



BiFlow

BUSINESS INFORMATION CENTER

BiFlow Training Series

VIDEO INDEX

Find Any Topic Instantly

Every topic across all 10 parts, with its exact timestamp.
Click any time below to jump straight to that moment in the
video.

10 parts • 87 indexed topics • biflow961.com

1

PART 1: WEBSITE & CHECKOUT

~3 min video

- 0:00** Part 1: Website & Checkout
- 0:23** Overview — What We'll Cover
- 0:42** The Homepage
- 1:25** Choosing a Plan
- 2:23** The Checkout Form
- 3:04** Total & Paying with Whish
- 3:54** Your Access Code

2

PART 2: GETTING STARTED

~6 min video

- 0:00** Part 2: Getting Started
- 0:40** Overview — What We'll Cover
- 1:10** Activating the App
- 2:02** The Home Screen
- 2:55** The More Tab — Your Control Center
- 3:31** Setting Up Your Clinic Profile
- 4:10** Defining Your Service Types & Prices
- 5:09** Invoice Settings — Normal & Official
- 6:12** You're fully set up!

3

PART 3: CLIENTS & THE THREE SALES METHODS

~7 min video

- 0:00** Part 3: Clients & The Three Sales Methods
- 0:31** Adding Your First Client
- 1:08** Client Documents
- 2:21** Three Ways to Bill — Choosing the Right One
- 3:20** Package — Reserving Sessions
- 4:00** Booking an Appointment
- 4:49** Case — A Complete Walkthrough

- [5:41](#) Case — Adding an Invoice
- [6:14](#) Case — Discounts & Refunds
- [6:59](#) Client Summary
- [7:46](#) You know all three sales methods!

4

PART 4: PAYMENTS & INVOICING

~5 min video

- [0:00](#) **Part 4: Payments & Invoicing**
- [0:27](#) Recording a Payment
- [1:07](#) Every Sale Invoices Itself
- [1:57](#) Editing an Invoice
- [2:45](#) Official Tax Documents
- [3:37](#) The Official Documents Register
- [4:19](#) The Normal Documents Register
- [5:03](#) Your finances are fully covered

5

PART 5: CLIENT STATEMENTS & PROGRESS TRACKING

~4 min video

- [0:00](#) **Part 5: Client Statements & Progress Tracking**
- [0:25](#) The Client Statement — Everything in One Place
- [1:16](#) Logging Progress, Session by Session
- [2:02](#) Client Documents
- [3:07](#) Charts That Build Themselves
- [3:42](#) Client Summary
- [4:22](#) Every client's story, fully tracked

6

PART 6: STATISTICS, MESSAGING & VOICE ASSISTANT

~3 min video

- [0:00](#) **Part 6: Statistics, Messaging & Voice Assistant**
- [0:27](#) Overview — What We'll Cover

- [0:57](#) Practice Statistics
- [1:41](#) Client Statistics
- [2:32](#) Messaging Clients on WhatsApp
- [3:14](#) The AI Voice Assistant
- [3:58](#) You now know how to run your day-to-day

7

PART 7: DATA, BACKUP & SUBSCRIPTION

~4 min video

- [0:00](#) **Part 7: Data, Backup & Subscription**
- [0:28](#) Overview — What We'll Cover
- [0:53](#) Local Backup & Restore
- [2:01](#) Automatic Backup to Google Drive
- [3:06](#) Excel Export
- [3:30](#) Managing Your Subscription
- [4:16](#) You've completed the first 7 parts!

8

PART 8: EXPENSES & FINANCIAL REPORTS

~7 min video

- [0:00](#) **Part 8: Expenses & Financial Reports**
- [0:25](#) Overview — What We'll Cover
- [0:54](#) The Expenses Screen
- [1:32](#) Adding an Expense
- [2:06](#) VAT, Due Dates & Recurring Expenses
- [2:47](#) The Expenses List
- [3:21](#) Categories & Payment Methods
- [4:09](#) Cash Flow Report
- [4:54](#) P&L & VAT Report — Is the Business Profitable?
- [5:37](#) Tracing Sales Back to Invoices
- [6:11](#) VAT Report — What It Shows
- [7:01](#) VAT Report — The Bottom Line

9

PART 9: CREDIT NOTES FOR EVERYDAY SALES

~5 min video

- 0:00** **Part 9: Credit Notes for Everyday Sales**
- 0:20** Overview — What We'll Cover
- 0:48** Creating a Discount / Return
- 1:45** Reviewing the Total Before You Submit
- 2:34** Where It Shows Up — the Client Statement
- 3:16** Editing a Credit Note — Date, Description & Amount
- 3:55** Editing a Credit Note — Company Details, Note & Stamp
- 4:31** After You Save — Confirmed Instantly
- 5:12** You've completed the full training series!

- 0:00** **Part 10: Multi-Currency Setup**
- 0:40** Overview — What We'll Cover
- 1:20** Turning On Multi-Currency
- 1:58** Choosing Your Main Currency
- 2:39** Second Currency — Reports in Two Currencies at Once
- 3:16** Number Style & Decimal Places
- 4:01** Paying an Expense in a Different Currency
- 4:48** Getting Paid in a Different Currency
- 5:25** Receipts Show "Paid Via..."
- 6:05** Multi-Currency, Fully Set Up!