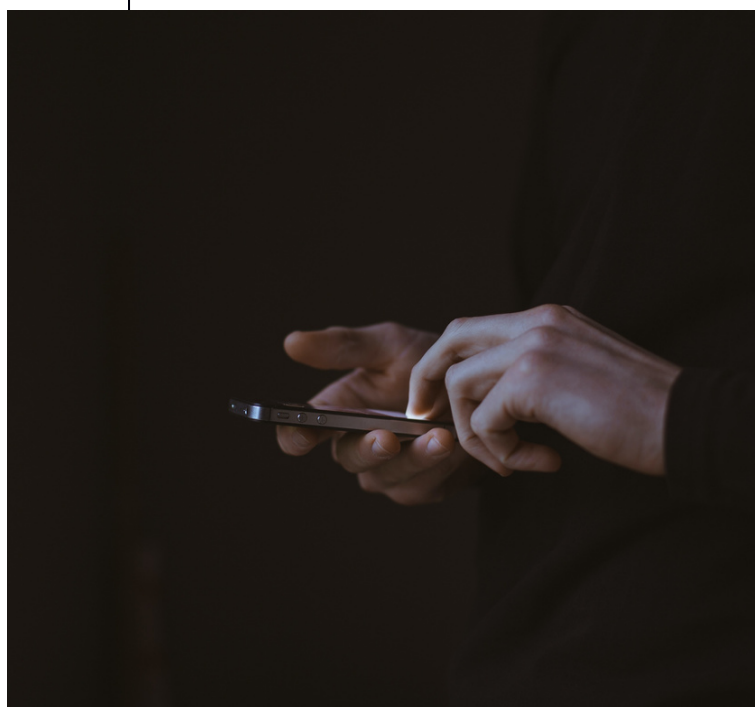


GET STARTED WITH



LOBBI APP

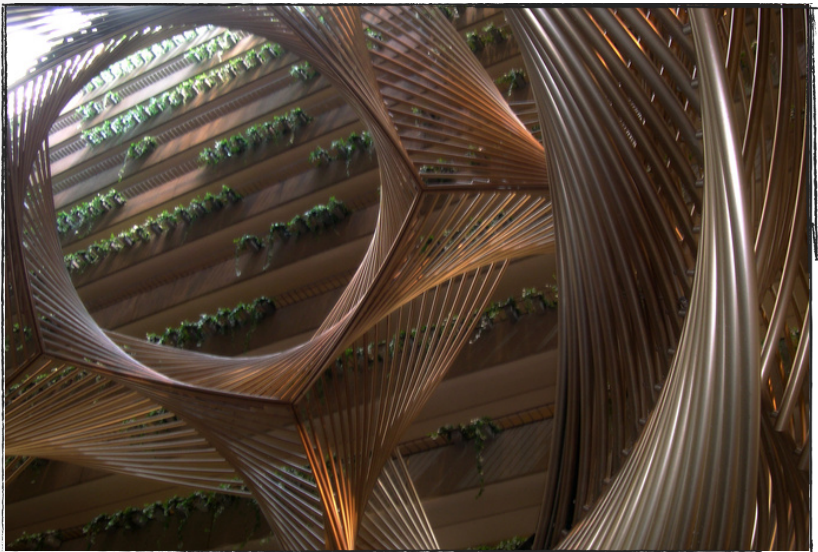
T A B L E O F C O N T E N T S



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I N T R O D U C T I O N

Introducing Lobbi App, the ultimate on-the-go solution for hotel management.



With a user-friendly interface, this tablet and smartphone-friendly app provides real-time data on occupancy, arrivals, departures, and in-house status. The mobile-optimized room rack, featuring Lobbi's color coding, ensures quick check-in and check-out.

Use Lobbi App as your pocket PMS for seamless availability checks and easy booking creation. Syncing effortlessly with Lobbi PMS, it also offers multi-property management.

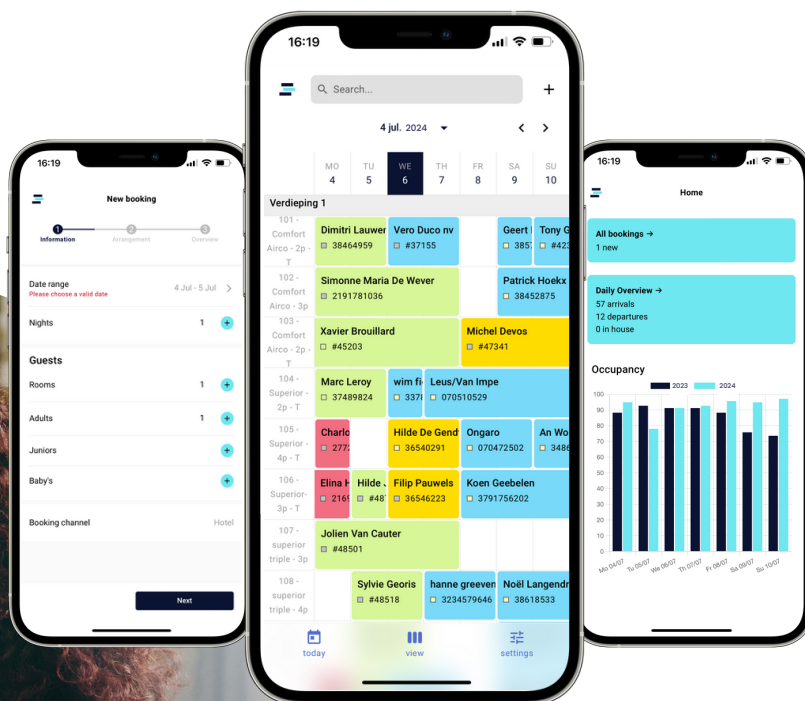
Stay tuned for upcoming features like Housekeeping App integration, advanced dashboards, and streamlined communication.

Lobbi App: redefine hotel management with flexibility and convenience.

About the Lobbi App

Manage your hotel on the go

- ✓ Use Lobbi App as your pocket PMS
- ✓ Check availability at a glance
- ✓ Create new bookings easily using the booking wizard
- ✓ Check-in and check-out functionalities
- ✓ Mobile optimised room rack with Lobbi colour coding
- ✓ Dashboard with occupancy, arrivals, departures and in-house status



- + Synchronises with Lobbi PMS
- + Multi property management
- + Tablet and smartphone friendly
- + Web app for iOS and Android

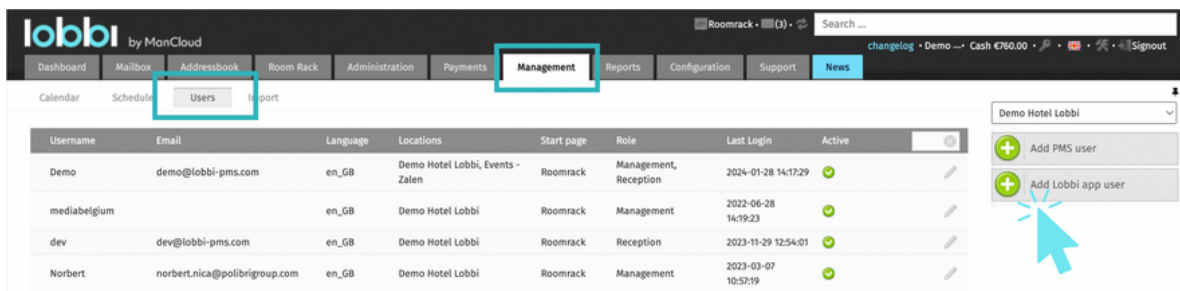
Getting started – Installation guide

STEP 1 – Request activation

E-mail support@lobbi-pms.com to request Lobbi App activation. Our team will confirm eligibility and inform you of any fee changes. Await activation status update.

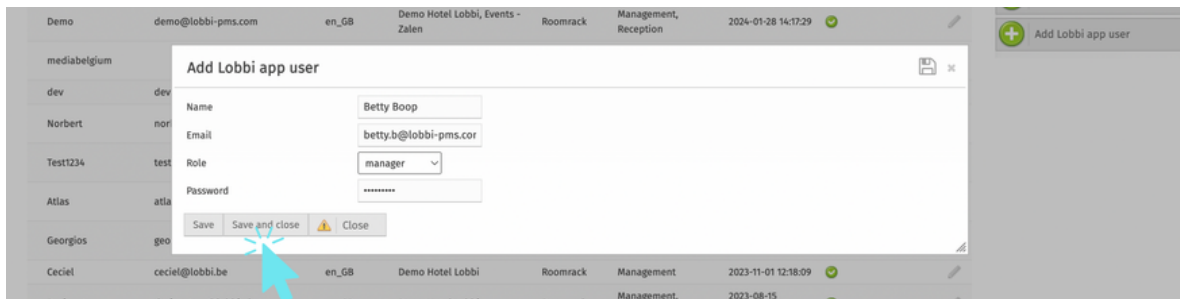
STEP 2 – Create a Lobbi apps user

1. Navigate to **Management > Users**.



2. Click on **Add Lobbi app user**.

3. Fill in your **name** and work **e-mail address**, select **Manager** as the role, provide a **password**, and click **Save and close**.



Step 3 – Install the Lobbi App on your device

For Android

1. Launch the Chrome app.
2. Navigate to app.lobbi-pms.com
3. Tap the menu icon (three dots in the upper right-hand corner).
4. Select Add to Home Screen.
5. Enter a name for the app (e.g., Lobbi App) and tap Add.

For iOS (iPhone or iPad)

1. Launch Safari (Note: Chrome will not work for this step).
2. Navigate to app.lobbi-pms.com
3. Tap the share icon (a square with an arrow pointing out of it).
4. Select Add to Home Screen.
5. Enter a name for the app (e.g., Lobbi App) and tap Add.

Lobbi App walkthrough

1. Home page

All bookings

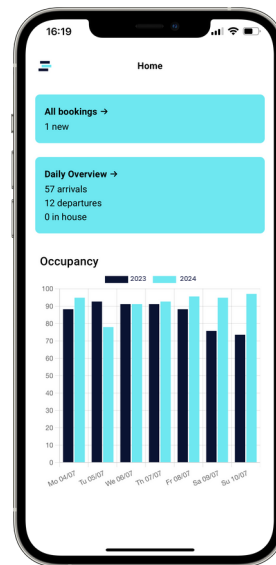
- ✓ Booking overview with searchbar
- ✓ Quick access to reservation data and guest profiles

Daily overview

- ✓ List of arrivals, departures and in-house guests
- ✓ Date selection in calendar
- ✓ Quick check-in and check-out

Occupancy

- ✓ Follow up Key Performance Indicators



Room	Guest	Room Type
101 - Comfort	Dimitri Laever	38464959
101 - Comfort	Vero Daco m	437155
101 - Comfort	Geert Tony	385
101 - Comfort	Simonne Maria De Wever	2191781036
101 - Comfort	Patrick Hoeks	38432875
103 - Comfort	Xavier Brouillard	445293
103 - Comfort	Michel Devos	447341
104 - Superior	Marc Leroy	37489824
104 - Superior	wim fs	337
104 - Superior	Leus/Van Impe	07051029
105 - Superior	Charis	272
105 - Superior	Hilde De Gend	36540291
105 - Superior	Ongaro	07047202
105 - Superior	An W	348
106 - Superior	Eline	216
106 - Superior	Hilde	448
106 - Superior	Filip Pauwels	36546223
106 - Superior	Koen Geebelen	3791756202
107 - Superior	Julien Van Cauter	448501
108 - Superior	Sylvie Georis	448518
108 - Superior	hanne greeven	9234579646
108 - Superior	Noël Langend	38618531

2. Room rack

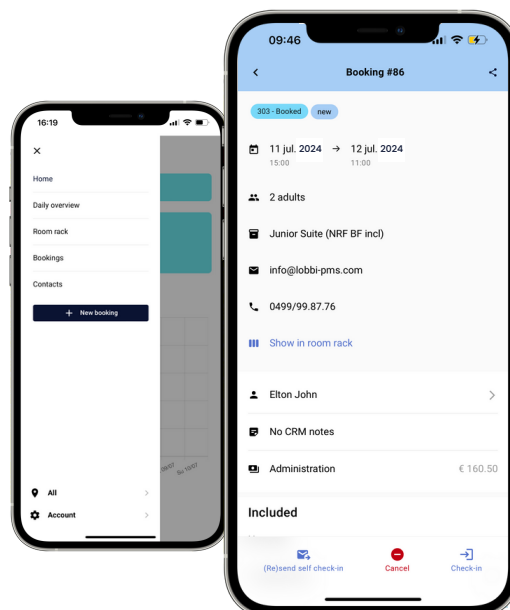
- ✓ Mobile optimised room rack with Lobbi colour coding
- ✓ Easy navigation in the calendar
- ✓ Create booking
- ✓ Quick access to reservation details
- ✓ Search box for bookings and contacts
- ✓ List of arrivals, departures and in-house guests
- ✓ Date selection in calendar
- ✓ Quick check-in and check-out

3. Booking details

- ✓ Reservation data
- ✓ Guest profile
- ✓ CRM note
- ✓ Booking balance
- ✓ Detail of the supplements

Actions

- ✓ Add supplements and meals
- ✓ Cancel booking and undo cancellation
- ✓ Register a check-in or check-out
- ✓ Add CRM note



Lobbi App walkthrough

4. Booking wizard

Create a booking in 5 steps

STEP 1 - Information

Select dates, number of rooms, and guests.

STEP 2 - Arrangement

Choose an available room type or package.

Step 3 - Overview

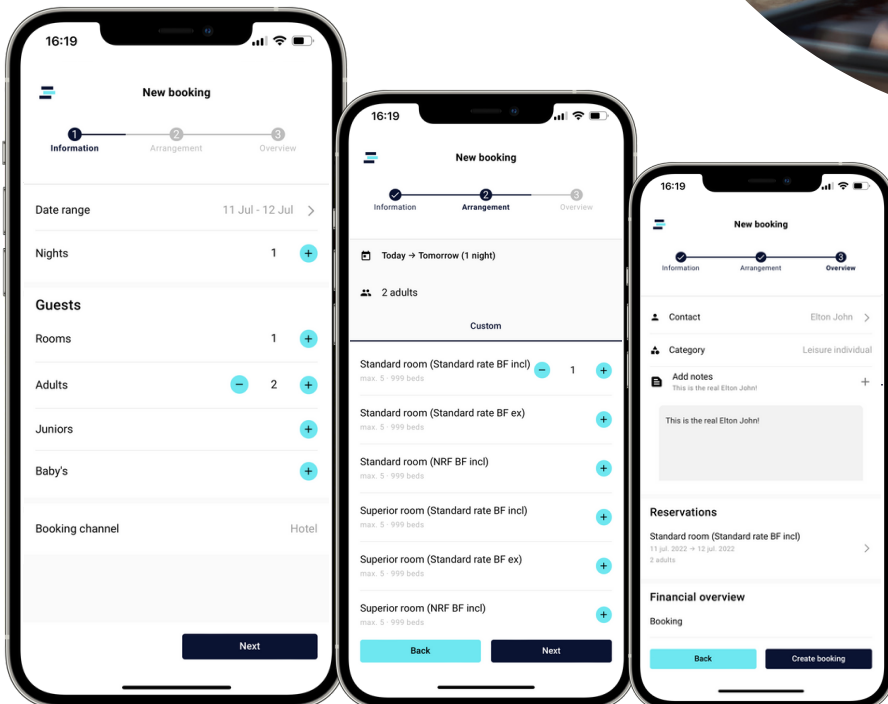
Select or create a new guest contact.

Step 4 - Overview

Add a CRM note

Step 5 - Overview

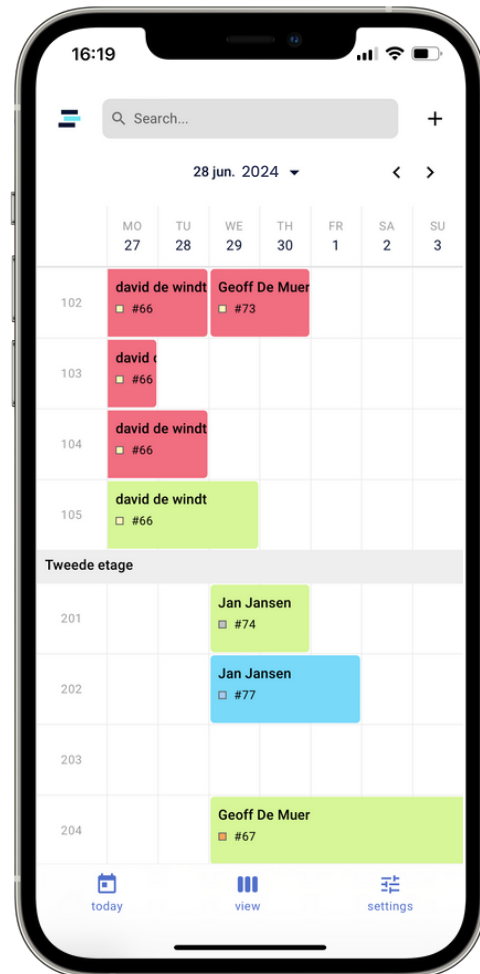
Tap create booking



Upcoming features

At Lobbi, we're constantly improving the hotel management experience through ongoing upgrades to the Lobbi App. Our upcoming features aim to enhance industry efficiency, making Lobbi App a top solution for streamlined hotel management

- + Task management
- + Dashboard & reports
- + Payment registration
- + Issue key functionality
- + Cleaning status overview
- + Unallocated rooms display
- + Lobbi Housekeeping App integration
- + E-mail communication
(confirmation, cancellation, payment link, ...)



Feel free to reach out to our dedicated team with any questions, remarks, or feedback. We're always eager to hear from you and ensure your experience is exceptional!