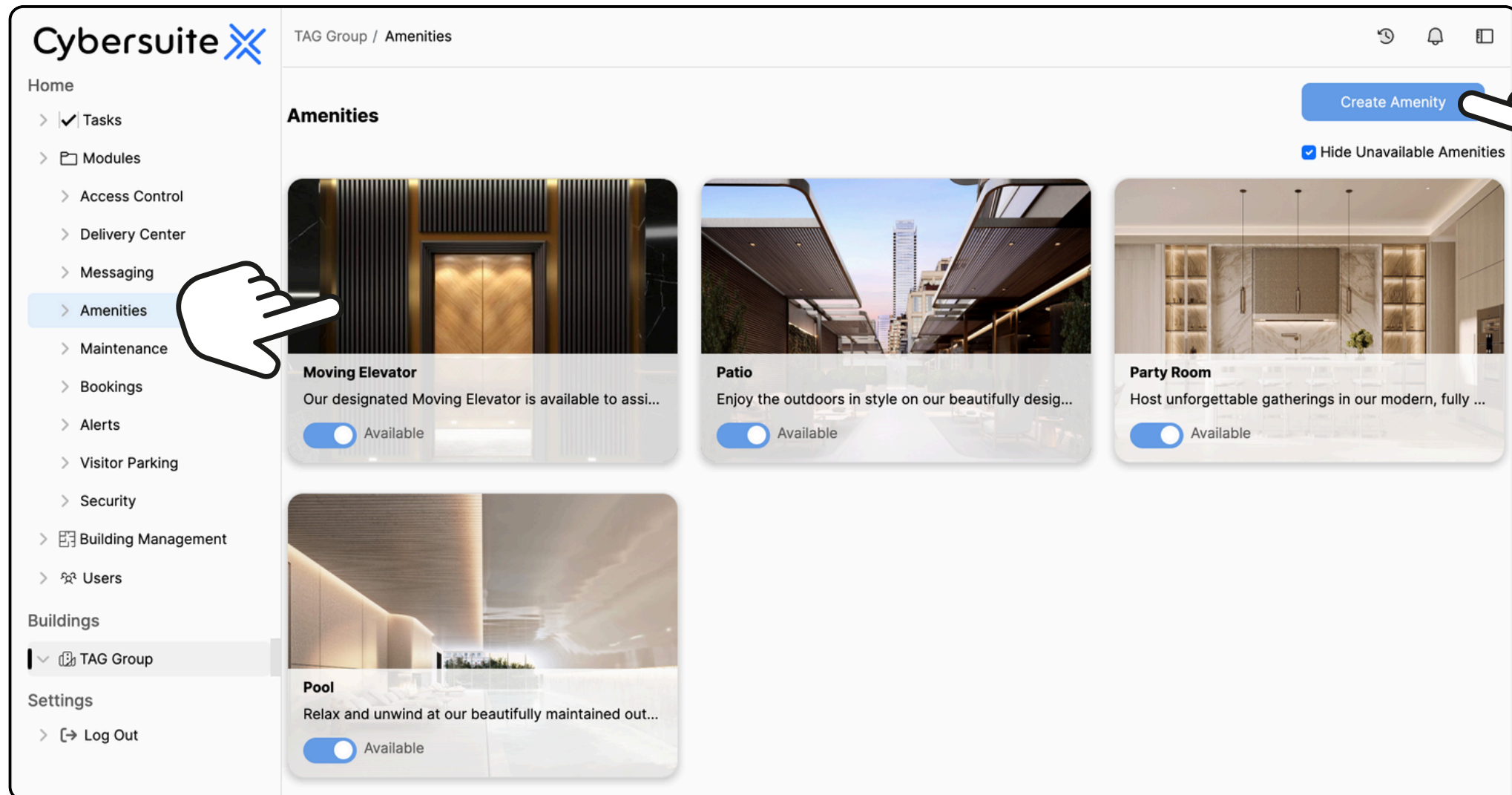


Amenities Module

The **Amenities** module allows you to **manage** and **process bookings** for your building's amenities. To **view** and **edit** an existing amenity, **select one** from the available options. To **create** an amenity, select **Create Amenity**



Amenities Module

When **creating** a new amenity, select the **category**, set a **name**, **upload** a **photo**, enable **availability**, upload **relevant documentation**, enable **booking ability**, enable **payment options**, enable **auto-approval**, and set **parameters** like **advanced booking** and **maximum bookings per tenant**. Once complete, **select Set Schedule**.

The screenshot shows the 'Create New Amenity' form in the Cybersuite TAG Group interface. The form is organized into several sections:

- Header:** TAG Group / Amenities / Create New Amenity
- Left Sidebar:** Contains navigation links for Home, Tasks, Modules (Access Control, Delivery Center, Messaging, Amenities, Maintenance, Bookings, Alerts, Visitor Parking, Security), Building Management, Users, Buildings (TAG Group), and Settings (Log Out).
- Main Form Fields:**
 - Select Amenity Category:** A dropdown menu with 'Select Category' as the placeholder.
 - Amenity Name:** A text input field.
 - Is this amenity currently available?:** A toggle switch set to 'Yes'.
 - Photo Upload:** A large gray area with a camera icon and the text 'No Preview Available'.
 - Upload a PDF document that a tenant should read before using this amenity (Max: 8 MB):** A file upload section with a 'Choose File' button and 'No file chosen...' text.
 - Is this amenity bookable?:** A toggle switch set to 'No'.
 - Will you accept payments for this amenity?:** A toggle switch set to 'No'.
 - Advanced Booking:** A section with a toggle switch set to 'No' and a '# of Days in Advance:' input field.
 - Maximum Tenant Bookings:** A section with three input fields for 'Per day:', 'Per week:', and 'Per month:'.
 - Description:** A large text area with the placeholder 'Enter a description of the amenity here....'.
- Bottom Right:** Two buttons, 'Cancel' and 'Set Schedule'. A hand icon is pointing at the 'Set Schedule' button.

Amenities Module

When **setting a schedule** for a new amenity, **enable** the **days of the week** the amenity is available, the **opening and closing times**, and **booking time slots**. You can also **select Advanced Scheduling** for a more detailed schedule. Once a schedule is set, **select Save Schedule** to save your amenity.

Cybersuite X TAG Group / Amenities / Amenity Schedule

Home

- > ☒ Tasks
- > Modules
 - > Access Control
 - > Delivery Center
 - > Messaging
 - > Amenities
 - > Maintenance
 - > Bookings
 - > Alerts
 - > Visitor Parking
 - > Security
- > Building Management
- > Users

Buildings

- ▼ TAG Group

Settings

- > Log Out

Sunday ☒ Open Monday ☒ Open Tuesday ☒ Open Wednesday ☒ Open Thursday ☒ Open Friday ☒ Open Saturday ☒ Open

Hours of Operation

Opening time:
08:00 AM

Closing time:
08:00 PM

Create equal booking slots:
60 minutes per slot

Advanced Scheduling Save Schedule