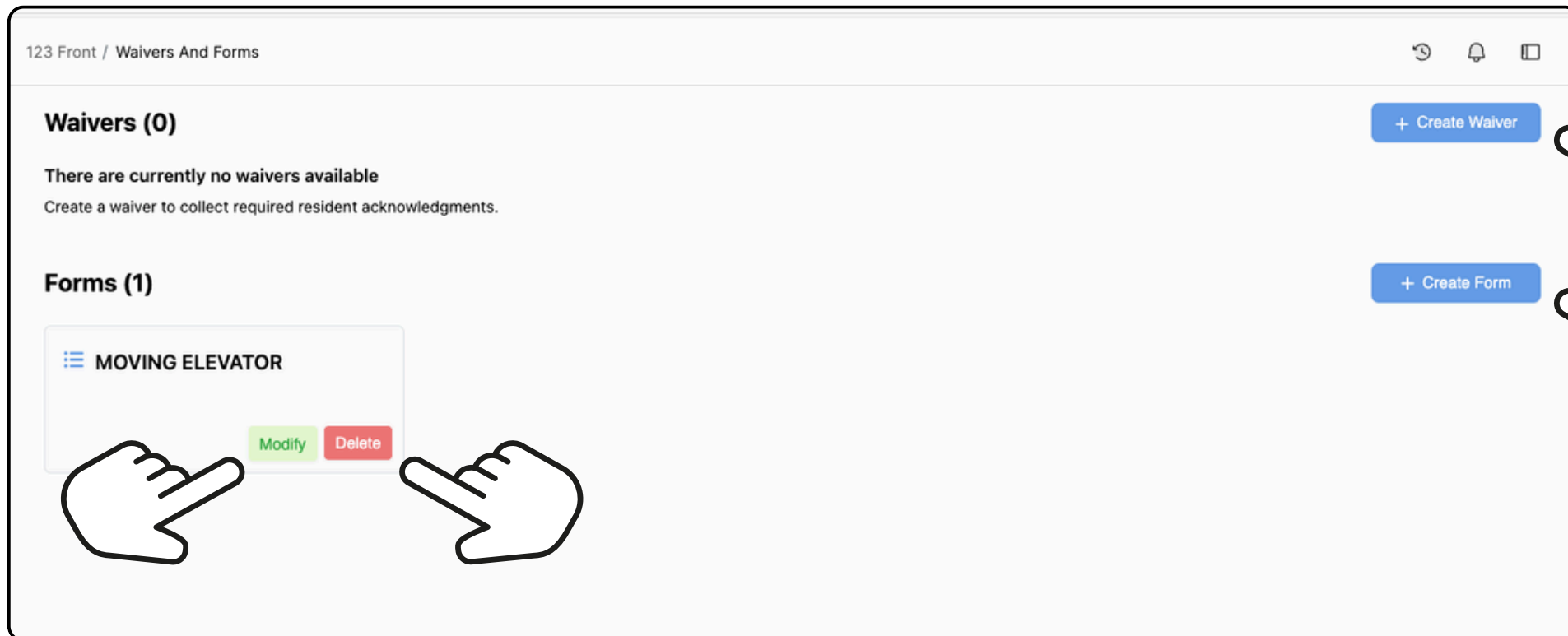


Waivers and Forms

The waivers and forms module allows property managers to create and manage custom digital waivers and fillable forms for building amenities, directly within the platform.

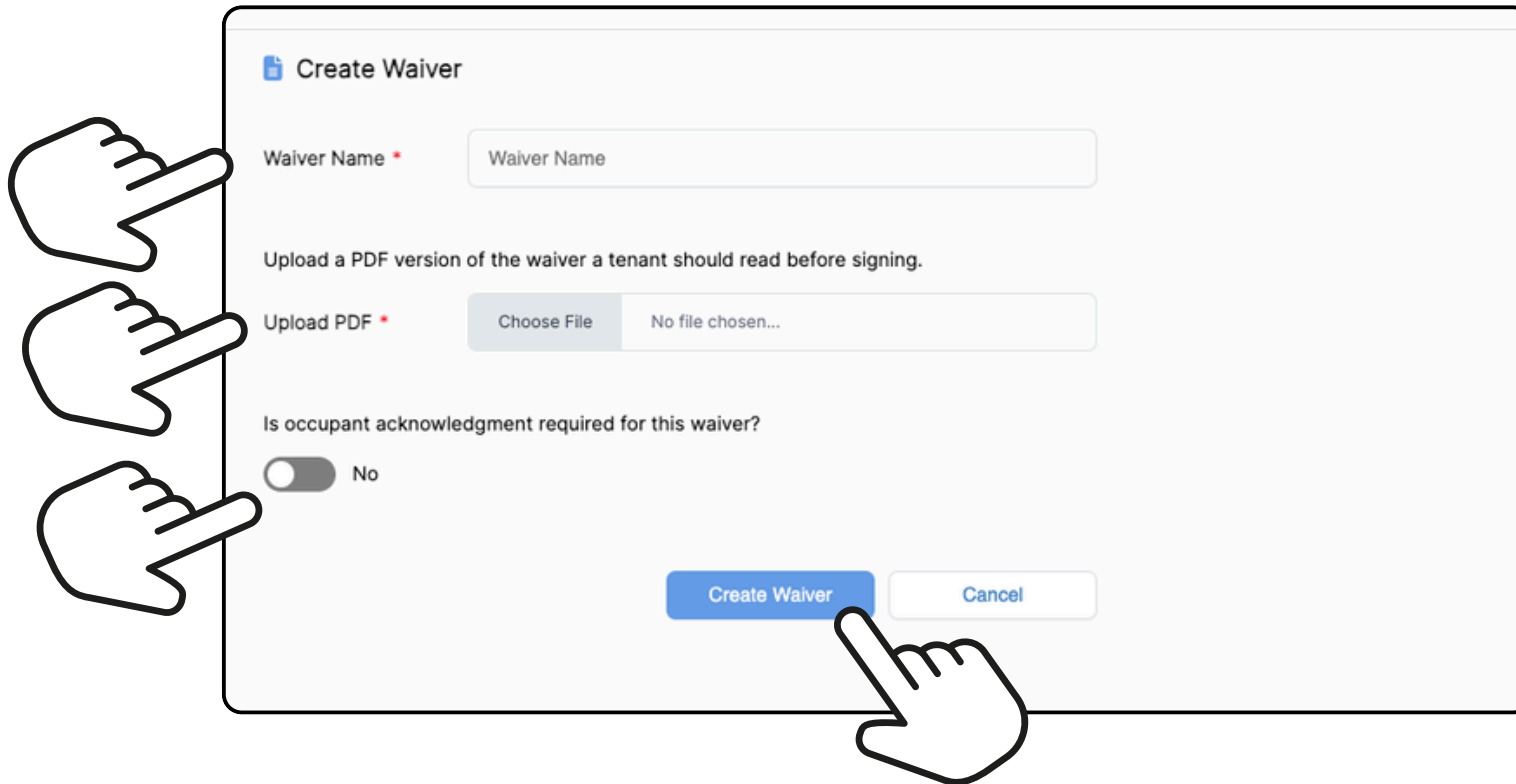
To create a waiver or form, select “Create Waiver” or “Create Form”.

To edit an existing Waiver or Form, select “Modify” or “Delete”.



Waivers and Forms

When creating a waiver, you can set a name, upload a PDF of the waiver, and enable occupant acknowledgment if required. Once complete, select create waiver.



The screenshot shows a 'Create Waiver' form with the following elements:

- Waiver Name ***: A text input field containing 'Waiver Name'. A hand icon points to this field.
- Upload a PDF version of the waiver a tenant should read before signing.**: A heading for the next section.
- Upload PDF ***: A file upload area with a 'Choose File' button and a 'No file chosen...' placeholder. A hand icon points to this area.
- Is occupant acknowledgment required for this waiver?**: A toggle switch currently set to 'No'. A hand icon points to the toggle.
- Create Waiver**: A blue button at the bottom right. A hand icon points to this button.
- Cancel**: A white button with a blue border at the bottom right, next to the 'Create Waiver' button.

Waivers and Forms

When creating a form, set a name, and add relevant questions.

To add a question, enter the text in the text box, and select text field if you want the resident to answer via text, or select date picker if you want the resident to select a date. Enable required if the question needs to be answered for the resident to proceed. After adding the necessary questions, enable occupant acknowledgment, if required.

Once complete, select create form.

The screenshot shows a 'Create Form' interface. At the top left, there is a hamburger menu icon and the text 'Create Form'. Below this is a 'Form Name' field with a red asterisk and a placeholder 'Form Name'. Underneath is the 'Add Questions:' section. The first question, 'Question 1', has a red asterisk and a placeholder 'Enter your question'. To its right is a dropdown menu set to 'Text Field', a 'Required' checkbox, and a trash icon. Below the question is a blue 'Add Question' button. At the bottom of the form is a toggle switch for 'Is occupant acknowledgment required for this form?' which is currently turned off (labeled 'No'). At the very bottom are two buttons: a blue 'Create Form' button and a white 'Cancel' button. Three hand icons are overlaid on the left side, pointing to the 'Form Name' field, the 'Question 1' field, and the 'Create Form' button. A fourth hand icon is pointing to the 'Create Form' button from the bottom.

Waivers and Forms

To add a waiver or form to a specific amenity, select add waiver or add form, and select from the dropdown menu.

Select Amenity Category

Select Category

Amenity Name

Is this amenity currently available?

Yes

Choose a form that a tenant should fill out before using this amenity

Select

Is this amenity bookable?

No

Will you accept payments for this amenity?

No Preview Available