

WHAT NEW HIRES NEED TO KNOW



If you've just hired a new employee, chances are you're going to need to teach them how things work in your business before they can hit the ground running.

To make life easier for you, we've compiled a checklist of materials new hires should go through to learn the ins and outs of TrekkSoft.

Pass this checklist to your new hire along with their TrekkSoft login ID and password, and give them a day or two to learn about TrekkSoft.

1. Manage bookings

- ☐ [Take a tour of your Dashboard and the Bookings Overview page](#)
- ☐ [Learn how to manage, change and cancel bookings](#)
- ☐ [Find out how to view, manage and edit Basket Details](#)

2. Take a booking

- ☐ [Watch tutorials to learn how to use the booking desk and POS desk](#)
- ☐ [Learn how to send a payment link to customers](#)

3. Manage your guest information

- ☐ [Learn how to view, edit, manage and export guest information](#)

4. Learn how to use our mobile app

- ☐ [Follow these steps to setup your app](#)
- ☐ [Here's how to view upcoming bookings](#)
- ☐ [Here's how to use the app to manage your bookings](#)
- ☐ [Learn how to use the app to take a booking](#)
- ☐ [Find out how to use the app to scan a ticket](#)

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Where to find additional support

[TrekSoft Community](#)

In the TrekSoft Community, get access to our Forum where you'll be able to post questions and discuss answers with other TrekSoft users. You'll also be able to access all our Training material, get the latest updates on feature releases and get the practical marketing and business tips from our blogs.

[TrekSoft Documentations](#)

Here, you'll find written instructions for all our TrekSoft features. You'll also find documentation for new feature releases.

[In-app help desk](#)

The in-app help desk is hooked up to a little elf who has all the answers to your questions about the software. If you encounter problems or require assistance, you'll find the help desk in the bottom right corner of the TrekSoft desktop app.