

How-To Manage Amenity Spacing

Check In/Out

Step

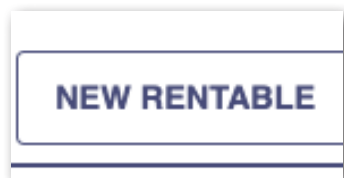
1



Locate the Reservations feature within your left-hand navigation bar, and select New Rentable to begin.

Step

2



Add a Name, Description, Instructions and Photo for the Rentable. The Description and Instructions should explain the reservation, how to reserve and other distancing policies.

Step

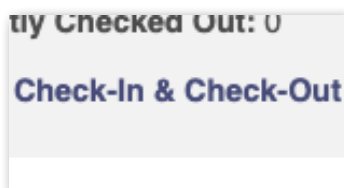
3



Update the Total field to reflect how many residents can access the Amenity Space at one time. Click Save to complete.

Step

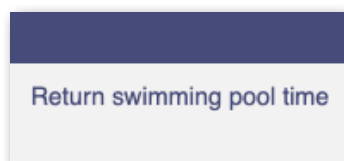
4



To check-in a resident arriving at the space, navigate to the Reservations Dashboard and click Check-In & Check-Out under the Reservable item. Search for the Resident's name/unit, type in the number of people entering the space and click Check-Out.

Step

5



When the Resident is leaving the space, navigate back to the Reservable's Check-In & Check-Out page and select Return [Reservable Name] on the same line of the Resident's name.

Need more help?

Visit info.mobiledoorman.com/Amenity-Spacing
or contact Success@MobileDoorman.com today

