



MOBILE DOORMAN
University

How-To Add Staff Users

Welcome to Mobile Doorman University

While your custom apartment app might be a very powerful tool for communicating with residents, it's hard to make it work for your onsite team if no one is steering the ship! For this lesson, we'll focus on adding staff users, using your Mobile Doorman Manager Dashboard.

The screenshot shows the 'New User' form in the Mobile Doorman Manager Dashboard. The form has a left-hand navigation bar with 'Users' selected. The main form area contains fields for Email (example@mobiledoorman.com), Password (masked with dots), Confirm password (masked with dots), First name (Example), Last name (User), and Phone (1234567890). A 'Role' dropdown is open, showing 'Manager' selected. To the right, the 'Property Access' section is expanded, showing 'Mobile Doorman' and 'Manager' checked. Below this, there are checkboxes for various notifications: Messages, Maintenance, Move in reports, Lease renewals, Bulletin board, Reservations, Shift notes, and User requests.

Step 1: Go to manage.mobiledoorman.com

Step 2: Log in with your email address and password (*If you don't know it, click forgot password*)

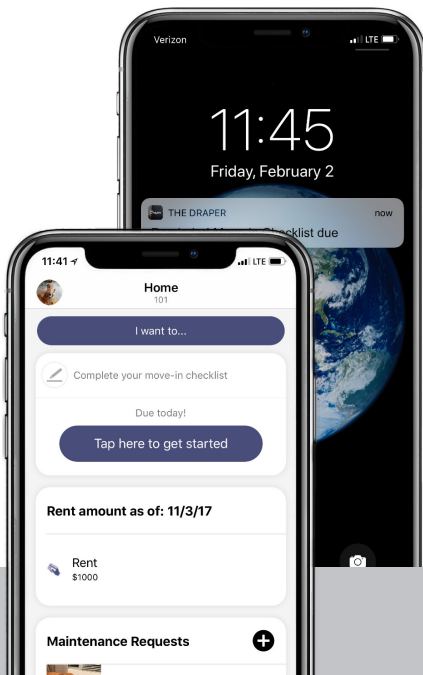
Step 3: Click on **Users** in the left-hand navigation bar

Step 4: Click on **New User** in the top-right corner of the page

Step 5: Enter new staff member's contact information & generate a log-in password (*this can be changed later*)

Step 6: Change the user's role to **Staff** & select your building for **Property Access** (*you can also control what notifications they receive*)

Step 7: Click **Create User**



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