Amenities Screen

User Guide

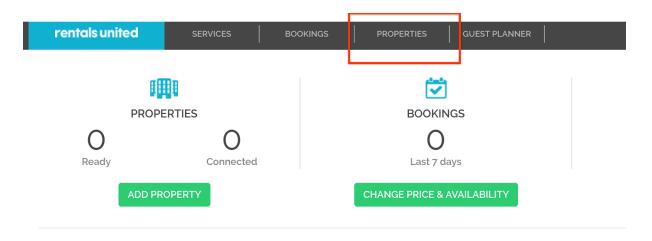
1. Introduction

The **Amenities** view enables a Property Manager to describe his/her property in details. The following document constitutes the comprehensible description of the **Amenities** view - it will lead you step by step providing necessary information and hints.

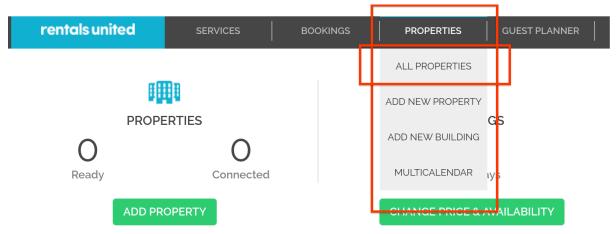
2. Navigation to the Amenities Screen

In order to get to the Amenities Screen:

1. Click the **Properties** tab in the upper menu.



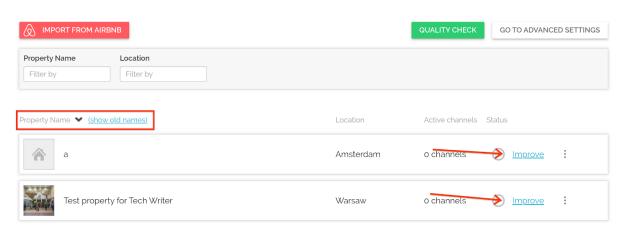
2. Select All Properties.



- 3. Select the property from the list.
- 4. Click the [Improve] button.

MY PROPERTIES

Search, view and edit all your properties.



The system displays the **Edit Property** view which enables a user to create and edit the property information. **Edit Property** view includes seven steps:

- 1. Basic Info
- 2. Amenities
- 3. Description
- 4. Photos
- 5. Proce&Availability
- 6. Check-In/ Check-Out
- 7. Payments



Step 1 - **BASIC INFO** - includes basic Information required for the creation of property. Once a user fills in all necessary fields, (s)he may proceed to **Amenities** view.

3. Amenities view - overview

The **Amenities** view includes the following sections:

1. **Composition** - allows you to define the number of bedrooms, bathrooms, and toilets.



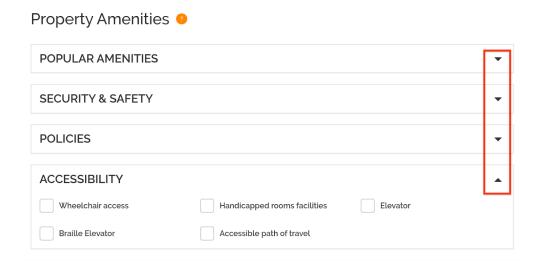
- 2. **Property Amenities** includes the most popular amenities and policies categorised into 4 groups:
 - a) Popular amenities all amenities that PMs such as yourself use most often
 - b) **Security and safety** where you set safety measures on your property
 - c) Policies that will allow you to establish some rules for your guests
 - d) Accessibility where you can show your property is ready for anyone



3. Room-specific Amenities - allows you to define what kind of amenity should be placed in specific rooms.



If you want to see less and manage less clutter on your screen, just click on the arrow. You can collapse and expand all the amenities categories.



3.1. Setting the Composition of a property

To set the number of bedrooms, bathrooms, and toilets, click the [+] or [-] icon

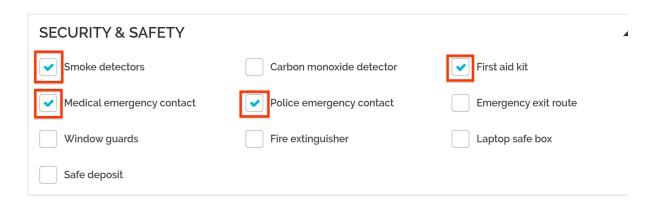


You can indicate that the property includes separate cooking area by selecting the **The Property Includes Separate Kitchen/Cooking Area/Kitchenette** checkbox.



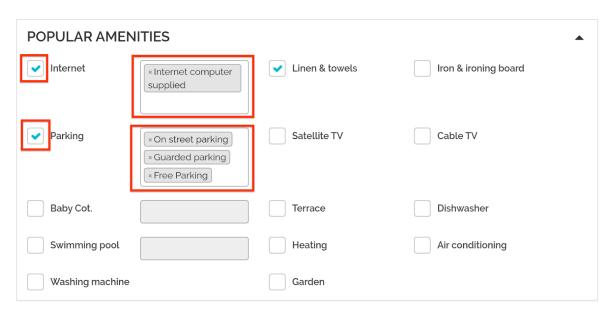
3.2. Selecting Property Amenities

To set the amenities of your property, click the checkbox next to the name of particular amenity.



In the **Popular Amenities** section you will also need to select the description of an amenity from a dropdown list.

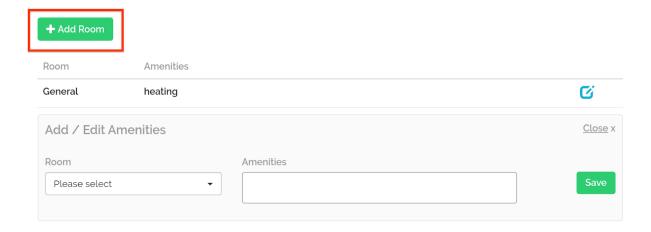
Property Amenities 0



If you decide to remove particular amenity, simply unclick the checbox. To remove the description of an amenity in the **Popular Amenities** section, click the **[x]** icon.

3.3. Selecting Room-specific Amenities

Add amenities available in each room of this property by clicking the [Add Room] button.

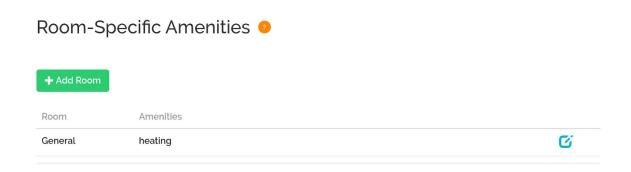


The rooms available in this dropdown list are compatible with what you have set in **Composition** section. You will only see a separate kitchen on the list if you set **The Property Includes Separate Kitchen/Cooking Area/Kitchenette** checkbox in the **Composition** section.

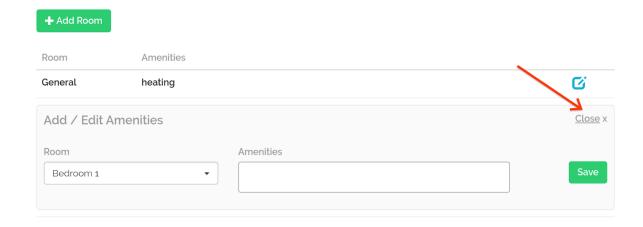
Select the room from a dropdown list, type the amenities and click the [Save] button.



If something does not fit into a room, add it to **General**, e.g. garden.



You can always close the form by clicking the [Close] button.



In order to edit the settings, click the **[Edit]** icon. Next to it, there is the **[Rubbish bin]** icon which will enable you to delete the room with all the amenities which you have already set.

Room-Specific Amenities 0



Once you have completed the Amenities view, click [Save & Next] button to proceed to another view.

