

Laundry room booking

MANUAL

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Book Laundry Time

There are two ways to book laundry time with the new system.

1. Online with a username and password. (Page 3)
2. On the board outside the laundry room with a tag. (Page 6)

Regardless of which method you use, the same information is displayed. You can book your time on the web and later change it on the board or vice versa.

Important

Regardless of whether you book on the web or on the board, you must start your laundry time by placing your tag against the reader at the laundry room door.

If the laundry time is not started in this way, the time will become bookable again after 30 minutes.

Only started laundry times run for the entire booked period.



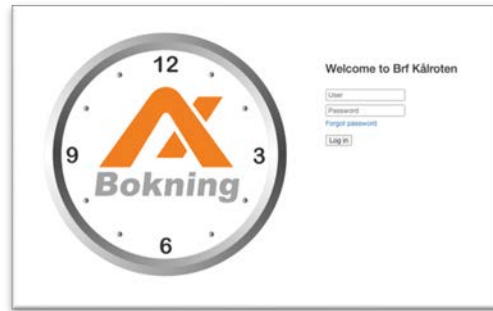
Book an appointment Online

Log in with your credentials.

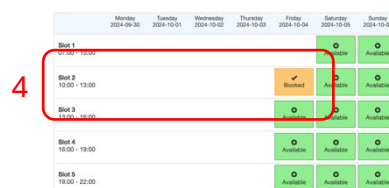
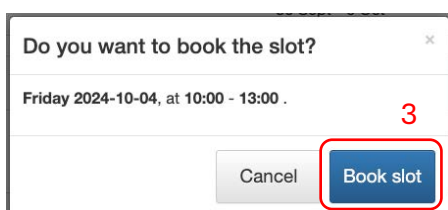
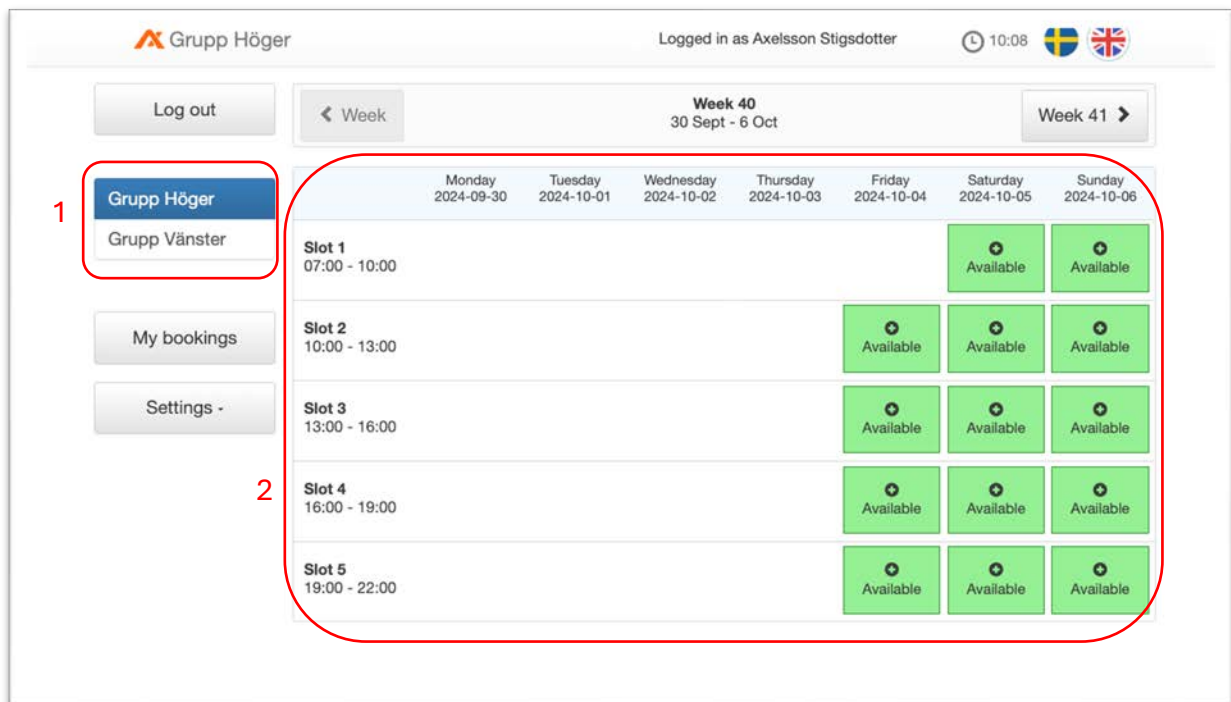
<https://kalroten.tvattbokning.online>

User: Apartment number,
for example 155

Password: Four digit code



1. Choose which page you want to book. (There are two sides of the laundry room; **Right side “Grupp Höger”** and **Left side “Grupp Vänster”**).
2. Click on the desired Available time.
3. Click **Book Slot**.
4. The time is now booked for you.



See your own booked appointments / Cancel appointments online

Log in with your credentials.

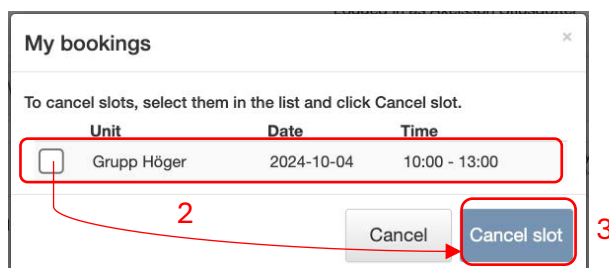
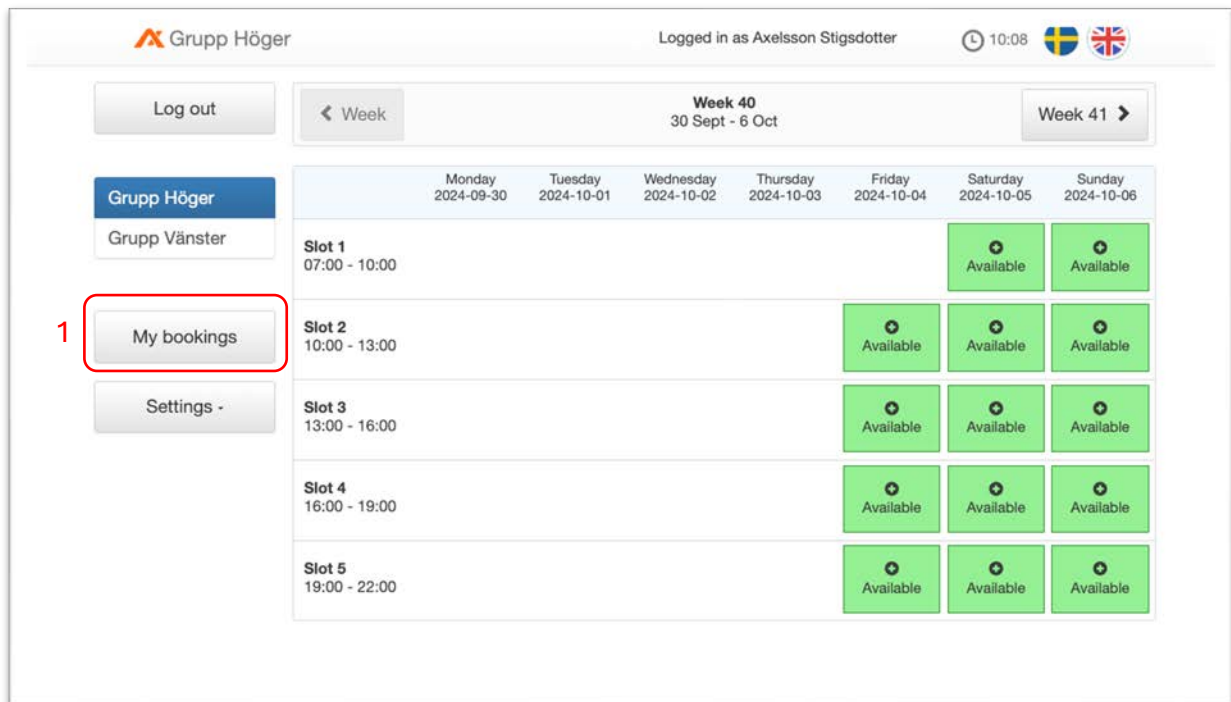
<https://kalroten.tvattbokning.online>

User: Apartment number,
for example 155

Password: Four digit code



1. Click **My bookings**.
2. This shows the bookings you have.
3. To cancel an appointment, click in the box to the left of the appointment and click **Cancel slot**.
(If you just want to see what times you have booked, click **Cancel**)



Add personal information

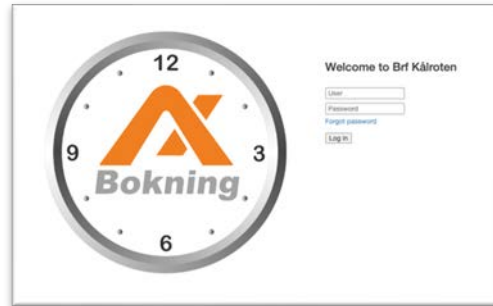
To get a reminder of your booked appointment, there is the option to enter your e-mail address.

Log in with your credentials.

<https://kalroten.tvattbokning.online>

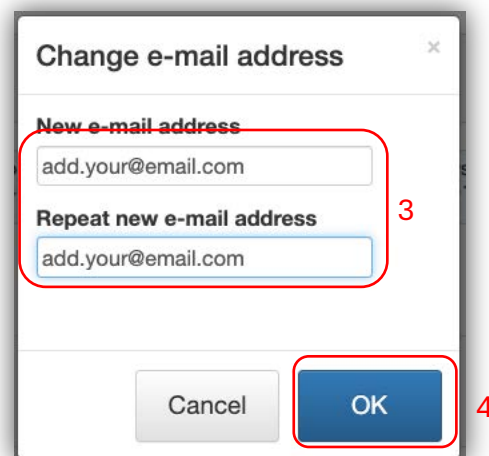
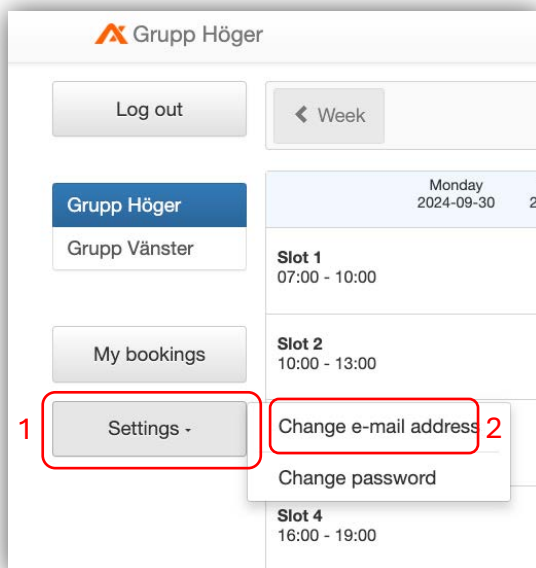
User: Apartment number,
for example 155

Password: Four digit code



1. Click Settings
2. Select Change e-mail address.
3. Enter your email address twice.
4. Click OK.

You will now receive an email with a confirmation of your booking and a reminder one hour before the time starts.

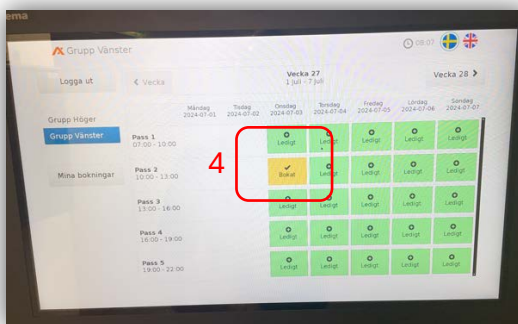
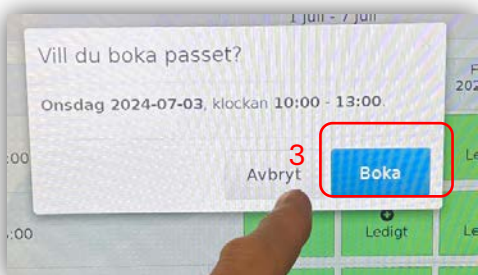
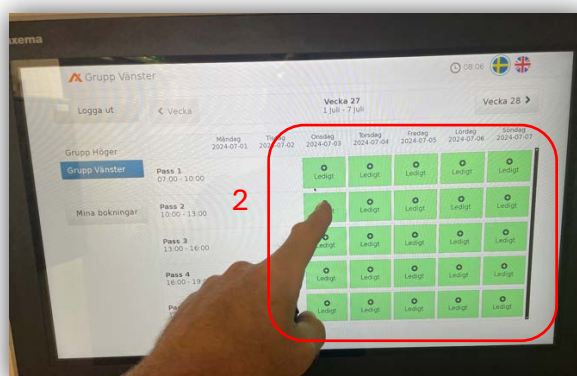
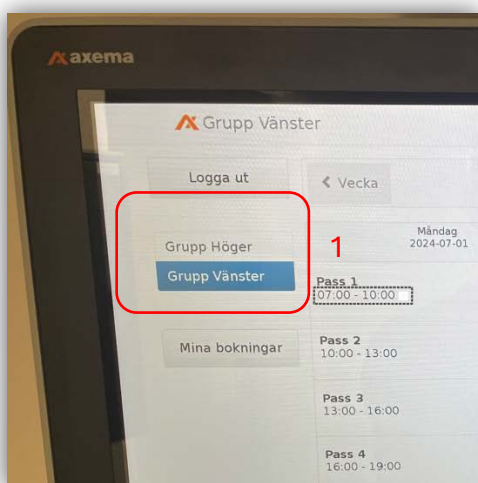


Book an appointment on the board

Start the booking by placing the tag against the image of the hand at the bottom of the board.



1. Choose which page you want to book.
2. Point to the desired free time.
3. Tap **Book**.
4. The time is now booked for you.



See your own booked appointments / Cancel appointments on the board

1. Tap **My reservations**.
2. This shows the bookings you have.
3. To cancel an appointment, tap the box to the left of the appointment and tap **Cancel**. (If you just want to see what times you have booked, press **Cancel**)

