

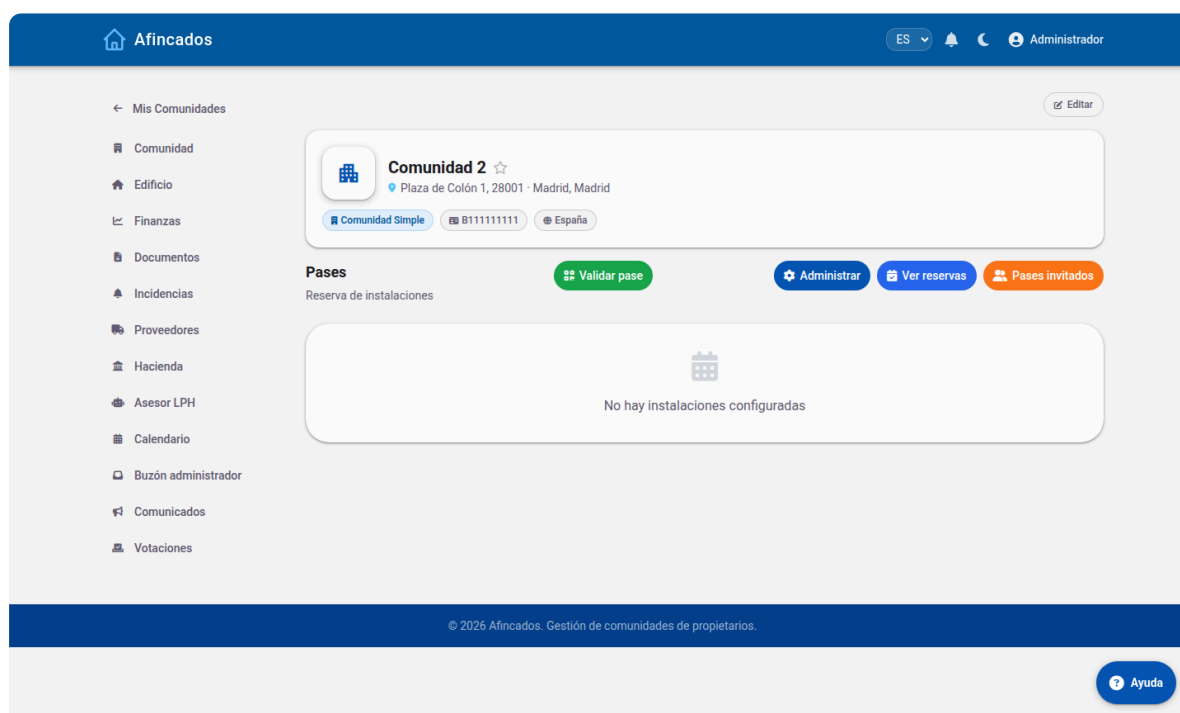
AFINCADOS · HELP CENTER · FACILITIES AND BOOKINGS

Adding facilities, time slots and validating passes

Set up which areas can be booked, define their timetable and control access.

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Before residents can book anything, the **facilities** have to be created and their **time slots** defined. This is done by the property manager and the board members.



From Passes you add facilities, define time slots and validate QR passes.

Adding a facility

1. Open the community and go to the **Passes** tab.
2. Click **Manage** and then **New facility**.
3. Enter its **name** ("Padel court", "Function room", "Pool").
4. Define the **usage rules**: how many simultaneous bookings a resident can hold, how far in advance they can book and whether guests are allowed.
5. Save.

Defining the time slots

A facility with no time slots cannot be booked. Slots are the time bands the day is divided into.

1. Open the facility and click **New slot**.
2. Enter the **start time** and the **end time** (for example, 10:00 to 11:30).
3. Tick the **days of the week** the slot is available on.
4. Save and repeat for the remaining bands.

To **delete a slot**, click it and choose **Delete**. Be careful if bookings have already been made on it: let the affected residents know first.

Enabling or disabling a facility

When an area cannot be used for a while (the pool in winter, a court under repair), do not delete it: use the **Enable / Disable** toggle. The facility stops accepting new bookings but keeps its settings and its history, and you can switch it back on when it is available again.

Seeing and managing bookings

From **Bookings** you see every booking in the community, with who booked, which facility and when. You can **cancel** a booking if you need to, for example if the area has to close because of a fault; the resident is notified.

Validating passes

The **Validate** option opens the QR code reader. Use it at the entrance to check that a booking or a guest pass is valid.

1. Click **Validate**.
2. Scan the QR code shown by the resident or their guest.
3. The application confirms whether the pass is **valid** for that day and that facility, or whether it has expired or already been used.

This is the tool used by the caretaker or whoever handles access control.

