GET STARTED WITH

LOBBI APP
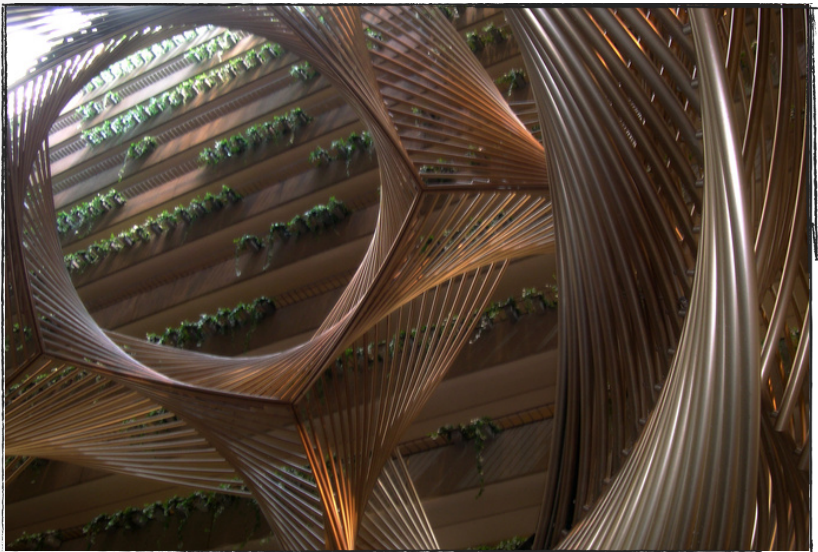
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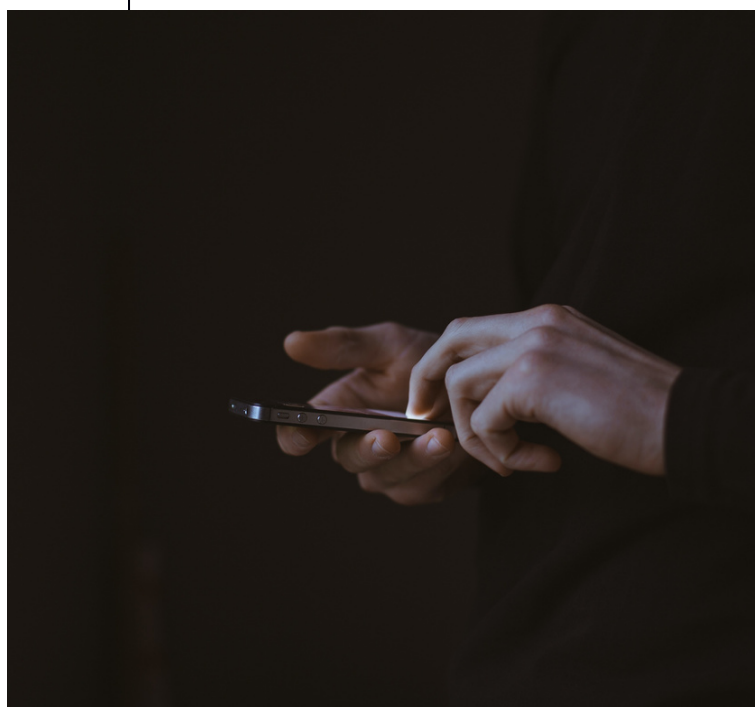
powered by lobbi
www.lobbi-pms.com

INTRODUCTION

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
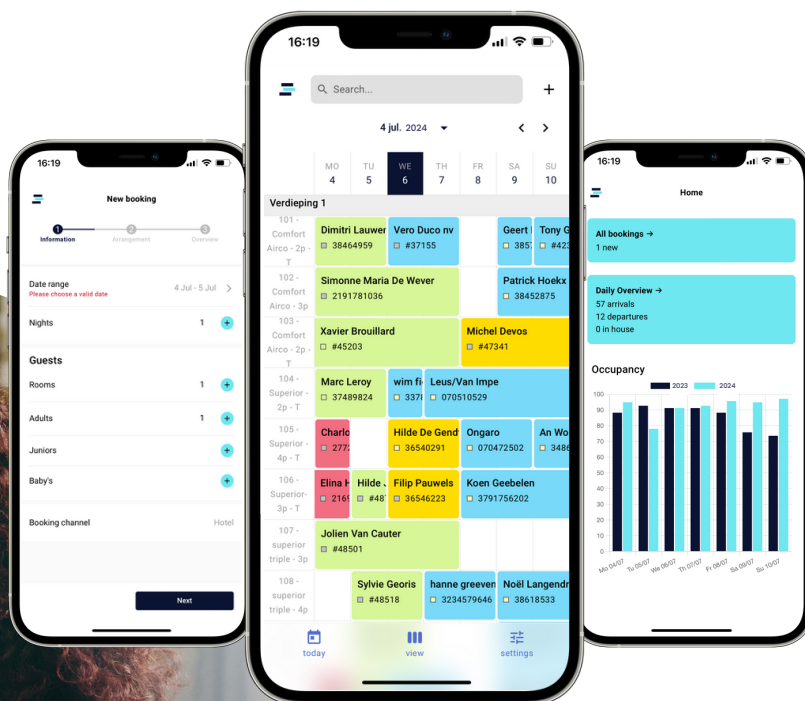multi-property management.

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

Lobbi App: redefine hotel management with
flexibility and convenience.

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
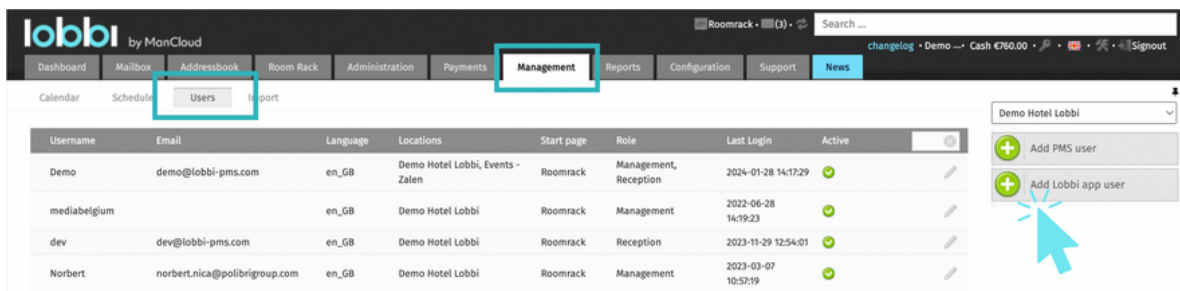+ Tablet and smartphone friendly
+ Web app for iOS and Android

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.
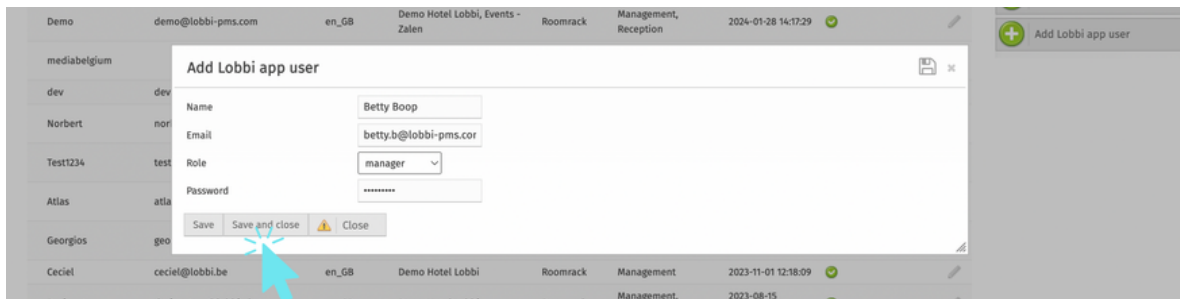Await activation status update.

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.
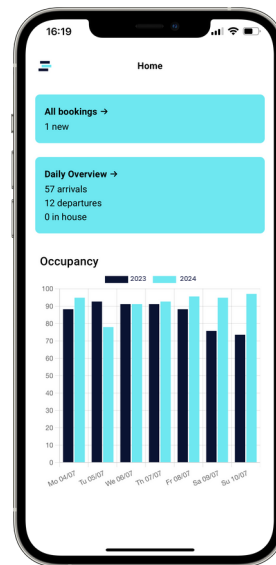
1. Home page

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

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
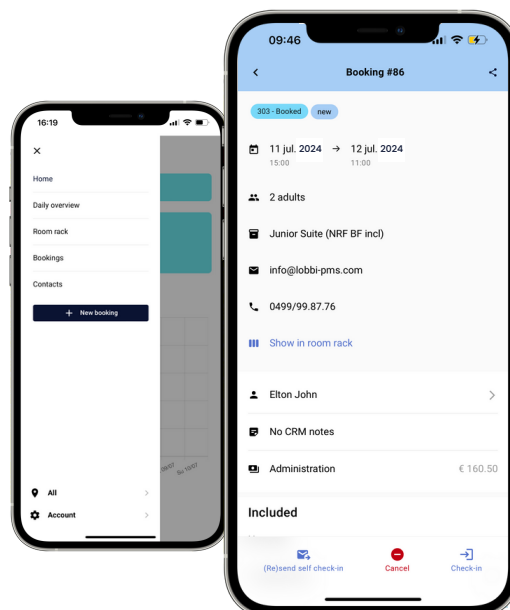
4. Booking wizard

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.
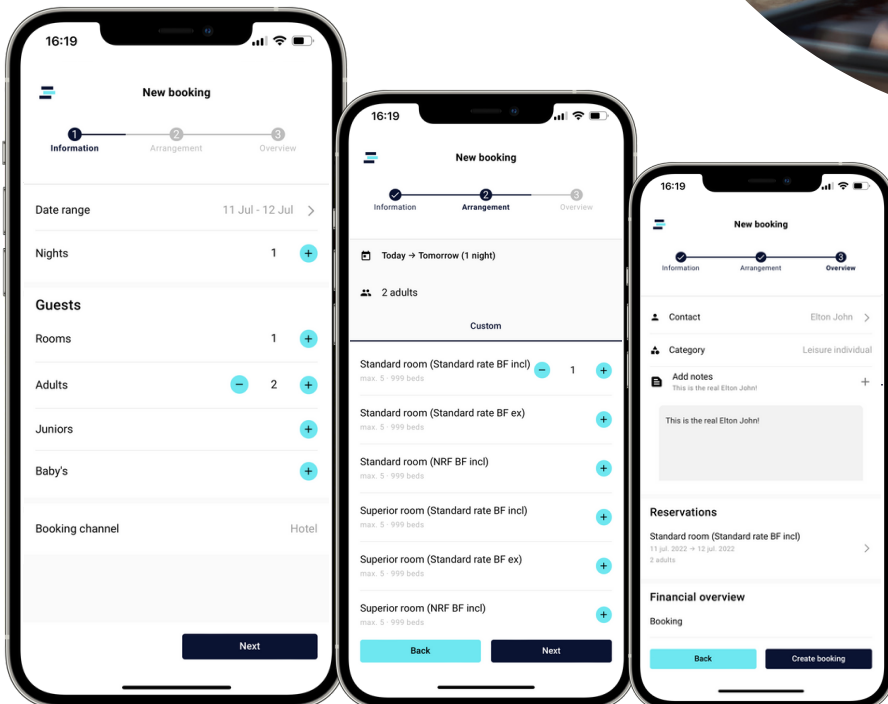
Step 3 - Overview
Select or create a new guest contact.

Step 4 - Overview
Add a CRM note

Step 5 - Overview
Tap create booking

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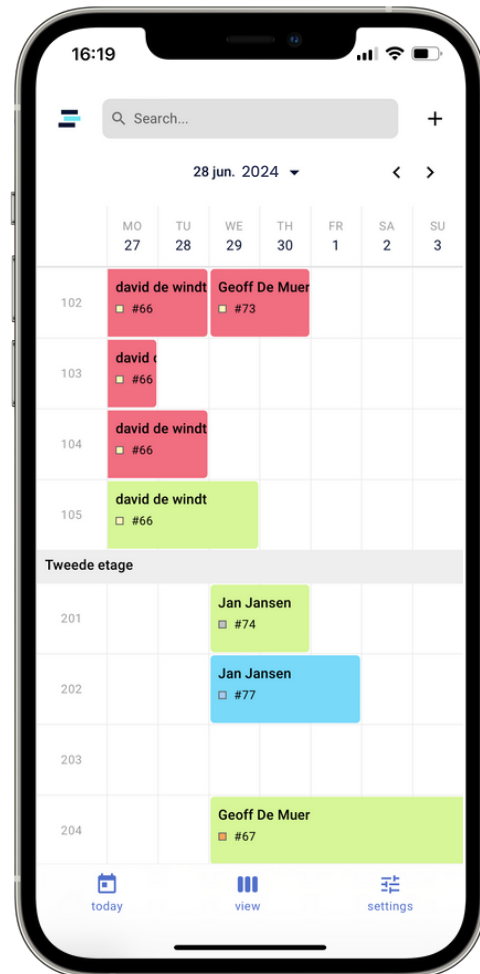
Feel free to reach out to our dedicated team with any questions, remarks, or feedback. We're always eager to hear from you and ensure your experience is exceptional!