



**MOBILE DOORMAN**  
*University*

# How-To Check in Guests/Authorized Entrants (Computer)

## 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 Dashboard.

Resident	Entrant Details	Entry Dates	Submitted	Expires	Update Status
Todd Allen (#Buckingham)	Dog dude, Dog dudes	Anytime the dog needs it	June 18, 2018	June 19, 2019	Edit Check In Delete
Kitty Callaghan (#Wasatch VP of Marketing)	Belle Baldwin, Dog walkies	Any time they want	June 18, 2018	June 27, 2018	Edit Check In Delete
Susan Picotte (#IRET)	Avery Solomon, Friend	Today	June 14, 2018	August 14, 2018	Edit Check In Delete
Lauren Curley (#Bonaventure)	Plato, Socrates Lives	Anytime	June 13, 2018	June 13, 2019	Edit Check In Delete

**Step 1:** Go to [manage.mobiledoorman.com](http://manage.mobiledoorman.com)

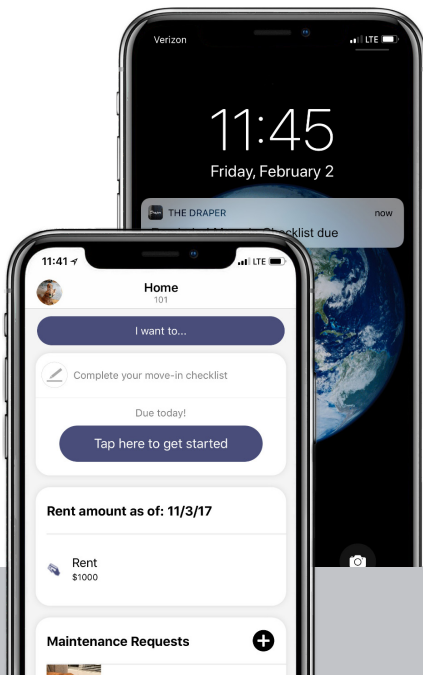
**Step 2:** Log in with your email address and password (*If you don't know it, click forgot password*)

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

**Step 4:** Click in the search box and enter the resident's unit number or their name

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

**Step 6:** *Check out* will appear in place of *Check In*. To check someone out click *Check Out*



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