ZENDER 2.0

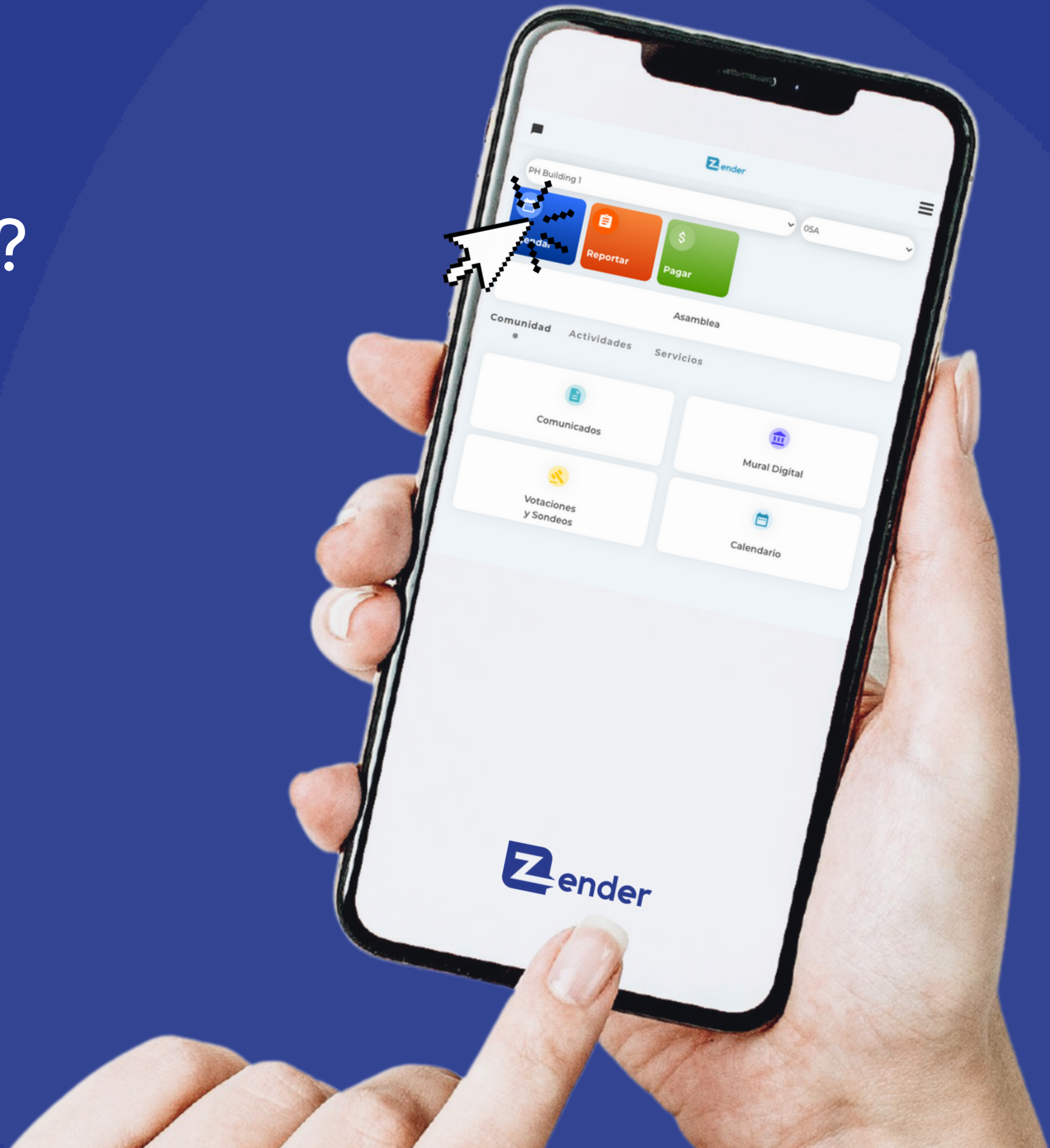## Reservation - Visit - Delivery

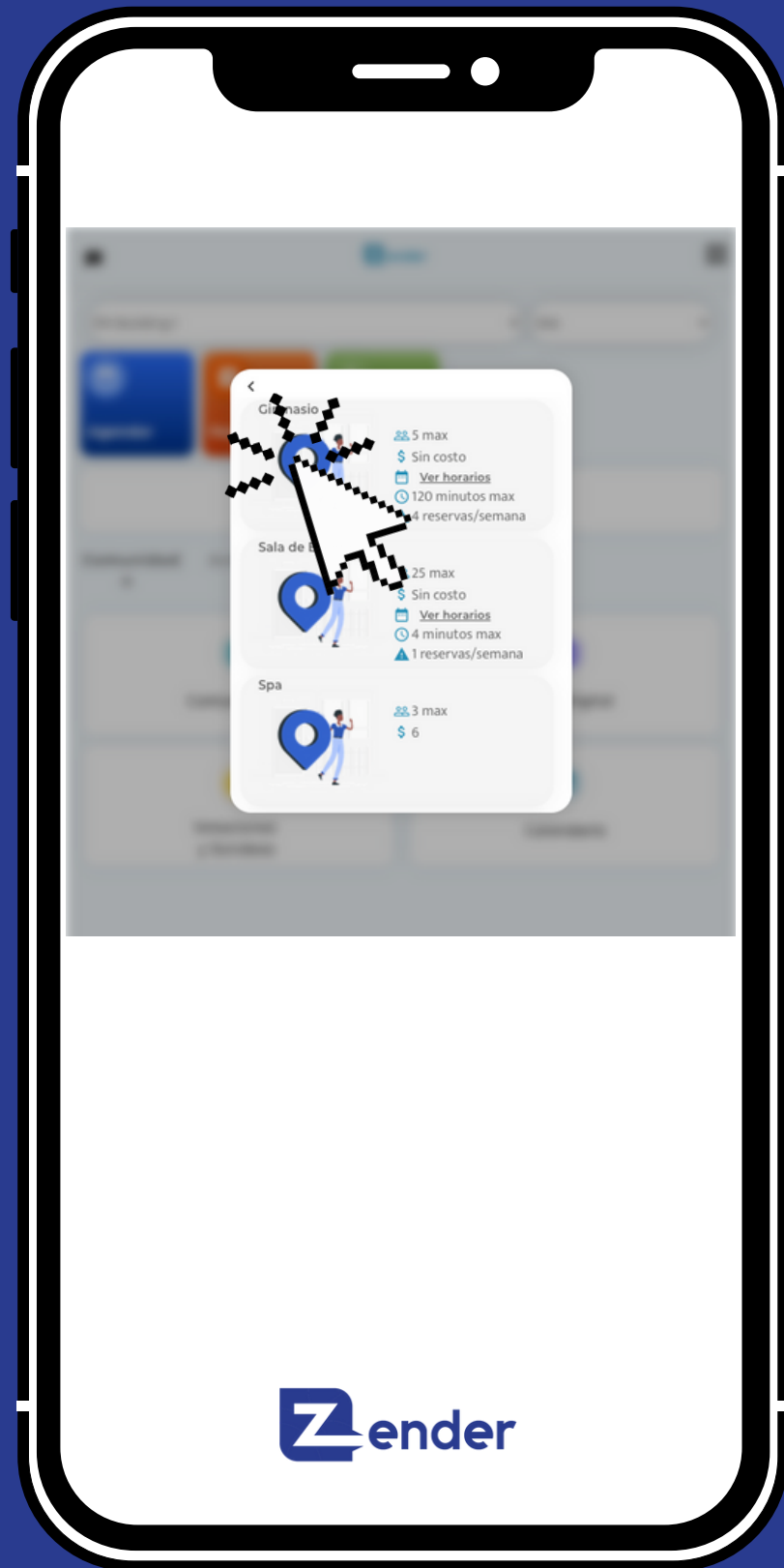## How do I book a common area?

RESERVE COMMON AREA

How do I book a common area?

1. Press the "anagendar" button.

2. Select the "reserve" icon.

3. Select the area you want to book.

4. Clicking on the area will open a reminder of the number of reservations made and those available.

5. Number of people, means the total number of people who will go with you to that area.

6. Comment is optional. Only if you need to place some important information for the Administrator or Security.

7. Click to "next".

8. Select the day and then press "next".

9. Select the time where spaces are available and then press "next".

10. Then a summary of your reservation will be displayed, if everything is fine place "anagendar".
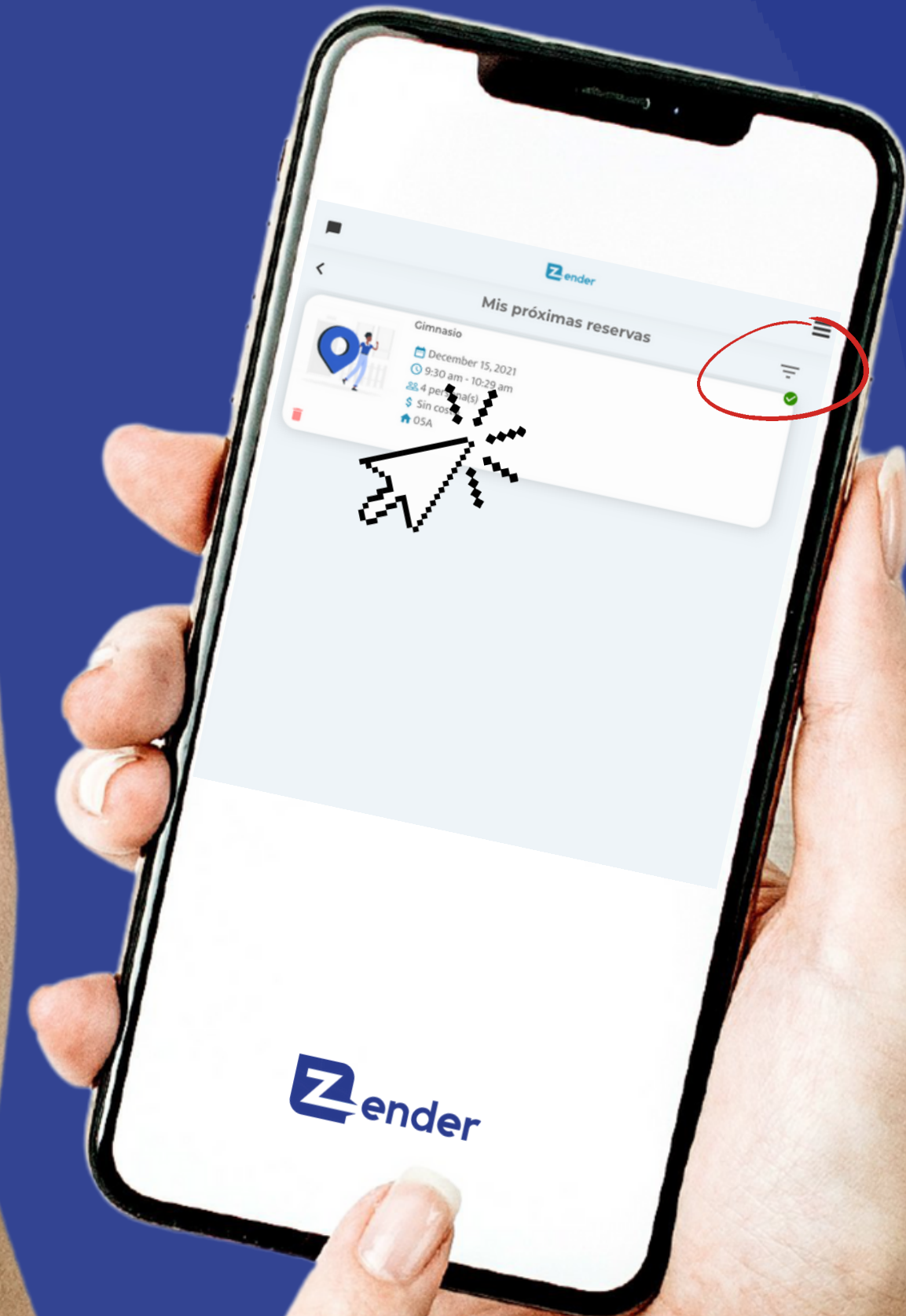
11. Done, you have made your reservation.

12. Check your reservations in the "activities" section.

13. Then you click on "my reservations".

14. You will see the summary of your next bookings.

15. The inverted pyramid is a filter that makes it easy to find your reservations.

FOR MORE INFORMATION YOU CAN CONTACT US THROUGH

ZenderApp

www.zenderapp.com

info@zenderapp.com

+507 6865-7842