ONR

GUIDE FOR SETTING UP AMENITIES

1 Main Menu Options

Once logged into Power Admin, locate the **Amenities** option on the left menu. Hover over it to see the following options:

- Amenity Management
- Amenity Groups
- Amenity Reservations
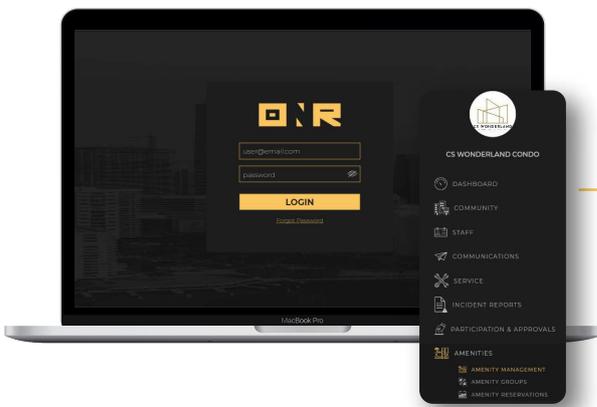
A Creating an Amenity

1 Access the Amenities Module:
- Click on the **Amenity Management** icon.
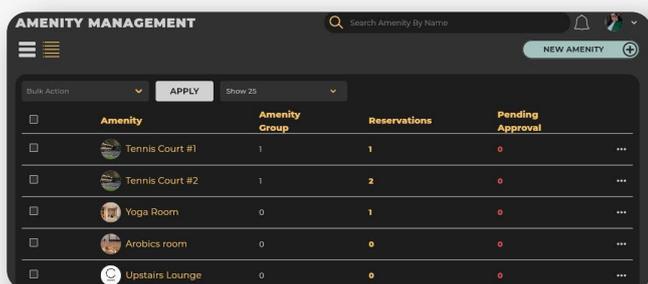
2 Create a New Amenity:
- Click on **New Amenity** at the top right.
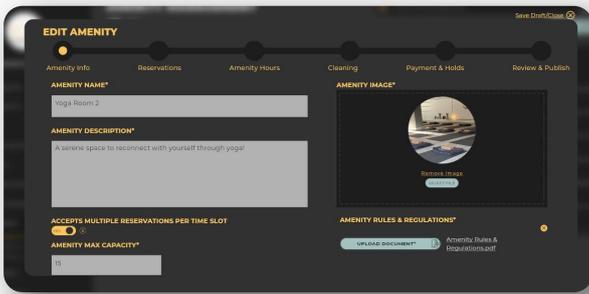
3 **Amenity Info:**

- Add the **Amenity Name** and **Amenity Description.**

- Optionally, toggle **Accept Multiple Reservations Per Time Slot** if multiple bookings are allowed during the same time frame. If toggled, set the **Amenity Max Capacity**, which is the total number of guests allowed in the space at one time.

- Upload an **Amenity Image** either by selecting an existing file or taking a picture. You can also use a stock image from the internet.

- Upload **Amenity Rules & Regulations** by clicking on the document upload option (PDF or Word format).

- Once done, click **Next Step.**
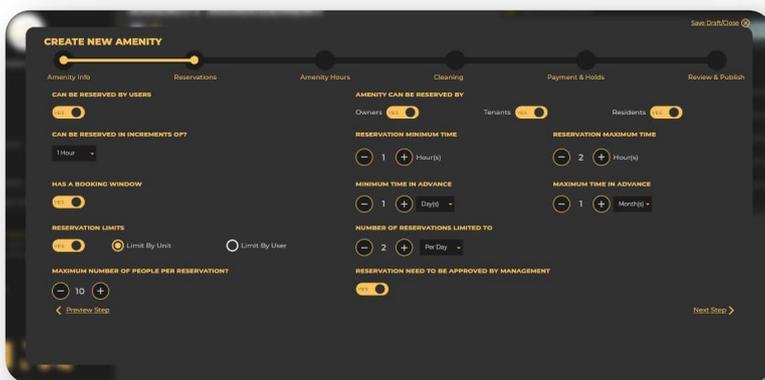
B **Setting Up Reservations**

- You may toggle **Can Be Reserved By Users** to make the amenity reservable. Some amenities do not require reservations (for example, a pool), in which case you would leave this option unchecked.

- Under **Amenity Can Be Reserved By**, toggle the options for **Owners, Tenants, or Residents.** Here, you can determine if you'd like only specific subsets of your community to be able to reserve certain amenities.

- Select **Can Be Reserved in Increments Of** (15 minutes, 30 minutes, or 1 hour). For example, if you'd like residents to be able to reserve for 1.5 hours, you would need to select increments of either 15 or 30 minutes.

- Set **Reservations Minimum Time** and **Maximum Time** using the plus and minus buttons.

- Optionally, toggle **Has A Booking Window** and set the **Minimum Time In Advance** and **Maximum Time In Advance** (by days or months). This setting allows you to determine how far in advance your residents can book the amenity, and how close to their booking time slot they can reserve the amenity.

B **Setting Up Reservations**

- Optionally, toggle **Reservations Limits** and choose whether to limit by **Unit** or **User**. For example, you can limit the number of reservations a certain resident or unit can request.

- Set **Maximum Amount of People Per Reservation**. This setting designates the total number of guests allowed to join a single reservation.

- Set the **Number of Reservations Limited To** (per day, week, month, or year). For example, this allows management to limit the number of reservations a user or unit can request.

- If reservations require management approval, toggle **Reservation Needs To Be Approved By Management.**

- After all information is entered, click **Next Step.**
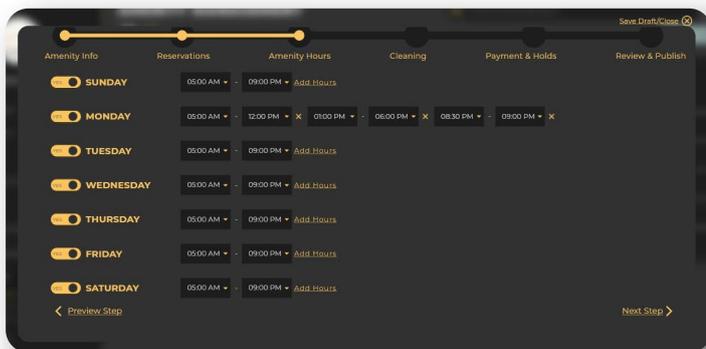
C **Setting Amenity Hours**

- Toggle the days the amenity is available, and set time frames using the drop-down menus.

- Click **Add Hours** if additional time frames are needed. Please note, the time frames do not allow for overnight reservations.

- Once all information is added, click **Next Step.**

D **Enabling Cleaning Time**

- If cleaning time is needed, toggle **Enable Cleaning Time After Every Reservation** and set the **Cleaning Time Duration** (by minutes or hours).

- Once done, click **Next Step.**
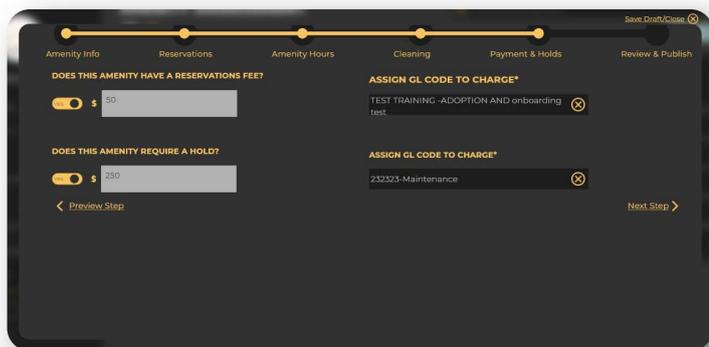
E Payments & Holds

- If applicable, toggle **Does This Amenity Have a Reservation Fee?** and **Does This Amenity Require A Hold?** and enter the required amounts.

- Assign the relevant **GL Code** from the drop-down list for charge allocation.

- Click **Next Step** once complete.
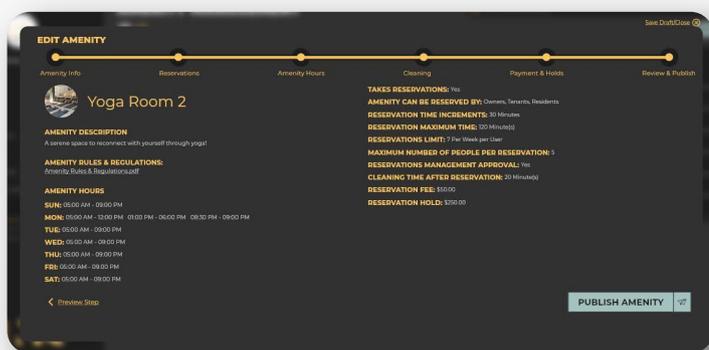
F Review & Publish

- Review the summary of the amenity setup.

- If everything is correct, click **Publish Amenity** to finalize and make it visible in the system.

G Edit an Amenity

- Click on the three dots on the far-right side to **View Amenity, Clone Amenity, Edit Amenity, or Delete Amenity.**
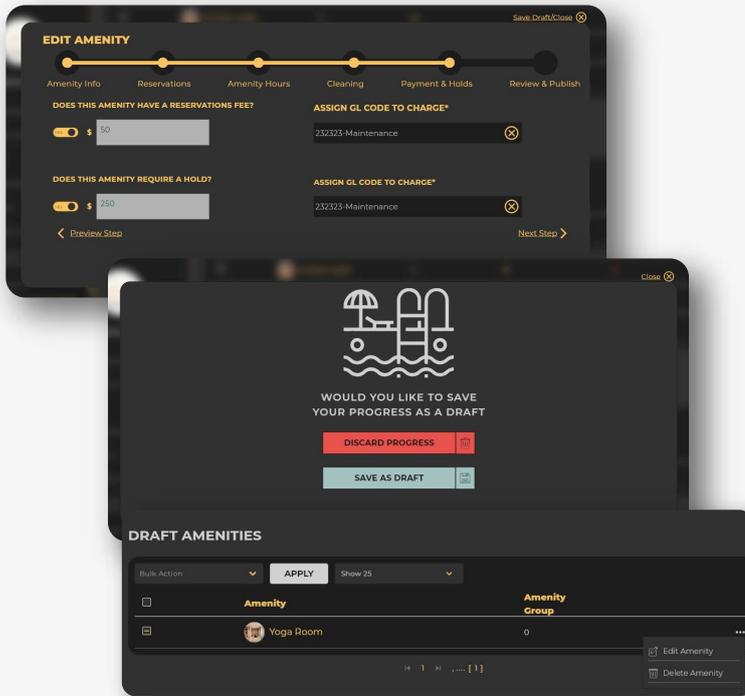
H Save Draft/Close

- To save as a draft and finish later, click **Save Draft/Close** and then select **Save As Draft.**

- To resume setup, click on **Amenity Management**, and select the three dots next to the draft. Then click **Edit Amenity** or **Delete Amenity.**

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at **support@onrapp.com**

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