

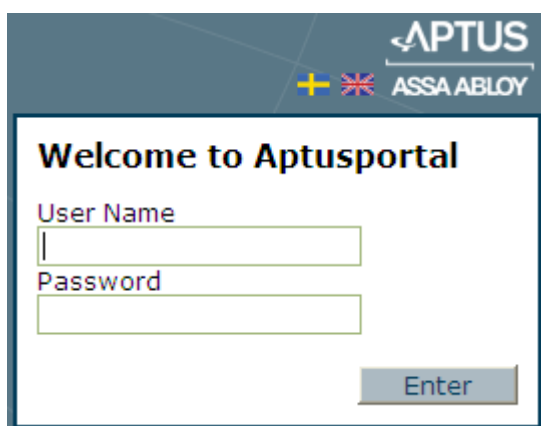
ONLINE LAUNDRY BOOKING MANUAL



LOG IN WITH YOUR OBJECT NUMBER

To log in, enter your object number both as user name and as password. Then click on “Enter”.

You’ll find your object number on your rental agreement, your rent slip or on *My pages* under *My housing/ My contracts*.



APTUS
+ ASSA ABLOY

Welcome to Aptusportal

User Name

Password

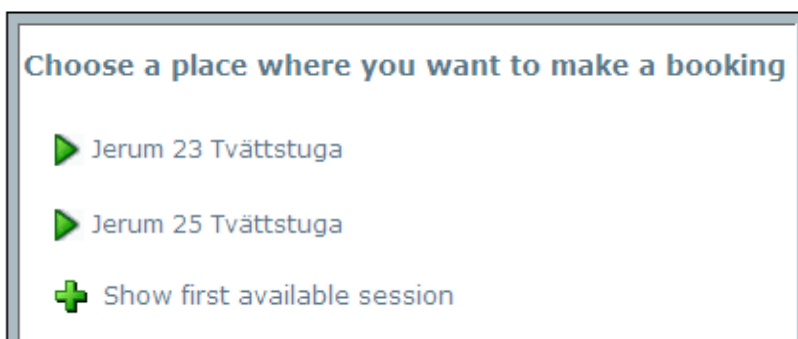
Enter

CLICK ON BOOKING

To start the booking session when you’ve logged in please click on the word “BOOKING” up to the left.

SELECT LAUNDRY

Choose which laundry room you want to book by clicking on it in the presented list.



Choose a place where you want to make a booking

- ▶ Jerum 23 Tvättstuga
- ▶ Jerum 25 Tvättstuga
- + Show first available session

BOOK LAUNDRY TIME

Below you can see a screen-dump of the page you use to book your laundry time. If you haven't got access to this manual when booking you can also click on "Help" up to the right.



The booking page consists of columns and rows, where each column represents one day and each row a laundry time.

Time	Monday 22/11	Tuesday 23/11	Wednesday 24/11	Thursday 25/11	Friday 26/11	Saturday 27/11	Sunday 28/11
06:00-08:30	-	-	-	+	-	+	+
08:30-11:00	-	-	-	-	+	+	+
11:00-13:30	+	-	+	+	+	+	+
13:30-16:00	+	-	+	+	+	+	+
16:00-18:30	-	-	+	+	+	+	+
18:30-21:00	+	-	-	-	+	+	+
21:00-23:30	+	-	-	-	+	+	-



Select booking group

In some cases you will be given the option of selecting a booking group ("Grupp"). If so click on the tab for the group you want to book. They might be up to four tabs to click on.





Booking

Find a free laundry time in the calendar image (symbolized by a ) and click on it. Your booking will be confirmed by the symbol changing to a  (a key-card). If you want to book a time more than a week in advance, click on "Next week", and browse through one week at a time. Please note! You can only have one booking registered in the system.

Canceling your booking

If you change your mind and want to cancel your booking, click on . The symbol will then revert to a .






Several booking lists in the same booking group

If the booking group you book includes more than one booking list, there will be both a  and a  next to the time you've booked (provided there are still free times). Click on  to book another laundry time during the same period or click on  to cancel.

The Show/Cancel button

Clicking this button gives you a list of the laundry times you have booked, and you can cancel any of them if you wish to. The list also shows laundry times from the past to provide an overview of all your previous sessions.

Explanation of the symbols

-  The laundry time is booked for you. The symbol is a key-card.
-  The laundry time is free and can be booked.
-  The laundry time is already booked. Someone else has booked it.
-  The laundry time cannot be booked - the time has already passed or the time is already booked.
-  The time cannot be booked yet. This message is displayed for laundry times that are too far in the future.