Verando step by step

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Set up your property and follow the workflow from enquiry through invoicing to successful event delivery.

Already have an account? Use your existing login. The wizard loads saved property details. Review them when reopening setup; you do not need a new account or another website import.

Before working with a client

- Your own logo, photos, contacts and business details are correct.
- Prices, units, VAT, deposit and payment terms have been reviewed.
- Desktop and mobile previews and the documents have been checked.
- Changes are saved and the team knows the current event version.

01

Sign in and open setup

Sign in at verando.eu/app/. Check the property name. Open Complete setup. For a property that has already completed setup, edit its information in Property and prices. You can open individual wizard steps directly.

Open in the app →

02

Import a website or use existing details

Enter your property's website in the first step and start the import. Review the details and photos found. If details are already filled in, continue to branding. Import is optional and does not replace checking your prices.

Open in the app →

03

Brand, contact and photos

Enter the property name, address, country and contact. Upload your own logo, choose colours and select a cover photo. Check logo readability and photo selection in the preview. Use only material you have permission to use.

Open in the app →

04

Spaces and rooms

For each space, enter its name, layouts, capacities and price. For rooms, check occupancy, unit and price. Review VAT and currency. A missing price does not mean the service is free.

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05

Create catering categories

Open Food and extras in setup, or Catering in Property and prices. Choose Add category first, for example Buffets, Multi-course menus, Tasting menus, Beverage packages or Coffee breaks. You can rename categories. A category has no price and does not create a billable item.

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06

Add menus with prices and composition

Under a category, choose Add menu / package. Enter the individual option name, price including VAT, charging unit and VAT rate. Describe everything included in Composition / description, using a separate line for each dish. Add each differently priced option as another menu in the same category.

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07

Menu choices and language versions

Menu choices is optional. Enter one course per line, for example Soup: broth / pumpkin. Under Your language versions, enter the menu name, composition and choices for the required languages. Translate category names at the category itself. Empty translations retain the original content. Check the client preview.

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08

Extras and saved status

Enter extras such as equipment or parking separately, including price, unit and VAT. Wait for confirmation after editing; use the save button when editing the property catalogue. Retry a failed save. Keep actual costs for profitability reporting separate from selling prices.

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09

Templates and client preview

Choose conference, wedding, celebration or stay. Adjust the section order and content for each type you use. Switch the preview between desktop and mobile. Check photos, line breaks and terms on both.

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10

Your documents and business details

In the final setup step, enter the legal company name, identifiers and bank details. Upload your own contract template and review the extracted text. Check deposit and payment terms. Enable client documents only after reviewing your details and terms.

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Finish and test a sample proposal

Resolve the missing information highlighted by the wizard. Create a sample proposal and open its link or QR code. Review prices and contacts on a computer and phone. Do not send a test proposal as a binding offer to a real client.

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Add colleagues

In Team, add a colleague, choose an available role and check their contact details. Each colleague uses a separate login. Share access details securely. Manage seat counts and plan changes separately in Subscription.

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13

Enquiry and a specific proposal

Open or create an enquiry and enter the dates and guest count. Build a proposal using your own catalogue and add programme options where needed. Before sharing, check quantities, units, totals and saved status. Share the correct version's link.

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14

Client confirmation and signature

Check the document settings for this proposal. If a contract is enabled, review its text and details. The client opens the link, chooses an option and proceeds through confirmation and the available signature step. Verify completion in the proposal and document statuses.

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15

Invoice and payment records

Prepare the required document from the relevant proposal. Check both parties, amount, due date and bank details. Record received payment after verifying it yourself. A manual payment entry is not bank verification. Correct a mistaken entry using the available reversal action.

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16

Function sheet and event delivery

Open the function sheet and check its source proposal. Enter spaces, complete time ranges, the schedule and department tasks. Resolve warnings before finalising. The team should use the current version and track tasks and daily operations.

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17

Reporting and troubleshooting

In Reporting, choose the event and period. Check revenue and completeness of actual costs. Incomplete costs do not establish final profit. If saving fails, wait for confirmation or retry the save. Send support at verando@verando.eu the steps and a screenshot without passwords or client details.

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