

How to use Nolira

A step-by-step guide to the three Nolira apps: Nolira Desk on a Windows computer, and Nolira Team on iPhone and Android. One step at a time, with a picture for each.

1

Look for the orange numbers on each picture. Number 1 on the picture is step 1 in the list below it, number 2 is step 2, and so on. Do the steps in that order. The pictures show a demo salon called Salon Melati. Every name, phone number and amount in them is made up.

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1 topics

PART 1

Before you start

What Nolira is, which app to use, and what you need before you sign in for the first time.

Three apps, one salon

Nolira keeps your salon's bookings, bills, cash drawer, stock and staff in one place. You can use it in three ways. All three show the same salon, so a booking made on one appears on the others.

- 1** Nolira Desk is for the Windows computer at the front counter. The receptionist and the owner use it for everything: bookings, bills, the till, stock, staff and reports.
- 2** Nolira Team on iPhone is for staff and owners on the move: today's visits, walk-ins, bills, customers and approvals.
- 3** Nolira Team on Android does the same as the iPhone app, on an Android phone.

💡 Where to get the apps today: Nolira Desk is not on the Microsoft Store yet, so we set it up with you directly. Nolira Team has been sent to the App Store and Google Play for review and is not in either store yet. This guide will say when that changes.

What you need to sign in

You need three things. Keep them somewhere safe.

- 1 Your salon code. It is the short name of your salon, the same one in your booking link. Salon Melati's is salon-melati.
- 2 Your email address. The owner uses the email they registered with. Staff use the email the owner invited.
- 3 Your password. Staff choose their own password from the invitation email. Nobody else, not even Nolira, can see it.

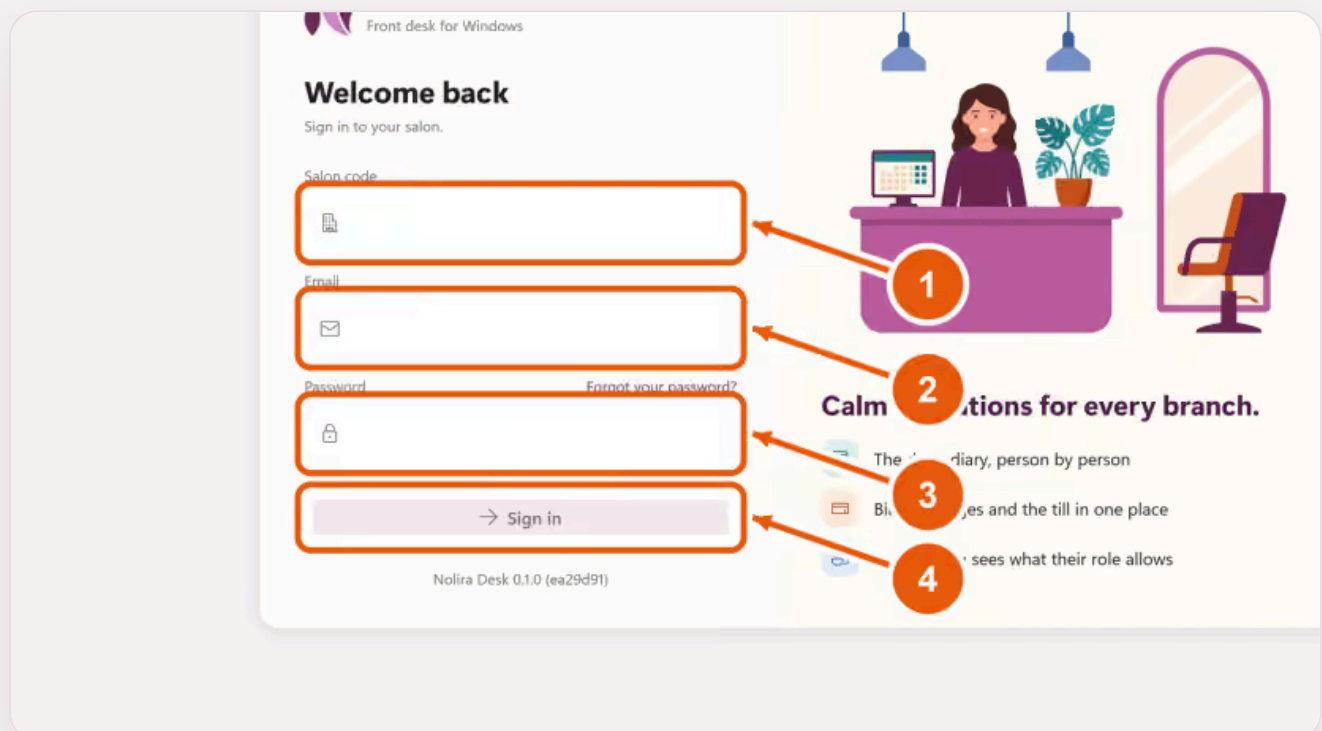
🔑 Forgot your password? Press Forgot your password? on the sign-in screen and follow the email. You also need an internet connection.

PART 2

Nolira Desk on Windows

The front counter's app. Open it from the Nolira Desk icon on the computer. The menu on the left takes you to every screen.

Sign in

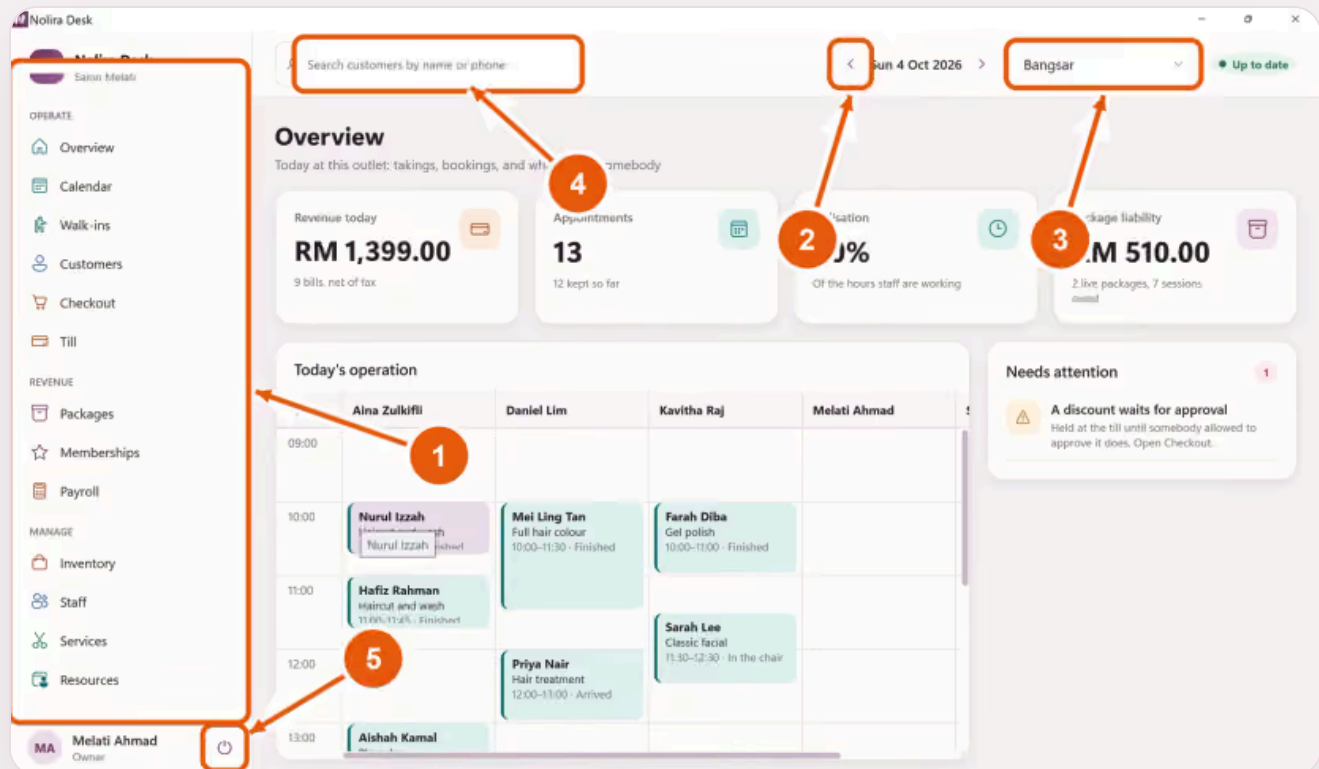


- 1 Click the Salon code box and type your salon code.
- 2 Click the Email box and type your email.
- 3 Click the Password box and type your password.
- 4 Click **Sign in**.

💡 Desk remembers you. Next time it opens straight to your salon.

Find your way around

After signing in you see Overview: today's takings, today's visits, and anything that needs somebody.



- 1 The menu. Click a name to open that screen. Scroll it down to see more.
- 2 The day. Use the arrows to look at yesterday or tomorrow.
- 3 The outlet. If your salon has more than one, choose which one you are looking at.
- 4 Search for a customer by name or phone number from any screen.
- 5 Sign out, when you leave the computer for someone else.

💡 Up to date, at the top right, means Desk is talking to Nolira. If it says something else, check the internet.

See the day's bookings

Click Calendar in the menu. Each column is one person. Each box is one visit, with the customer, the treatment and the time.

Nolira Desk
Salon Melati

OPERATE

- Overview
- Calendar**
- Walk-ins
- Customers
- Checkouts
- Till

REVENUE

- Packages
- Memberships
- Payroll

MANAGE

- Inventory
- Staff
- Services
- Resources

Calendar
Staff, and who they are seeing, hour by hour

Search customers by name or phone

Sun 4 Oct 2026 | Bangsar | Up to date

Time	Aina Zulkifli	Daniel Lim	Kavitha Raj	Melati Ahmad	Siti
09:00					
10:00	Nurul Izzah Haircut and wash 10:00-10:30 - Finished	Mei Ling Tan Hair colour 10:00-11:00 - Finished	Farah Diba Gel polish 10:00-11:00 - Finished		
11:00	Hafiz Rahman Haircut and wash 11:00-11:25 - Finished		Sarah Lee Classic facial 11:30-12:30 - In the chair		
12:00		Priya Nair Hair treatment 12:00-13:00 - Arrived			
13:00	Aishah Kamal Haircut and wash 13:00-13:30 - Finished	Walk-in Haircut and wash 13:00-13:30 - Finished			
14:00			Rachel Goh Manicure 14:00-14:45 - Booked		
15:00	Zulalika Omar Full hair colour 15:00-16:30 - Booked	Jason Wong Haircut and wash 14:30-15:15 - Booked			
16:00					

+ New appointment

Choose an appointment on the calendar to move it along.

1

2

1 Click a visit to see it and move it along.

2 Click **New appointment** to book someone in.

A customer arrives

Each visit moves through the day: Booked, Confirmed, Arrived, In the chair, Finished.
The button on the right always shows the next step.

The screenshot shows the Nolira Desk software interface. On the left is a sidebar with navigation options: OPERATE (Overview, Calendar, Walk-ins, Customers, Checkout, Till), REVENUE (Packages, Memberships, Payout), and MANAGE (Inventory, Staff, Services, Resources). The main area displays a 'Calendar' for 'Sun 4 Oct 2026' in 'Bangsar'. The calendar grid shows appointments for staff: Aina Zulkifli, Daniel Lim, Kavitha Raj, Melati Ahmad, and Siti. A customer, Aishah Kamal, is highlighted in the 13:00 slot. To the right of the calendar is a panel for 'Aishah Kamal' showing the service 'Blow dry' and the status 'Arrived From 13:00'. Three numbered orange circles indicate the workflow: 1 points to the customer's visit on the calendar, 2 points to the 'Start' button, and 3 points to the 'Cancel this visit' button.

Time	Aina Zulkifli	Daniel Lim	Kavitha Raj	Melati Ahmad	Siti
09:00					
10:00	Nurul Izzah Haircut and wash 10:00-10:45 - Finished	Mei Ling Tan Full hair colour 10:00-11:30 - Finished	Farah Diba Gel polish 10:00-11:00 - Finished		
11:00	Hafiz Rahman Haircut and wash 11:00-11:45 - Finished		Sarah Lee Classic facial 11:30-12:30 - In the chair		
12:00		Priya Nair Hair treatment 12:00-13:00 - Arrived			
13:00	Aishah Kamal	Walk-in			
14:00			Jachel Goh Manicure 14:00-14:45 - Booked		
15:00	Zulalika Omar Full hair colour 15:00-16:30 - Booked	Jason Wong Haircut and wash 14:30-15:15 - Booked			
16:00					

- 1 Click the customer's visit on the calendar.
- 2 Click the purple button on the right. It says what happens next: **Confirm**, then **Arrived** when they walk in, **Start** when the treatment begins, and **Done** when it ends.
- 3 If the visit is not going ahead, see Cancel a visit below.

Book an appointment: the treatment

The screenshot shows a booking interface. At the top, there's a date selector set to 'Sun 4 Oct 2026' and a location dropdown set to 'Bangsar'. A '+ New appointment' button is highlighted with a red box and an arrow pointing to it. Below the header is a calendar grid with columns for different staff members: Daniel Lim, Kavitha Raj, Melati Ahmad, and Siti. The grid shows various appointments with names, services, and statuses. A red circle with the number '2' is placed over the 'Treatment' dropdown in the 'New appointment' form, with an arrow pointing to it. The 'New appointment' form is open on the right, showing a list of treatments: Blow dry, Brightening facial, Classic facial, Full hair colour, Gel polish, Haircut and wash, and Hair treatment. The form also has a 'Close' button and a 'Treatment' dropdown menu.

phone

< Sun 4 Oct 2026 > Bangsar Up to date

our by hour

Daniel Lim	Kavitha Raj	Melati Ahmad	Siti
Mei Ling Tan Full hair colour 10:00–11:30 · Finished	Farah Diba Gel polish 10:00–11:00 · Finished		
	Sarah Lee Classic facial 11:30–12:30 · In the chair		
Priya Nair Hair treatment 12:00–13:00 · Arrived			
Walk-in Please check			

New appointment < Close

For the day in the top bar. New is a connection: a booking nobody could check is a promise about a chair.

Treatment

1

- Blow dry
- Brightening facial
- Classic facial
- Full hair colour
- Gel polish
- Haircut and wash
- Hair treatment

- 1 Click **New appointment**. A form opens on the right.
- 2 Click Treatment and choose what the customer wants.

💡 The booking is for the day shown at the top. Change the day first if the customer wants another day.

Book an appointment: who and for whom

by hour

+ New appointment

Daniel Lim	Kavitha Raj	Melati Ahmad	Siti I
Mei Ling Tan Full hair colour 10:00–11:30 · Finished	Farah Diba Gel polish 10:00–11:00 · Finished		
Priya Nair Hair treatment 12:00–13:00 · Arrived	Sarah Lee Classic facial 11:30–12:30 · In the chair		
Walk-in Please show up			
Jason Wong Haircut and wash 14:30–15:15 · Booked	Rachel Goh Manicure 14:00–14:45 · Booked		

New appointment Close

For the day in the top bar. Needs a connection: a booking nobody could check is a promise about a chair.

Treatment
Manicure

With, or leave empty for whoever is free
Kavitha Raj

Customer, by name or phone
Farah Find

Farah Diba

For Farah Diba

Find a time

Book

Aishah Kamal
Blow dry
In the chair From 13:00

- 1 Under With, choose the staff member the customer asked for. Leave it empty for whoever is free.
- 2 Type the customer's name or phone number.
- 3 Click **Find**.
- 4 Click the customer's name in the list. Their name then shows after For. If only one person matches, Desk chooses them for you.

? Booking someone who is not a customer yet? Leave the name box empty. The visit is then booked as a walk-in.

Book an appointment: the time

The screenshot shows a booking interface. On the left is a calendar grid with appointment slots. On the right is a sidebar with a search bar and a list of available times. Two orange circles with numbers 1 and 2 are placed over the sidebar. Circle 1 points to the 'Find a time' button, and circle 2 points to the '12:30 with Kavitha Raj' option.

Manicure

With, or leave empty for whoever is free

Kavitha Raj

Customer, by name or phone

Farah

Find

Farah Diba

For Farah Diba

Find a time

12:30 with Kavitha Raj

12:45 with Kavitha Raj

13:00 with Kavitha Raj

- 1 Click **Find a time**. Nolira lists every time that is free.
- 2 Click the time the customer wants.

Book an appointment: save it

The screenshot shows the same booking interface as before. An orange circle with the number 1 is placed over the 'Book' button at the bottom of the sidebar.

Farah Diba

For Farah Diba

Find a time

12:30 with Kavitha Raj

12:45 with Kavitha Raj

13:00 with Kavitha Raj

13:15 with Kavitha Raj

Book

- 1 Check the time you chose is highlighted, then scroll the form down and click **Book**.

The booking is on the calendar

Nolira Desk
Salon Melati

OPERATE

- Overview
- Calendar**
- Walk-ins
- Customers
- Checkout
- Till

REVENUE

- Packages
- Memberships
- Payroll

MANAGE

- Inventory
- Staff
- Services
- Resources

MA Melati Ahmad Owner

Search customers by name or phone

< Sun 4 Oct 2026 > Bangsar Up to date

Calendar

Staff, and who they are seeing, hour by hour

Time	Alina Zulkifli	Daniel Lim	Kavitha Raj	Melati Ahmad	Siti
09:00					
10:00	Nurul Izzah Haircut and wash 10:00-10:45 - Finished	Mei Ling Tan Full hair colour 10:00-11:30 - Finished	Farah Diba Gel polish 10:00-11:00 - Finished		
11:00	Hafiz Rahman Haircut and wash 11:00-11:45 - Finished		Sarah Lee Classic facial 11:30-12:30 - In the chair		
12:00		Priya Nair Hair treatment 12:00-13:00 - Arrived			
13:00	Aishah Kamal Manicure	Walk-in Manicure	Farah Diba Manicure 13:00-13:15 - Booked		
14:00			Rachel Goh Manicure 14:00-14:45 - Booked		
15:00	Zulaikha Omar Full hair colour 15:00-16:30 - Booked	Jason Wong Haircut and wash 14:00-15:15 - Booked			
16:00					

Farah Diba
Manicure
Booked From 13:15

Confirm No show

Why it is being called off

Cancel this visit

- 1 The new visit appears on the calendar and is chosen for you.
- 2 Click **Confirm** once the customer has said they are coming.

Cancel a visit

hour by hour

+ New appointment

	Daniel Lim	Kavitha Raj	Melati Ahmad	Siti
	Mei Ling Tan Full hair colour 10:00–11:30 · Finished	Farah Diba Gel polish 10:00–11:00 · Finished		
	Priya Nair Hair treatment 12:00–13:00 · Arrived	Sarah Lee Classic facial 11:30–12:30 · In the chair		
	Walk-in Blow dry			
	Jason Wong Haircut and wash 14:30–15:15 · Booked	Rachel Goh Manicure 14:00–14:45 · Booked		

Walk-in
Blow dry
Booked From 13:30

→ Confirm × No show

Why it is being called off

ed without the customer by mistake

× Cancel this visit

1

2

- 1 Click the visit, then type why it is being cancelled, for example Customer is sick.
- 2 Click **Cancel this visit**.

💡 If the customer simply did not come, click **No show** instead. Nolira keeps both, so you can see later who often misses visits.

Add a walk-in

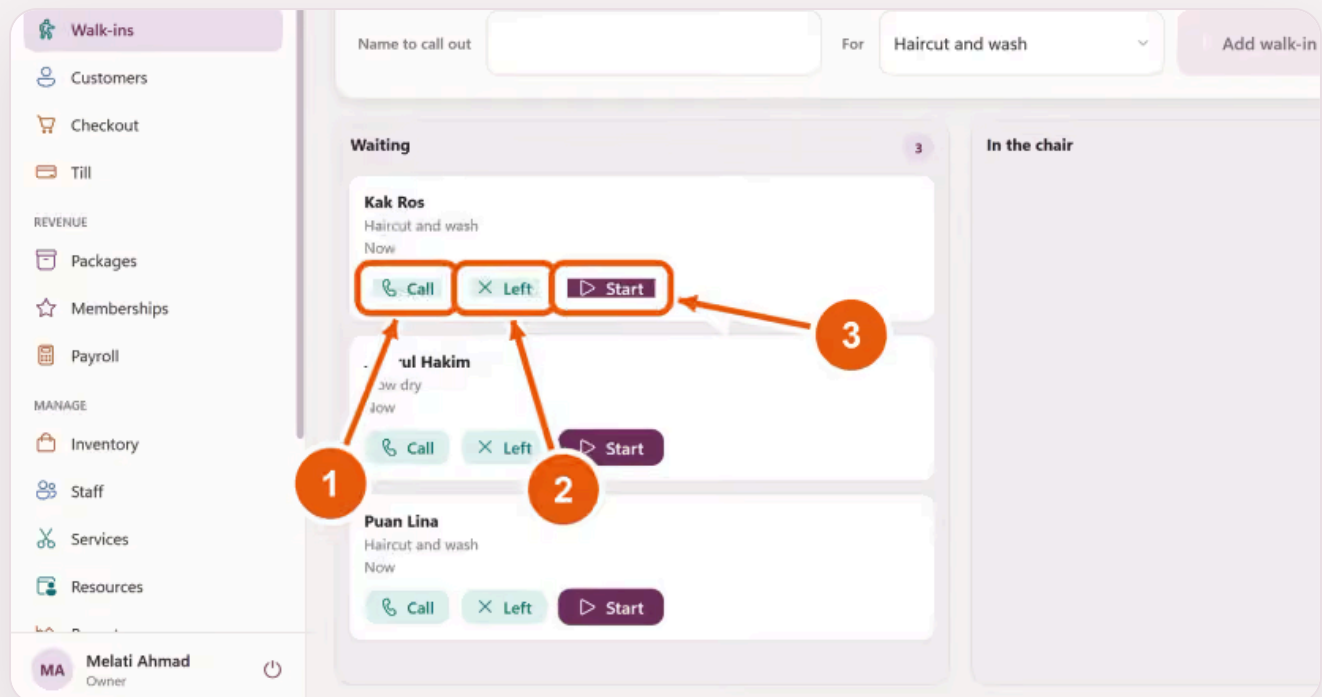
A walk-in is a customer without a booking. Click Walk-ins in the menu.

The screenshot shows a software interface for managing walk-in customers. At the top, there is a search bar labeled 'Search customers by name or phone', a date selector set to 'Sun 4 Oct 2026', a location dropdown set to 'Bangsar', and a status indicator 'Up to date'. Below this is a section titled 'Walk-ins' with the subtitle 'Customers without an appointment, waiting and in the chair'. A form at the top of this section has three fields: 'Name to call out' containing 'Puan Lina' (highlighted with a red box and arrow 1), 'For' containing 'Haircut and wash' (highlighted with a red box and arrow 2), and a purple button labeled '+ Add walk-in' (highlighted with a red box and arrow 3). Below the form, there are two columns. The 'Waiting' column on the left shows two customer cards: 'Kak Ros' with service 'Haircut and wash' and status 'Now', and 'Amirul Hakim' with service 'Blow dry' and status 'Now'. Each card has 'Call' and 'Left' buttons. The 'In chair' column on the right is currently empty, with a count of '0' at the bottom right.

- 1 Type the name you will call out.
- 2 After For, choose the treatment they want.
- 3 Click **Add walk-in**. They join the end of the queue.

Serve a walk-in

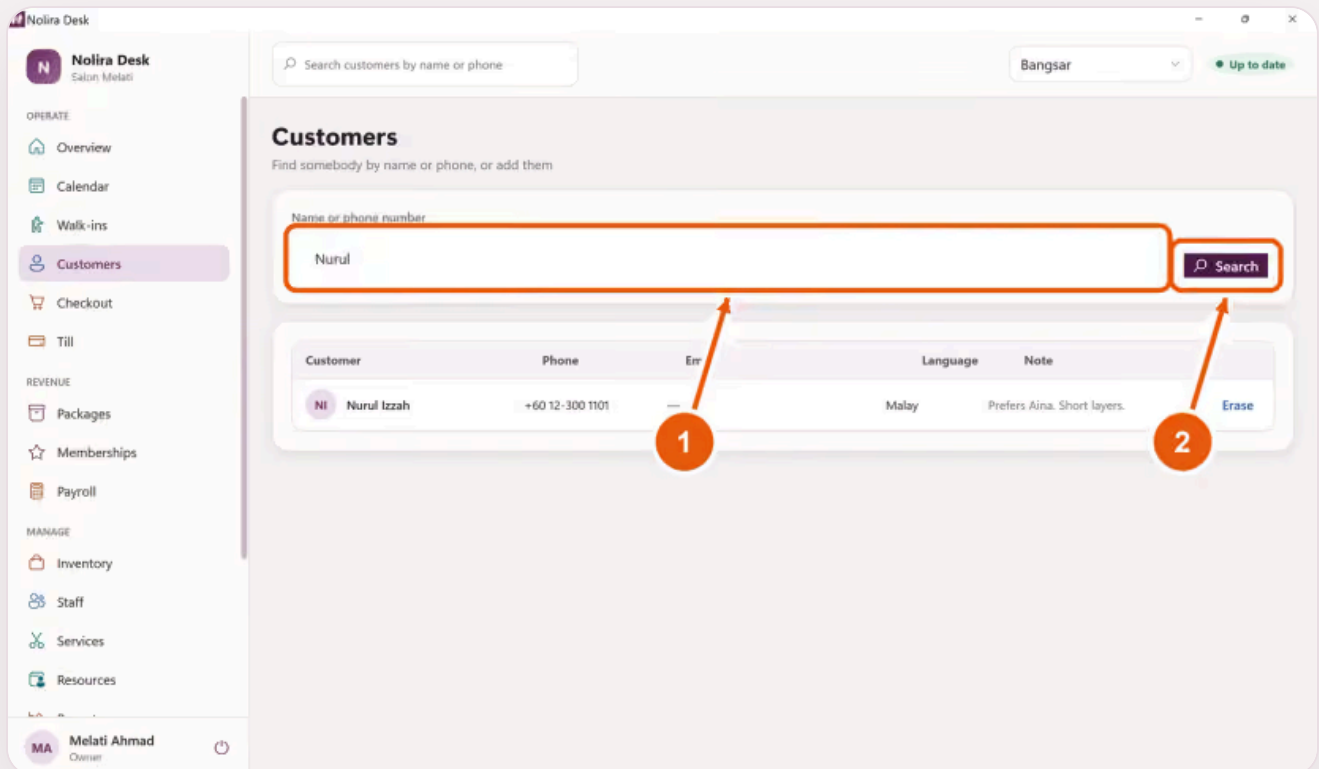
Each card shows how long they have waited, and who will do the treatment.



- 1 Under With, choose who will do the treatment. Desk suggests whoever they asked for, or whoever will be free first.
- 2 Click **Call** when it is their turn and you call their name.
- 3 Click **Left** if they gave up and went home.
- 4 Click **Start** when the treatment begins. They move to In the chair. Click **Done** when it is finished.

Find a customer

Click Customers in the menu.

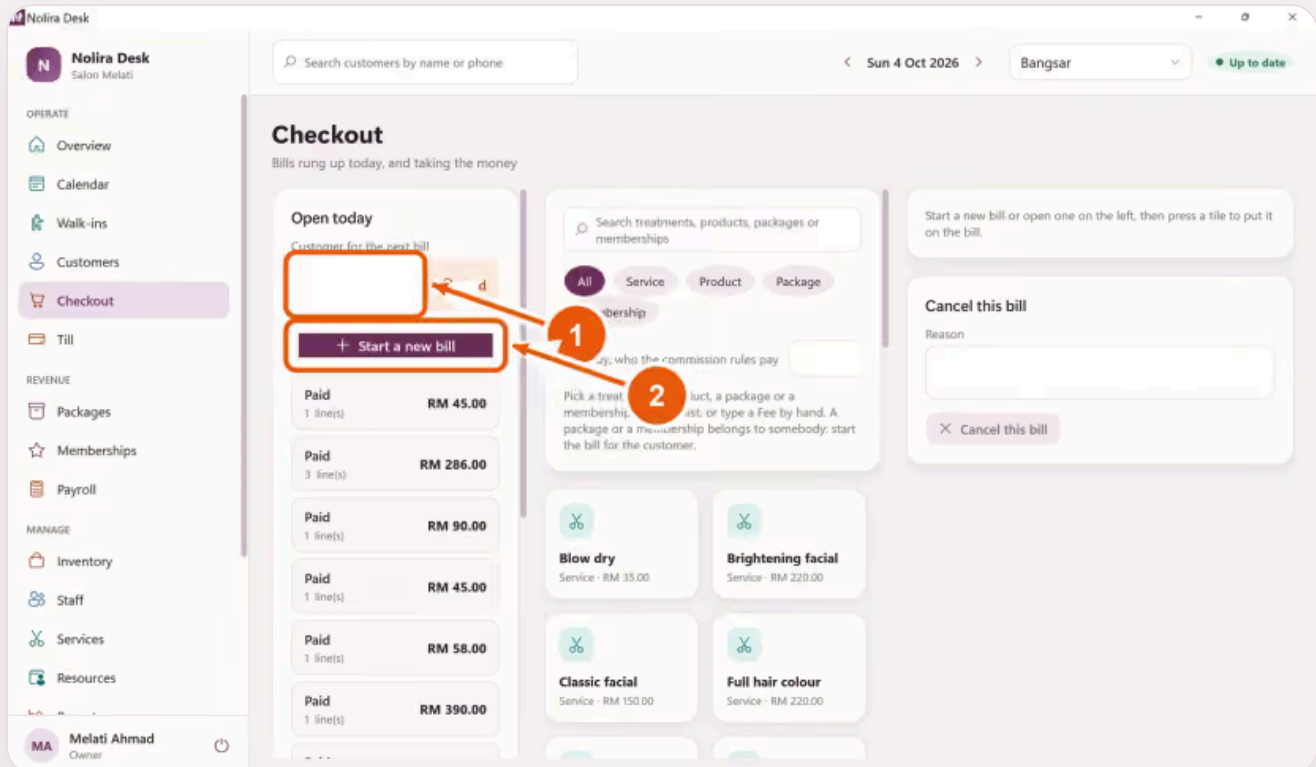


- 1 Type part of the name or phone number.
- 2 Click **Search**. Their phone, language and note appear.

💡 Write in the note what helps you serve them, for example Prefers Aina. Do not write health details there.

Take payment: the Checkout screen

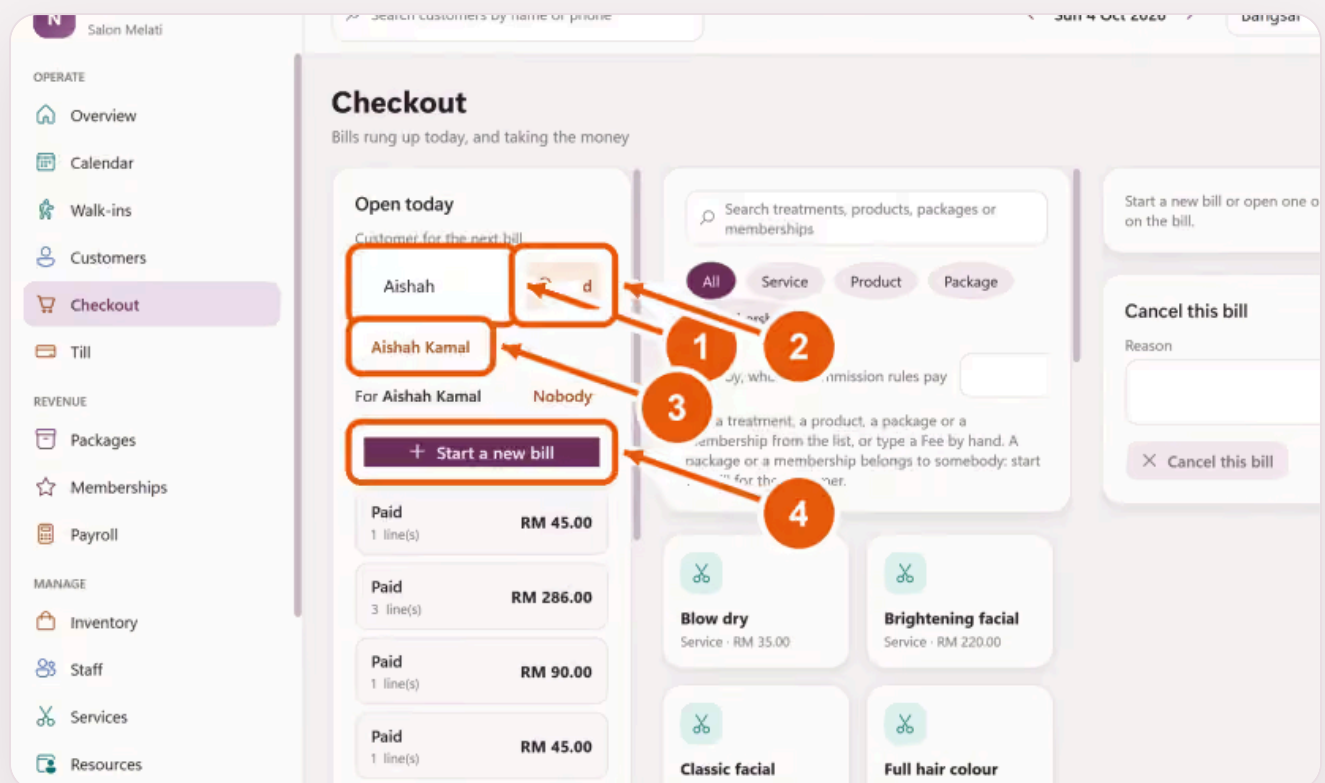
Click Checkout in the menu. On the left are today's bills. In the middle are the treatments and products. On the right is the bill you are working on.



1 The box for the customer's name or phone.

2 **Start a new bill** opens an empty bill.

Take payment: start the bill



- 1 Type the customer's name or phone number.
- 2 Click **Find**.
- 3 Check the right customer is chosen: their name shows after For. If several people match, click the right name.
- 4 Click **Start a new bill**.

💡 A package or a membership belongs to a customer, so always start their bill with the customer's name. For someone you do not know, click Nobody.

Take payment: who did it

Before adding a treatment, say who did it. Their commission depends on it, and Desk will not add a treatment until someone is chosen.

Checkout
Bills rung up today, and taking the money

Open today
Customer for the next bill

Aishah Find

Aishah Kamal

For Aishah Kamal **Nobody**

+ Start a new bill

Paid
1 line(s) **RM 45.00**

Paid
3 line(s) **RM 286.00**

Paid
1 line(s) **RM 90.00**

Paid
1 line(s) **RM 45.00**

Paid
1 line(s) **RM 58.00**

Search treatments, products, packages or memberships

All Service Product Package Membership

Done by: who the commission rules say

Aina Zulkifli
Daniel Lim
Farid Hassan
Kavitha Raj
Melati Ahmad
Siti Hajar

Cart

Net **RM 0.00**
Tax **RM 0.00**
Discount **RM 0.00**
Settled so far **RM 0.00**

Total **RM 0.00**

→ Request payment

Cancel this bill

Reason

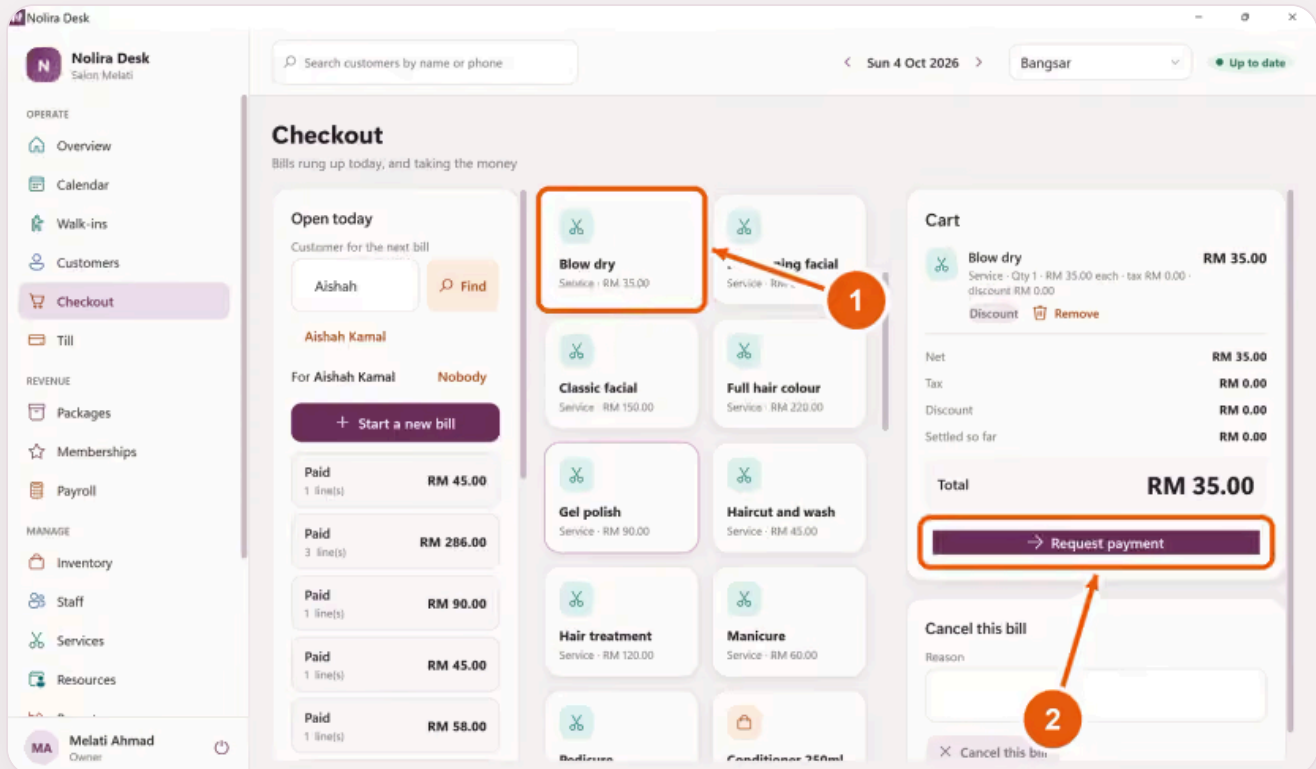
× Cancel this bill

Classic facial
Service - RM 150.00

Full hair colour
Service - RM 220.00

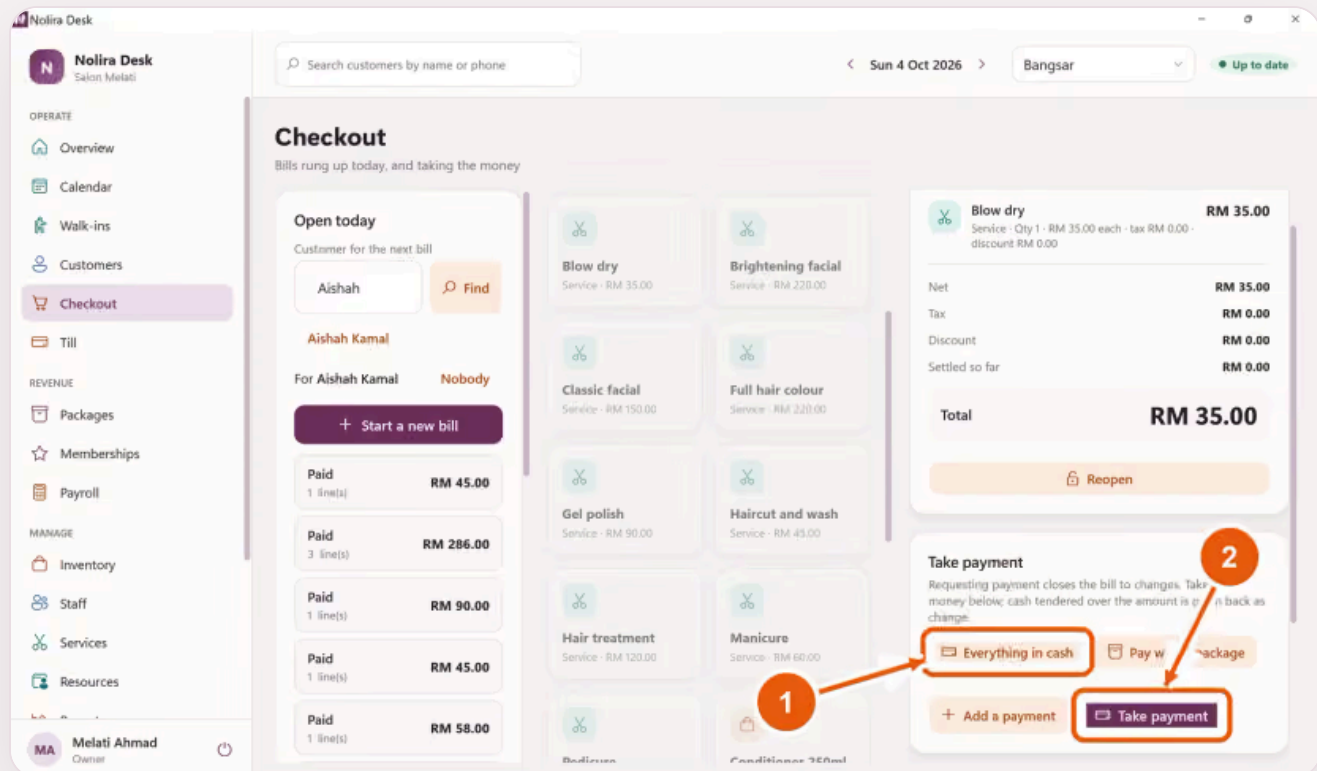
1 Click Done by and choose the staff member.

Take payment: add what they had



- 1 Click the treatment or product. It goes on the bill on the right. Click again to add another.
- 2 When everything is on the bill, click **Request payment**.

Take payment: the money

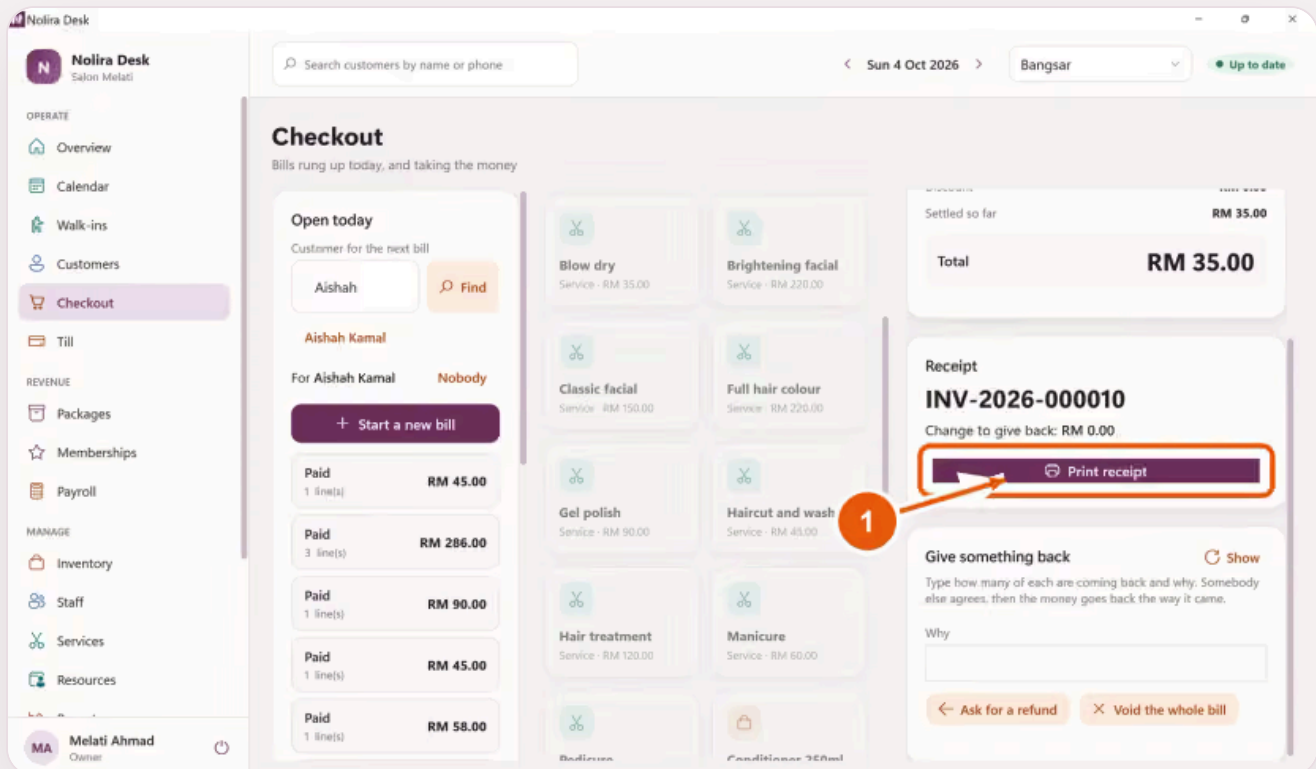


- 1 Click **Everything in cash** if they pay it all in cash. For card or QR, click Add a payment and choose the method.
- 2 Click **Take payment**. The bill is paid and the receipt is ready.

💡 If a discount is more than you are allowed to give, the bill waits for a manager to approve it. The manager can do it on their phone.

Take payment: the receipt

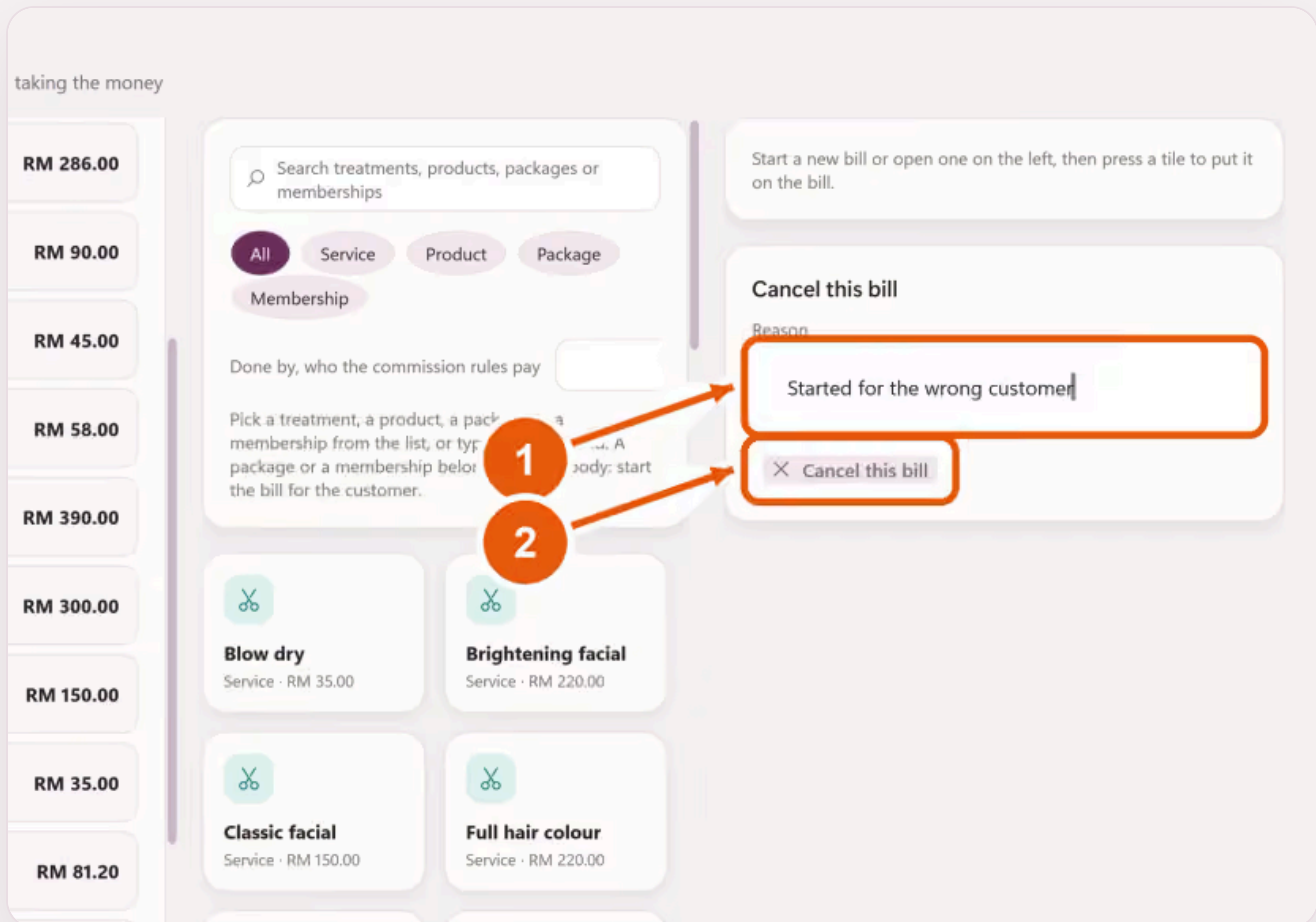
The receipt number appears, with the change to give back.



1 Click **Print receipt** to print it for the customer.

💡 To give money back later, write why under Give something back and click Ask for a refund. Someone else, such as a manager, has to agree before the money goes back.

Cancel a bill that was started by mistake



1 Open the bill, then type why it is being cancelled.

2 Click **Cancel this bill**.

💡 A paid bill cannot be cancelled. Money given back is a refund, and a manager has to agree to it.

The cash drawer

Click Till in the menu. Open shows the drawer is in use today. Expected cash is what should be in it now.

The screenshot shows the 'Nalira Desk' application interface. On the left is a sidebar menu with categories: OPERATE (Overview, Calendar, Walk-ins, Customers, Checkout, Till), REVENUE (Packages, Memberships, Payroll), and MANAGE (Inventory, Staff, Services, Resources). The 'Till' option is highlighted. The main area is titled 'Till' with the subtitle 'The cash drawer for the day at this outlet'. It shows the 'Open' status for 'Business day Sun 4 Oct 2026'. A summary table displays: Opening float (RM 200.00), Expected cash (RM 435.00), and Counted cash (Not yet). Below this is the 'Pay in / pay out' section with an 'Amount' input field (callout 1), a 'Reason' input field (callout 2), and 'Pay in'/'Pay out' buttons (callout 4). At the bottom is a 'Close the drawer' section with a 'Counted cash' input field (callout 3). The top right of the interface shows the date 'Sun 4 Oct 2026', location 'Bangsar', and a status 'Up to date'.

- 1 Type the amount taken in or out.
- 2 Type why, for example Milk for the pantry.
- 3 Click **Pay in** when you put money into the drawer.
- 4 Click **Pay out** when you take money out.

Close the drawer at the end of the day

The screenshot shows the 'Nolira Desk' application interface. The left sidebar contains navigation options: OPERATE (Overview, Calendar, Walk-ins, Customers, Checkout, Till), REVENUE (Packages, Memberships, Payroll), and MANAGE (Inventory, Staff, Services, Resources). The main content area is titled 'Till' and displays 'Business day Sun 4 Oct 2026'. It shows three summary cards: 'Opening float' (RM 200.00), 'Expected cash' (RM 435.00), and 'Counted cash' (Not yet). Below these is a 'Pay in / pay out' section with input fields for 'Amount' and 'Reason', and buttons for 'Pay in' and 'Pay out'. At the bottom is the 'Close the drawer' section, which includes a 'Counted cash' input field (highlighted with a red box and callout 1) and a 'Close' button (highlighted with a red box and callout 2).

- 1 Count the cash in the drawer and type the total.
- 2 Click **Close**. If the count is different from what was expected, a manager is asked to look at it.

Packages

A package is paid for in advance: a number of sessions, or credit to spend. Click Packages to see what is on sale and what each customer has left. To sell one, put it on the customer's bill in Checkout.

Nolira Desk

Salon Melati

OPERATE

- Overview
- Calendar
- Walk-ins
- Customers
- Checkout
- Till

REVENUE

- Packages
- Memberships
- Payroll

MANAGE

- Inventory
- Staff
- Services
- Resources

MA Melati Ahmad Owner

Search customers by name or phone

Bangsar Up to date

Packages

Package offers, and what each customer holds

Live packages
2
0 with no end date

Owed in paid treatments
RM 510.00
Cash taken for work not done yet

Expiring in 30 days
0
Customers who could lose sessions

Sessions owed
7
and RM 0.00 in credit

Package catalogue

Package	Type	Price	Lasts	Includes	On the price list
3 classic facials	Sessions	RM 390.00	120 days	3 x Classic facial	On sale ₹
5 blow dries	Sessions	RM 150.00	180 days	5 x Blow dry	On sale ₹
RM500 salon...	Value	RM 450.00	365 days	Credit to spend	On sale ₹

A new offer

Name

Kind

Sessions

What a customer holds

Name or phone

Find

Adjust the chosen package

Visits for a sessions package, ringgit for a value package. Minus to take off. The person named as agreeing does not sign in here; this records who you say agreed.

Treatment

How much

Why

Memberships

A membership is paid for a number of months and gives its holder the benefits you write. Click Memberships to see the plans and who holds one. To sell one, put it on the customer's bill in Checkout.

Nolira Desk



Nolira Desk

Satun Melati

OPERATE

Overview

Calendar

Walk-ins

Customers

Checkout

Till

REVENUE

Packages

Payroll

MANAGE

Inventory

Staff

Services

Resources

MA

Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Memberships

Membership plans, and what each customer holds

Membership plans

Melati Gold

RM 300.00 for 12 months

10% off every treatment and a birthday blow dry.

On sale

Change the chosen plan

Terms already sold keep the name, price and benefits they were sold with.

Name

Price, ringgit

Months, 1 to 36

What a member gets, in your words. Shown at the counter: Nolira does not apply it to prices.

☐ Charge SST on it

Save changes

A new plan

Name

Price, ringgit

Months, 1 to 36

1

What a customer holds

To sell or renew a membership, put the customer on a bill in Checkout and pick the plan. A renewal starts the day after the current term ends.

Name or phone

Find

The chosen term

Where your own billing keeps it: a mandate or invoice number. Never a card number.

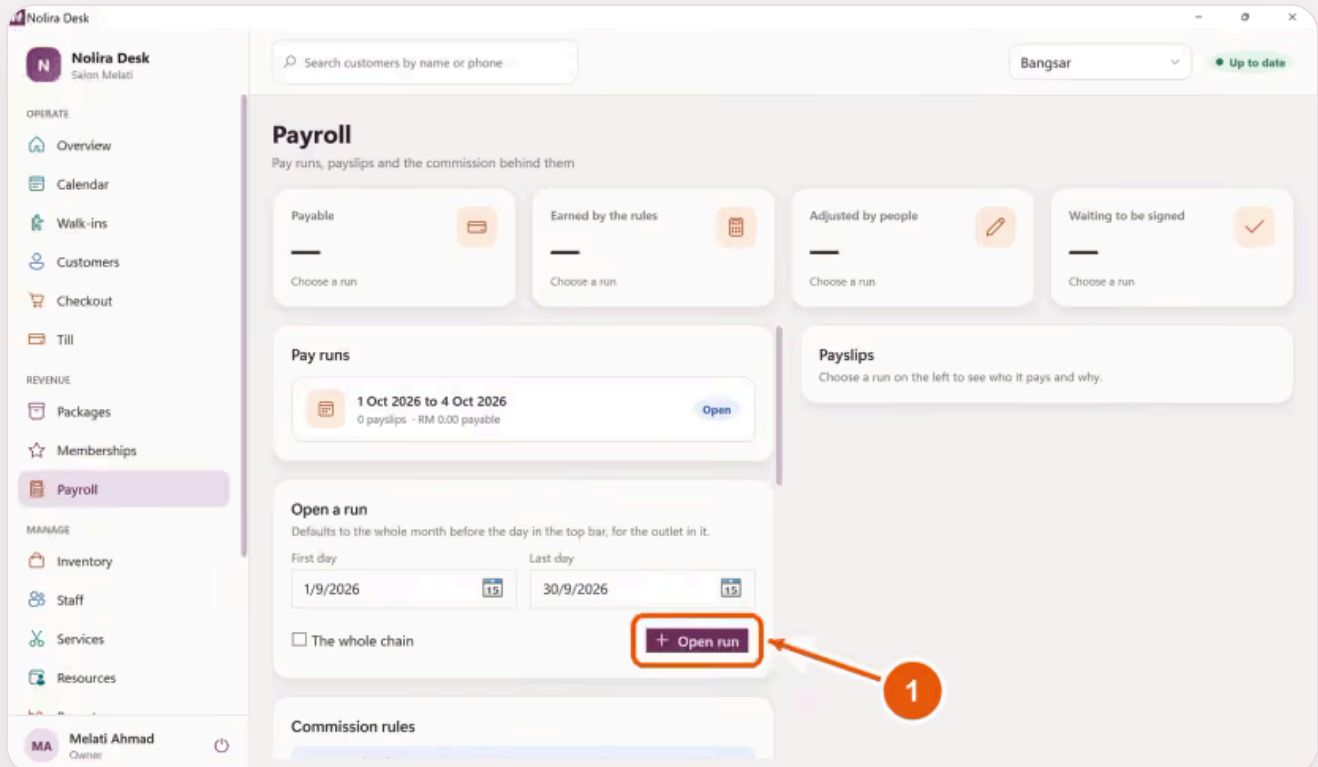
Save reference

Why it is ending. Cancelling gives no money back; to give money back, refund the bill line that sold it, which ends the term too.

Cancel this term

Pay and commission

Click Payroll. A pay run collects the commission each person earned in a period. Choose the first and last day, then open the run.

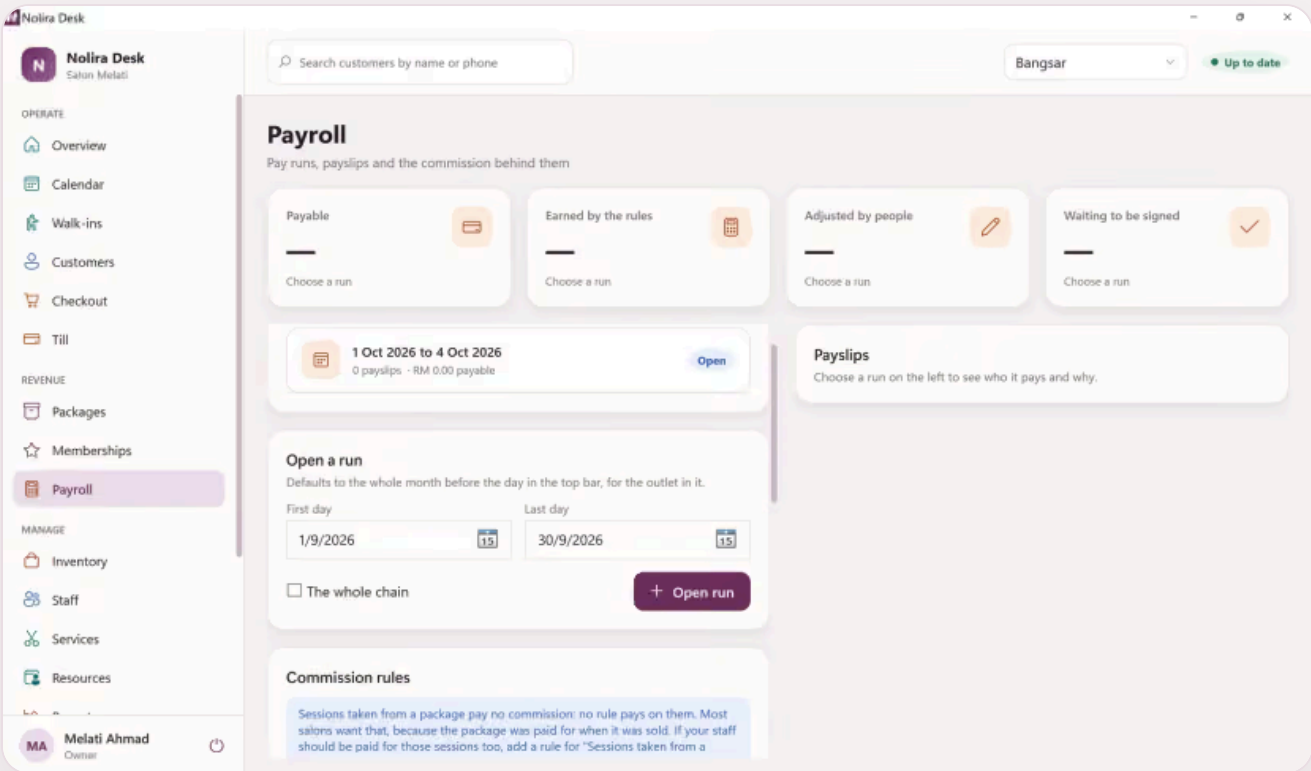


1 Click **Open run**.

💡 A run can only be closed after its last day has passed.

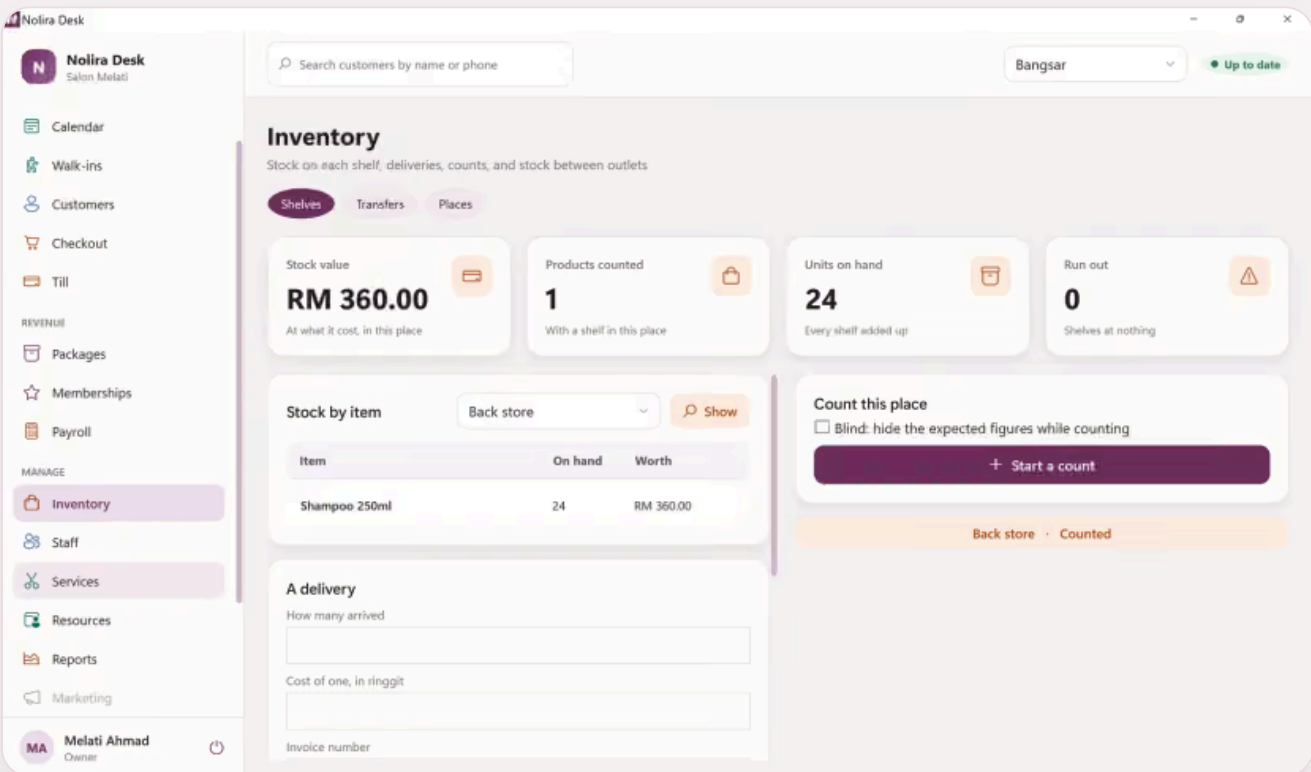
Commission rules

Scroll down Payroll to the rules: what each treatment or product pays, and to whom.



Stock on the shelves

Click Inventory. Shelves shows what is on each shelf and what it is worth. Record a delivery under A delivery, and count a shelf with Start a count.



Move stock between outlets

Click Transfers to ask another outlet for stock. The other outlet agrees and loads it, then you count it in when it arrives.

Nolira Desk

N

Nolira Desk

Salon Melati

Calendar

Walk-ins

Customers

Checkout

Till

REVENUE

Packages

Memberships

Payroll

MANAGE

Inventory

Staff

Services

Resources

Reports

Marketing

MA

Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Inventory

Stock on each shelf, deliveries, counts, and stock between outlets

ShelvesTransfersPlaces

Between outlets

What this outlet is waiting on and what it owes. Finished ones drop off the list.

From Shah Alam

asked 4 Oct

6 x Cuticle oil

Asked for

From Shah Alam

From Shah Alam store via Delivery van to Front shelf

Waiting for the other outlet to agree and load the van.

Product	Asked	Sent	Arrived	This time
Cuticle oil	6	None yet	0	0

Call it off before the van leaves, with a reason the other outlet will read.

Call it off

Ask another outlet for stock

Nothing moves until they agree and load the van.

From outlet

Off their

Travelling in

Onto this outlet's

Front shelf

What, and how many

Add a product

Ask for it

Shelves and stores

Click Places to add a shelf, a back store or a van. The till only sells from a retail shelf.

Nolira Desk

N

Nolira Desk

Salon Melati

Calendar

Walk-ins

Customers

Checkout

Till

REVENUE

Packages

Memberships

Payroll

MANAGE

Inventory

Staff

Services

Resources

Reports

Marketing

MA

Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Inventory

Stock on each shelf, deliveries, counts, and stock between outlets

ShelvesTransfersPlaces

Where this outlet keeps stock

The till sells only from a retail shelf. Stock going to another outlet waits in an in-transit place here.

Front shelf	Retail shelf	In use	Close
Back store	Back store	In use	Close
Bangsar van	In transit	In use	Close

A new place

What it is

A retail shelf, sold from at the till

What staff call it

Add the place

Start counting a product

It starts at nothing. Receive the delivery onto it afterwards.

Product

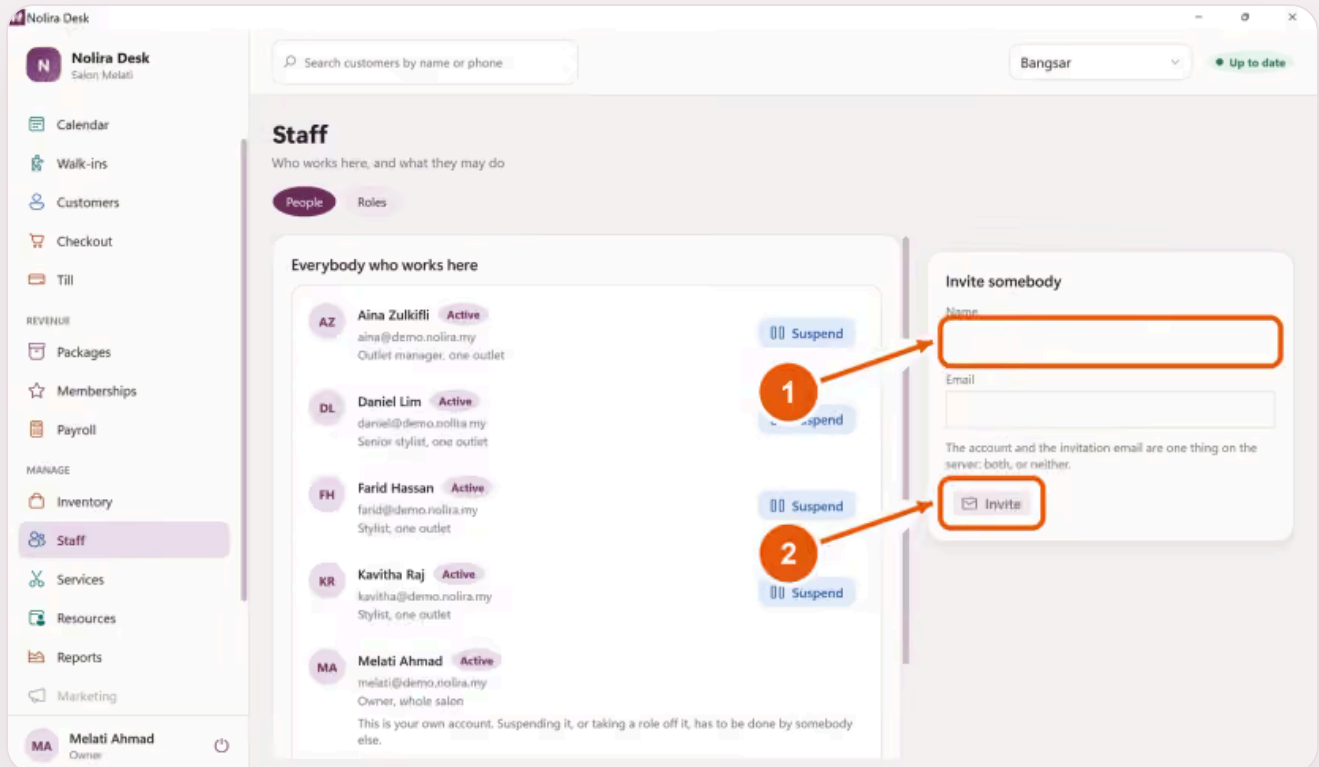
In

Front shelf

Start counting it

Invite a staff member

Click Staff. Everyone who works here is on the left.



1 Type their name, then their email below it.

2 Click **Invite**. They get an email to choose their password.

Where they work and what they do

Click a person. On the right, give them a role, tick the outlets they work at, and tick the treatments they do. Someone with no treatments ticked cannot be booked.

Nolira Desk

N

Nolira Desk

Salon Melati

Calendar

Walk-ins

Customers

Checkout

Till

REVENUE

Packages

Memberships

Payroll

MANAGE

Inventory

Staff

Services

Resources

Reports

Marketing

MA

Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Staff

Who works here, and what they may do

People

Roles

Everybody who works here

AZ

Aina Zulkifli

Active

aina@demo.nolira.my

Outlet manager, one outlet

Suspend

DL

Daniel Lim

Active

daniel@demo.nolira.my

Senior stylist, one outlet

Suspend

FH

Farid Hassan

Active

farid@demo.nolira.my

Stylist, one outlet

Suspend

KR

Kavitha Raj

Active

kavitha@demo.nolira.my

Stylist, one outlet

Suspend

MA

Melati Ahmad

Active

melati@demo.nolira.my

Owner, whole salon

This is your own account. Suspending it, or taking a role off it, has to be done by somebody else.

New name

Rename

Give a role

+ Give role

Holds now

Outlet manager, one outlet

Take away

Where they work

☒ Bangsar

Shah Alam

Save where they work

Their own

Make their own

What they do

What each role may do

Click Roles. Choose a role and tick what it may do. A change applies to everyone with that role straight away.

Nolira Desk
Salon Melati

Search customers by name or phone

Bangsar Up to date

Staff

Who works here, and what they may do

People Roles

Roles

- Front desk**
1 holding · 21 abilities
- Outlet manager**
1 holding · 39 abilities
- Owner**
1 holding · 70 abilities **Locked**
- Senior stylist**
1 holding · 15 abilities
- Stylist**
2 holding · 14 abilities

A new role

Start from the nearest built-in role, then change its ticks.

Start from

Front desk

One person holds this role. A change applies to them straight away.

The shop 1 of 6

- ☒ See the salon, its outlets and their chairs and rooms
- ☐ Change the salon's own settings, such as the discount limit
- ☐ Open a new outlet
- ☐ Set an outlet up: its hours, closures, booking rules, chairs and rooms
- ☐ Change the sales tax registration and rate
- ☐ Connect other services (not built yet)

The menu 1 of 2

- ☒ See the menu, products, packages and membership plans
- ☐ Change the menu, prices, products, packages and plans

Bookings 6 of 9

- ☐ See only their own appointments (not built yet)
- ☒ See the outlet's diary and walk-in queue
- ☐ See the diary of every outlet at once (not built yet)
- ☒ Book an appointment
- ☒ Move an appointment (not built yet)
- ☒ Cancel an appointment
- ☐ Book over a clash (not built yet)
- ☒ Mark somebody as a no-show
- ☒ Check people in, start and finish their visit, and run the queue

Customers 2 of 8

- ☒ Find customers and see their name and number
- ☐ Read sensitive notes (not built yet)
- ☒ Add customers and change their details
- ☐ See before and after photographs (not built yet)
- ☐ Add before and after photographs (not built yet)

Your menu of treatments

Click Services. Choose a treatment to change its price, how long it takes, and whether customers can book it online.

Nolira Desk

N

Nolira Desk

Salon Melati

Calendar

Walk-ins

Customers

Checkout

Till

REVENUE

Packages

Memberships

Payroll

MANAGE

Inventory

Staff

Services

Resources

Reports

Marketing

MA Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Service catalogue

Treatments, how their time is divided, prices, and the products on the shelf

Treatments

The menu

Prices are what Bangsar charges. Choose a treatment to change it.

Service	Duration	Price	Online booking
Blow dry Hair - A person and a chair	30 min	RM 35.00	Online and desk
Full hair colour Hair - A person and a chair 30m active - 40m processing - 20m active	90 min	RM 220.00	Online and desk
Hair treatment Hair - A person and a chair	60 min	RM 120.00	Online and desk
Haircut and wash Hair - A person and a chair	45 min	RM 45.00	Online and desk
Gel polish Nails - A person	60 min	RM 90.00	Online and desk
Manicure Nails - A person	45 min	RM 60.00	Online and desk
Pedicure Nails - A person	50 min	RM 70.00	Online and desk
Brightening facial	75 min	RM 220.00	Online and desk

Change the chosen treatment

Bookings and bills already made keep what they were sold at.

Name

Blow dry

Chain price, ringgit

35.00

Heading

Hair

Needs

A chair

☒ Customers can book it online

☐ Charge SST on it

Take off the menu

Save

Price at Bangsar

Bangsar charges the chain price, RM 35.00.

Set

Products you sell

Click Products to add a product or change its price.

Nolira Desk

N

Nolira Desk

Salon Melati

Calendar

Walk-ins

Customers

Checkout

Till

REVENUE

Packages

Memberships

Payroll

MANAGE

Inventory

Staff

Services

Resources

Reports

Marketing

MA Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Service catalogue

Treatments, how their time is divided, prices, and the products on the shelf

Treatments

Products

What each one cost is kept with the delivery that brought it, on the Inventory screen.

Product	Code	Price	Stock	On sale
Conditioner 250ml	CON-250	RM 34.00	Counted	On sale
Cuticle oil	CUT-015	RM 25.00	Counted	On sale
Hair serum 100ml	SER-100	RM 58.00	Counted	On sale
Shampoo 250ml	SHA-250	RM 32.00	Counted	On sale
Sheet mask (5 pieces)	MSK-005	RM 45.00	Counted	On sale

Change the chosen product

Name

Conditioner 250ml

Price, ringgit

34.00

Your code, if any

CON-250

☒ Count it on the shelves

☐ Charge SST on it

Take off sale

Save

A new product

Name

Price, ringgit

Your code, if any

☒ Count it on the shelves

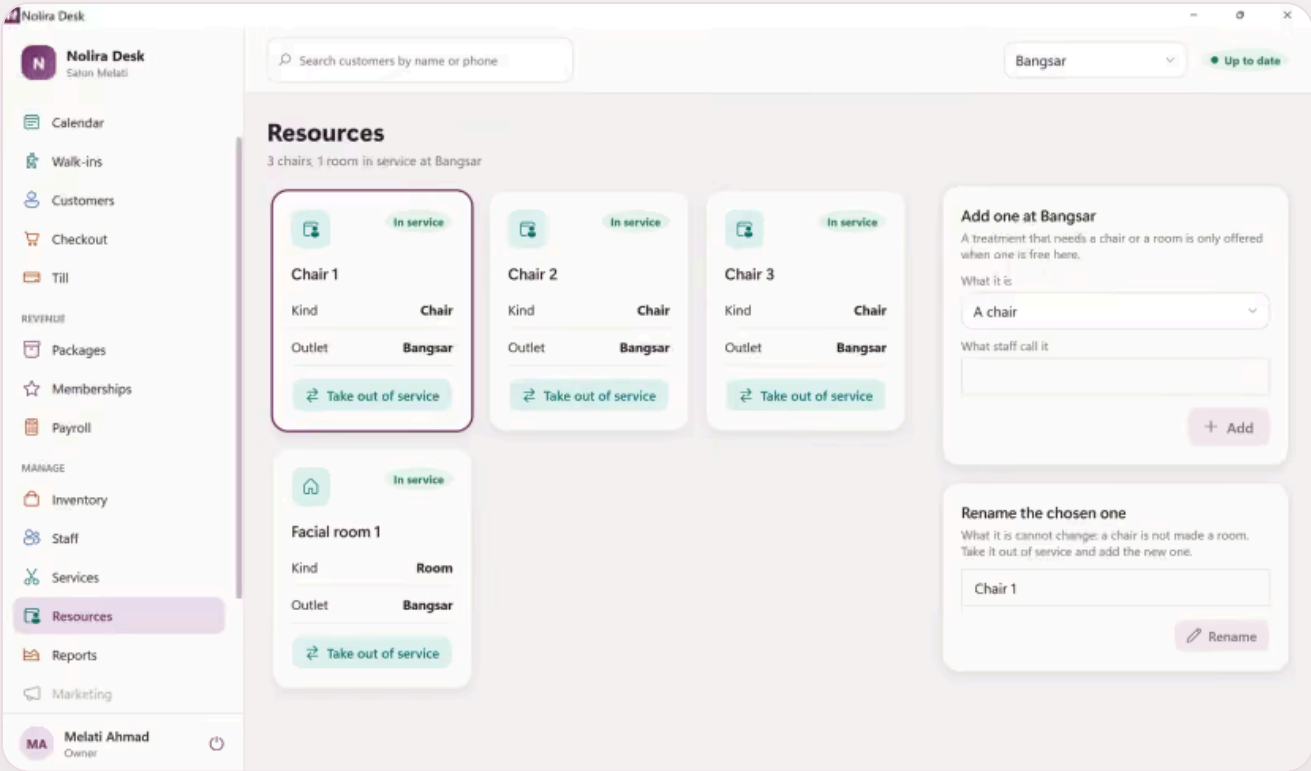
Headings on the menu

Click Headings to group treatments, for example Hair, Nails and Facial, in the order you want.

The screenshot displays the 'Nolira Desk' application interface. On the left is a sidebar menu with categories: **REVENUE** (Calendar, Walk-ins, Customers, Checkout, Till, Packages, Memberships, Payroll) and **MANAGE** (Inventory, Staff, **Services**, Resources, Reports, Marketing). The 'Services' item is highlighted. The main content area is titled 'Service catalogue' with a subtitle 'Treatments, how their time is divided, prices, and the products on the shelf'. It features three tabs: 'Treatments', 'Products', and 'Headings' (which is active). Below the 'Headings' tab, a box titled 'Headings' explains: 'How the menu is grouped, in your order rather than the alphabet's. Lower numbers come first.' It lists three headings: 'Hair' (Position 0), 'Nails' (Position 1), and 'Facial' (Position 2). To the right of this list are two form panels. The first, 'Change the chosen heading', allows editing the 'Hair' heading's name and position (currently 0), with a 'Save' button. The second, 'A new heading', allows adding a new heading with name and position fields, and an 'Add the heading' button. The top of the interface includes a search bar, a location dropdown set to 'Bangsar', and an 'Up to date' status indicator. The bottom left shows the user profile for 'Melati Ahmad, Owner'.

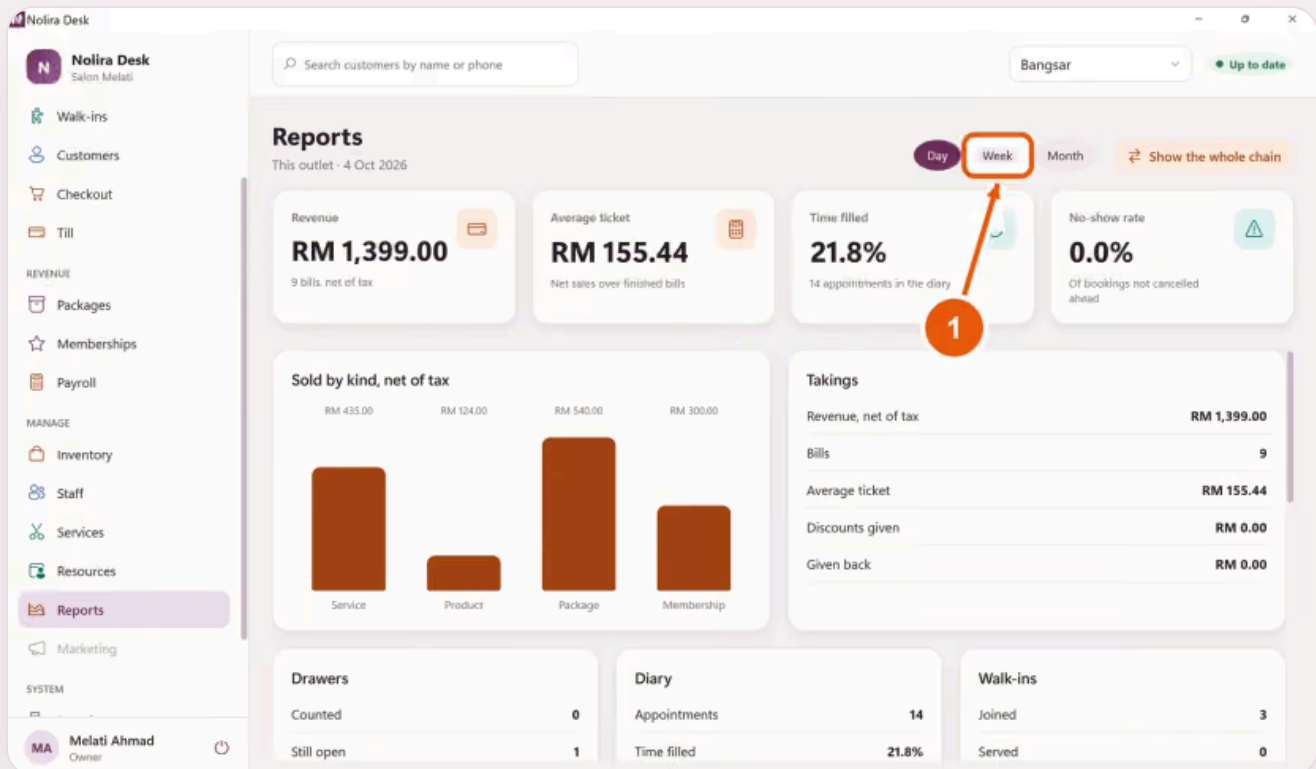
Chairs and rooms

Click Resources. A treatment that needs a chair or a room is only offered when one is free. Add one, rename it, or take it out of service.



Reports

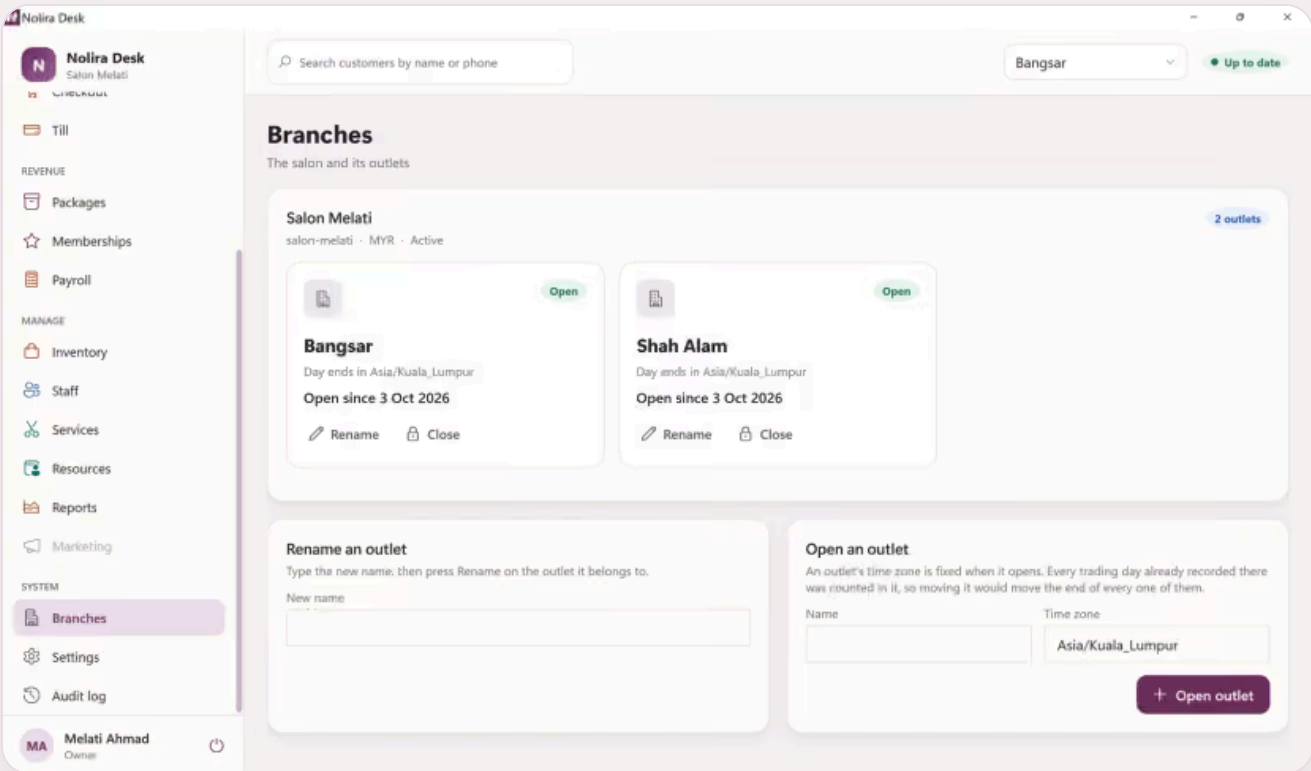
Click Reports to see takings, bills, the diary, walk-ins, stock and commission.



- 1 Choose Day, Week or Month. Show the whole chain adds every outlet together.

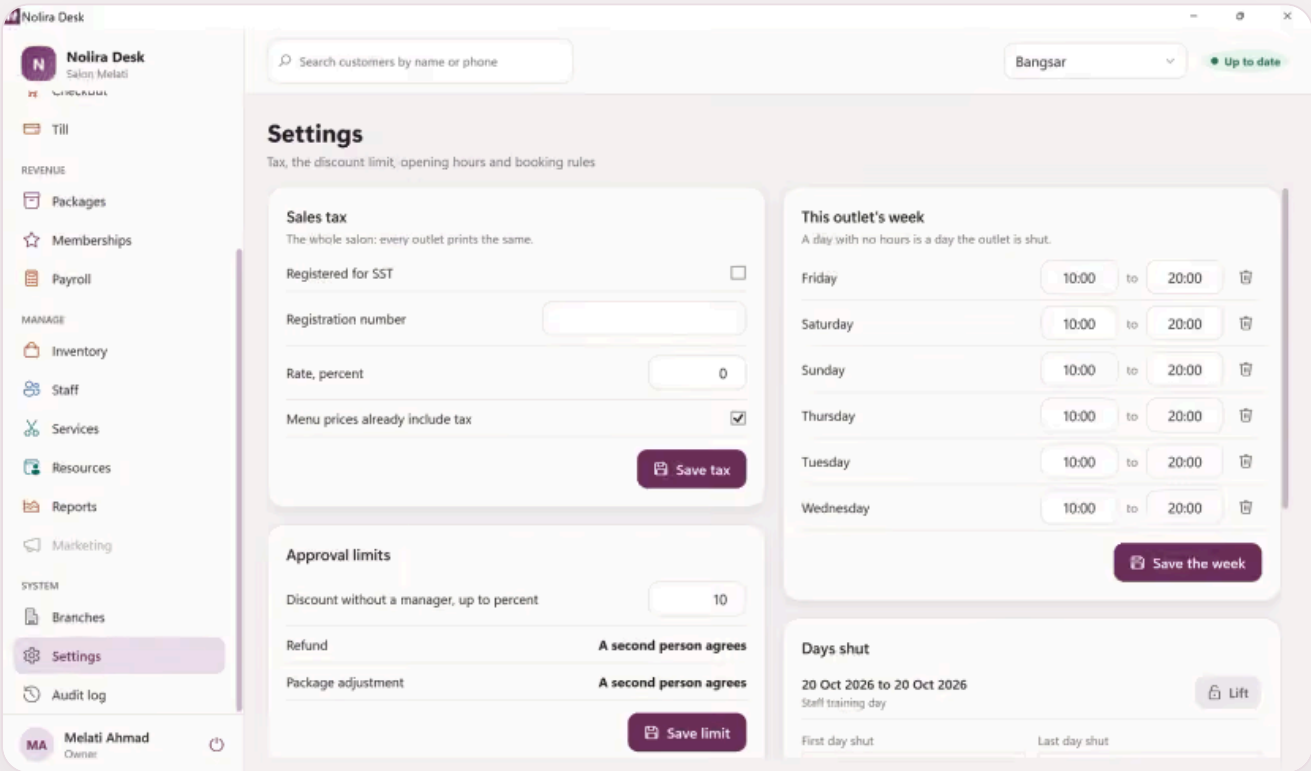
Outlets

Click Branches to open a new outlet, rename one, or close one.



Opening hours and rules

Click Settings. Set the sales tax, the largest discount the front desk may give without a manager, and the outlet's opening hours for each day.



Days you are shut

Scroll down Settings to Days shut. Add a holiday or a training day, and nobody can book on it.

Nolira Desk

N

Nolira Desk

Salon Melati

Till

REVENUE

Packages

Memberships

Payroll

MANAGE

Inventory

Staff

Services

Resources

Reports

Marketing

SYSTEM

Branches

Settings

Audit log

MA

Melati Ahmad

Owner

Search customers by name or phone

Bangsar

Up to date

Settings

Tax, the discount limit, opening hours and booking rules

The whole salon: every outlet prints the same.

Registered for SST

☐

Registration number

Rate, percent

0

Menu prices already include tax

☒

Save tax

Approval limits

Discount without a manager, up to percent

10

Refund

A second person agrees

Package adjustment

A second person agrees

Save limit

A day with no hours is a day the outlet is shut.

Friday	10:00	to	20:00	
Saturday	10:00	to	20:00	
Sunday	10:00	to	20:00	
Thursday	10:00	to	20:00	
Tuesday	10:00	to	20:00	
Wednesday	10:00	to	20:00	

Save the week

Days shut

20 Oct 2026 to 20 Oct 2026

Staff training day

Lift

First day shut

4/10/2026

15

Last day shut

4/10/2026

15

Who did what

Click Audit log to see every change made on the day in the top bar, who made it and why. Nobody can change or delete this record, the owner included.

Nolira Desk

N

Nolira Desk

Salon Melati

Till

REVENUE

Inventory

Staff

Services

Resources

Reports

Marketing

SYSTEM

Branches

Settings

Audit log

MA

Melati Ahmad

Owner

Search customers by name or phone

Sun 4 Oct 2026

Bangsar

Up to date

Audit log

Who did what, on the day in the top bar

Part of the shop

Everything

Outlet

Person

Show

Time	Who	What, and why	Record	Outlet
04:49	Melati Ahmad Owner	Sale sent for payment	Sale 63def8ba	Bangsar
04:49	Melati Ahmad Owner	Sale line added	Sale 63def8ba	Bangsar
04:49	Melati Ahmad Owner	Sale opened	Sale 63def8ba	Bangsar
04:48	Melati Ahmad Owner	Walk in joined	Walk in entry fbc91de0	Bangsar
04:48	Melati Ahmad Owner	Appointment booked Business date: 2026-10-04 · Channel: FrontDesk · Line count: 1 · Total price sent: 6000	Appointment 8e4c53ba	Bangsar
04:47	Melati Ahmad Owner	Appointment started	Appointment af2d8e25	Bangsar
04:46	Nolira	Auth signed in	User 8a4b3e7c	Whole salon

This record cannot be changed or deleted by anybody, the owner included.

PART 3

Nolira Team on iPhone

For staff and owners away from the counter. The buttons along the bottom are Today, Walk-ins, Till, Customers and Outlets.

Sign in

9:41

Nolira Team
Sign in to your salon

Salon

Your salon's booking name, the one in nolira.my/book/...

Email

Password

iPhone 17 Pro

The name an owner sees when revoking a phone's access.

Sign in

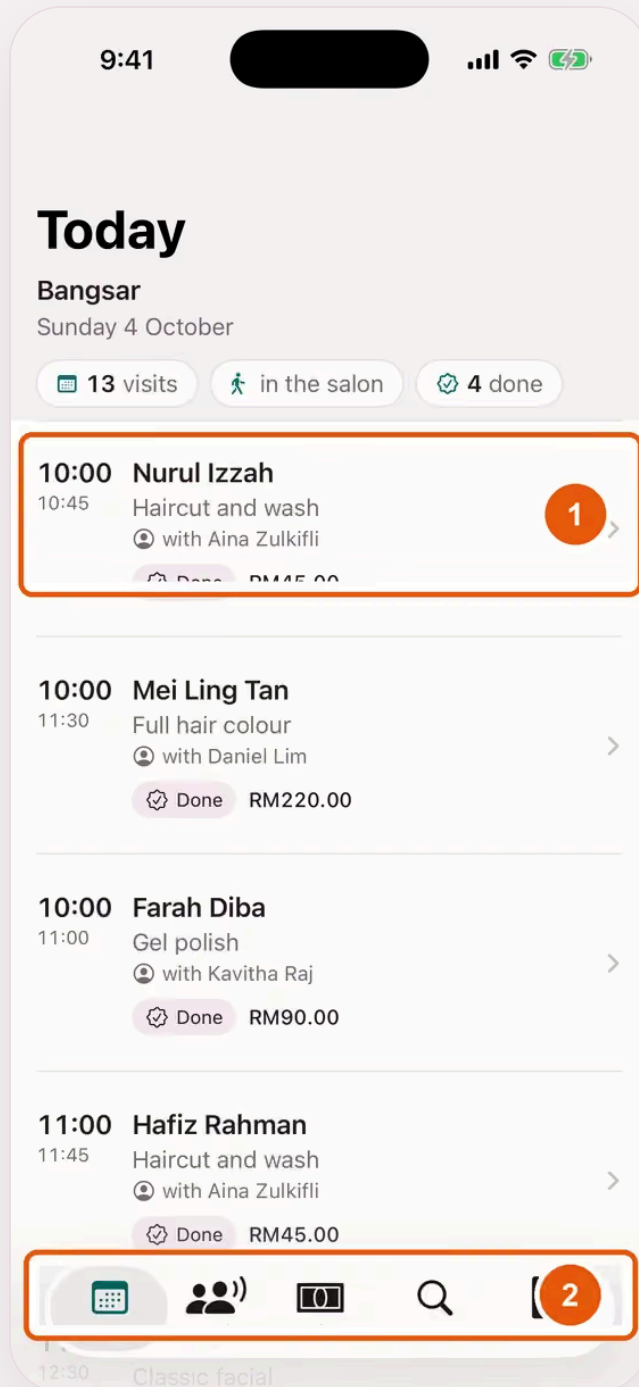
Forgot your password?

- 1 Tap Salon and type your salon code.
- 2 Tap Email and type your email.
- 3 Tap Password and type your password.
- 4 Tap **Sign in**.

💡 The phone's name, below the password, is what the owner sees in the list of signed-in phones. You can change it.

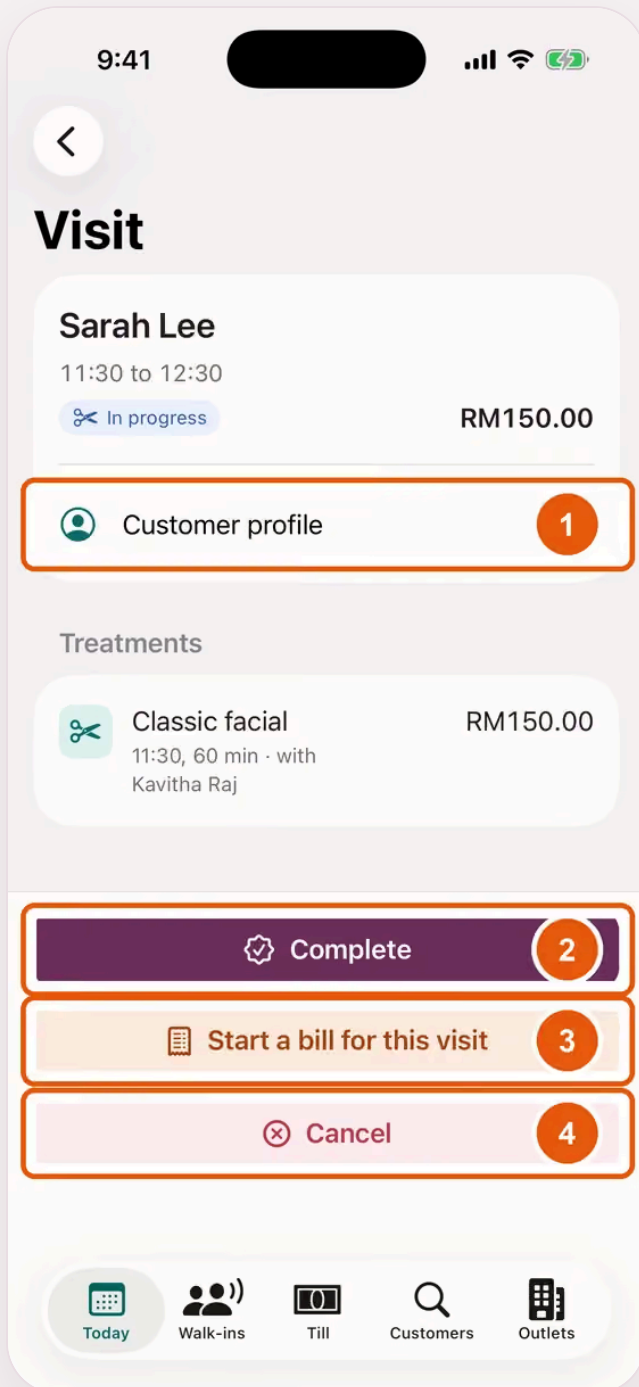
Today

Today shows every visit at your outlet, in time order, with who is doing it and how it stands.



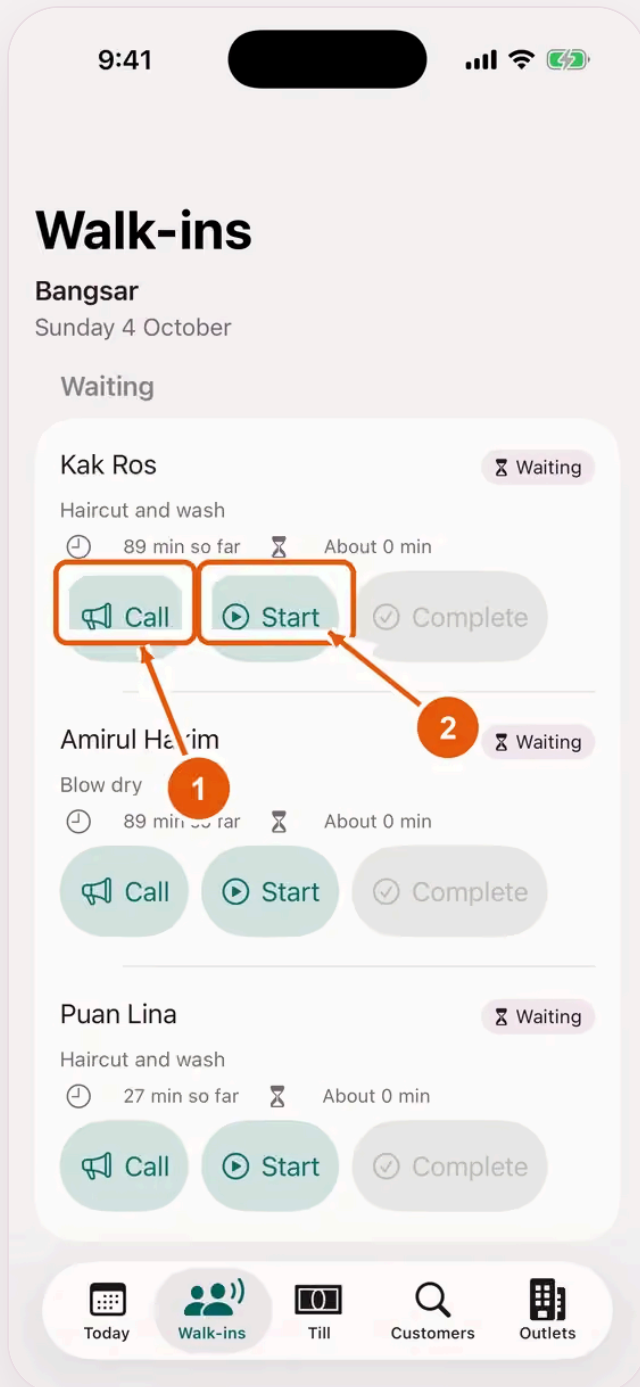
- 1 Tap a visit to open it.
- 2 Tap the buttons along the bottom to move between screens.

A visit



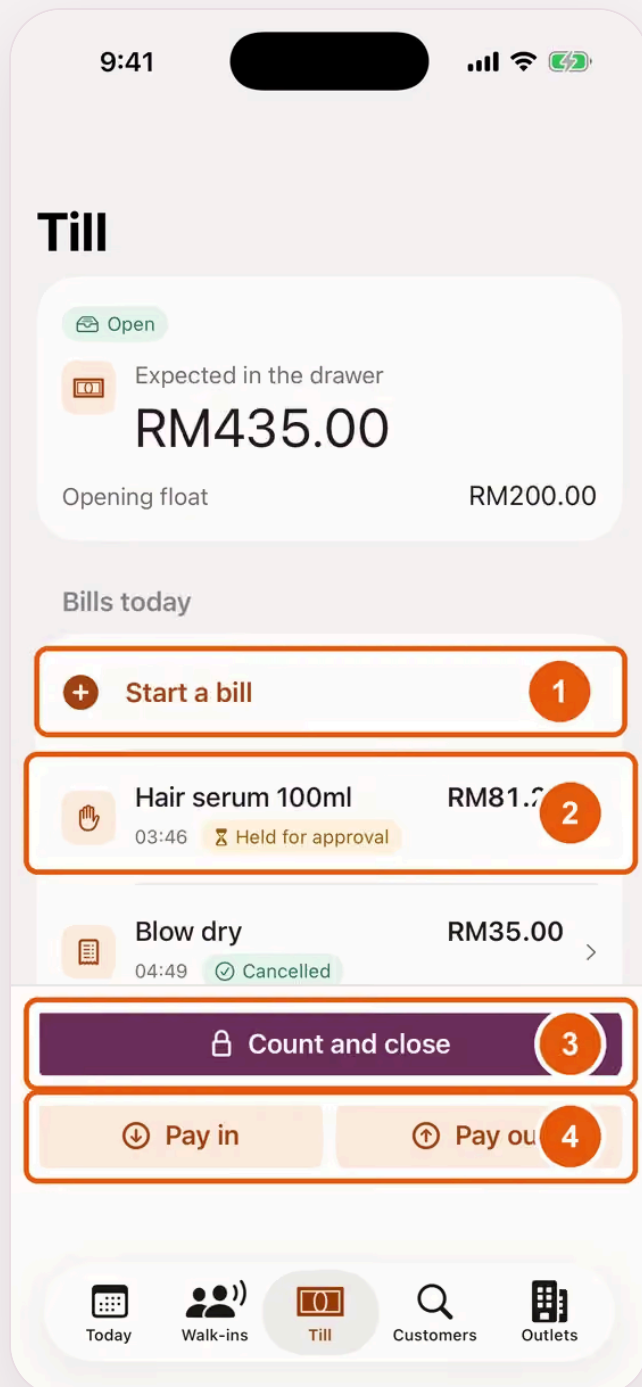
- 1 Tap Customer profile to see the customer's details and packages.
- 2 Tap the purple button to move the visit on. It says the next step, for example **Complete**.
- 3 Tap **Start a bill for this visit** to charge for it.
- 4 Tap **Cancel** if the visit is not going ahead.

Walk-ins



- 1 Tap **Call** when it is the person's turn.
- 2 Tap **Start** when the treatment begins. If nobody has been given the walk-in yet, the person they asked for, or whoever is free, is given it.

Till and bills

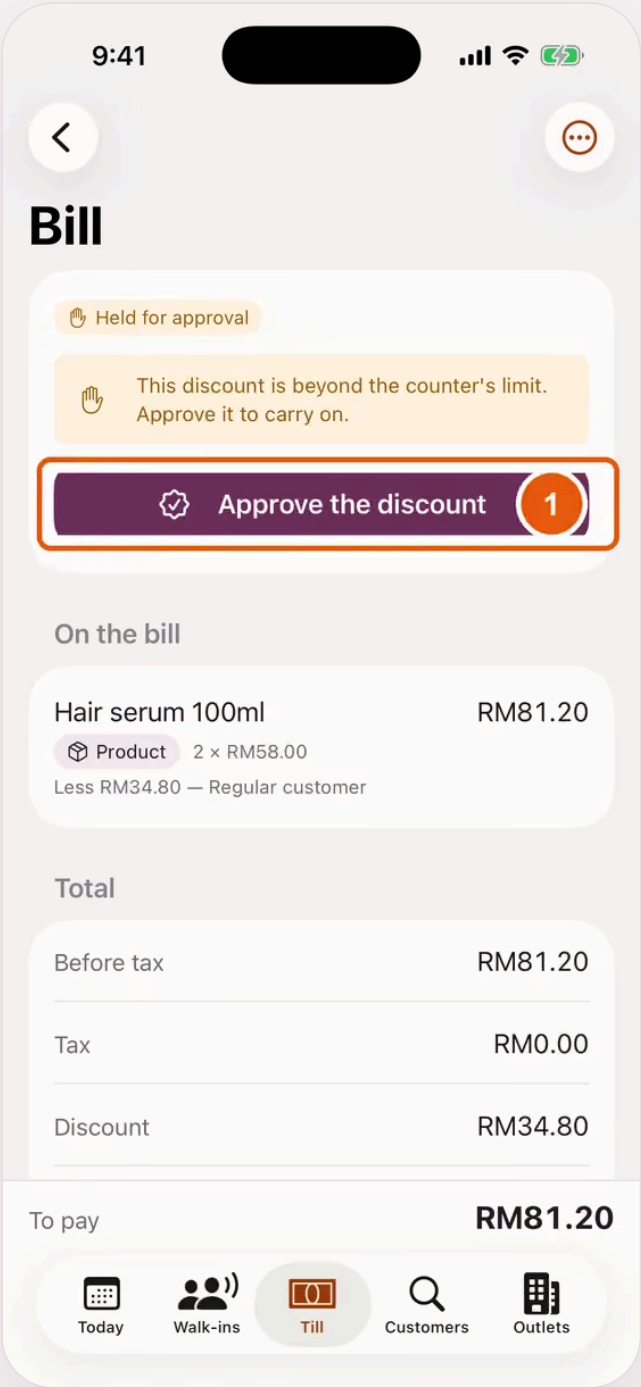


- 1 Tap **Start a bill** to charge a customer.
- 2 Tap a bill to open it. Held for approval means it waits for a manager.
- 3 Tap **Count and close** at the end of the day.
- 4 Tap **Pay in** or **Pay out** when money goes into or out of the drawer.

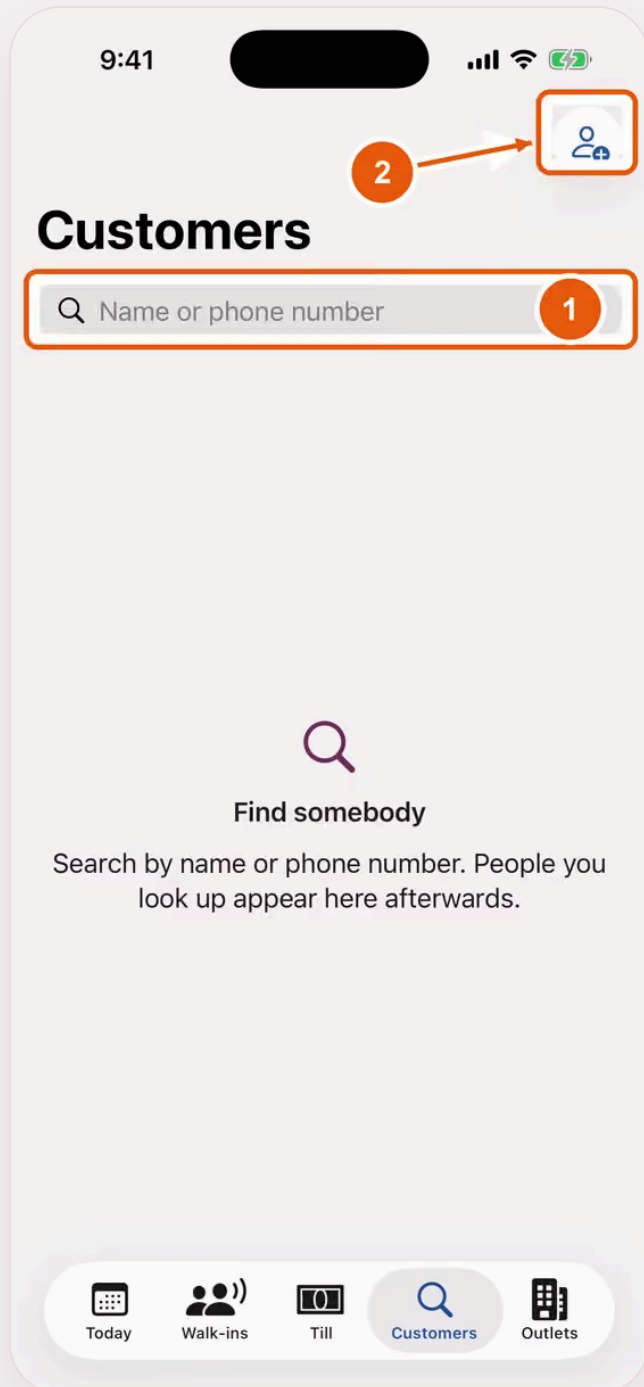
Approve a discount

A manager sees why a bill is held. If the discount is right, approve it so the front desk can take payment.

1 Tap **Approve the discount**.



Customers



- 1 Type a name or phone number to find a customer.
- 2 Tap this button to add a new customer.

A customer's details

A customer's phone, language, note, packages and memberships, on one screen.

9:41

<

Customer

Sarah Lee

Phone

+60 12-300 1105

Language

Malay

Note

Likes a quiet room for facials.

Packages

3 classic facials

3 × Classic facial

Expires 1 Feb 2027

Active

Memberships

No memberships.

Today

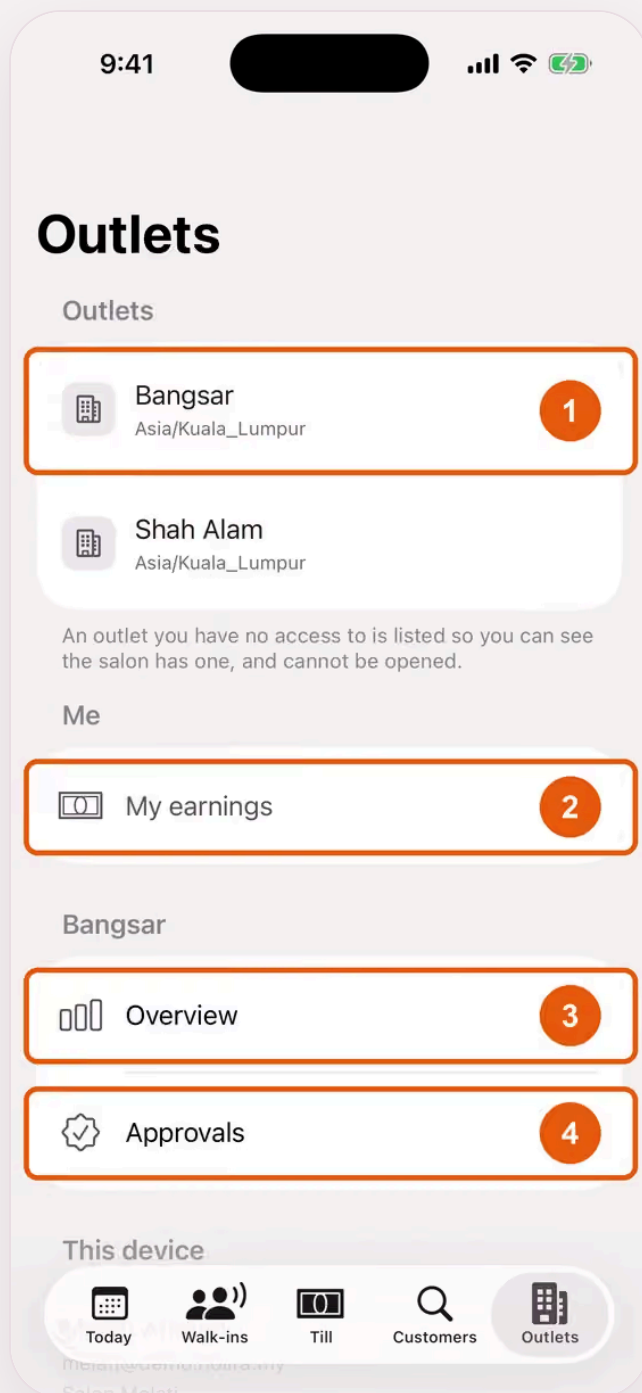
Walk-ins

Till

Customers

Outlets

Outlets and your account

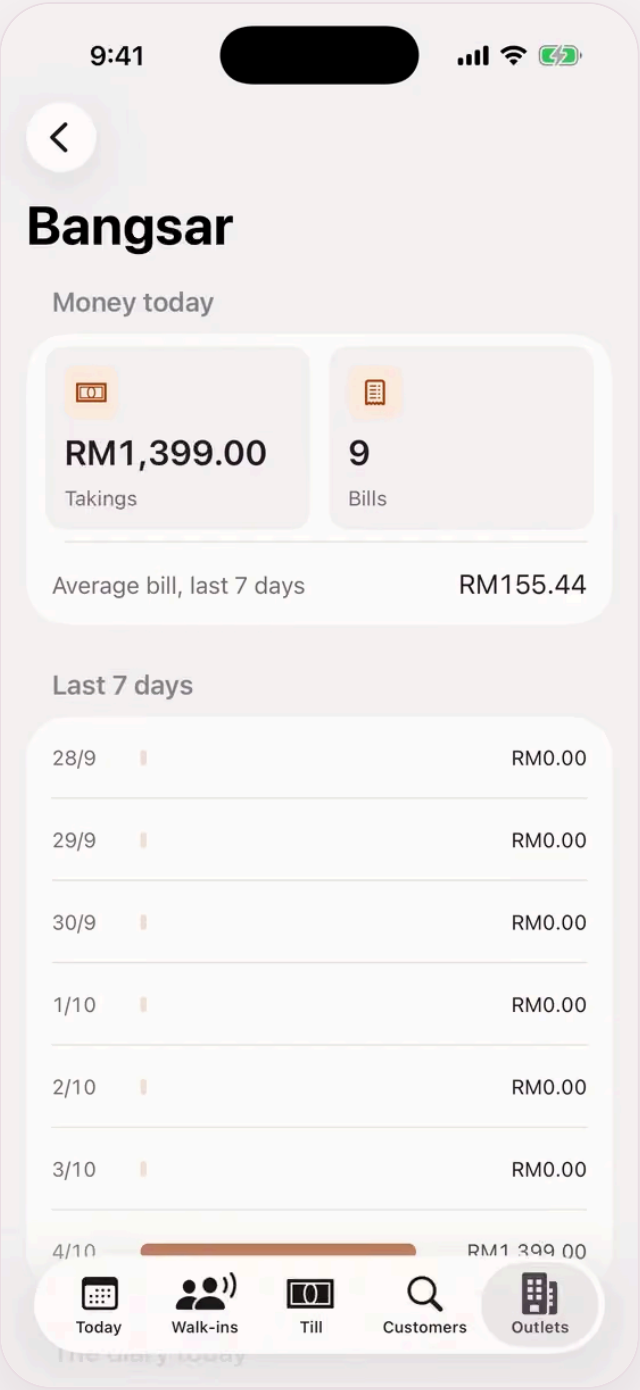


- 1 Tap the outlet you are working at.
- 2 Tap My earnings to see your commission this month.
- 3 Tap Overview to see today's takings. For owners and managers.
- 4 Tap Approvals to see what waits for you. For owners and managers.

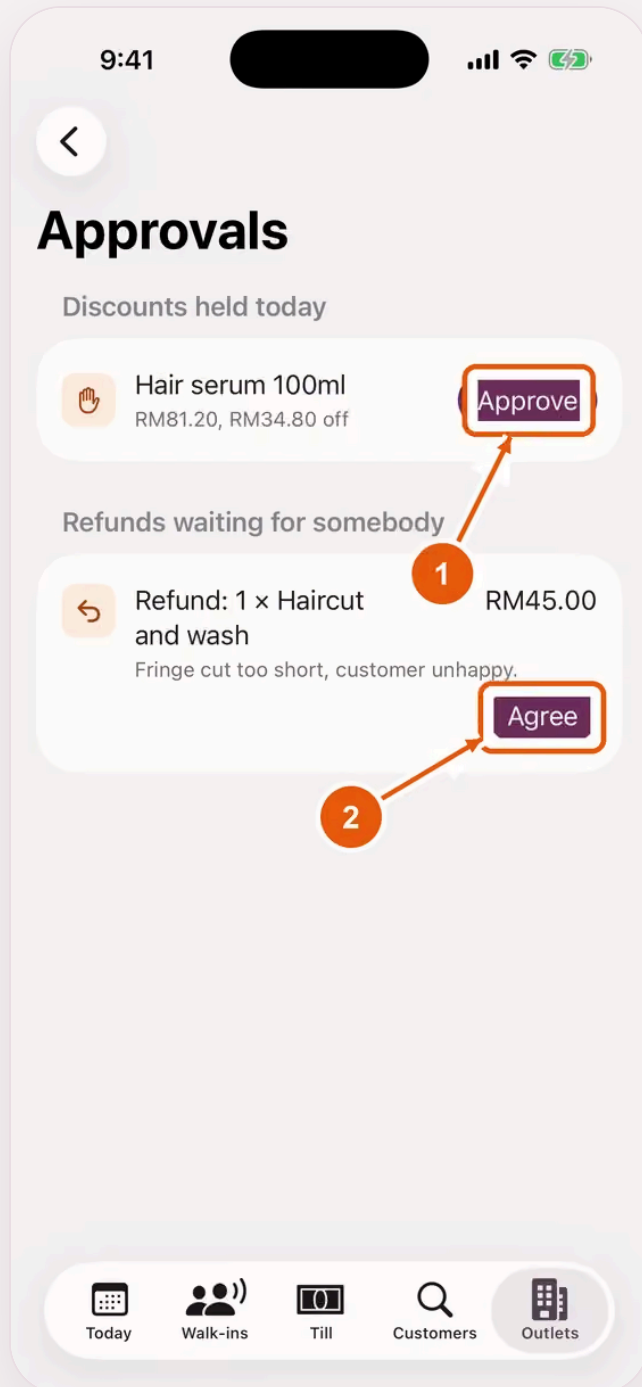
💡 To sign out, scroll to the bottom of Outlets and tap Sign out.

Overview

Takings and bills today, the average bill, and the last seven days.



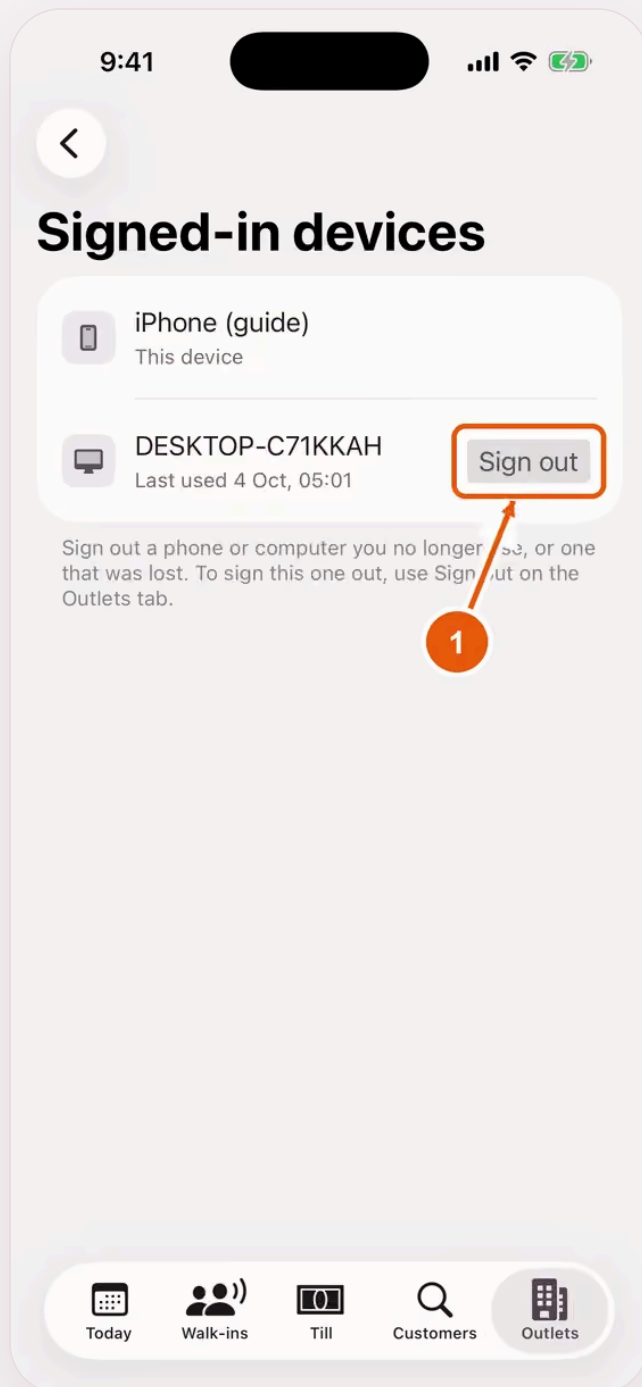
Approvals



- 1 Tap **Approve** to allow a discount held at the till.
- 2 Tap **Agree** to allow a refund. Someone other than the person who asked has to agree.

Signed-in devices

Every phone and computer signed in with your account.



1

Tap **Sign out** beside a phone that was lost or is no longer used.

PART 4

Nolira Team on Android

The same as the iPhone app. The buttons along the bottom are Today, Queue, Till, Customers and More.

Sign in

9:41



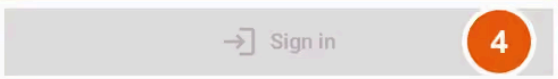
 **Nolira Team**
Sign in with your salon's Nolira address.

 Salon 1
The name in your salon's booking link, for example
auntina-emas

 Email 2

 Password 3

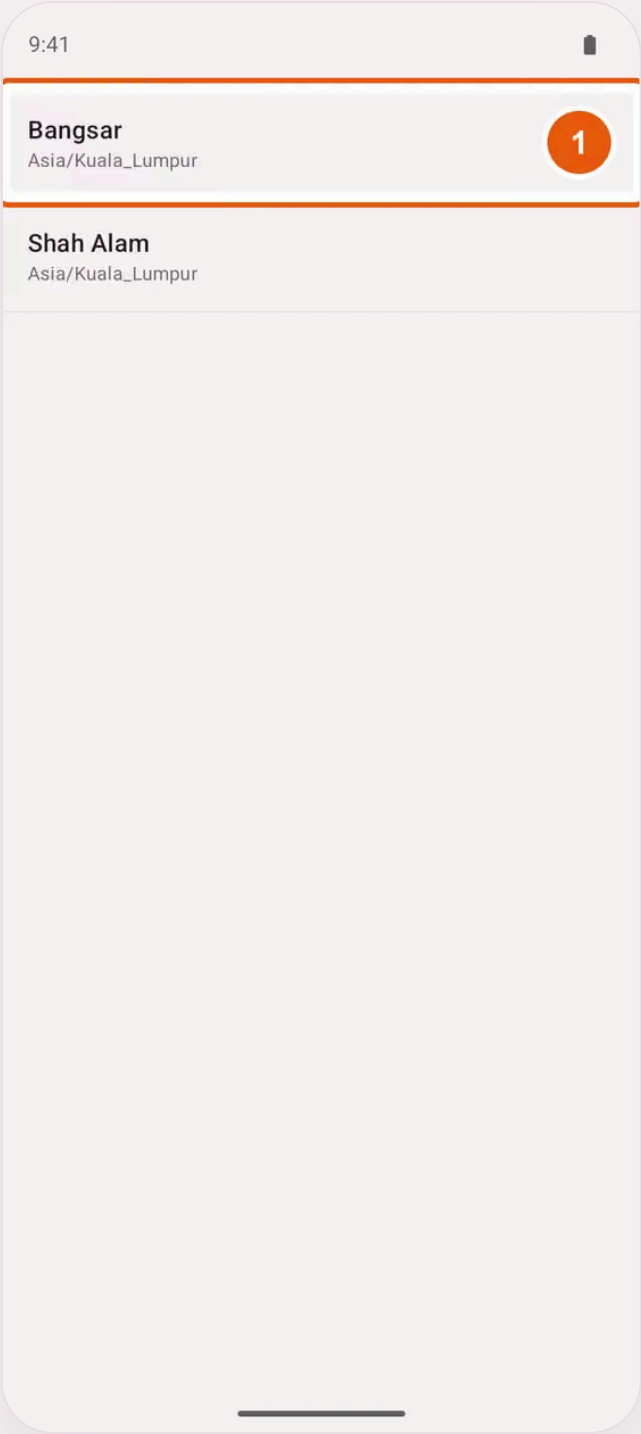
Name this phone
 Google sdk_gphone64_arm64
Shown in the owner's list of signed-in devices

 Sign in 4

 Forgot your password?

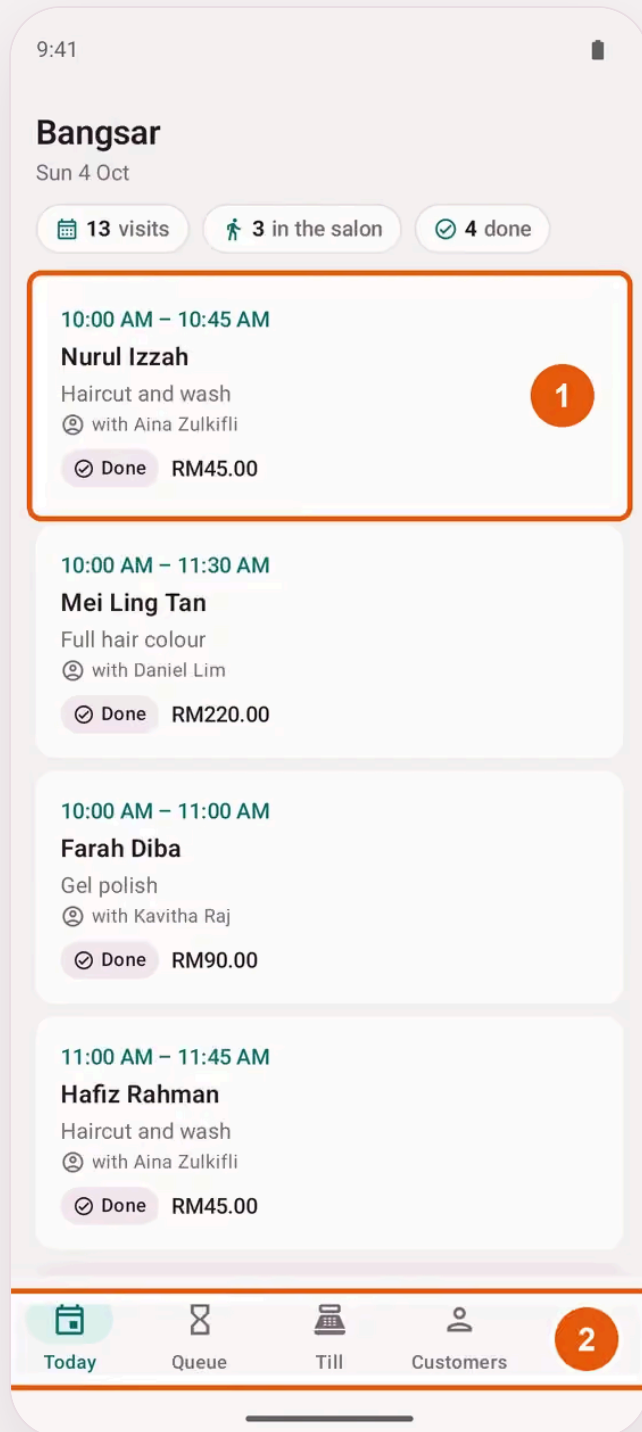
- 1 Tap Salon and type your salon code.
- 2 Tap Email and type your email.
- 3 Tap Password and type your password.
- 4 Tap **Sign in**.

Choose your outlet



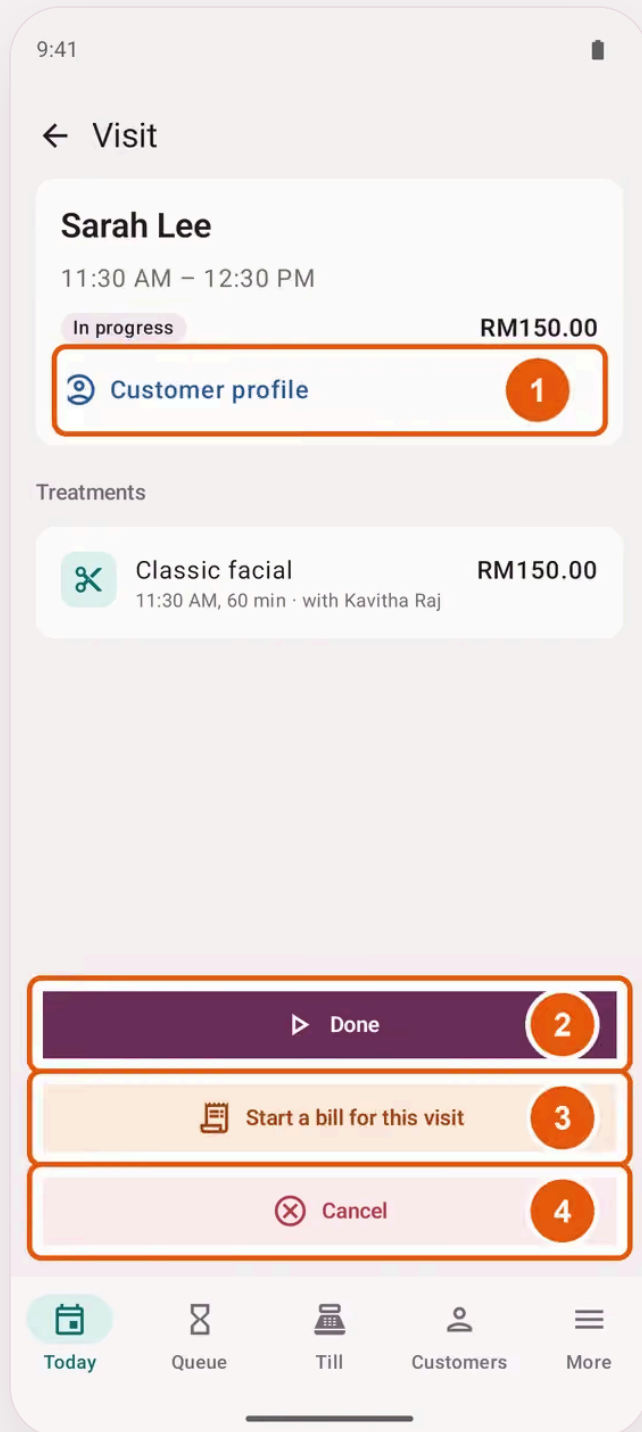
1 Tap the outlet you are working at today.

Today



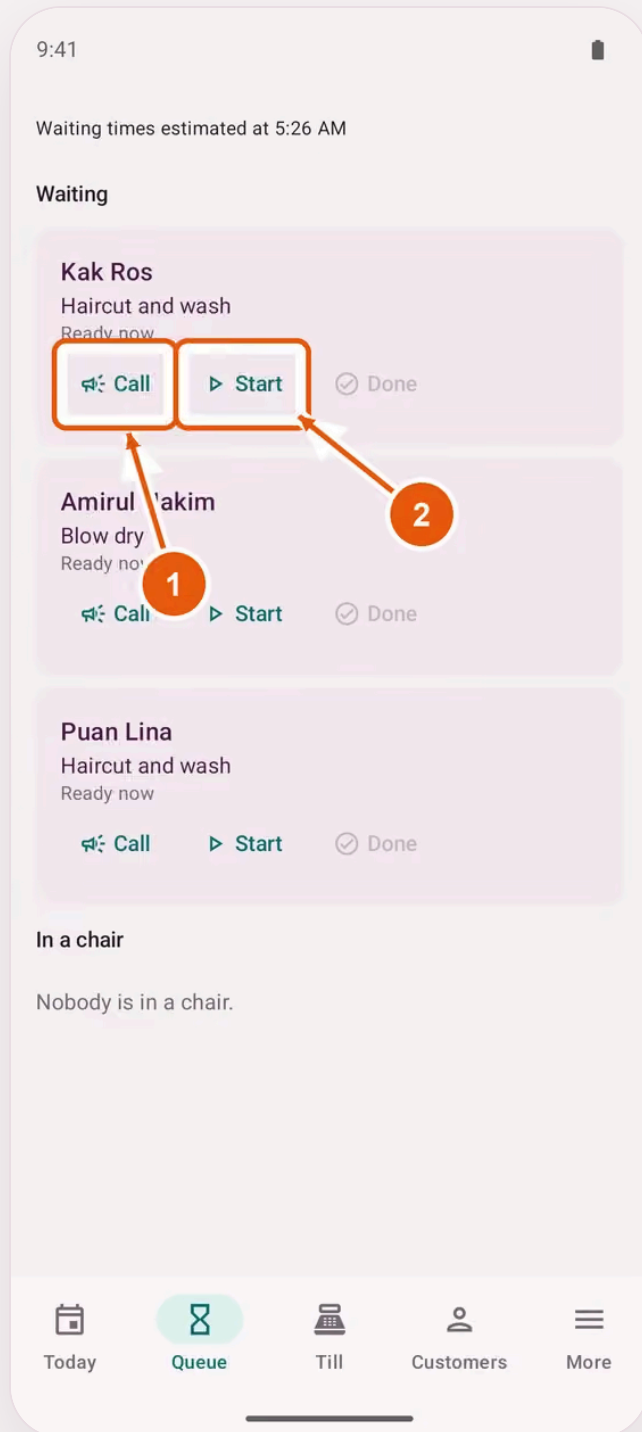
- 1 Tap a visit to open it.
- 2 Tap the buttons along the bottom to move between screens.

A visit



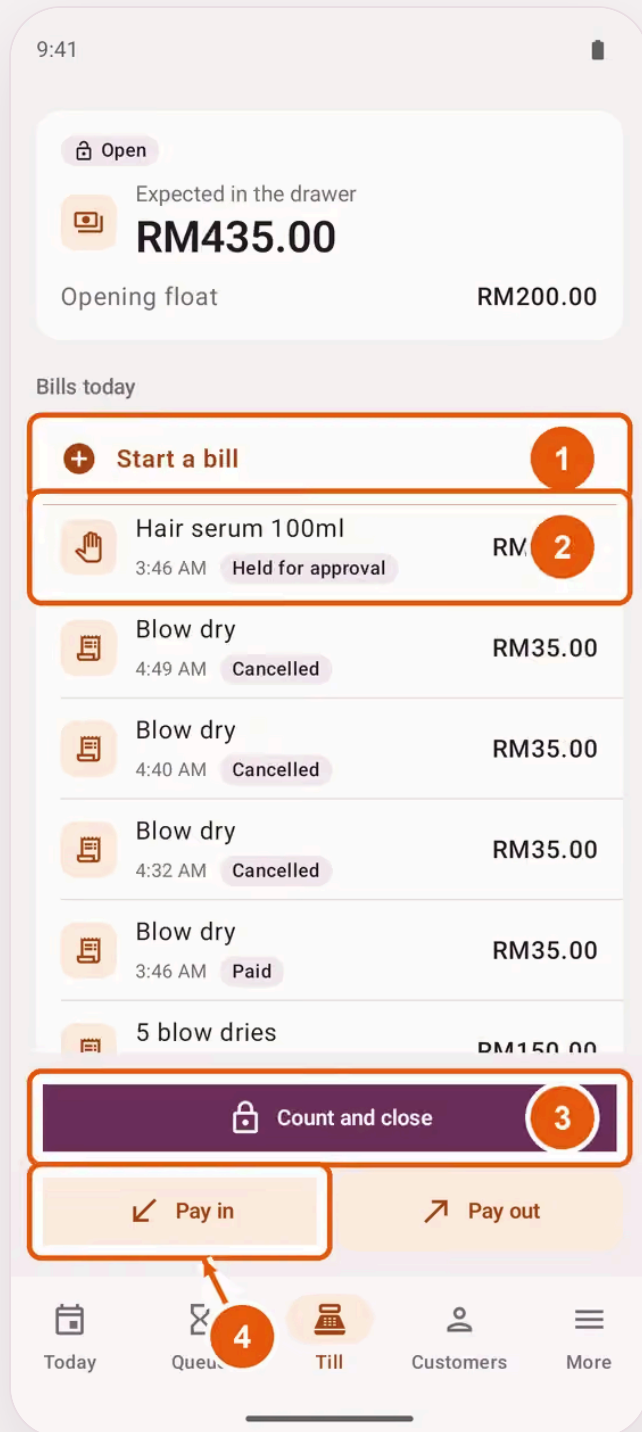
- 1 Tap Customer profile to see the customer's details.
- 2 Tap the purple button to move the visit on, for example **Done**.
- 3 Tap **Start a bill for this visit** to charge for it.
- 4 Tap **Cancel** if the visit is not going ahead.

The walk-in queue



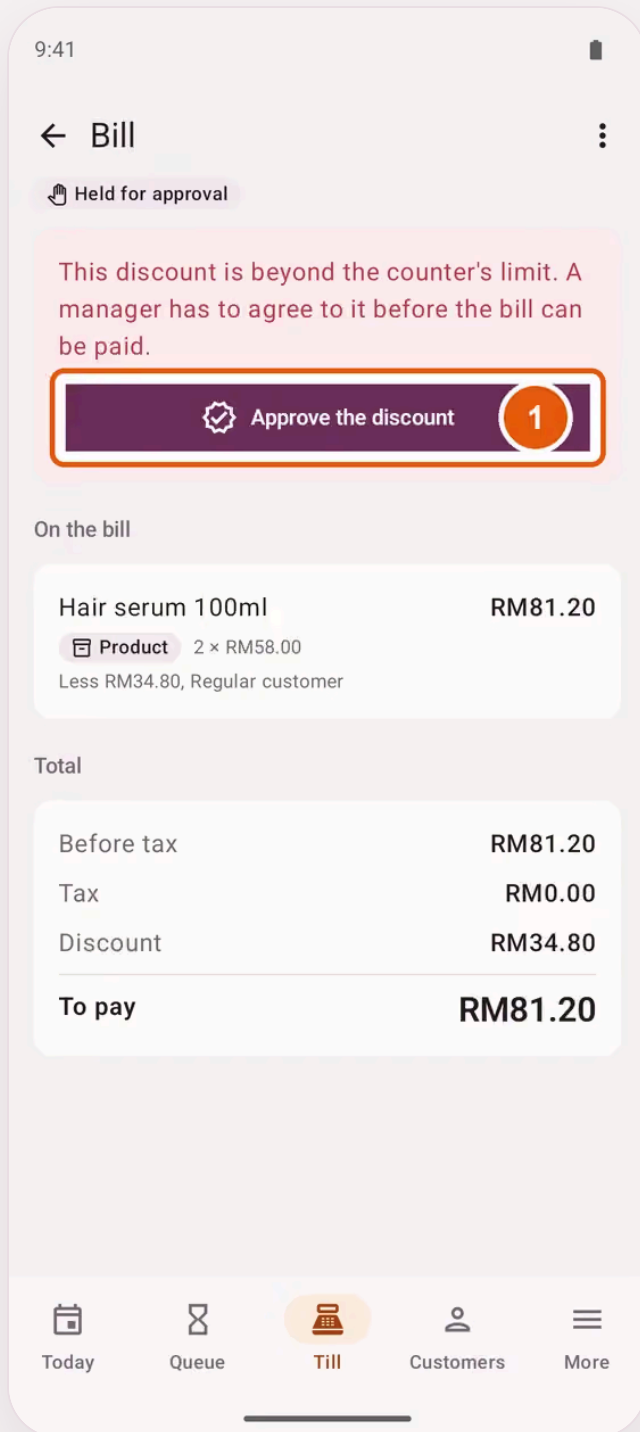
- 1 Tap **Call** when it is the person's turn.
- 2 Tap **Start** when the treatment begins. If nobody has been given the walk-in yet, the person they asked for, or whoever is free, is given it.

Till and bills



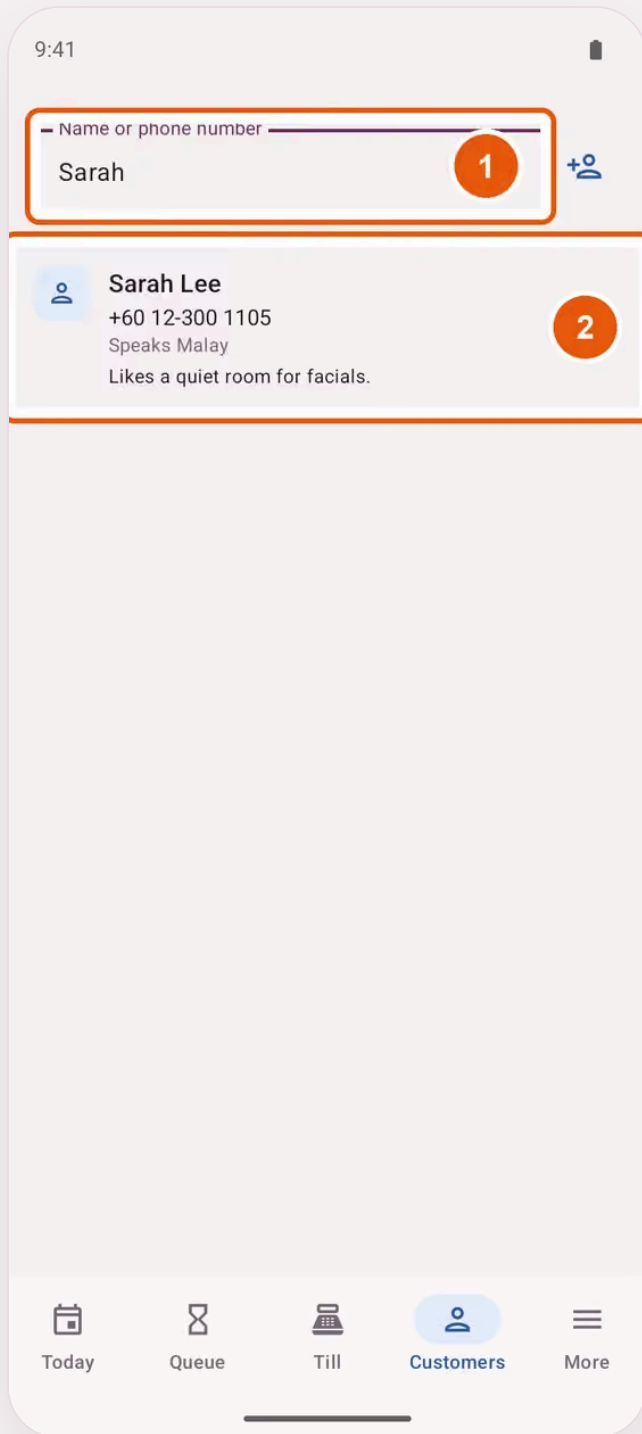
- 1 Tap **Start a bill** to charge a customer.
- 2 Tap a bill to open it.
- 3 Tap **Count and close** at the end of the day.
- 4 Tap **Pay in** or **Pay out** when money goes into or out of the drawer.

Approve a discount



1 Tap **Approve the discount**.

Find a customer



The image shows a mobile application interface for finding a customer. At the top, the status bar displays the time 9:41 and a battery icon. Below this is a search bar with the placeholder text "Name or phone number" and a red circle with the number 1 next to it. The search bar contains the text "Sarah". To the right of the search bar is a blue icon of a person with a plus sign. Below the search bar is a list of customer results. The first result is for "Sarah Lee", with a red circle with the number 2 next to it. The result includes a blue person icon, the name "Sarah Lee", the phone number "+60 12-300 1105", the text "Speaks Malay", and the note "Likes a quiet room for facials." At the bottom of the screen is a navigation bar with five icons: a calendar icon labeled "Today", an hourglass icon labeled "Queue", a calculator icon labeled "Till", a person icon labeled "Customers" (which is highlighted with a blue background), and a hamburger menu icon labeled "More".

9:41

Name or phone number

Sarah

1

2

Sarah Lee

+60 12-300 1105

Speaks Malay

Likes a quiet room for facials.

Today Queue Till Customers More

- 1 Type a name or phone number.
- 2 Tap the customer to see their details.

A customer's details

9:41

←

Customer

Sarah Lee

Phone

+60 12-300 1105

Language

Malay

Packages

3 classic facials

3 × Classic facial

Expires 1 Feb 2027

Active

Memberships

No memberships.

Today

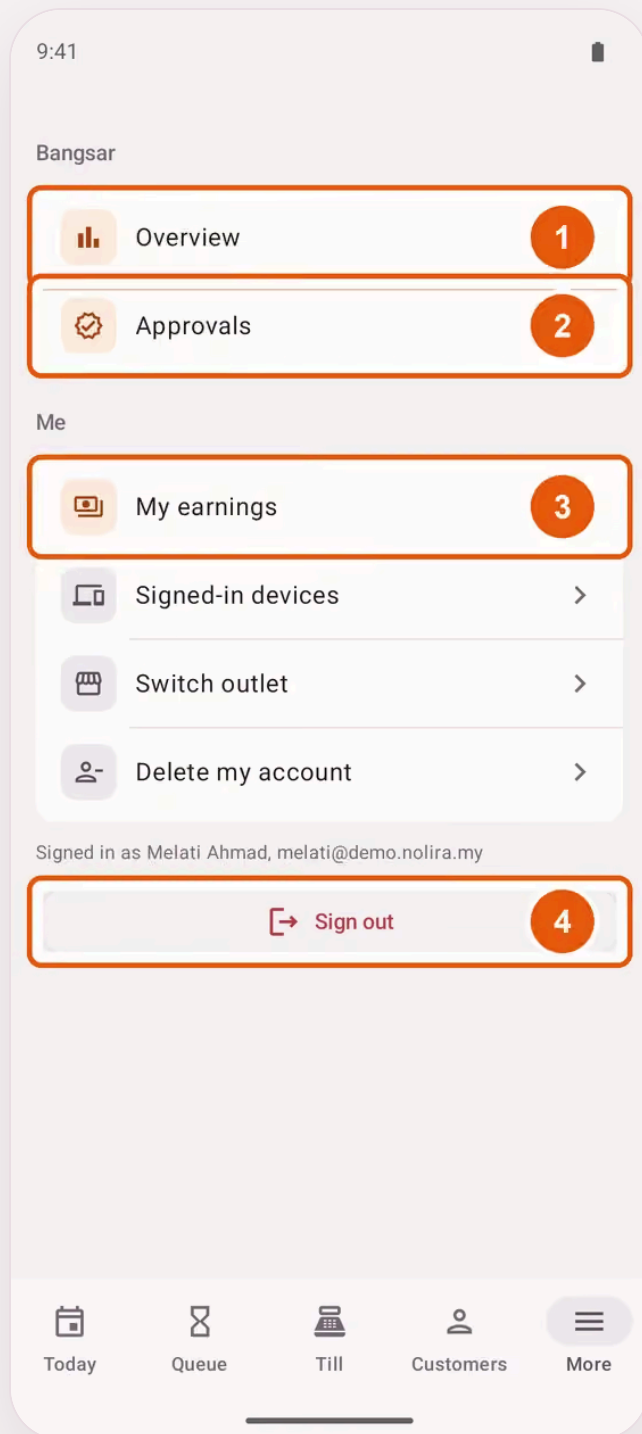
Queue

Till

Customers

More

More



- 1 Tap Overview to see today's takings. For owners and managers.
- 2 Tap Approvals to see what waits for you. For owners and managers.
- 3 Tap My earnings to see your commission.
- 4 Tap **Sign out** to sign out of this phone.

Overview

9:41

←

Bangsar

Money today

RM1,399.00

Takings

9

Bills

Average bill, last 7 days

RM155.44

Last 7 days

28/9

RM0.00

29/9

RM0.00

30/9

RM0.00

1/10

RM0.00

2/10

RM0.00

3/10

RM0.00

4/10

RM1,399.00

The diary today

14

Booked

21%

Time sold

Kept

13

Cancelled

1

Today

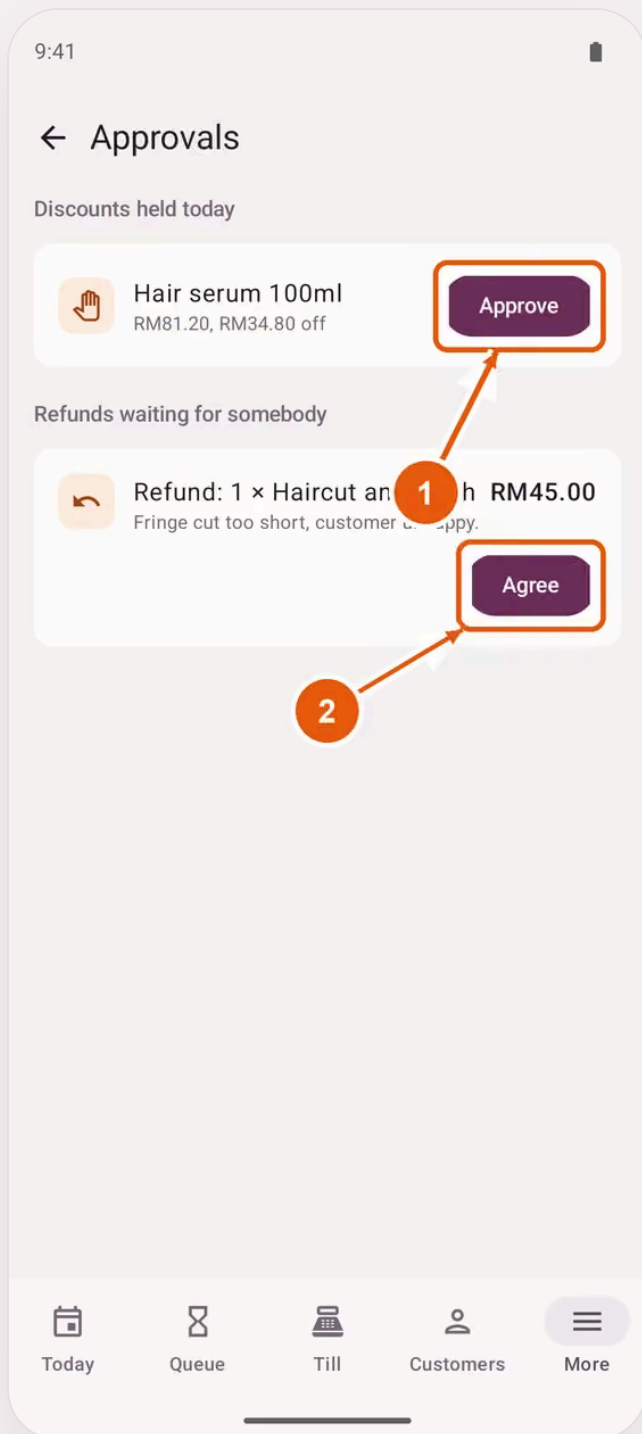
Queue

Till

Customers

More

Approvals



1 Tap **Approve** to allow a discount held at the till.

2 Tap **Agree** to allow a refund.

My earnings

An estimate of your commission this month. What you are actually paid is on your payslip.

9:41

← My earnings

← Previous

October 2026

Next →



Earned

RM0.00



Taken back for refunds

RM0.00



Net

RM0.00

An estimate from the commission rules. What you are paid is your payslip, which can include amounts agreed with your manager.

Payslips

No payslips yet. One appears when your salon runs payroll.



Today



Queue



Till

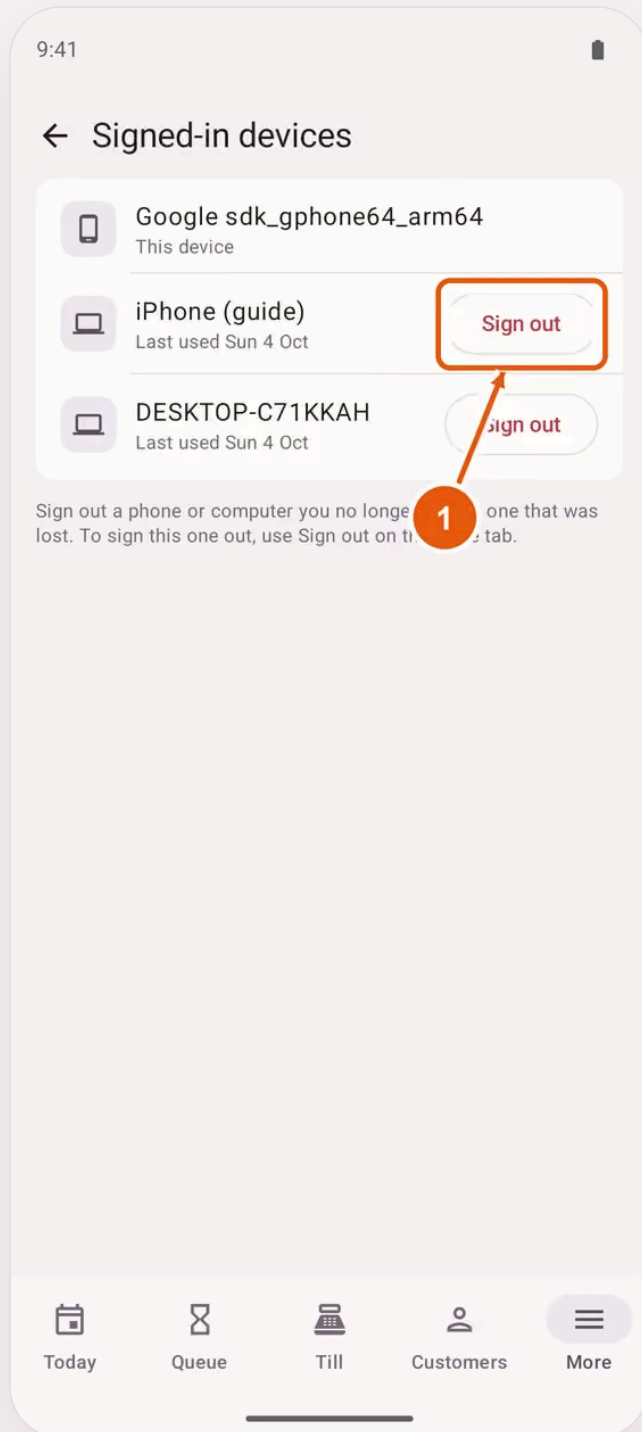


Customers



More

Signed-in devices



- 1 Tap **Sign out** beside a phone that was lost or is no longer used.

PART 5

When something goes wrong

The things people ask us most.

Common problems

- 1** I cannot sign in. Check the salon code first, then the email. If you forgot the password, use Forgot your password? on the sign-in screen.
- 2** A button is grey and does nothing. Something above it is not filled in yet, or your role does not allow it. Read the line under the form, or ask the owner.
- 3** Nobody can be booked for a treatment. In Staff, tick that treatment and the outlet for the people who do it, and check a chair or room is in service.
- 4** A phone was lost. Sign it out from Signed-in devices on another phone, or ask the owner to.

💡 Still stuck? Email hello@nolira.my and a real person will answer.

Pictures taken 4 October 2026