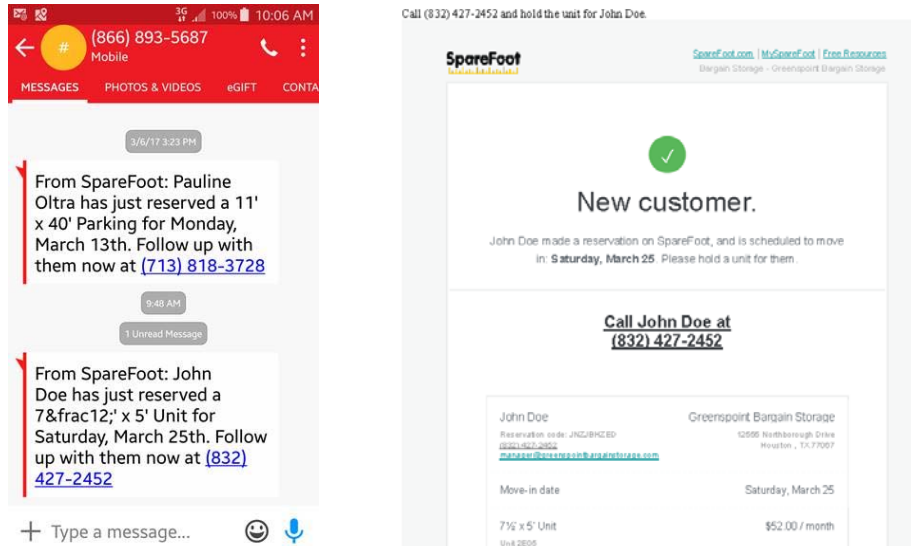


SPAREFOOT GUIDE

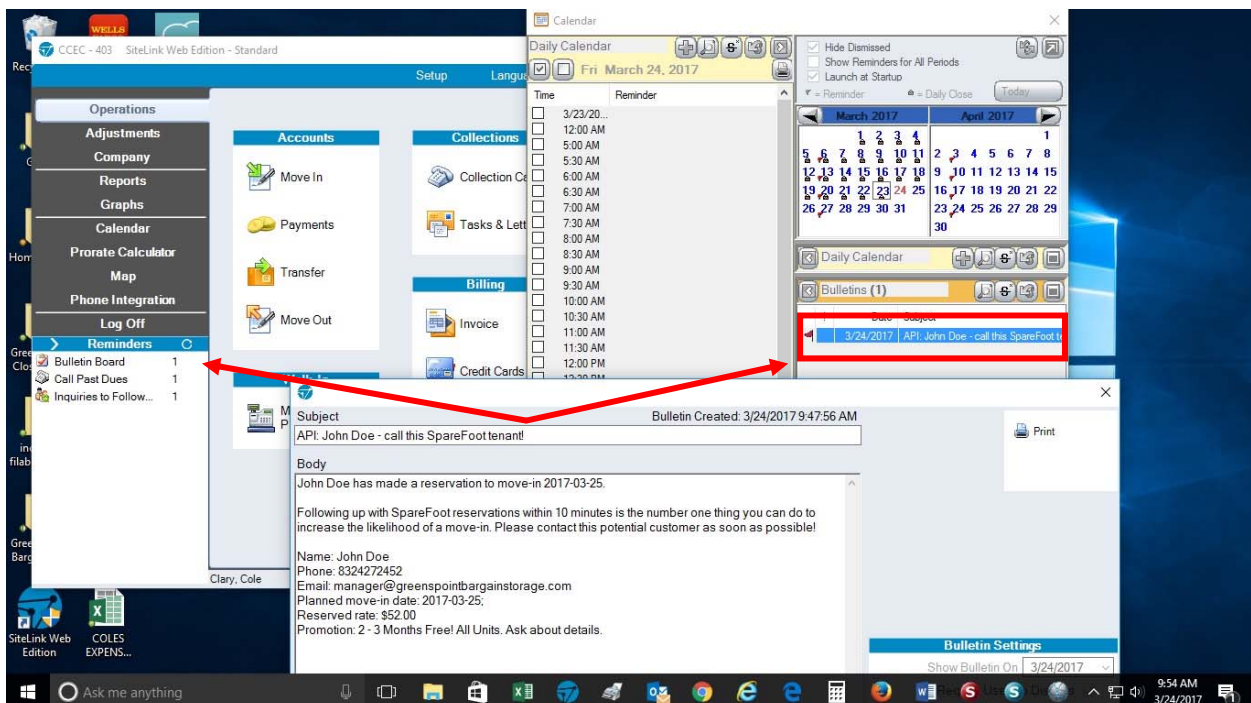
When a SpareFoot reservation is made, the manager will receive an email and text containing the Name, Unit size/type and date of reservation as shown in the images below.



The manager will also receive an automated phone call to the main office phone number. A recorded voice will read back all the previously mentioned information and give the manager the option to call the customer back by pressing 1.

On occasion a live operator from SpareFoot may call and connect you directly with the customer.

SpareFoot will also add a bulletin to the Sitelink Reminders tab as well as open an inquiry and reservation to follow up on.



SPAREFOOT GUIDE

Operations
Adjustments
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Calendar
Prorate Calculator
Map
Phone Integration
Log Off

Reminders
Bulletin Board 1
Call Past Dues 1
Inquiries to Follow... 1

Name (1)	Comp...	Unit	Size	Refer...	Categ...	Placed	Needed	Follow-up	Appoint...	Expires	Cancelled	Last Fol...	Qu...	Pt
Doe, John		2E05	7.5x5	6120...	Reser.	3/24/2	3/25/2	3/26/2		3/28/2			52	

Customer
Unit & Discount
Schedule
Letters
Save
Save & Exit
Cancel & Close

Step 1 Search for an existing customer or Add a new one.
Step 2 Select a unit type and size then select a discount.
Step 3 Enter notes and schedule dates.
Step 4 Optionally, enter a credit card number. For reservations, you will be prompted to take a reservation fee when saving your entries. CVV2 numbers are not saved.
Step 5 Save.
Step 6 Optionally print

Status
Status: Reservation
Reference Code: 612004105
Quoted Rate: 52.00
Paid Fee:
Needed: 3/25/2017
Follow-up: 3/26/2017
Expires: 3/28/2017
Cancelled

Unit
Item: Value
Unit: 2E05
Rate: 52.00
Status: Vacant
Type: Self Storage
Size: 7.5x5
Area: 37.5

Selected Discounts
Item: Value

Schedule and Save
Origination: Unknown E-Mail Phone Web Walk-In
Sales: Inquiry Reservation
Move In
3/25/2017 Needed 52.00 Quoted Rate
3/26/2017 Follow Up
3/28/2017 Expires
Appointment
12:00 PM

Credit Card
Card Type: CVV2
Card Number: Postal Code
Expiration Date
Name on Card

Reservation Fee - \$0.00
0.00 Amount Paid
Receipt #
Add
Void

Notes
3/24/2017 9:47 AM AA: A SpareFoot user has reserved one of your units. Please follow up with contact information provided. If you have any questions please email us at support@sparefoot.com.

New Note