

TENANT ADMIN TRAINING GUIDE

cove

TMG



CUSHMAN &
WAKEFIELD

mybuilding.cove.is

Get to know COVE

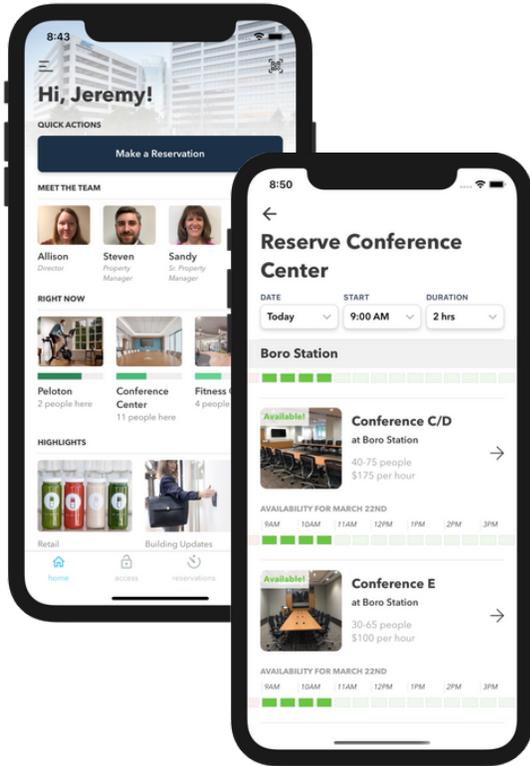
Through our partnership, we have developed a custom building app for office tenants, offering a gateway to all building updates, services, and experiences right in the palm of your hand. The cove software platform provides you, as a point of contact for your company with the building, access to book amenity spaces, register visitors, and stay up to date on building news.

This guide is for tenant admins (POCs) to help you navigate through the features you'll use the most.

App Features:

- Discover & RSVP to Events
- Exclusive Retail Discounts & Perks
- Building & Neighborhood Updates
- Amenity Availability & Reservations
- Real Time Fitness Center Occupancy (*where applicable*)
- Unlock Doors with Openpath Integration (*where applicable*)

Get to know

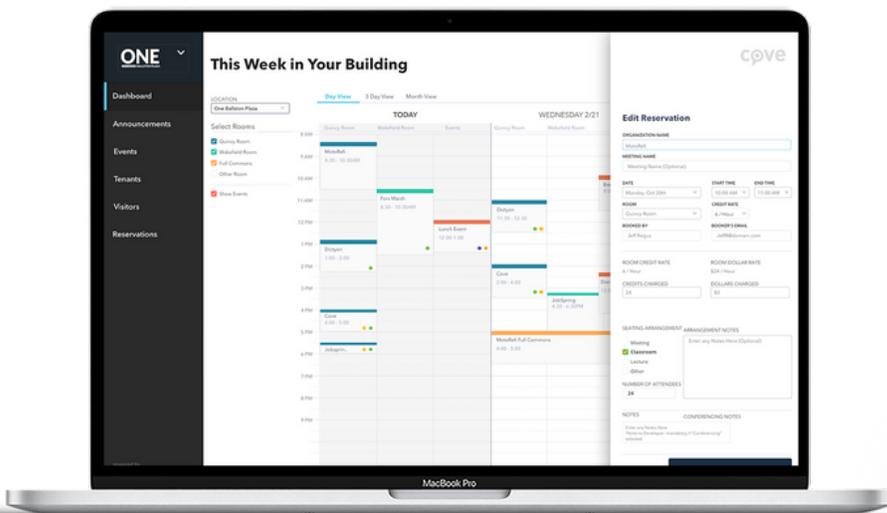


To access the app:

Enter your work email address
Enter the code emailed to you

Mobile App

Accessible to you
and your employees.



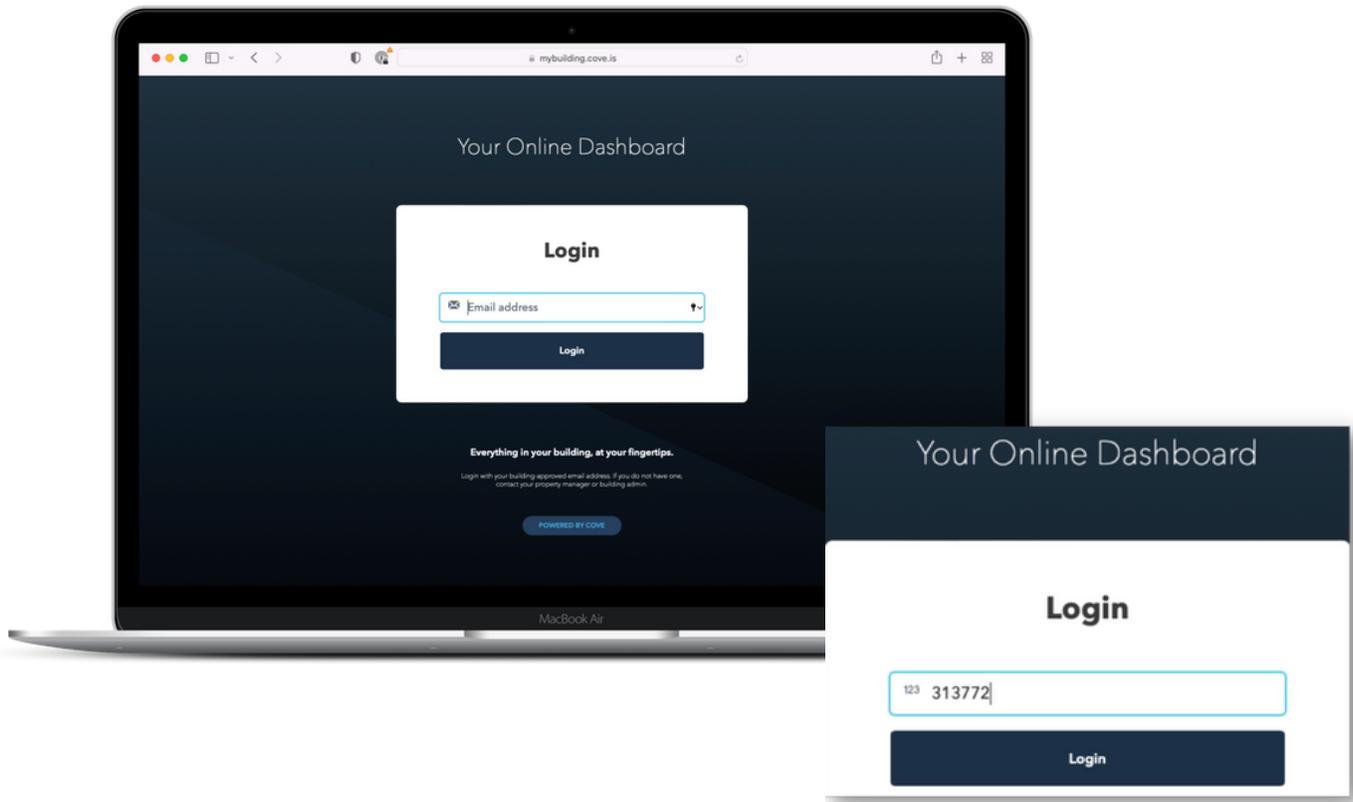
Admin Web Dashboard

For Tenant points of contact only.

To access your admin web dashboard: mybuilding.cove.is

Enter your work email address

Enter the code emailed to you



As a main point of contact, you have access to additional features, both on the app and tenant admin dashboard.

From the dashboard you can:

- ✓ Register Guests
- ✓ Make Amenity Reservations
- ✓ Review Reservation History

Register Visitors



Visitor Management

- Register Visitors coming to visit the office.
- Provide your guest with an email confirmation and instructions to access your building.
- Receive a notification when your visitor checks in.

Visitors

Search or Filter

Showing 1-4 of 4 results

Rows per page: 25

CHECK IN	FIRST NAME	LAST NAME	SCHEDULED AT	CHECKED IN AT
🕒	Tester		Aug 05, 2022 9:25 PM	Aug 05, 2022 9:25 PM
🕒	seba	guest	Oct 28, 2021 2:45 PM	Jul 12, 2022 3:32 PM
🕒	Liz	Braden	Oct 07, 2021 3:30 PM	
🕒	Liz	Guest	Oct 07, 2021 2:30 PM	

+ Add a Visitor

Registered visitors will be emailed directions and a guest pass for accessing the building. The pass will be valid for 2 hours from their scheduled arrival time.

Required Details

First Name*

Last Name*

Visitor Email*

Date Of Arrival*
Estimated Time of arrival

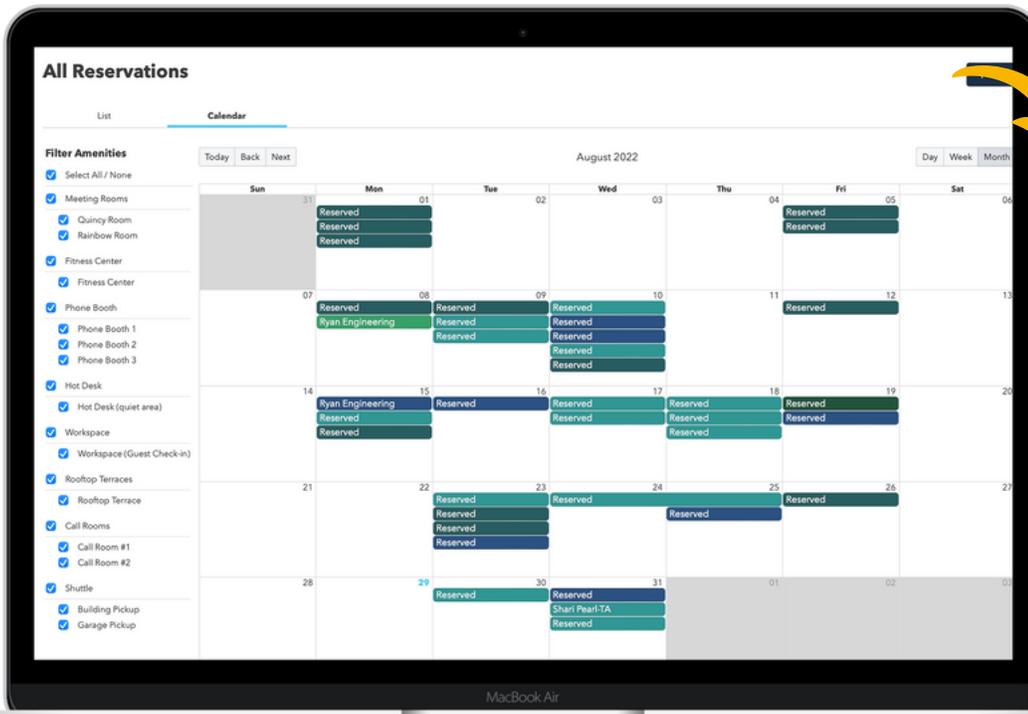
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Reserve Amenity Space



Reservations

- View a list of your previous and upcoming reservations.
- Create new reservations and provide details room set up and attendee details.



Create Reservation

Reserved For*

Meeting Title

Amenity Category

Amenity*

Date*

Start Time* End Time*

ROOM CREDIT RATE 2 credits / hour	ROOM DOLLAR RATE \$15.00 / hour
RESERVATION CREDIT COST 0 credits	RESERVATION DOLLAR COST \$0.00

Seating Arrangement*
 None
 Lecture
 Classroom
 Boardroom
 Rectangle
 Pods

Number Of Attendees

Arrangement Notes

Notes

Calendar View allows you to review availability, sort by amenity and drag to start a reservation.