

PRIVATE MADE-TO-MEASURE HOUSE

OWNER EDITION · AUGUST 2026

Platform *owner manual.*

A simple guide to managing clients, commissions, measurements, fabrics, invoices and documents in Caleb Studio.

CALEB STUDIO

[CALEB.NADMAA.COM/ADMIN](https://caleb.nadmaa.com/admin)

PRIVATE & CONFIDENTIAL

The studio at *a glance.*

Caleb Studio is the private operating area behind the Modern Day Caleb customer experience. It keeps each client's profile, designs, measurements, tailoring requests and billing records connected.

01

Client

Create or find the profile

02

Design

Choose garment and cloth

03

Request

Approve and track the work

04

Invoice

Issue and record payment

The guiding rule

Work from the client's existing profile whenever possible. This keeps measurements, garments and documents under one identity and avoids duplicate records.

Open the studio

1. Visit caleb.nadmaa.com/admin.

Your working dashboard.

The dashboard is the morning overview. Use it to identify new work and money that needs attention before opening individual records.

01 Total invoiced

The total value of non-void invoices.

02 Amount paid

Payments already recorded against invoices.

03 Due now

Payment stages currently ready for collection.

04 Outstanding

All unpaid invoice balances, including future stages.

05 Open requests

Commissions not completed or cancelled.

RECOMMENDED ROUTINE

Ten minutes each morning.

- ✓ Review new submitted requests.
- ✓ Check amounts due.
- ✓ Move completed production steps forward.
- ✓ Follow up on missing measurements or details.
- ✓ Confirm new client invitations.

Dashboard figures are operational summaries. Review the invoice record before discussing a balance with a client.

One client. *One complete record.*

01

Create a client

Select **New client**. Enter the full name and email; add phone and address where available. Select **Create client**.

The client receives a secure invitation to activate the portal.

02

Find a client

Open **Clients** and search by name or email. Select the client to open the complete workspace.

Check the email before creating a new record to prevent duplicates.

03

Maintain the profile

Use **Edit client contact details** to update phone or address. Save before leaving the profile.

The email is the client's account identity and is intentionally read-only.

Create or edit a look

From the client workspace, select **Create or edit look**. Choose the garment and fabric, complete the design options, then record measurements. Saved looks return to the same client.

Move every commission *with intention.*

A request is the operational record for a garment. It contains the client, fabric, design snapshot, measurement snapshot, notes and current production stage.



Review a new request

1. Open **Requests**.
2. Select the request number.
3. Confirm client, garment and submitted date.
4. Review every customization and measurement.
5. Resolve missing or implausible information with the client.
6. Move the job stage to **Approved** only when ready.

Keep status accurate

1. Move to **In production** when work begins.
2. Use **Fitting** when a fitting is required.
3. Use **Ready** only when collection or dispatch can occur.
4. Mark **Delivered**, then **Completed** after final handover.
5. Use **Cancelled** only for work that will not proceed.

Curate what clients *can discover.*

Add a fabric

1. Open **Fabrics**.
2. Select **Add fabric**.
3. Enter a clear name and internal code.
4. Add colour, mill, composition, season and weight.
5. Select Suit, Shirt or both.
6. Choose the price tier and display order.
7. Add a swatch-image URL if available.
8. Keep **Available to clients** selected, then save.

Edit or remove

1. Select **Edit** to correct fabric information.
2. Use **Featured** for a priority cloth.
3. Use display order to control presentation.
4. Select **Archive** when cloth is unavailable.
5. Select **Restore** when it returns.

Archive—do not destroy.

Archiving removes the fabric from the customer builder while preserving historical requests and designs.

Essential

Accessible house direction

Reserve

Exceptional or limited cloth

Signature

Core Caleb expression

Use honest composition and mill information. If a detail is unknown, leave it blank until verified rather than estimating.

Clear terms. *Confident collection.*

01

Create

Open an approved request and select **Create invoice**. Confirm the line description, quantity and tax-inclusive price.

02

Structure

Set currency, tax and payment stages. Stage percentages must total exactly **100%** before issuing.

03

Issue

Add useful client-visible notes and conditions, review all values, then select **Issue invoice**.

Example

50%

Deposit · invoice accepted

Present every record *professionally.*



Download

Creates the premium tailoring dossier PDF for review, printing or local storage.



Email client

Sends the dossier through the configured platform email service with the PDF attached.



WhatsApp

On supported phones, use the device share sheet. On desktop, the platform downloads the dossier and opens WhatsApp with prepared wording.

Desktop WhatsApp workflow

1. Select **WhatsApp** on the request.
2. The PDF downloads to the computer.
3. WhatsApp opens with the recipient and prepared message.
4. Select the attachment icon in WhatsApp.
5. Attach the downloaded PDF.
6. Review the recipient and message, then send.

Final review before sending

✓ Correct client and request number

✓ Correct garment and fabric

✓ Measurements and spelling checked

Understand the current *appointment journey.*

Clients can prepare a consultation at caleb.nadmaa.com/consultation. They choose the appointment type, garments, occasion and service format.

Calgary Atelier

182 Yorkville Road SW, Calgary.

Virtual

A video consultation for remote clients.

Caleb Comes to You

A private-location request—from Calgary to Lagos, New York and beyond.

Current operating boundary

The consultation planner prepares the client's preferences and then continues to the live appointment calendar. It is not currently a full appointment calendar inside Caleb Studio. Confirm the actual date, time, travel conditions and any applicable service requirements through the live calendar and direct communication.

Atelier hours

Monday

By appointment

Wednesday–Friday

Tuesday

By appointment

Saturday

Protect the client. *Protect the house.*

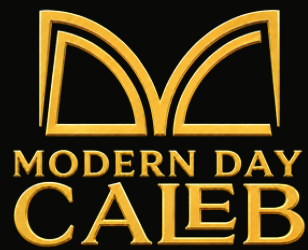
Always

- ✓ Use a unique admin password.
- ✓ Sign out on shared devices.
- ✓ Verify the client before sharing a dossier.
- ✓ Record only information needed for service.
- ✓ Archive discontinued fabrics.
- ✓ Check measurements before production.

Never

- × Share admin credentials.
- × Send one client's record to another.
- × Guess fabric composition or measurements.
- × Record payment before funds arrive.
- × Create duplicate profiles unnecessarily.
- × Leave a signed-in device unattended.

If something does not work



PRIVATE MADE-TO-MEASURE HOUSE

Every fit.
Handled with care.