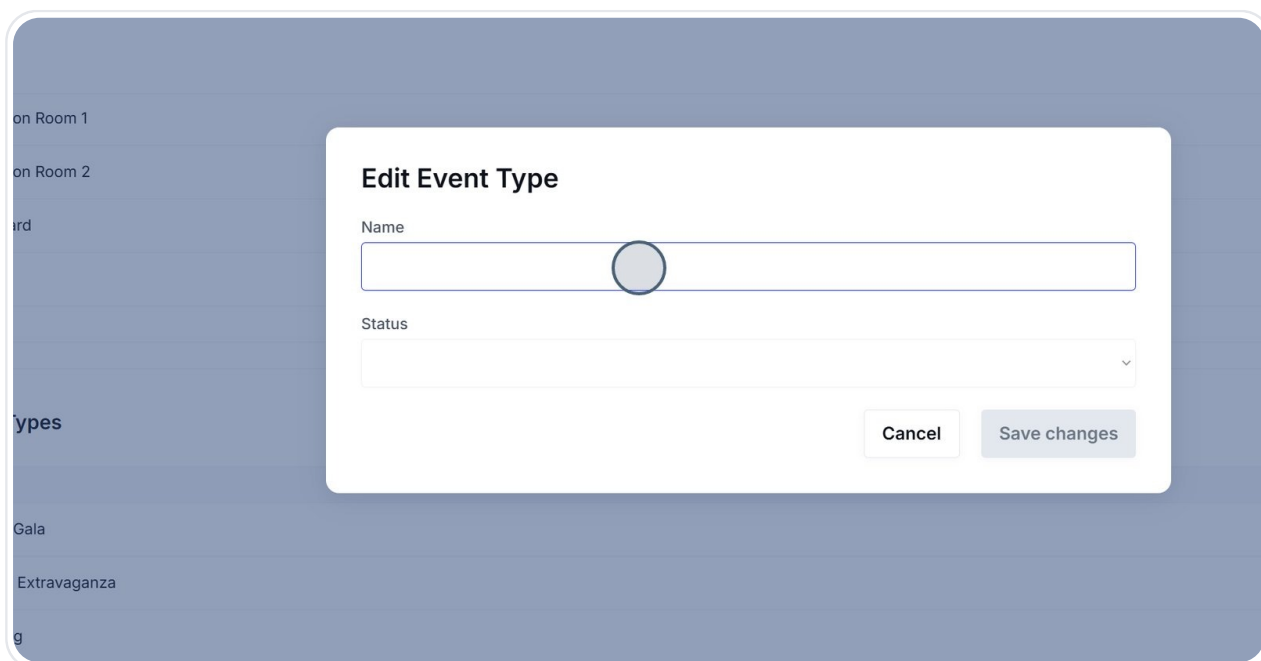
	☒ Active
	☒ Active
	☐ Activate
	☐ Activate

Add Event Type

Status

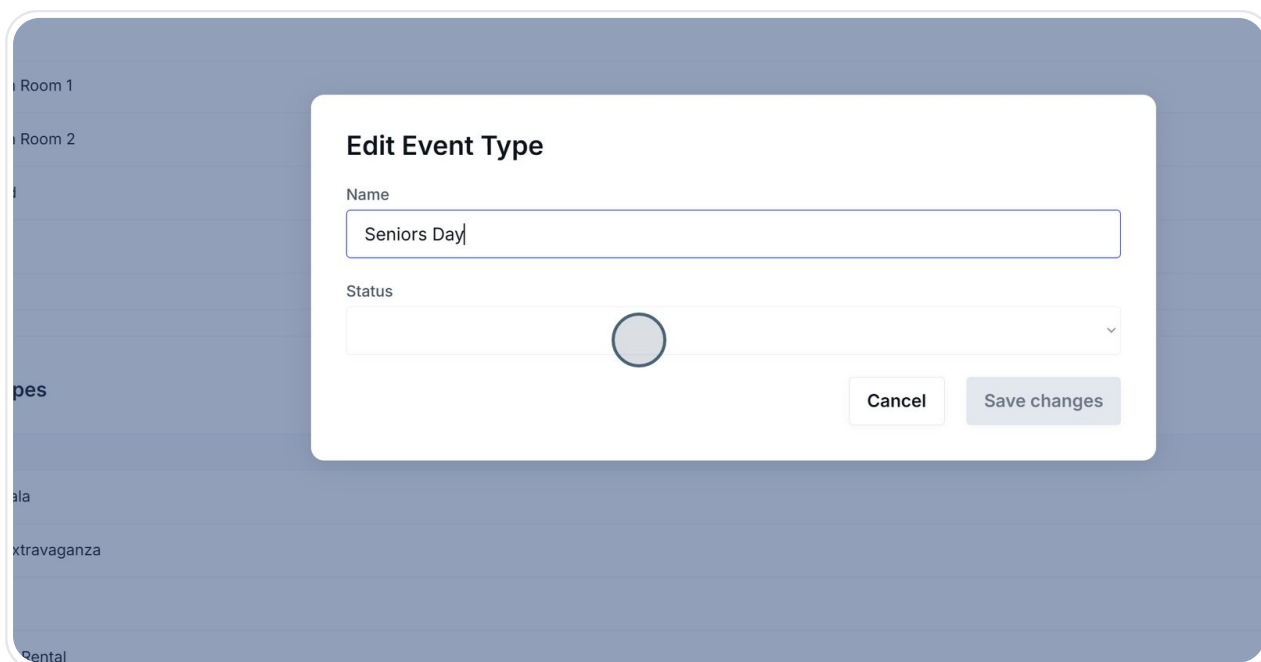
Submit feedback

11. Edit the name of your event type for better identification.



The screenshot shows a modal window titled "Edit Event Type" overlaid on a blurred background of a room booking interface. The modal contains two input fields: "Name" and "Status". The "Name" field is currently empty, and the "Status" field is a dropdown menu, also empty. At the bottom right of the modal are two buttons: "Cancel" and "Save changes".

12. Choose the appropriate status to control event availability.



This screenshot shows the same "Edit Event Type" modal window. The "Name" field now contains the text "Seniors Day". The "Status" dropdown menu remains empty. The "Cancel" and "Save changes" buttons are still present at the bottom right.

13. Save your changes to update the event type instantly.

Event Type

ors Day

ve

Cancel

Save changes

Add Event Type

Status

Active

Active

Active

Active

Active

Active

14. Quickly switch event types on or off to suit your needs.

Add Event Type

Status

Active

Active

Active

Active

Active

Active

Active

Active

15. Adjust buffer times to optimize setup and cleanup between event bookings.

Holiday Extravaganza

Wedding

Corporate Rental

Birthday Party

IMAX

Seniors Day

Buffer Time Settings

Number of hours to block before an event

2

Number of hours to block after an event

1

16. Select the Stock tab to monitor and manage your inventory with ease.

Muse

Settings

Events

Stock

Venues

Name

The Museum Floor

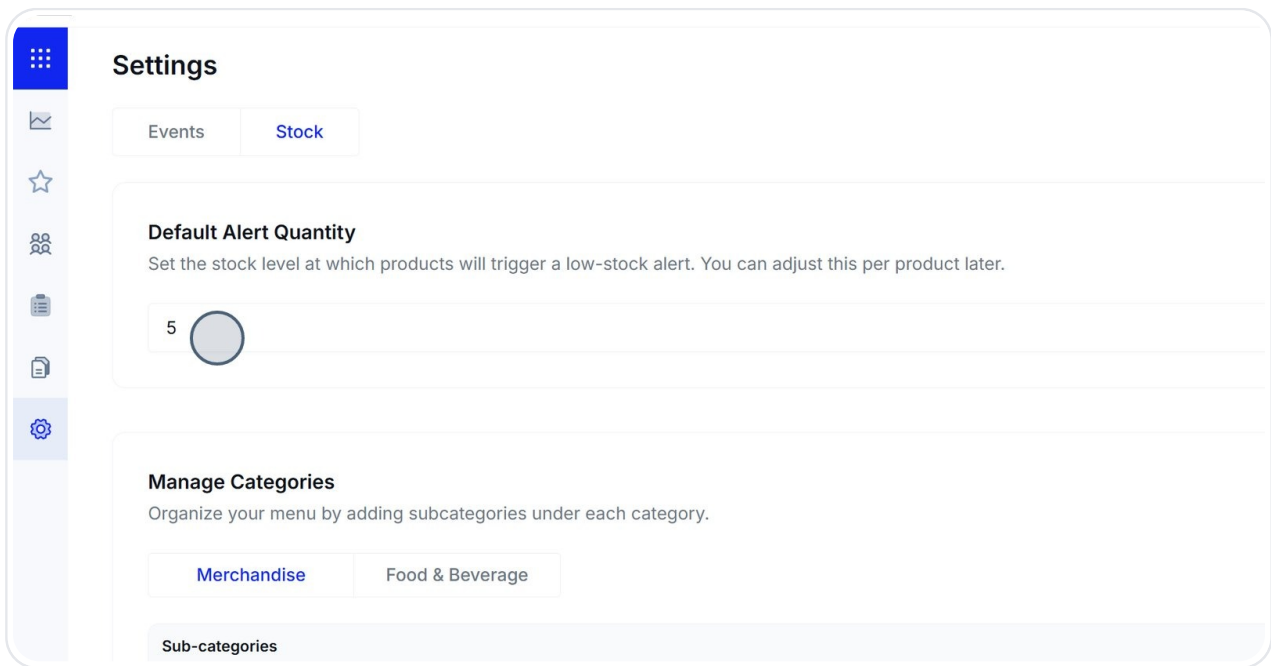
Conference Room 1

Birthday Party Room

Conference Room 2

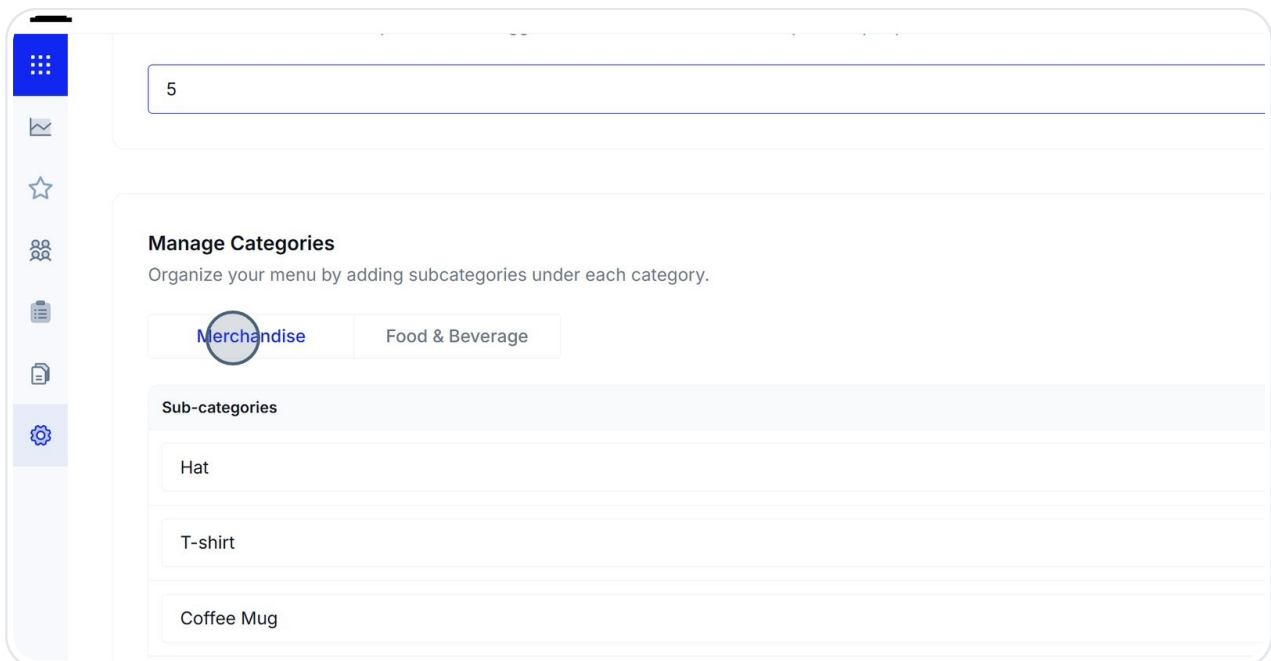
IMAX Theater

17. Set your default alert quantity so you're always aware of low-stock products.



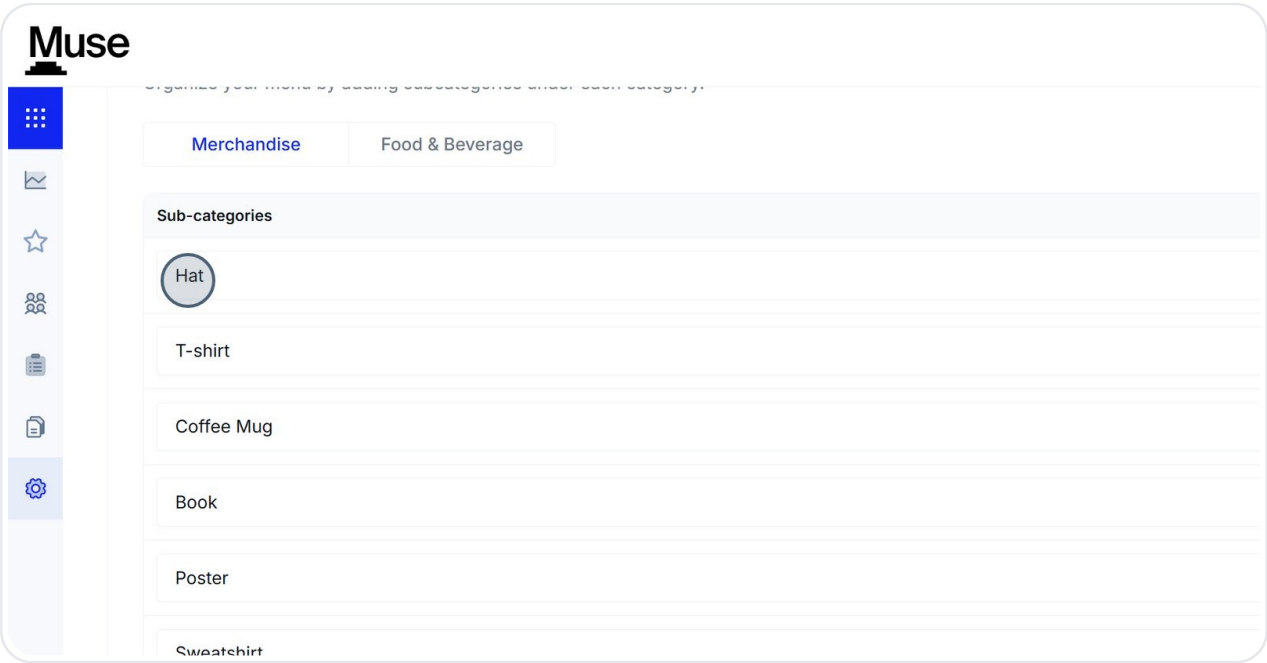
The screenshot shows the 'Settings' page with a sidebar on the left containing icons for a menu, favorites, users, calendar, documents, and settings. The 'Settings' title is at the top. Below it are two tabs: 'Events' and 'Stock', with 'Stock' being the active tab. The 'Default Alert Quantity' section has a description: 'Set the stock level at which products will trigger a low-stock alert. You can adjust this per product later.' Below this is a slider control with the number '5' and a circular knob. The 'Manage Categories' section has a description: 'Organize your menu by adding subcategories under each category.' Below this are two tabs: 'Merchandise' and 'Food & Beverage', with 'Merchandise' being the active tab. At the bottom, there is a section header 'Sub-categories'.

18. Choose the Merchandise tab to organize and manage your retail sub-categories.

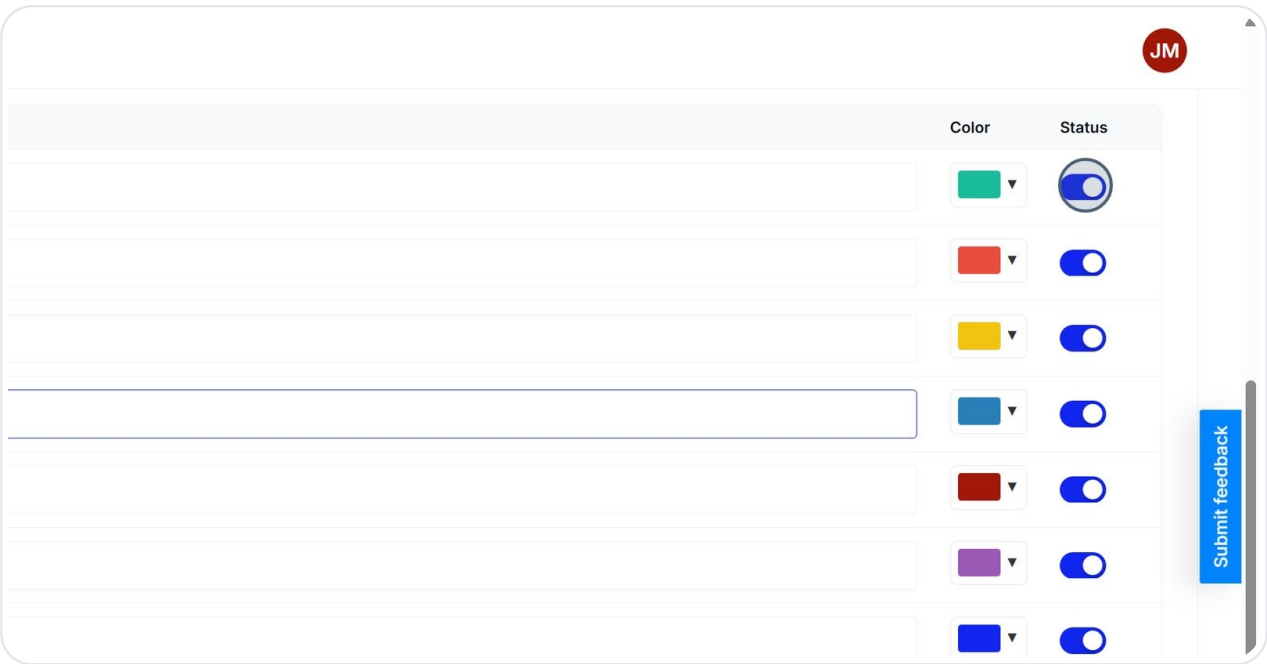


This screenshot shows the 'Merchandise' tab selected within the 'Manage Categories' section. The 'Sub-categories' list is visible and contains three items: 'Hat', 'T-shirt', and 'Coffee Mug'. The 'Merchandise' tab is circled in blue. Above the 'Manage Categories' section, there is a text input field containing the number '5'.

19. Click on a sub-category to view or edit details like color or availability.



20. Toggle sub-category status to control what's visible to customers.



21. Click Add sub-category to expand your merchandise or menu structure.



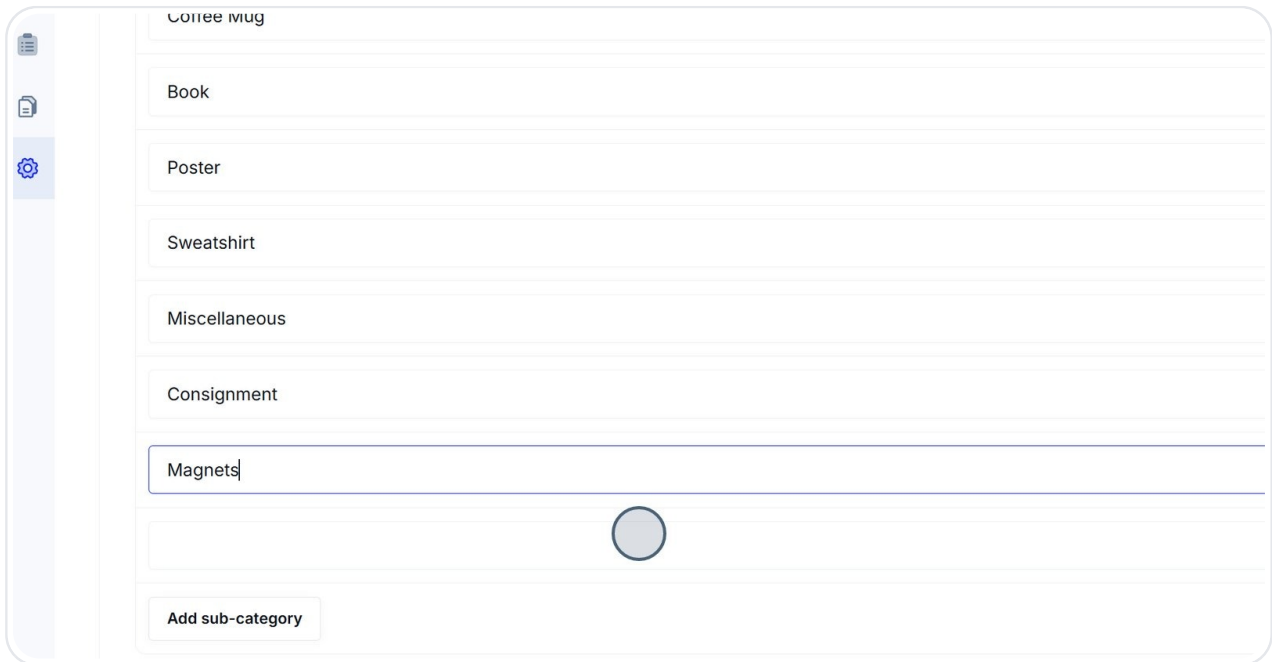
The screenshot shows a web application interface for managing merchandise. On the left is a vertical sidebar with three icons: a clipboard, a document, and a gear (settings). The gear icon is highlighted with a blue background. The main area displays a list of categories in a table-like structure. The categories listed are: Coffee mug, Book, Poster, Sweatshirt, Miscellaneous, and Consignment. Below these is an empty row and then a button labeled 'Add sub-category'. A blue circle is drawn around the 'Add sub-category' button.

22. Enter the name of your new sub-category to streamline your product organization.



This screenshot shows the same interface as the previous one, but with a different focus. The 'Add sub-category' button is no longer highlighted. Instead, a blue circle is drawn around the empty input field in the row immediately below the 'Consignment' category, indicating where the user should enter the name of the new sub-category.

23. Add a unique sub-category to ensure every product is easy to find.



A screenshot of a web application interface for managing sub-categories. On the left is a vertical sidebar with three icons: a clipboard, a document, and a gear (selected). The main area contains a list of sub-categories: 'Coffee mug', 'Book', 'Poster', 'Sweatshirt', 'Miscellaneous', 'Consignment', and 'Magnets'. The 'Magnets' entry is highlighted with a blue border. Below the list is a text input field and a button labeled 'Add sub-category'. A large grey circle is positioned in the center of the main content area.

24. Easily enable or disable each sub-category with a click.



A screenshot of a web application interface for managing sub-categories, showing a list of sub-categories with color swatches and toggle switches. The list includes: 'Coffee mug' (yellow), 'Book' (blue), 'Poster' (red), 'Sweatshirt' (purple), 'Miscellaneous' (blue), 'Consignment' (red), and 'Magnets' (red). Each entry has a color swatch and a toggle switch. The 'Magnets' toggle is currently disabled (greyed out). Below the list is a text input field. On the right side, there is a vertical scrollbar, a blue button labeled 'Submit feedback', and a small circular button with an upward arrow.

25. Switch to Food & Beverage to manage menu items separately from merchandise.

Set the stock level at which products will trigger a low-stock alert. You can adjust this per product later.

5

Manage Categories

Organize your menu by adding subcategories under each category.

Merchandise Food & Beverage

Sub-categories

Hat
T-shirt
Coffee Mug

26. Add a new sub-category to keep your Food & Beverage selections fresh and organized.

Merchandise Food & Beverage

Sub-categories

Drink
Hamburger
Sandwich
Deli Sandwich

Add sub-category

27. Type in a new sub-category name to customize your menu further.

The screenshot shows a web interface for managing sub-categories. At the top, there are two tabs: 'Merchandise' and 'Food & Beverage', with the latter being selected. Below the tabs is a section titled 'Sub-categories'. It contains a list of existing sub-categories: 'Drink', 'Hamburger', 'Sandwich', and 'Deli Sandwich'. Below this list is a text input field with a circular cursor, and an 'Add sub-category' button at the bottom left. A vertical sidebar on the left contains three icons: a clipboard, a document, and a gear (selected).

28. Activate your new sub-category to make it available right away.

The screenshot shows a configuration interface for sub-categories. It features a table with columns for 'Color' and 'Status'. The 'Color' column has dropdown menus with color swatches (red, orange, blue). The 'Status' column has toggle switches. The first three rows have their status toggles turned on (blue). The fourth row has its status toggle turned off (grey). The fifth row, which is highlighted with a blue border, has its status toggle turned on (blue). To the right of the table is a vertical 'Submit feedback' button. At the bottom right, there is a circular button with an upward arrow.

	Color	Status
	Red	☒
	Orange	☒
	Blue	☒
	Red	☐
	Red	☒
	Red	☐

