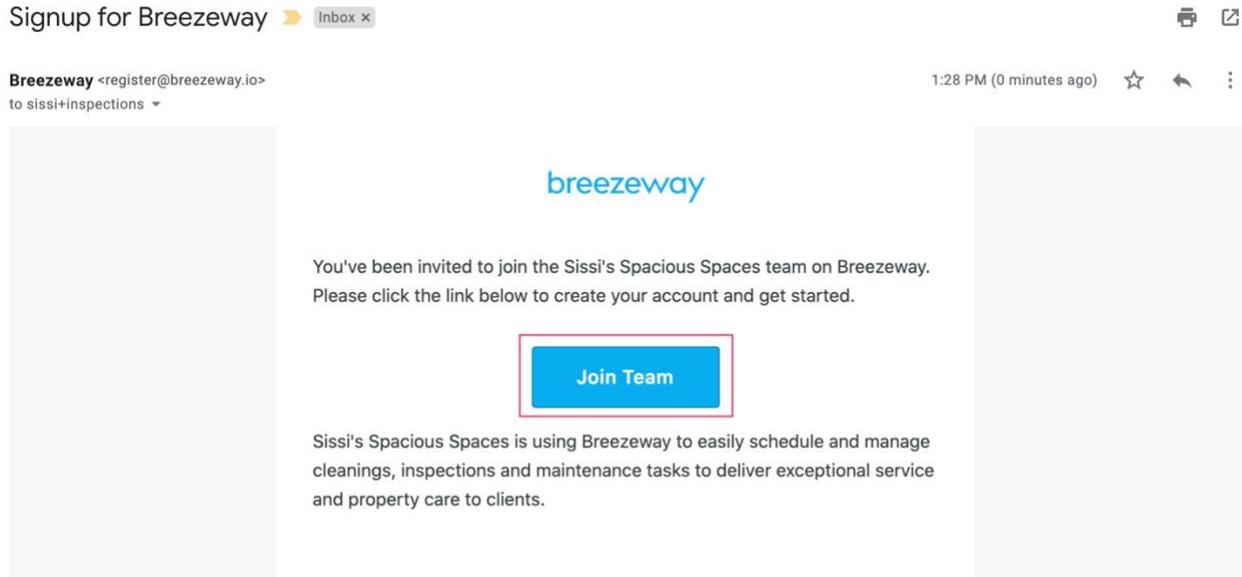


# Accepting an invite as a Service Partner company

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



**Task management built for property care**

- ✓ Better task coordination and tracking
- ✓ Seamless team and client communication
- ✓ Brand control and quality assurance
- ✓ Powerful scheduling and management

The form is titled "Create Your Breezeway Account" and asks the user to "Confirm your contact information and choose a password to join the Sissi's Spacious Spaces team." It contains the following fields: First Name (filled with "Sissi"), Last Name (filled with "Li"), Email Address (filled with "sissi+plumbing@breezeway.io"), and Password (filled with "....."). A blue "Continue" button is located at the bottom of the form.



**Add your company details**

The form is divided into two sections: "1 Account Info" and "2 Company Info". The "Company Info" section contains the following fields: Company Name (filled with "Plumbing Team"), Address (filled with "44 Temple Pl"), City (filled with "Boston"), State (filled with "Massachusetts"), Zipcode (filled with "02108"), and Country (filled with "United States"). There is a dropdown menu for "Type of company" (filled with "Plumber") and another dropdown for "Number of Employees" (filled with "1-10"). A blue "Continue & Accept Invitation" button is at the bottom. Below the button, there is a red prohibition sign and the text "don't have a company or work with a team. Skip & accept invite" followed by another red prohibition sign.

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](mailto: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.

The screenshot displays the 'Manage People' page. At the top, there is a search bar and a '+ Add a person' button. Below this is a table with the following data:

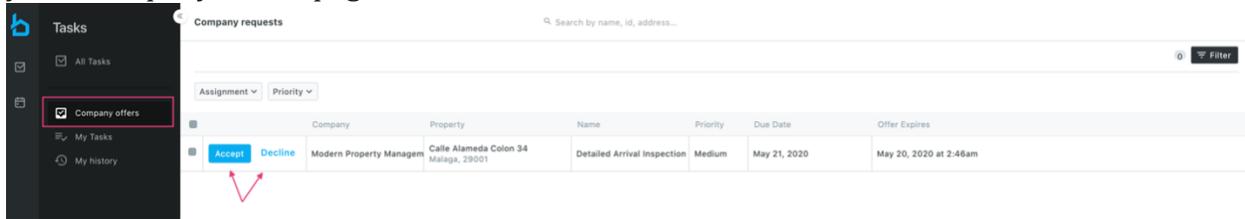
Name	Role	Emails	Phone Numbers	Departments	Groups	Open Tasks	Invite Status
Plumbing Team	Administrator	sissi+plumbing@breezeway.io			All groups		

The sidebar menu is open, showing the following options: Plumbing Team, Manage People (highlighted with a red box and labeled '1.'), Settings, and Sign out. The '+ Add a person' button in the top right is also highlighted with a red box and labeled '2.'

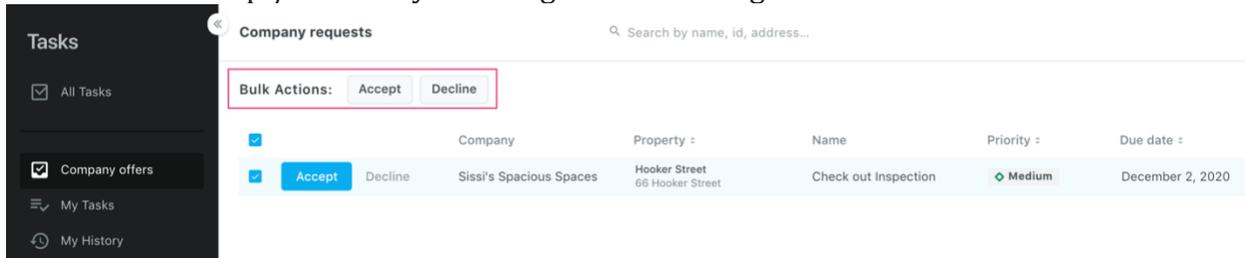
Each employee that you add will receive an email invite to finish setting up their account. They will need to download the Breezeway APP on their phone to complete that tasks that are assigned to them.

# 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

Search		Assignment	Priority				
		Company	Property	Name	Priority	Due Date	Offer Expires
<input checked="" type="checkbox"/>	Accepted	Modern Property MGMT	210 CRESCENT DR AKRON, OH 44301-2061	Gas Certification	Normal	November 30, 2018	Nov 27, 2018 at 10:55pm
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	<a href="#">Accept</a> <a href="#">Decline</a>	Modern Property MGMT	18 Sullivan Street Charlestown, MA 02129	Hot Tub Service	Normal	November 26, 2018 at 3...	Nov 27, 2018 at 2:34pm
<input checked="" type="checkbox"/>	<a href="#">Accept</a> <a href="#">Decline</a>	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:

User schedule < Today > 7  
Tuesday, November 27, 2018

Search		Reservations	Assignment	Tasks	Status							
Users	All day tasks November 27	Before 8am	8 - 10am	10 - 12pm	12 - 2pm	2 - 4pm						
Unassigned	<p>Guest Annual Workflow</p> <p>High level Cleaning Unassigned Modern Property MGMT 1Sullivan Escape</p> <p>Guest Annual Workflow</p> <p>Standard Departure CL... Unassigned Modern Property MGMT 1Sullivan Escape</p>											
Arash H arash-connected@breezeway.io												
Arash Hadjipanah arash-cc@breezeway.io	<p>Pre-Arrival Prep</p> <p>Standard Departure CL... Modern Property MGMT 1Sullivan Escape</p> <p>Guest Annual Workflow</p> <p>High level Cleaning Modern Property MGMT 1Sullivan Escape</p>											

... which will sort the tasks by time slots. Or, by Week view:

User schedule < This week > 10

November 25 - December 1

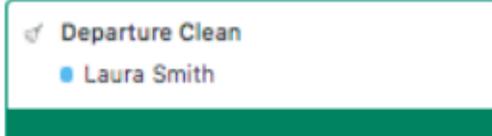
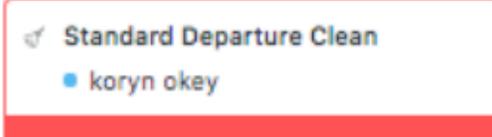
Search [ ] [ Reservations ] [ Assignment ] [ Tasks ] [ Status ]

Users	Sunday November 25	Monday November 26	Tuesday November 27	Wednesday November 28	Thursday November 29
Unassigned	<ul style="list-style-type: none"><li>Call Back</li><li>Unassigned</li><li>Modern Property MGMT BONNIE'S COTTAGE</li></ul>		<ul style="list-style-type: none"><li>Guest Arrival Workflow</li><li>High level Cleaning Unassigned</li><li>Modern Property MGMT Sullivan Escape</li><li>Guest Arrival Workflow</li><li>Standard Departure Clean Unassigned</li><li>Modern Property MGMT Sullivan Escape</li></ul>		
Arash H arash+connected@breezeway.io					
Arash Hadipanah arash+cc@breezeway.io	<ul style="list-style-type: none"><li>Call Back</li><li>Modern Property MGMT 4 Sea Breeze</li></ul>		<ul style="list-style-type: none"><li>Pre-Arrival Prep</li><li>Standard Departure Clean</li><li>Modern Property MGMT Sullivan Escape</li><li>Guest Arrival Workflow</li><li>High level Cleaning</li><li>Modern Property MGMT Sullivan Escape</li></ul>		

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:

 <p>✔ Deep Clean Unassigned</p>	Scheduled, but unassigned.
 <p>✔ Departure Clean ● Laura Smith</p>	Scheduled and assigned, but not yet started.
 <p>✔ Departure Clean ● Laura Smith</p>	In Progress: a user has started this task.
 <p>✔ Departure Clean ● Laura Smith</p>	Finished
 <p>✔ Standard Departure Clean ● koryn okey</p>	Overdue: if a task is not completed on the due date, it is overdue.