

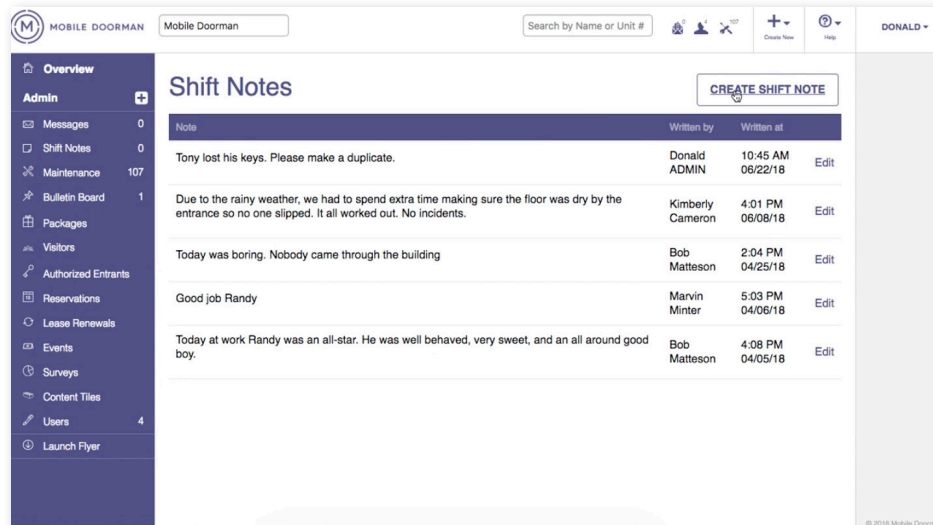


MOBILE DOORMAN
University

How-To Shift Notes

Welcome to Mobile Doorman University

Did something occur during a staff member's shift that management or other staff need to know about? Use your Mobile Doorman Dashboard to leave a Shift Note. Shift Notes live in the dashboard and can be used as a way to update incoming staff on important information from the previous shift.



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*)

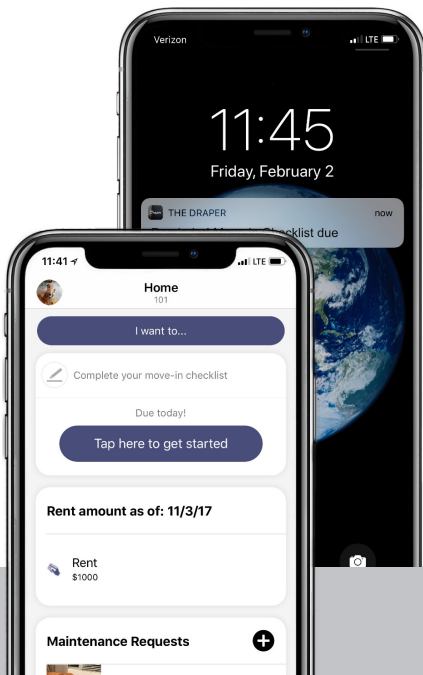
Step 3: Click on *Shift Notes* in the left-hand navigation bar

Step 4: Click on *Create Shift Note* in the top-right corner of the page

Step 5: Log notes from the shift within the content box and click on *Create Shift Note*

Step 6: Be sure to include a subject line with your bulletin post description

Step 7: You can also view previous logs from the Shift Notes homepage



Interested in more?
Visit www.MobileDoorman.com today