



MOBILE DOORMAN
University

How-To Create a Content Tile

Welcome to Mobile Doorman University

Need to inform residents about amenities, events or other information in a quick and timely manner? Use content tiles! Tiles can link out to a specified URL, promote upcoming events and publish important resident information. Content tiles will be the first thing that residents see when they open their app, so use wisely.

The screenshot shows the 'New Tile' form in the Mobile Doorman web interface. The form has the following fields and options:

- Title:** A text input field.
- Subtitle (optional):** A text input field.
- Title type:** A dropdown menu with 'Web Link' selected.
- Image:** A file upload area with the text 'Choose File: No file chosen' and a note 'High resolution portrait images preferred (1200x1600+)'. There is also a small 'x' icon to remove the image.
- URL:** A text input field with the placeholder 'http://'. Above the field is the text 'This tile will open a URL when tapped.'
- Visible in mobile app?:** A checkbox that is currently unchecked.
- CREATE CONTENT TILE:** A button at the bottom of the form.

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*)

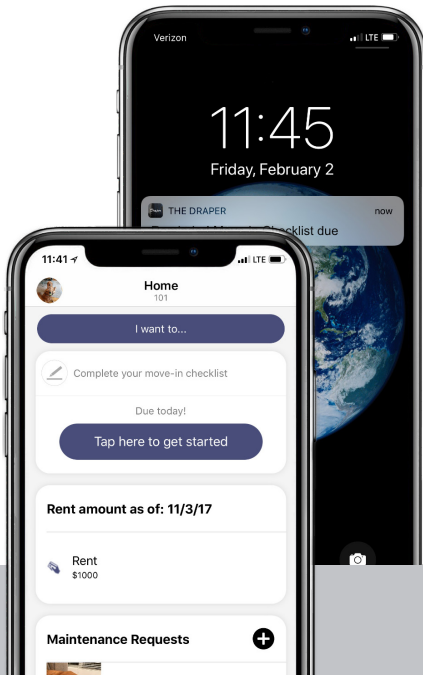
Step 3: Click on *Content Tiles* in the left-hand navigation bar

Step 4: Scroll to the bottom and Click on *Add a Tile* or you can click "Edit" to edit an existing tile

Step 5: Content tile can link to an URL, attachment or much more. Select the option by clicking on *Tile Type*

Step 6: Scroll to the bottom to save your new tile.

Step 7: Check *Visible in Mobile App?* in the general tile screen



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