

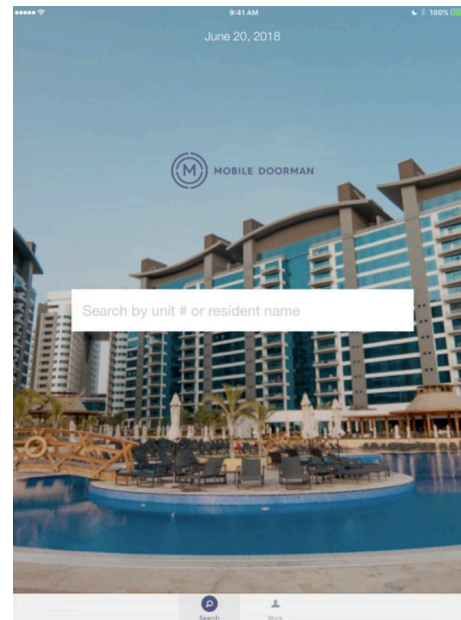
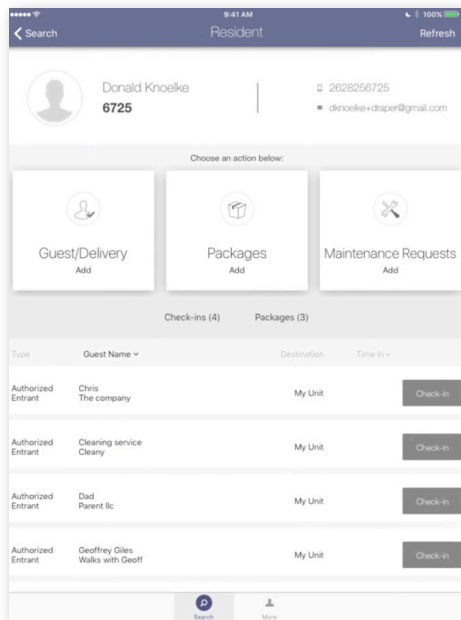


MOBILE DOORMAN
University

How-To Check in Guests/Authorized Entrants (iPad)

Welcome to Mobile Doorman University

Using your Mobile Doorman custom apartment app, you can allow resident to register visitors and deliveries right from their phones. In this lesson, we'll focus on how to check-in a registered guest from your Mobile Doorman iPad staff app.



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*)

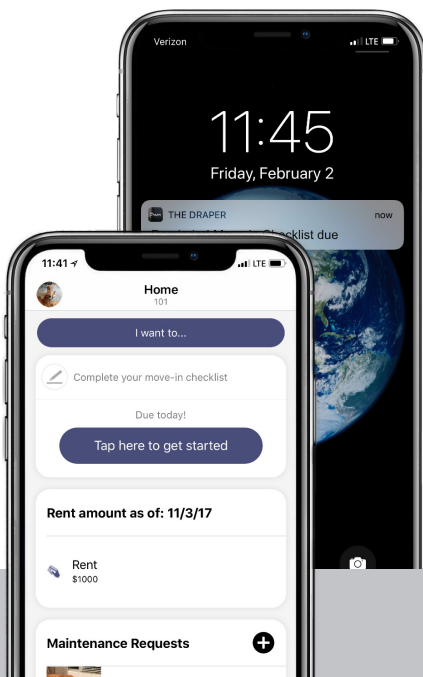
Step 3: Press in the search box and enter the resident's unit number or their name

Step 4: Click the box with the resident's name

Step 5: All authorized entrants for the resident will appear on the bottom, press *Check In* for the person that arrived

Step 6: The entrant will provide their digital signature and press *Done*

Step 7: To check out press on *Check Out* which is in the same location as *Check In*



Interested in more?
Visit www.MobileDoorman.com today