FACILITY BOOKING MANAGEMENT

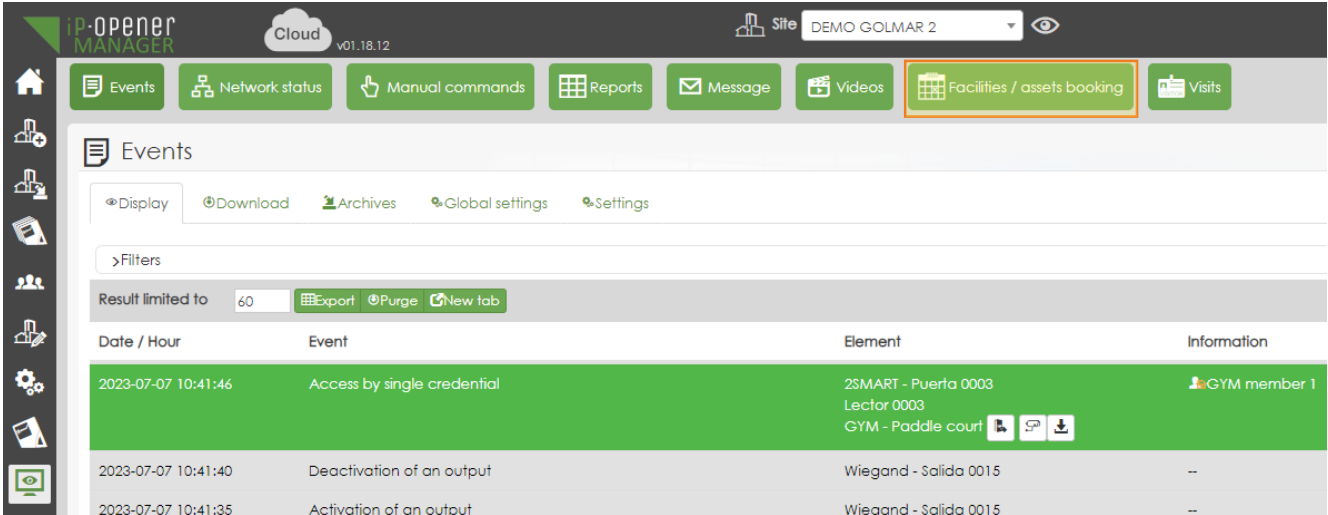**USER MANUAL**

1.TABLE OF CONTENTS

2.INTRODUCTION

This manual explains how the administrator and/or members of the site can manage bookings once the system has been set up.

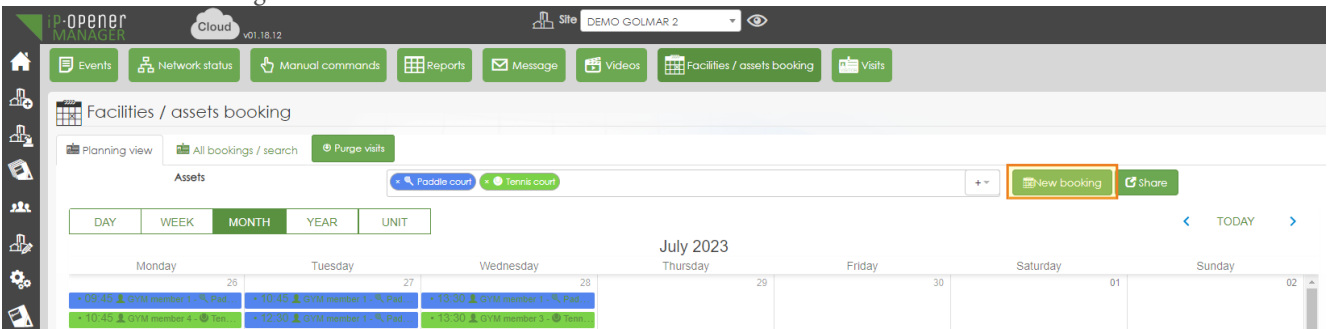## 3.ADMINISTRATOR'S BOOKING MANAGEMENT
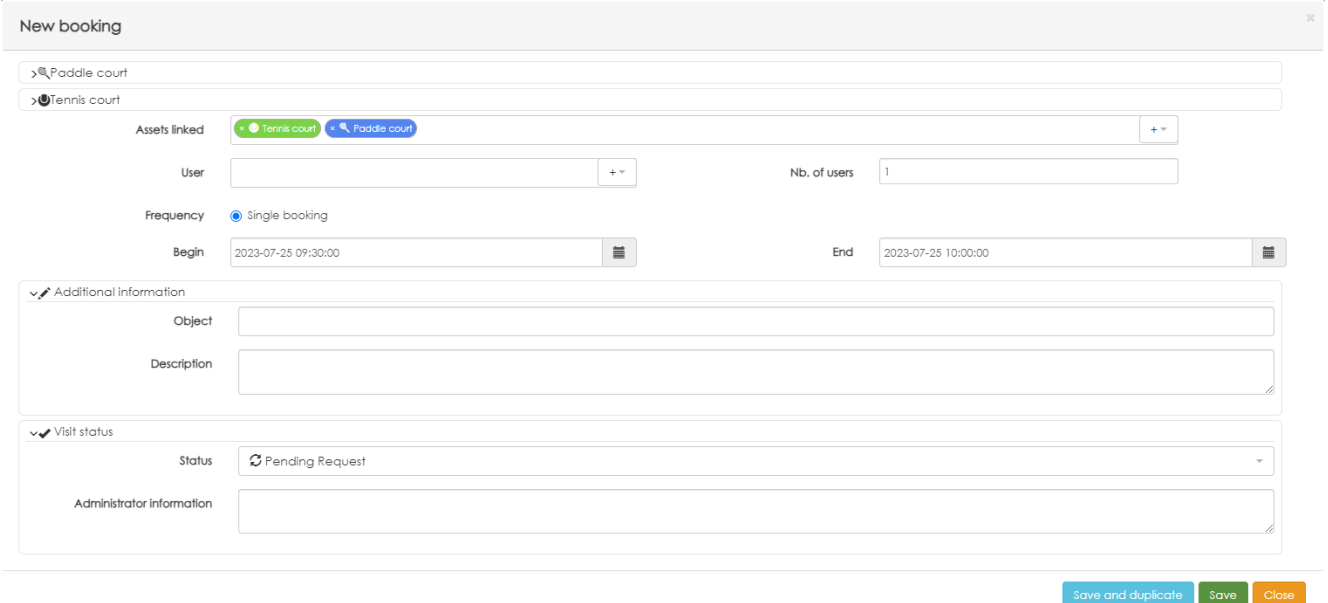
3.1. CREATE BOOKING

Go to the "Monitoring" menu and then click on "Facilities/asset booking".

2. Then click on "New booking".

3. A window will then appear with the data to be filled in.

DATA TO BE COMPLETED

Assets linked, in case there is more than one asset, only the asset for which the reservation is to be made should be marked. To remove assets click on the cross (x).

User, select from the list the resident created by the administrator who is allowed to use the asset and who is desired to grant the booking of the asset.
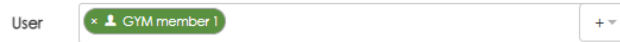
Frequency, establish the duration of the booking, indicating the start date and time and the end date and time of the booking.

Additional information, it is not necessary to fill in this information.
If you wish to be able to check in the future the reason of the booking, please fill in these fields.

Status, indicate "Approved application ":
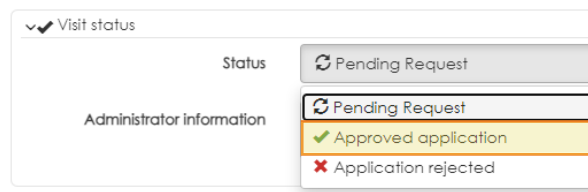
NOTE 1: In case another status is indicated, it will be displayed in the "messages" tab and it will be possible to update it.
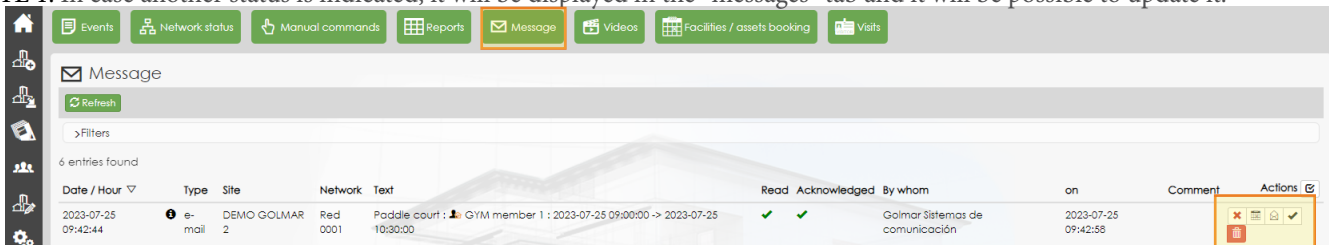
NOTE 2: In case it is managed by another site user or a resident generate a reservation from the portal, the administrator will also receive an email alerting him/her of the pending booking approval.

At this point the booking will have been generated and the following message will be displayed:
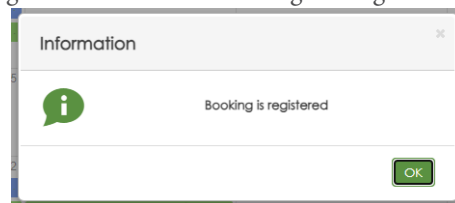
This will be shown in the booking calendar:
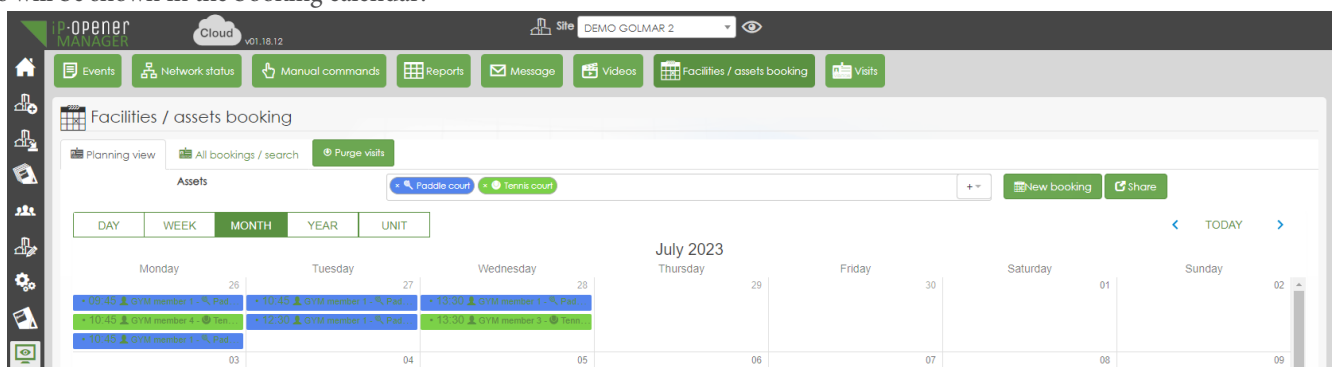
3.2. ADD NEW RESIDENTS
3.2.1. GRANT SOFTWARE ACCESS TO THE RESIDENT

Navigate to the "Software operator" menu where your configuration will have an access group of type "Resident portal":
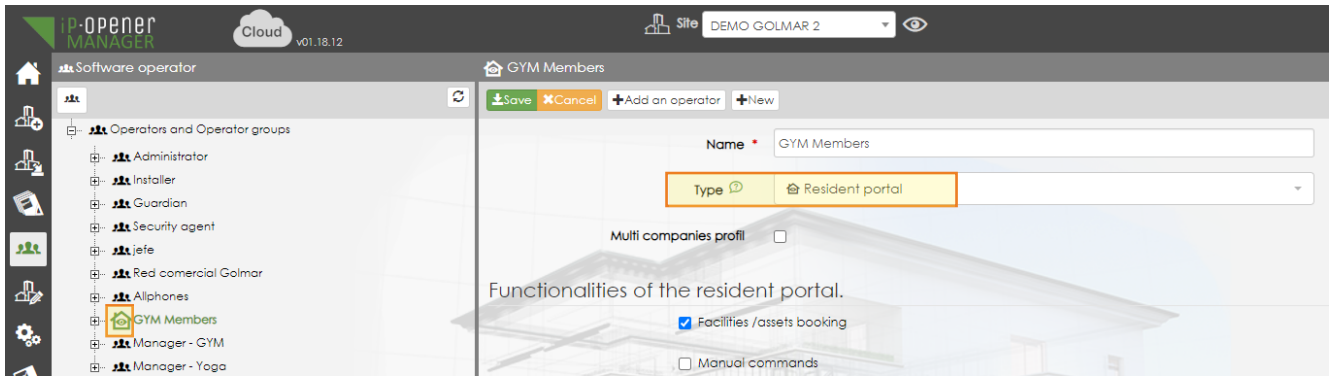
You will recognize it because it will be displayed with the icon select the group: and then click on the "Add an operator" option located at the top right of the screen.

On the next screen, you will need to complete the following fields:

Indicate the name of the resident

Set the password that will allow the resident to access the portal.

Indicate the resident's e-mail address

Add the site
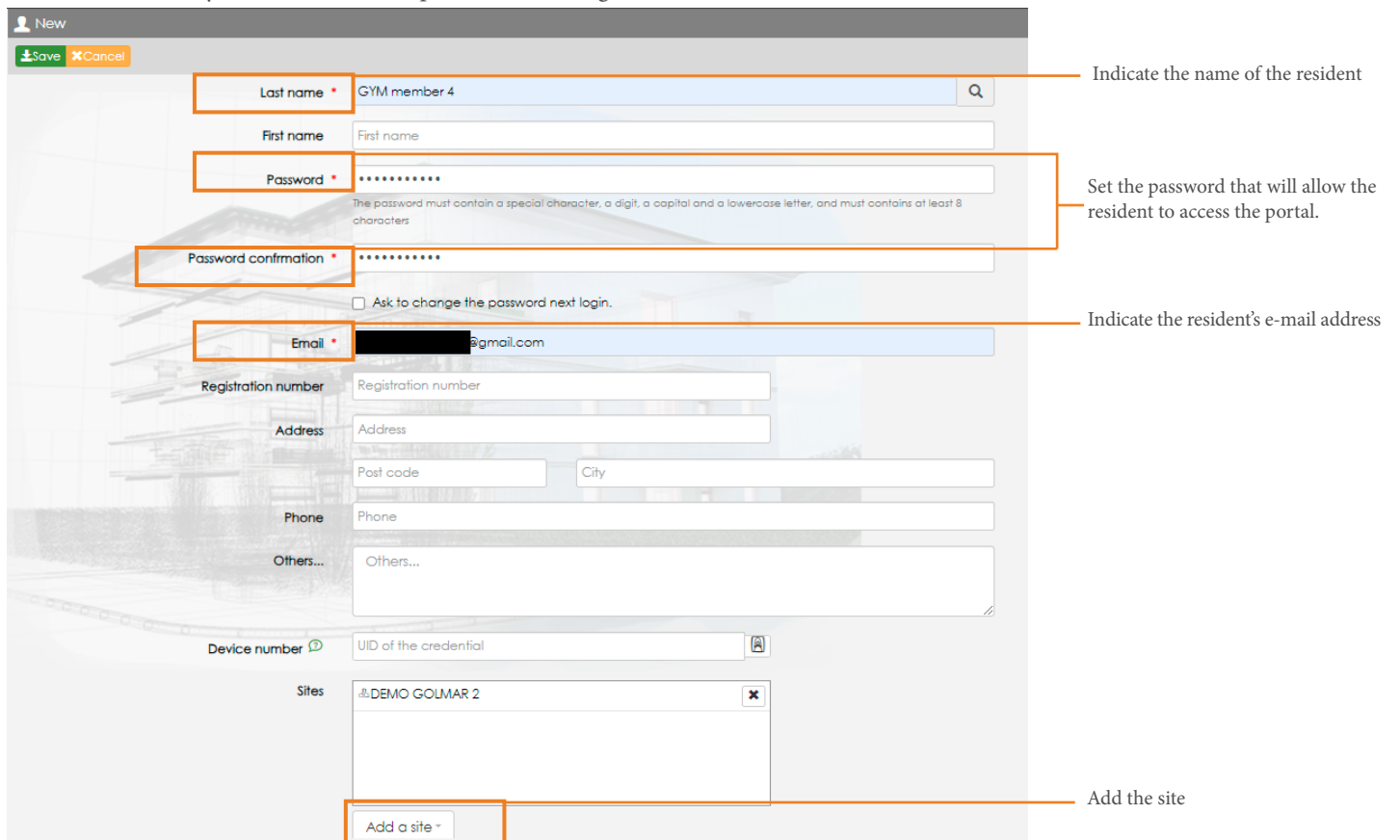
Once completed, press save .

3.2.2. GRANT RESIDENT ACCESS TO THE ASSET

Go to "Users & access profile", select the access profile corresponding to the resident to be created and click "Add a user":
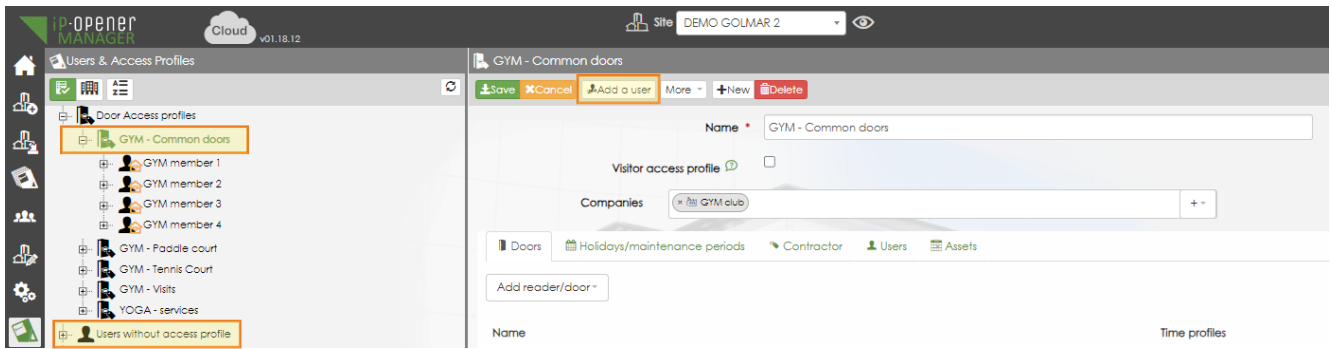
NOTE: In the case of needing only residents to access assets, generation could be performed on "users without access profile".

Complete the following information about the resident:

Enter the name of the resident (set the same name that has been previously indicated when generating the access to the software)

Select type "Resident"

Indicate the resident's e-mail address (set the same email address that was previously provided when generating the software access)

This last point is highly important as it links the user generated in the profile with the access:
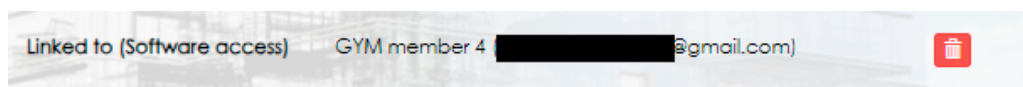
Select the asset that the user will be allowed to use

Generate a credential with which the user can access when he/she has an active booking

Type △	Code	Permanent	Status	Actions ☑
▦ Access code	6788	✔	✔	✏ 🗑

Once completed, press save 📥Save .

4.RESIDENT´S BOOKING MANAGEMENT

4.1. ACCESS TO RESIDENT PORTAL

The resident will be able to manage the reservations by himself/herself. To do so, the resident must access the resident portal: https://residents-portal.ip-opener.com/ and log in with the credentials generated by the administrator in point 3.2.1. GRANT SOFTWARE ACCESS TO THE RESIDENT.

4.2. CREATE BOOKING

Once in the portal, the user must click on the "facilities/assets booking" option:
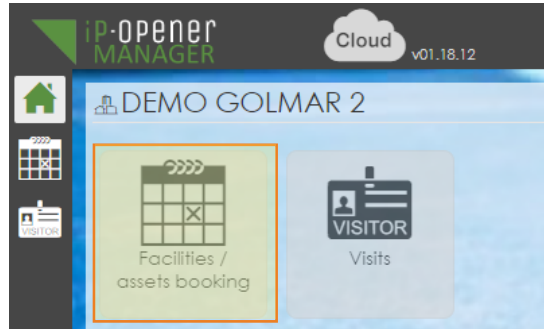
At this point, the asset/s to which the administrator has granted permission will be displayed:
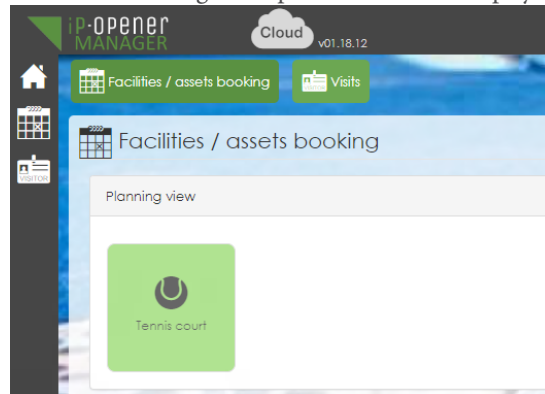
After clicking on the desired asset, the booking schedule will appear, where the booking can be managed by clicking on "new booking":
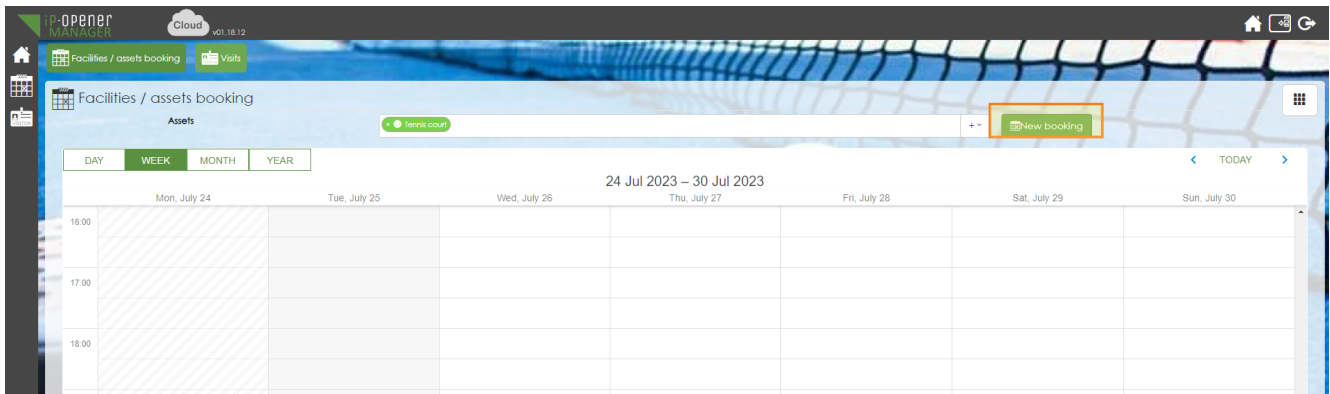
Complete the booking data as described above in point 3.1 CREATE BOOKING (data to be completed):

NOTE: The user does not fill in the "status". The final decision on the validity of the booking is made by the administrator. The user will receive confirmation of the status of the booking by e-mail. The different possible notifications are shown below:

APPLICATION APPROVED
The asset has automatic approval or the administrator has approved the booking manually:

Bienvenido GYM member 1,

Su solicitud está aprobada

Activo	Paddle court
Sitio	DEMO GOLMAR 2
Fecha	2023-07-12 14:00:00 -> 2023-07-12 15:00:00

Instrucción :

Por favor, cierre la puerta de la pista al final de la reserva.

Acceso a la pista de pádel gestionado por Golmar

golmar

Golmar Sistemas de Comunicación, S.A.

APPLICATION PENDING
The approval is pending to be manually be approved by the administrator.

Bienvenido GYM member 1,

Tu solicitud está pendiente

Activo	Paddle court
Sitio	DEMO GOLMAR 2
Fecha	2023-07-12 14:00:00 -> 2023-07-12 15:00:00

Instrucción :

Por favor, cierre la puerta de la pista al final de la reserva.

Acceso a la pista de pádel gestionado por Golmar

golmar

Golmar Sistemas de Comunicación, S.A.

APPLICATION REJECTED
The administrator has denied the reservation.

Bienvenido GYM member 1,

Su solicitud de reserva ha sido rechazada

Activo	Paddle court
Sitio	DEMO GOLMAR 2
Fecha	2023-07-12 14:00:00 -> 2023-07-12 15:00:00

Instrucción :

Por favor, cierre la puerta de la pista al final de la reserva.

Acceso a la pista de pádel gestionado por Golmar

golmar

Golmar Sistemas de Comunicación, S.A.

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