

STAYSUITE

Mobile Onboarding Guide

A screenshot-first setup and shift workflow for Android phones, tablets, iPhone, and iPad.

SCREENSHOT EDITION

10 August 2026

Rooms. Guests. Folios. One calm operating system.

How to use this visual guide

Use a training booking first. Never practise a payment, check-in, checkout, or night audit on a real guest record.

1	One action per screen The orange outline shows the exact control for that step.
2	Read the goal Understand why the screen exists before pressing anything.
3	Follow the numbered action Complete the action on a computer, tablet, or phone.
4	Verify the result Read the check line before moving to the next page.

PHASE	WHAT STAFF LEARN
Access	Use the correct workspace and a named staff account.
Dashboard	Read occupancy and arrivals before making a room change.
Guest work	Search and verify before payment, check-in, or checkout.
Handover	Confirm the last action synced and clear guest PDFs.

Privacy note: every guest name, booking code, phone number, and amount shown in this book is synthetic training data.

Sign in securely on mobile

Goal: Open the correct hotel workspace without sharing elevated credentials.

← Back to overview

Sign in to your workspace

Use your workspace code or username and staff password.

Sign in

Register property

Workspace code or username

e.g. lakeview-inn

Use the workspace code from registration, not the display name.

Password

☒ Keep me signed in

Sign in securely →

☒ Your role and property access are verified before the hotel console opens.

Phone view - training data only

- 1

Open StaySuite from the approved icon or official web address.
- 2

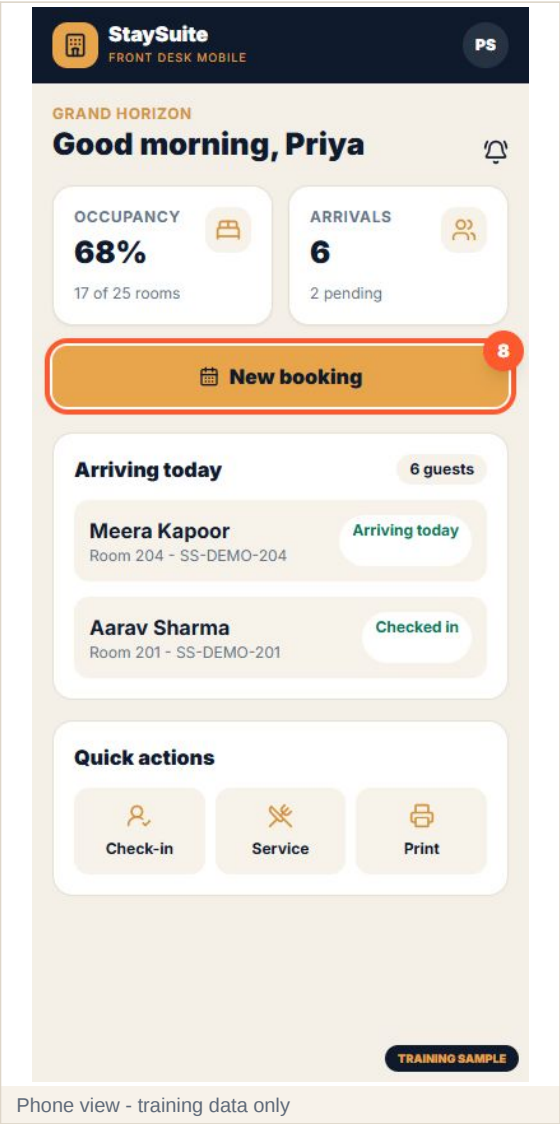
Choose Sign in. Register property is for a new owner setup, not normal staff.
- 3

Enter your assigned workspace code or username and your own password.
- 4

Use Keep me signed in only on an approved, locked work device.
- CHECK: The correct property, staff name, role, and business date appear after sign-in.

Read the mobile dashboard

Goal: Confirm live hotel status before starting a booking or room action.

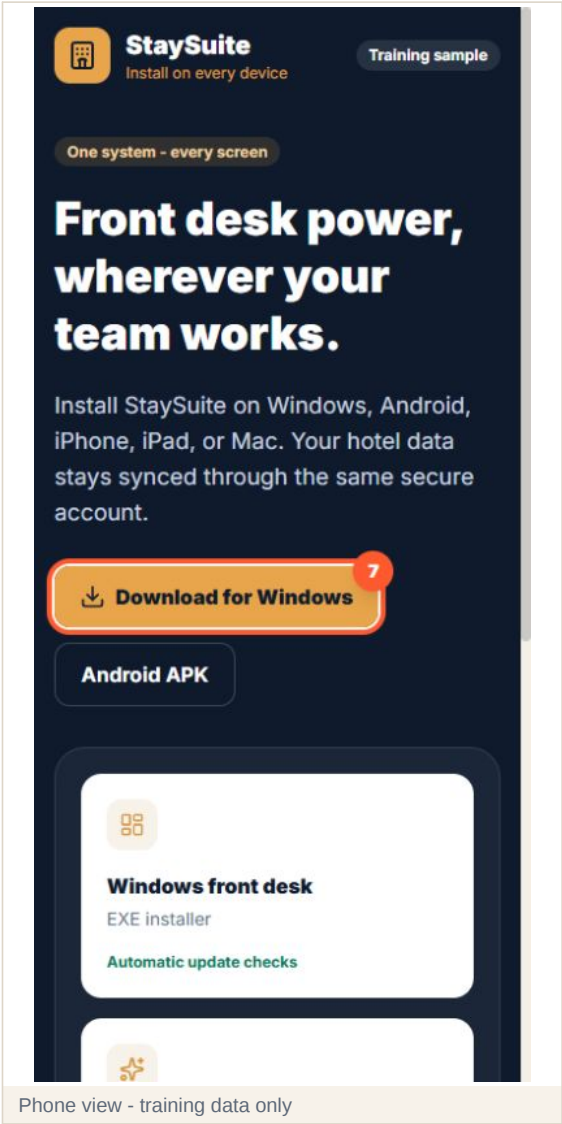


1	Verify the property name at the top of the screen.
2	Read occupancy and arrivals; refresh if another station just changed a room.
3	Use New booking, marked 8, only after searching for an existing guest.
4	Use Quick actions for a verified booking, room service, or print task.

CHECK: The mobile figures match the front desk and the new booking opens under the correct property.

Install and update mobile StaySuite

Goal: Keep the approved app current without interrupting a live transaction.



1	Android: download the APK only from /install and finish the current guest action before installing.
2	iPhone/iPad: add the site to the Home Screen from Safari.
3	When an update is offered, complete the payment, print, or checkout first.
4	If an update fails, continue in the normal browser and notify the owner.

CHECK: StaySuite reopens the same workspace and the last completed action appears once, not duplicated.

Mobile shift handover

The outgoing and incoming staff member should confirm these items together.

HANDOVER CHECK	OUTGOING	INCOMING
Correct workspace and incoming named user	☐	☐
Last payment, check-in, checkout, or room change synced	☐	☐
Guest PDFs removed from shared downloads and recent files	☐	☐
Device screen lock, battery, network, and print service ready	☐	☐
Unresolved room or folio exception handed over by name	☐	☐