



MOBILE DOORMAN
University

How-To Manage Staff Notifications

Welcome to Mobile Doorman University

While being informed as a staff member is always important, onsite staff might only need information on specific actions at the property (e.g. maintenance vs door staff). Using your Mobile Doorman Dashboard, you can manage which staff receive notifications about resident actions at the property, including messages, bulletin posts and more

The screenshot shows the 'Example User' profile page in the Mobile Doorman dashboard. The left sidebar lists various navigation options, with 'Users' highlighted. The main content area displays the user's information, including email, first name, last name, phone, and role. A 'Property Access' section allows selecting notification types (Messages, Maintenance, Move in reports, Lease renewals, Bulletin board, Reservations, Shift notes, User requests) and a 'Manager' dropdown. An 'UPDATE USER' button is located at the bottom right 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*)

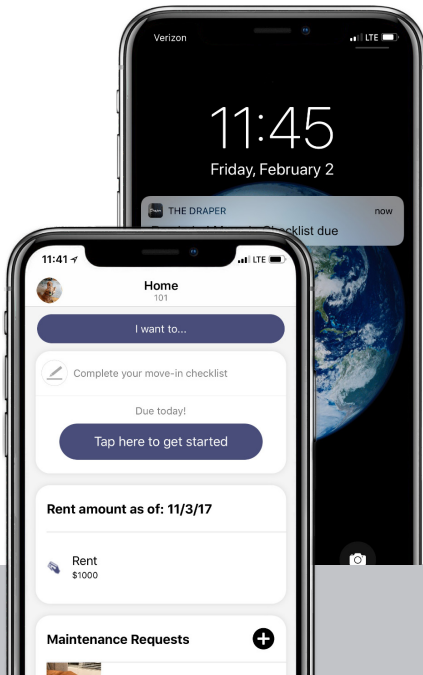
Step 3: Click on *Users* in the left-hand navigation bar

Step 4: Select staff from the *Role* dropdown menu at the top of the page

Step 5: Find the user you want to update notifications for and click *Edit*

Step 6: Select the relevant email notifications from the list on the right side of the user's page

Step 7: Click *Update User*



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