Business administrator quick start

Rest Easy · Fictional training screenshots · Revised 1 November 2026

1. Activate and plan

1. Complete your genuine invitation and password setup.
2. Sign in to the application and check the business identity.
3. List your sites, rooms and the managers who need each location.
4. Check your agreed plan and active Control Point capacity. Do not submit another order if provisioning is still pending.

Success: the correct business dashboard opens.

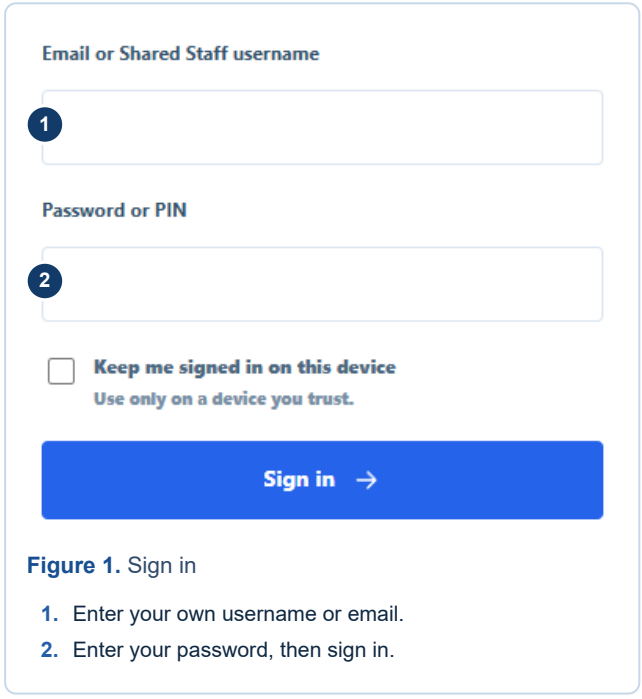


Figure 1. Sign in

1. Enter your own username or email.
2. Enter your password, then sign in.

2. Configure the first site

1. Open Business units.
2. Enter a clear site name and address. Check the inherited business classification.
3. Save, then confirm the site in the existing-units list.
4. Open its edit action. Under Operating hours, check the local timezone and opening pattern, choose the effective date and save.

Example: Riverside Hotel is a unit; Ground-floor Gents is a room within it.

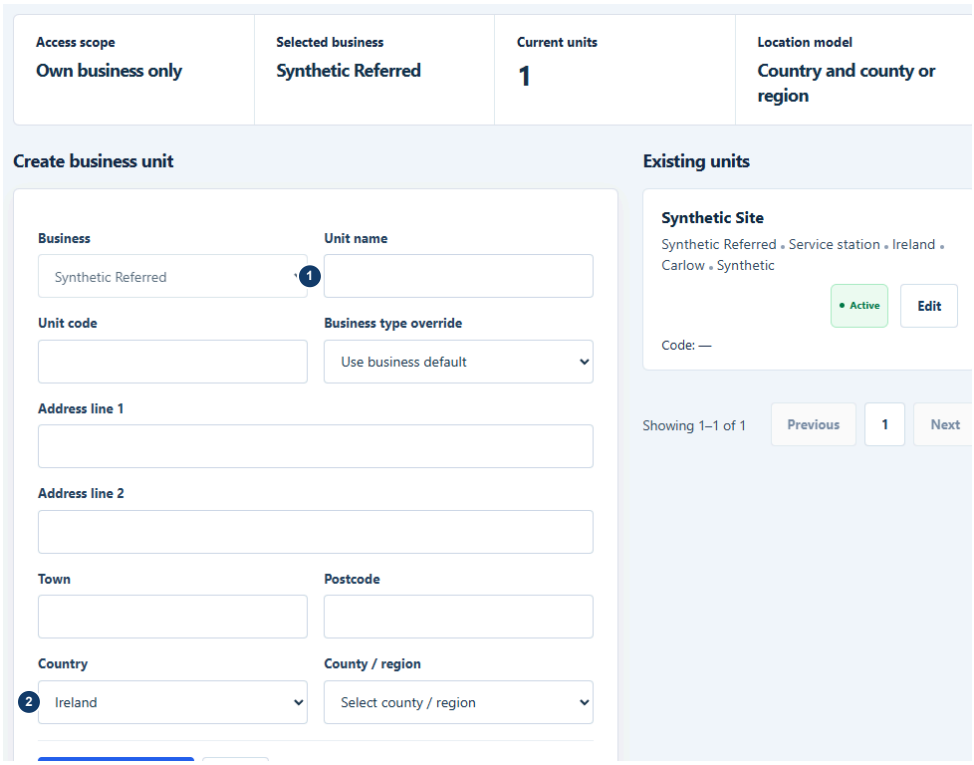


Figure 2. Business units

1. Use the site name your team recognises.
2. Confirm the location details.

3. Add rooms and expected checks

1. Open Control points and create a restroom in the correct site.
2. Select Restroom and a name staff and customers recognise.
3. Configure expected checks for the actual operating hours.
4. Check overnight hours, timezone and genuine closure exclusions.
5. Save and review the room. Unconfigured is not compliant.

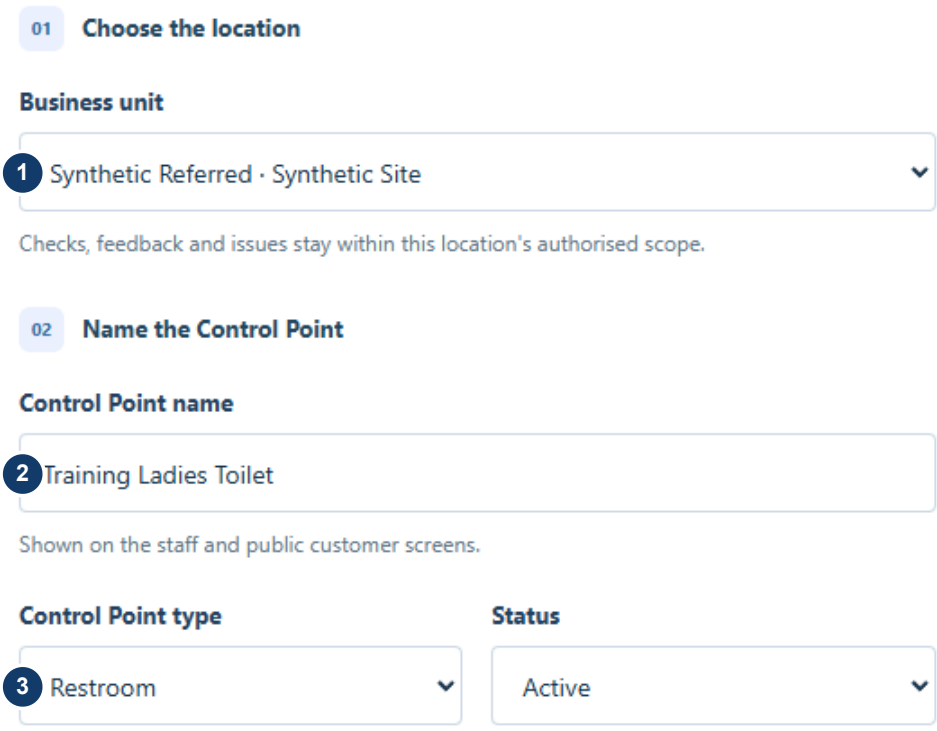


Figure 3. Create a room

1. Choose the correct business unit.
2. Use a clear restroom name.
3. Choose the enabled Restroom type.

4. Prepare the team and signs

1. Open Users; invite named managers and staff with only their required roles.
2. Check unit assignments; ask each person to test access.
3. Scan each unassigned sign using an authorised manager account.
4. Assign it to the intended room, install it and test both staff/customer routes.
5. Agree who responds when a phone, sign or alert fails. Never share the administrator password.

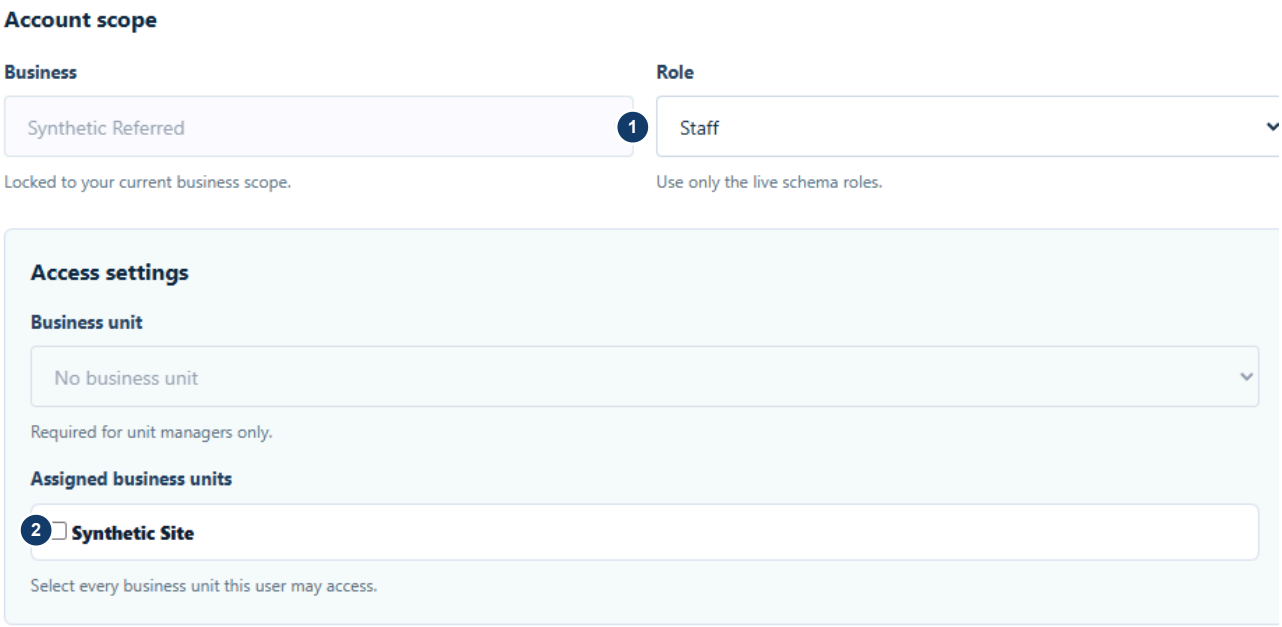


Figure 4. Add a user

1. Select the appropriate role.
2. Assign only the required business units.

5. Prove the routine works

1. Carry out a real inspection and confirm Check recorded.
2. Find it in room history and the management view.
3. Where customer-issue reporting is enabled, make a labelled training feedback submission and find the resulting issue.
4. Acknowledge, correct and resolve it; do not leave a test hazard open.
5. Review renewal dates and notification recipients.

Review the first week for unconfigured rooms, genuine misses and unresolved issues. Contact hello@resteasy.ie for account/billing help.

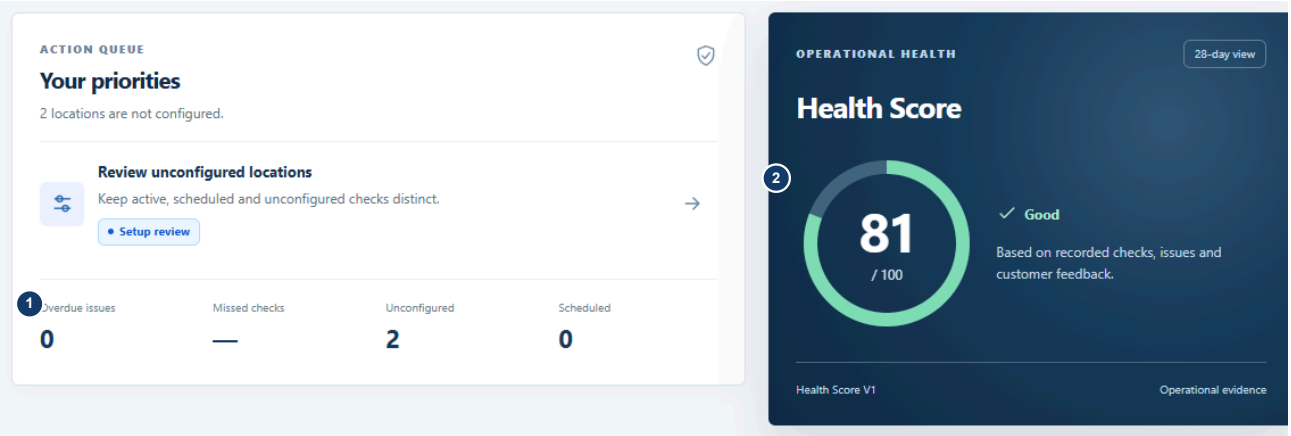


Figure 5. Management dashboard

1. Read misses, overdue issues and unconfigured rooms separately.
2. Read the Health Score with its available evidence.

Full procedures: Customer handbook.