

## About this guide

Reference for **residents and tenants** who use **shared amenities** (pool, lounge, courts, etc.). The app uses EPASS's dark header and clear actions; wording follows your account language.

**Administrators** configure resources and schedules; more steps will be documented as this guide grows.

## BEFORE YOU START

- You are signed in to EPASS.
- Your community has at least one published amenity so **Book / Reservar** appears on the card.
- You know your community's rules for booking (dates, hours, capacity).

## WHAT YOU WILL DO

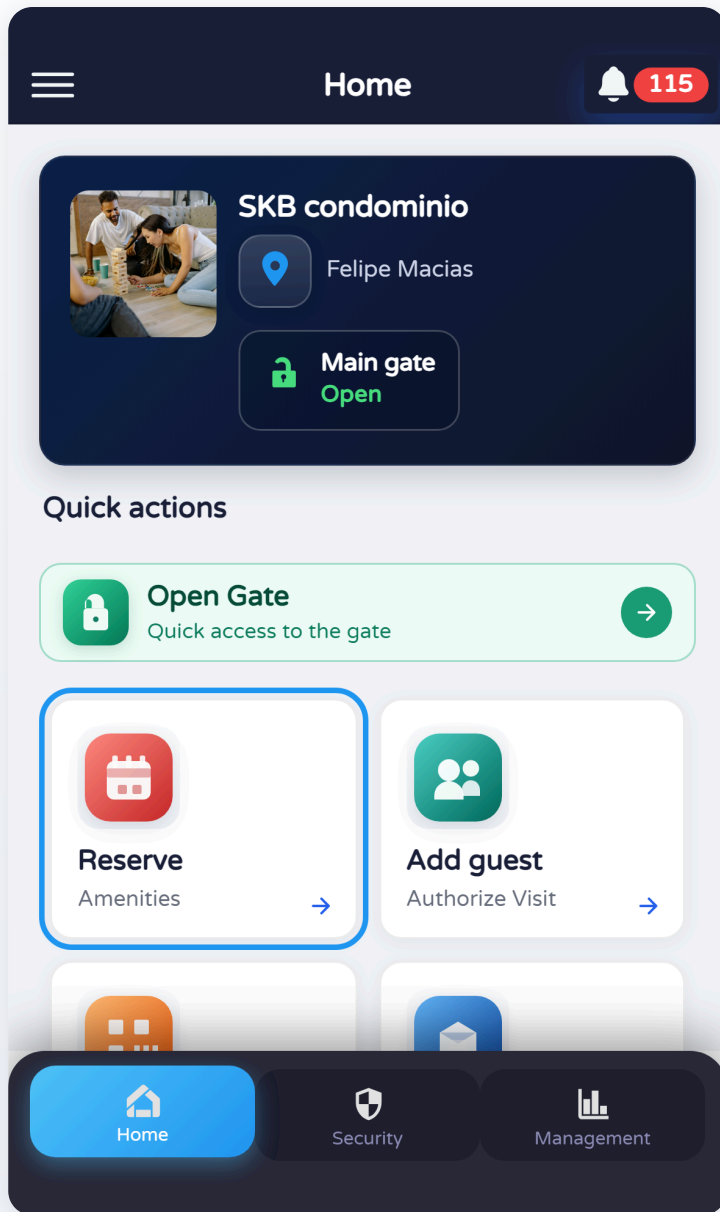
From **Profile**, open **Common areas**, **book** a space, use the **calendar** and **time slots**, and review the **confirmation** dialog on the schedule screen before saving.

## STEPS

### STEP 1 Profile — open Reservar / Amenities (Common areas)

On the **Profile** dashboard (**Home**), find the quick-action card **Reservar** with subtitle **Amenities** (calendar icon). **Tap the card** to open **Common areas**.

Screenshots may show a blue outline around the card — that highlight is only for the manual.

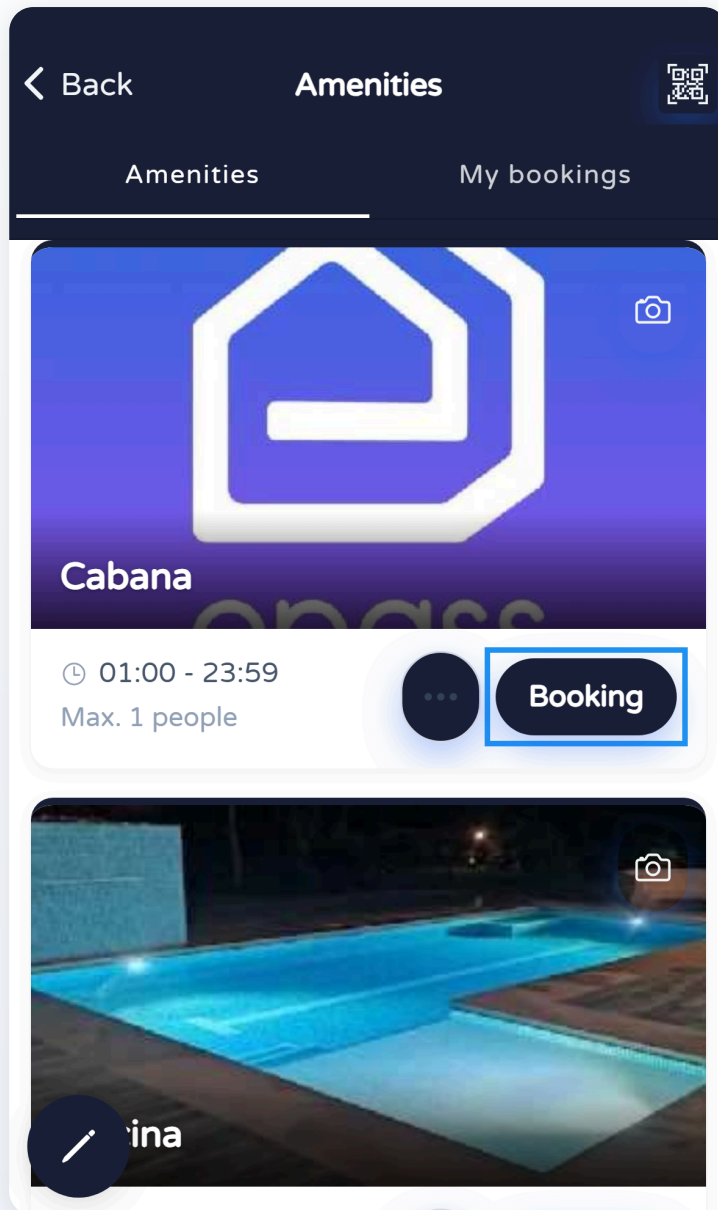


Profile (Home) — Reservas / Amenities card

**STEP 2 Amenities** — tap **Book** on a space

When **Common areas** has finished loading, the **Amenities** tab lists available spaces. **Tap Book / Reservar** on the space you want (primary button on the card).

Screenshots may show a blue outline around the button — that highlight is only for the manual.

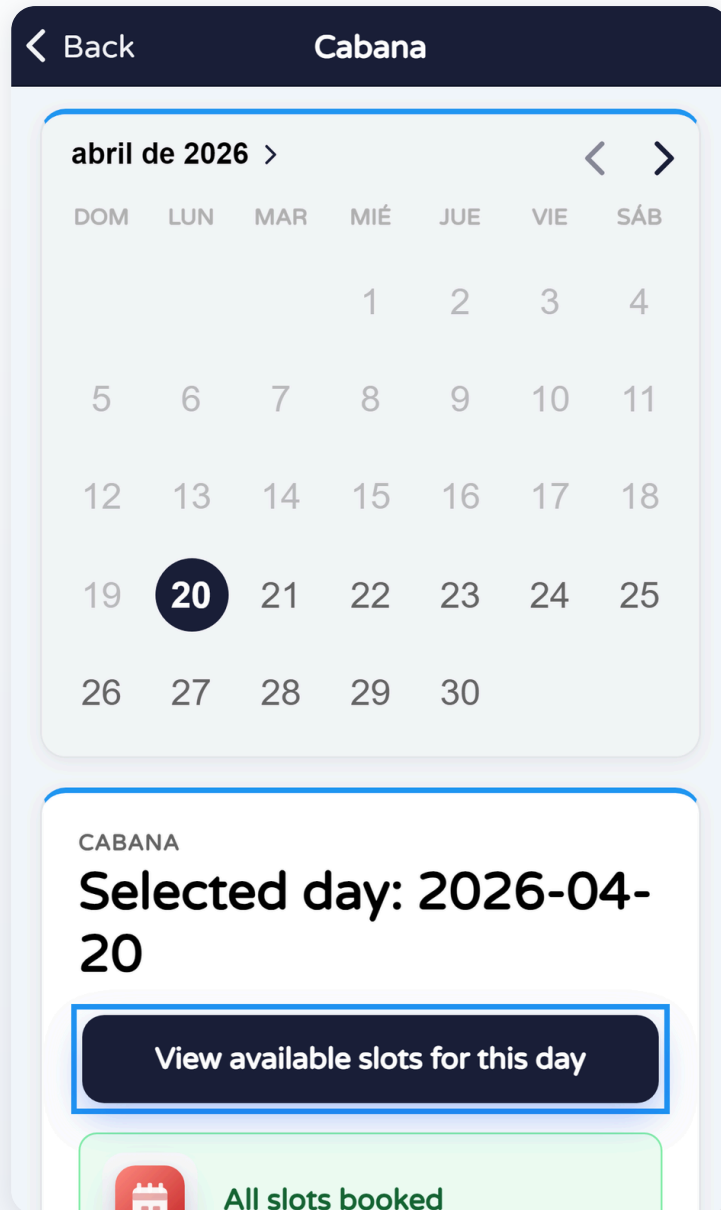


Common areas — Book / Reservar on an amenity card

### STEP 3 Calendar — day, availability and time slots

The **calendar** opens for that amenity. Choose a date your community allows (today or a future day within the allowed window). Below the calendar, the app loads **availability** for that day; when it is ready, tap the main button to see the time slots for that day (the exact wording may differ).

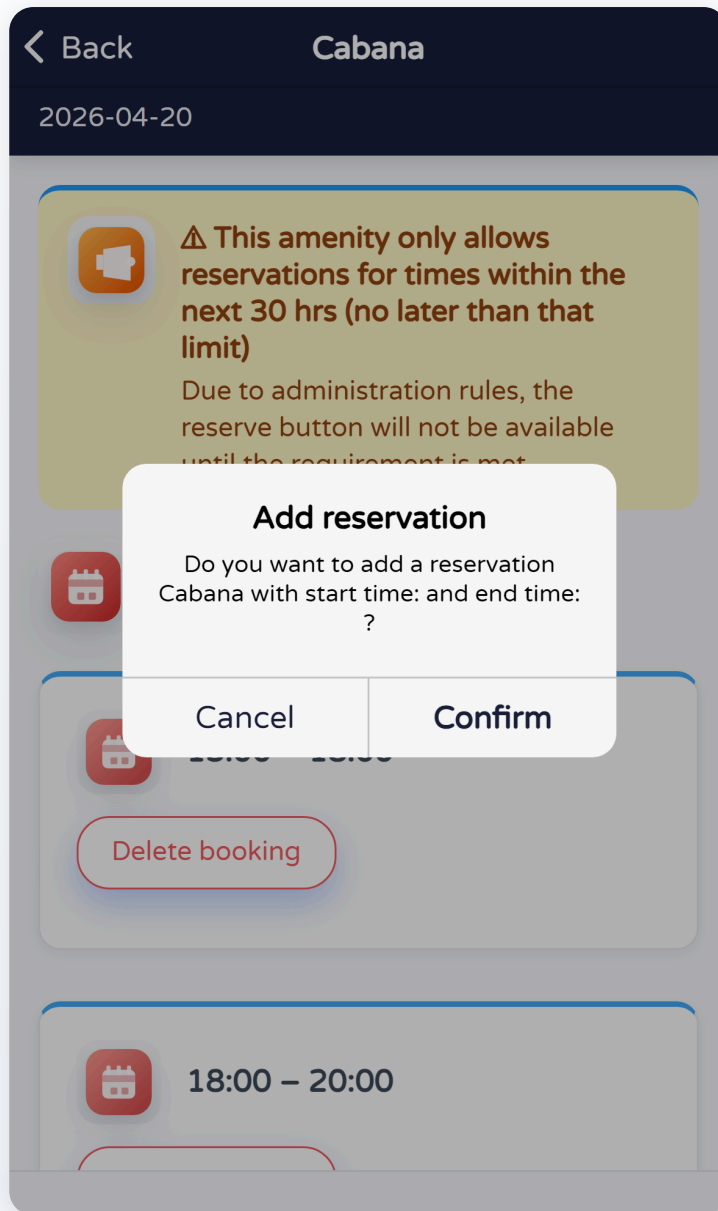
Screenshots may show a blue outline around the button — that highlight is only for the manual.



Calendar — availability and "see time slots" button

#### STEP 4 Schedule — pick a time block and confirm

On the **schedule** screen for the chosen day, when the list has loaded, **select an available block** (e.g. **Select / Seleccionar**). Then use the bottom action such as **Confirm reservation** and, in the dialog, **confirm** if the summary is correct (wording may vary).



Confirmation dialog before booking is saved

## QUICK TIPS

- If **Book** or the slots button stays disabled, the date may be outside the allowed window, the amenity may be full, or data is still loading — read any message on screen.



### Thank you for using EPASS

Help guide for booking shared amenities. App wording may vary by language and community settings.