

7Nox Tenant Training



TABLE OF CONTENTS



LOGIN AND BOOKING BASICS

3 WEBSITE LOGIN
How to find and login to the website

5 CREATE A BOOKING
How to create a booking

6 MANAGING BOOKINGS
Editing and deleting bookings

THE MOBILE APP

8 APP LOGIN
How to login to the mobile app

9 CREATE A BOOKING
How to create a booking

10 UPCOMING BOOKINGS
Viewing upcoming bookings

11 HISTORY BOOKING
Viewing booking history

12 QUICK BOOKING
Using and configuring the quick booking screen

LOGIN AND BOOKING BASICS

Key take aways:

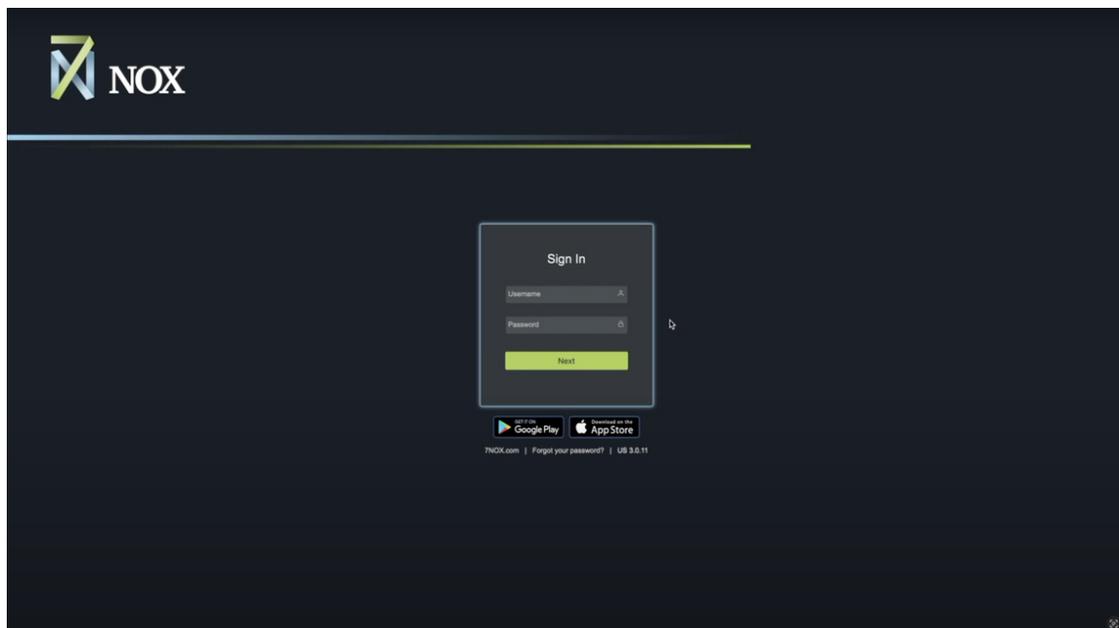
- The web address is <https://us.7nox.com>
 - Create a booking on the home page
-

1. Website Login

To begin, enter the following web address into your browser:

<https://us.7nox.com>

You'll be met with a login screen as shown below. Enter the username and password that you were provided.



If this is the first time you're logging in, you'll be prompted to change your password.

Enter your current password into the first box (1), enter your new password into the next two boxes (2), then click "Save".



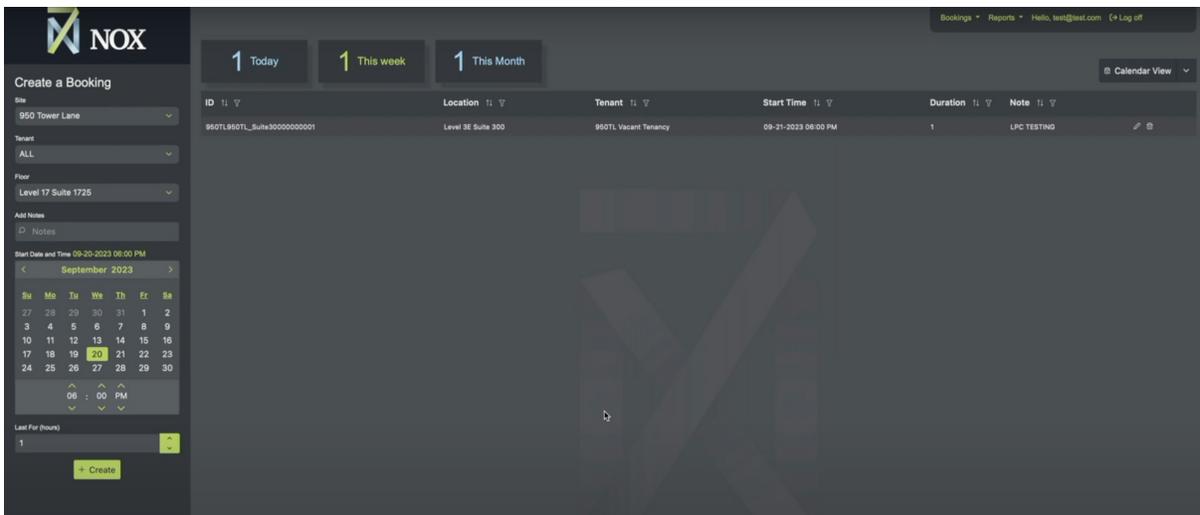
The image shows a 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A green 'Save' button and a yellow 'Cancel' button are at the bottom. Annotations include a circle with '1' pointing to the 'Current Password' field and a circle with '2' pointing to both the 'New Password' and 'Confirm New Password' fields.

Your password will be changed, and you'll be redirected to the home page. The home page is also the create a booking page.

LIST OF SCHEDULED BOOKINGS



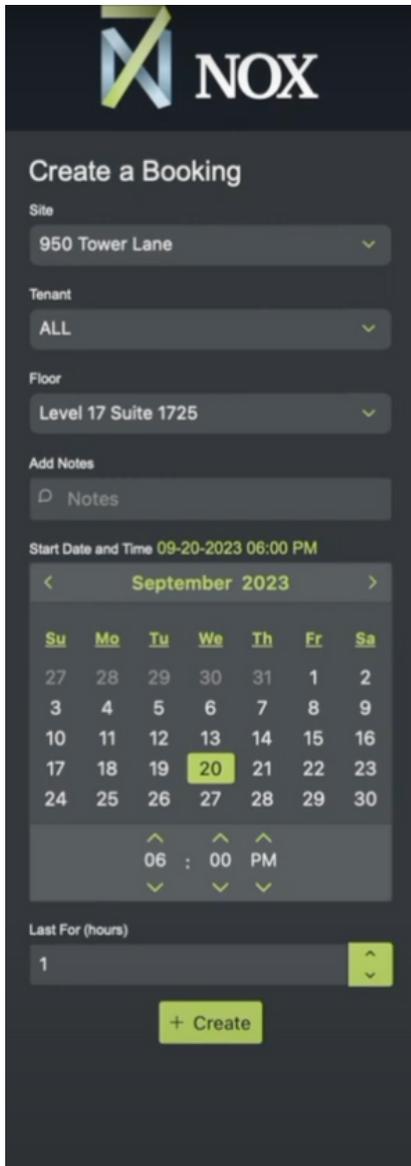
**CREATE
A
BOOKING**



The screenshot shows the 7NOX booking interface. On the left is a 'Create a Booking' sidebar with filters for Site (950 Tower Lane), Tenant (ALL), Floor (Level 17 Suite 1725), and a calendar for September 2023. The main area displays a table of scheduled bookings. A large watermark '7NOX' is overlaid on the table.

ID	Location	Tenant	Start Time	Duration	Note
950TL950TL_Suite300000000001	Level 3E Suite 300	950TL Vacant Tenancy	09-21-2023 06:00 PM	1	LPC TESTING

2. Create a Booking



To create a booking, enter the following information:

.....Click the "Site" dropdown, and select the site.

.....Click the "Tenant" dropdown, and select the tenant.

.....Click the "Floor" dropdown, and select the floor.

.....Add any notes you would like to enter.

.....Select your date by clicking on the day in the calendar.

.....Enter the starting time for the override.

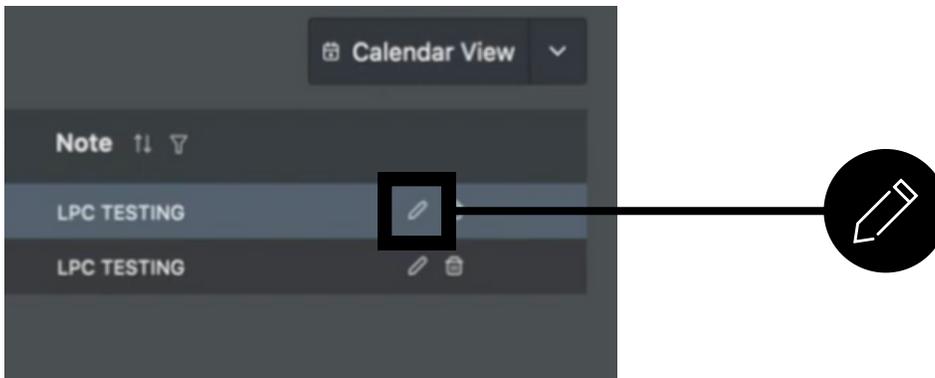
.....Enter the duration for the override. (Minimum 1 hour)

.....Click "Create" to submit the booking.

3. Managing Bookings

Editing a booking:

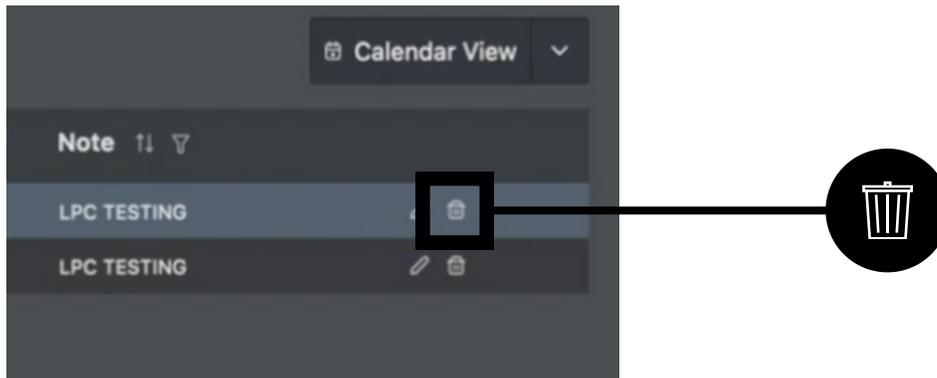
To edit a booking, find your created booking in the list. Click on the pencil icon along that row.



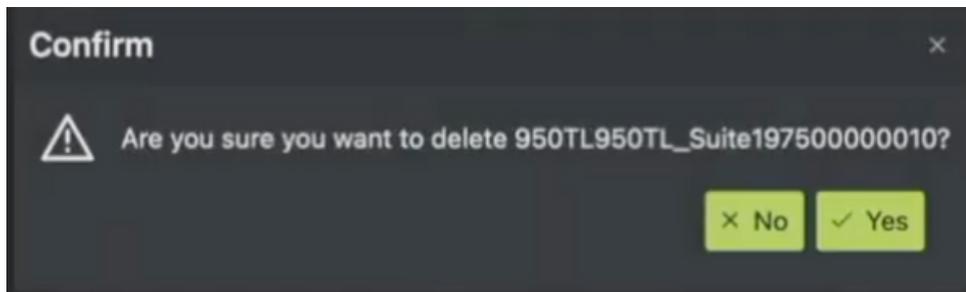
The left side of the screen will change to "Edit Booking". Here you can make any adjustments. Click on "Update" when you're ready to save.

Deleting a booking:

To delete a booking, find your created booking in the list. Click on the trash bin icon along that row.



After clicking on the icon, a pop up will appear to confirm deletion. Click on "Yes".



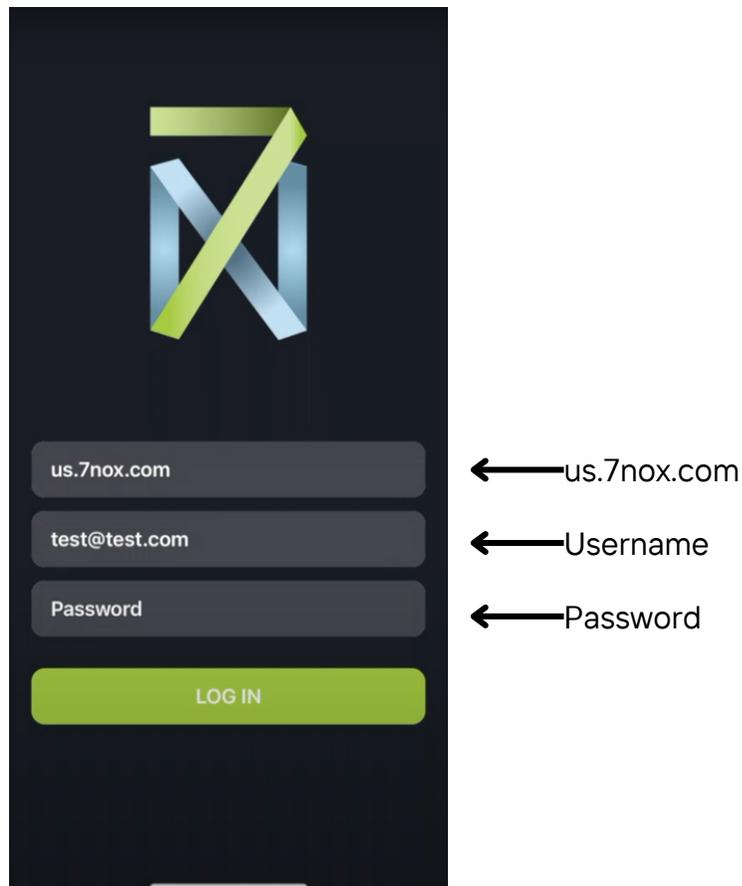
THE MOBILE APP

Key take aways:

- Create a booking on the home page
 - Tap on the lightning bolt for quick booking
-

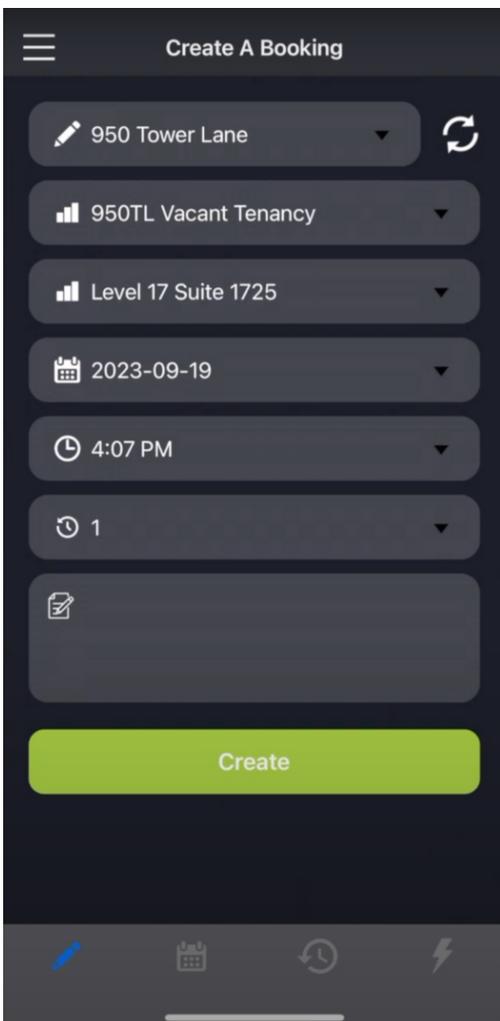
1. App Login

When opening the mobile app, you'll be prompted to enter in the web address, username, and password.



2. Create a Booking

Tap on the pencil icon at the bottom left of the screen to open the create a booking screen. This is also the home page.

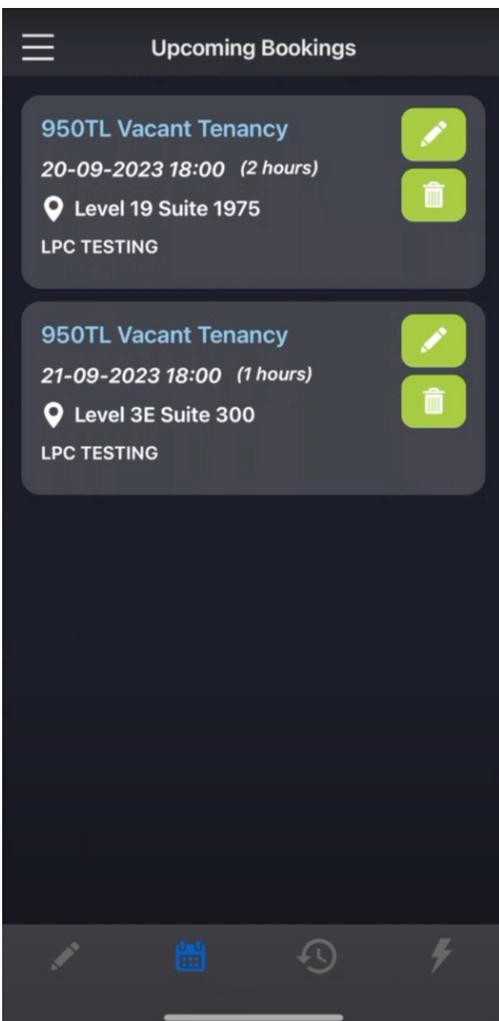


To create a booking, enter the following information:

-Tap the "Site" dropdown, and select the site.
-Tap the "Tenant" dropdown, and select the tenant.
-Tap the "Floor" dropdown, and select the floor.
-Select the date for the booking
-Enter the starting time for the override.
-Enter the duration for the override. (Minimum 1 hour)
-Add any notes you would like to enter.
-Click "Create" to submit the booking.

3. Upcoming Bookings

Tap on the calendar icon at the bottom left-center of the screen to open the upcoming bookings screen.



The upcoming bookings screen will show you all upcoming bookings. From here you can perform the following actions:

-Edit
-Delete

4. History Booking

Tap on the clock icon at the bottom right-center of the screen to open the History Booking screen.

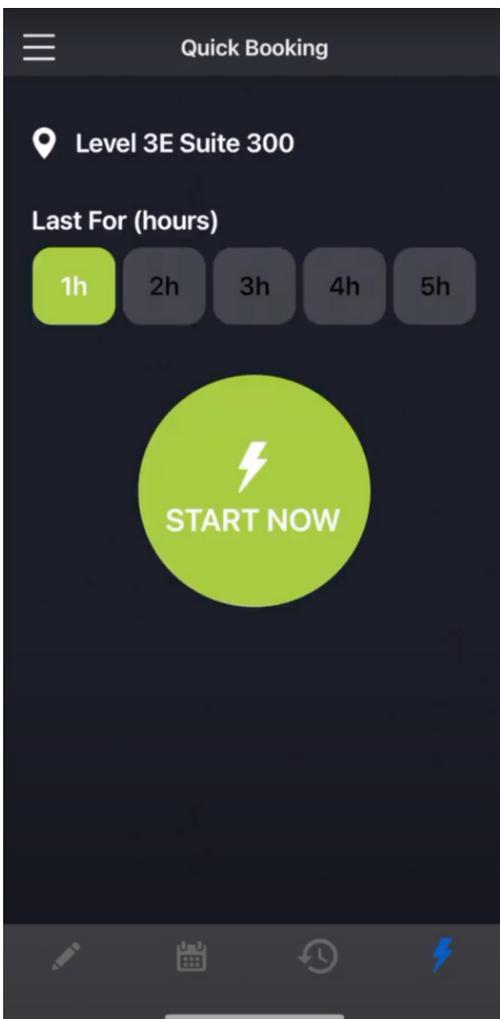
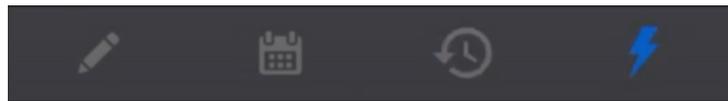


The history booking screen will show you all of the past bookings, separated by month.

This screen will help you to assess how many bookings were created within a given month. Each item in the list will provide the location, date, duration of the override, and any notes.

5. Quick Booking

Tap on the lightning bolt icon at the bottom right of the screen to open the Quick Booking screen.



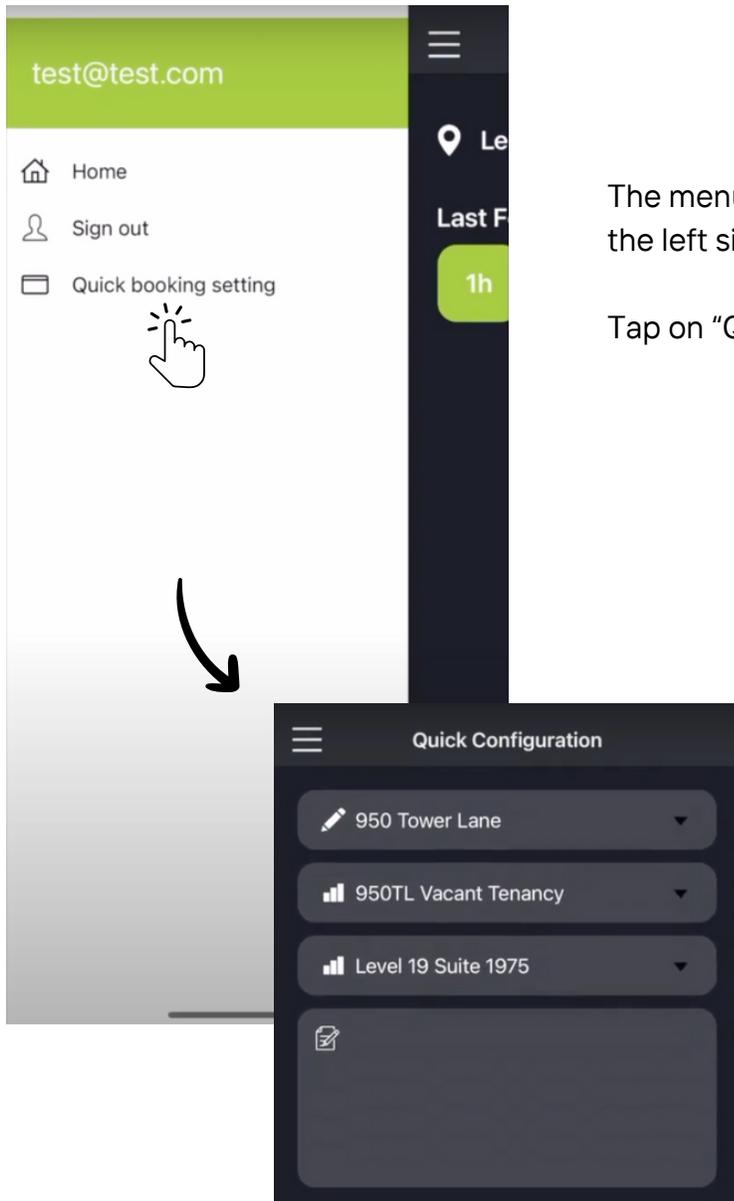
The quick booking screen allows you to create a booking with 2 taps.

First, tap the duration for the booking.

Second, tap on the "Start Now" button.

The booking will immediately begin, and will last for the duration that you selected.

To configure the quick booking screen's settings, tap on the menu icon on the top left of the screen.



The menu bar will be revealed on the left side of the screen.

Tap on "Quick booking setting".

Here you can configure which site, tenant, or floor you would like to set for the quick bookings.

You can also add a note that will be included in all quick bookings.