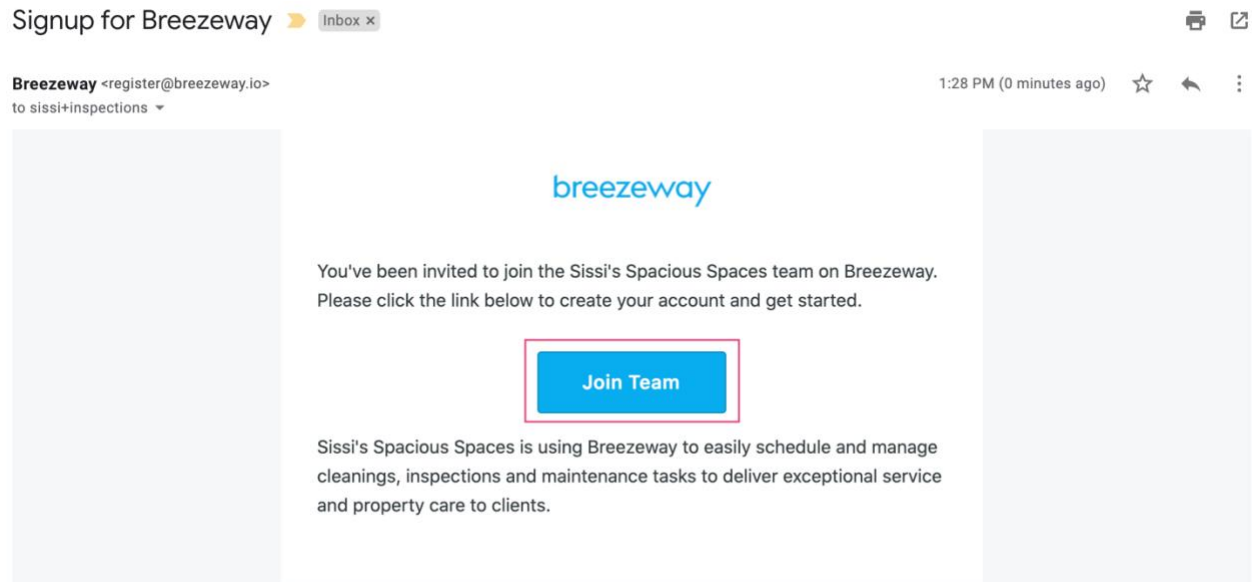# Accepting an invite as a Service Partner company

1. You will receive an email notification inviting you to create your account. Click on the Join Team button.

2. There are two parts to setting up your account:
   - Your individual information as the administrator of this Service Partner account: First Name, Last Name, Email, and Password.
   - Your company's information: Company Name, Address, Type of Company, and Size

*Do **not** click on the "I don't have a company or work with a team. Skip & accept invite". This will create an account that is not associated with the account that invited you to Breezeway, and you will not be able to receive task offers.*
If you accidentally clicked on that link, please reach out to Ally@ilovevacations.com

3. Once you have accepted your invite, you will be able to log in and invite your staff.
      1. Select the icon in the bottom lefthand corner of the screen then select "Manage People"
   2. Select "Add A Person"
      3. Fill in first and last name, and email of the employee. Role should be set as representative.


Each employee that you add will receive an email invite to finish setting up their account. They will need to download the Breezeway APP on their phone to complete that tasks that are assigned to them.

Accepting a Task

Once you are assigned a job, you'll need to accept or decline it. All task requests will live in your 'Company offers' page.
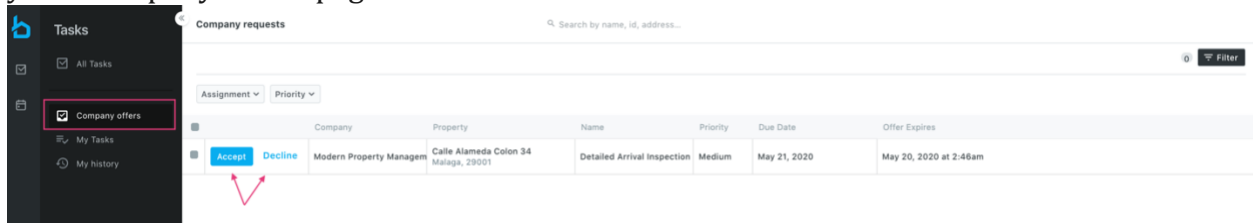
You can bulk accept/decline by selecting the tasks using the checkbox on the left.
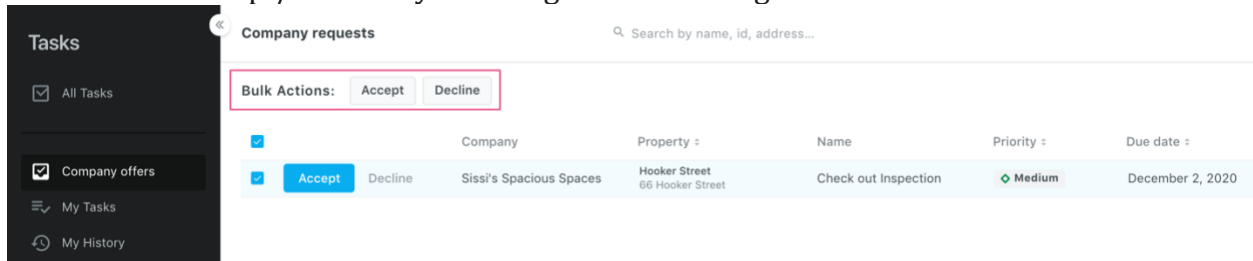
When you accept a task, a fly-out will appear, asking you if you'd like to assign the task to an employee. You can skip this step if you don't want to assign this task right away.
Note: this will only happen once other users have been invited

Assign Task

Great, you've accepted this request. Assign the task to someone on your team now.

Add Another Assignee

Assign Task   Skip for now

If you decline a task, you will be asked to confirm.

Decline Task

Confirm you want to decline doing this task?

Cancel   OK

For either response, a notification will be sent to the company that assigned you the work. They will then know whether you can complete the job, or if they should re-assign it.

Company requests

		Company	Property	Name	Priority	Due Date	Offer Expires
☐	✓ Accepted	Modern Property MGMT	210 CRESCENT DR AKRON, OH 44301-2061	Gas Certification	Normal	November 30, 2018	Nov 27, 2018 at 10:55pm
☐	✗ Declined	Modern Property MGMT	2158 Hwy 83 South Santa Rosa Beach, FL 32459	Seasonal Inspection	Normal	November 28, 2018	Nov 27, 2018 at 10:55pm
☐	Accept Decline	Modern Property MGMT	18 Sullivan Street Charlestown, MA 02129	Hot Tub Service	Normal	November 26, 2018 at 3...	Nov 27, 2018 at 2:34pm
☐	Accept Decline	Modern Property MGMT	210 CRESCENT DR AKRON, OH 44301-2061	Exterior Inspection	Normal	November 29, 2018	Nov 27, 2018 at 11:07pm

The Schedule

All accepted tasks will live on the schedule, organized by user/assignee. All unassigned tasks will be in the first row.
Below that, view tasks by user either in the Day view:

... which will sort the tasks by time slots. Or, by Week view:
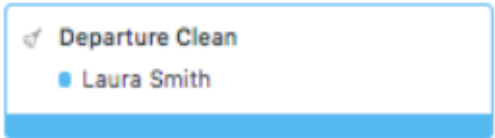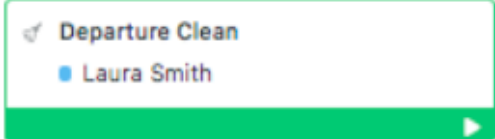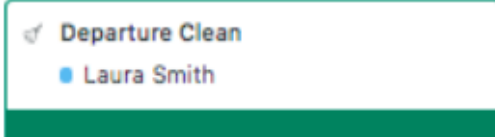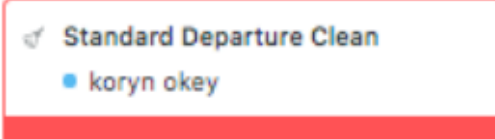
You won't have the option to change the date or time of the task, nor will you be able to close/delete them. If you have a conflict, you will need to reach out to the company that assigned the task, as they may need it to be done on a certain day.

Task Colors

The colors represent the status of the task:

✓ **Deep Clean** Unassigned	Scheduled, but unassigned.
✓ **Departure Clean** • Laura Smith	Scheduled and assigned, but not yet started.
✓ **Departure Clean** • Laura Smith ▶	In Progress: a user has started this task.
✓ **Departure Clean** • Laura Smith	Finished
✓ **Standard Departure Clean** • koryn okey	Overdue: if a task is not completed on the due date, it is overdue.