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Spirito

Complete Platform Guide

Who is this guide for?

This guide is written for anyone who wants to use Spirito, whether as a business owner or as a client.
No technical knowledge needed. Explained step by step in clear and simple language.

23

Sections

100+

Steps

0

Tech jargon

Table of Contents

GETTING STARTED

\$0 What is Spiruto?	4
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FOR BUSINESSES

\$1 Create your account	5
\$2 Business profile	6
\$3 Services	7
\$4 Staff	8
\$5 Working Hours	9
\$6 The Calendar	10
\$7 Manage Bookings	11
\$8 Payments	12
\$9 Clients & Files	13
\$10 Intake Questions	14
\$11 Service Packages	15
\$12 Recurring Bookings	16
\$13 Dynamic Pricing	17
\$14 Automatic Reviews	18
\$15 Email Marketing	19
\$16 Analytics	20
\$17 Webhooks	21
\$18 Customer Portal	22
\$19 Settings	23

FOR CUSTOMERS

\$20 How to Book	24
\$21 The Customer Portal	25

MOBILE APPS

\$22 Mobile Apps	26
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§0 WHAT IS SPIRUTO?

Spiruto is a platform for service businesses. Manage bookings, collect payments online or in person, run your team, and communicate with your clients — all in one place.

Bookings 24/7

Your clients book from their phone, whenever they want.

Payments with Stripe

Card, Apple Pay, Google Pay, and cash.

Analytics

See how much you earned and which services are most

Marketing

Send email campaigns to your client base.

Team management

Schedules, commissions, and services per person.

Mobile apps

Spiruto Business and Spiruto — iOS and Android.

§1 CREATE YOUR ACCOUNT

Signing up for Spiruto is free and takes less than 2 minutes. All you need is your email and a password.

1 Go to spiruto.com/register

Open your browser and type the address, or click 'Get started free'.

2 Fill out the form

Business name, email, phone, and password (at least 8 characters).

3 Verify your email

You'll receive an email with a blue button. Click it to activate your account.

4 Done! Enter the dashboard

You'll be redirected automatically to your control panel.

Tip: Can't find the verification email? Check your spam folder.

§2 BUSINESS PROFILE

Your profile is the first thing clients see. A complete profile builds more trust and gets more bookings.

1 Go to Settings → Business profile

2 Upload your cover photo and logo

Use good quality images. At least 1200×400 px for the cover.

3 Write an appealing description

Tell them what you do, what makes you special, and why they should choose you.

4 Add address and contact details

Phone, address, and general hours.

5 Save your changes

Your public page will be at spiruto.com/b/your-business-name

Tip: Share your public URL on Instagram, WhatsApp, and wherever you have a presence.

§3 SERVICES

A service is anything you offer: haircut, massage, yoga class. You can have as many as you want.

1 Go to "Services" in the sidebar (Setup section)

2 Create a new service

Click 'Añadir servicio'. Define: name, description, duration, and price.

3 Assign to your staff

Choose who can perform this service.

4 Publish the service

Turn on 'Visible to public'. You can turn it off temporarily when unavailable.

Tip: You can reorder services by dragging them. The order here is the order clients see.

§4 STAFF

If you have employees or collaborators, Spiruto lets you manage each one with their own schedule and services.

1 Go to "Staff" in the sidebar (Setup section)

2 Invite a new member

Click 'Añadir'. Name, position, and email. They'll receive an invitation to join.

3 Define their hours

Which days and hours they work. Add exceptions for vacations.

4 Assign their services

Control which services each person can perform.

5 Check "Staff commissions"

In Staff commissions (Setup section) you'll see how much each member has generated.

§5 WORKING HOURS

Working hours tell Spiruto when you can receive bookings by day of the week.

1 Go to Settings → Working hours

You'll see all 7 days of the week.

2 Enable or disable days

The toggle next to each day controls whether you receive bookings that day.

3 Set start and end times

For example: Monday from 9:00 AM to 7:00 PM.

4 Add exceptions

Holidays, vacations, or special days in 'Working hours exceptions'.

Note Set the buffer time between appointments to rest or prepare between clients.

§6 THE CALENDAR

The calendar is the heart of Spiruto. Go to "Schedule" in the Manage section of the sidebar. Here you see all your appointments, create bookings, and block time.

Blue = Confirmed

Booking confirmed.

Yellow = Pending

Waiting for confirmation.

Green = Completed

The appointment already happened.

Red = Canceled

Booking canceled.

Gray = Blocked

Manually blocked time.

Orange = Payment pending

In-person payment needs confirming.

1 Switch between day and week view

Buttons at the top of the calendar.

2 Click on an appointment

A panel opens with all the information and actions.

3 Create a manual booking

Click an empty space — useful for clients who call by phone.

4 Block time off

Right-click on empty space → Block time.

§7 MANAGE BOOKINGS

When a client books, the appointment appears in your panel. Go to "Bookings" in the Manage section of the sidebar.

1 Go to "Bookings" in the sidebar

Tabs: Upcoming, Past, and Canceled.

2 Confirm a pending booking

Click on it → Confirm button. The client receives an automatic email.

3 Cancel if needed

Click → Cancel. Write the reason. The client receives a notice.

4 Reschedule the appointment

Click → Reschedule → choose new date and time → save.

5 Add internal notes

Private notes the client cannot see.

Tip: Enable desktop notifications for instant alerts on new bookings.

§8 PAYMENTS

Spiruto uses Stripe, the world's most trusted payment processor. Money goes straight to your bank.

1 Connect Stripe

Settings → Payments → 'Conectar con Stripe'. Create or link your account.

2 Enable payment methods

Card, Apple Pay, Google Pay, and in-person payments.

3 Enable tips (optional)

Clients can add 10%, 15%, 20%, or a custom amount.

4 Mark in-person payments

When a client pays cash, go to the booking → 'Mark as paid'.

Note: Stripe charges a fee per transaction. Check current rates at stripe.com.

§9 CLIENTS & FILES

Every person who books stays in your client list with a complete history and private file.

1 Go to "Customers" in the sidebar

List sorted by last visit. Search by name, email, or phone.

2 Click on a client

You'll see: how many times they've come, how much they've spent, and booking history.

3 Write in the file

Private notes: preferences, allergies, important observations.

4 Add tags

VIP, New, Active package — to filter and organize your client base.

Tip: Only you and your team can see the file. Clients have no access.

§10 INTAKE QUESTIONS

Questions the client answers when booking: allergies, special conditions, expectations, etc.

1 Go to Services → [Service] → Intake questions

Questions are inside each service, not in the main menu.

2 Add questions

Types: short text, long text, selection, yes/no checkbox, number.

3 Mark as required

Required questions can't be skipped.

4 View answers

In each booking's detail, right below the main information.

§11 SERVICE PACKAGES

The client buys multiple sessions at once with a discount. You collect more upfront and the client saves.

1 Go to "Packages" in the sidebar (Setup section)**2 Create a new package**

Define name, number of sessions, total price, included services, and expiration.

3 The client buys the package

It appears on your public page. Direct card payment.

4 Redeem sessions

The balance is automatically deducted with each booking.

Tip: Packages build client loyalty. If someone buys 10 sessions, you know they'll come back 10 times!

§12 RECURRING BOOKINGS

The client enables 'recurring' and Spiruto automatically creates the next appointment after each visit.

1 The client enables the option

When booking, they choose frequency: weekly, biweekly, or monthly.

2 Saves their payment method

With Stripe — automatic charges without needing to re-enter card details.

3 Appointments create themselves

After each completed visit, Spiruto creates the next one.

4 Cancel the series

You can cancel just one appointment or the entire series at once.

§13 DYNAMIC PRICING

Change prices based on day of the week or time of day. Discounts during slow hours, surcharges during peak times.

1 Go to "Pricing rules" in the sidebar (Setup section)**2 Create a rule**

Define: service, days of week, hour range, and discount/surcharge percentage.

3 The price shows automatically

Clients see the discounted price when selecting those hours.

Tip: Example: '20% off on Mondays 8am-12pm' to fill empty hours.

§14 AUTOMATIC REVIEWS

Spiruto sends an email 24 hours after each appointment inviting the client to leave a review. Automatic!

1 **Enable in Settings → Reviews**

With a toggle. Nothing else to do.

2 **The client receives the email**

24 hours after the appointment. One click and they can leave their rating.

3 **View reviews**

In 'Reviews' on the dashboard. Your average appears on your public page.

Tip: If a client doesn't want more review emails, they can unsubscribe with one click.

§15 EMAIL MARKETING

Send email campaigns to all your clients or specific groups directly from Spiruto.

1 **Go to "Campaigns" in the sidebar (Manage section)**

2 **Create a campaign**

Choose a template: Promotion, Newsletter, or Announcement.

3 **Write your message**

Customize the subject, title, and body of the email.

4 **Choose recipients**

All clients, by service used, or by inactivity.

5 **Send or schedule**

Right now or at a specific date and time.

6 Review statistics

Delivered, opened, and clicked. All in the dashboard.

Note Only send emails to clients who gave you their email when booking. Never add external lists.

§16 ANALYTICS & STATISTICS

Understand your business with clear charts. Go to "Analytics" in the Account section of the sidebar.

Revenue by period

Today, week, month, or year.

By service

Which generates the most money.

Heat map

Days/hours with the most bookings.

Cancellations

Cancellation rate.

Average value

Average earnings per appointment.

Comparison

This month vs. last month.

1 Go to "Analytics" in the sidebar

Metrics summary at the top.

2 Change the period

7 days, 30 days, 3 months, 6 months, or the year.

3 Explore the heat map

Colors show when you're busiest and slowest.

4 Export data

Download as Excel or CSV for your own analysis.

§17 WEBHOOKS (ADVANCED)

For technical users. Connect Spiruto to other systems: CRM, Slack, Zapier, etc.

1 Go to Settings → Webhooks**2 Create an endpoint**

Your server URL + events you're interested in.

3 Available events

New booking, confirmation, cancellation, payment, new review, and more.

4 View delivery history

Webhooks → [Endpoint] → Deliveries. Each message sent with its status.

Tip: If you don't know what a webhook is, you probably don't need it yet.

§18 CUSTOMER PORTAL

A mini web app so your clients can manage their appointments without a password — just email and OTP code.

View bookings

Upcoming and past appointments.

Cancel

If the business allows it.

Reschedule

Based on availability.

Package balance

Available sessions.

Update profile

Name, phone, preferences.

No password

Email + 6-digit code.

1 The client receives the link

In the confirmation email → 'View my appointments' button.

2 Logs in with their email

Receives 6-digit code → enters it → inside. 30 seconds.

3 Configure permissions

Settings → Portal → what the client can do.

\$19 GENERAL SETTINGS

Customize every detail of your account from Settings in the sidebar.

Time zone

For correct times in bookings.

Currency

MXN, USD, EUR, and more.

Notifications

Which alerts you receive by email.

Visual theme

Colors for your public page.

Google Meet

Virtual appointments with automatic link.

Google Calendar

Sync with your personal calendar.

\$20 HOW TO BOOK (FOR CUSTOMERS)

If you're a customer and want to book, all you need is the business link and your payment method.

1 Go to the business page

The business will share their link, or find them at spiruto.com/businesses.

2 Choose the service

Click on the service you want and then 'Book'.

3 Choose date and time

Calendar showing available days. Gray slots are already taken.

4 Fill in your details and pay

Name, email, phone. Payment method and confirm.

5 Done! Check your email

Confirmation with all the details and a link to manage your appointment.

Confirmation

Instant email with details.

24h reminder

Automatic notice the day before.

1h reminder

Notice right before your appointment.

Review request

24h later to share your experience.

§21 THE CUSTOMER PORTAL

Your personal space to manage all your appointments in Spiruto. No password — just email and code.

1 Click 'View my appointments'

In any Spiruto email, or go to spiruto.com/portal/business.

2 Enter your email

The same one you used to book → click 'Send code'.

3 Enter the 6-digit code

You'll receive the code in seconds. It expires in 10 minutes.

4 Manage your appointments

View upcoming, cancel, reschedule, view packages, and update profile.

Note Each access code is single-use. If it takes more than 10 minutes, request a new one.

§22 MOBILE APPS

Spiruto has two native apps for iOS and Android — one for businesses and one for customers.

Spiruto Business — For business owners

Manage your business from your phone. Receive bookings, collect payments, and see your calendar in real time.

Home / Summary

Today's earnings and upcoming appointments.

Schedule

Full calendar with all appointments.

Bookings

Confirm, cancel, and reschedule.

Customers

View files and history.

Push notifications

Instant alert for every new booking.

Settings

Hours and business details.

Spiruto — For customers

The fastest way to book. Find businesses on the map, book in seconds, and pay with Apple Pay or Google Pay.

Explore on map

Find businesses near you.

My appointments

Upcoming, past, and canceled.

Apple/Google Pay

Pay with your face or fingerprint. One tap.

Reminders

24h and 1h before your appointment.

My packages

See your available session balance.

Passwordless

Log in with email + code. Easy.

Dark mode

Designed to look great day and night.

Ultra fast

Cutting-edge technology for maximum speed.

iOS and Android

App Store and Google Play. Free.

Real-time sync

Everything updated instantly.