

MINI-GUIDE: Kitomba One

Kitomba One is the future

The internet is increasingly a part of our everyday life. We've been online for some time with kmail, Benchmark and Online Booking and [our next important step is Kitomba One](#).

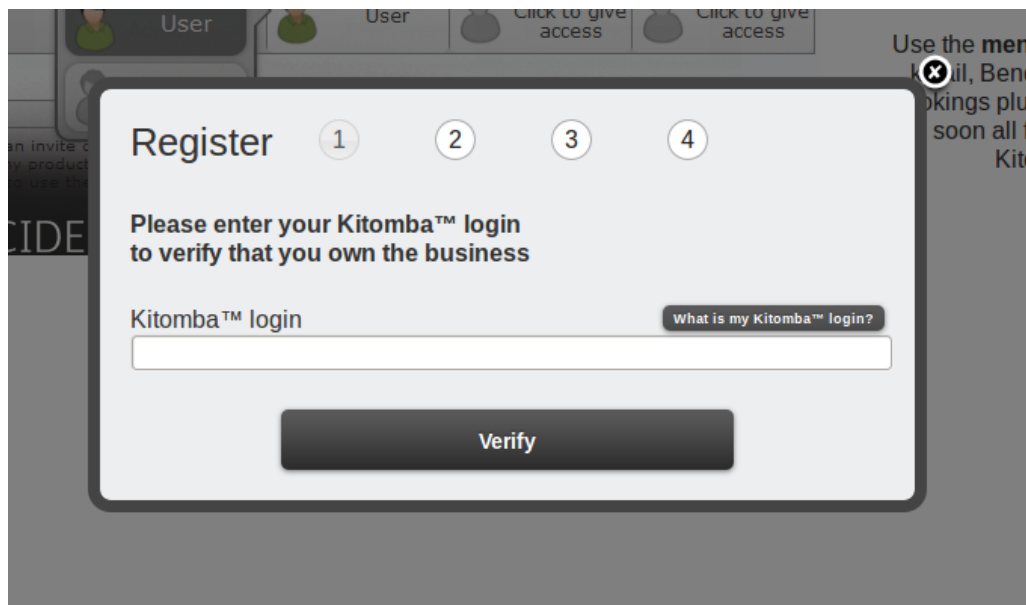
Kitomba One is the one and only place you need to go to access all Kitomba online services and you only need one username and password via the login page at www.kitomba.com. In the future we'll also be adding heaps of cool new services to Kitomba One, starting with reports.

Why use Kitomba One?

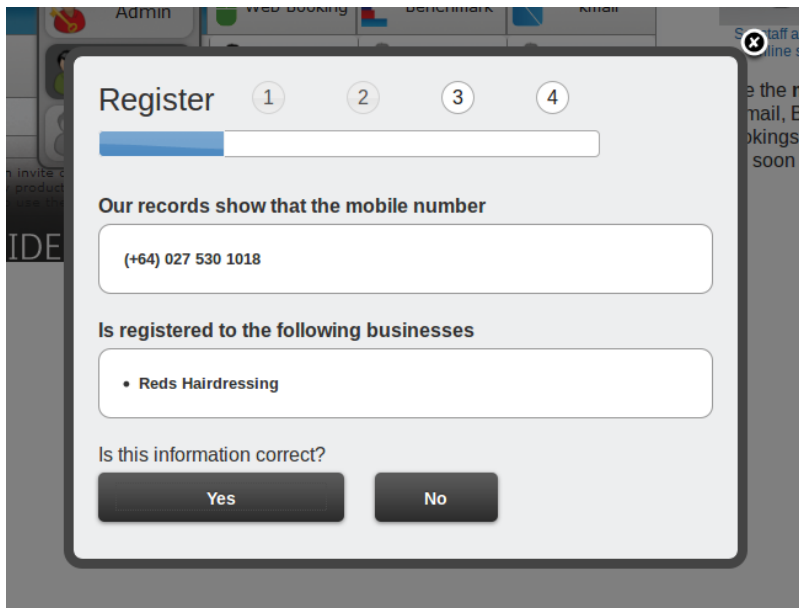
- It's a simple way to access all of Kitomba's online applications anywhere, anytime.
- You only need to remember your email address and password OR you can login using Facebook.
- You can grant anyone access to your online services with Kitomba One and you decide what their user permissions are. For example you might give your business coach access to Benchmark and your graphic designer access to kmail.
- If you want to change or remove user permissions, you can do this easily at anytime.
- It's also now really easy to jump from one service to another via the menu
- Take advantage of all the cool new developments that will be coming onto Kitomba One including reports, client search and more.

Registering for Kitomba One:

Visit www.kitomba.com and click on 'Register for Kitomba One' in the top right-hand corner or click on 'Login' if you've already registered.



We'll send you a text message with a code to verify your identity. If you don't have your mobile number listed with us you'll need to contact the helpdesk for assistance with registering.



Register 1 2 3 4

Our records show that the mobile number

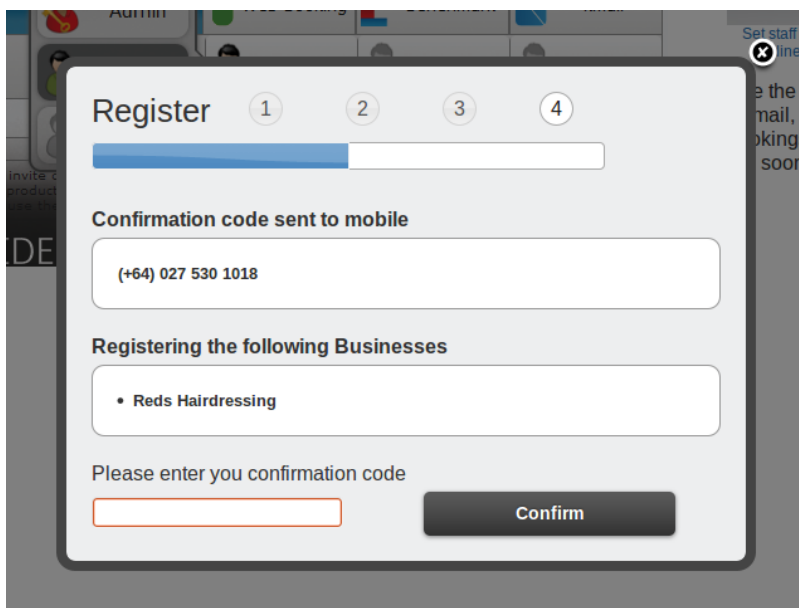
(+64) 027 530 1018

Is registered to the following businesses

- Reds Hairdressing

Is this information correct?

Yes No



Register 1 2 3 4

Confirmation code sent to mobile

(+64) 027 530 1018

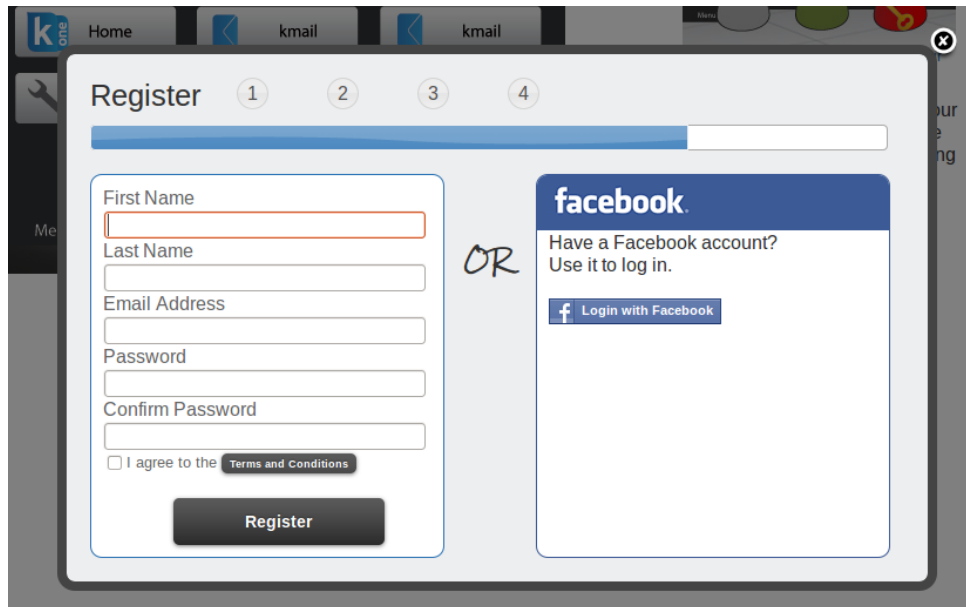
Registering the following Businesses

- Reds Hairdressing

Please enter you confirmation code

Confirm

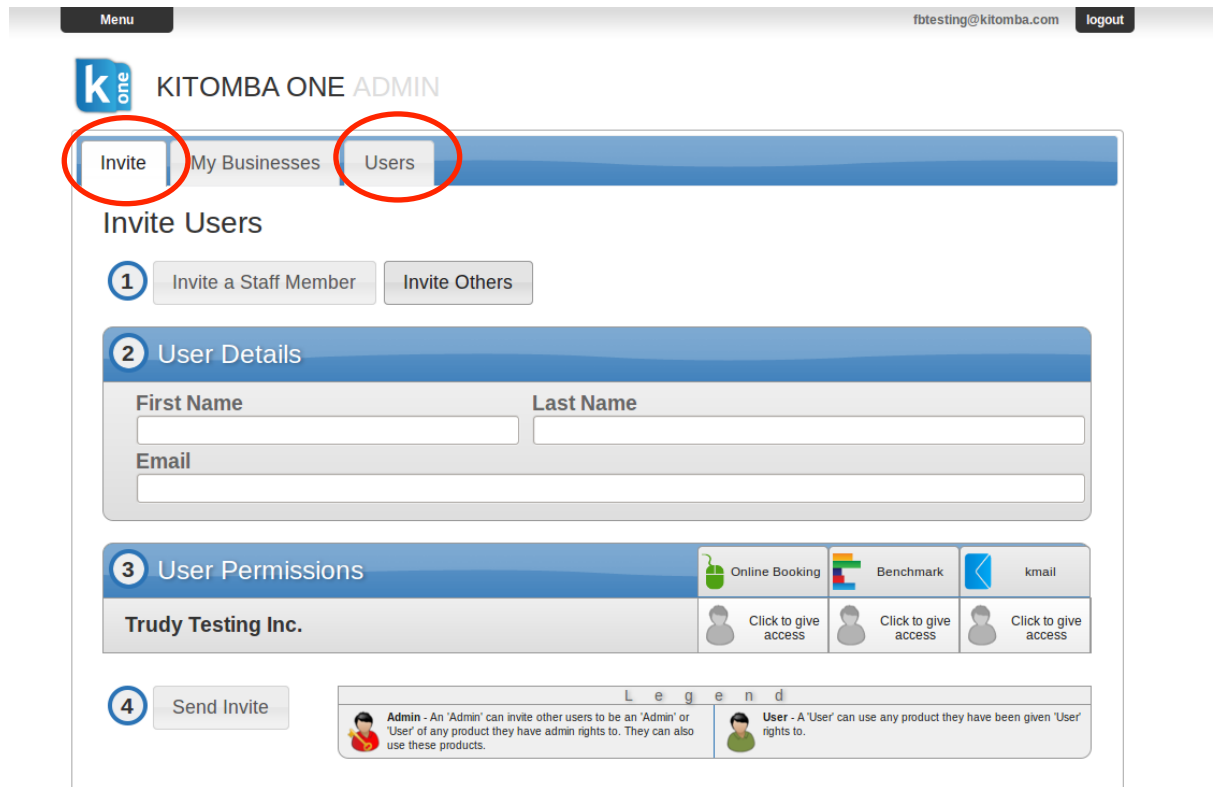
You can then decide if you want to register using your Facebook account.



Once you've completed registration you will be able to log in to Kitomba One where you can watch training videos on Benchmark, kmail and more.



It's easy to invite new users and control user permissions by clicking on the Admin button in the menu.



The screenshot shows the 'KITOMBA ONE ADMIN' interface. At the top, there is a navigation bar with 'Menu', 'fbtesting@kitomba.com', and 'logout'. Below this, the 'KITOMBA ONE ADMIN' header is visible. A blue navigation bar contains three buttons: 'Invite', 'My Businesses', and 'Users'. The 'Invite' and 'Users' buttons are circled in red. The main content area is titled 'Invite Users' and is divided into four numbered steps:

- 1** Invite a Staff Member: Includes buttons for 'Invite a Staff Member' and 'Invite Others'.
- 2** User Details: A form with input fields for 'First Name', 'Last Name', and 'Email'.
- 3** User Permissions: A section for 'Trudy Testing Inc.' with three columns for permissions: 'Online Booking', 'Benchmark', and 'kmail'. Each column has a 'Click to give access' button.
- 4** Send Invite: A 'Send Invite' button.

A 'Legend' section at the bottom explains the roles: 'Admin - An 'Admin' can invite other users to be an 'Admin' or 'User' of any product they have admin rights to. They can also use these products.' and 'User - A 'User' can use any product they have been given 'User' rights to.'

Want to see Kitomba One in action? Take a look at this short video: [Kitomba One: Getting Started](#)