

NEIGHBORS APP OVERVIEW

Request Status

Click the bell icon to view all requests

Top Buttons

Click one of these departments to view or place a request

Circle Buttons

Click "Calendar" to see community wide and personal events.

Click "Check In" to check in

Click "Menu" to view dining menu

Click "Social" to view Directory, Groups and search for Residents with similar likes.

Click "Docs" for community docs.

The last button is your community configured button.

Profile

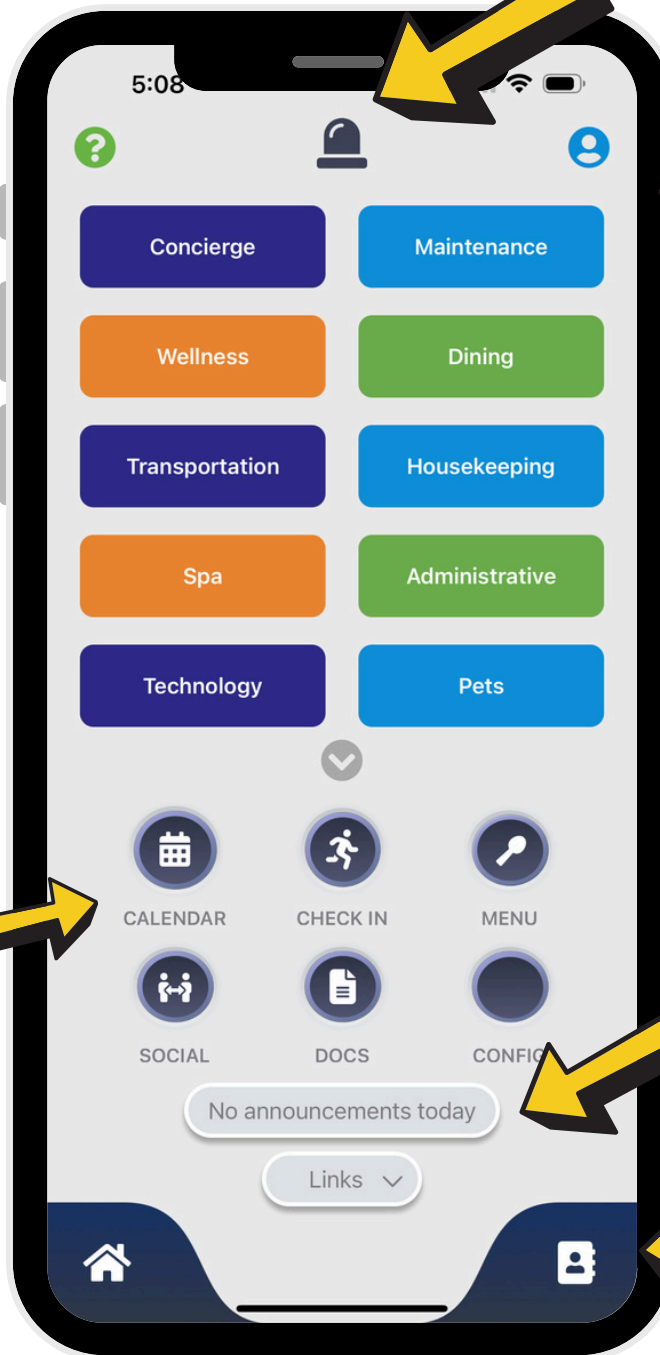
Edit name or password. Check off personal interests and likes.

Announcements & Links

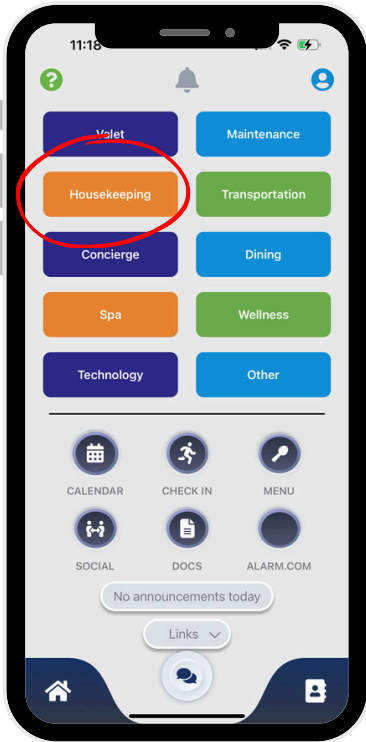
View Announcements and any community configured links.

Address Book

Manage Alexa Address Book contacts



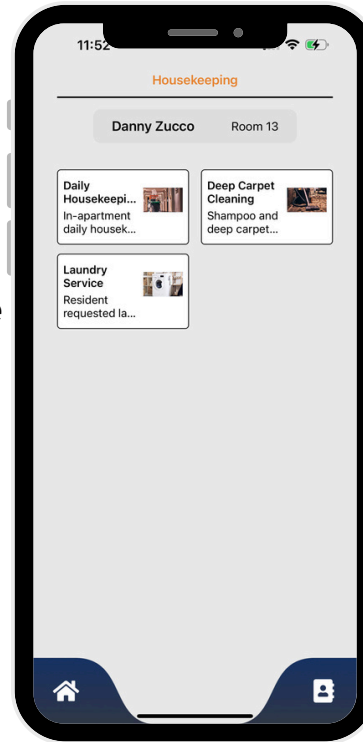
REQUESTS ON NEIGHBORS APP



1. Click the department

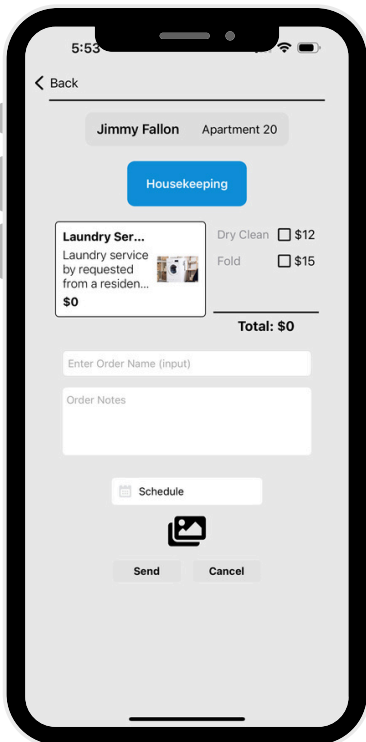
Use your finger to scroll up and down to view more departments.

Click the department to select your specific request.



2. Select your service

Select the service you want to place



3. Send service request

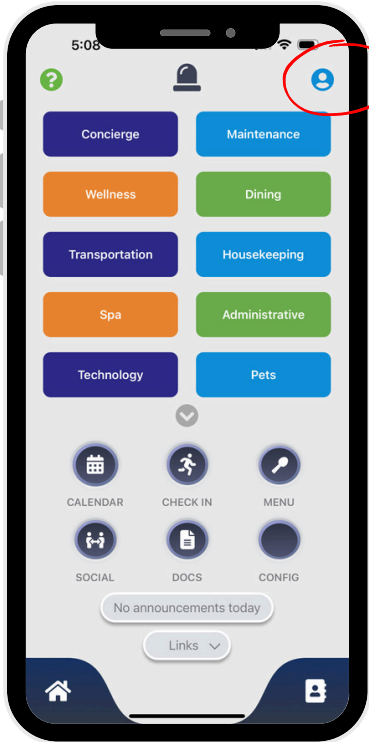
If available, select any add ons. Check to make sure all details are correct.

Choose if you want this request now or schedule for the future.

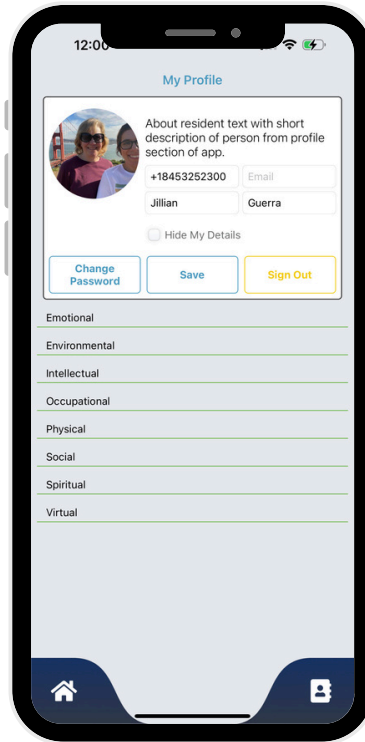
Your community will ultimately approve and schedule the request. You will be alerted once the request is accepted and scheduled.

To view your status, click the bell icon top center on the home page.

PROFILE ON NEIGHBORS APP

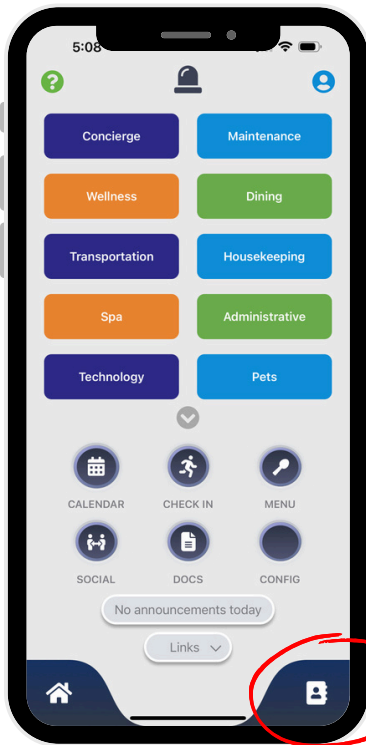


1. Select your Profile icon top right corner



2. Edit your Profile
Update your name, change your password.

Click "Hide My Details" to hide your name and information from the Resident Directory.



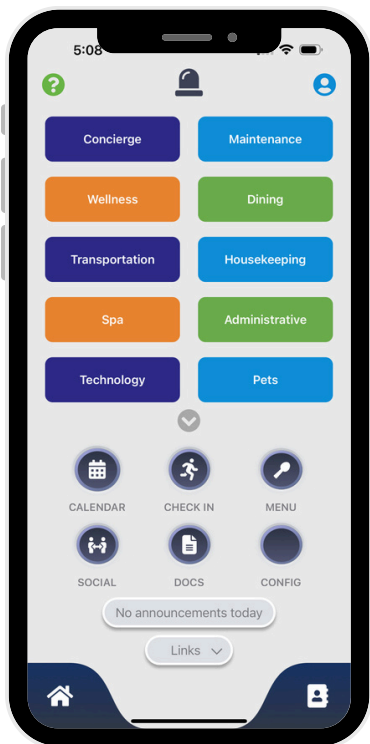
Manage Address Book

Click here to view your Alexa Address Book.

Click Invite on the top right corner to add more contacts. Add in as many contacts as you'd like. Once they have been added, they will receive a text to

This is NOT connected to your current contacts in your phone.

CIRCLES ON NEIGHBORS APP



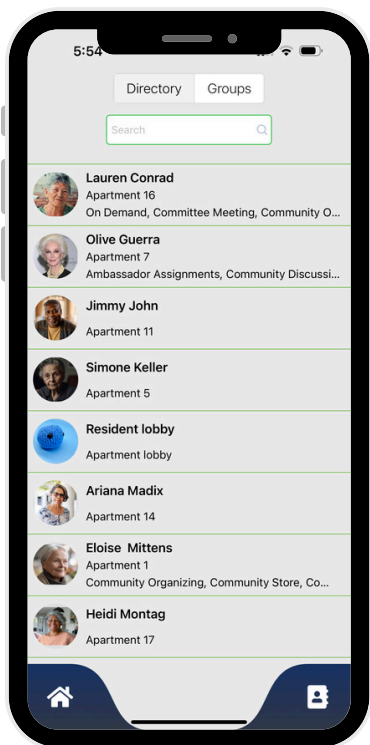
Calendar, Check in and Menu

View your personal events and community wide events in the calendar.

To Register for an event, click the Calendar button and then click the event you want to Register. Select the blue checkmark.

Click the Check In button to check in with your community.

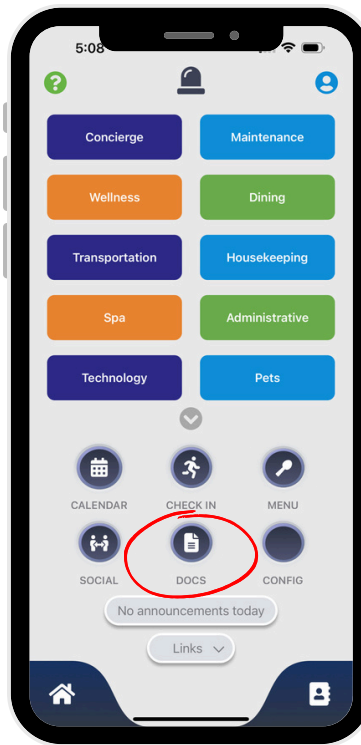
View dining menu items here.



Social

Groups - View any groups you are a member of. Click the Groups to view docs or members.

Directory - View Resident information. See their likes or search for a common interest.



Docs

View Community Documents available to you.