

BUSINESS BOOK

Learning Your Business Book

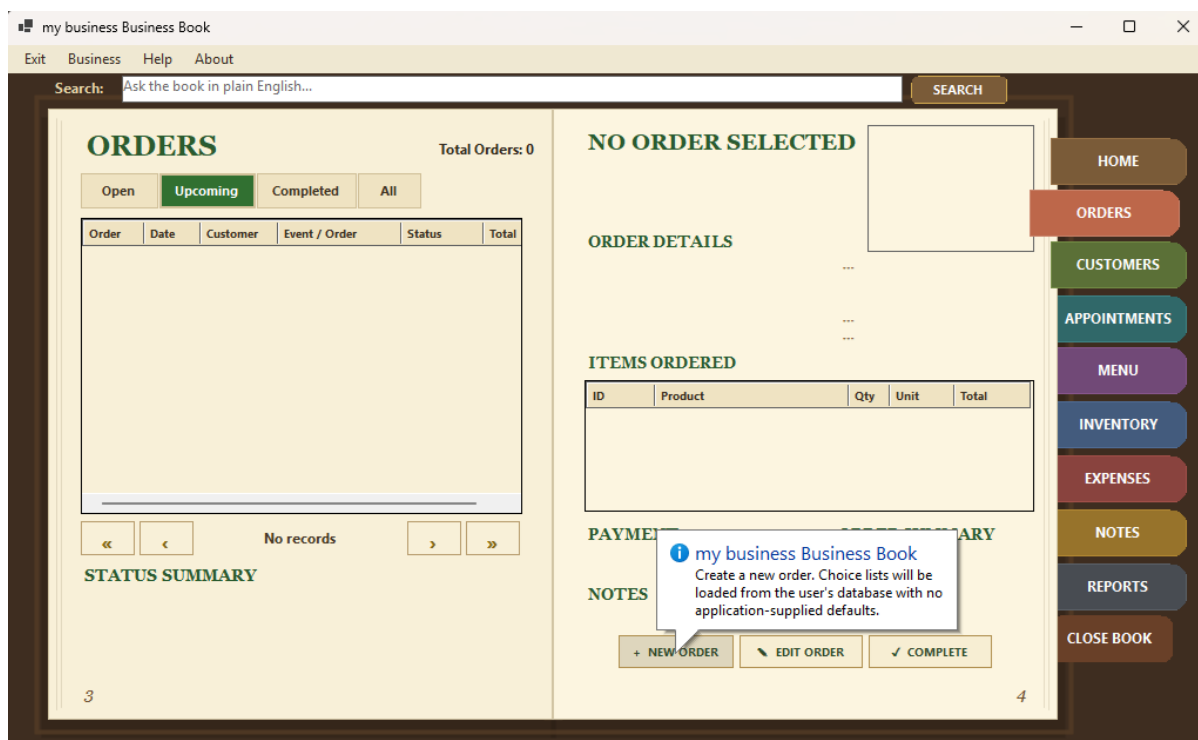
Your First Few Minutes

Open the book. Choose a page. The book will help you learn what comes next.

A newly created Business Book is intentionally empty. That is not an unfinished state — it is the starting point. The tabs, page headings and controls are ready, but the customers, orders, products, appointments, expenses and notes belong to your business.

The book teaches as you begin

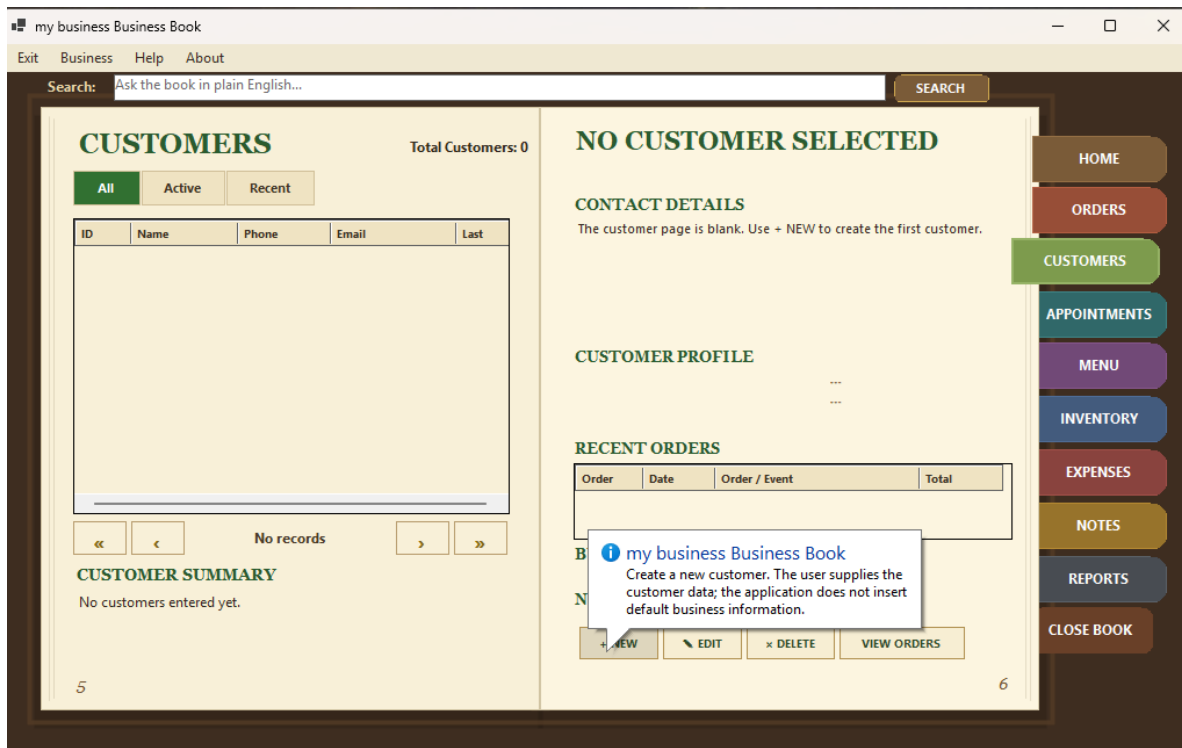
As you explore an empty page or attempt an action for the first time, Teaching Mode provides short, practical guidance. It explains what the page needs without inventing information for you.



Orders, pages 3–4: Teaching Mode explains that order choices will come from your own database.

1. Learn the Book by Using It

Teaching Mode is designed to appear at the moment its explanation is useful. You do not have to read a long set of instructions before beginning. Explore the book, choose a tab and let the page guide you when something is still missing.



Customers, pages 5–6: the empty page tells you exactly how to create the first customer.

What is happening here?

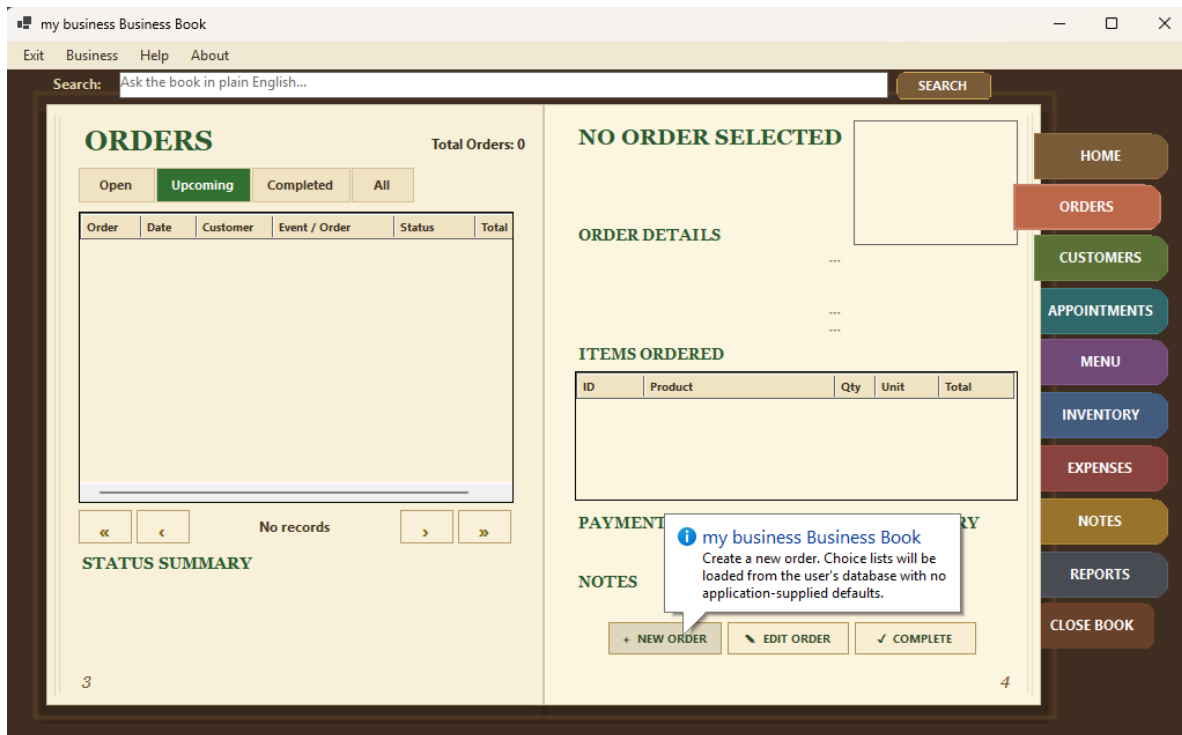
The page knows it is empty: Instead of showing sample records, Business Book tells you that no customers have been entered yet.

The next action is clear: The page points you toward + NEW, allowing you to begin with your own first customer.

The data remains yours: Business Book supplies the structure and workflow; you supply the customer and business information.

2. When You Try an Action

Teaching Mode also responds when you attempt an action that depends on information elsewhere in the book. This turns an empty book into a guided starting experience rather than a collection of blank screens.



New Order: the book explains that choice lists are loaded from the user's database — there are no application-supplied business defaults.

The principle is simple: if you have not entered it, Business Book does not pretend to know it. Teaching Mode helps you understand what needs to be created next.

Teaching Mode is temporary guidance

The teaching message is not a permanent part of the page and it does not change or save your business data. It is simply a short explanation at the point of need. As your book fills with real records, you work normally with the information you have created.

3. Finding Your Way Around the Book

Business Book uses the familiar idea of a bound book. The working area is a two-page spread, while the colored tabs on the right take you directly to each major part of the business.

The side tabs

HOME Your starting overview.	INVENTORY Track supplies and stock.
ORDERS Create and manage customer orders.	EXPENSES Record business spending.
CUSTOMERS Build and maintain your customer book.	NOTES Keep useful business notes and links.
APPOINTMENTS Keep appointments and to-do work together.	REPORTS Review information already entered in the book.
MENU Maintain the products or services you offer.	CLOSE BOOK Return to the personalized closed cover.

The selected tab pushes inward toward the page so you can see at a glance which section of the book is open. Page numbers at the bottom corners reinforce the book metaphor and give each section its own two-page location.

Moving through records

« **First** < **Previous** **Record X of Y** **Next** > **Last** »

These controls move through records in the current section — they do not turn the physical book pages. When a record is selected on the left page, its details appear on the right page. At the first or last record, the unavailable direction is disabled.

Search

The Search area sits above the book so it is always within reach. Its prompt — “Ask the book in plain English...” — is the home of Business Book's plain-English search feature.

4. Working Safely in Your Book

Business Book is designed so that beginning an action does not automatically commit it. Where an entry form provides SAVE and CANCEL, you remain in control of whether the information becomes part of the book.

SAVE: Commits the information you have entered.

CANCEL: Leaves the current entry or edit without intentionally saving it.

EDIT: Opens an existing record so you can make deliberate changes.

DELETE: Removes a record only through the section's delete action.

Book Settings

Your original setup choices are not permanent. From Business → Book Settings you can update the business name, change the business logo and choose a different leather cover color. The book remains yours even as the look of your business changes.

Create your book → Learn your book → Fill your book.

Next: Filling the Pages

The next part of the guide will walk through the working sections of Business Book and show how your own information begins to bring each page to life.

