

Create New Amenity

Follow these steps to create a new amenity or resource.

Step 1: Open the Amenities module

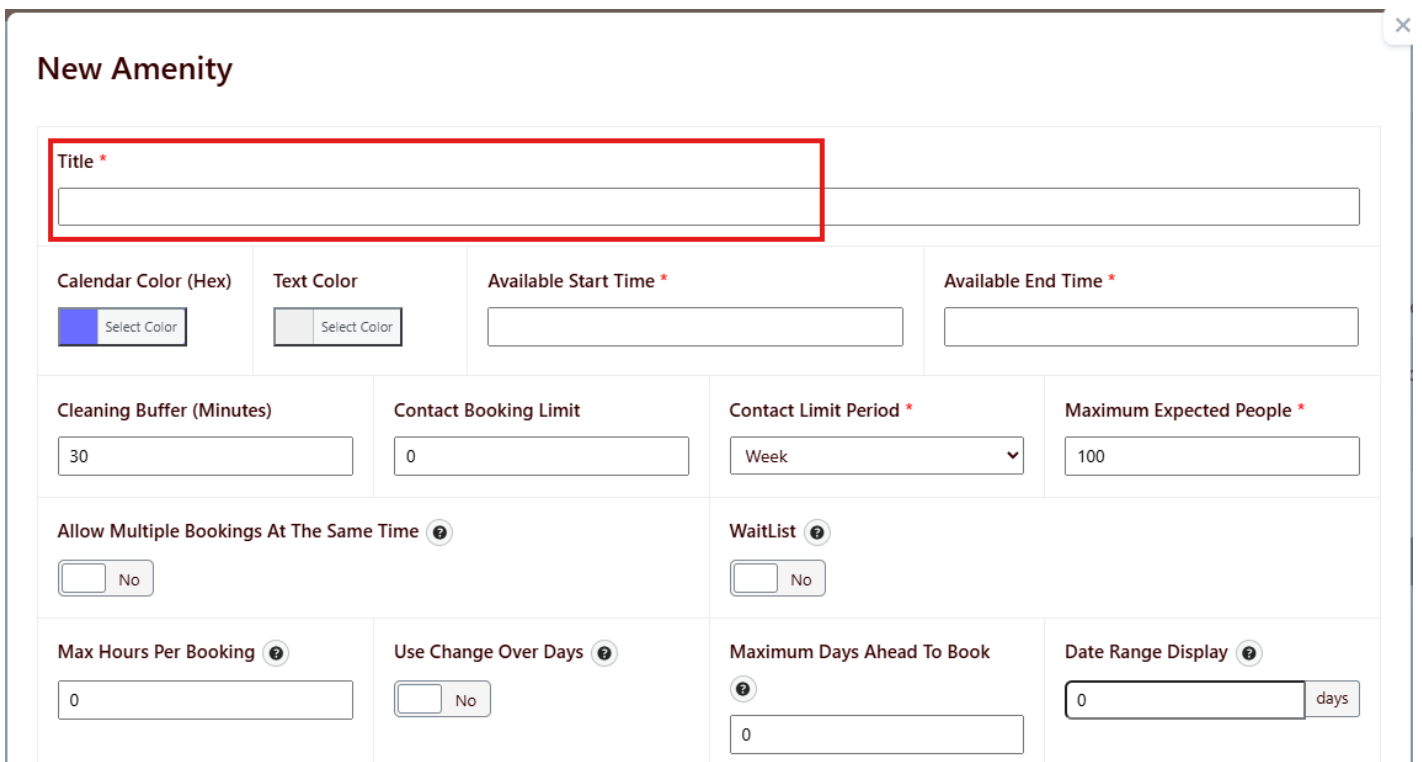
Navigate to the **Reservations** module, then open **Amenities**.

Step 2: Click **+New Amenity**

Select the option to create a new amenity record.

Step 3: Enter the basic information

Provide the required details for the amenity. Common fields may include:



New Amenity

Title *

Calendar Color (Hex) Text Color Available Start Time * Available End Time *

Cleaning Buffer (Minutes) Contact Booking Limit Contact Limit Period * Maximum Expected People *

Allow Multiple Bookings At The Same Time No WaitList No

Max Hours Per Booking Use Change Over Days No Maximum Days Ahead To Book Date Range Display days

Step 4: Configure booking-related settings

Step 5: Assign templates and triggers

Step 6: Save the amenity

Review the configuration, then save the record.

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