USER'S GUIDE

Bake Boost Application

https://www.bakeboost.com/docs/

This is the help guide for getting started with the application, and it is an ongoing document. It will be kept updated based on any changes to the application, and you can always download the latest version from the above link

Bake Boost Team
support@bakeboost.com
Oct 09, 2025

Date	Version	Comments
24-May-2025	V 1.0	
28-May-2025	V 1.1	
11-June-2025	V 1.2	Added contents for Campaigns
20-June-2025	V 1.3	Customer upload steps
25-June-2025	V 1.4	Products section added
07-Oct-2025	V 1.5	Added more sections and updated contents
09-Oct-2025	V 1.6	Improved the existing sections

Table of Contents

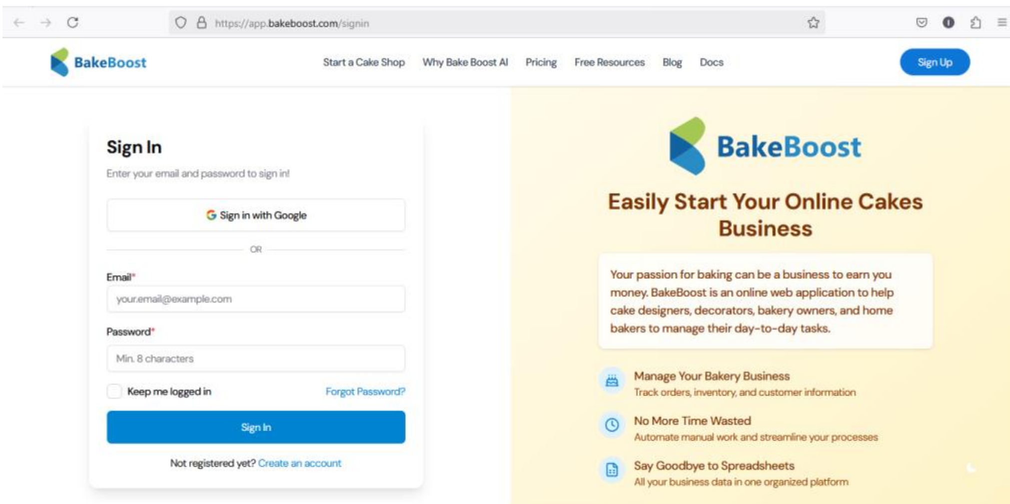
How to Sign Up, Login

When you click on the Get Started button, you will see this page to log in or create a new account:

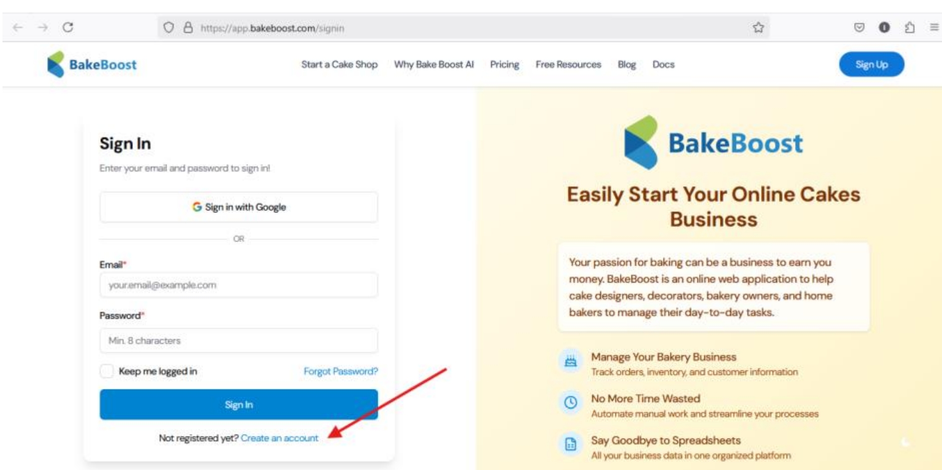
Two ways to register with Bake Boost:

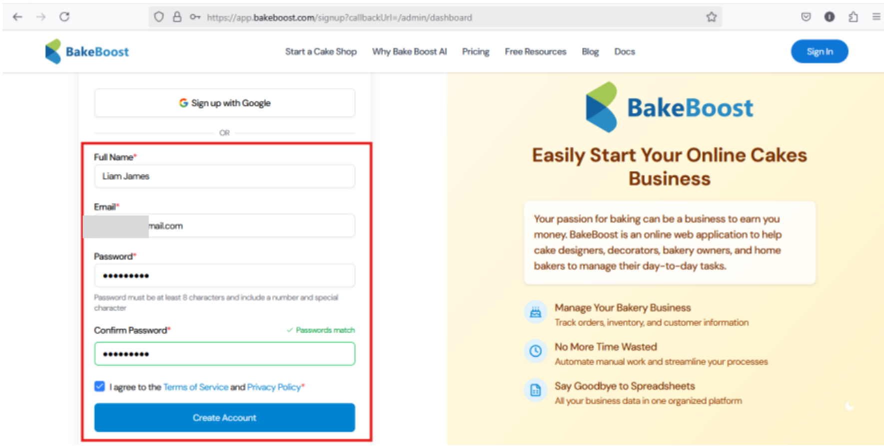
1. **Sign up with your Google account if you have one**
2. **Or sign up with your email ID**

Already registered? Log in here.

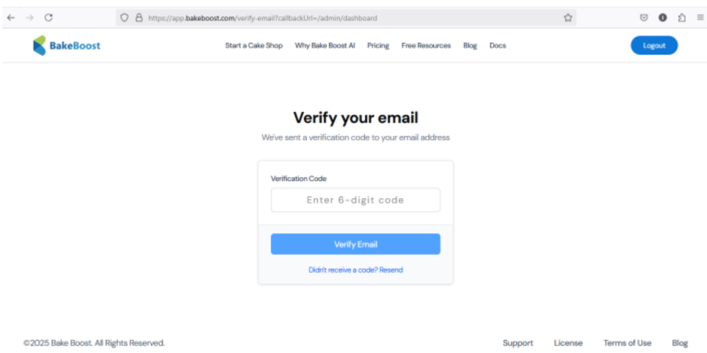


If you are a new user, you can create a new account from here:

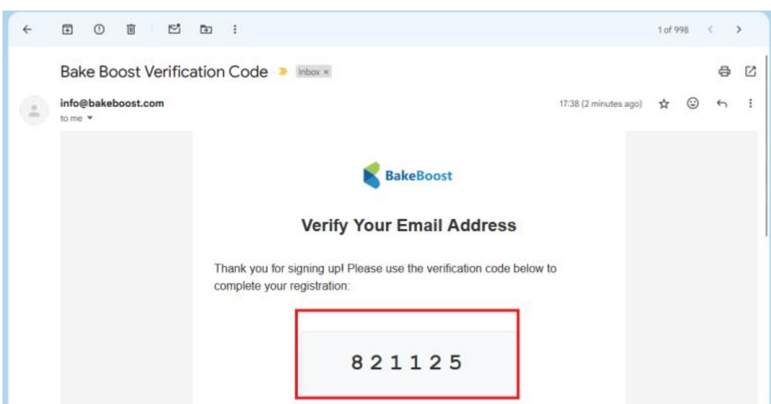


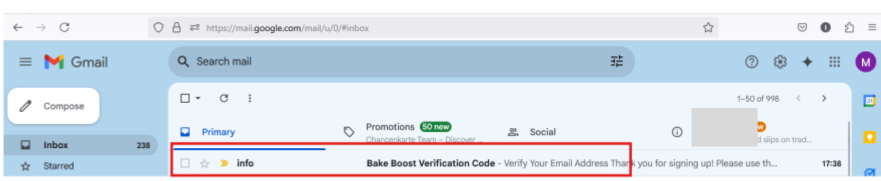


You will receive a 6-digit code to verify your account.

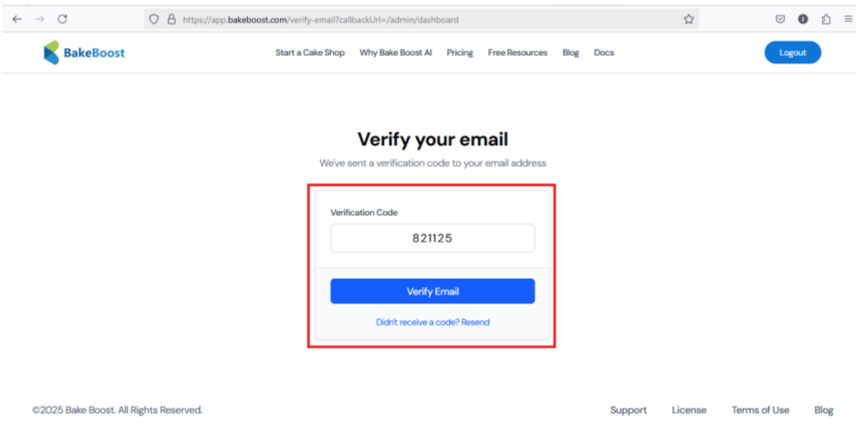


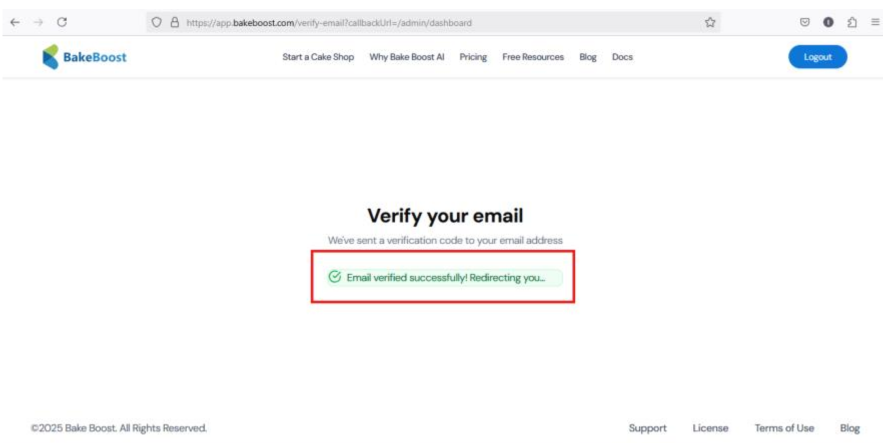
You will receive an email like this below:



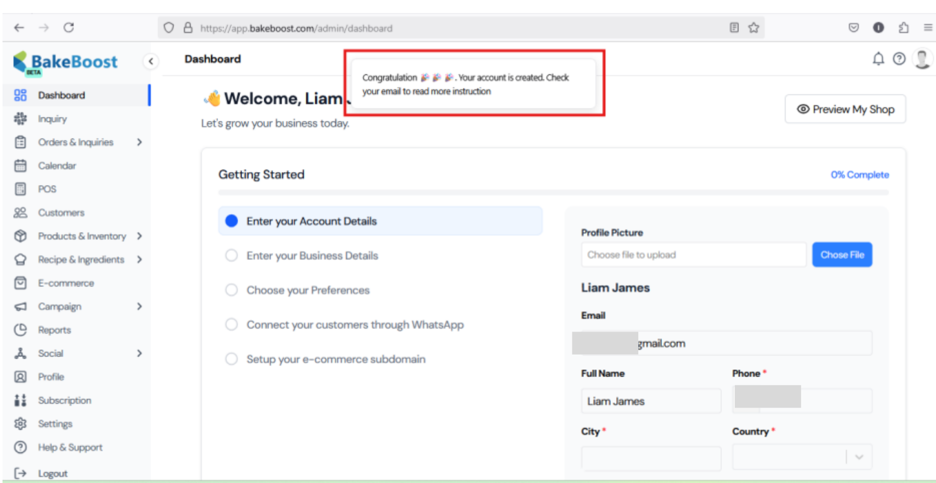


Enter the code and verify your account:

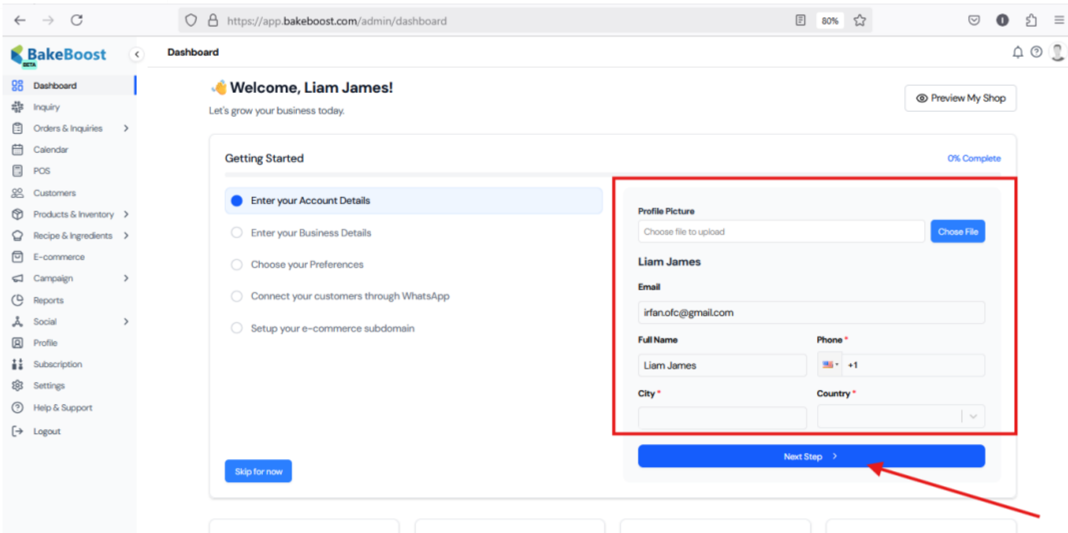




Congratulations: You have successfully registered.

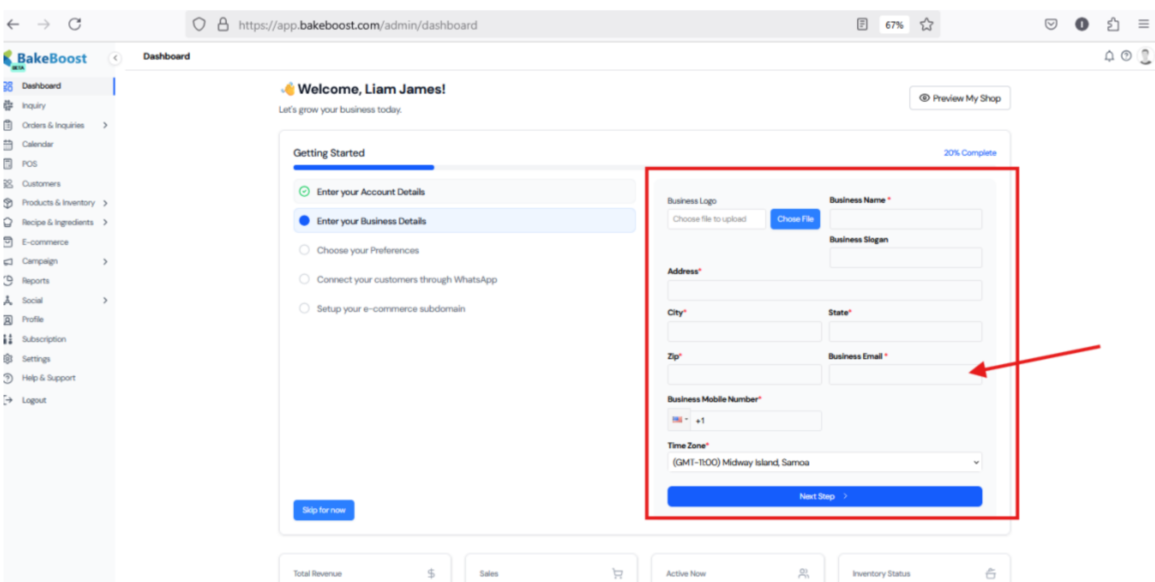


Here you can enter your profile details and then move to the next step:

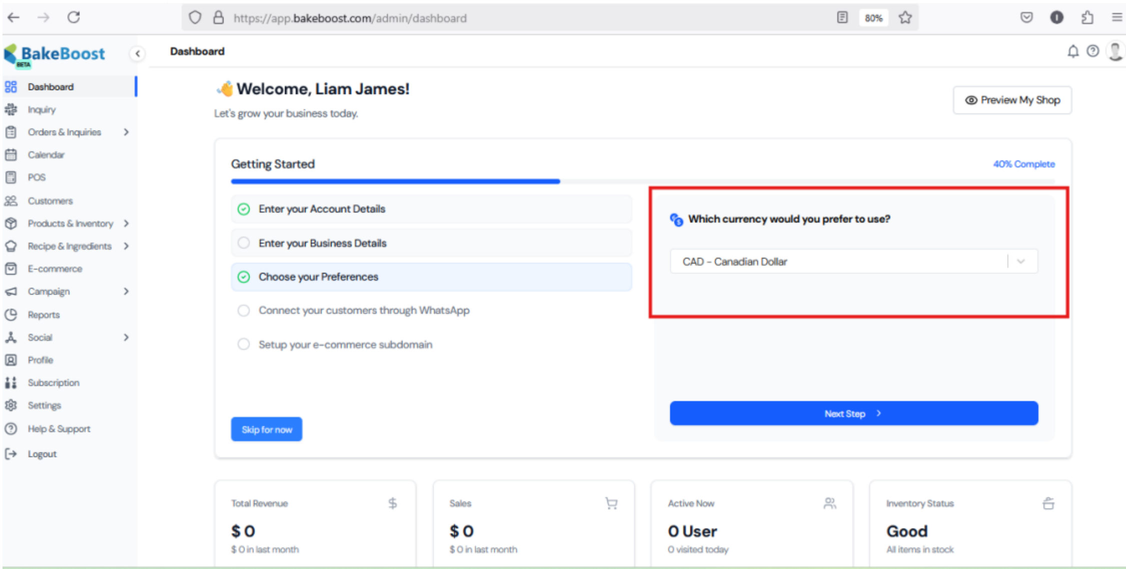


At the second step, you will enter your business details along with the logo file, etc.

Carefully enter the email address from which you want to send emails to customers.



Here you will select the currency with which you are operating.



WhatsApp Business Integration:

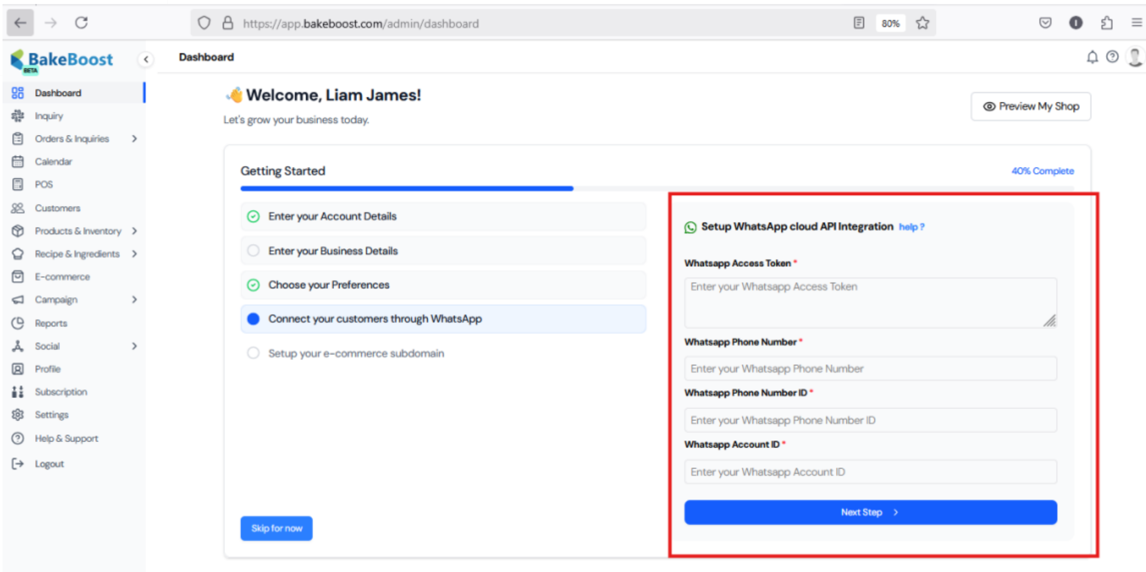
(It's optional, you can skip it if you are not using it or want to set it up later)

Here you can set up your WhatsApp integration to boost if you want to handle your WhatsApp inquiries in the same place.

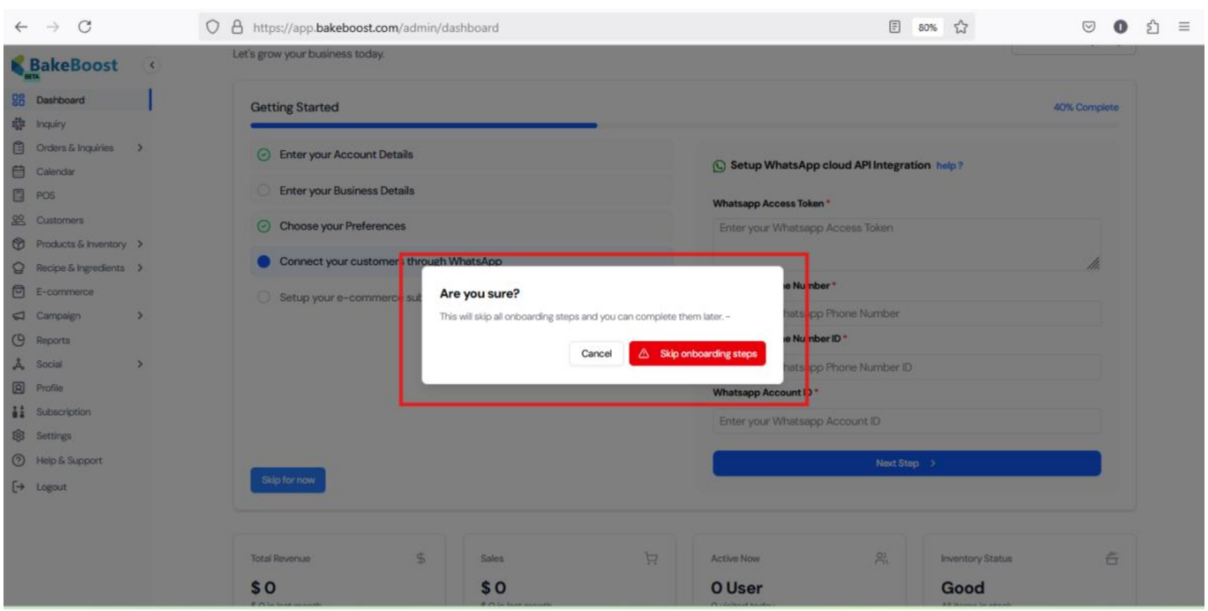
The Detailed documentation is available over this link to set up WhatsApp integration

https://www.bakeboost.com/docs/how-to-set-up-whatsapp-with-bake-boost/

As per the above steps, you need to enter details in the form below

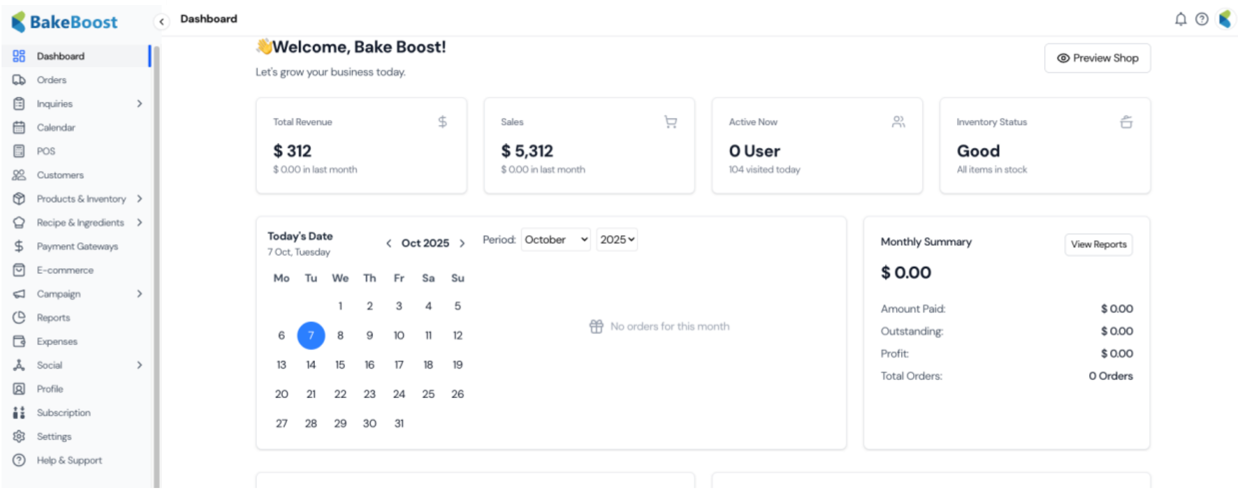


If you want to skip, you can update these later.



Dashboard

This is your dashboard, and it gives you a quick outlook of your business



From the left side menu, let's start with Profile

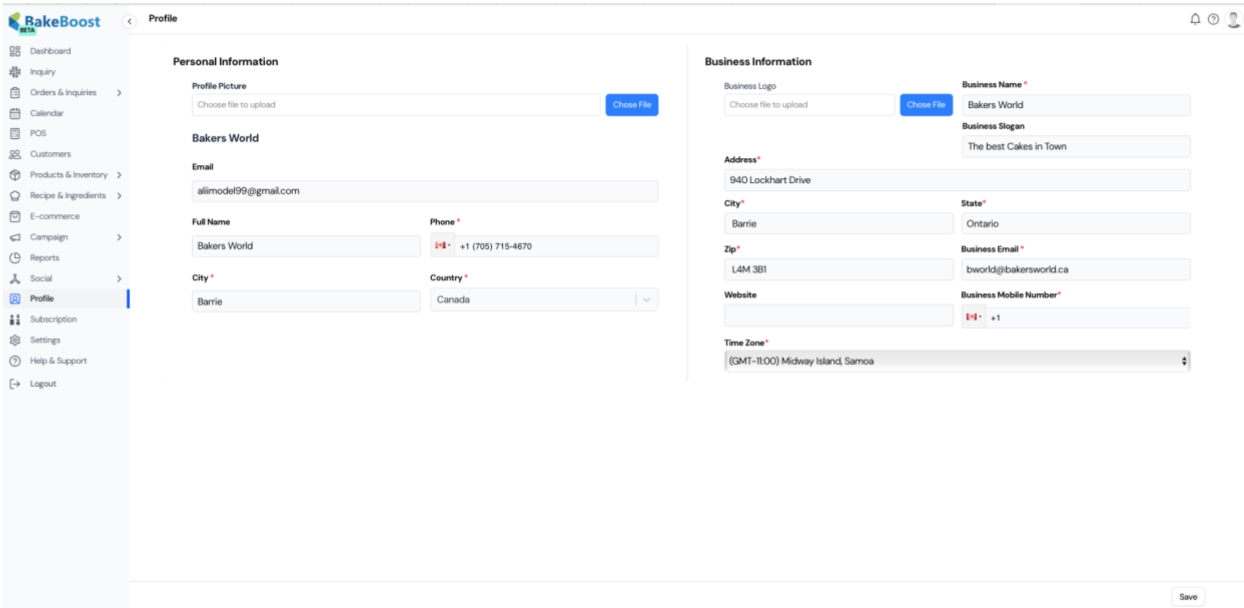
First target is to head over to the Profile page and update your profile:

Profile:

First, you should update your profile

Details from this page will be printed on the Invoices and any other documents you will send or email.

- Business name
- Logo
- Business email
- Business address
- Business Phone Number

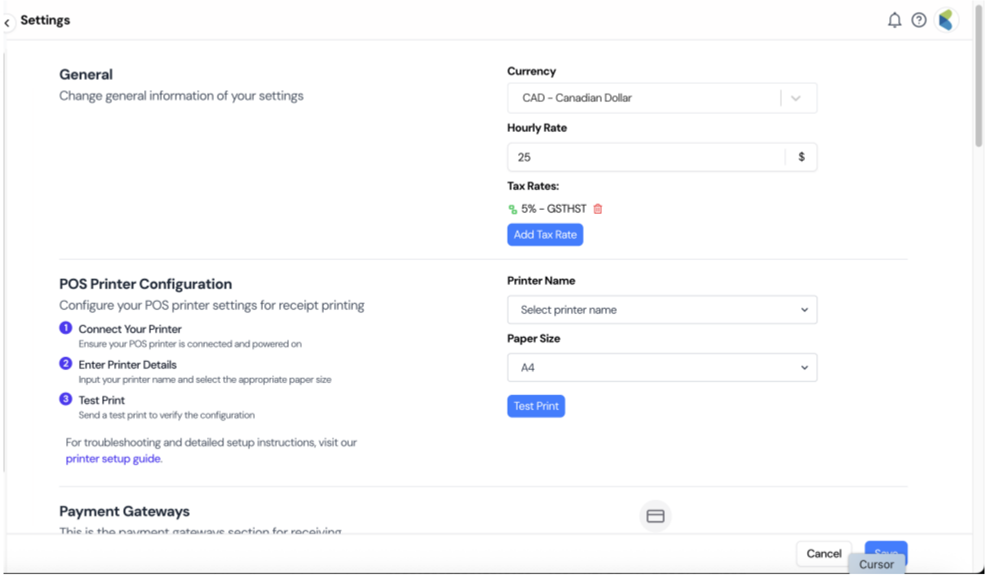


Now let’s move to the settings page

Settings:

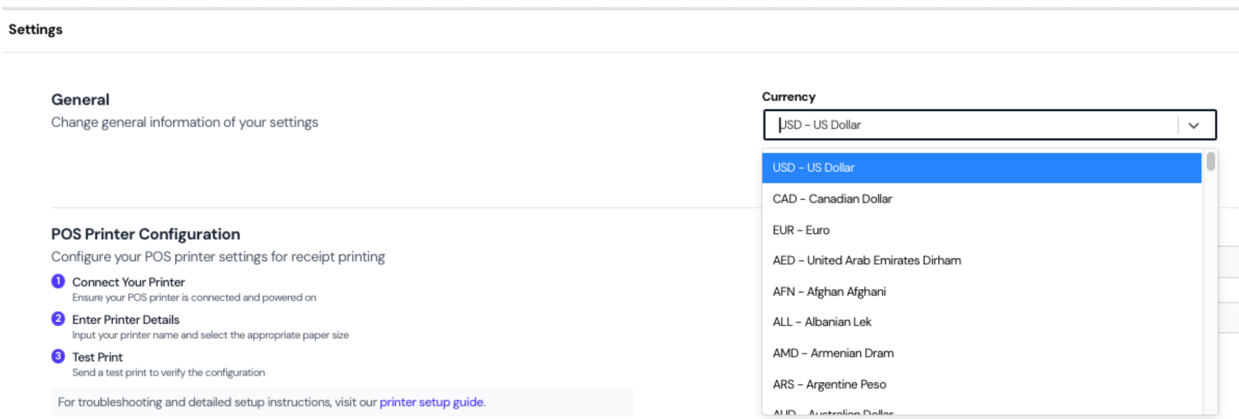
This section is divided into multiple areas:

- Currency
- Hourly Rates
- Tax rates
- Printer settings
- Payment Gateways
- Order receiving Dates and times
- Block out dates
- Email configurations
- WhatsApp settings
- Your cake shop’s Terms & Conditions
- Your Cake Shop Privacy Policy



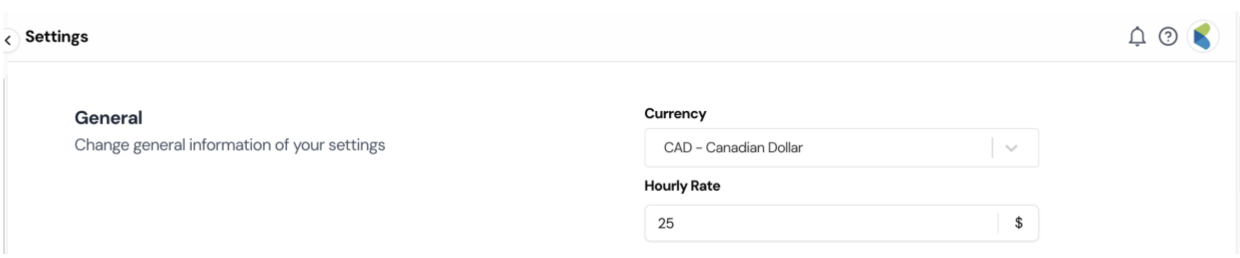
Currency:

If your currency is not available, drop a message to support@bakeboost.com



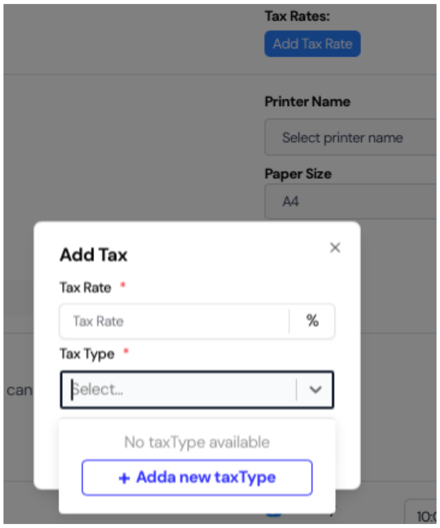
Hourly Rates:

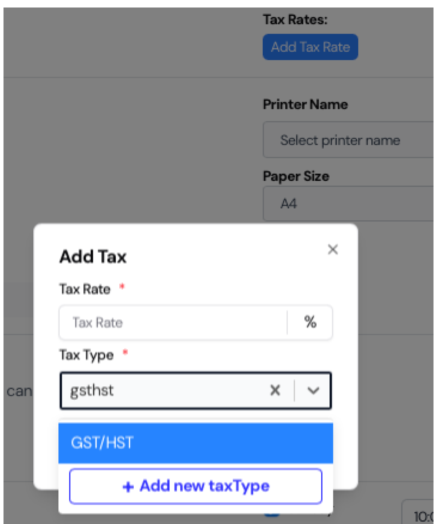
Enter your hourly rates to be used in the Recipe Item



Tax Rates:

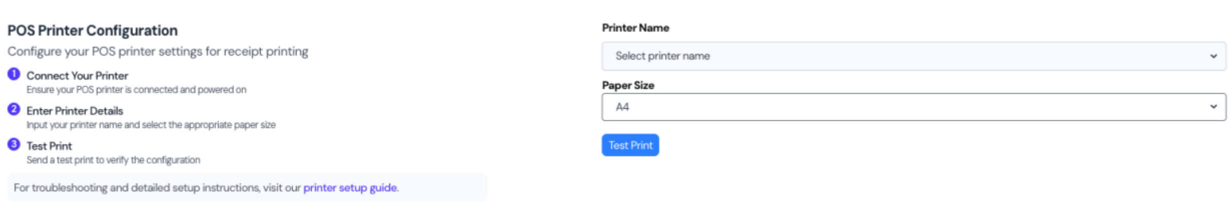
Define your own Tax rates with the codes





Printer settings:

If you are using specific printers at your outlet, you can configure them according to your requirements.

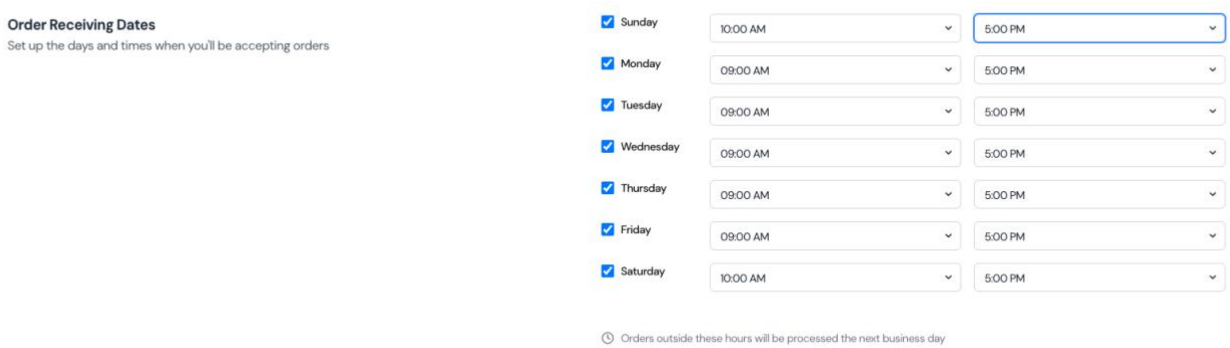


Payment Gateways:

This feature is still in development

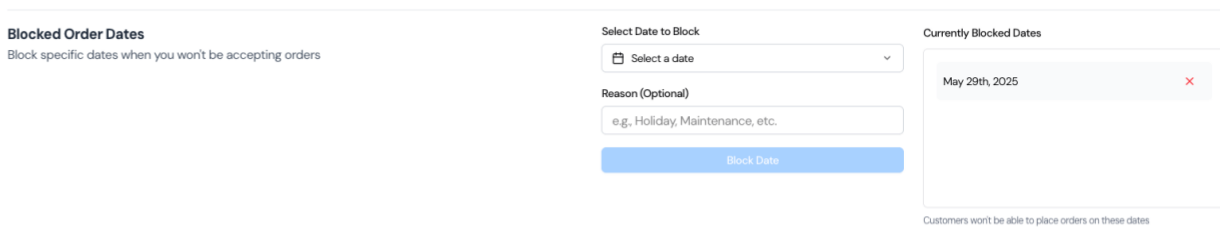
Order Receiving Dates:

With these settings, you can control the order taking on the commerce



Blocked Order Dates:

You can add multiple locked dates, and your customers will not be able to place orders or send inquiries for those dates.

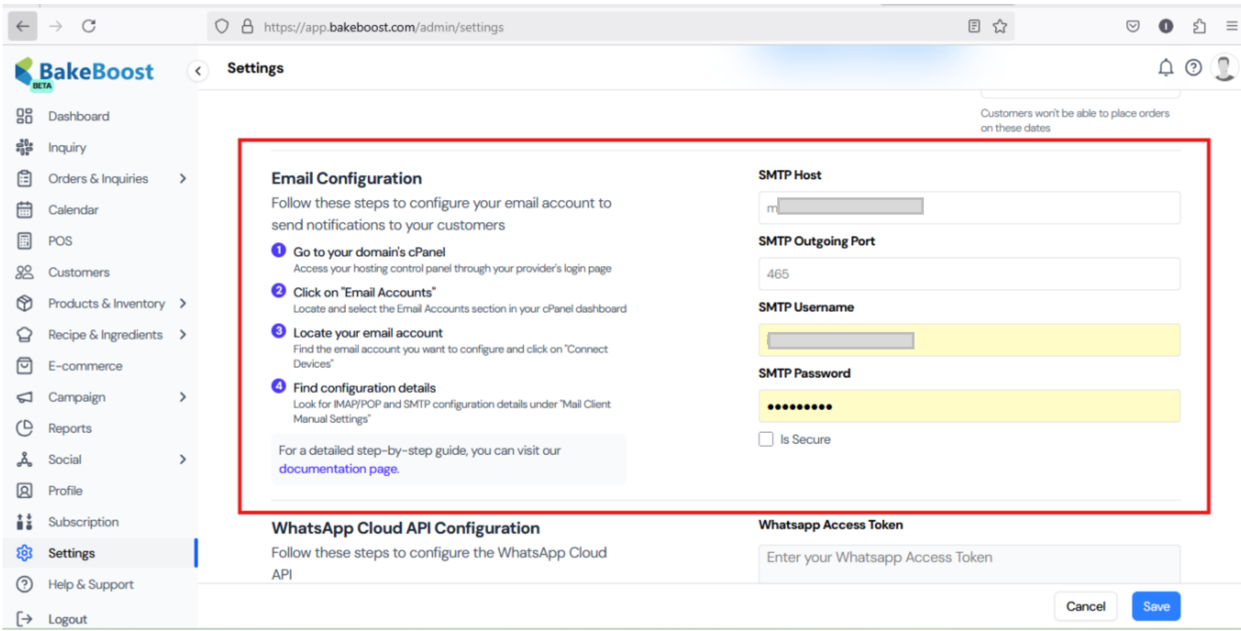


Email Setup Made Easy

To configure email for invoices & communications:

1. Go to the **Settings** tab
2. Find **Email Configuration**
3. Follow the simple setup steps

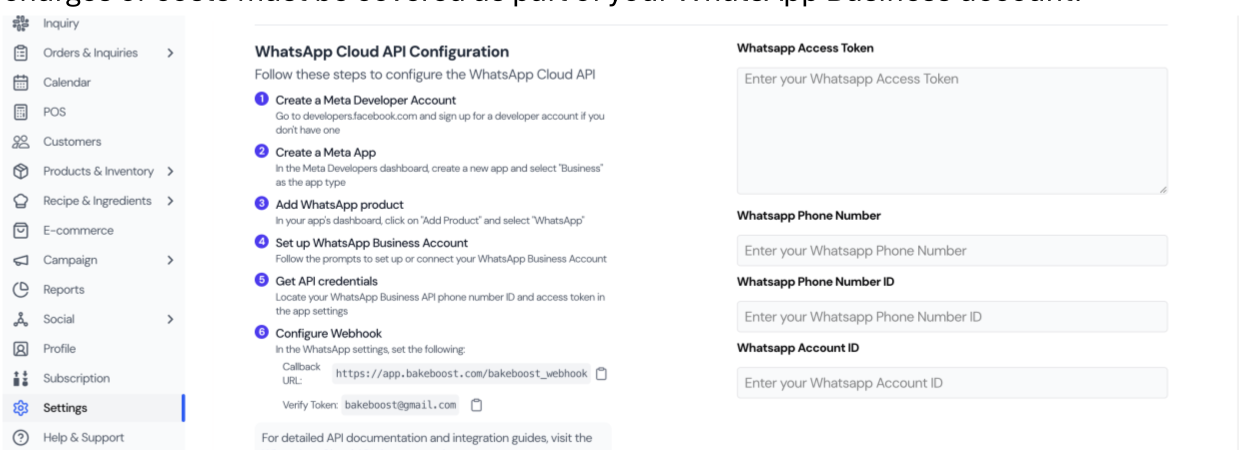
Get professional emails running in minutes!



If you need to get these settings from your email provider, detailed instructions are [available on this link]

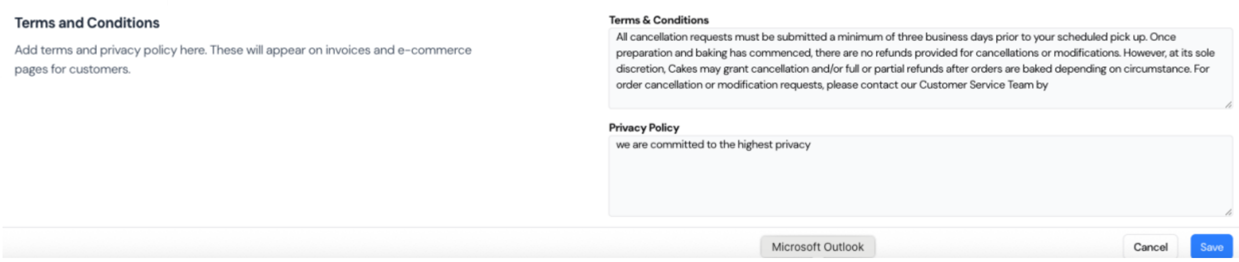
WhatsApp Business API configuration:

Follow the steps outlined in the application and the detailed online documentation. You need to have your phone number set up for WhatsApp Business, and any associated charges or costs must be covered as part of your WhatsApp Business account.



Terms & Conditions

Here you can specify your own cake shop or store terms & conditions and Privacy Policy



You are now done with the settings.

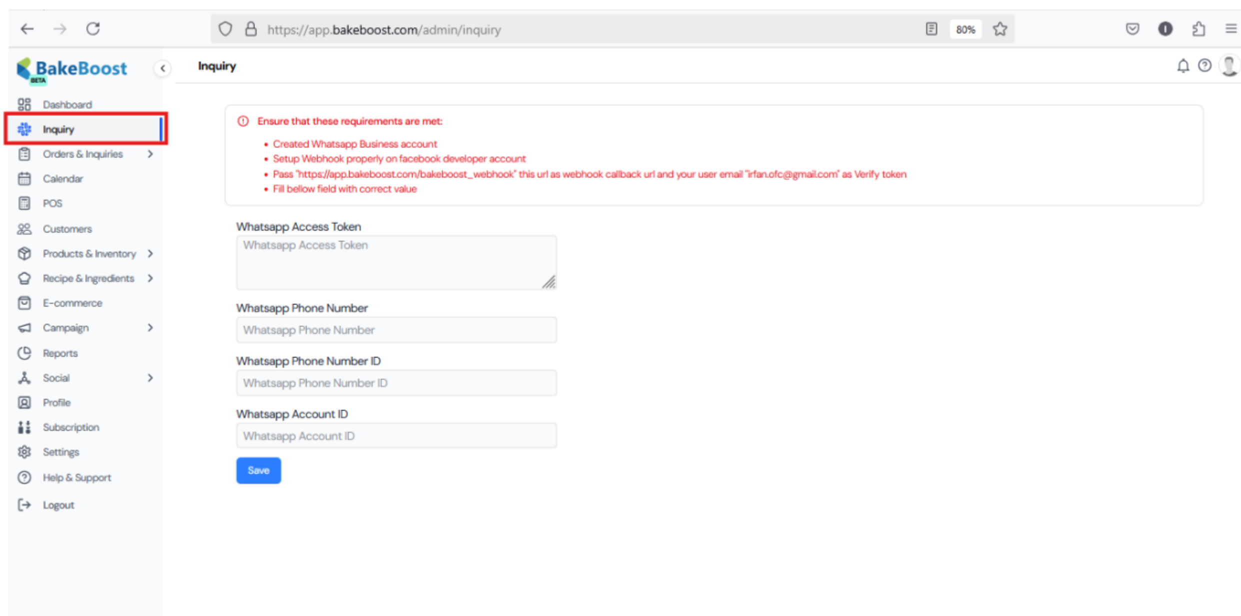
Let's move to each Feature available in the Bake Boost application.

Inquiry

All inquiries received via WhatsApp will be displayed here. This is the WhatsApp Inquiry form. You can update it at any time and handle your inquiries here, responding to them from the same page.

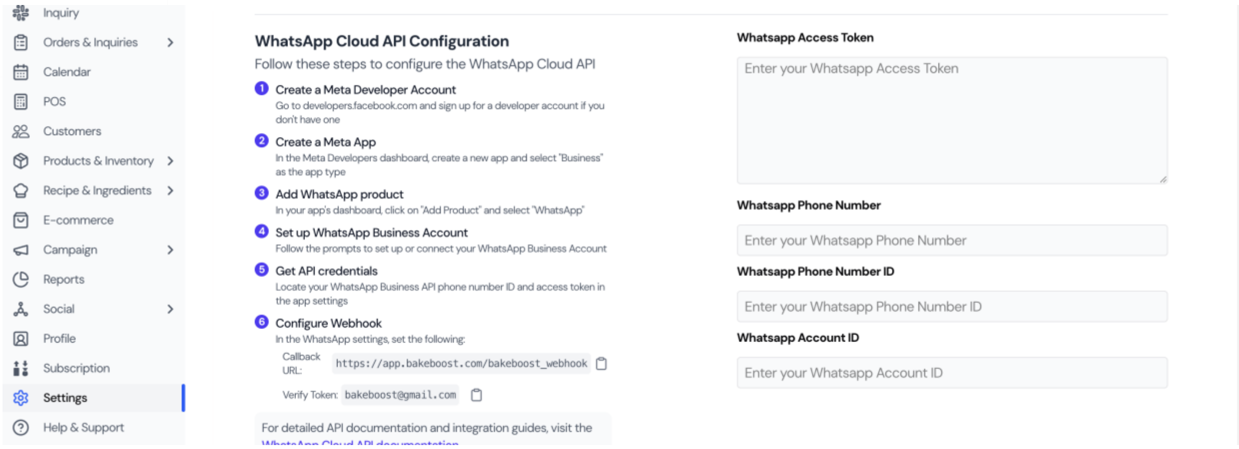
This form will not appear until you have completed setting up your WhatsApp according to the guide available here.

https://www.bakeboost.com/docs/how-to-set-up-whatsapp-with-bake-boost/



The guidance on setting up WhatsApp is also available in

Settings:



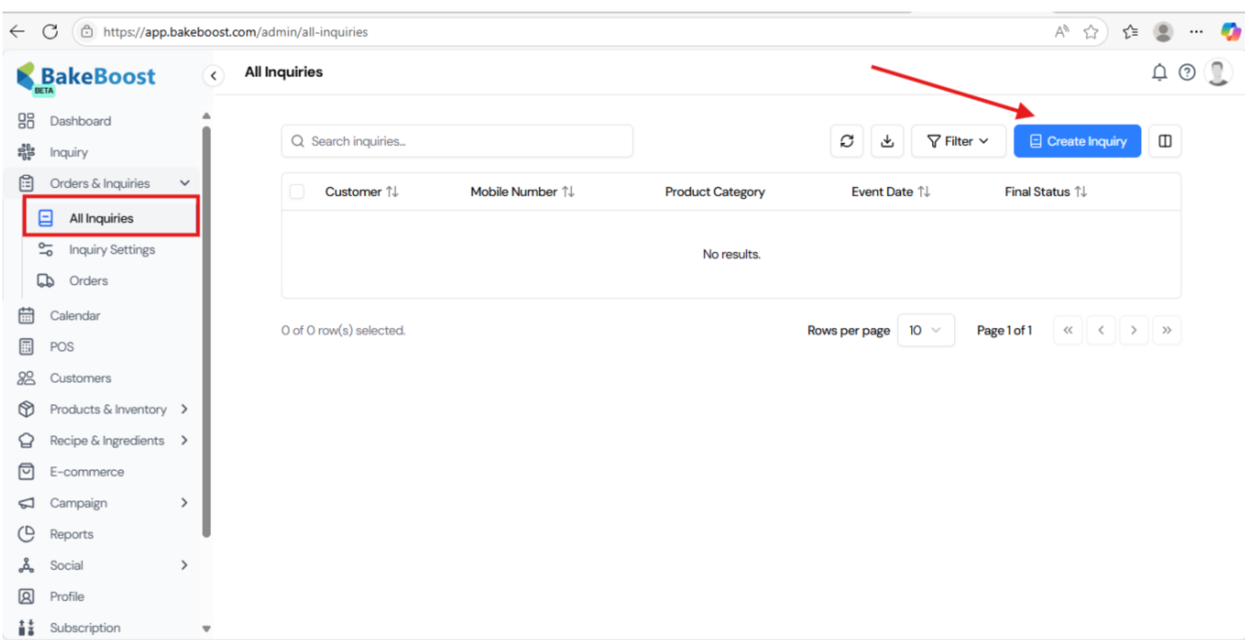
Orders & Inquiries

From this Orders and Inquiries menu, you can manage your inquiries and keep them on record for future reference.

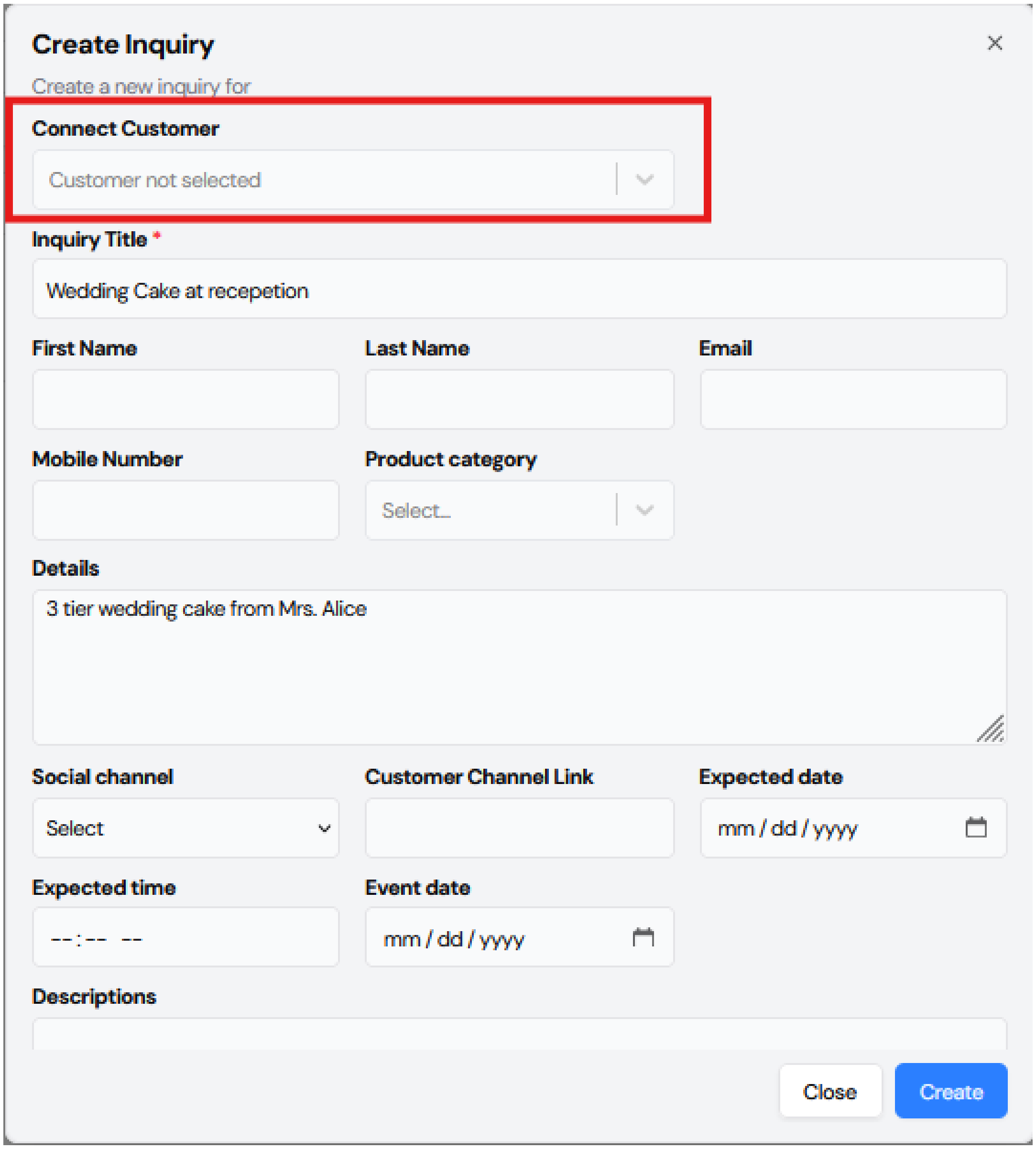
Two ways to manage inquiries

1. Manual creation of an inquiry (maybe you got it on the phone, or Facebook, etc.)
2. Inquiries coming from your Inquiry Page

Manual Creation of Inquiry:



If the inquiry is from an existing customer, you can select and save or create a customer.



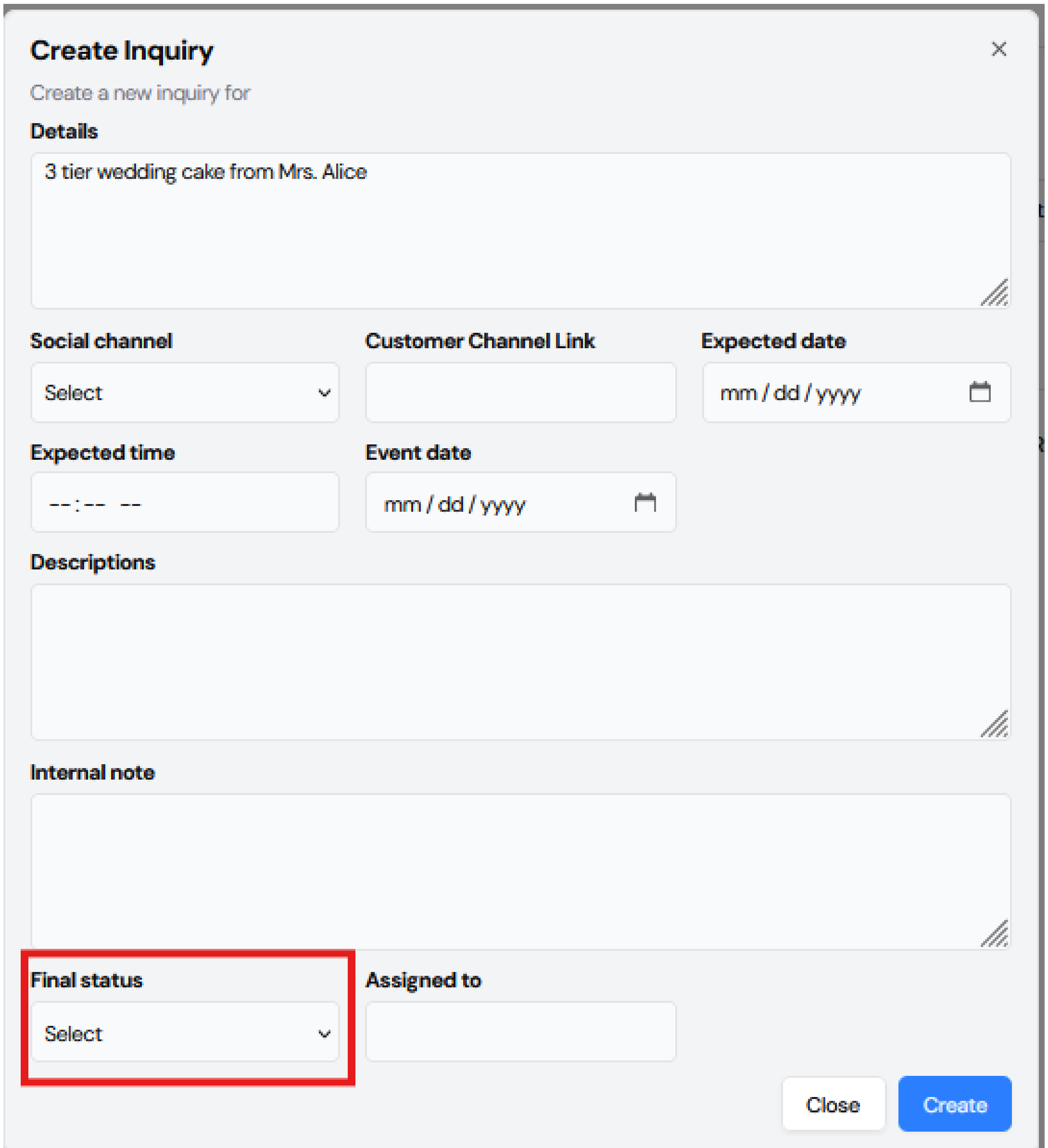
Manage Inquiries with One Click!

From the **Final Status** tab, easily update any inquiry to:
✅ **In Process** - Actively working on
✅ **Convert to Order** - Turn into confirmed business
✅ **Closed** - Completed successfully
✅ **Lost** - Didn't proceed (data saved for future)

Stay organized and never miss follow-up opportunities!

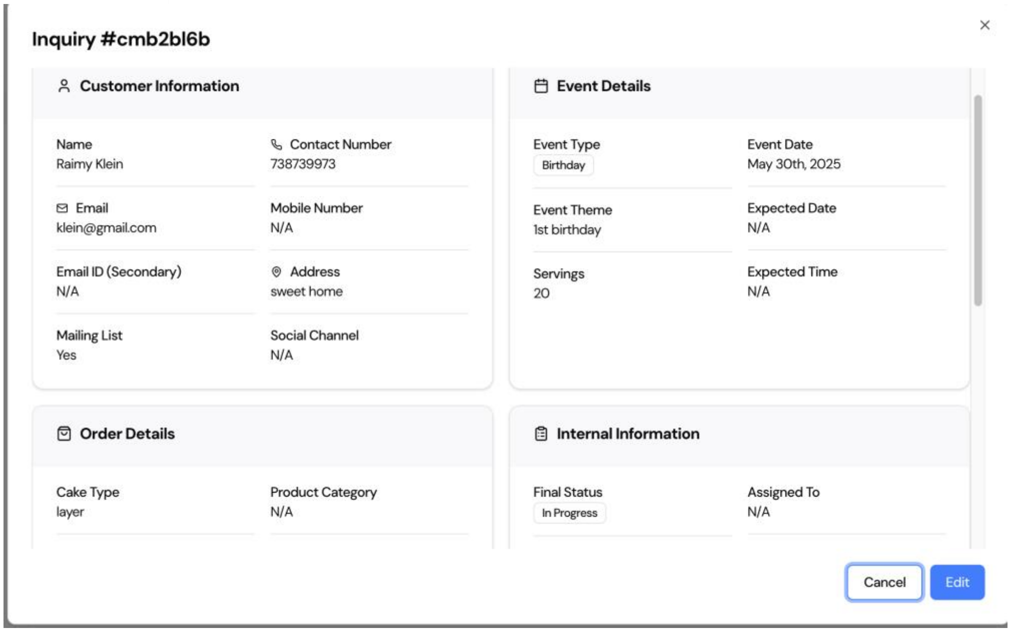
Boost Conversions with Thoughtful Follow-Ups!

Save customer inquiries with their event dates, then reach out before the date to check if they'd like to proceed. This personal touch shows you care and often brings back pending orders!



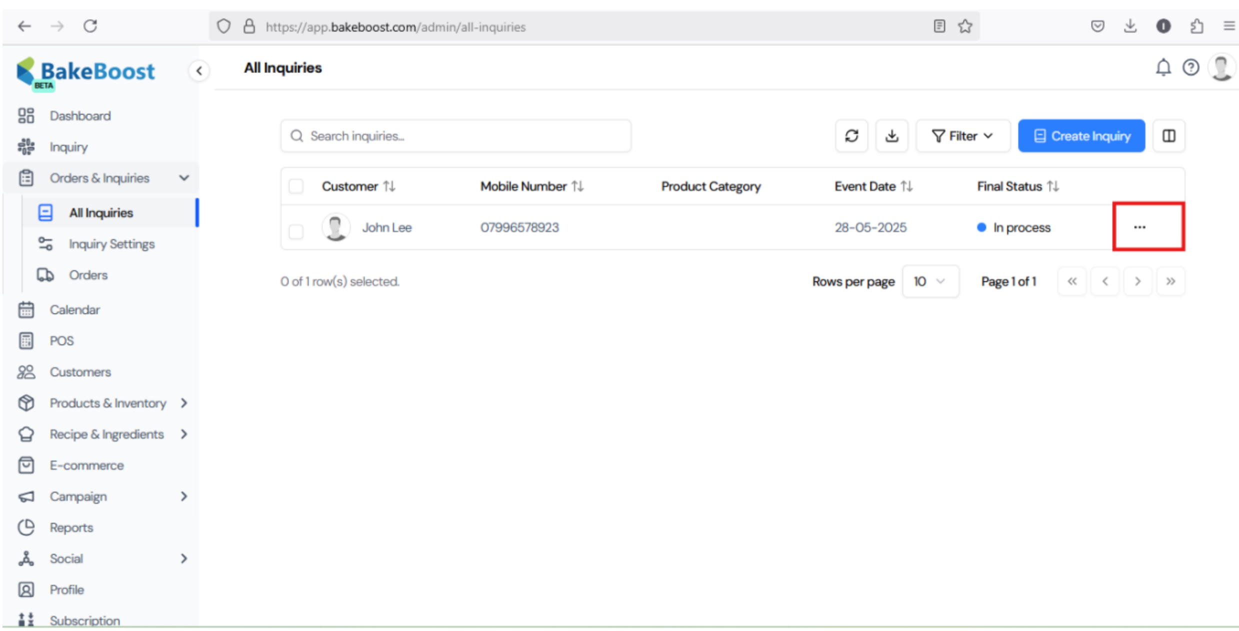
Inquiries coming from your Inquiry Page

Inquiries coming from your Inquiry Page *(you will have the steps later in this document, on how to set up)*



Full Inquiry Control

Easily edit or delete inquiries anytime using the **"Manage Inquiries"** option. Keep your records clean and up to date with just one click!

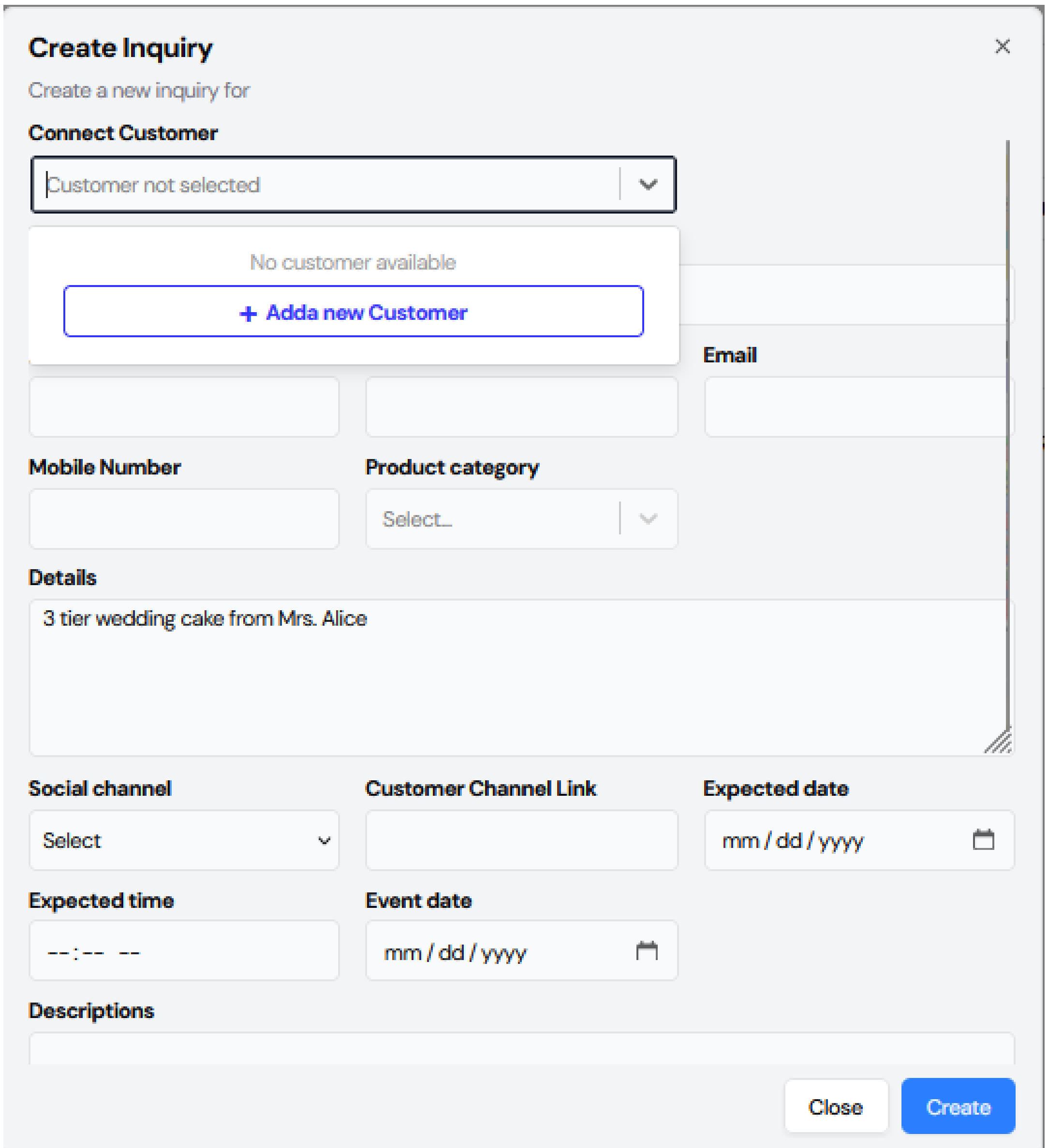


Two Ways to Add Customers:

1- **Customer Tab** - Create customer profiles directly

2- **Inquiry Tab** - Automatically add when creating new inquiries

Build your client database effortlessly!

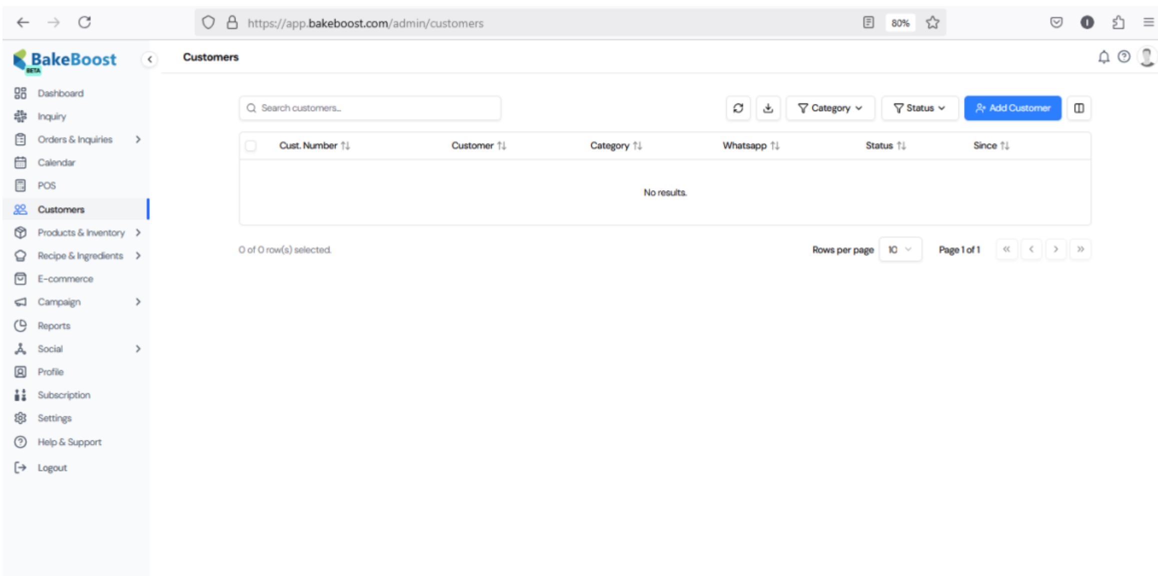


Customer Management Made Easy

Use the Customer tab to:

🔷 Create new customer profiles
🔷 Search by name or category (Platinum/Gold/Silver/Bronze)
🔷 Filter active/inactive customers
🔷 Export complete customer data

Categorize customers by purchase value for smarter marketing!



Customer Profile Management

Customers

The **Customers** module in Bake Boost helps bakers and bakeries efficiently manage customer information, track relationships, and organize contact details for faster communication and better service.

This section brings all your customer data into one organized dashboard — making it easy to create, categorize, and manage clients while linking them directly to orders and loyalty programs.

Store complete customer details in one place:

- Full name (First + Last)
- Primary Mobile / WhatsApp number
- Email address
- Multiple contact numbers

📋 Viewing Customers

The **Customers** page lists all registered customers along with their essential details in a clear table format.

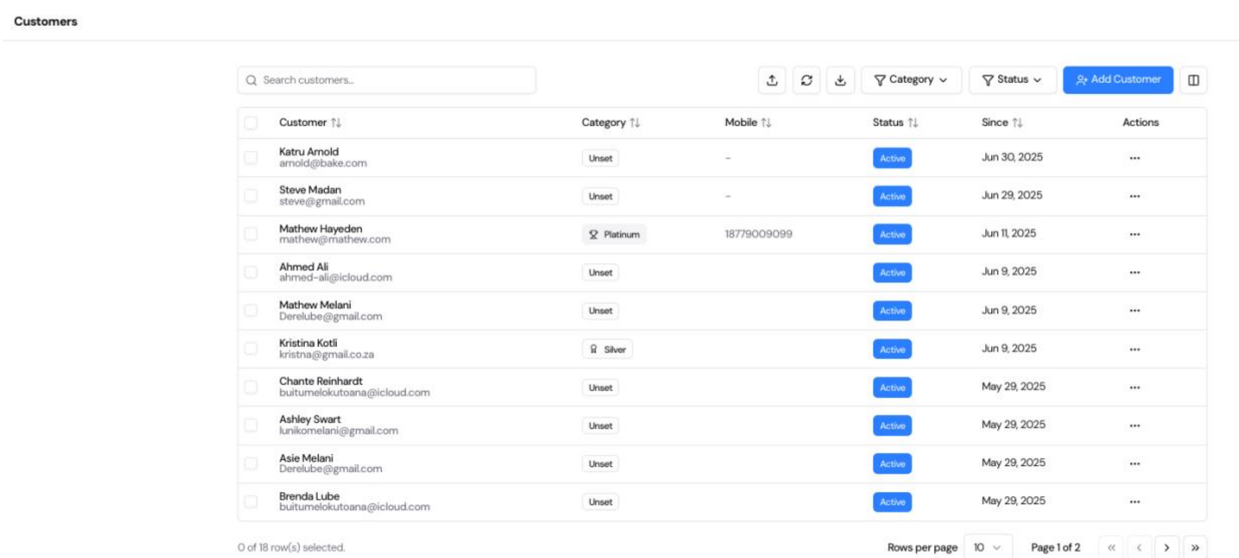
Each entry displays:

- **Customer Name** – Full name of the customer.
- **Email Address** – Primary contact email.
- **Category** – Customer classification (e.g., *Platinum, Silver, Bronze, Diamond, Overseas*).
- **Mobile** – Customer's phone number.
- **Status** – Indicates whether the customer is *Active* or *Inactive*.
- **Since** – The date when the customer was first added.

You can use the **search bar** to find a specific customer quickly or filter the list using:

- **Category Filter** – Sort customers by loyalty level (e.g., *Platinum, Silver, Bronze*).
- **Status Filter** – View only *Active* or *Inactive* customers.

(Refer to the screenshots above for the Customer List and Category Filter view.)

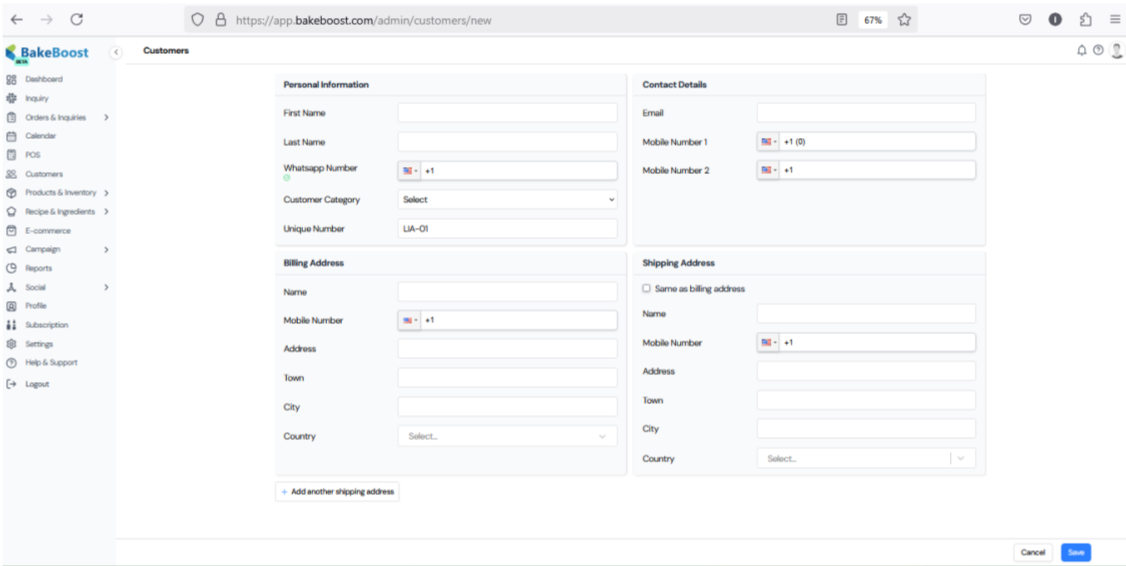


Customer	Category	Mobile	Status	Since	Actions
Katru Arnold arnold@bake.com	Unset	-	Active	Jun 30, 2025	...
Steve Madan steve@gmail.com	Unset	-	Active	Jun 29, 2025	...
Mathew Hayeden mathew@mathew.com	Platinum	18779009099	Active	Jun 11, 2025	...
Ahmed Ali ahmed-ali@icloud.com	Unset		Active	Jun 9, 2025	...
Mathew Melani Derelube@gmail.com	Unset		Active	Jun 9, 2025	...
Kristina Kotli kristna@gmail.co.za	Silver		Active	Jun 9, 2025	...
Chante Reinhardt buitumelokutoana@icloud.com	Unset		Active	May 29, 2025	...
Ashley Swart lunikomelani@gmail.com	Unset		Active	May 29, 2025	...
Asie Melani Derelube@gmail.com	Unset		Active	May 29, 2025	...
Brenda Lube buitumelokutoana@icloud.com	Unset		Active	May 29, 2025	...

+ Adding a New Customer

To add a new customer, click the **Add Customer** button in the top-right corner.

This will open the **Customer Details Form**, which includes sections for personal, contact, billing, and shipping information.



Customer Information Sections

1. Personal Information

- **First Name / Last Name** – Enter the customer's full name.
- **WhatsApp Number** – Include the WhatsApp contact number for quick communication.
- **Customer Category** – Select a loyalty or relationship category (*Platinum, Diamond, Silver, Bronze, Overseas, etc.*).
- **Customer Company** – Optional; useful for B2B customers or event planners.
- **Unique Number** – Automatically generated customer ID for internal tracking.

Customer Category Management

The **Customer Category** feature in Bake Boost allows bakeries to classify customers into different loyalty or business levels — helping you organize, prioritize, and reward your most valuable customers.

Categories like *Platinum, Diamond, Silver,* and *Bronze* provide a clear view of your customer base, enabling you to tailor communication, discounts, and engagement efforts effectively.

Why Customer Categories Matter

Customer categories help bakeries:

- Segment customers by loyalty, frequency, or volume of orders.
- Offer targeted pricing, promotions, or loyalty rewards.
- Analyze which groups contribute the most to sales and profit.

- Personalize service experiences for top-tier customers.

By categorizing your customers, Bake Boost empowers smarter business decisions and more efficient customer relationship management.

🧭 Viewing and Filtering by Category

On the **Customers** page, you can easily filter and view customers based on their assigned category.

1. Click on the **Category** dropdown at the top of the Customers table.
2. Choose from available categories such as:
   - 🟣 **Platinum**
   - 🔷 **Diamond**
   - ⚪ **Silver**
   - 🟤 **Bronze**
   - 🌍 **Overseas**
3. Click **Clear** to reset the filter and return to the full customer list.

This allows you to instantly view all customers belonging to a specific loyalty group.

(Refer to the screenshot above showing the category dropdown filter.)

📜 Assigning a Category to a Customer

When creating or editing a customer record, you can assign a category under the **Personal Information** section.

Steps to assign:

1. Click **Add Customer** or open an existing record.
2. In the **Customer Category** dropdown, select the appropriate category level.
3. Fill in other personal and contact details as required.
4. Click **Save** to update the record.

The assigned category will now appear beside the customer's name in the customer list view.

⚙️ How Categories Integrate with Orders

The assigned **Customer Category** automatically carries over when creating new orders for that customer.

This enables Bake Boost to:

- Track order frequency and sales value per category.

- Apply special loyalty pricing or discounts (if configured).
- Analyze customer trends in reports and dashboards.

For example, *Platinum customers* might receive early access to promotions, while *Bronze customers* can be targeted for re-engagement campaigns.

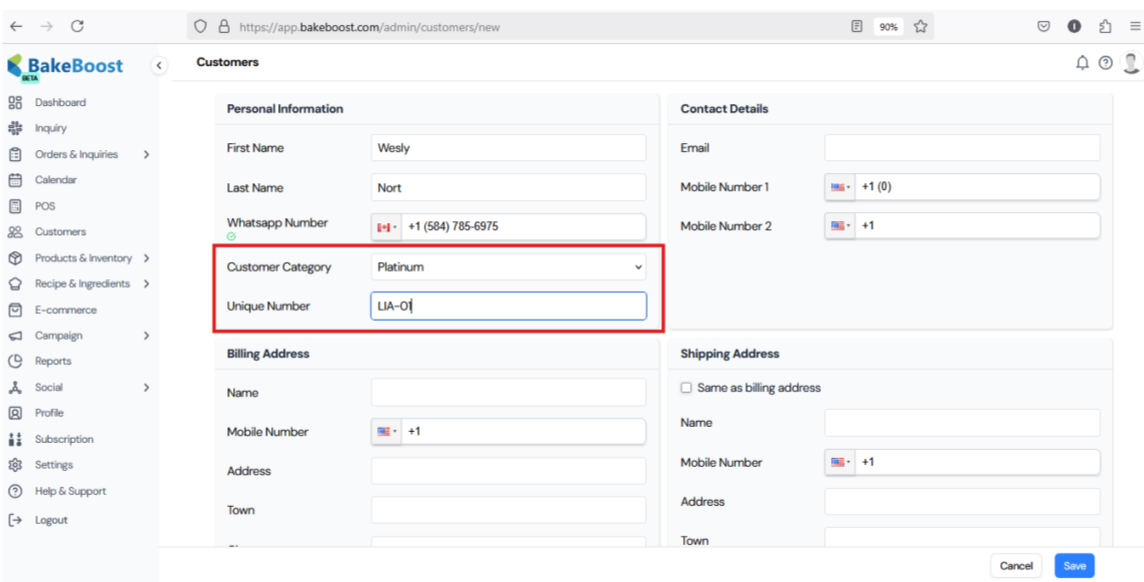
Tip:

Use categories strategically — for instance, assign **Platinum** to frequent buyers or corporate clients, **Silver** to occasional customers, and **Overseas** to track international clients separately.

This simple setup transforms customer management into a powerful loyalty and marketing tool inside Bake Boost.

Plus:
🔢 Assign unique customer IDs (For example, your bakery name is Sweet Bakers, you can start this sequence SB-01, SB-02, SB-03)
📊 Track buying patterns at a glance

Pro Tip: Use categories for targeted promotions!



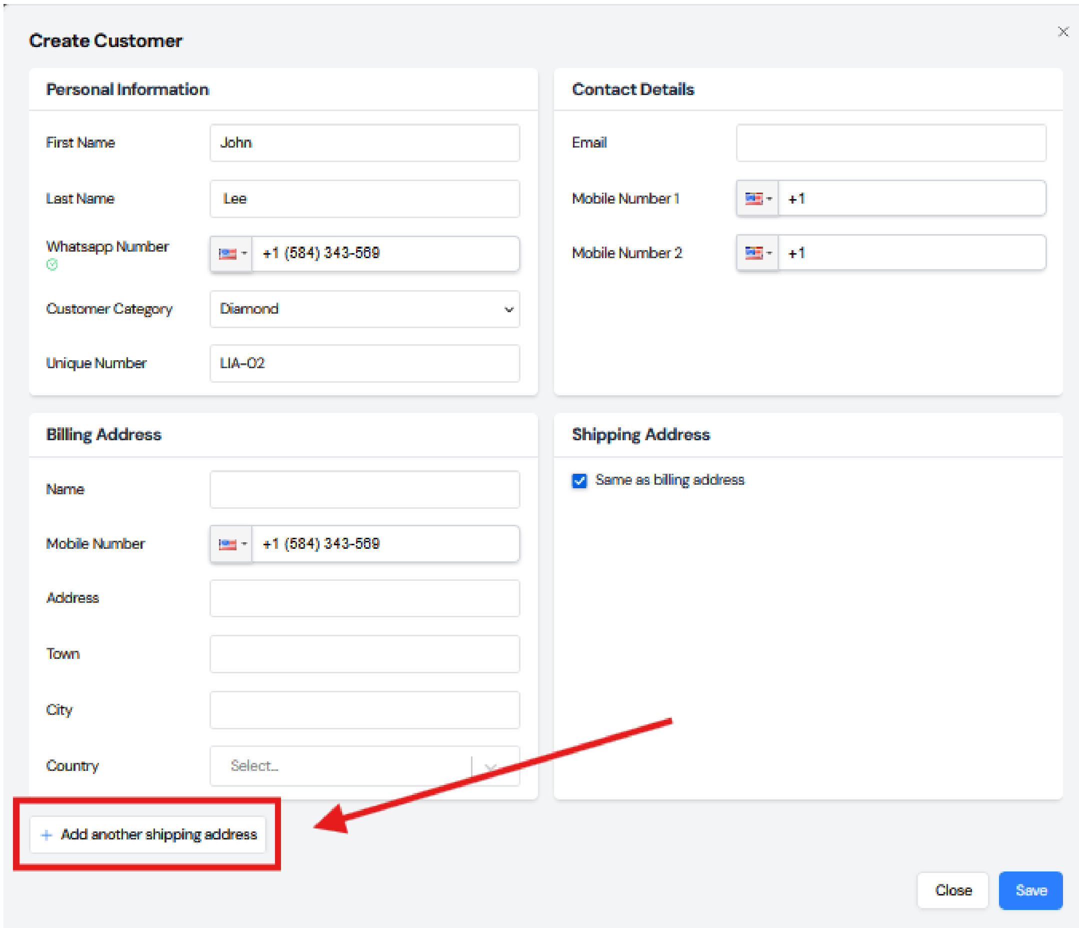
Flexible Delivery / Shipping Options

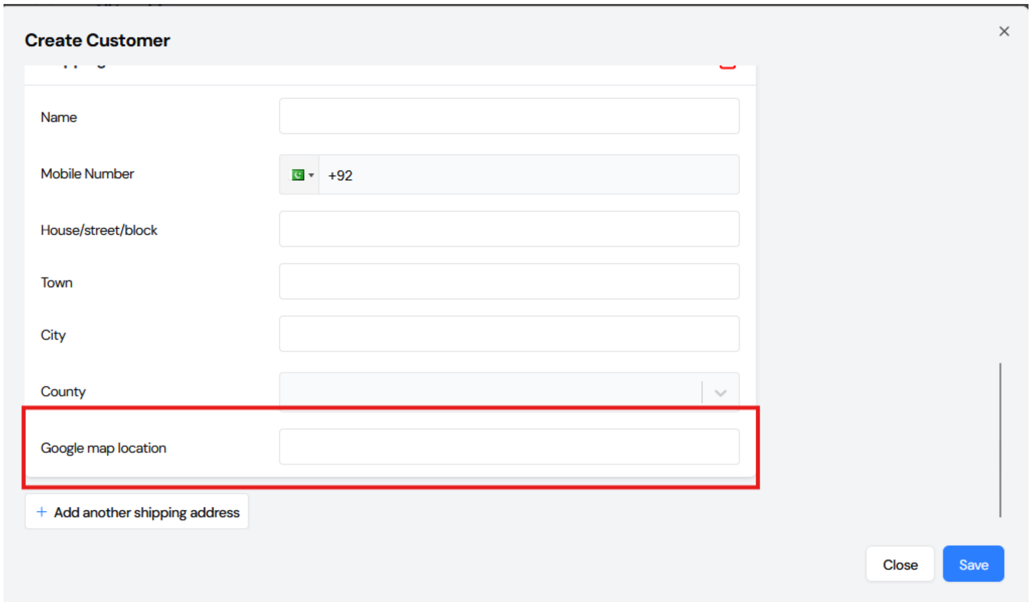
Easily save alternate shipping addresses when customers order gifts! Use the **"Different Shipping Address"** option to:

- Store multiple addresses in customer records

- Save PIN locations for future deliveries
- Quickly access saved addresses for repeat orders

Never ask for the exact address twice!





Tip:

Regularly categorize your customers (e.g., Platinum, Silver, Bronze) to create loyalty programs, offer targeted promotions, or analyze repeat business patterns.

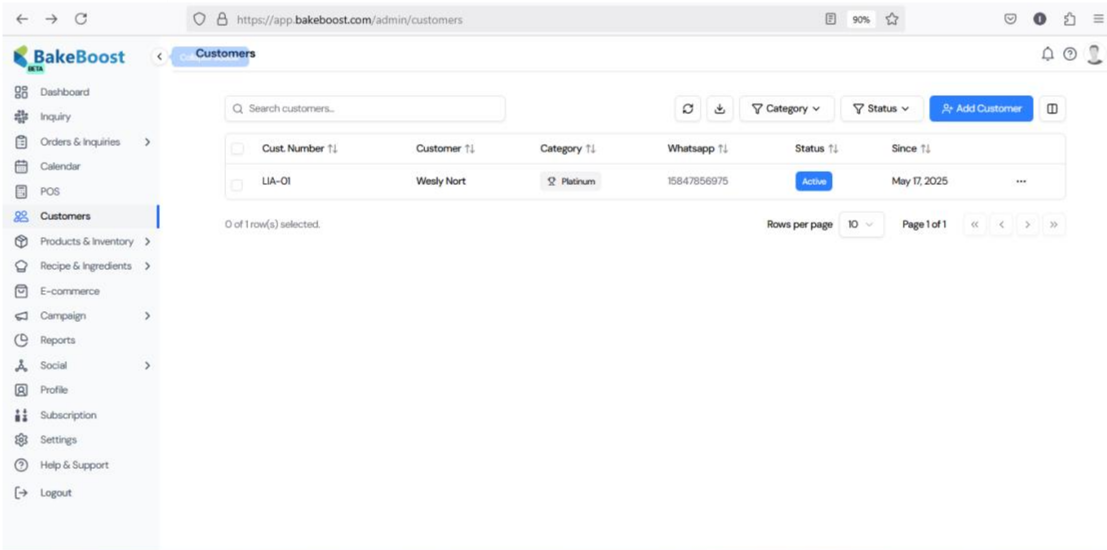
Bake Boost helps you maintain professional customer relationships and streamline future orders with ease.

Your Complete Customer Hub

All customer profiles appear here with powerful search tools to:

- **Find** customers by name, category, or status
- **Filter** active/inactive clients
- **Download** complete customer data
- **Organize** with custom categories

Every customer detail at your fingertips!



Customer Contacts upload

Our Target solution is to provide you with the option to import master data from Excel/CSV templates, making it available to everyone and allowing them to organize their data for import into Bake Boost.

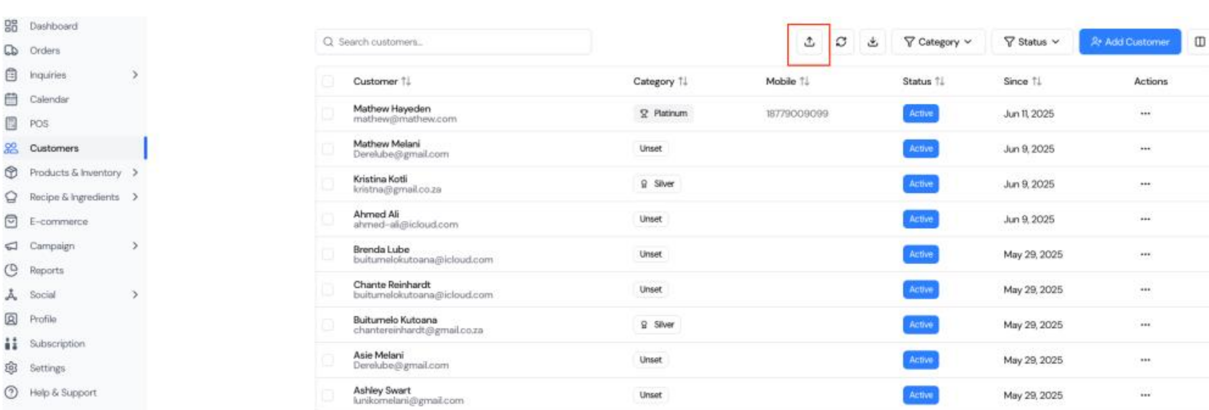
As of this update, our focus is on supporting Master Data, which includes your contacts/customers, Products, and Ingredients. No transactional data, such as your order history from the last two or five years, can be loaded.

You may have old data to upload to the Bake Boost app. To import or upload from any other application, follow the process below. The prerequisite is that you have the data in CSV format.

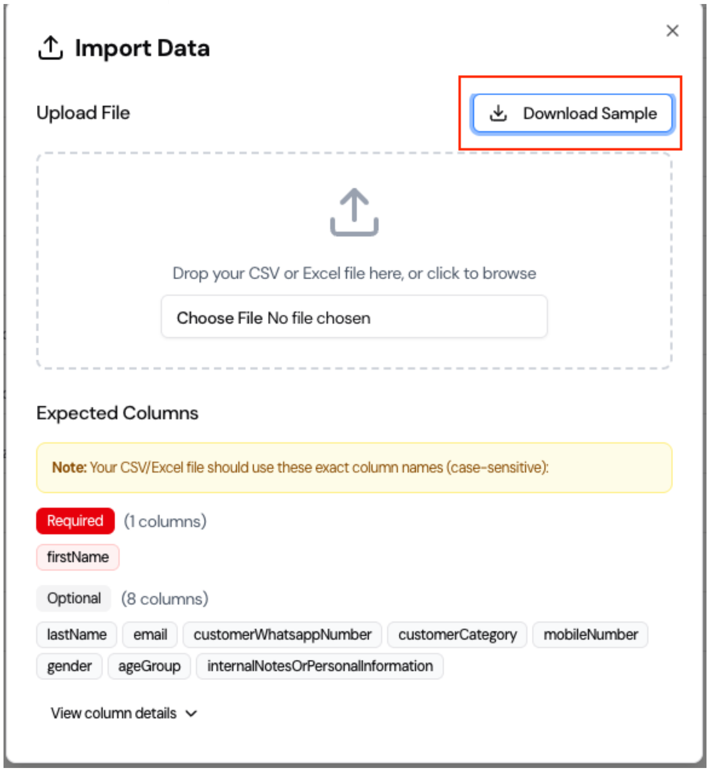
Customer contacts Upload/Import to Bake Boost

Go to your Customers Menu

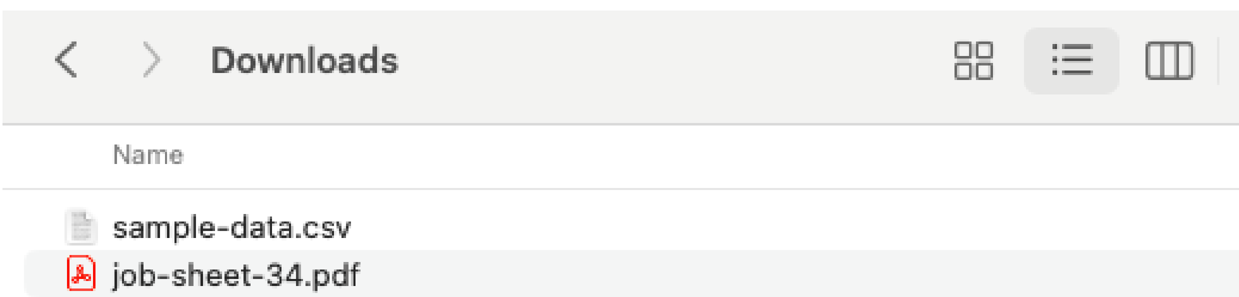
and click on the Import Button



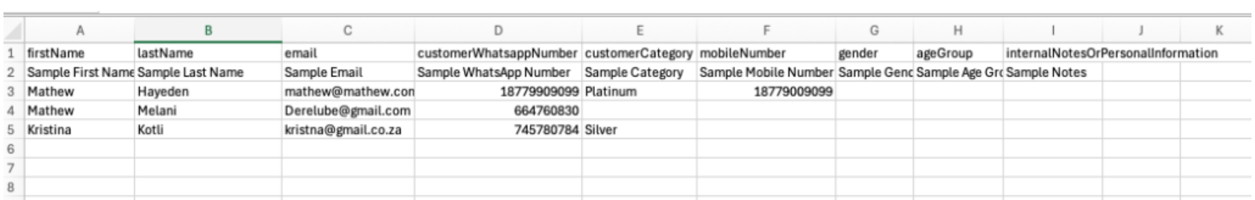
It will open this Form and in this form download the Sample File:



Once you download the Sample file, it will prompt you to save it to your local desktop/laptop.



Open this ‘sample-data.csv’ file in Microsoft Excel and it will look like below:



	A	B	C	D	E	F	G	H	I
1	firstName	lastName	email	customerWhatsappNumber	customerCategory	mobileNumber	gender	ageGroup	internalNotesOrPersonalInformation
2	Sample First Name	Sample Last Name	Sample Email	Sample WhatsApp Number	Sample Category	Sample Mobile Number	Sample Genc	Sample Age Grc	Sample Notes
3	Mathew	Hayeden	mathew@mathew.con	18779909099	Platinum	18779009099			
4	Mathew	Melani	Derelube@gmail.com	664760830					
5	Kristina	Kotli	kristna@gmail.co.za	745780784	Silver				

This file is vital to use as it is, key things to remember.

- Do not change the name of the columns
- Do not change the position of the columns
- Do not delete the First header row

You can remove the rows from 2-5. This is sample data to show you what it will look like when you upload your data.

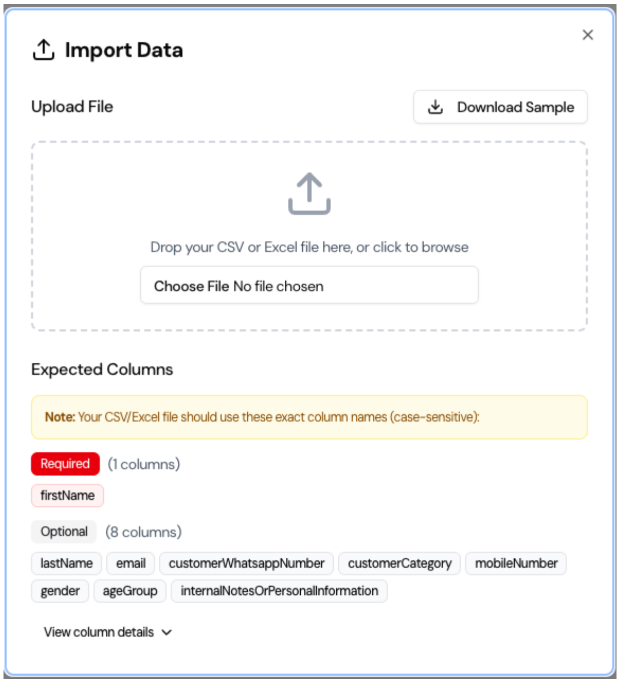
Now you need to copy the columns of your data into the respective data columns

- First Name into the ‘firstName’ column
- Last name into the ‘LastName’
- email into the ’email’
- Phone number into the ‘customerWhatsappNumber’
- Similarly, fill in the other columns with your actual data

Your file should look like this, and now it is ready to be uploaded in the Bake Boost App

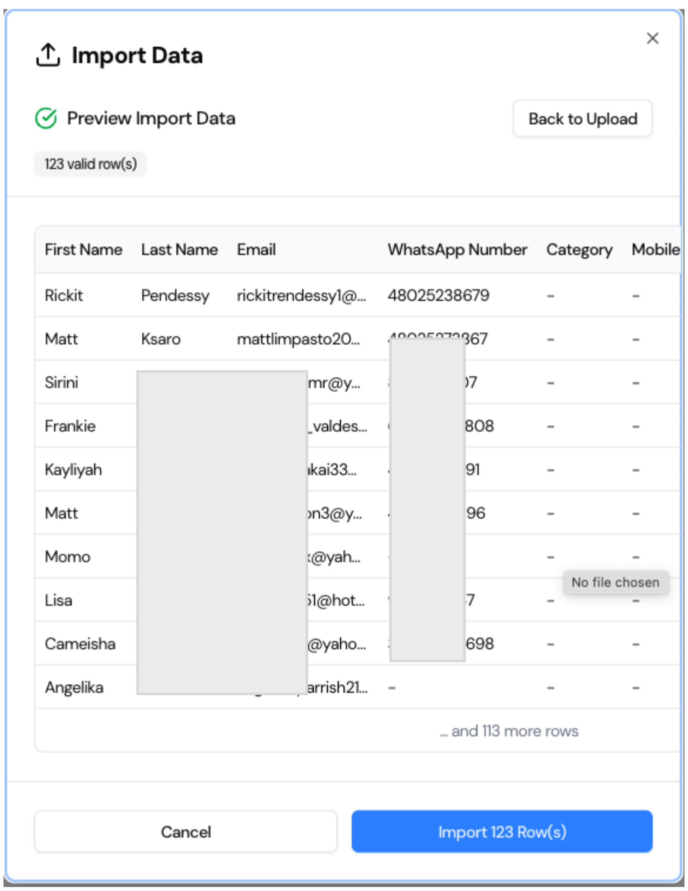
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	firstName	lastName	email	customerWhatsappN	customerCategory	mobileNumb	gender	ageGroup	internalNotesOrPersonalInformation					
2	Rickit	Pendessy	rickitrendessy1@gm	48025238679										
3	Matt	Ksaro	mattlimpasto2020@	48025273867										
4	Sirini	Ngongor	sirinifonkamr@yaho	8562641907										
5	Fran		co_valdes@r	623-5										
6	Kayli		nnakai33@gn	4591										
7	Matt		ɔson3@yahoo	0996										
8	Mom		0x@yahoo.com											
9	Lisa		ez51@hotma	2067										
10	Cam		.ca@yahoo.c	347-2										
11	Ange		a.parrish21@gmail											
12	Katie		msyck@gma	9635										
13	Jubil		trinitie@gma	7601										
14	Taylo		tr@gmail.con	4357										
15	Tish		ngebrew@gn	623-6										
16	Jenn		entable@gma	2905										
17	Chef		n.luxcatering	480-3										
18	Rhon		ttmom@gma	480-2										
19	Vivia		avison88@gmail.cc											
20	Cand		e@chefsshar	7028										

Now, come back to the Customer and Import feature:



Click on Choose File and select your sample-file updated with the actual data.

Once you select the file, it will show you a list, and you click on the ‘Import’ button.

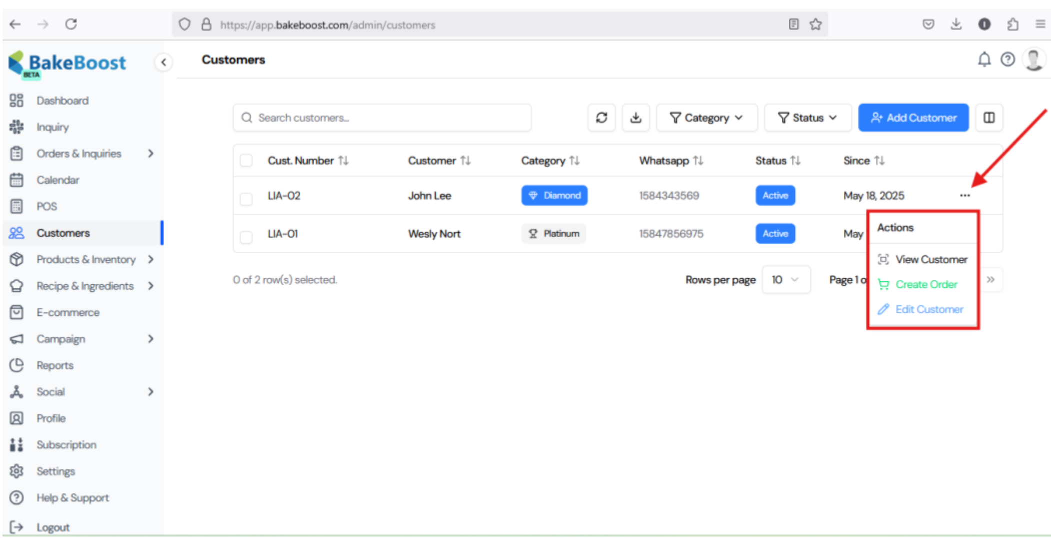


If you have a large data file, we suggest breaking it into smaller files, and you can upload them multiple times to the application. This will help you avoid errors and make the upload process smoother.

Quick Customer Actions

Click the ⋮ **(3-dot menu)** beside any customer to:
• **View** full customer details
• **Edit** profile information
• **Create** a new order instantly

Manage customers faster with one-click access!



Order Management

This is an **"Orders Overview"** page from an order management system. It displays a summarized list of orders with essential details in a tabular format. Here's a description based on the fields shown:

🔷 Header Options

- **Search users:** A search bar to find orders by customer name or user ID.
- **Filter:** Allows advanced filtering of the order list.
- **Create order:** Button to initiate a new order.

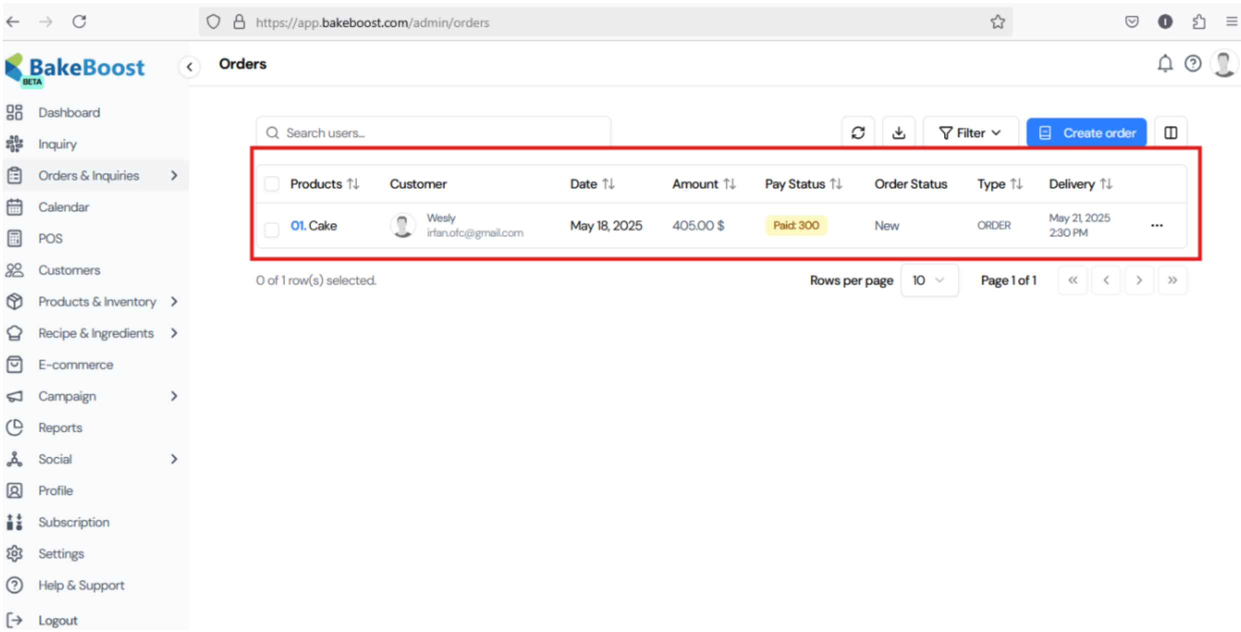
- **Refresh, Download, and More Options:** Includes actions to refresh data, export orders, or apply additional settings.

◆ **Order List Table Columns**

1. **Products:** Displays product count or reference name.
   Example: 01. Cake (likely indicates the first product in the order is a cake).
2. **Customer:** Displays the customer's name along with an avatar or profile icon.
   Example: Wesley
3. **Email will also show under the customer's name**
4. **Date:** The date when the order was placed.
   Example: May 18, 2025
5. **Amount:** Total amount of the order.
   Example: 405.00 $
6. **Pay Status:** Payment details, including the amount paid.
   Example: Paid: 300 (indicates partial payment)
7. **Order Status:** Status of the order.
   Example: New
8. **Type:** Indicates the type of entry, such as ORDER.
9. **Delivery:** Scheduled delivery date and time.
   Example: May 21, 2025 - 2:30 PM

◆ **Pagination and Row Settings**

- **Rows per page:** Set to show 10 rows.
- **Page navigation:** Indicates current page (Page 1 of 1) with navigation controls.



When you add or update the customer

New Order Form

This is a **"New Order"** interface screen. Here is a breakdown of the interface, organized by the available fields.

🔷 Order Overview (Left Panel)

- **Customer:** Dropdown to select an existing customer.
- **Type:** Pre-filled as "Order" (types like quote, order, etc. can be chosen).
- **Order No:** Numeric field for the order number (e.g., "01").
- **Delivery Date/Time:** A date and time picker to schedule delivery.
- **Event:** Select the event type from the dropdown (e.g., Birthday, Anniversary).
- **Theme:** Text field to describe the theme of the order (e.g., Elegant, Cartoon, Floral).

🔷 Order Details (Right Panel)

- **Delivery Type:** Dropdown to select type of delivery (e.g., Home delivery, Collected / Pick-up).

- **Order Status:** Dropdown, default set to "New" (other statuses may be In Progress, Completed, etc.).
- **Deliver to:** Enter the delivery address in the text area.
- **Instructions:** Enter special instructions from the customer in the text area.
- **Message on Board/Card:** Text area for custom messages for cards or cake boards.

🔷 **Image Uploads**

- **Choose a file to upload:** Field to attach a reference image (e.g., design inspiration, message card layout).

🔷 **Order Product's Information (Bottom Left Section)**

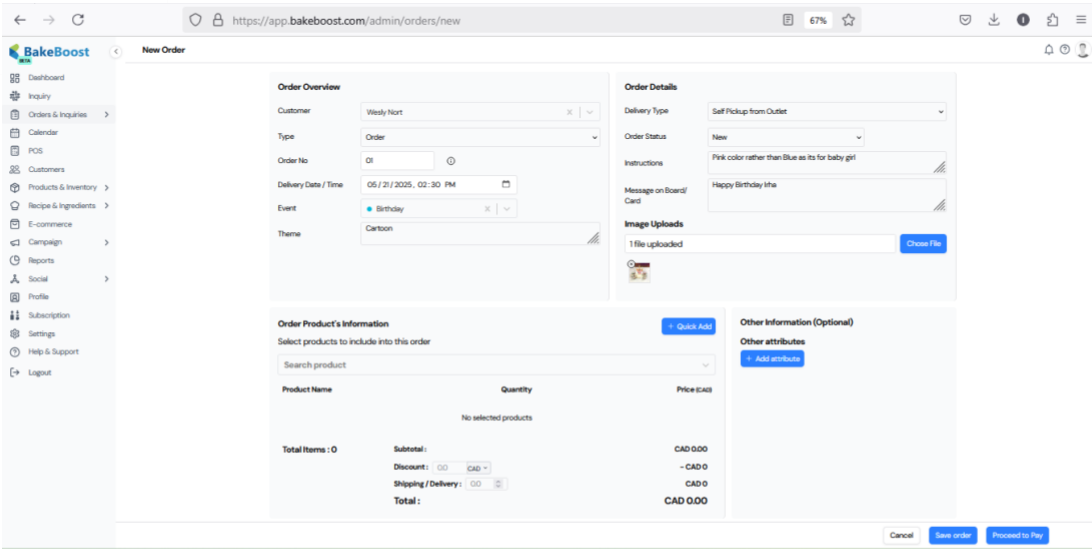
- **Search product:** Field to search and select products to include in the order.
- **Quick Add:** Button to quickly add products.
- **Add Item:**
    - Add Product
    - Recipe Item

🔷 **Other Information (Optional) (Bottom Right Section)**

- **Add attribute:** Option to enter any other custom attributes relevant to the order.

🔷 **Action Buttons (Bottom Center)**

- **Cancel:** Discard the order.
- **Save order:** Save the current order details.
- **Proceed to Pay:** Move to the payment step.



Quick Add Any Product

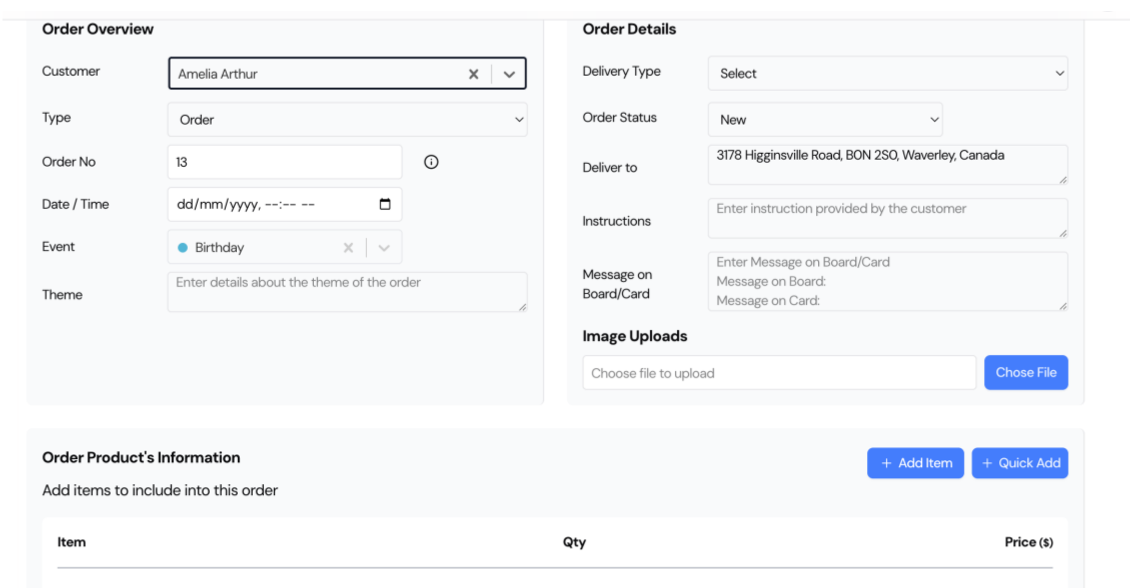
Use the **Quick Add** option to create instantly:

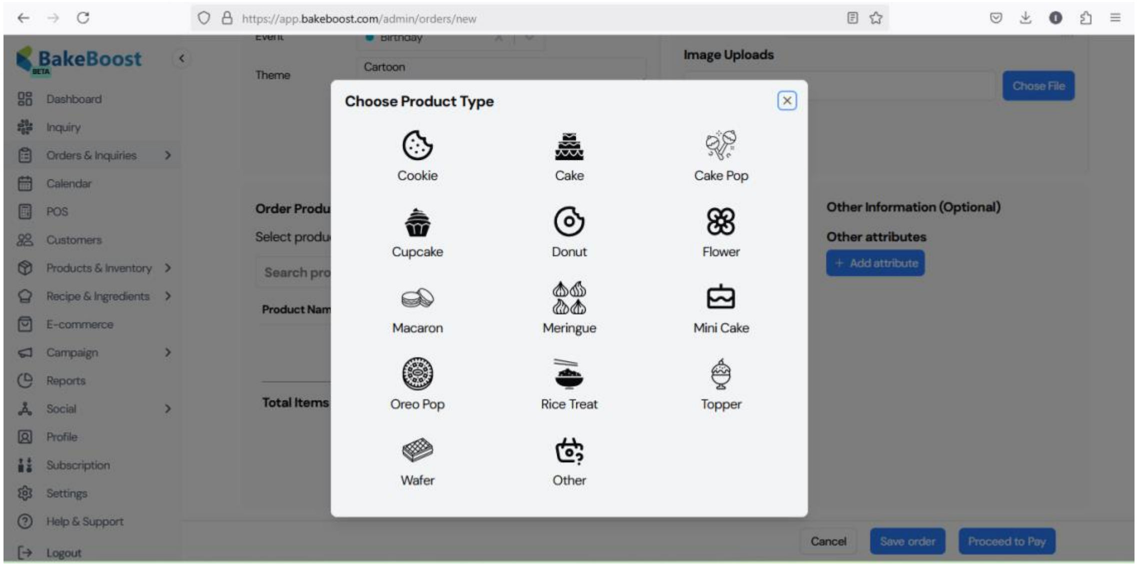
• One-time items (not in your catalog)

• Popular products like:

- Cakes | Cookies | Cupcakes
- Donuts | Cake Pops | Toppers

Perfect for custom/special orders!



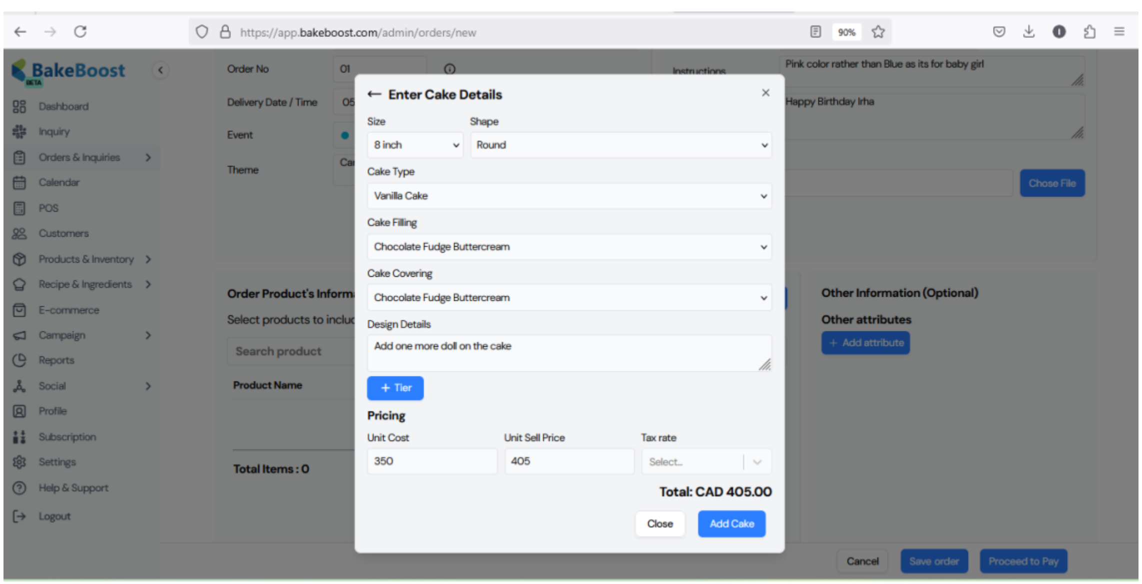


Custom Cake Ordering

Add precise cake details in seconds:

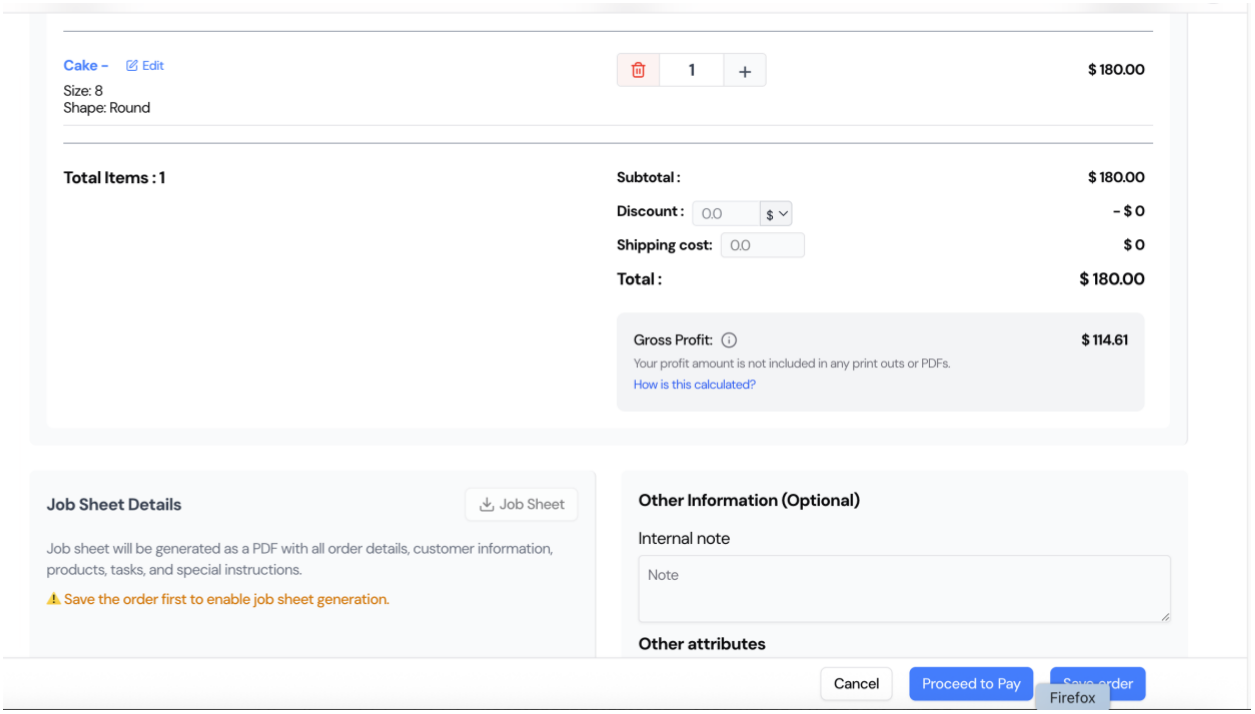
- **Size & Shape**
- **Type & Filling**
- **Covering** (Fondant/Fresh Cream)
- **Custom Design Notes**

Perfect for capturing every special request!



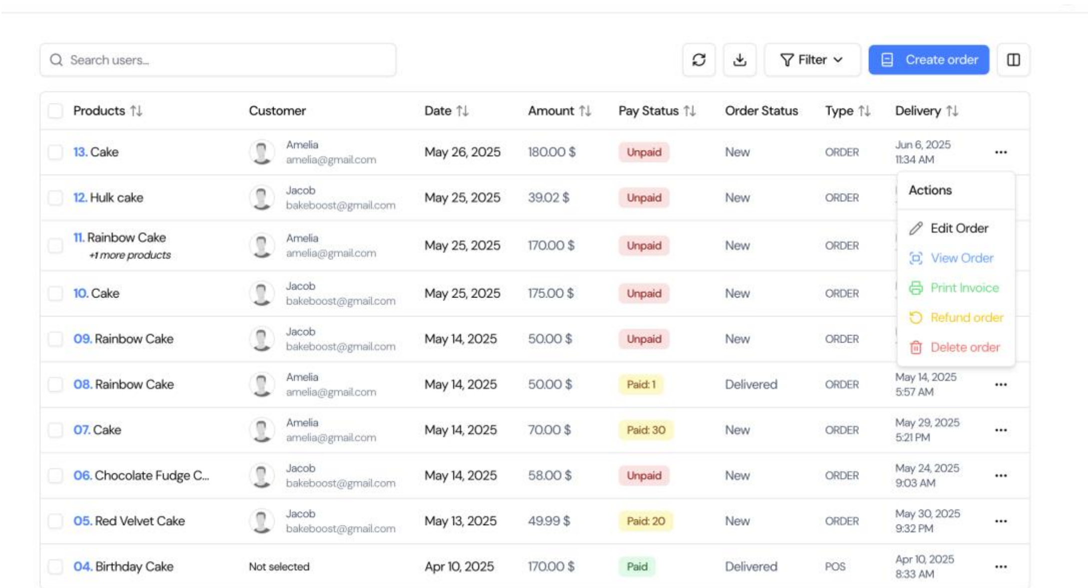
Finalize Custom Cake Orders

All custom cake details appear here for your review before payment. Verify every specification, then click **"Save"** at the bottom to confirm.



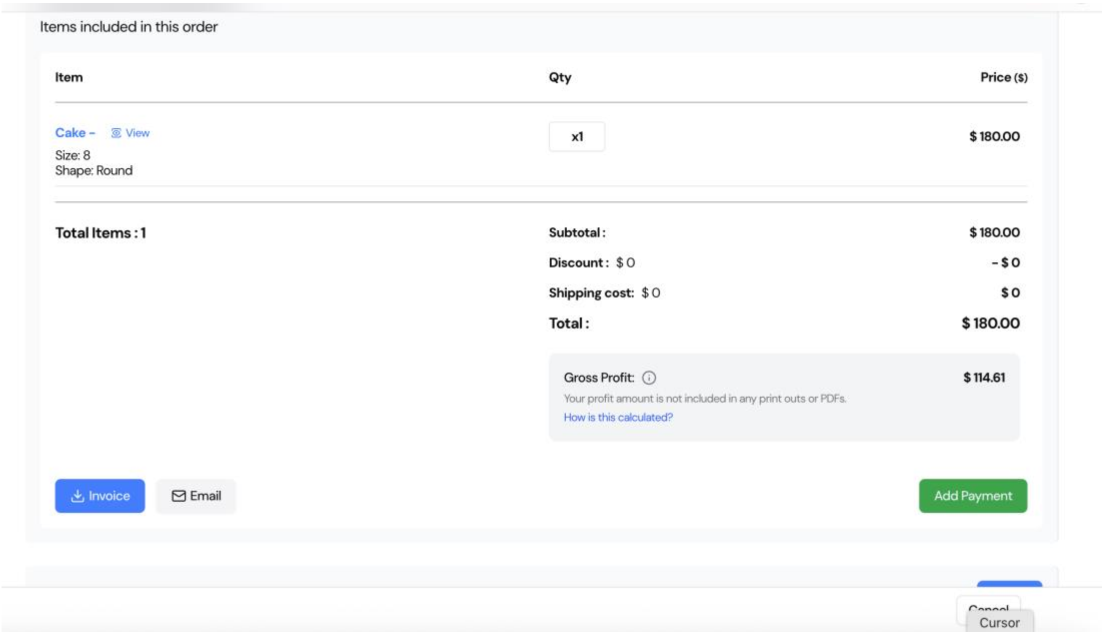
After saving the Order, you will be taken to the main Orders dashboard.

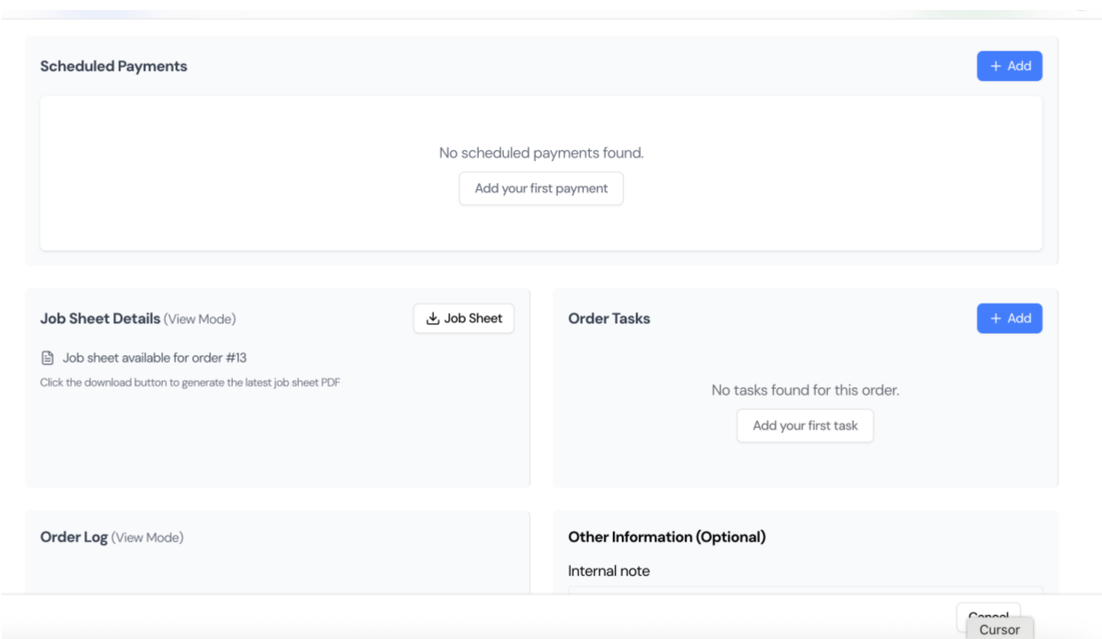
Click the three dots > View Order



View Order:

On this page, you can record your Payments, schedule payments, download an invoice, send an email, or download Job sheet details.

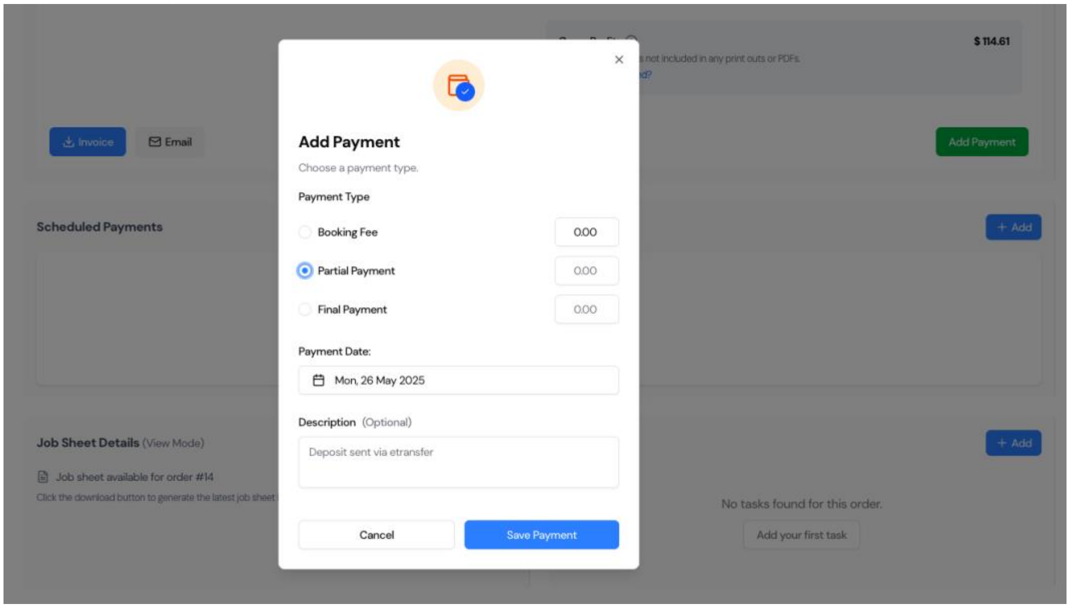


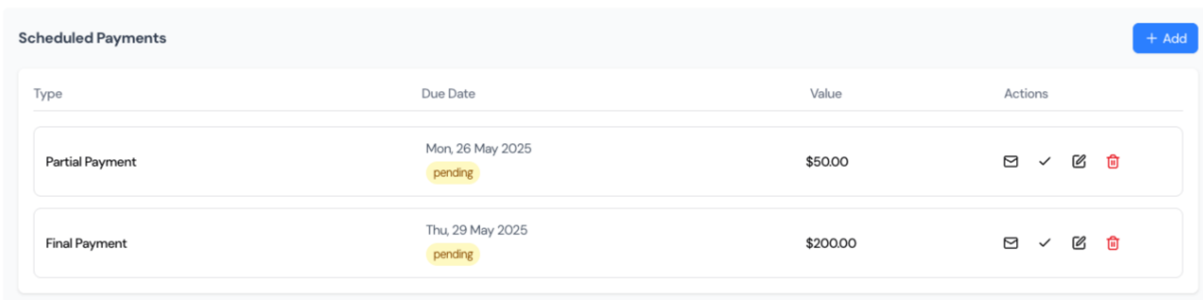


From the view Orders.

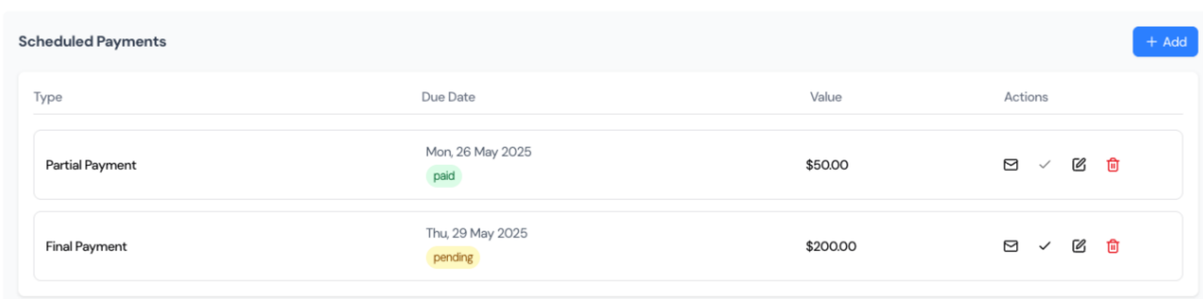
You can send an email, download the invoice, or schedule payments.

Add payments:





Once you click the check mark, the payment will be marked as paid.



You can also send the email.

Email Invoice Customization

When emailing invoices:

1 -**Template Options**

- Use the default template

- Fully customize the message

2-**Payment Integration**

- Shows Stripe/PayPal links
- Add other payment methods

3 -**Attachments**

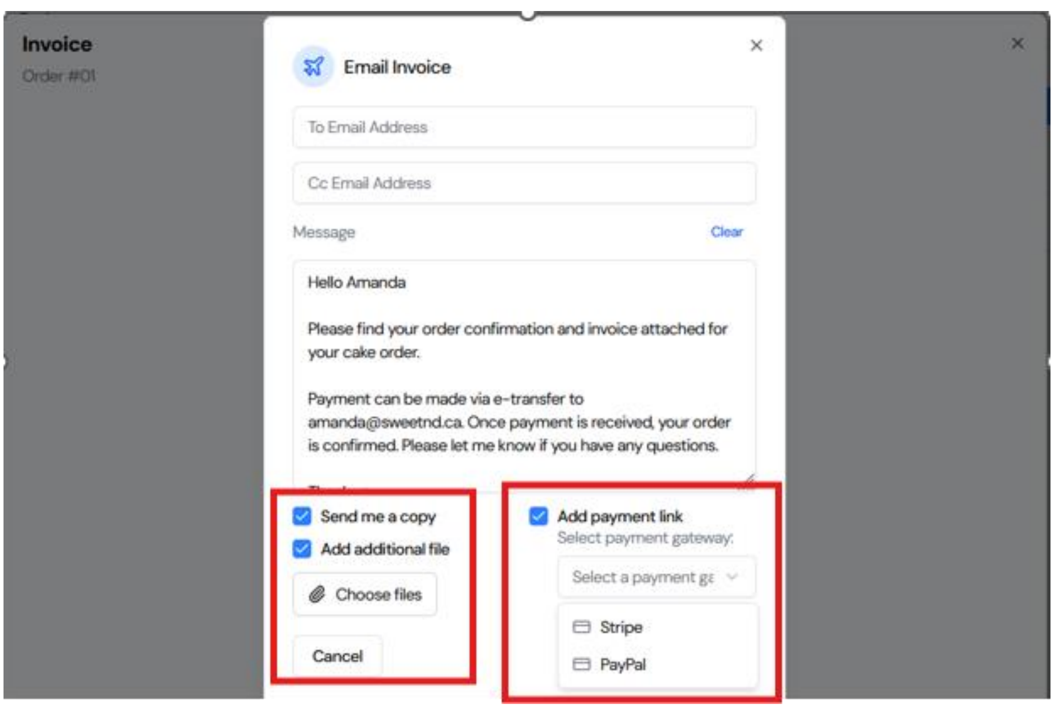
- Include additional files

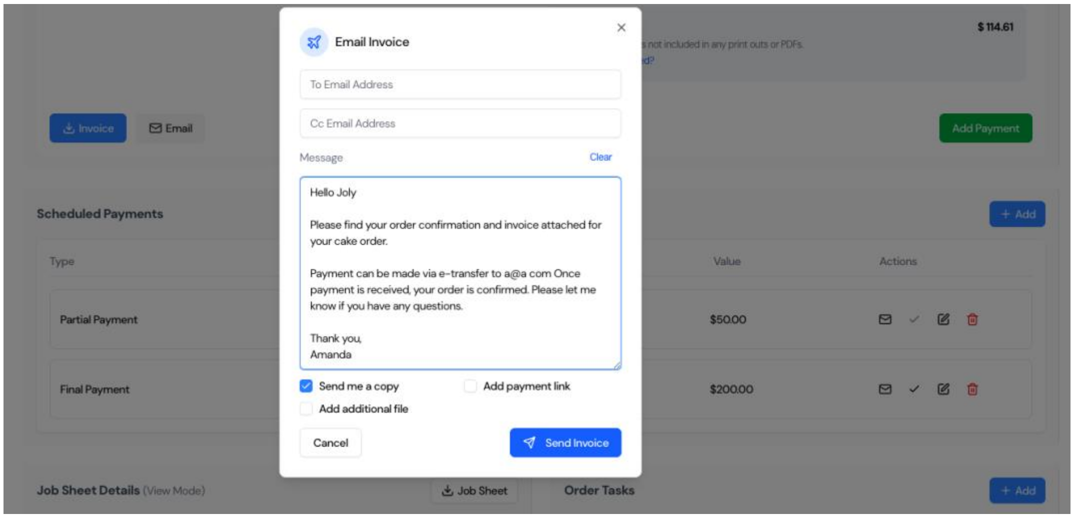
4 -**Send**

- Review & click **"Send Invoice"**

Professional, flexible invoice delivery!

Key Benefits:
✓ **Branded communication**
✓ **Payment convenience** for customers
✓ **Document attachment** capability
✓ **One-click sending**

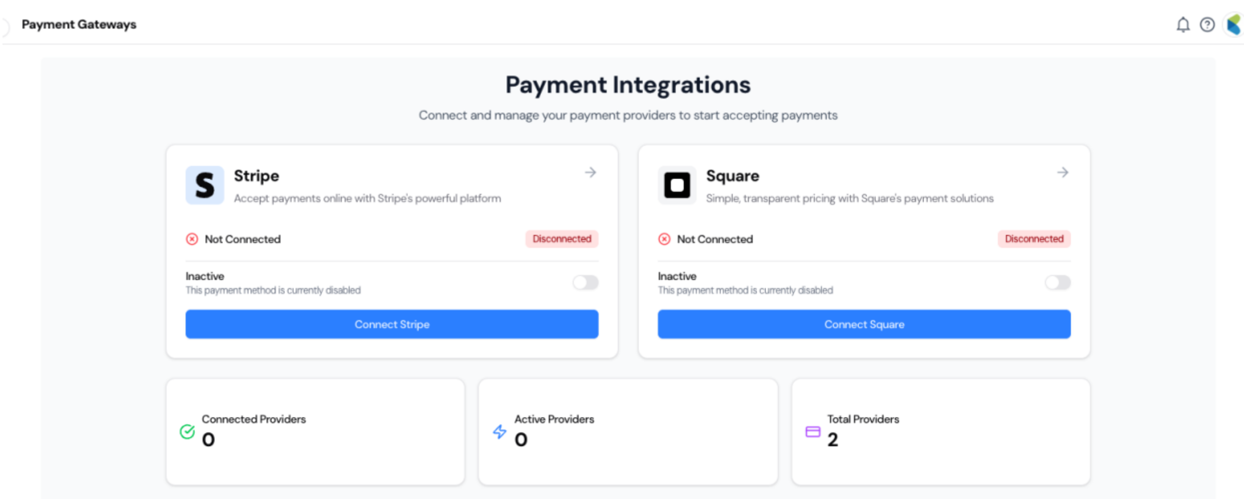




Payment Integration:

Click on the Payment Gateways from the menu and you will get an option to add Payment Integrations

You need to have your own registered accounts with Stripe and Square and then you can follow the steps on screen to connect your Payment Integrations

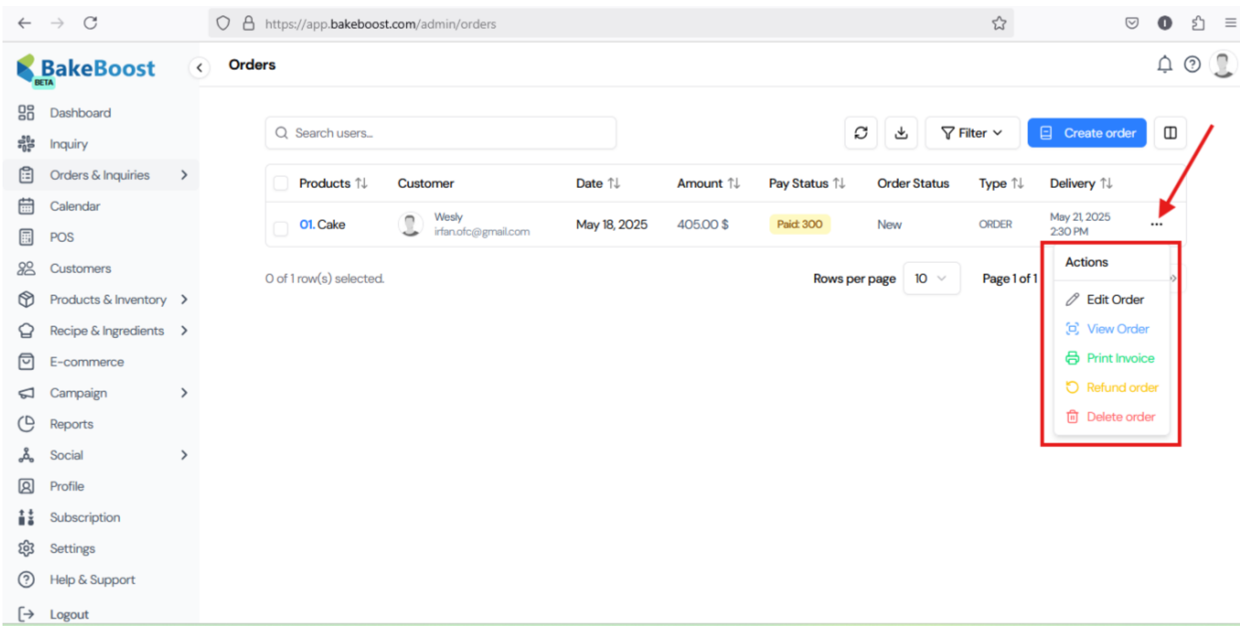


Quick Order Actions

Click the ⋮ **(3-dot menu)** on any order to:

- **Edit** order details
- **View** complete order information
- **Print** invoice
- **Process** refunds
- **Delete** orders

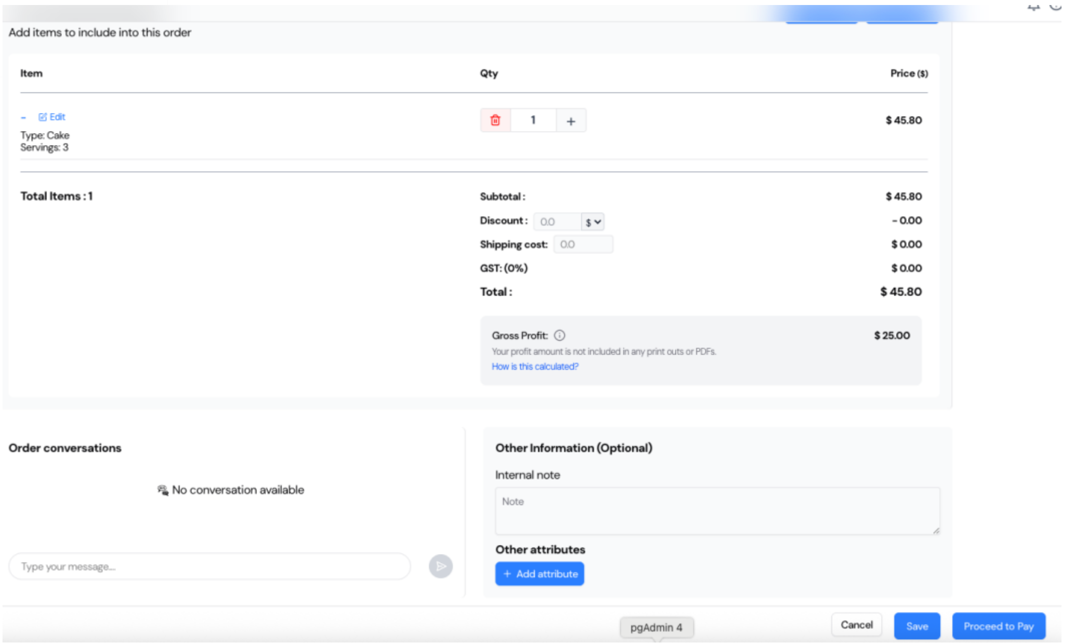
Manage all orders with just one click!



The other workflow of making payments and printing out the invoice is still available

<u>Edit Order:</u>

In the edit functionality, you can make record payments



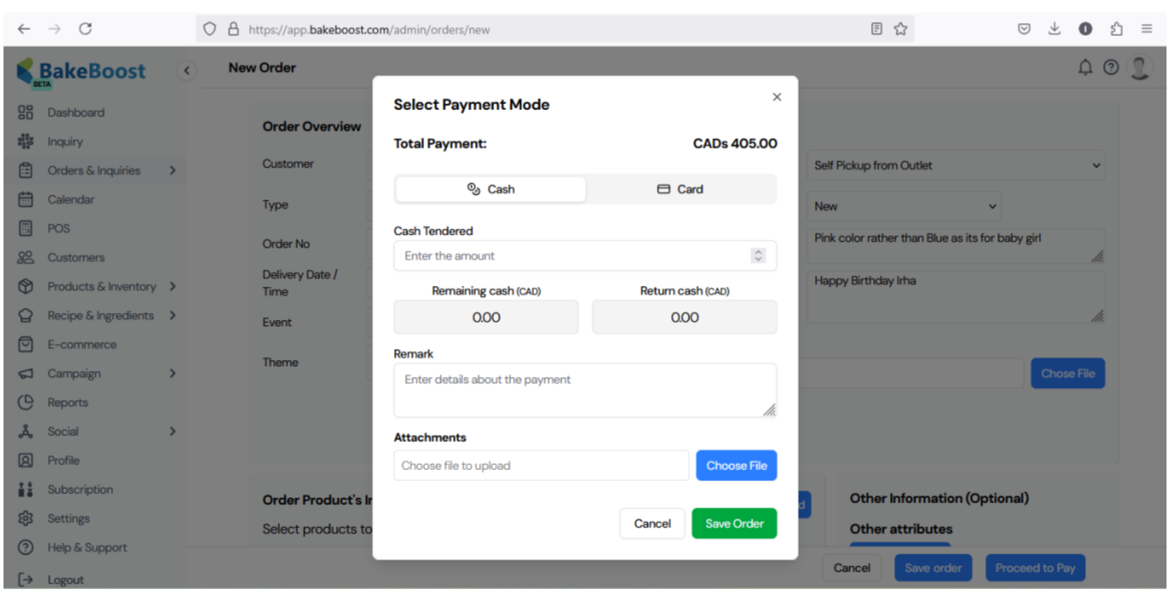
Click on proceed to pay:

Payment Processing

When you click **"Proceed to Pay"**, you'll see:

- **Cash** or **Card** payment options
- **Online payment** integrations (set in Settings)
- **Partial payments** accepted (remaining balance shown)

Flexible payment solutions for every customer!

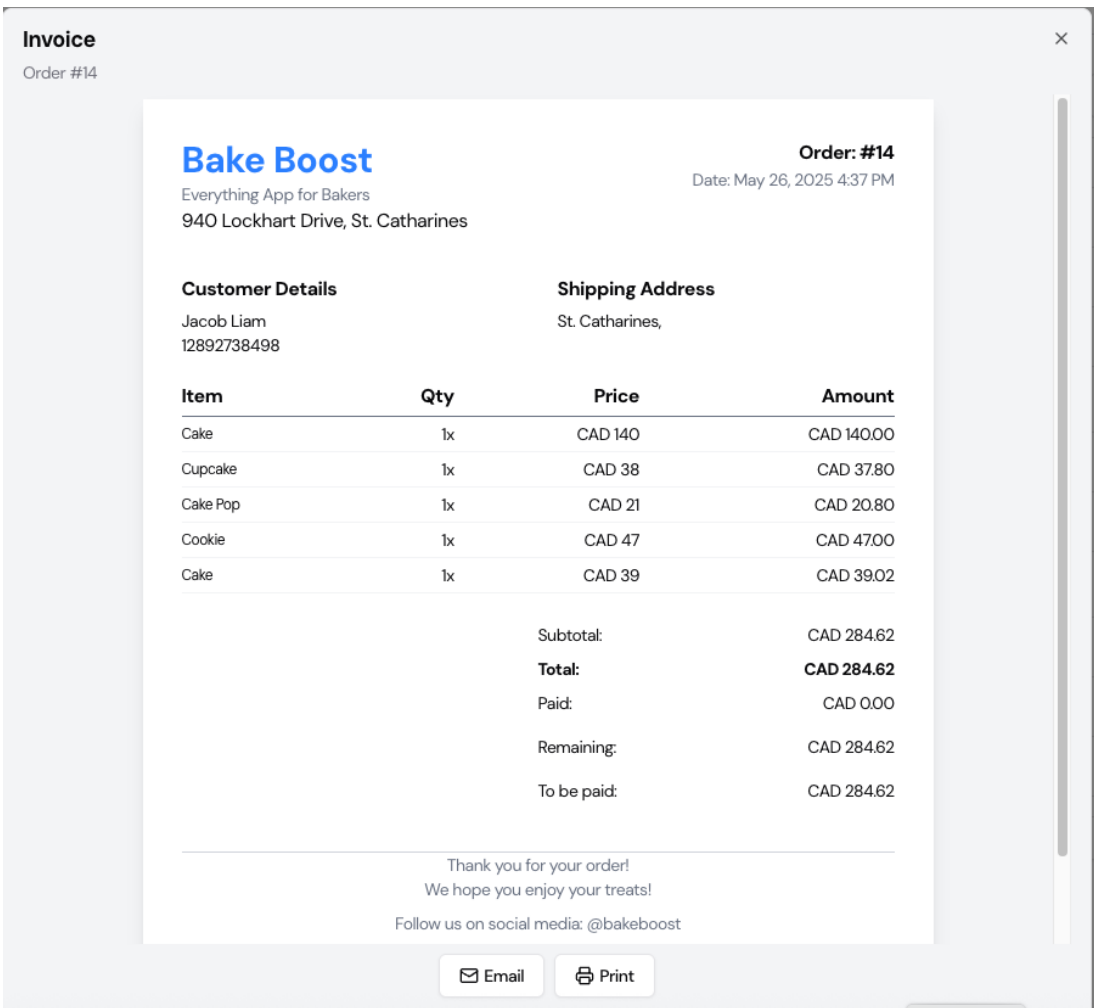


You can also record Credit card payments, attach receipts, etc.

Invoice Preview & Actions

When printing invoices, you'll see:
• **Full order details** (customer info, payments, discounts)
• **Two options**:
🖨️ **Print** a physical copy
✉️ **Email** directly to the customer

Professional invoices in one click!


Invoice
Order #14

Bake Boost
Everything App for Bakers
940 Lockhart Drive, St. Catharines

Order: #14
Date: May 26, 2025 4:37 PM

Customer Details
Jacob Liam
12892738498

Shipping Address
St. Catharines,

Item	Qty	Price	Amount
Cake	1x	CAD 140	CAD 140.00
Cupcake	1x	CAD 38	CAD 37.80
Cake Pop	1x	CAD 21	CAD 20.80
Cookie	1x	CAD 47	CAD 47.00
Cake	1x	CAD 39	CAD 39.02

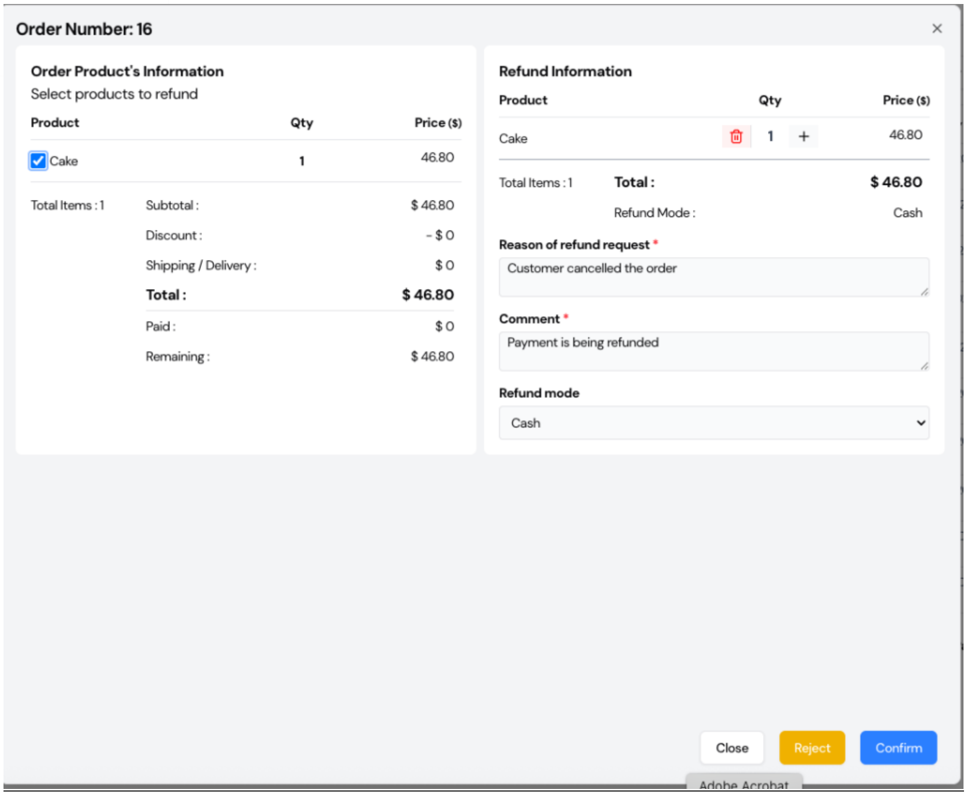
Subtotal:	CAD 284.62
Total:	**CAD 284.62**
Paid:	CAD 0.00
Remaining:	CAD 284.62
To be paid:	CAD 284.62

Thank you for your order!
We hope you enjoy your treats!
Follow us on social media: @bakeboost

Email Print

Refund:

If you need to make refunds for the order, you must follow the refund process.



Order Management Made

Use the **View Order** option to:

🔷 **Quickly check** all order details
🔷 **Process refunds** seamlessly
🔷 **Make edits** if changes are needed

All essential order actions in one place!

Key Benefits:

✓ **Instant access** to order information

✓ **Flexible order adjustments**

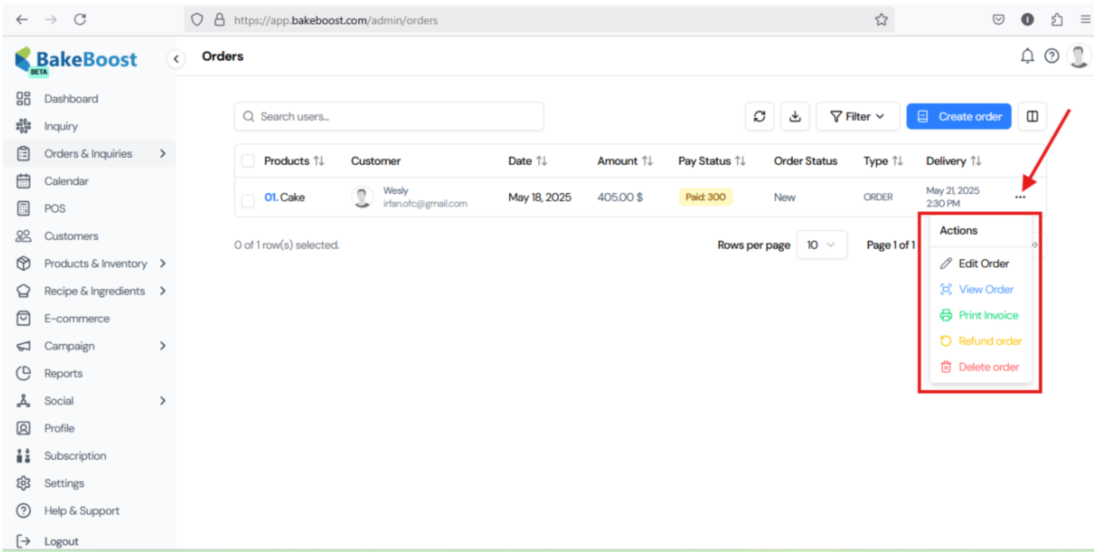
✓ **Streamlined workflow**

"Handle modifications and refunds without leaving the order view!"

Perfect for:

- Customer service requests
- Last-minute order changes

- Daily order management



Products

You can create different types of products:

Product Types in Bake Boost

- Standard Product:

This product is a single SKU with its own inventory. Used for standalone items with no variations.

- Variant Product:

This is a group of similar products that have different attributes like size, color, or flavor. Each variant is a unique SKU with its own inventory.

- Recipe

This product is based on the recipe you created in the application.

- Composite Product:

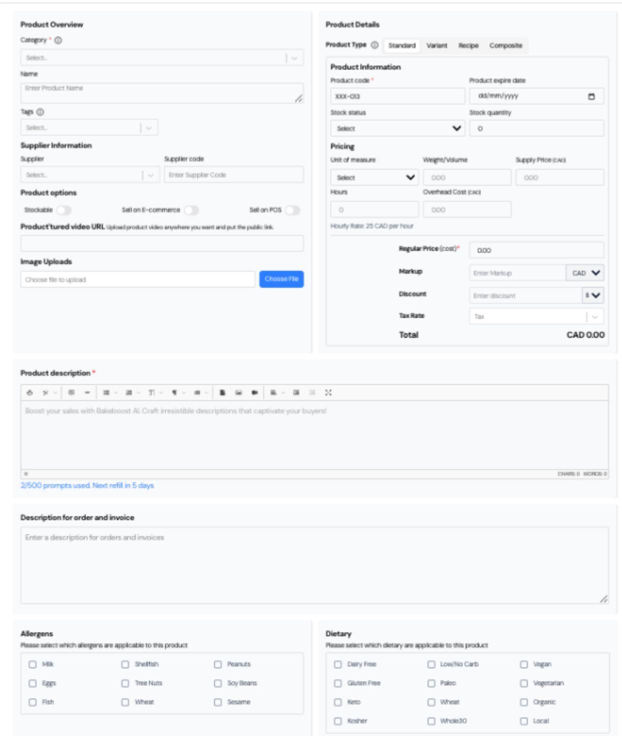
This product is made up of specified quantities of one or more other products. A composite product is a single SKU, but it consumes the inventory of the individual products used to make it (ingredients or bundled items).

Comparison of Product Types

The table below highlights the differences between Standard, Variant, Recipe, and Composite product types to help bakers choose the right setup for their offerings.

Understanding the types of products you can create in Bake Boost is key to efficiently managing your bakery's offerings. The table below breaks down each type in a simplified way - focusing on purpose, structure, and use cases.

Product Type	What It Is	When to Use	Key Characteristics	Example
Standard	A single product with its own inventory and pricing.	You sell a specific product without variations.	• One SKU • Individual inventory • Fixed price	Classic Chocolate Cake
Variant	A product with multiple versions based on attributes.	You sell a base product in different flavors or sizes.	• One parent product • Multiple SKUs • Separate pricing/inventory per variant	Vanilla Cake in Small, Medium, and Large
Recipe	A product built using ingredients (recipes) and non-edibles (supplies).	You want to calculate real production costs based on materials and time.	• Based on recipes & supplies • Calculated cost • Overhead included	Wedding Cake using Vanilla Base + Board
Composite	A bundle of existing products sold as a single offering.	You sell sets or combos (e.g., party boxes, gift packs).	• Combines multiple products • Single SKU • Tracks inventory of components	Rainbow Cake + Cupcakes Party Pack



Product Overview Section

- Category:

Select the appropriate category for the product (e.g., Cakes, Cookies, Breads). Helps organize and filter products.

- Name:

Enter the product name (e.g., Chocolate Fudge Cake). This name appears in your store and POS.

- Tags:

Select or create relevant tags (e.g., “Best Seller”, “Holiday”, “Eggless”) to make the product easier to search or filter.

- Supplier:

Select the supplier for the product. This is helpful for inventory and ordering management.

- Supplier Code:

Add the supplier's internal code or ID for the product (optional).

- Stockable:

Toggle this ON if this product should be tracked in inventory.

- Sell on E-commerce:

Toggle this ON if the product should appear on your online store.

- Sell on POS:

Toggle this ON to make the product available for in-store (POS) sales.

- Product/Intro Video URL:

Paste a link to a product video hosted externally (e.g., YouTube, Vimeo). Great for tutorials or product showcases.

- Image Uploads:

Click “Choose File” to upload one or more product images (JPG/PNG recommended).

Product Details Section

- Product Type:

Choose one: Standard (single product), Variant (e.g., size or flavor variants), Recipe (used in recipes), Composite (combo products).

- Product Code:

Enter a unique SKU or internal code (e.g., CHC-001).

- Product Expire Date:

Optional: Set an expiry date for perishable items.

- Stock Status:

Choose from available stock status options (e.g., In Stock, Out of Stock).

- Stock Quantity:

Set the current quantity available in inventory.

- Unit of Measure:

Choose how the product is measured (e.g., pcs, kg, dozen).

- Weight/Volume:

Optional: Enter the weight or volume (e.g., 1.2 kg).

- Supply Price :

The cost price of the item to you, for profitability calculation.

- Hours:

Enter production time required (if applicable).

- Overhead Cost :

Add any indirect cost (labor, rent) associated with the item.

- Regular Price :

The price at which you sell this product to customers.

- Markup:

Optional: Add a percentage or amount markup over cost.

- Discount:

Enter discount amount (optional). Will reflect in pricing.

- Tax Rate:

Select the applicable tax category (default: Tax).

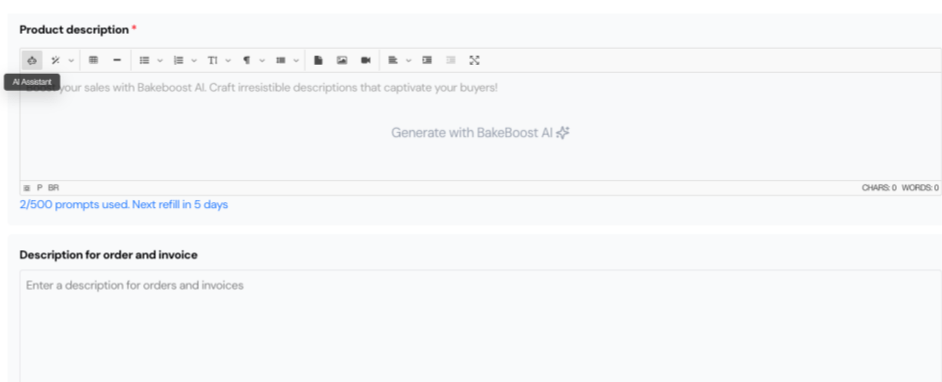
- Total :

Automatically calculated total based on the above inputs.

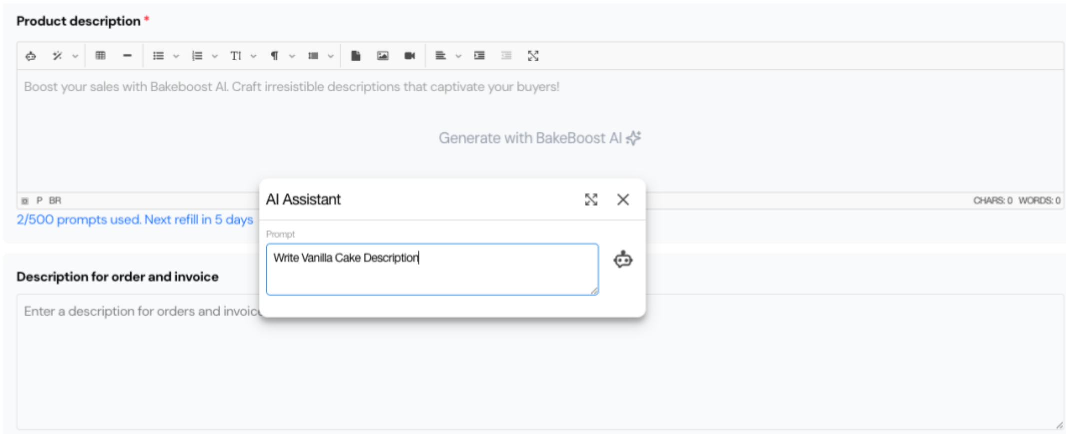
Product Description Section

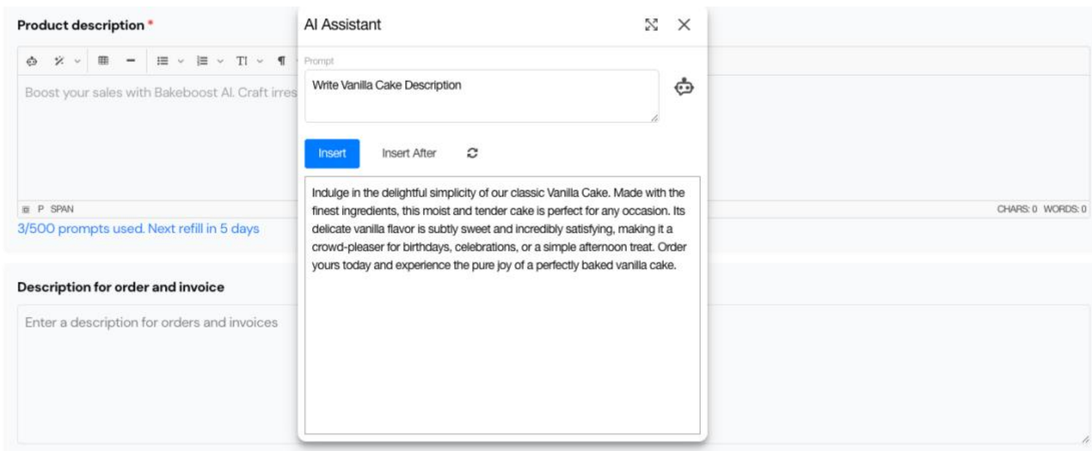
- Product Description:

Write a rich-text description that will appear on the product page. Use this space to highlight features, flavors, ingredients, etc.



Use the Bake Boost AI Assistant for product description and writing that suits your brand and SEO friendliness.





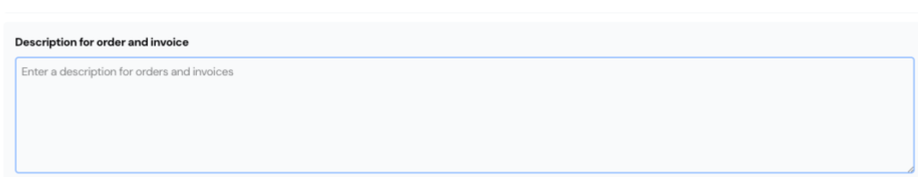
- Word Limit Indicator:

Shows prompts used out of the 500-prompt AI description assistant limit (resets every month).

Order & Invoice Description

- Description for Order and Invoice:

Very Important: An internal note or product description that appears on invoices or packing slips, a Job sheet.



Allergens Section

- Allergen Checkboxes:

Tick all that apply: Milk, Eggs, Fish, Shellfish, Tree Nuts, Peanuts, Wheat, Soybeans, Sesame. Helps inform customers and maintain compliance.

Dietary Labels Section

- Dietary Checkboxes:

Tick all that apply: Vegan, Vegetarian, Gluten Free, Dairy Free, Organic, Kosher, Keto, Paleo, Whole30, Local, Low/No Carb. This improves customer searchability and transparency.

Variant Product

A Variant Product is a group of similar products that share the same base but differ in one or more attributes, such as flavor, size, or color. Each variant has its own SKU, price, and inventory tracking.

When to Use a Variant Product

- The base product is the same (e.g., Cake)
- Variants differ by characteristics like Flavor (Vanilla, Chocolate, Red Velvet) or Size (Small, Medium, Large)
- You want to manage pricing, stock, and sales for each variant independently

How to Set Up a Variant Product

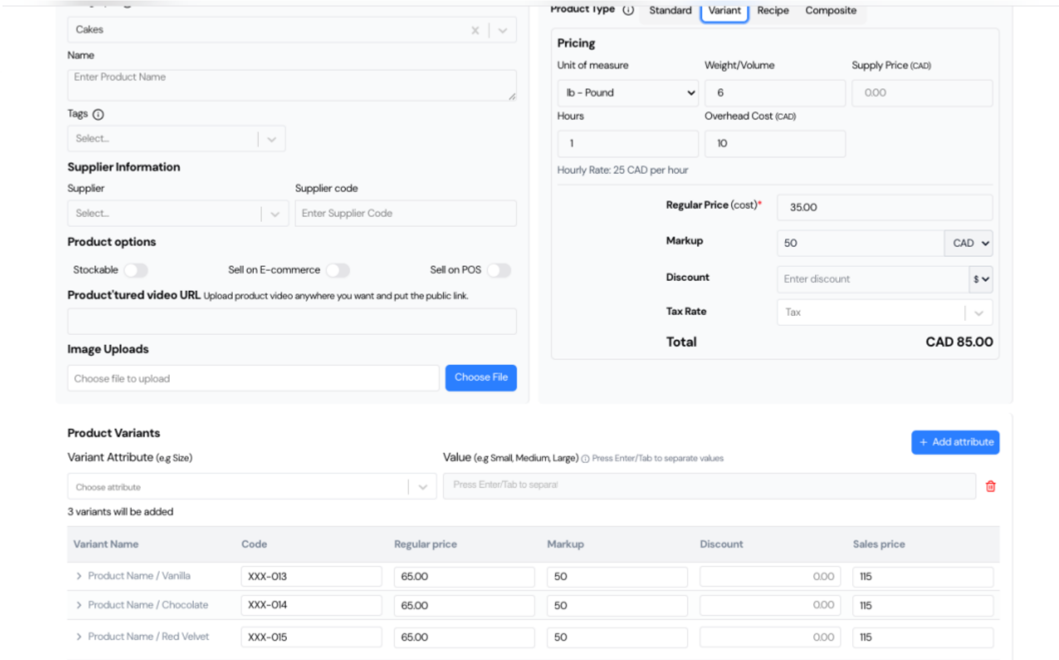
1. Select 'Variant' as Product Type

Go to the Product Details section and choose 'Variant' from the Product Type options.

2. Define the Variant Attribute

In the Product Variants section:
- Choose an attribute like Flavor or Size
- Enter possible values (e.g., Vanilla, Chocolate, Red Velvet)
- Press Enter/Tab after each value to confirm

Example: Attribute is Flavor with values: Vanilla, Chocolate, Red Velvet



3. Add Details for Each Variant

Each variant appears in a list with editable fields:
- Code: Unique product code (SKU) for tracking
- Regular Price: Base price before markup or discount
- Markup: Profit margin added to the base price
- Discount: Optional amount or percentage off
- Sales Price: Auto-calculated based on price, markup, and discount

Variant	Code	Regular Price	Markup	Discount	Sales Price
Product / Vanilla	XXX-013	35.00	50	0.00	85.00
Product / Chocolate	XXX-014	50.00	50	0.00	100.00
Product / Red Velvet	XXX-015	40.00	50	0.00	90.00

💡 The system calculates the final Sales Price using Regular Price + Markup – Discount.

4. Add Product Description

Write a compelling product description that applies to the whole variant group.
Example: "Indulge in the delightful simplicity of our classic Vanilla Cake. Made with the finest ingredients, this moist and tender cake is perfect for any occasion..."

5. Finalize Other Fields

- Upload an image that represents the product group
- Add stock status, weight/volume, overhead cost, and tax details
- Toggle if it should appear on e-commerce or POS

Key Benefits of Using Variants

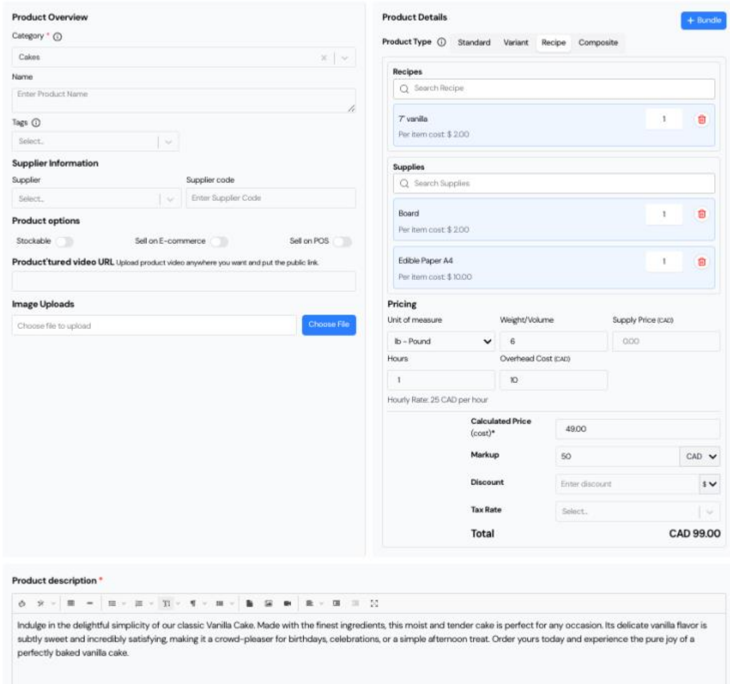
- Easier product management for similar items
- Independent inventory tracking per variation
- Customer-friendly selection experience in your store
- More accurate profit calculations per product

Recipe Product

A Recipe Product consists of multiple ingredients (recipes) and materials (supplies) used to produce a finished product. This allows bakers to accurately track the cost of production based on real input quantities and calculate markup-based sales pricing.

When to Use Recipe Product

- You produce the item using other base recipes or ingredients
- You want to track the cost of goods based on ingredients and supply usage
- You need to manage the usage of packaging, boards, or materials along with edible items



How to Set Up a Recipe Product

1. Select 'Recipe' as Product Type

In the Product Details section, select 'Recipe' from the Product Type options.

2. Add Recipes and Supplies

Use the provided fields to add:
- Recipes: pre-defined preparations like batter, frosting, fillings (e.g., Vanilla base)
- Supplies: packaging, cake boards, edible prints, or any non-edible item used
Specify the quantity of each item used per unit of the product.

3. Add Pricing Inputs

Set values for:
- Unit of Measure (e.g., lb - Pound)
- Weight/Volume (e.g., 6 lb)
- Hours (production time)
- Overhead Cost (rent, electricity, etc.)

The system calculates the Calculated Price (cost) by adding up all recipe, supply, and overhead costs.

4. Add Markup and Tax

Enter your desired markup percentage or value. You can also add any applicable discounts and set the tax rate.

Example: Cost is CAD 49.00 + 50% Markup → Final Total = CAD 99.00

5. Add Product Description and Image

Add a clear product description and upload an image representing the finished recipe-based product.

Benefits of Recipe Product Setup

- Accurate cost tracking based on real usage
- Centralized management of recipes and materials
- Supports both edible and non-edible components
- Enables smart pricing with automated calculations

Composite Product

A Composite Product is a bundle or combination of multiple products sold together as a single item. Each component within the composite product retains its own inventory tracking. The composite has its own SKU and is priced as a unified product.

When to Use Composite Product

- You want to sell a bundle of multiple products (e.g., cake + cupcakes) as one offering
- You want to track inventory for each item used in the bundle
- You need to calculate the total cost based on the sum of the component product costs

How to Set Up a Composite Product

1. Select 'Composite' as Product Type

In the Product Details section, select 'Composite' from the Product Type options.

2. Select Component Products

Use the search bar under 'Select products to include into the composite product' to add existing products that will be part of the bundle. Each item shows its price, and you can remove items anytime.

3. Add Overhead and Pricing

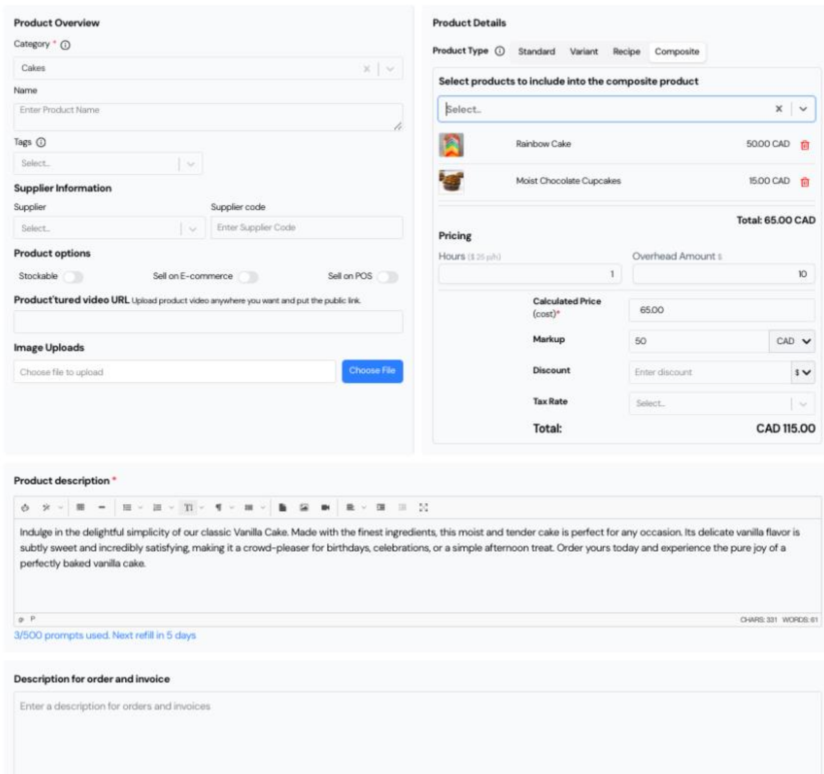
- Enter the number of hours for preparation
- Add any fixed overhead costs (e.g., packaging)
- The system calculates the Calculated Price (cost) from the total cost of individual

products + overhead

- Add desired Markup, Discount, and Tax Rate to determine the final total price

Example:

- Rainbow Cake = CAD 50.00
- Moist Chocolate Cupcakes = CAD 15.00
- Overhead = CAD 10.00
- Total Cost = CAD 65.00
- Markup 50% → Final Sale Price = CAD 115.00



4. Finalize Description and Images

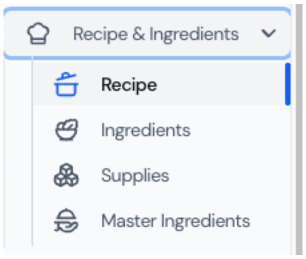
Enter a descriptive summary for the composite product. Upload images that best represent the full bundle offering.

Benefits of Composite Product Setup

- Ideal for bundling cakes, cupcakes, or treats
- Inventory for each component is automatically adjusted
- Streamlined product creation for special offers, gift boxes, or events
- Transparent pricing and margin calculation

Recipe and Ingredients:

Recipes and Ingredients are very efficient features in the Bake Boost app. It helps you to manage your Recipes the way you want them and the way the Industry should be using them



1. **Recipes: it allows you to add your own new Recipes**
2. **Ingredients: to manage the Ingredients for Recipes**
3. **Supplies: You need to use the supplies in the recipes**
4. **Master Ingredients: Bake Boost is providing you with a list of Master Ingredients, which you can use as a baseline for creating your own Ingredients**

🧁 Master Ingredients

The **Master Ingredients** section in Bake Boost provides a ready-made library of commonly used ingredients. This helps you quickly start building recipes without having to manually enter every ingredient from scratch.

Bake Boost's Master Ingredients are curated based on industry standards — giving you a solid foundation that you can expand or customize according to your bakery's needs.

🔍 Viewing Master Ingredients

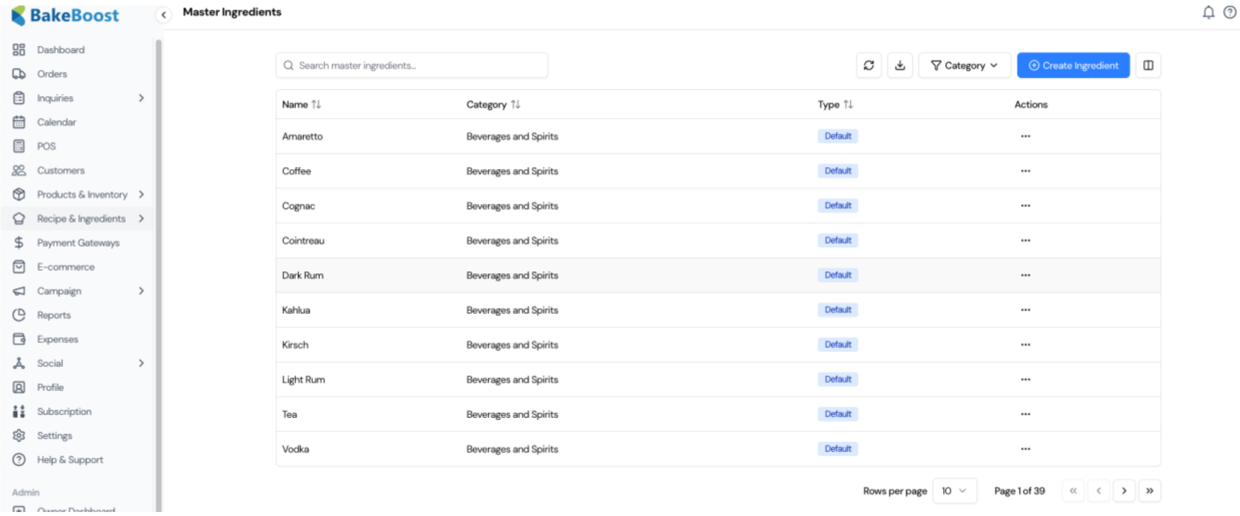
When you open the **Master Ingredients** page, you'll see a searchable list of all ingredients available in the system.

Each ingredient is displayed with:

- **Name:** Ingredient name (e.g., Amaretto, Coffee, Vodka)
- **Category:** The category it belongs to (e.g., Beverages and Spirits)
- **Type:** Indicates whether it's a default system ingredient or one you've added manually
- **Actions:** Options to edit or manage individual items

You can use the **search bar** at the top to quickly find any ingredient or filter the list by **category**.

(Refer to the screenshot below for an example of the Master Ingredients list view.)



Filtering by Category in Master Ingredients

Bake Boost allows you to quickly find the ingredients you need by filtering the **Master Ingredients** list using **Categories**.

This makes it simple to locate a specific type of ingredient — especially when your ingredient library grows large.

How to Use the Category Filter

At the top-right corner of the **Master Ingredients** page, you'll see a **Category** filter button next to the **Create Ingredient** option.

1. Click on the **Category** dropdown.
2. A list of available ingredient categories will appear (as shown in the screenshot).
3. Select one or multiple categories to view only the ingredients belonging to those groups.
4. You can click **Clear** at the bottom of the dropdown to remove all filters and return to the full list.

Available Categories

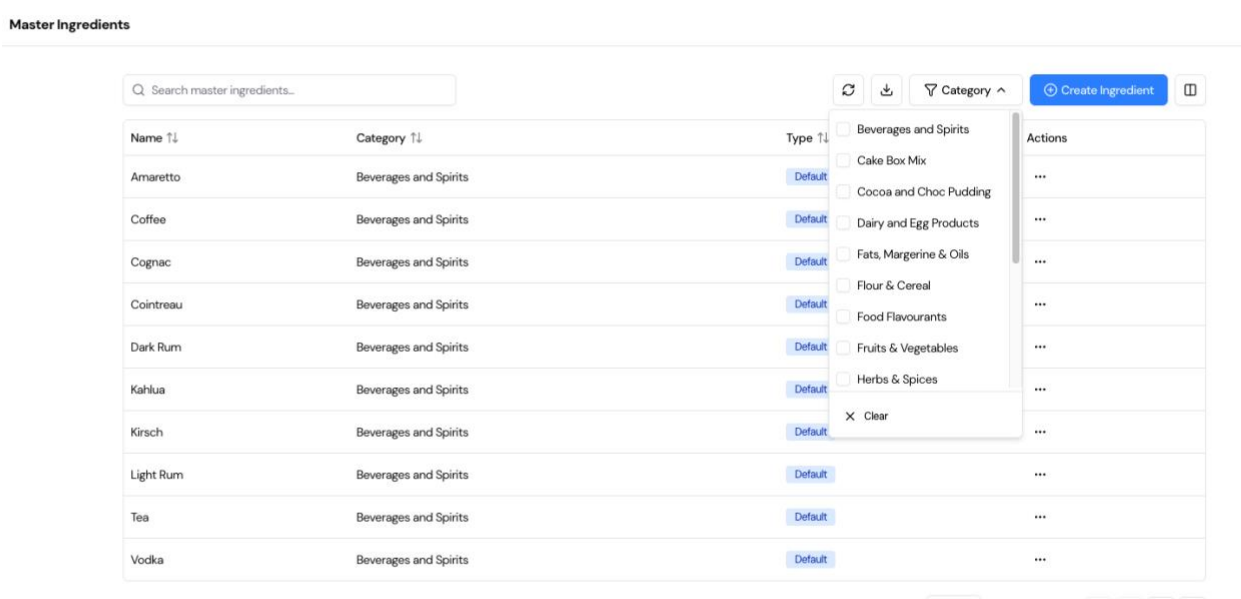
Bake Boost includes a wide range of pre-defined ingredient categories to keep your recipes organized, such as:

- Beverages and Spirits
- Cake Box Mix
- Cocoa and Choc Pudding
- Dairy and Egg Products
- Fats, Margarine & Oils
- Flour & Cereal
- Food Flavourants
- Fruits & Vegetables
- Herbs & Spices
- etc

These categories help you maintain consistent ingredient classification across all your recipes, ensuring easier management and reporting.

Tip:

Use the **Category filter** when you need to review or adjust ingredients of a particular type — for example, when updating all your **Dairy and Egg Products** or checking all **Flour & Cereal** items before recipe costing.



+ Creating a New Ingredient

If you need to add an ingredient that isn't part of the default Master list, you can easily create one.

Click the **Create Ingredient** button in the top-right corner of the page.

A pop-up form will appear (as shown below).

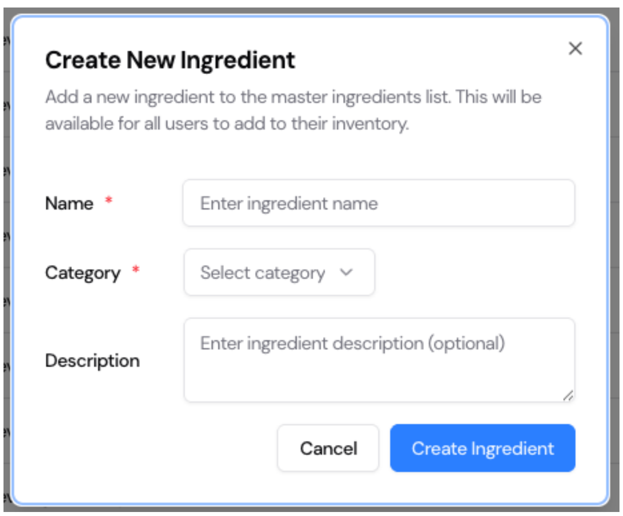
Fill in the following fields:

- **Name:** Enter the name of your ingredient. *(Required)*
- **Category:** Choose the appropriate category from the dropdown list. *(Required)*
- **Description:** (Optional) Add a short description or note about the ingredient for reference.

Once done, click **Create Ingredient** to save it.

The new ingredient will now appear in your list and can be used in your recipes.

(Refer to the screenshot below for the "Create New Ingredient" pop-up form.)



Supplies

The **Supplies** section in Bake Boost allows bakeries to manage all non-recipe materials and consumables needed in day-to-day operations — such as packaging items, boards, ribbons, cleaning materials, and edible papers.

This helps you keep track of your essential supplies, link them with suppliers, and maintain cost visibility for better expense management.

Viewing Supplies

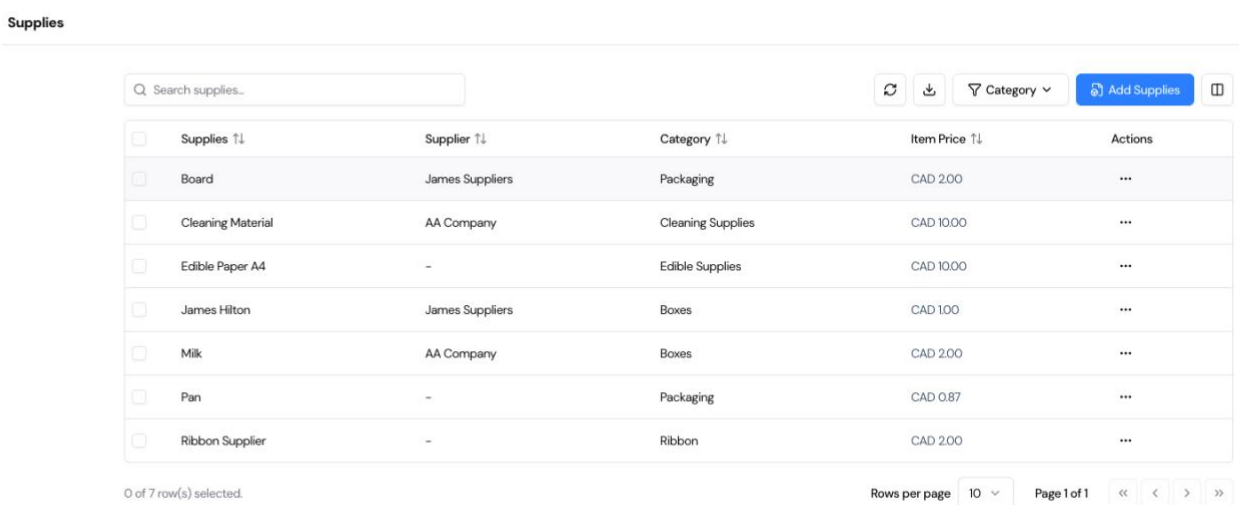
On the **Supplies** page, you'll see a complete list of all your supply items along with key details for easy reference.

Each row in the table displays:

- **Supplies:** The name of the item (e.g., Board, Milk, Pan).
- **Supplier:** The vendor or supplier associated with the item (if applicable).
- **Category:** The classification of the supply (e.g., Packaging, Boxes, Cleaning Supplies).
- **Item Price:** The per-unit price for cost tracking and recipe costing.
- **Actions:** Options to edit, update, or remove the supply item.

You can **search** for specific supplies using the search bar at the top or **filter by category** to view only selected groups of supplies.

(Refer to the screenshot below to see the Supplies list view.)



Supplies	Supplier	Category	Item Price	Actions
Board	James Suppliers	Packaging	CAD 2.00	...
Cleaning Material	AA Company	Cleaning Supplies	CAD 10.00	...
Edible Paper A4	-	Edible Supplies	CAD 10.00	...
James Hilton	James Suppliers	Boxes	CAD 1.00	...
Milk	AA Company	Boxes	CAD 2.00	...
Pan	-	Packaging	CAD 0.87	...
Ribbon Supplier	-	Ribbon	CAD 2.00	...

+ Adding a New Supply

To add a new item to your supply inventory:

1. Click the **Add Supplies** button at the top right of the page.
2. A pop-up form titled **New Supplies** will appear (as shown in the screenshot).

Fill in the following fields:

- **Category:** Select the appropriate category (e.g., Packaging, Edible Supplies, Cleaning Supplies).
- **Supplies Name:** Enter the name of the item (e.g., Cake Board, Edible Paper A4).
- **Supplier (Optional):** Choose a supplier from your existing supplier list, if applicable.
- **Pack Size:** Specify the quantity or unit in which the item is purchased (e.g., 10 sheets, 1 liter).

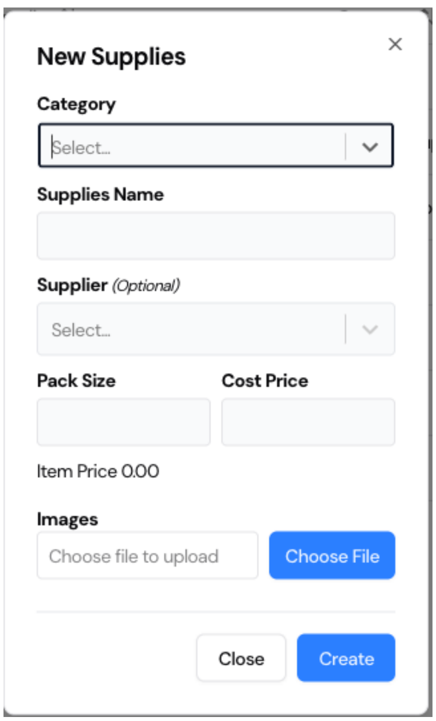
- **Cost Price:** Enter the total cost of the pack.
- **Item Price:** Automatically calculated per unit based on the cost and pack size.
- **Images:** Optionally upload an image of the item for better identification in your inventory.

After filling in the details, click **Create** to save your new supply.

The item will be added to your Supplies list and will now be available for use in your recipes or cost calculations.

Tip:

Keep your **Supplies** list updated regularly with accurate prices and supplier information — this ensures precise recipe costing and efficient procurement tracking.



Ingredients

The **Ingredients** section in Bake Boost helps manage all the raw materials used to prepare your recipes.

It connects directly with your **Master Ingredients** library and **Supplies**, allowing you to create accurate recipe formulations and maintain precise costing for every ingredient used in your bakery operations.

This section is designed to give you complete control over your ingredient data — from purchase sizes and supplier details to cost tracking — ensuring consistency and efficiency in recipe management.

📋 Viewing Ingredients

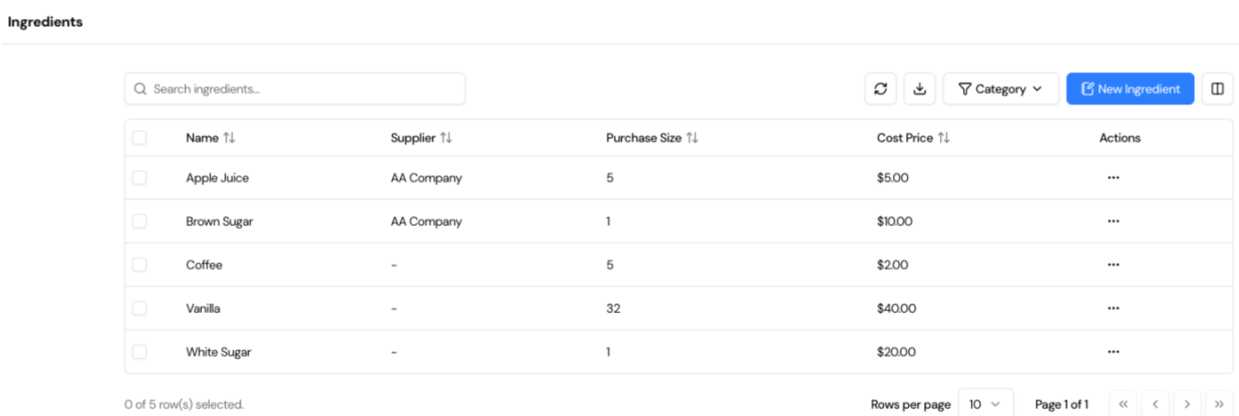
The **Ingredients** page displays all the ingredients currently available in your system.

Each entry includes key details such as:

- **Name:** Ingredient name (e.g., Apple Juice, Brown Sugar, Vanilla)
- **Supplier:** Linked supplier (if available)
- **Purchase Size:** The quantity or volume purchased from the supplier
- **Cost Price:** The total purchase cost for that size

You can use the **search bar** to quickly find any ingredient or filter the list by **category** using the dropdown at the top.

(Refer to the screenshot below for an overview of the Ingredients list.)



Name	Supplier	Purchase Size	Cost Price	Actions
Apple Juice	AA Company	5	$5.00	...
Brown Sugar	AA Company	1	$10.00	...
Coffee	-	5	$2.00	...
Vanilla	-	32	$40.00	...
White Sugar	-	1	$20.00	...

+ Adding a New Ingredient

To add a new ingredient:

1. Click **New Ingredient** at the top-right of the screen.
2. The **New Ingredient** window will appear (as shown below).

Ingredient Name Options

When selecting an ingredient name, Bake Boost offers **two flexible options** for bakers:

- **Option 1:** Select from the predefined list of **Master Ingredients**.

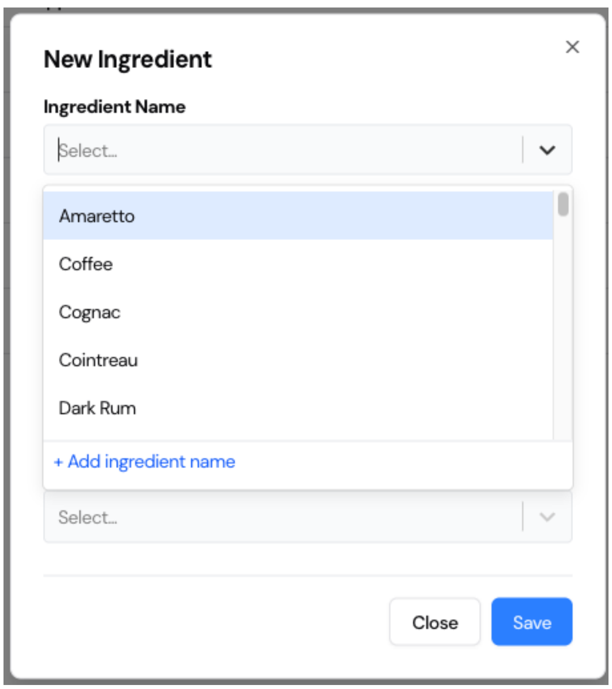
  These are standard ingredients provided by Bake Boost — such as *Amaretto, Coffee, Cognac,* or *Dark Rum* — following industry naming standards.

- **Option 2:** Create your **own ingredient name**.

  If your ingredient is not listed, click **"+ Add ingredient name"** to add a custom entry.

  This allows you to tailor the system to your bakery's specific ingredients or local product variations.

(See the screenshot below showing both options in the Ingredient Name field.)



Complete the Ingredient Details

After selecting or adding the ingredient name, fill in the remaining fields:

- **Type:** Choose the type (e.g., Default, Custom).
- **Purchase Size:** Enter the quantity purchased (e.g., 5 kg, 2 liters).
- **Measurement:** Select the unit of measurement (kg, g, L, ml, pcs).

- **Cost Price:** Enter the cost for the full purchase quantity. The app automatically calculates the cost per unit.
- **Supplier (Optional):** Select from your existing supplier list for accurate cost tracking and reporting.

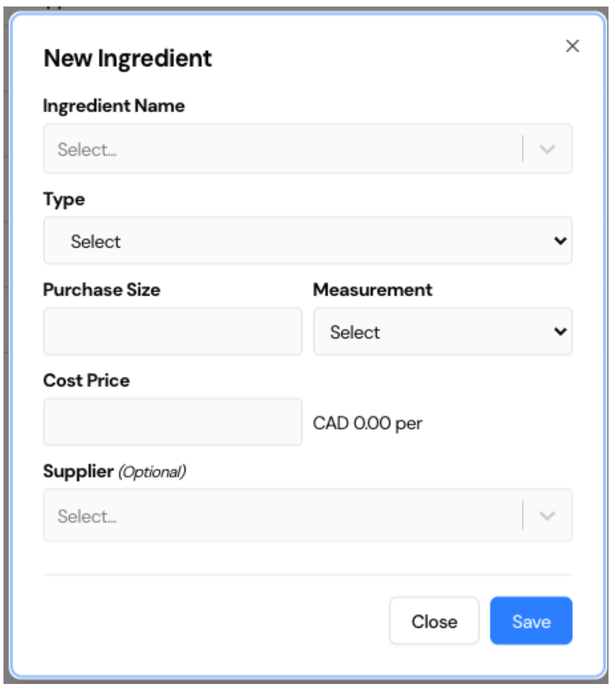
Click **Save** once all fields are filled.

Your new ingredient will now appear in the Ingredients list and can be used when creating or updating recipes.

Tip:

Use the Master Ingredients list to maintain standardization across recipes, and create custom ingredients only when your bakery uses unique materials or regional variations.

This balance ensures consistency and flexibility in managing recipe data.



Recipes

The **Recipes** feature in Bake Boost enables bakers to build, organize, and cost recipes accurately using the ingredients and supplies managed in the system.

This powerful tool ensures full visibility of ingredient costs, serving sizes, allergen information, and preparation details — all in one place.

Whether you're creating simple recipes like frosting or complex multi-layered cakes, the Recipes module gives you flexibility and precision

📋 Viewing Recipes

The **Recipe** page displays all the recipes you've created in one convenient list.

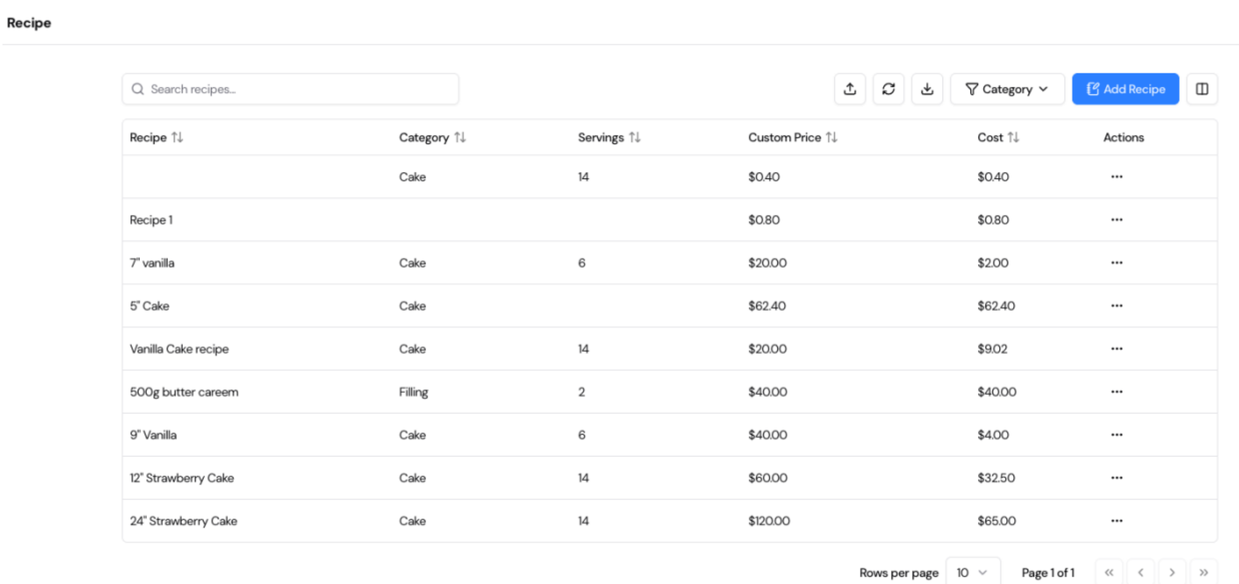
Each row provides essential information about your recipes:

- **Recipe Name** – The title of the recipe (e.g., 7" Vanilla Cake, 500g Butter Cream).
- **Category** – The recipe type such as Cake, Filling, Frosting, or Cupcake.
- **Servings** – The total number of portions or units produced by the recipe.
- **Custom Price** – The price you assign per serving or per recipe.
- **Cost** – The total cost automatically calculated based on ingredients and quantities used.

You can also use:

- The **search bar** to find recipes quickly, and
- The **Category Filter** to view recipes by type (Cake, Cupcake, Filling, Frosting, Cookies, etc.).

(Refer to the screenshots below for the Recipe List and Category Filter view.)



Recipe

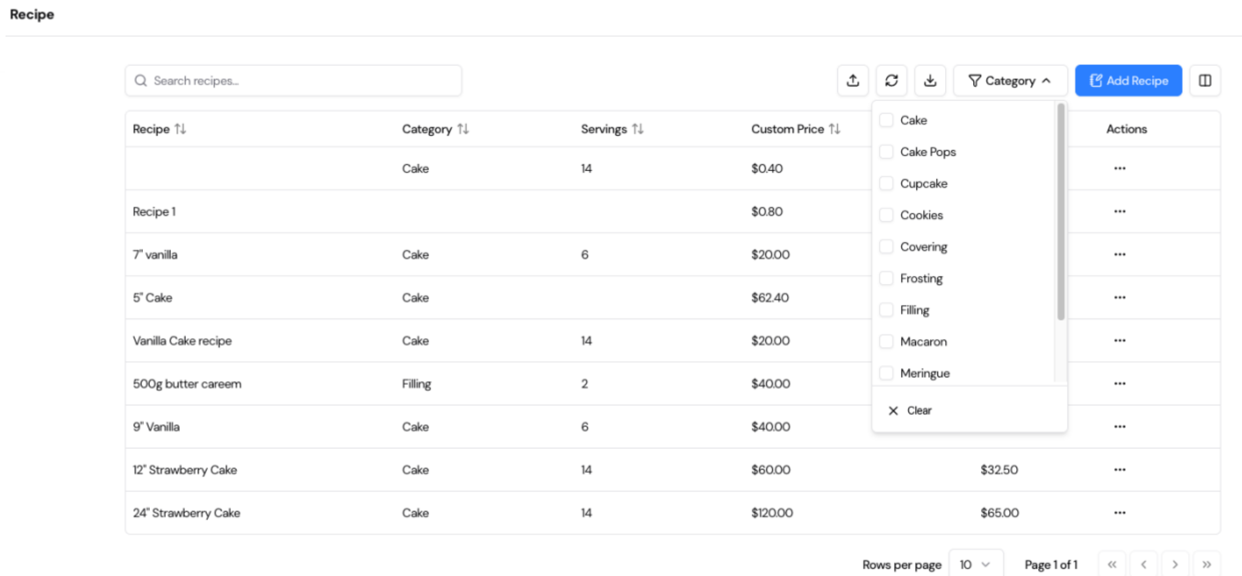
Search recipes...

Category

Add Recipe

Recipe	Category	Servings	Custom Price	Cost	Actions
	Cake	14	$0.40	$0.40	...
Recipe 1			$0.80	$0.80	...
7" vanilla	Cake	6	$20.00	$2.00	...
5" Cake	Cake		$62.40	$62.40	...
Vanilla Cake recipe	Cake	14	$20.00	$9.02	...
500g butter careem	Filling	2	$40.00	$40.00	...
9" Vanilla	Cake	6	$40.00	$4.00	...
12" Strawberry Cake	Cake	14	$60.00	$32.50	...
24" Strawberry Cake	Cake	14	$120.00	$65.00	...

Rows per page 10 Page 1 of 1



Recipe	Category	Servings	Custom Price		Actions
	Cake	14	$0.40		...
Recipe 1			$0.80		...
7" vanilla	Cake	6	$20.00		...
5" Cake	Cake		$62.40		...
Vanilla Cake recipe	Cake	14	$20.00		...
500g butter careem	Filling	2	$40.00		...
9" Vanilla	Cake	6	$40.00		...
12" Strawberry Cake	Cake	14	$60.00	$32.50	...
24" Strawberry Cake	Cake	14	$120.00	$65.00	...

+ Adding a New Recipe

To create a new recipe:

1. Click **Add Recipe** at the top-right of the screen.
2. The **New Recipe** form will appear (as shown below).

This form is divided into several sections for detailed recipe management.

Recipe Information

In the **Recipe Information** panel, fill in the following details:

- **Name:** Enter your recipe name (e.g., "9-inch Vanilla Cake," "Butter Cream Frosting").
- **Description:** Add any notes or reference instructions about the recipe.
- **Category:** Choose the appropriate recipe category (e.g., Cake, Filling, Frosting).
- **Servings:** Enter the total number of servings the recipe yields.
- **Cost Price:** Automatically calculated based on added ingredients.
- **Custom Price:** You may define a selling or serving price manually.
- **Image:** Optionally upload a photo of the recipe for visual reference.

(See the Recipe Information form screenshot for reference.)

Adding Ingredients to a Recipe

Under the **Ingredients** section, click **Add Ingredient** to include materials used in the recipe.

A pop-up titled **Select Ingredient** will appear.

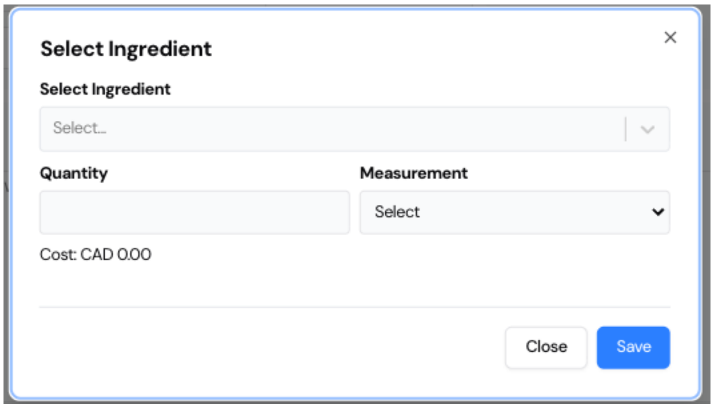
In the pop-up:

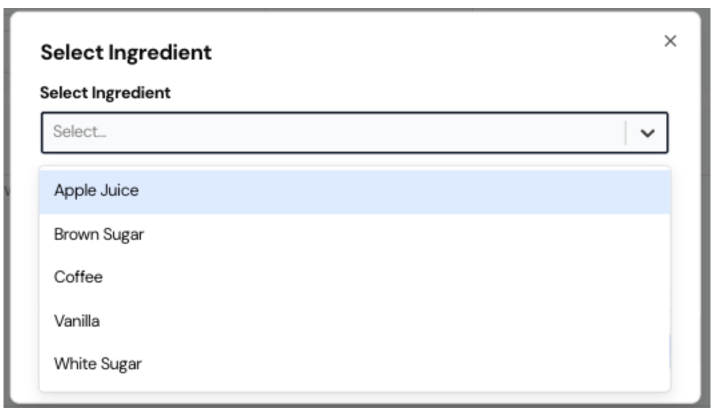
- **Select Ingredient:** Choose from your list of existing ingredients (e.g., Apple Juice, Brown Sugar, Vanilla, etc.).
- **Quantity:** Enter the amount of each ingredient used in the recipe.
- **Measurement:** Select from various units (e.g., kg, g, L, ml, cup, box, dozen, piece).

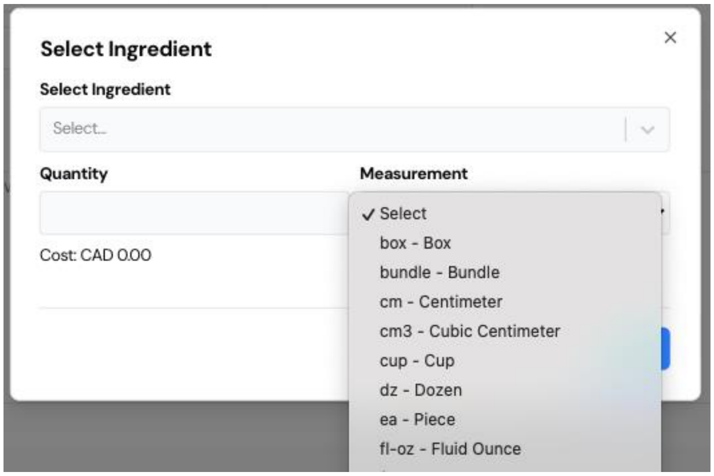
As you enter each item, the **cost (CAD)** is automatically updated based on the ingredient's unit price.

Click **Save** to add the ingredient to the recipe list.

(Refer to the ingredient selection and measurement screenshots for guidance.)







You can repeat this process to add as many ingredients as needed — Bake Boost will continuously calculate the total recipe cost in real time.

Recipe Directions

In the **Recipe Directions** section, you can enter detailed step-by-step instructions for preparing the recipe.

Use this area to document preparation steps, baking times, decoration notes, or any special tips your team should follow.

Allergen Information

Bake Boost allows you to track allergen details for every recipe.

Simply check all applicable allergens from the provided list:

- Milk
- Eggs
- Fish
- Shellfish
- Tree Nuts
- Peanuts
- Soy Beans
- Wheat
- Sesame

This helps ensure your recipes are compliant with labeling and safety requirements for customers with allergies.

Storage Information

Use the **Storage Information** section to record how and where to store the recipe, including:

- Temperature requirements,
- Shelf life, or
- Any specific storage conditions (e.g., "Keep refrigerated for 3 days," "Best consumed within 48 hours").

Saving Your Recipe

Once all the details are complete:

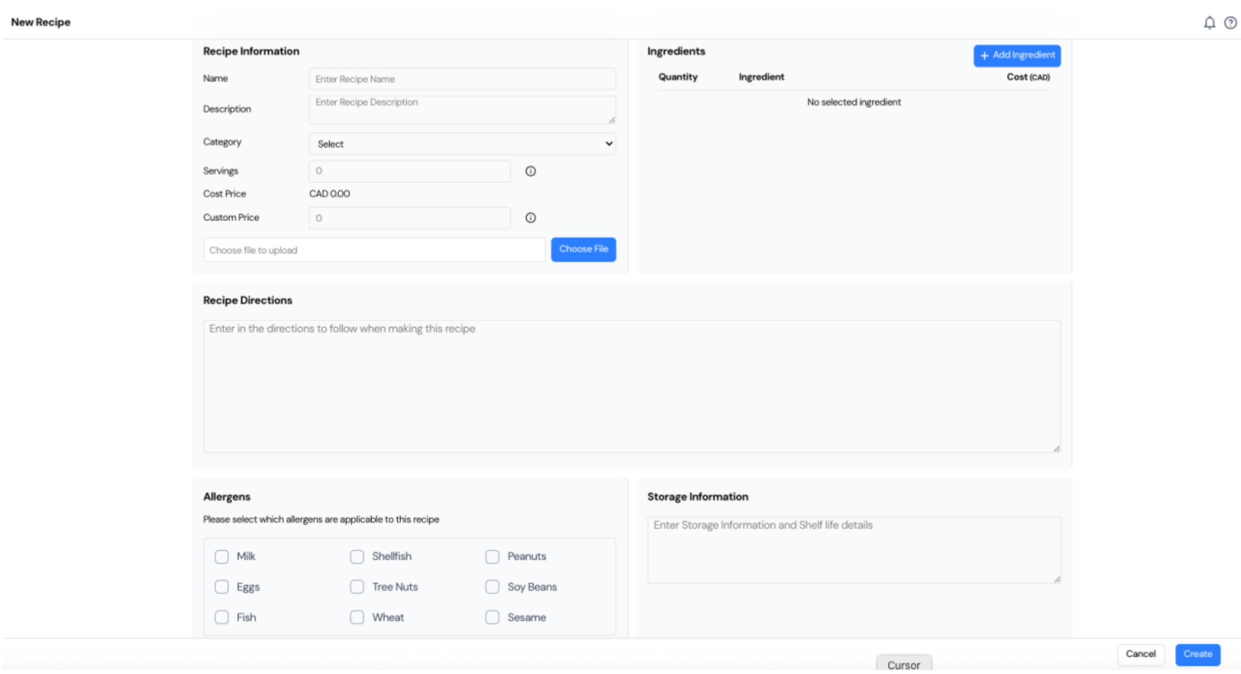
- Review the cost summary and ingredient list,
- Click **Create** to save your recipe.

Your new recipe will now appear in the Recipe list, ready for use in costing, production planning, or scaling for different batch sizes.

Tip:

Use the Recipe feature regularly to analyze profit margins and optimize ingredient usage.

By keeping all ingredient prices and recipe details up to date, Bake Boost ensures accurate costing and pricing for every item on your menu.



All the modules in **Bake Boost** — *Recipes, Ingredients,* and *Supplies* — are seamlessly integrated with the **Orders** feature, enabling bakers to manage their production and costing within a single unified workflow. When creating a new order, bakers can easily add recipe items directly from the list of recipes previously made in the system. Each recipe automatically pulls its linked ingredients and supplies, along with their calculated costs, ensuring that the total order price is accurate and transparent. Within the **Add Recipe Item** window

Adding Recipe Item to an Order

The **Add Recipe Item** feature in Bake Boost links your **Recipes**, **Ingredients**, and **Supplies** directly with the **Orders** module - allowing complete cost control and production visibility within every order.

When you create an order, you can select recipes already prepared in the system, automatically including all related ingredients, supplies, and cost details.

How It Works

When you open the **New Order** page and click **Add Item**, a pop-up window titled **Add Recipe Item** appears (as shown below).

This form allows you to include recipe-based products in a customer's order, along with complete cost and pricing details.

Fill in the Recipe Item Details

In the **Add Recipe Item** window, complete the following fields:

- **Select Recipe Type:** Choose the recipe you've already created in the Recipes section (e.g., *7" Vanilla Cake, Chocolate Cupcake*).
- **Product Description:** Add a short description of the product for the order.
- **Design Details:** Include any custom design or decoration notes for the baker or decorator.
- **No. of Servings:** Specify how many servings the order requires.
- **Hours:** Enter the time needed for preparation. *(The system applies the hourly rate automatically, e.g., $25/hr.)*
- **Overhead Amount:** Add any additional cost like packaging or decoration material.

Linked Recipes and Supplies

Bake Boost automatically links the **selected recipe** and **related supplies** with the order.

Each selected item displays its associated cost:

- **Selected Recipes:** Lists the recipe(s) and their total cost.

- **Selected Supplies:** Lists additional supplies used (e.g., ribbons, boxes, boards).

Users can click **Edit** to adjust recipe or supply selections directly from this screen.

Cost and Price Calculation

Once the ingredients, supplies, and servings are defined, Bake Boost automatically calculates:

- **Calculated Price:** The total combined cost of recipes and supplies.
- **Cost per Serving:** The cost divided by the total servings.
- **Price per Serving:** The price you plan to charge per serving or per recipe.
- **Tax Rate:** Optional — select the applicable tax if needed.

At the bottom, the **Total** field updates automatically to show the complete cost of that recipe item.

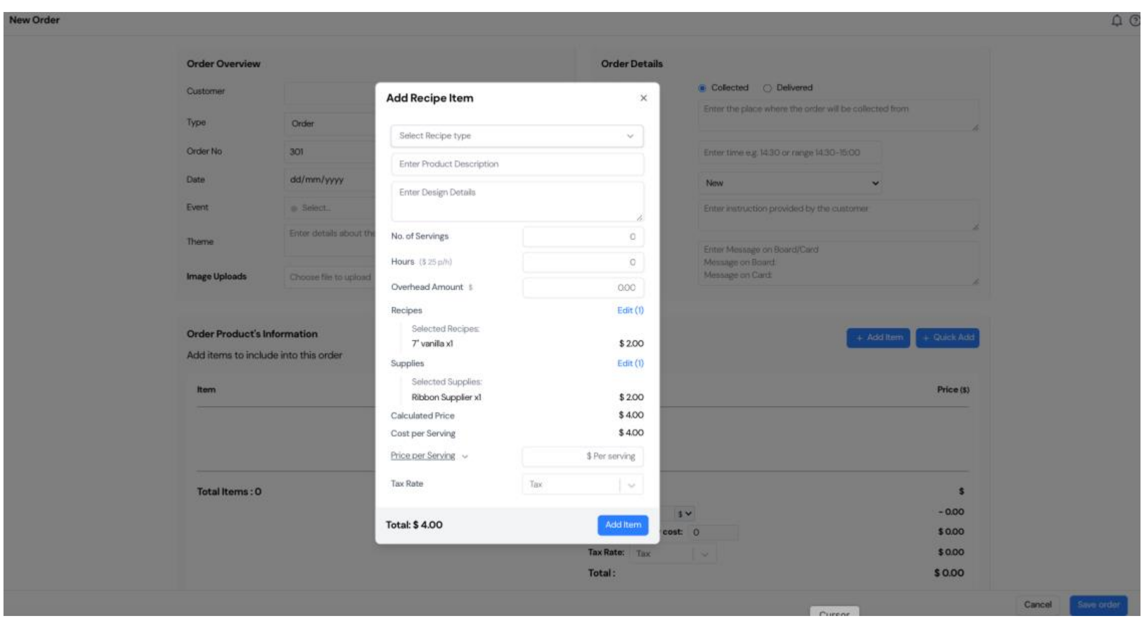
Final Step

After reviewing all details, click **Add Item** to include the recipe product in the order.

The system will save it under the **Order Product's Information** section, with cost, price, and profit margin already linked to your recipe data.

Tip:

Because Bake Boost automatically connects recipes, ingredients, and supplies with your orders, it ensures every sale reflects true production cost - giving you full visibility into profitability, pricing accuracy, and material usage.



All-in-One E-Commerce Domain Setup:

This feature enables everyone to have their store set up on the bake boost without going through external e-commerce platforms

Commerce Feature gives you an option to set up your store on the backend

You can have two things:

1. **Dedicated your cake shop's online store**
2. **Custom Inquiry form**

Why set up your domain here?

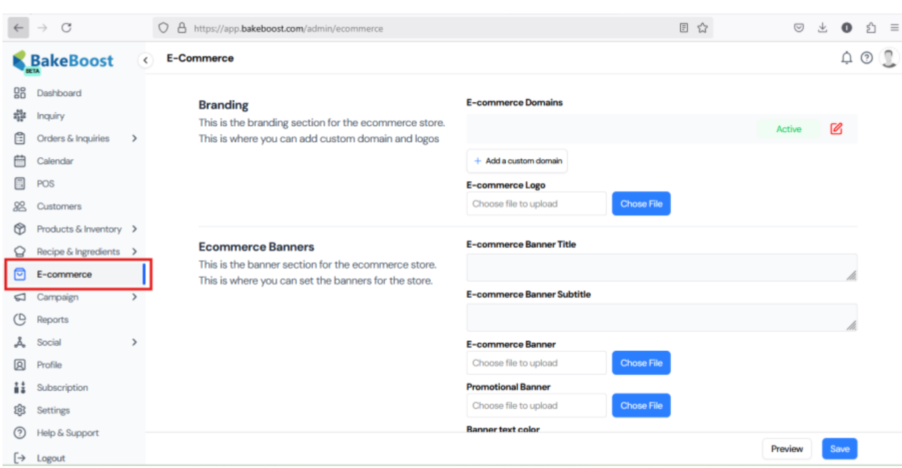
If you don't have an existing website or domain, BakeBoost lets you:
✅ **Create & activate** a custom domain instantly (e.g., *YourBakery.com*)
✅ **Skip technical hassles**—no need for separate hosting
✅ **Launch faster** with built-in SSL security

Perfect for bakers who want:
• A **professional online store**
• **Zero coding** requirements
• **Seamless integration** with orders/inventory

We plan to offer you the option to buy a domain from Bake Boost in the future. This feature is currently on the roadmap.

Currently, you will need to have your domain name available, which can be purchased from any domain provider.

"Your bakery's digital home, ready in minutes!" 🏠🎂



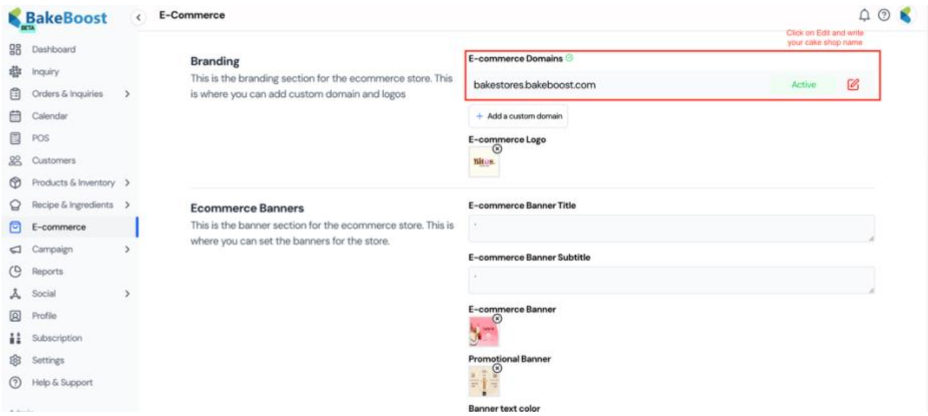
Click on the edit

Enter the name of your cake shop, and this will become your commerce page on the Bake Boost application. If you have your domain, you can configure it; otherwise, you can continue using the dedicated page on the Bake Boost application.

In the example below. You will be able to access your cake shop page.

https://bakestores.bakeboost.com

You can choose your logo and other settings as per your brand



Professional Storefront

- Your logo & banners are displayed
- Clean, mobile-friendly layout

Seamless Navigation

- Product categories visible
- Integrated search & filters

Customer-Friendly Features

- Secure checkout (Stripe/PayPal)
- Clear shipping/return policies

Example View:
📌 **Header:** Your bakery name + logo
📌 **Banner:** Promotional offers
📌 **Categories:** Cakes, Cookies, etc.
📌 **Footer:** Contact + About links

Payment **Gateways**

- Connect **PayPal** & **Stripe** for secure payments
- Supports multiple payment methods

Product Categories

- **Add/Manage** categories (e.g., Cakes, Cookies)
- **Upload icons** for visual appeal

Shipping Zones

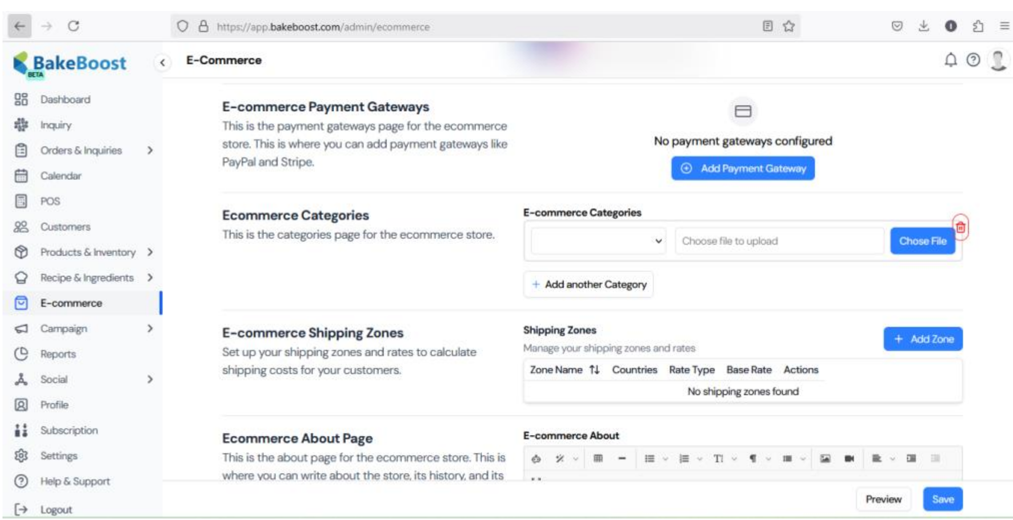
- Set **zones** by country/region
- Configure **rates** (flat, weight-based, etc.)
- *No zones added yet* (start by clicking "+")

About Page

- Customize **store story/history**
- **Preview** before publishing

Quick Actions:
✓ **Save** after each section
✓ **Upload** category images
✓ **Test** payment gateways

"Launch your bakery's online store effortlessly!"

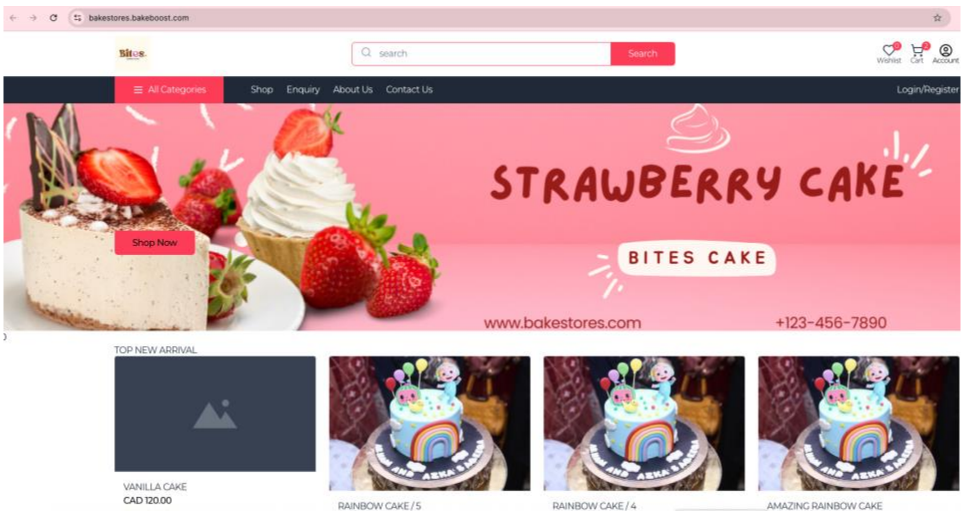


Now you can access your online store based on the name you have provided above while editing it

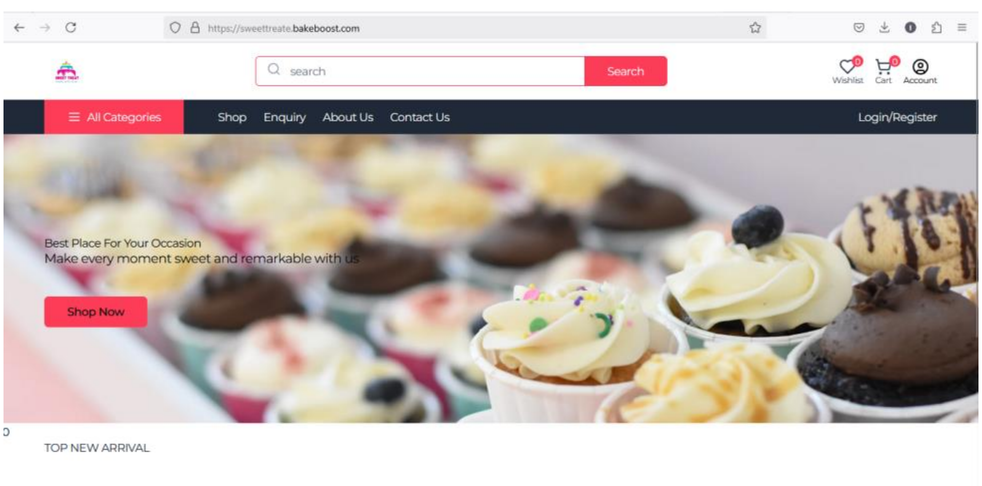
<cakeshopname>.bakeboost.com

Below example is

Bakestores.bakeboost.com



This example is stweetreat.bakeboost.com



Custom Inquiry Form:

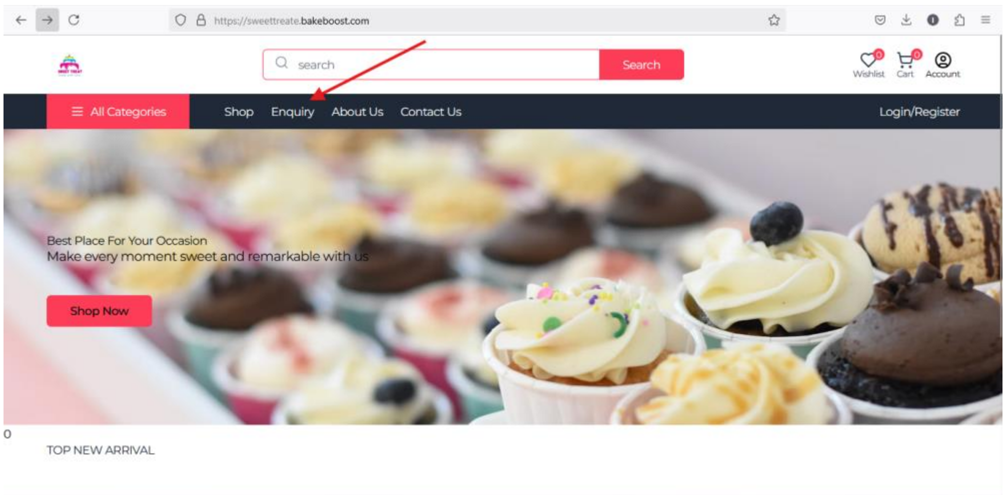
In the Menu, you can see that you also have an Enquiry form

Your tailored inquiry form is now active with:

✓ **Flexible fields** for customer requests

✓ **Seamless integration** with your workflow
✓ **Auto-saved data** for future follow-ups

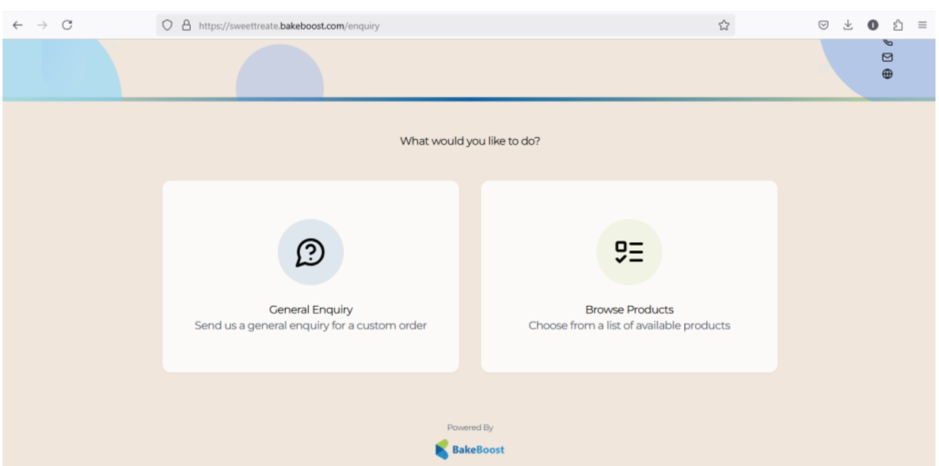
Start capturing leads effortlessly!



Or you can access directly

<yourcakeshop name>.bakeboost.com/enquiry

Sweettreat.bakeboost.com/enquiry



Custom Inquiry Form Overview

Your optimized inquiry form includes:
✓ All essential fields for complete customer requests
✓ Smart layout for easy data entry
✓ Responsive design (works on all devices)

Capture every detail while providing a smooth customer experience!

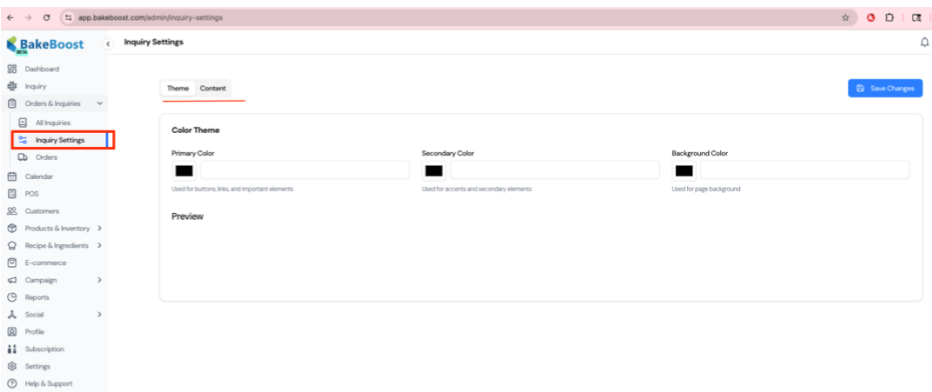
Key Features:

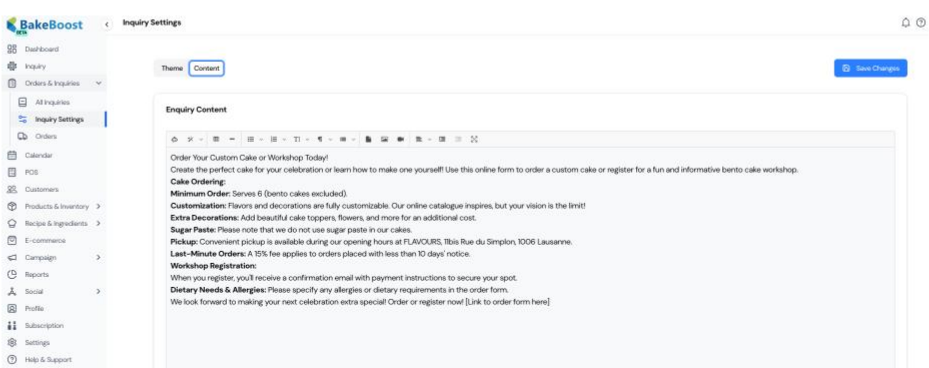
- Required fields are marked clearly
- Logical flow from contact to order specifics

"Turn inquiries into orders faster than ever!

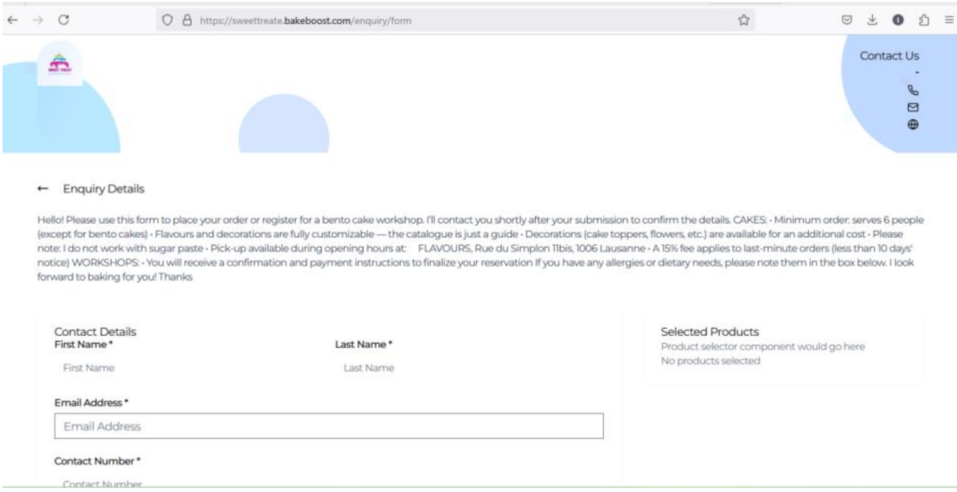
Settings of Enquiry form:

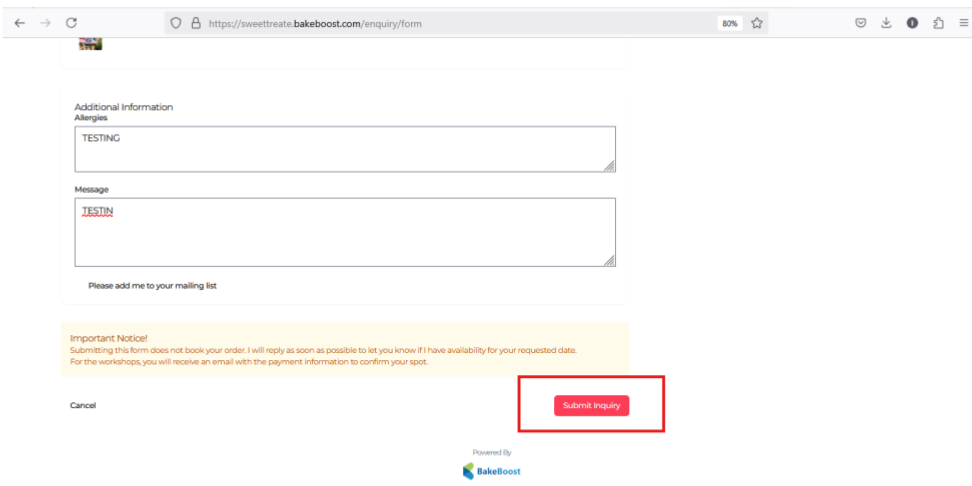
You can color the theme as per your color scheme, and update the content from the Inquiry settings



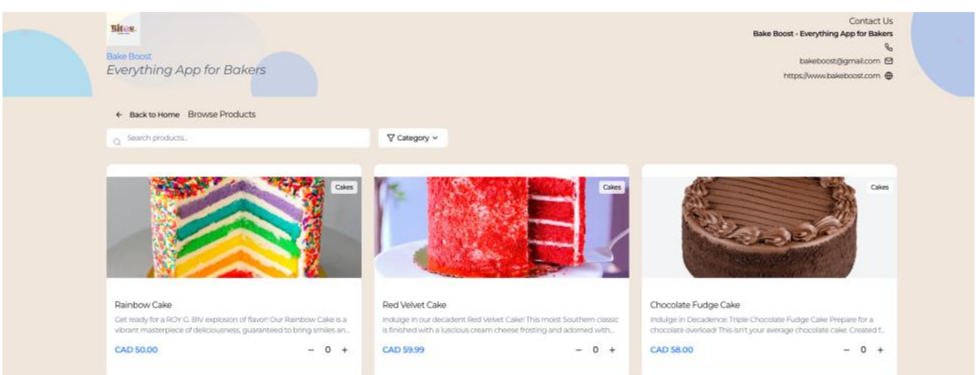


The Enquiry form:

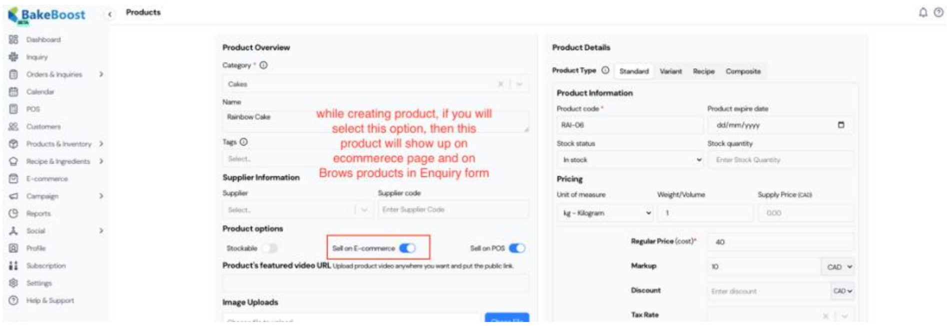




Browse products:



To show products on e-commerce and the Enquiry form. While creating the Product, you will select the checkmark.



When a customer submits your custom inquiry form:

1-Instant Organization

- All inquiries automatically appear in your Inquiry Dashboard
- Complete details displayed (contact info, request specifics, timestamps)

2- Click Actions (⁝ Menu)

- View full inquiry details
- Edit if updates are needed
- Delete outdated/spam inquiries

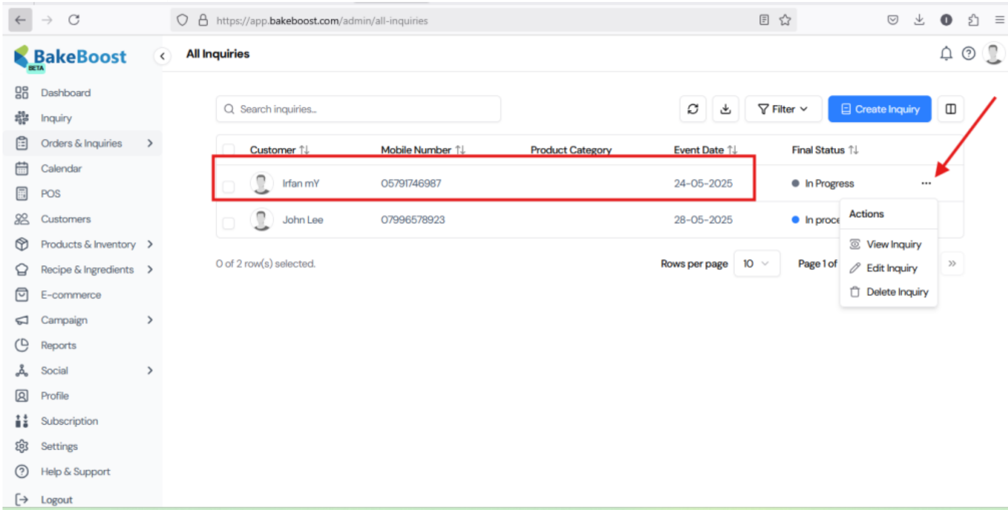
3-Workflow Integration

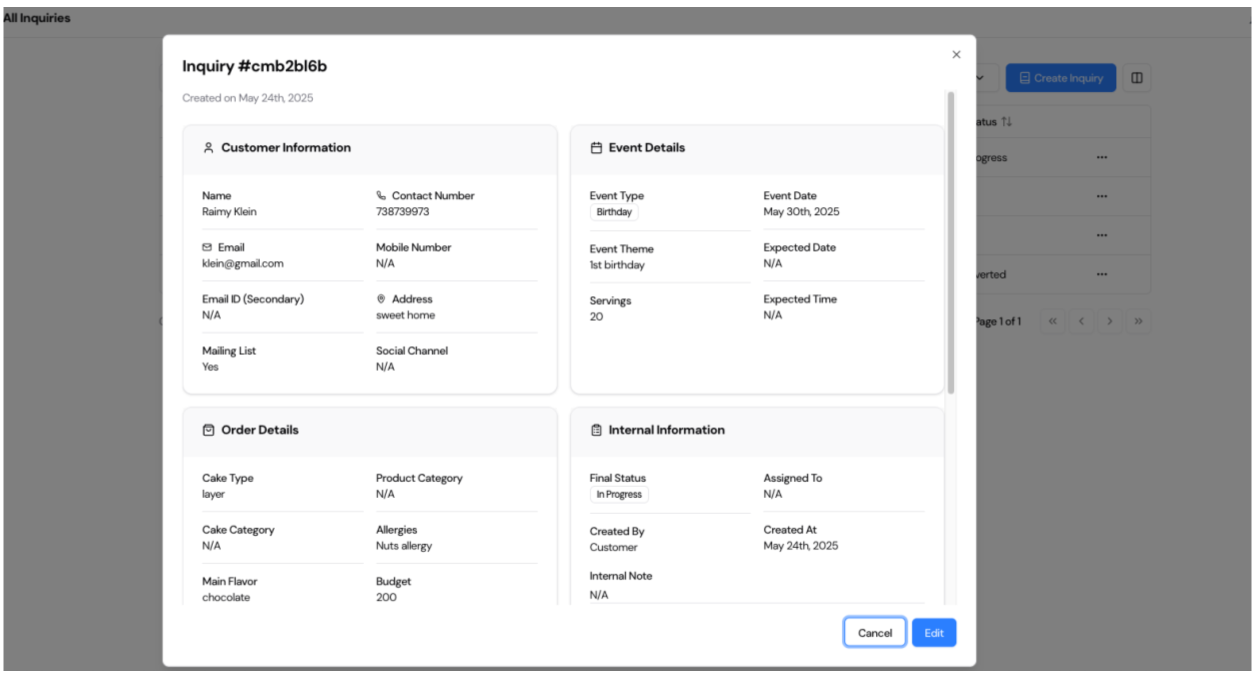
- Seamlessly convert inquiries to orders
- Track follow-up status (Pending/Processed)

Example Inquiry View:

🔷 Customer: irfanmy
🔷 Request: "birthday cake, fondant, delivery June 15"
🔷 Status: in process (dark badge)

"Your bakery's inquiry-to-order pipeline – now perfectly streamlined!"

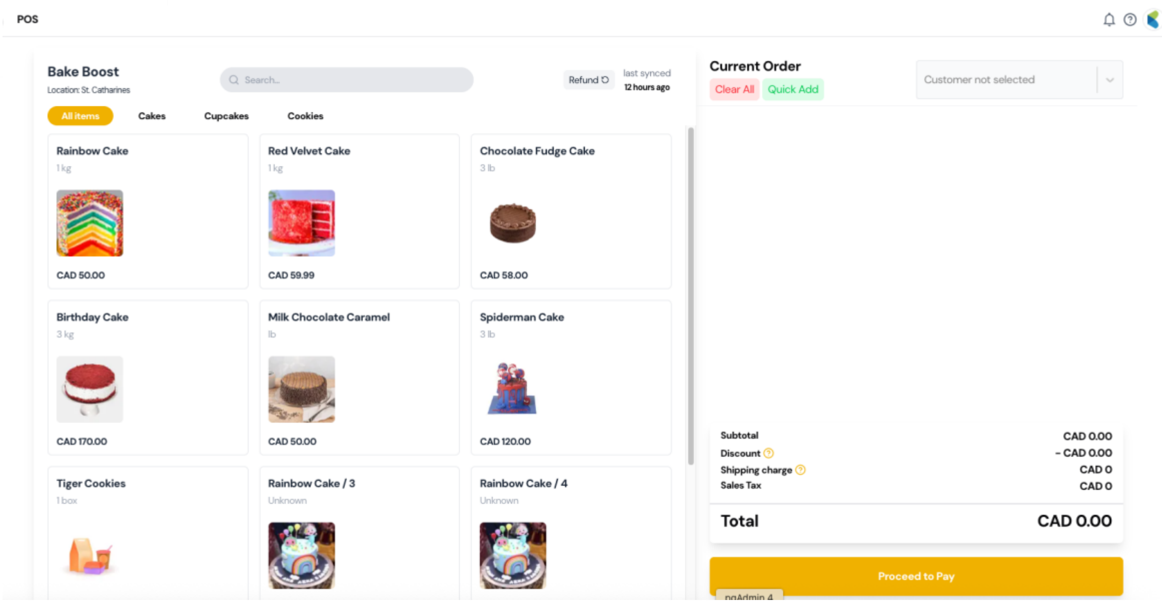




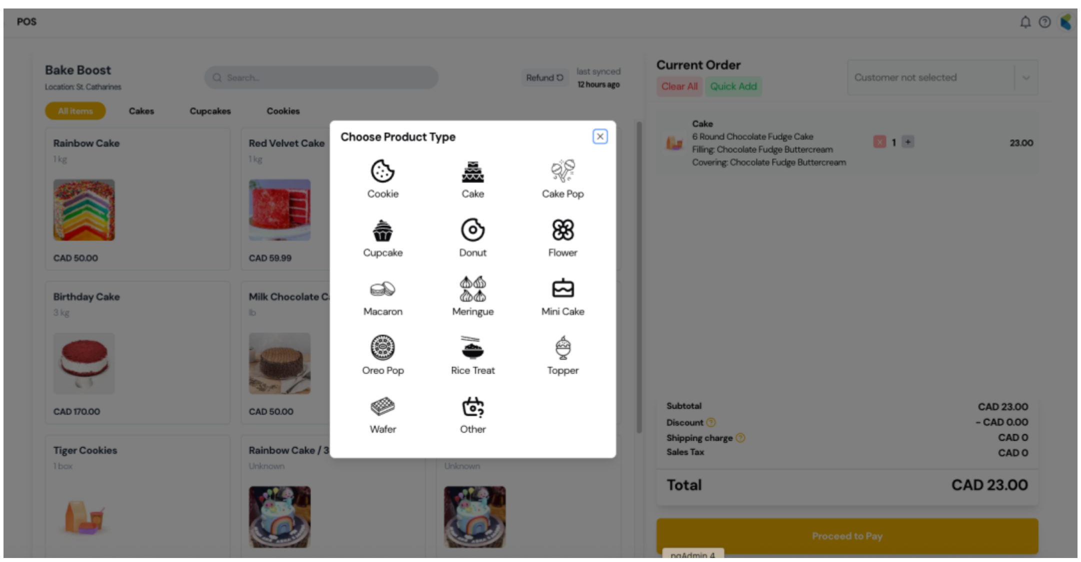
Point of Sale (POS)

This point-of-sale (POS) system is specifically tailored for bakers managing outlets or shops. It provides a convenient, in-store solution to optimize operations, from handling customer inquiries to processing orders efficiently.

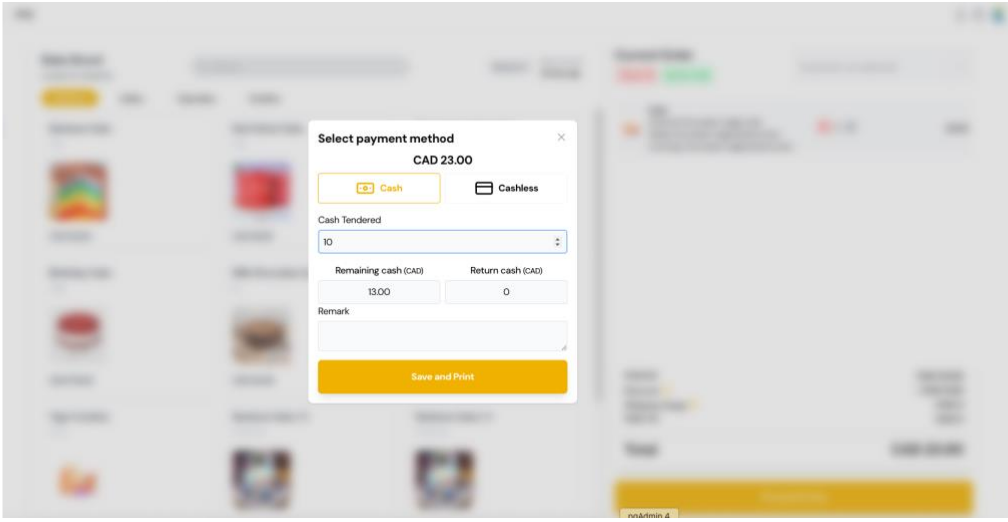
By integrating workflow automation with point-of-sale functionalities, bakers can ensure smooth transactions, better inventory management, and faster service, all vital for running a thriving bakery business.



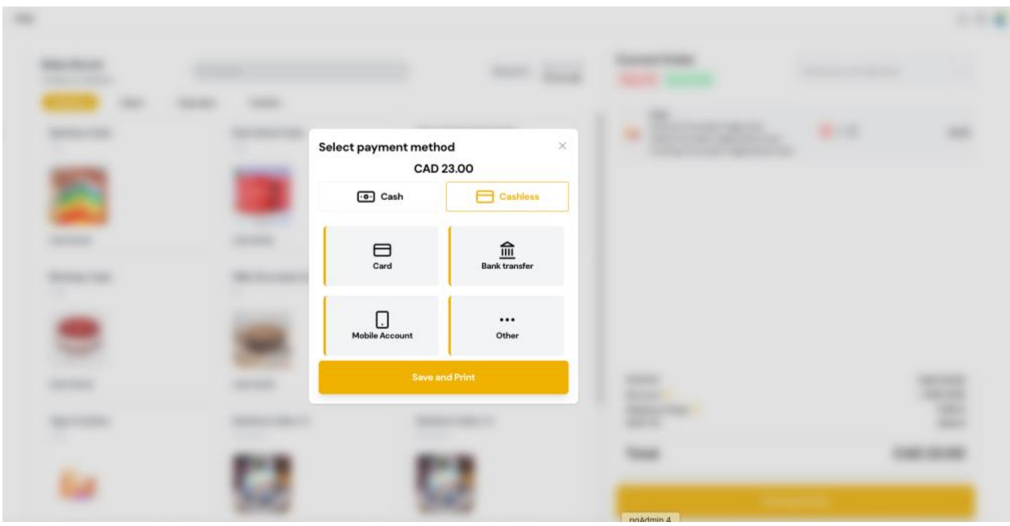
You can also add Quick add on the point of sale:

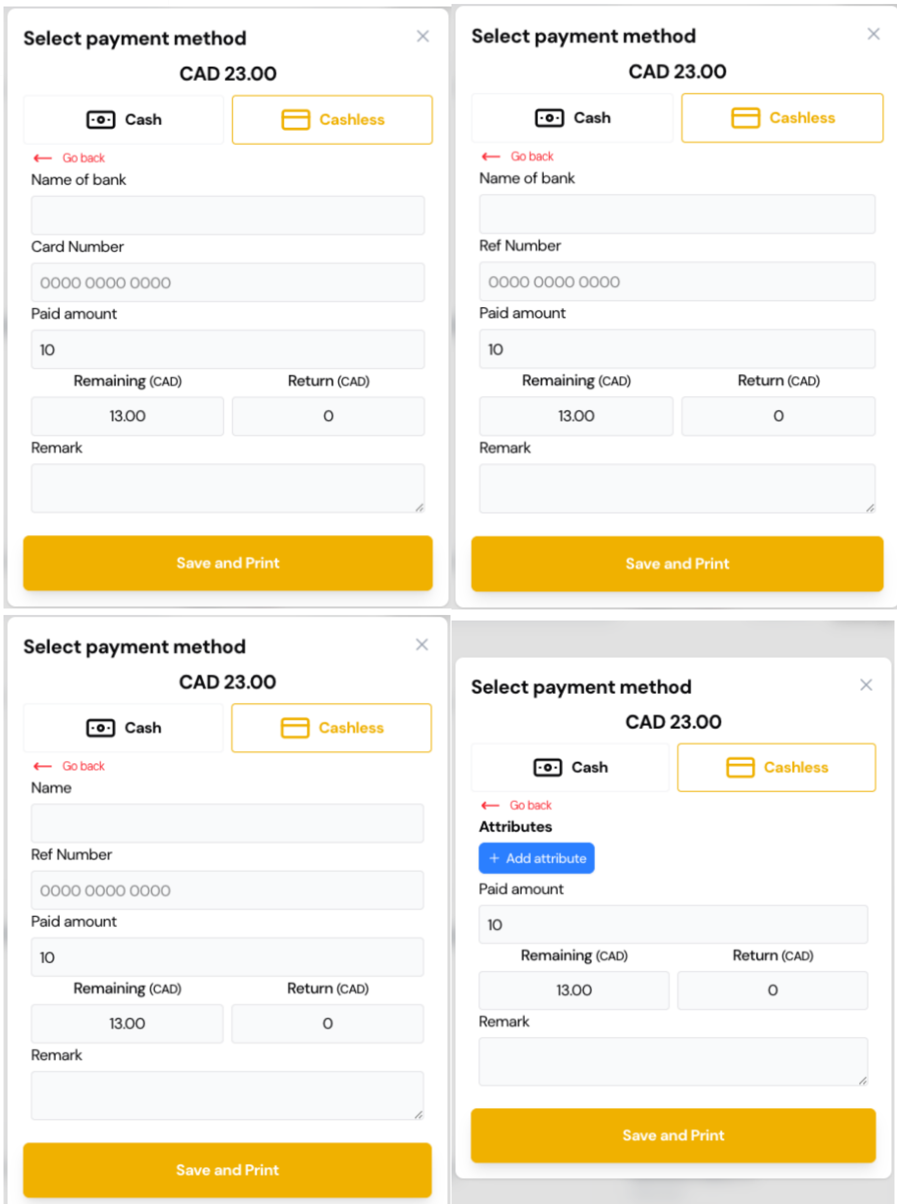


You can also select a customer if you know the customer is coming to the outlet to shop

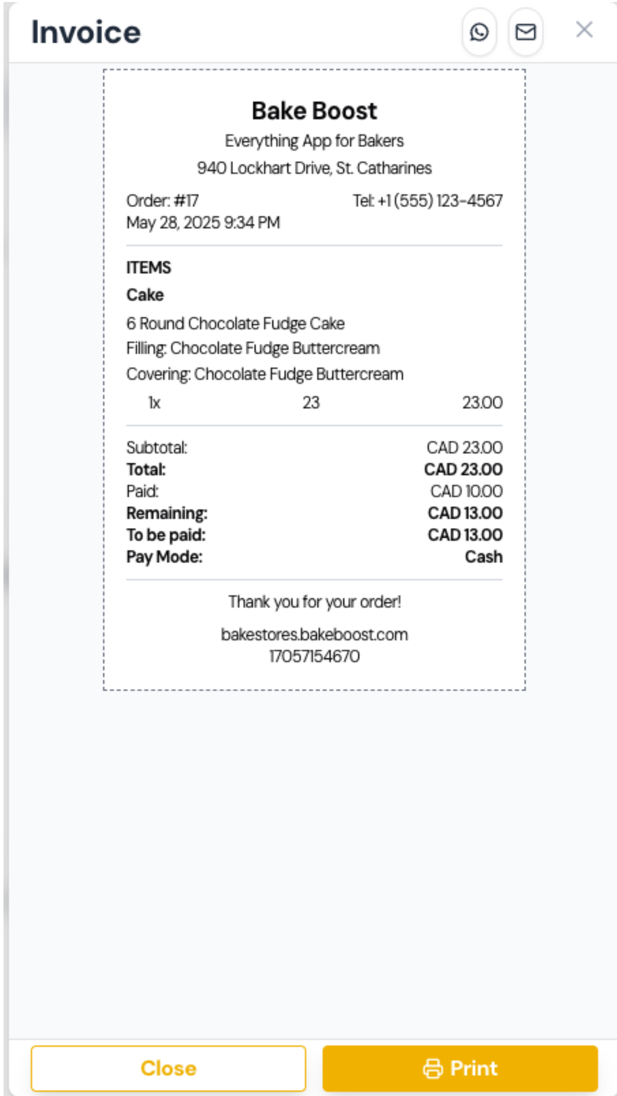


You can record the mode of payment from different sources:



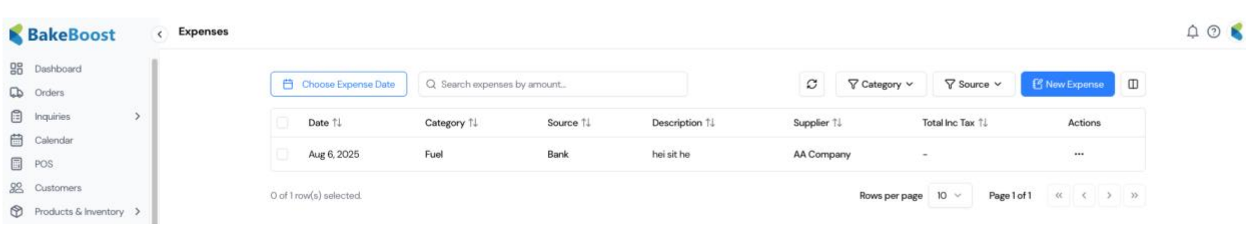


You can save and print by defining different printers from the settings page, allowing you to select specific printers used at outlets or shops.

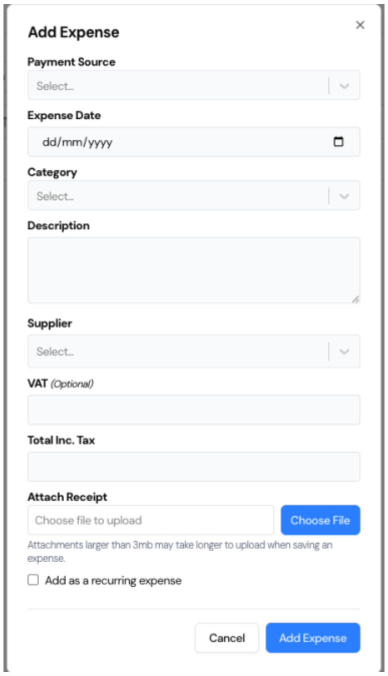


Expenses:

You can record your expenses:



Click on Add new Expense


Add Expense
Payment Source
Select...
Expense Date
dd/mm/yyyy
Category
Select...
Description
Supplier
Select...
VAT (Optional)
Total Inc. Tax
Attach Receipt
Choose file to upload
Choose File
Attachments larger than 3mb may take longer to upload when saving an expense.
Add as a recurring expense
Cancel
Add Expense

Campaign / Marketing:

Using the Campaign Management Feature

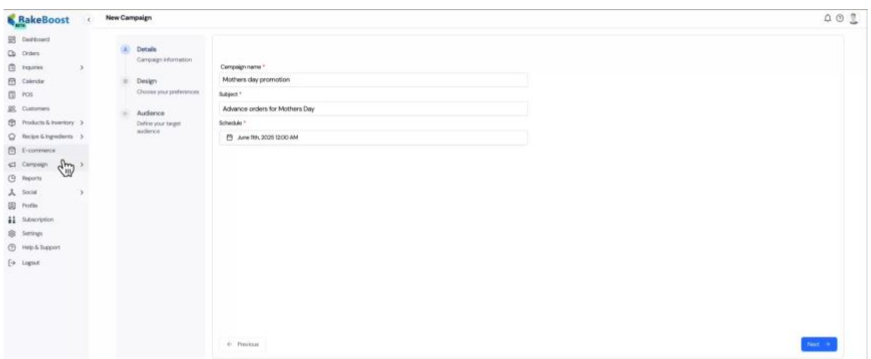
The Campaign Management feature allows bakers to easily create, manage, and promote special campaigns (e.g., for holidays, events, or new product launches) to attract customers and boost sales.

It gives you an option to send an emails to your customers/contacts

Example in this guide: Mother's Day Campaign

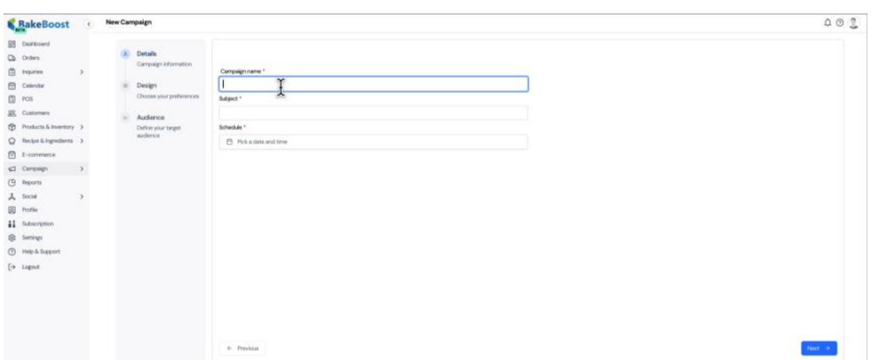
1. Access Campaign Management

Open the Bake Boost app. Navigate to the Campaigns tab from the bottom menu.



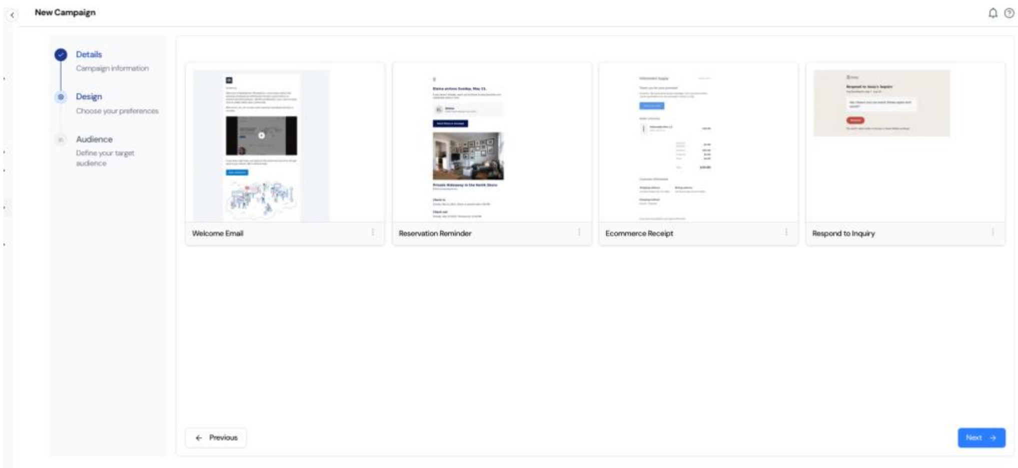
2. Create a New Campaign

'Create New Campaign'.



3. Choose a Template

Select a ready-made template (e.g., 'Mother's Day Special'). Templates include attractive designs and suggested text.

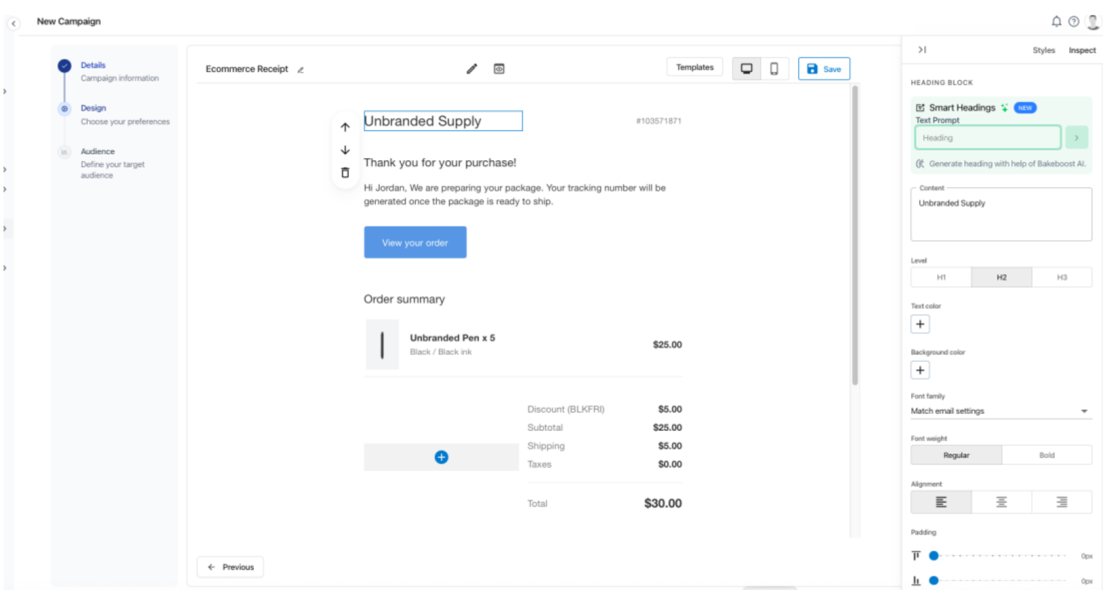


4. Customize Campaign Content

Edit campaign content:

- Headline
- Description
- Promo Code (optional)
- Campaign Image

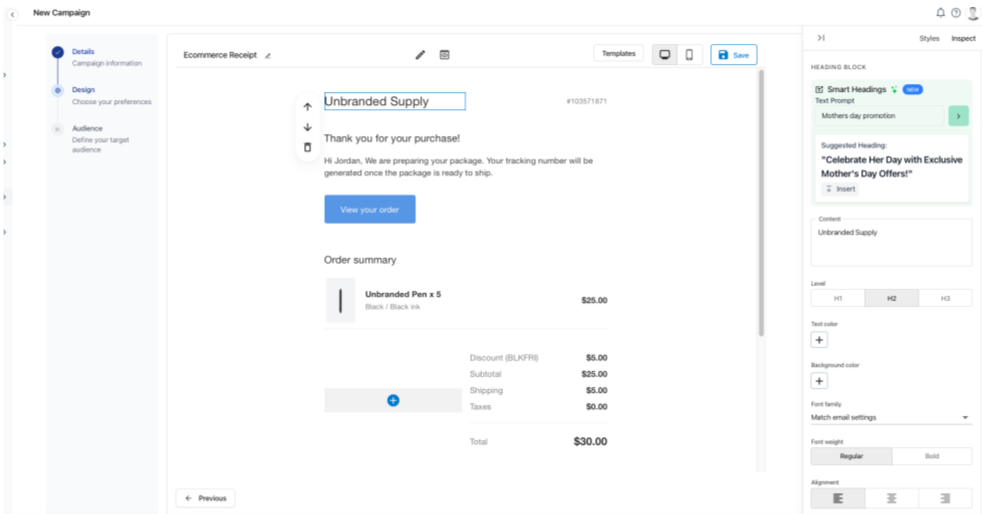
The writing can utilize Bake Boost AI features to create content based on the prompt.



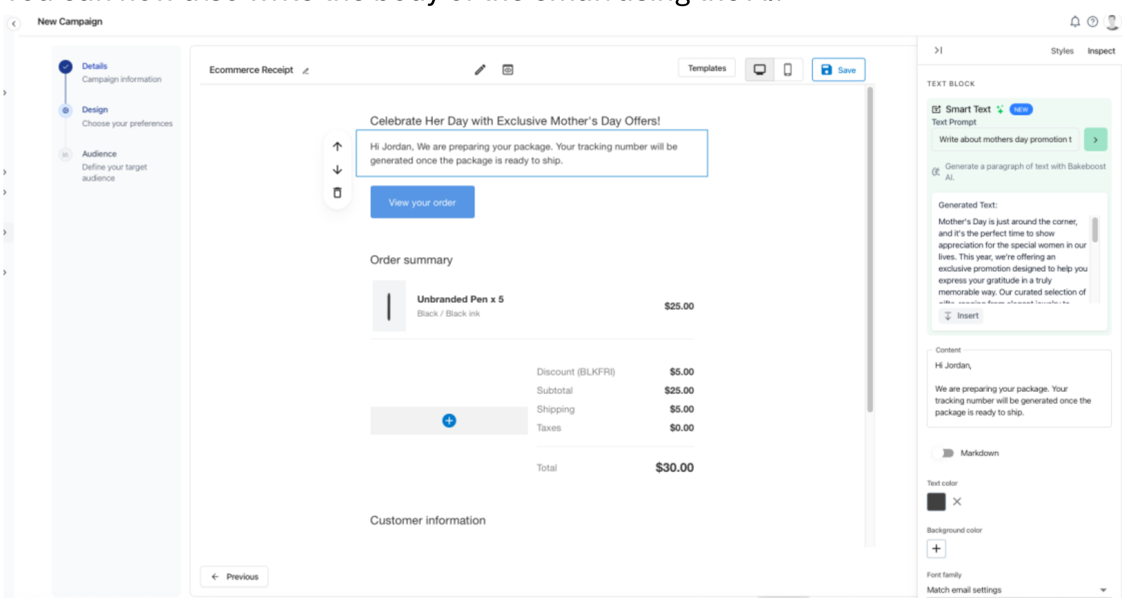
Example Prompt:

"Mother's Day Promotion"

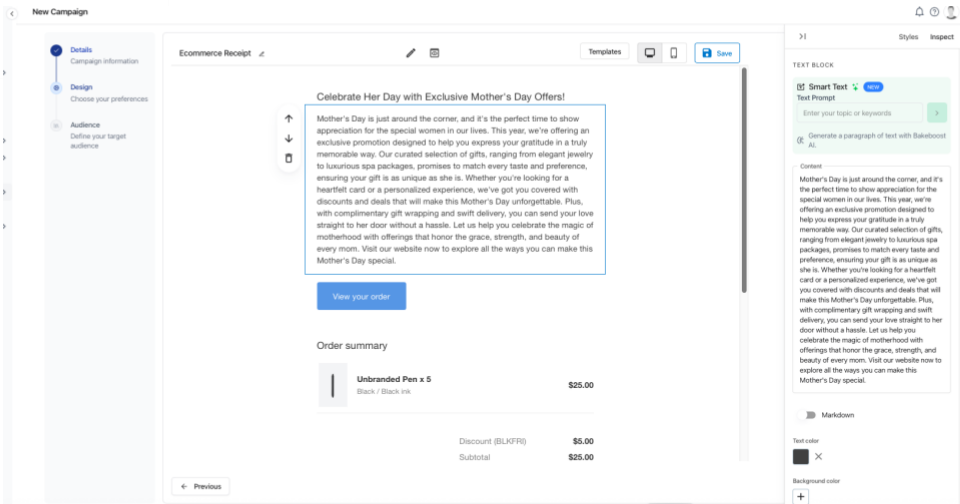
The AI responded with the suggested heading: **"Celebrate Her Day with Exclusive Mother's Day Offers!"**"



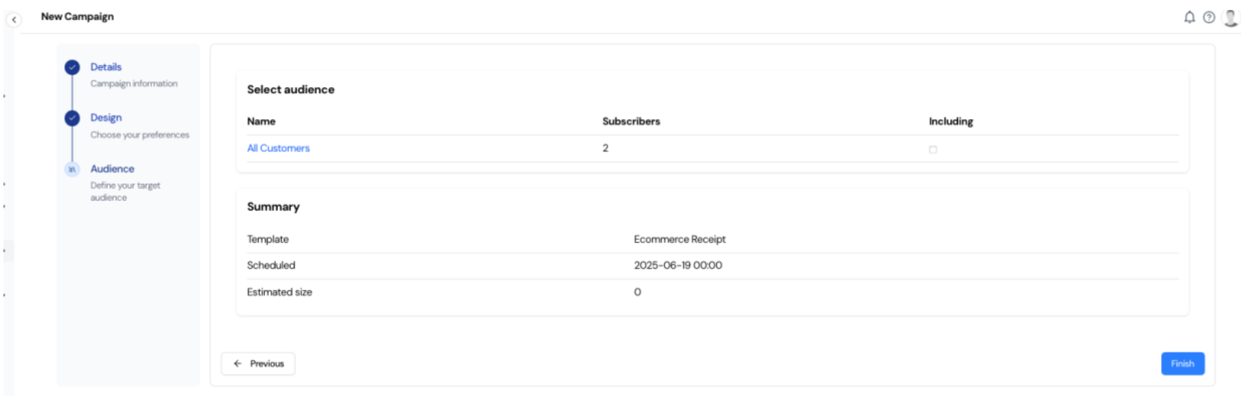
You can now also write the body of the email using the AI.



Example:



Preview your campaign before publishing. Make sure the design and text look great!



5. Publish the Campaign

Once you 'Publish,' your campaign/email will be scheduled according to the schedule.

Summary

✓ Simple setup with templates

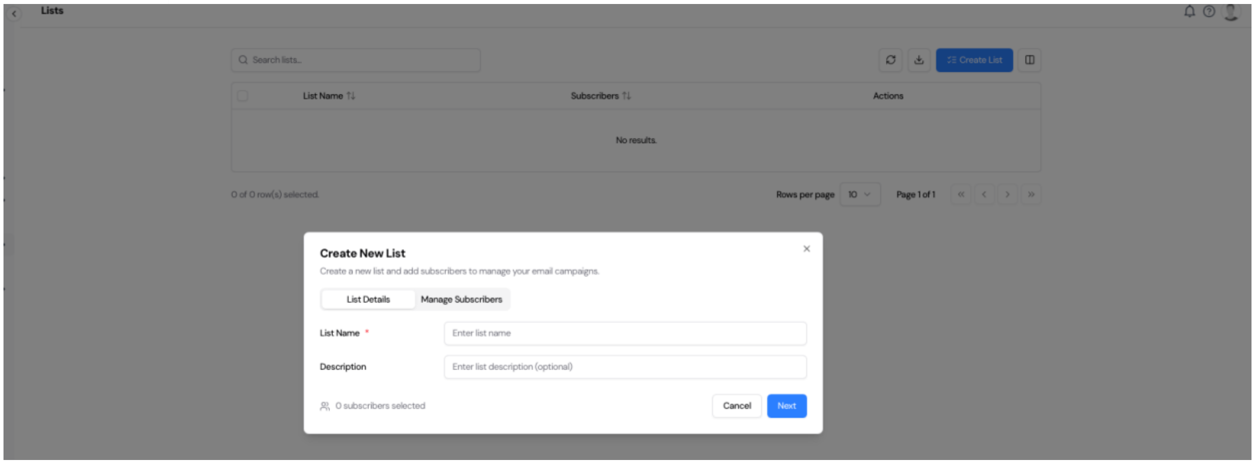
✓ Attractive campaigns for special occasions

✓ Performance tracking

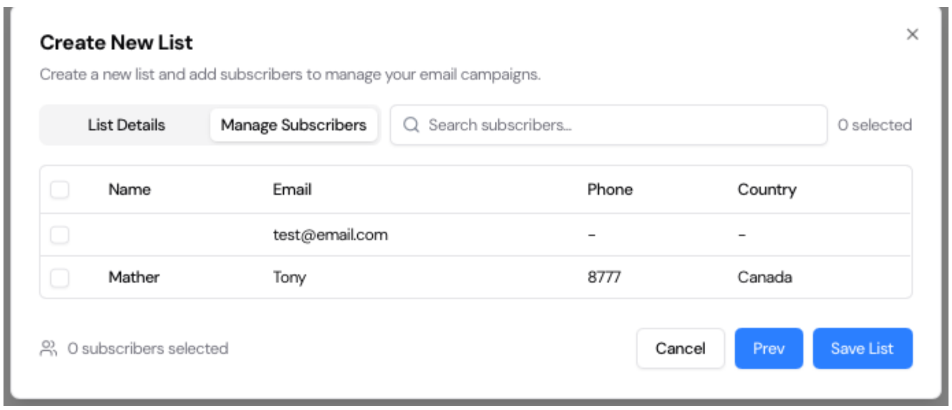
✓ Helps bakers boost sales & customer engagement

Lists:

To maximize the effectiveness of your email campaigns, you can segment your subscriber list based on demographics, interests, purchasing behavior, or engagement level. This allows for targeted messaging that resonates with different groups, whether promoting seasonal offers, new product launches, or exclusive benefits.



Manage existing subscribers to assign them to the list:

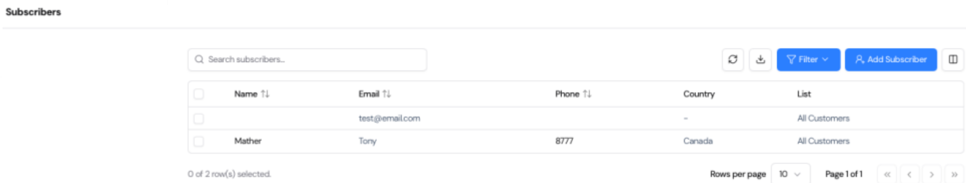


Subscriber:

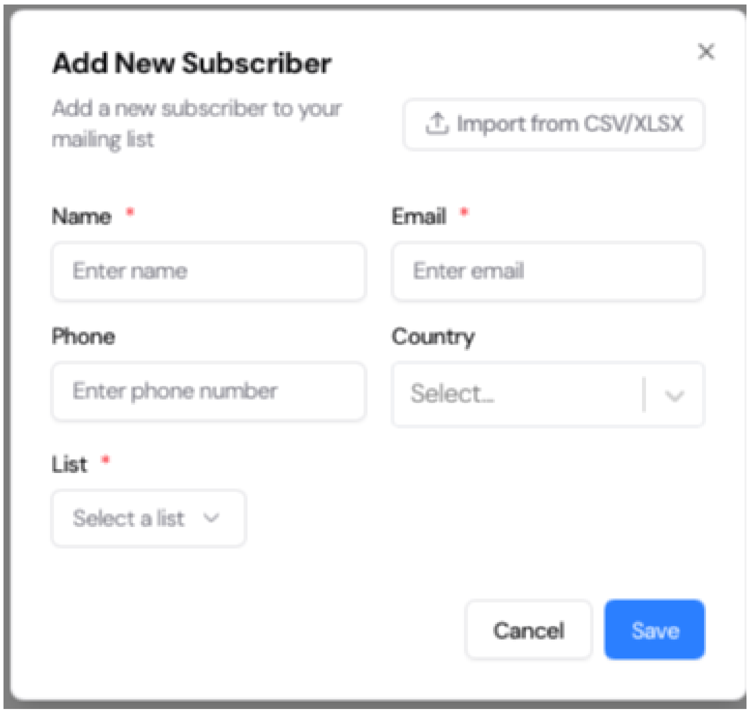
Subscribers are the cornerstone of your email campaigns. Every customer contact has the potential to become a subscriber, creating a seamless bridge between your business and your audience.

You can easily import and integrate new emails or contacts into your subscriber list, ensuring every interaction is an opportunity to grow your reach.

Whether adding contacts manually or uploading a batch of emails, the process is designed for simplicity and efficiency. With a robust subscriber base, your targeted messaging can resonate powerfully across demographics, interests, and behaviors, driving engagement and boosting sales.



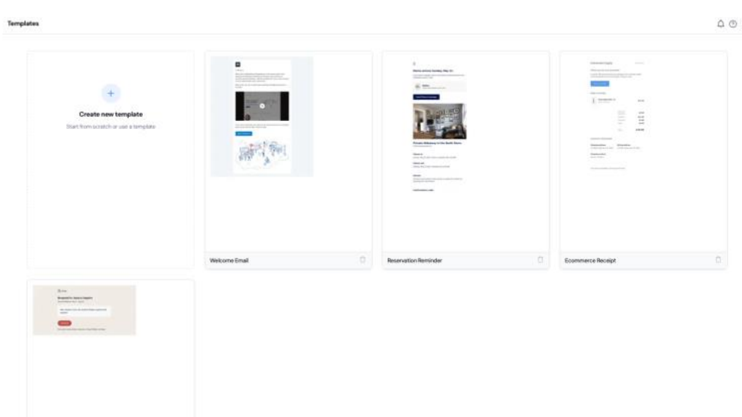
Addition of contacts as subscriber:



Templates:

You can also customize templates to align with your brand identity, incorporating your logo, color scheme, and typography to create a cohesive look.

This ensures that every campaign reflects your unique style and helps reinforce brand recognition among your audience.



Still work in progress for the remaining features to be added in this guide: