



EKIME FOR SERVICE BUSINESSES

Everything your business does. One place.

What Ekime is, how it helps your business, and every step from opening your shop to every menu of your dashboard. For salons, spas, barbers, laundries, car washes and clinics.

Free to open, and free to keep. No monthly fee, no yearly fee, and nothing to renew.

What Ekime is

Open your shop

Serve and sell

Get paid

Grow

WHAT IS EKIME?

An online shop, a till and a back office. **In one.**

Customers find you and book from your own link. Your team serves them from one list. You see the money, the stock and the numbers as they happen, on your phone or a laptop.

1

Your shop online

Your own link and QR codes, in your colours. Customers book on their phone, with no app to download.

2

Your counter

A till for the people in front of you. Cash, a transfer or your own POS, and every sale counted the same way.

3

Your back office

Stock, money, staff and reports in one dashboard, for you and the team you trust.

- **£0 to open**

- **No subscription**

- **Nothing to renew**

- **You pay per order, and to withdraw**

MADE FOR YOUR KIND OF BUSINESS

Ekime speaks your trade's language.

Choose what you do when you sign up, and your dashboard shows your own screens and your own words.

Food

Restaurants, bars, kitchens, bakeries, cakes and small chops

- ✓ QR codes on your tables
- ✓ A kitchen ticket screen
- ✓ Recipes and what each dish costs
- ✓ Table bookings
- ✓ Orders for a date, with a deposit

Shops

Supermarkets, fashion, beauty, phones and gadgets, pharmacies, cooking gas

- ✓ Barcode scanning at the till
- ✓ Sizes and colours, each with its own stock
- ✓ Sell by the kg, litre or mudu
- ✓ Shelf labels
- ✓ Orders for a date, with a deposit

THIS GUIDE

Services

Salons, spas, barbers, laundries, car washes, clinics

- ✓ Appointments booked online
- ✓ Each person's own diary
- ✓ Check-in when they arrive
- ✓ Your own booking rules
- ✓ Their work on My Shift

HOW EKIME HELPS YOUR BUSINESS

Sell more. Lose less. **Know where you stand.**

SELL MORE**Open all day**

Your shop takes bookings online even when you are busy or closed: from Instagram, WhatsApp, a QR code at your door and the Ekime marketplace.

GET PAID**And know it**

Every payment, cash, a transfer or your POS, is recorded against the visit. Transfers go to an account number of your own, and show in your wallet.

STOP THE LEAKS**Nothing goes missing**

Stock counts itself down with every sale. Every change is recorded with who made it. Refunds and withdrawals stay with you.

SAVE TIME**One list, not five**

Every booking, online, by phone or in person, lands in one place your whole team works from. No notebook, no re-typing.

KNOW YOUR NUMBERS**Every day**

What sold, what you made and your busiest hours, emailed to you. Reports and VAT ready for your accountant.

KEEP THEM COMING**Regulars return**

Offers that come off by themselves, coupon codes, reward points, and reviews you can answer.

WHAT YOUR CUSTOMERS GET

Easy for them. Good for you.

- ✓ **No app, no account.** They open your link or scan your QR code.
- ✓ They pick a service, the person they want and a free time, on their own phone.
- ✓ They **pay you at the shop** when you are done: cash, a transfer or your POS.
- ✓ They get an **email** with the booking and a **reminder** before it, can **change or cancel** from their booking page, and earn your reward points.

From your link to their visit

What a customer does, start to finish.

- 1 **Opens your link**
From Instagram, WhatsApp, a QR code or the marketplace
- 2 **Books a time**
With the person they want, or whoever is free
- 3 **Gets a reminder**
And can change or cancel from their booking page
- 4 **Pays at your desk**
Cash, a transfer to your own account number, or your POS
- 5 **Comes back**
For your offers and their reward points

WHY EKIME

You are already running all of this. Just not in one place.

Nothing to install. Your customers need no app and no account.

~~The book on the desk~~



One diary for everyone

Each stylist's day in one book, so nobody is booked twice.

~~The price list on WhatsApp~~



A shop with your own link

Your services and prices, ready to book from, in your colours.

~~"What time are you free?"~~



Customers pick a free time

Only the times you can really take, day or night.

~~The calculator at closing~~



Takings you can read

What came in, how it was paid, and what you made today.



WHAT IT COSTS

WHAT IT COSTS

₦0

to open your shop. No subscription.

- ✓ Every tool in this guide is included: services, bookings, stock, team, wallet.
- ✓ Ekime earns a **small service fee your customer pays** on what they pay through Ekime, shown to them before they pay.
- ✓ Your own cost is a **small fee when you withdraw** to your bank.
- ✓ **No VAT is added** unless your business is registered for VAT and switches it on. Filing it is then yours.

Service fee, paid by your customer

₦60 – ₦350

By the size of the booking: ₦60 up to ₦2,500 · ₦100 up to ₦5,000 · ₦150 up to ₦20,000 · ₦250 up to ₦100,000 · ₦350 above. On every order paid through Ekime, however small.

At your own till, and appointments you check in

No fee

Cash, a transfer straight to you, or a card on your own POS. Ekime charges nothing on money you take yourself.

Withdrawing to your bank

₦0 · ₦10 · ₦20

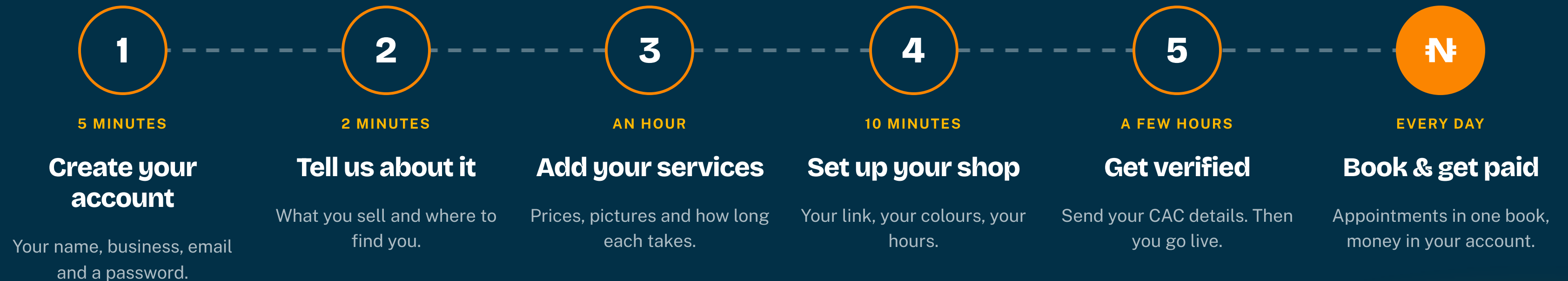
₦0 up to ₦5,000 · ₦10 up to ₦49,999 · ₦20 from ₦50,000. The smallest withdrawal is ₦100.

Setup fee or monthly fee

None

OPEN BY THIS AFTERNOON

Six steps from sign-up to your first booking.



PART 1

Getting started

From sign-up to a verified shop that customers can book.

[Sign up](#)[Your business](#)[Your services](#)[Your shop](#)[How you get paid](#)[Verification](#)

STEP 1

Sign up at ekime.app

- ✓ Tap **Create your shop**. Give your name, your business name, email and phone.
- ✓ Choose a **password**, then type the **6-digit code** we email you.
- ✓ For extra safety, turn on **two-step sign-in** in Settings: a code from an authenticator app, so a stolen password is not enough. It is your choice.

i A partner introduced you? Their **referral code** goes in during the next step, or their link fills it in for you.

ekime.app/signup

ekime

Get Started

Welcome to Ekime! Let's get you started by creating your account

Full Name

Adaeze Okafor

Business Name

Adore Hair & Beauty

Email Address

adaeze@adorehair.ng

Phone Number

803 214 7765

Create Account

Have an Account? [Login](#)

STEP 2

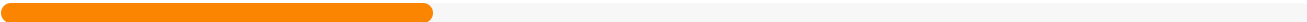
Tell us about your business

- ✓ Business name, address, phone, and **what kind of business** it is: a spa or salon, a barbershop, a laundry, a car wash, a clinic, a restaurant, a shop, and more.
- ✓ That choice sets your screens and words: Services, Appointments, deposits and walk-ins.
- ✓ Tap **Create my store**. Everything can be changed later.
- ✓ Your **Setup Guide** then walks you through the rest, and ticks each step off as you go.

 Run more than one branch? Add another store from the same account.

Get your store ready

Six steps to go from signed up to taking orders.

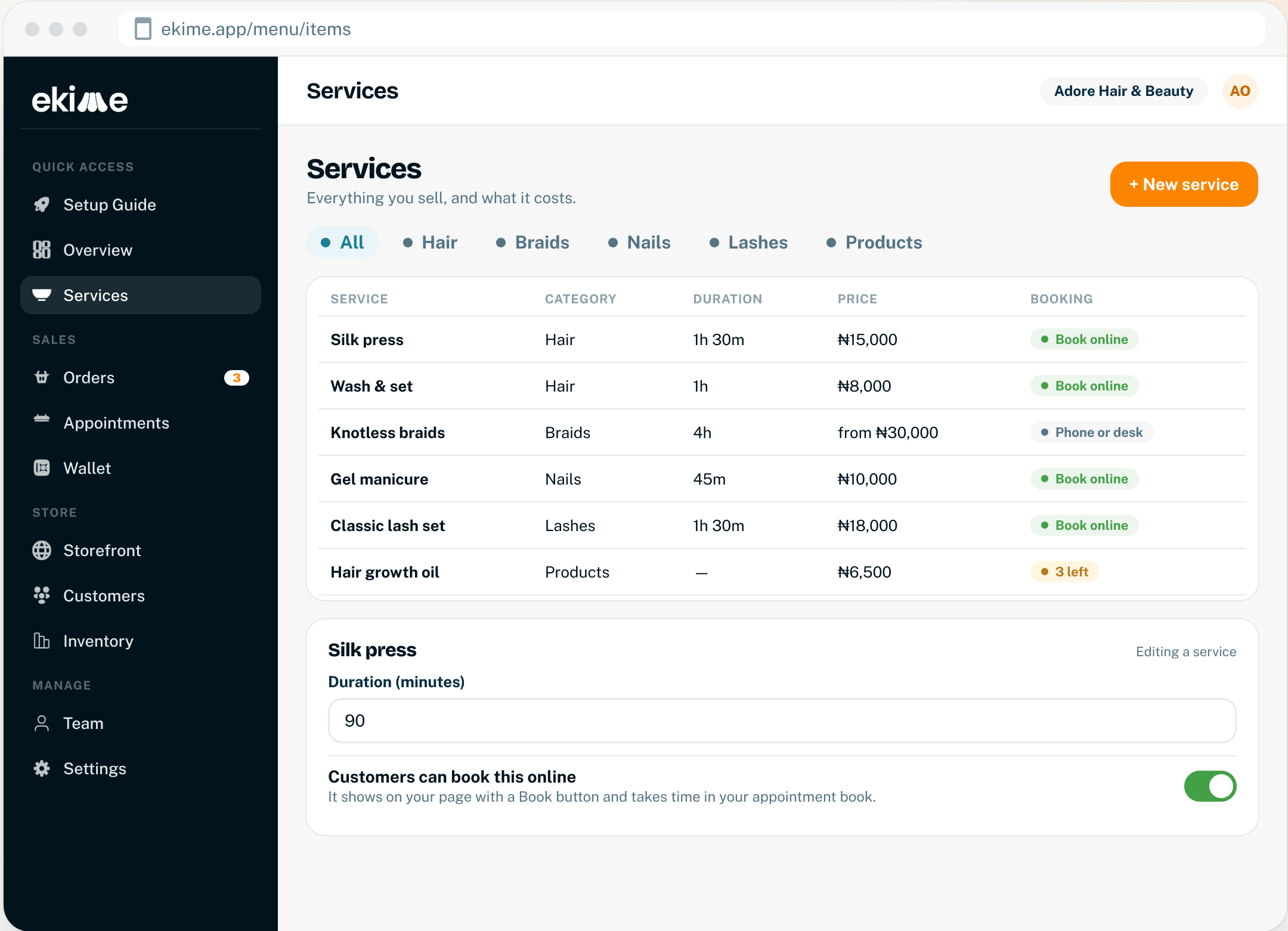
 2 of 6 done

-  **Add your business details** Done
Tell customers who you are and where to find you.
-  **Add your services** Done
Add the services you sell, with a price and a picture.
-  **Set up your storefront** Set up storefront
Choose your link and publish your shop.
-  **Add a payout account** Add payout account
Tell us where to send your money.
-  **Invite your team** Invite team
Give your staff the access they need.
-  **Verify your business** Send details
Send your CAC registration so Ekime can confirm your business.

STEP 3

Put your services in.

- ✓ **Services and categories**, with prices and up to **five photos** each, and any **products** you sell too.
- ✓ Give each service its **Duration (minutes)**. That is the time it takes in your appointment book.
- ✓ **Customers can book this online** puts a Book button on it. Something with options, like braid lengths, is booked by phone or at the desk for now.
- ✓ Already have a price list? **Import** it from a spreadsheet, or **Export** yours.



SERVICES · CATEGORIES & MODIFIERS

Group them, and let customers add extras.

- ✓ **Categories** organise your services, in the order your shop shows them. Give one **available times** if it is only on some days. Two icons on each open its services, or add one straight into it.
- ✓ **Modifiers** are the add-ons: pick one or several, required or not, each with its own price.
- ✓ Mark a service **Featured** and it shows as the shop’s pick.

Categories

Your shop shows categories in this order.

Hair

7 services · whenever you are open

Braids

5 services

Nails

6 services

Bridal & events

3 services · Saturdays 7:00–12:00

● Available times

Add-ons

Optional

Pick several · choose 0–3

Deep conditioning	+N3,000
Hot oil treatment	+N2,500
Nail art, both hands	+N4,000

STEP 4

A shop that looks like yours, not like a form.

- ✓ Choose your link: **ekime.app/s/adore-hair-beauty**. Add a headline, a banner, up to **12 photos** of your place and your **theme colour**.
- ✓ Choose how you serve: in person (**In salon**, **In shop** for a barber), and **pickup or delivery** if you do it, like a laundry.
- ✓ Every service customers can book shows a **Book** button, and your page shows **Book an appointment**.
- ✓ Tap **Save & publish**, then share one link on Instagram, WhatsApp, a card or a QR code.

Storefront

Your link

ekime.app/s/adore-hair-beauty

Headline

Hair, nails and lashes, done with love.

Theme colour

#9D174D

How customers receive their orders

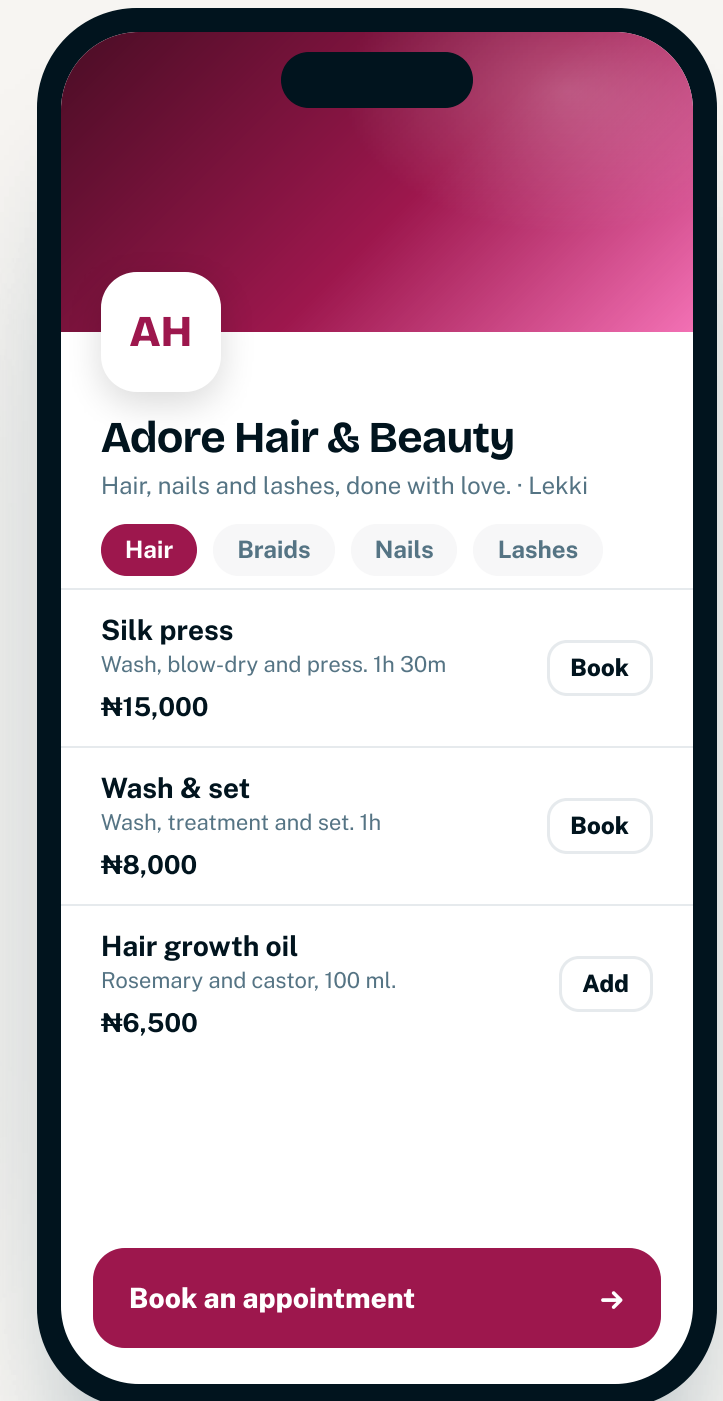
☒ In salon ☒ Pickup ☐ Delivery

Publish — make the shop visible to everyone



Save & publish

STEP 4 · SET UP YOUR SHOP



Decide how customers pay, and when.

- ✓ **How customers can pay:** online by bank transfer on their own phone, cash, card on your POS, or a transfer to you. There is no card payment online.
- ✓ **When they pay:** when you are done, before you start, or let the customer choose. Appointments are paid at the shop, or by a deposit when they book.
- ✓ A **service charge** if you take one, and your **TIN, VAT and CAC numbers**.
- ✓ **VAT is off** until you switch it on. Registered for VAT? Switch it on with your **TIN**, mark each service **standard, zero-rated or exempt**, and every order gets a **numbered VAT invoice**.
- ✓ Your **opening hours**, under **Business**, are your booking hours too.

Settings

Payments & tax

Business

Orders

Payments & tax

Your account

Data & connections

How customers can pay

Online

Cash

Card on your POS

Transfer to you

When customers pay

After the service: the work starts straight away

Service charge

In-person orders only

0%

Tax identification number (TIN)

Printed on your bills and receipts

12345678-0001

VAT

Off: your orders carry no VAT

Switch VAT on

Save

STEP 5

Verify your business, and go live.

- ✓ Send your **CAC registration** (BN, RC or IT number) and the ID of a director, proprietor or trustee. A clinic, lab or health service adds its **licence**.
- ✓ Ekime checks it, **usually within a few hours**. A banner on your dashboard shows where it stands.
- ✓ Until then your shop stays **hidden**, customers **cannot book**, it **takes no orders**, even at your till, and **withdrawals wait**. Build everything else meanwhile.

🔒 ID numbers are stored encrypted. Ekime staff see only the last four digits, and the pictures are deleted 90 days after a decision.

ekime.app/settings/verification

Business verification

• Being checked

THE BUSINESS

Registered name

Adore Hair and Beauty Enterprises

Registered as

Business name (BN)

Registration number

BN 4410273

WHO ANSWERS FOR IT

Full name

Adaeze Okafor

ID type

NIN

ID number

.....2093

Pictures

CAC certificate

NIN slip

Ekime is checking your business. Your shop goes live as soon as it is verified, usually within a few hours.

PART 2

Running the day

Your appointment book, bookings from your link, and every order from booking to done.

[Overview](#)[Appointments](#)[Booking settings](#)[Booking online](#)[Orders](#)[The till](#)[My Shift](#)



YOUR DASHBOARD, MENU BY MENU

Twenty-five menus in five groups. Each person sees what their job needs.

QUICK ACCESS

Setup Guide
What is left to do

Overview
Today at a glance

My Shift
Staff: clock in, their appointments

Services
Services, categories, modifiers

SALES

Orders
Every order, one queue

Appointments
Who is booked when

Deliveries
Riders, if you deliver

Wallet
Your money and payouts

Disputes
Payments a bank queries

INSIGHT

Analytics
How you are doing

Reports
Figures for your accountant

STORE

Customers
Everyone who came

Storefront
Your shop page

Reviews
What they said

Discounts
Offers and coupons

Rewards
Points and tiers

Marketing
Posts, offers, emails

Promotions
Top of the marketplace

Inventory
Supplies and suppliers

MANAGE

Team
People, access, hours

Rota
Who works when

Settings
Your store and account

Payroll
Pay, PAYE, pension and leave

Activity Logs
Who changed what

Help & support
Ask Ekime

OVERVIEW

Today, at a glance.

- ✓ Today’s **orders, revenue, open orders** and customers, and your revenue over 7, 30 or 90 days.
- ✓ The latest orders, and any product **running low** on stock.
- ✓ Whether your shop is **live**, with a button to share it, or what is left to set up.

Good to see you, Adaeze

Here is how Adore Hair & Beauty is doing.

Orders today

23

Revenue today

₦286,500

Open orders

4

Customers

846



Running low
Hair growth oil · 3 left

Update stock

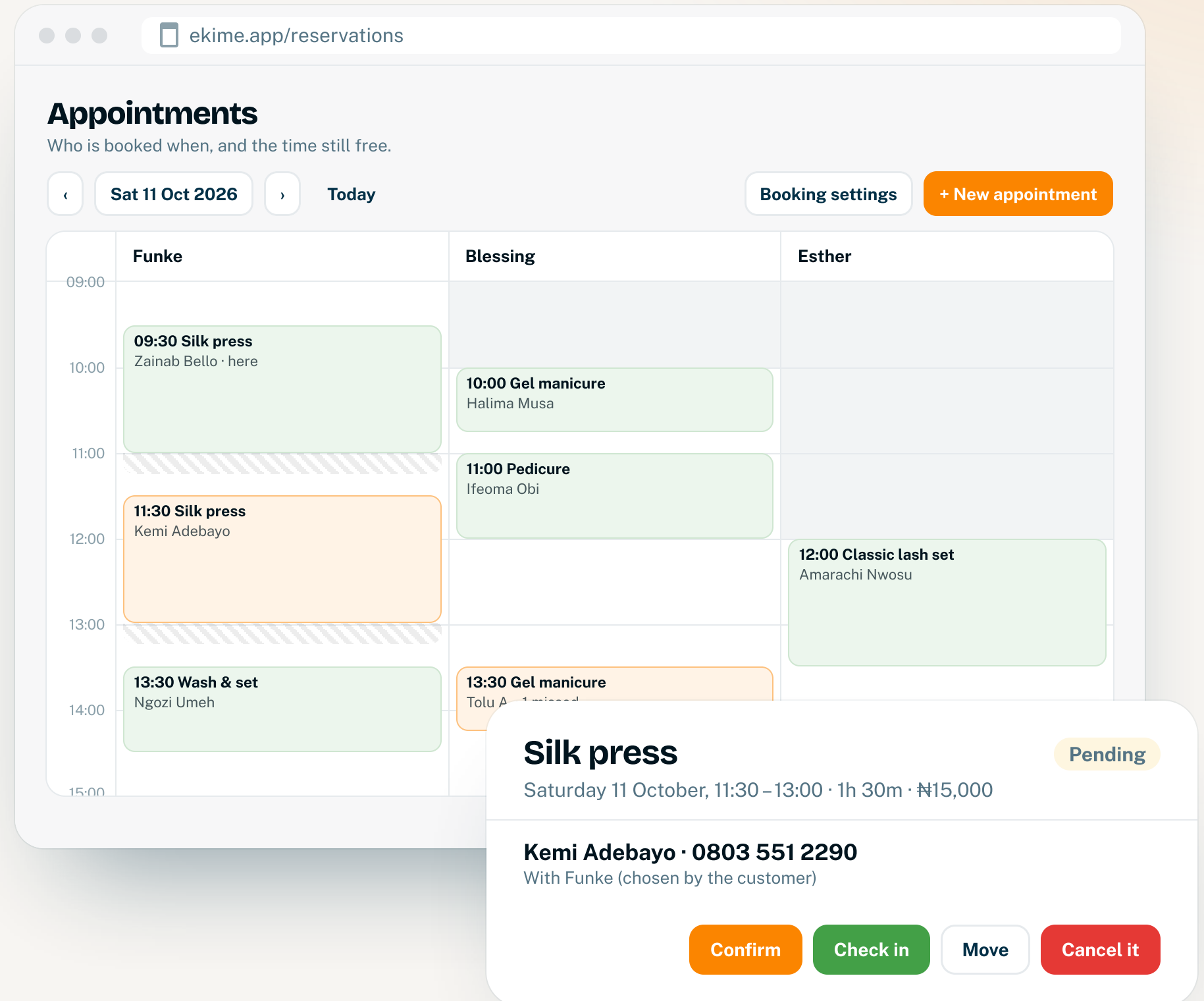
Your shop is live
ekime.app/s/adore-hair-beauty

Share shop

APPOINTMENTS

Who is booked when, and the time still free.

- ✓ One day at a time, a **column for each person** customers can book. Their working hours are white; the rest is shaded.
- ✓ Bookings from your link land here **at once**, and nobody is booked twice. Tap one to **Confirm**, **Move** it to another day, time or person, or **Cancel it**.
- ✓ **Check in** opens their order at the till, at the price they booked, with any **deposit** already paid counted towards it. A customer who never came is a **No-show**.
- ✓ A call or a walk-in? Tap a free space, or **+ New appointment**.



ekime.app/reservations

Appointments

Who is booked when, and the time still free.

< Sat 11 Oct 2026 > Today
 Booking settings
+ New appointment

	Funke	Blessing	Esther
09:00			
10:00	09:30 Silk press Zainab Bello · here	10:00 Gel manicure Halima Musa	
11:00		11:00 Pedicure Ifeoma Obi	
12:00	11:30 Silk press Kemi Adebayo		12:00 Classic lash set Amarachi Nwosu
13:00			
14:00	13:30 Wash & set Ngozi Umeh	13:30 Gel manicure Tolu A · missed	
15:00			

Silk press

Pending

Saturday 11 October, 11:30 – 13:00 · 1h 30m · ₦15,000

Kemi Adebayo · 0803 551 2290
With Funke (chosen by the customer)

Confirm
Check in
Move
Cancel it

BOOKING SETTINGS

Your rules, your deposit, and who can be booked.

- ✓ **A service** is booked online when it takes **5 minutes or more** and **Customers can book this online** is on.
- ✓ **A person** is booked when you tick **Clients may ask for them** on Team. With a **Rota**, their free times are their shifts inside your opening hours.
- ✓ Times on offer, a **gap after each**, how soon and how far ahead, and **change or cancel up to** how long before. Nobody to name? The book runs **by chair**.
- ✓ **Take a deposit** by bank transfer when they book: 30% (at least ₦500), a fixed amount, or the full price, and a service can have its own. Cancelled a day ahead, it goes back; later, half is kept, and all of it on a **no-show**.

Booking settings

Appointments

Offer times every

15 minutes

Gap after each (minutes)

15

Book at least (minutes ahead)

60

Change or cancel up to (hours before)

2

Book up to (days ahead)

60

Customers at once, with nobody bookable

0

How customers pay

A deposit by bank transfer, the rest at the shop

Deposit

30% · at least ₦500

Cancel

Save

Team

Who clients can ask for when they book.

Funke Balogun

Therapist / stylist

☒ Clients may ask for them

Blessing Etim

Therapist / stylist

☒ Clients may ask for them

Ruth Adeyemi

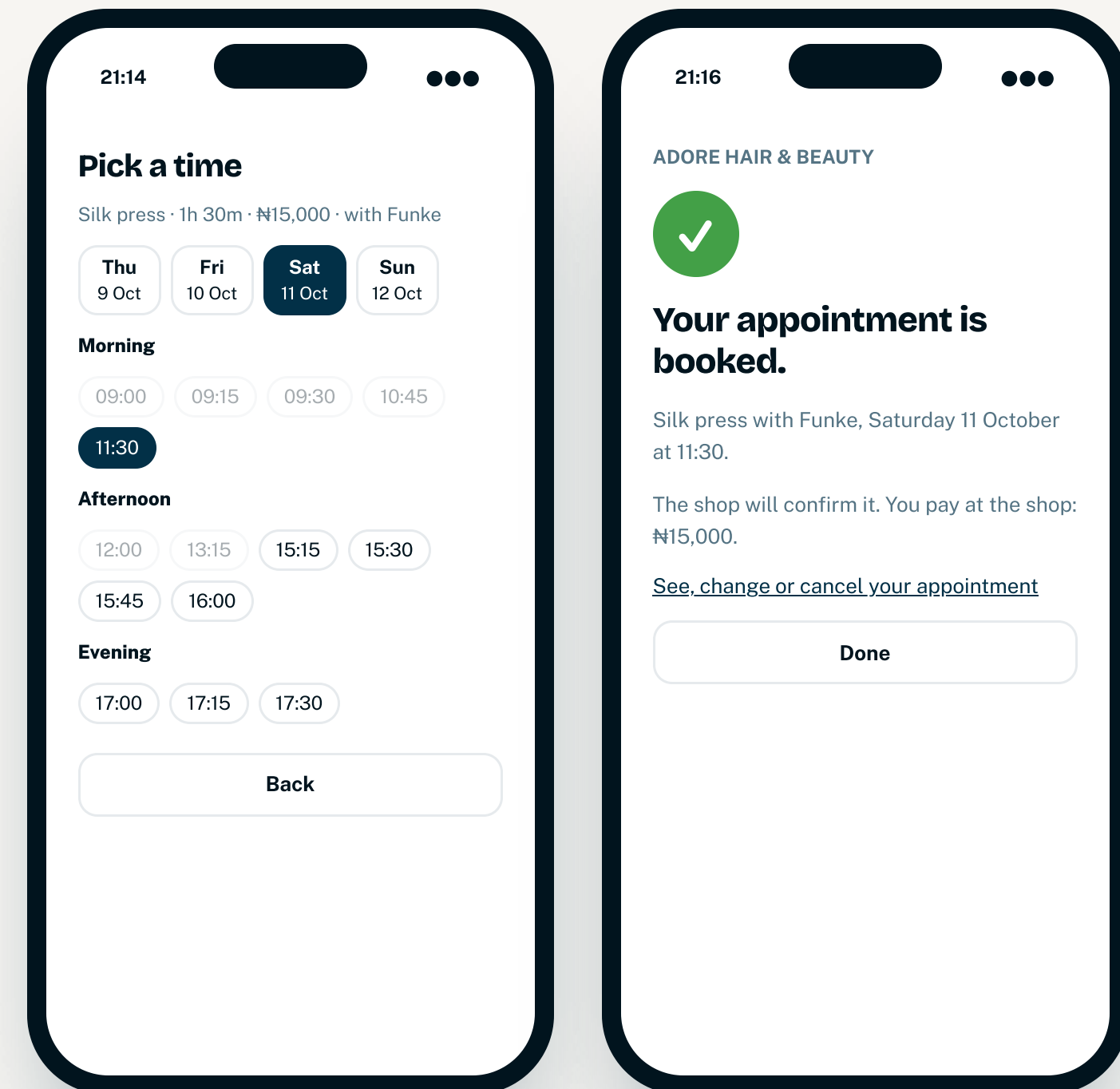
Front desk

☐ Clients may ask for them

YOUR CUSTOMERS

They pick a service, a person and a free time.

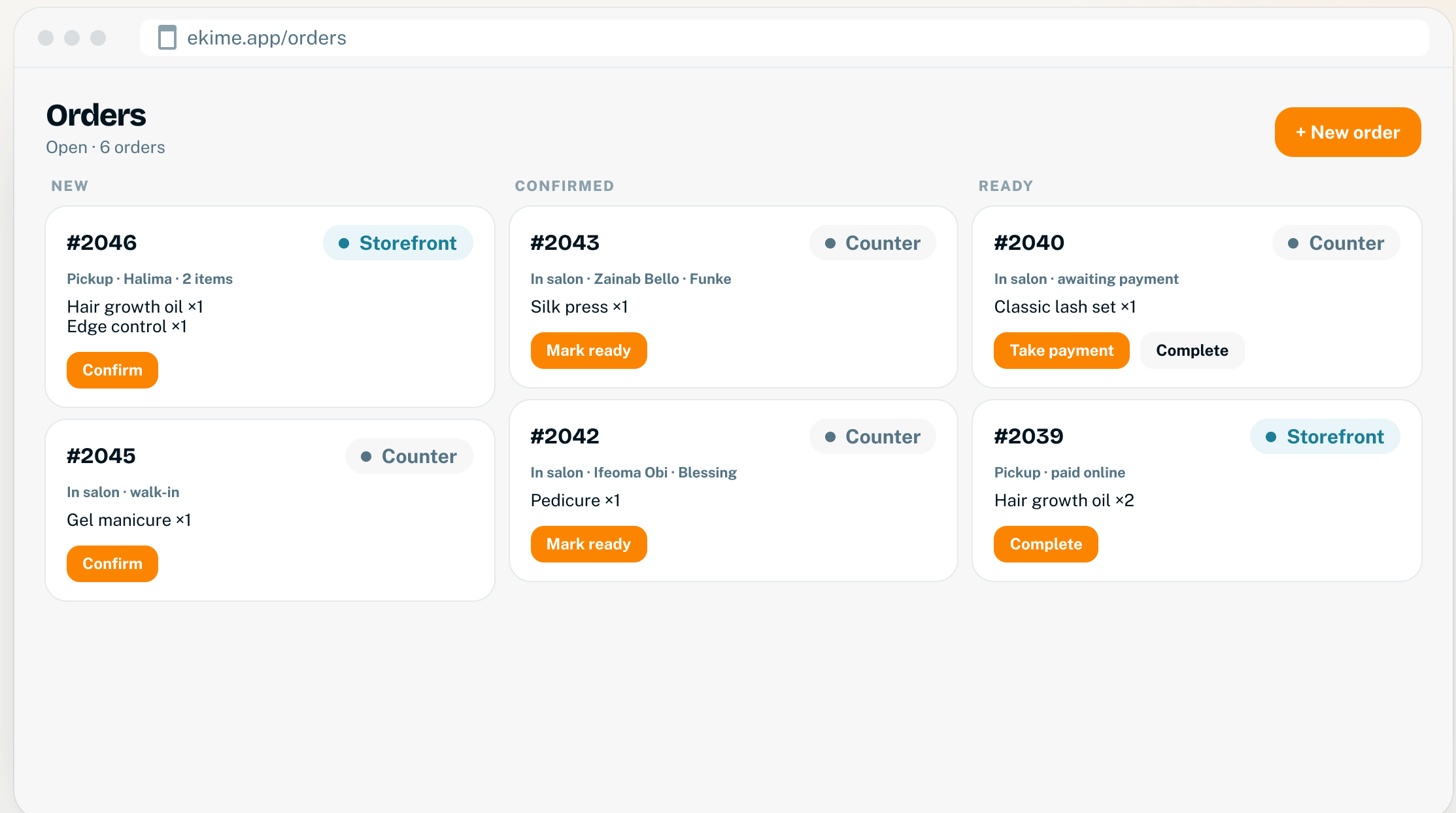
- ✓ They tap **Book**, then choose a person, or **Any stylist**: whoever is free at the time they pick. A clinic names nobody.
- ✓ They see **only the times that are really free**. If one is taken a moment before, they are offered the nearest free times.
- ✓ It is in your book **at once**, with an email to them and a reminder before. They **pay at the shop**.
- ✓ Products, or anything you do not book, they **order** as in any shop, and pay online or at your desk.



THE DESK

Every order in one queue, whatever door it came through.

- ✓ Appointments you **check in**, walk-ins rung up with **+ New order**, and orders from your link: they all land here.
- ✓ Three taps move each one on: **Confirm**, **Mark ready**, **Complete**. A checked-in appointment is already **Confirmed**. A bigger team can turn on **every step** in Settings.
- ✓ Open an order to add a service or product, give it to somebody, add a note, or print a ticket, bill or receipt.



THE TILL

Ring up a visit at the desk.

- ✓ **New order** opens the till: tap the services and products, or scan a product's barcode. Choose **In salon**, pickup or delivery, and add a discount code or a note. Your offers come off by themselves.
- ✓ **Place order**, then **take payment** by cash, card or transfer, with a tip if they leave one, or let them pay later. A regular can **spend their points** on the bill.
- ✓ **Refund** all of an order, or part of it. The owner decides who may refund.

Take payment

#2043 · Silk press, deep conditioning · ₦19,350

How are they paying?

☒ Cash
 ☐ Card
 ☐ Bank transfer

Zainab has 520 points

All 520 on this bill, worth ₦5,200

Spend points

Tip (₦, optional)

1,000

Money taken at the counter stays with you, so it is not added to your wallet. Your wallet holds what customers paid online.

Cancel

Record payment

MY SHIFT · DELIVERIES

Staff on the clock, and their own appointments.

- ✓ **My Shift** is where staff start: **Clock in**, see **Your appointments today**, and check their own client in when they arrive.
- ✓ They pick up waiting orders, and see their own orders, hours and tips. Owners land on the Overview; everyone else on My Shift.
- ✓ Collect and deliver, like a laundry? Switch on **Deliveries**: your riders, and every drop followed until it arrives.

My Shift · Funke

Clocked in at 9:04 · 3h 10m so far

Clock out

Orders today

5

Completed

3

Average time

1h 12m

Tips today

₦3,000

Your appointments today

09:30 · Silk press

Zainab Bello · checked in

Order

11:30 · Silk press

Kemi Adebayo

Check in

13:30 · Wash & set

Ngozi Umeh

Check in

PART 3

Stock and money

What you sell, what you use, and getting paid.

[Product stock](#)[Supplies](#)[Suppliers](#)[Wallet](#)[Withdrawals](#)[Disputes](#)

STOCK

12 left. 3 left. Sold out.

Find out before your customer does, not when they ask for the last bottle.

- ✓ Every order counts a product's stock down. At zero, it stops selling **by itself**.
- ✓ At five left it shows as **Running low** on your Overview. Anyone on shift can mark an item out, or back on.
- ✓ Sold-out products stay on your shop, greyed and marked **Sold out**, and cannot be ordered.



Hair growth oil, 100 ml

Products · ¥6,500

12 left



Edge control

Products · ¥3,500

3 left



Satin bonnet

Products · ¥4,000 · stopped selling

Sold out



Running low: Edge control has 3 left. **Update stock**

INVENTORY

What you buy, what is left, and what to order.

- ✓ Add your **supplies**: shampoo, towels, nail polish. Set a level to warn you, and how much you usually order.
- ✓ **Count** what is really there, and record **waste** with a reason. Ekime keeps the stock value.
- ✓ Keep your **suppliers**, then **Draft from what is low**: one purchase order per supplier, ready to check and send.

Inventory

Stock value ₦312,400

2 need ordering

Shampoo, 1 litre Reorder at 4 · Trade Fair Beauty Supplies	2	● Low
Relaxer, 1.8 kg tub Reorder at 2 · Trade Fair Beauty Supplies	0	● Out
Towels Reorder at 10 · Balogun Market	24	
Gel polish Reorder at 6 bottles	18 bottles	

Count

Waste

Draft from what is low (2)

GETTING PAID

Money you can read, in an account of your own.

- ✓ Your shop gets **its own account number**. Print a **sign for your desk** so walk-ins can transfer to it.
- ✓ **Online payments** are split as they arrive: the bill and the tip are yours, the service fee is Ekime's.
- ✓ A transfer is in your balance **the moment it lands**. Link it to an order and the order is marked paid.

Your account number

Active

90 3184 2276

CBPAY Microfinance Bank
Adore Hair & Beauty

Show it on my shop page



Available balance

₦246,800

Withdraw

Transfers into your account

• ₦19,350 from ZAINAB BELLO

• Order 2043

• ₦19,350 from AMARACHI NWOSU

Link to an order

• ₦10,750 from HALIMA MUSA

Link to an order

WITHDRAW TO YOUR BANK

Your money, to your bank, when you want it.

Up to ₦5,000

₦0

₦5,001 – ₦49,999

₦10

₦50,000 and above

₦20

- ✓ The smallest withdrawal is **₦100**. Add your **payout account**: pick your bank from the list, type the ten digits, and the account name fills itself in. A new one can receive money after **24 hours**.
- ✓ Only the owner withdraws, with a **4-digit transaction PIN**, after confirming it is them: an authenticator code, or one we email. Five wrong PINs lock it for 15 minutes.

Withdraw funds

₦246,800 available

To account

GTBank · 0123958841 · ADORE HAIR & BEAUTY

Amount

150,000

Withdrawal fee ₦20 · ₦150,020 leaves your balance

Transaction PIN

• • • •

Withdraw

The smallest withdrawal is ₦100, and up to ₦2,000,000 in 24 hours. Your business must be verified before you withdraw.

DISPUTES

When a shopper's bank asks for a payment back.

- ✓ The amount is **held** while it is decided. You see what the bank says, the order, and the deadline.
- ✓ **Answer** with what happened and up to 10 photos as proof: the receipt, the booking, the message.
- ✓ Win and the money is yours. The owner can also **accept and refund**.

Disputes

1 waiting on your answer · ₦19,350 held until decided

Order 2031 · ₦19,350

"The customer says the service was not provided."

Needs your answer
2 days left

Order 1977 · ₦10,750

Closed 12 Sep

Won

What happened

Amarachi had her classic lash set with Esther on 2 Oct, checked in at 12:02. Receipt and her thank-you message attached.

Add photo

Send answer

PART 4

Know and grow

How you are doing, and bringing customers back.

[Analytics](#)[Reports](#)[Customers](#)[Reviews](#)[Discounts](#)[Rewards](#)[Marketing](#)[Promotions](#)

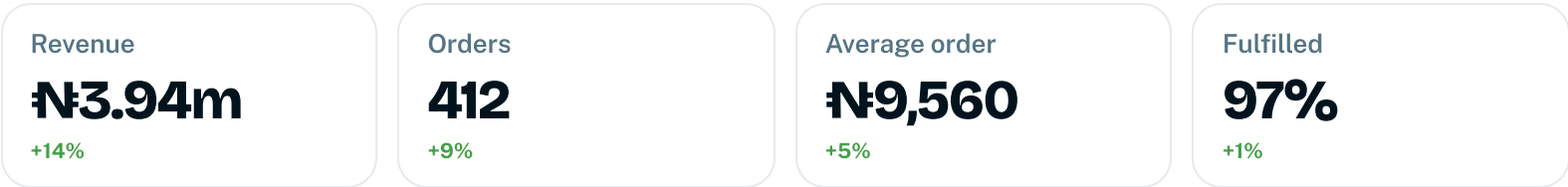
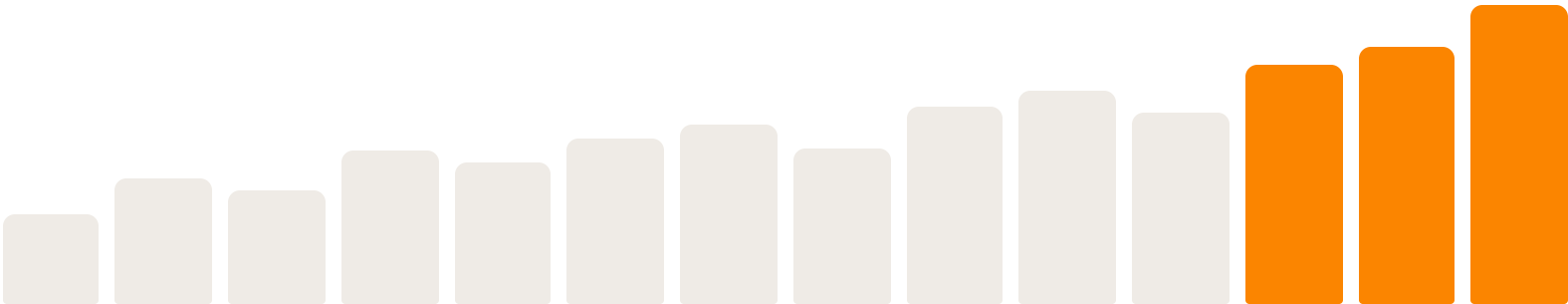
ANALYTICS

How the shop is doing, against how it was doing.

- ✓ Revenue, orders, average order and more for **7, 30 or 90 days**, each against the period before.
- ✓ **Best sellers**, what is **not moving**, busiest hours, how people pay, and revenue by category.
- ✓ Customers new and lapsed, and **appointments**: taken, came in, did not come, cancelled. And your **QR scans**.

Analytics

Last 30 days



Best seller
Silk press · 138 sold

Busiest hour
Saturday, 11am–12pm

Appointments
184 taken · 168 came in · 7 did not come

REPORTS

Take the figures away in whatever your accountant reads.

- ✓ Sales, orders, financial, products, customers, staff, inventory, VAT and withholding tax, as **CSV, Excel or PDF**.
- ✓ A **journal** and **trial balance** to import into QuickBooks, Sage or Excel.
- ✓ Daily, weekly and monthly summaries are **emailed** to you. With several stores, **All locations** ranks them.

Reports

1 Oct – 31 Oct

Sales What sold, by day and by item	CSV	Excel	PDF
Financial Takings, refunds, charges and what reached the bank	CSV	Excel	PDF
Tax (VAT) Month by month, for the accountant	CSV	Excel	PDF
Staff Who handled what, and their tips	CSV	Excel	PDF
Inventory As it stands today	CSV	Excel	PDF

CUSTOMERS · REVIEWS

Know your regulars, and what they thought.

- ✓ **Customers:** everyone who has bought from you, with their orders and spend. Sort by spend or by last order.
- ✓ **Reviews:** stars for the **treatment, service and ambiance** (a barber’s Haircut, a laundry’s Cleaning), comments and photos. Reply, and feature the best one on your shop.
- ✓ Photo reviews wait for you to **approve** them. Staff see the feedback about orders they looked after. A clinic keeps no notes on its customers.

Customers

Everyone who has bought from you.

Zainab Bello 14 orders · last order today	₦212,600
Ngozi Umeh 9 orders · 3 days ago	₦96,400

★★★★★ Kemi A.

Featured

Treatment 5 · Service 5 · Ambiance 4 · with Funke

“Best silk press in Lekki. Funke took her time, and it still looked fresh a week later.”

Your reply: Thank you, Kemi! See you next month.

DISCOUNTS · REWARDS

Offers that bring them in, and points that bring them back.

- ✓ **Offers** that come off by themselves, or **coupon codes** customers type: a percentage or an amount off, on everything or certain items, with a minimum, dates and limits.
- ✓ **Rewards:** turn on a points scheme. By default every ₦1,000 spent earns a point worth ₦10, and **tiers** earn faster.
- ✓ Regulars **spend their points** on a bill when they pay, and see them on their account.

Discounts

A discount with a code is a coupon.

Midweek treat

10% off everything · no code needed

Automatic ● Active

Pamper Friday

10% off · minimum ₦15,000 · until 31 Dec

PAMPER10 ● Active

Free hot oil treatment

₦2,500 off · once per customer

HOTOIL ● Active

Rewards

Points, tiers, and what they are costing you.

Spend for one point

₦1,000

A point is worth

₦10

Gold tier

Spent at least ₦100,000

Earns ×1.5

MARKETING

Drafts written from what your shop is actually selling.

- ✓ Ready-to-post **drafts**: your most booked services, a new one, a great review, scan to book. Copy, or share to WhatsApp, X, Facebook or Telegram.
- ✓ **Send an offer** to the phones of customers who asked for your offers: one a day.
- ✓ **Email your regulars** who opted in: preview it, send yourself a test, then see who opened it.

What people are booking

A draft from this week's best sellers

This week at Adore Hair & Beauty, everyone's booking our Silk press and the Classic lash set. Book from your phone: ekime.app/s/adore-hair-beauty
#LekkiHair #SilkPress #LagosBeauty

Copy

WhatsApp

X

Facebook

Telegram

Send an offer to customers' phones

"Free scalp massage with any treatment, this week only"

Send offer

Email your regulars

Sent 2 Oct · 412 delivered · 188 opened

PROMOTIONS · MARKETPLACE

Be found by people who have never heard of you.

- ✓ Once your shop is **published and verified**, it appears in the **Ekime marketplace**, ranked by its reviews.
- ✓ A **promotion** puts your shop, or one item, at the top of the marketplace, marked Sponsored, and shows what it brought in.
- ✓ While the marketplace grows, **Ekime is giving promoted places free**. If you get one, it appears here with its results.

Promotions

Free from Ekime · Adore Hair & Beauty, whole shop

Seen

6,910

Tapped

538

Orders

41

Order value

₦402k

Sponsored · Adore Hair & Beauty

Top of “Shops on Ekime” until 14 Oct

● Running

PART 5

Your team and settings

The people who work with you, and everything about your account.

[Team](#)[Permissions](#)[Rota](#)[Hours](#)[Payroll](#)[Leave](#)[My pay & leave](#)[Activity Logs](#)[Help & support](#)[Settings](#)

YOUR TEAM

Everyone sees their job. Refunds and withdrawals stay with you.

- ✓ Invite people from **Team** by email. Each one signs in with their own account.
- ✓ Change exactly what one person can do with **Permissions**, and tick **Clients may ask for them** so customers can book them by name.
- ✓ Everyone can turn on **two-step sign-in** for their own account, in Settings.

Manager

Runs the shop, payments and reports. Refunds and withdrawals stay with you.

Front desk

Takes orders and payment at the desk.

Therapist / stylist

Looks after clients and their orders. A Barber, Attendant, Washer or Practitioner in those trades.

Stock

Looks after products and supplies.

Owner (you)

Everything, including withdrawals, refunds and payroll. Give one person refunds if you trust them with it.

ROTA · HOURS · PAYROLL

Who works when, the hours they did, and what they are owed.

- ✓ **Rota:** plan the week’s shifts. For anyone clients can book, their shifts inside your opening hours are the **free times** customers see.
- ✓ **Hours:** staff clock in and out on My Shift. Managers correct an entry with a reason, and download it as CSV.
- ✓ **Payroll:** start a run and Ekime fills in salaries, clocked hours, tips, **PAYE and pension**. More on the next pages.

Rota

Week of 6 October

Funke

Tue–Sat · 9:00–19:00

● On now

Blessing

Wed–Sun · 10:00–18:00

Pay run · September

Approved · 6 people

Funke

Monthly ₦150,000 · tips ₦21,000

₦171,000

Blessing

156 hours × ₦900 · tips ₦9,500

₦149,900

Pay from your balance

Bank file

PAYROLL

Everybody paid right, tax and pension included.

- ✓ **Their pay:** a salary split into basic, housing and transport, or hours and shifts from My Shift, plus tips.
- ✓ **Worked out for you:** PAYE, pension and NHF on the current Nigeria Tax Act rates, which Ekime keeps up to date. Loans and unpaid leave come off too. You can change any figure on a draft.
- ✓ **Pay from your balance** with your PIN, each salary a transfer with the usual fee, or download **the file for your bank**. A salary account changed today waits a day, and its owner is told.
- ✓ **Payslips:** each person sees theirs under **My pay & leave**.

Pay run · October

Draft

Draft · 2 people

Chidi

₦300,000 · PAYE ₦32,180 · pension ₦24,000

₦243,820

Amaka

₦150,000 · PAYE ₦10,700 · pension ₦12,000

₦127,300

Approve

Pay from your balance

Chidi · October payslip

Paid to GTBank ending 7891

Gross pay

₦300,000

PAYE and pension

-₦56,180

Net pay

₦243,820

TAX · PENSION · LEAVE

Every return ready, every deadline remembered.

- ✓ **Tax & pension:** PAYE to each state by the 10th, pension to each fund within seven working days, and the annual return by 31 January.
- ✓ **Returns made for you** as PDFs with your numbers on them, and a reminder before each is due. You pay through Remita or your bank, file on the office’s site, and mark it done.
- ✓ **Leave:** staff ask on their phones, and you or a manager answer. Unpaid days come off pay.
- ✓ **Leave starts afresh in January:** what is not taken by 31 December is gone.

Tax & pension · 2026

What you owe, and by when

PAYE to Lagos · October

Due 10 November

● Due

Pension to the PFAs · October

Paid and filed

● Done

Annual return to Lagos · 2026

Due 31 January

● Upcoming

Amaka · leave

Ends 31 December

Annual leave

15 days a year

11 left

Sick leave

12 days a year

12 left

ACTIVITY LOGS · HELP & SUPPORT

A record of who did what, and a person to ask.

- ✓ **Activity Logs:** orders taken and moved, payments and refunds, service and price changes, team changes, withdrawals. Kept for three years.
- ✓ **Help & support:** ask Ekime about a payment, a payout, an order or anything else, with screenshots.
- ✓ A person at Ekime replies there, and by email.

Activity Logs

Who changed what, and when.

Refunded an order

Adaeze · #2036 · 10 minutes ago

Changed an item

Ruth · Silk press · 1 hour ago

Clocked in

Funke · 9:04

Payout on 3 Oct

EK-2214 · Payout

Ekime

It reached your GTBank account at 11:42. The reference is on your wallet receipt.

● Resolved

SETTINGS

Everything about your store, in five tabs.

- ✓ Five tabs: **Business** (name, logo, address, hours), **Orders** (how orders move), **Payments & tax**, **Your account (two-step sign-in)** and **Data & connections**.
- ✓ Turn on **notifications** on each device: new orders, even with the tab closed. A **New order, paid** email comes once an order from your link is paid.
- ✓ Run another branch? **Add a store** from the store menu at the top; **All locations** compares them.
- ✓ **Download everything** as spreadsheets. Deleting a business can be undone for **30 days**.

Notifications

Get told when an order comes in, on this browser.

Two-step sign-in

A code from your phone as well as your password, and recovery codes.

Shop code

A QR code for your shop: PNG for WhatsApp, SVG for a sign-maker, PDF to print.

Business verification

Your CAC registration, checked by Ekime.

Your data

Download everything: orders, items and customers, as spreadsheets.

API keys & webhooks

Let your website read your services and orders.

How orders move

Simple: Confirm, Mark ready, Complete. Or every step, for a team that passes orders on.

Delete this business

Goes offline at once; you can restore it for 30 days.

READY?

Put your shop online this afternoon.

START

ekime.app

Tap Create your shop. It takes about five minutes.

ALREADY STARTED?

Setup Guide

In your dashboard: the next step, and this guide again.

QUESTIONS

hello@ekime.app

Or Help & support in your dashboard. A person answers.