

SWTE Accommodator Guide
Upgrading to SWTE Landlord
and SWTE Home

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Before We Begin

By now, you would have been running SWTE for a while and the time has come for adding some more functionality to your system.

This booklet covers the both the SWTE Landlord and SWTE Home products and before we dive into them, let's have a look at the features and discuss what they could do for you. You don't have to implement everything here, but there will be some things for you to consider.

In both SWTE Landlord and SWTE Home, you get everything in SWTE Start, plus these features:

- community task management
- on-line stayer agreements and check-ins
- more operator settings

SWTE landlord also has support for multiple properties while SWTE Home is designed for head tenants.

So, which product is right for you? If you live in the house and want to have your bed in the system and count yourself among the house community, then SWTE Home is for you (you may already be doing that now). If you don't wish to have your bed on the system, then you should be using SWTE Landlord.

SWTE Home accommodators log in through www.swte.com, while SWTE Landlord accommodators log in through www.swte.biz. All stayers, regardless of the SWTE product you are using, log in through www.swte.com.

Let's see what these features can do for you should you choose to implement them.

Community Tasks

The community task system means that your stayers keep your property clean for you. You get them to agree to do this as part of their contract. When you check them in, you will have to allocate them a common zone of your property to keep clean. If stayers don't present clean rooms and their allocated zone by the days and times agreed to, then they are liable to a fine.

We have a community task program for those accommodation providers who believe that each member of a shared-living community should contribute towards the maintenance of the common living areas. All stayers are dependent on each other for the quality of their shared-living experience.

Community tasks earn stayers reward points that can be spent on discounts or free stuff within the SWTE rewards program. Points are earned by all stayers each time a house has a community task inspection. Stayers responsible for areas deemed satisfactory will be rewarded with 10 points each inspection and those deemed unsatisfactory will be penalised 10 points. Accommodators may also choose to impose a cash fine for non-compliance of community tasks.

Accommodators can choose to not have community tasks.

If you do choose to implement community tasks, you'll have to:

- decide how much you want to fine them for non-compliance
- decide when you're going to do inspections
- draw up a floor plan and create zones
- enter those zones in the system
- assign stayers to those zones

On-Line Stayer Agreements

On-line stayer agreements allow you to force new stayers to acknowledge your terms and conditions on-line, before they move in. It means that:

- you don't have to have a copy of the terms and conditions for them when they arrive
- it saves time and simplifies the check-in procedure because they can do this before they turn up to the house
- every stayer that moves into your property does so only after having accepted your terms and conditions
- they understand the terms and the consequences of non-compliance

On-line stayer agreements are a good thing. You can edit the terms that they have to agree to. If you do decide to implement this feature and someone turns up without having completed it, then you'll need to think about what to do. You might like to consider having a computer at the property or some other contingency, such as a printed copy of the terms for them to read and sign.

If you're implementing on-line stayer agreements, you'll also have to customise your terms of stay and we'll show you how to do that.

For SWTE Home Users Only

Your Place in the House

As we said earlier, SWTE Home is our head tenant product and is for accommodators who live in the house. To use SWTE Home, you need to include your bed in the system and count yourself as part of the house community.

Things to resolve include:

1. Do you want to charge yourself rent or not?
2. Do you want to have a community zone to look after?

Rent

Whether you charge yourself rent or not is up to you.

You might decide that it's easier to manage everything if you pay the same share of rent as everyone else. If your property is rented, this is a good idea because you can have all the rent money go into the one account for paying rent to the landlord. If you decide to go that way, then all you have to do is add your bed to the system and put yourself in it and we show you how to do that later.

You might decide to not charge yourself rent or give yourself a discount. That's OK, too. If you want to do that, you'll need to add a special rate in the system for your bed and we'll show you how to do that, too.

Community Zone for You

If you're implementing community cleaning, you'll need to decide whether to assign yourself a community zone. If you can get everyone else to do all the work then good luck to you, but you'll probably find from a house community perspective that it's better if you pitch in and help.

Another consideration on this topic is that if you want your stayers to think that you're just another stayer in the house, then you should assign yourself a community zone.

Help everywhere

All the screens in the SWTE system have a pop-up help bubble. Refer to them for detailed information about what you need to enter in a particular field.

Of course, if you need more help, you can always get hold of your SWTE facilitator.

Configuring Your System

Once you've made up your mind about the features to implement and how you're going to use them, you'll need to go into the operator settings and that's where we'll go next.

A word of warning: remember that you're using a live system and any changes you make to your settings will effect your stayers.

Log in as an accommodator and we'll get started.

Editing Settings

Click Settings in the left hand menu.


This is where you control all the settings for your houses and business logic. Under here you find:

- **Operator details** – basic operating settings (e.g. contact details, business address etc)
- **Contract types** – set up contract terms, including minimum stay length, deposit amount, penalties and more
- **Agreement terms** – what stayers have to agree to when they move in, change beds, give notice etc.
- **Customize terms of stay** – pick and choose what to have in your electronic check-ins
- **Setup Houses** – everything about houses: what facilities, office opening times, inspection times, zones and more
- **All house rates** – the rates that are attached to the various contracts

When you first came on the SWTE system, your operation and your house was set up with a basic default system. This is where you go to fine tune things to suit your requirements.

The screenshot shows the SWTE Landlord and Home Upgrade Guide interface. At the top, there's a header with the text "Shared living that works." and a group photo of people. Below the header, the user is logged in as "Larry Landlord" on "Tuesday, October 3". The left sidebar contains a menu with options: My Workplace, My Tasks, My Messages, My Notices, Task manager, Process Requests, Manage Stayers, Communities, Reward Programs, **Settings** (highlighted), Sales, Accounting, and Support. The main content area displays a summary of financial data: Money in (\$ 0.00), Cash In (\$ 0.00), Arrivals today, Money out (\$ 0.00), Cash out (\$ 0.00), Departures today, Total balance (\$ 0.00), and Cash balance (\$ 0.00). Below this is a search bar for "User nick name" with a "Search Go" button. A navigation bar includes links for Operator details, Contract types, Agreement terms, Customize terms of stay, Query templates, and Setup houses. The "Operator details" section is expanded, showing fields for Operator code (homebase), Operator name (Home Base), Address (PO Box K276, Haymarket 1240 Sydney NSW, Surry Hills Sydney, NSW Australia), Phone (61 (2) 92120789), Fax (61 (2) 92121439), Email (info@hbase.com.au), Working hours (Mon to Saturday 8 am till 8 pm), Must come for viewing (Yes), Community task fine, Late rent fine (10.00), Ancillary charges (0.00), and Operator website (www.hbase.com.au).

Throughout the settings pages, there is help everywhere. Except for what's needed to get your upgrade happening, we won't go through all the details and ins and outs of the settings. The best way for you to learn how configure your system is to get in there and look for yourself.

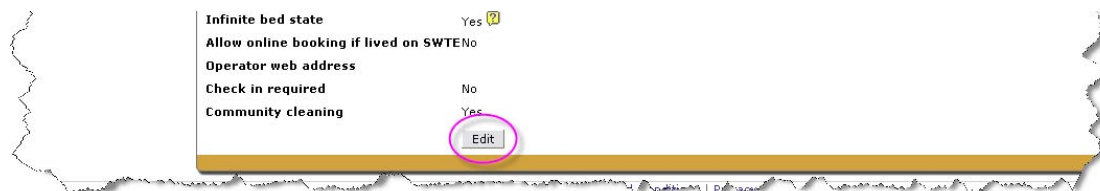
Next to every field is a question mark that looks like this: . Click it and you'll get a pop-up that will tell you exactly what that setting does and the likely impact it will have on your stayers and your business.


A word of warning: if you don't feel confident about changing something, then don't. You'll probably find that most of the default settings will suit your business just fine. If you do make changes, you can always come back and undo things. So before you make a change, write down what the settings were before the change so that if it doesn't work the way you want it to, you can come back and put it back to the way it was.

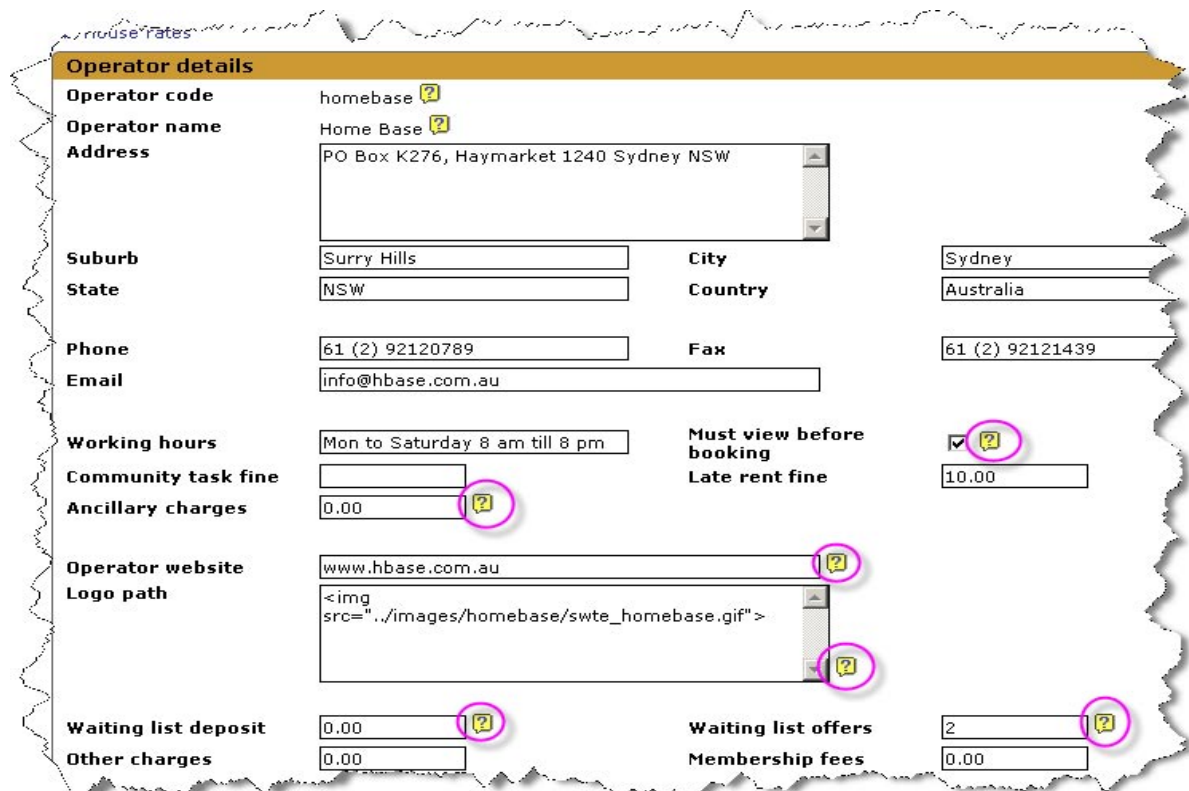
All the settings pages work in much the same way. You can edit existing settings or add new ones or both. Let's take a simple one as example – your operator details.

To making changes to settings

1. Click **Settings**.
2. Scroll down until you can see the **Edit** button and then click it.



3. You can see that most of the fields are editable. Click on the  next to each field for a brief explanation of what you to do in that field.

A screenshot of the 'Operator details' form. The form has a yellow header and contains various input fields and checkboxes. Fields include 'Operator code' (homebase), 'Operator name' (Home Base), 'Address' (PO Box K276, Haymarket 1240 Sydney NSW), 'Suburb' (Surry Hills), 'City' (Sydney), 'State' (NSW), 'Country' (Australia), 'Phone' (61 (2) 92120789), 'Fax' (61 (2) 92121439), 'Email' (info@hbase.com.au), 'Working hours' (Mon to Saturday 8 am till 8 pm), 'Community task fine' (0.00), 'Ancillary charges' (0.00), 'Operator website' (www.hbase.com.au), 'Logo path' (), 'Waiting list deposit' (0.00), 'Other charges' (0.00), 'Must view before booking' (checked), 'Late rent fine' (10.00), 'Waiting list offers' (2), and 'Membership fees' (0.00). Several fields have a question mark icon next to them, which are circled in pink.

Before moving on, take time to look at the various settings, and don't forget to click the help buttons. Next, we'll looking at some specific settings to get your upgrade working.

Enabling Community Tasks and Electronic Check-ins

If you want to implement community tasks and electronic agreements, you need to enable them in the settings.

To enable community tasks and electronic check-ins:

1. Click **Settings**.
2. Click **Operator details**.

My Tasks
My Messages
My Notices
Task manager
Process Requests
Manage Stayers
Communities
Settings
Sales
Accounting
Support

Money out	\$ 0.00	Cash out	\$ 0.00	Departures today
Total balance	\$ 150.00	Cash balance	\$ 150.00	Bed change today

User pick name Search

Operator details | Contract types | Agreement terms | Customize terms of stay | Query templates | Setup house

Operator details

Operator code: Taronga
Operator name: Taronga
Address: Po Box 1218, Noosa Noosa, Queensland Australia

3. Scroll down the page and click **Edit**.
4. If you want to enable electronic check-ins, check the box next to Check in required, otherwise leave it unchecked.
5. If you want to enable community tasks, check the box next to Community cleaning otherwise leave it unchecked.
6. Click **Save**.

Infinite bed state ☐ Yes
Check in required ☒
ABN
Licensee
Commencement date 11/09/2006
Save Cancel

Allow online booking if lived on SWTE ☐
Community cleaning ☒
Trading name
Territory
Number of beds 5

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7. Scroll down to see the new settings.

Members ☒ Yes 0.00
Infinite bed state ☒ Yes
Allow online booking if lived on SWTE ☐ No
Check in required ☒ Yes
Community cleaning ☒ Yes
ABN
Trading name
Licensee

What's next?

If you're implementing community tasks, go to the next procedure. If you're not, but implementing electronic check-ins, then go to *Setting up the Agreement Terms* on page 13.

Drawing the Floor Plan

If you're going ahead with community cleaning, you'll need a floor plan so that you can show your stayers the zone that you want them to keep clean. Prospective stayers can also use the floor plan to see the layout of your property when using the search engine.

If you want, you can have your floor plan drawn professionally by our graphics people. Fax your draft to 1300 662 063. We will send you an invoice at \$5 per room. On payment, we will redraw your floor plan professionally and email it back to you for uploading into the system. Remember to keep a copy of your hand drawn plans on file. Point your browser to www.swte.biz/services for more information and samples.

If you're going to draw the plan yourself, it's important that you draw it as accurately as possible. There is a sample floor plan at the back of this booklet for you to refer for inspiration.

What you'll need

You'll need:

- a floor plan grid for each house (found in the back of this booklet)
- a pencil
- an eraser in case you make a mistake
- a ruler for drawing straight lines

What you'll have to do:

Your beds are already in the system, but your zones are not. When you number your zones, start with your bedrooms and then move on to your common zones. If you get stuck and need help, contact your SWTE facilitator.

To draw the floor plan:

1. Sketch a floor plan of your house.
Use the example provided as a guide. Try to keep the rooms to scale as best you can and draw each floor separately.
2. Draw bedrooms on the floor plan and number them starting from 1. Write the number in the middle of the rooms.
3. Add beds to the bedrooms. Draw each bed in each of the bedrooms. Refer to the key below for the different bed types (single, bunks and doubles), and then number each bed.
 - a. Number each bed beginning with 1.
 - b. Bed 1 is in the first bedroom on the left when you enter the house.
 - c. Continue in a clockwise direction.
4. Work out how many common zones you require within the house. To do this:
 - **Calculate** the number of occupants you will have living their in your lowest occupancy period.
 - **Subtract** the number of zones that may require more than one person to keep clean each week, such as kitchens.
 - The number you get is maximum number of common zones you can have in each house.

For example, if your lowest occupancy throughout the year is six people and you have three zones that require more than one person to keep clean, then you can have a maximum of three common zones within that houses floor plan.

5. Draw a dotted line to separate the house's common zones into areas. Label each of these common areas as zone numbers, starting with the number after your bedrooms.
6. In the space at the side of the floor plan, list each zone number with the zone name next to it. Refer to the example.
7. (Optional) Draw in the doors, stairs and major appliances by referring to the key. If you don't want your plans to be that detailed, then you may omit this step.

Key to symbols

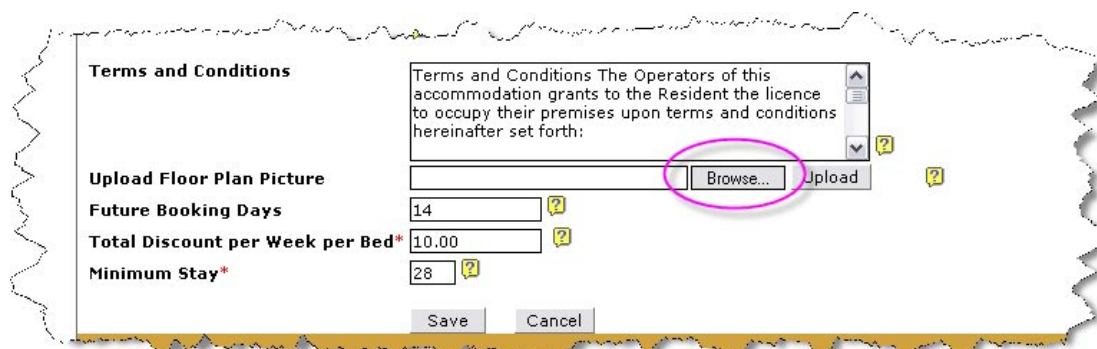
Single bed	Cook tops	Fridge	Washing machine
Bunks	Double Bed	Rubbish bin	Dryer
Staircase	Storage, cupboards, lockers etc		

To upload a floor plan:

1. Scan your drawing and save it in JPG or GIF. A resolution of around 800 x 600 pixels is suitable.
2. Click **Setup Houses**.
3. Click **Edit**.



4. Scroll down the page until you can see the Upload Floor Plan Picture field.
5. Click **Browse**.



6. Locate the file on your computer and with the file name showing in the field, click **Upload**.

The screenshot shows a software window with a text area containing the text: "Terms and Conditions The Operators of this accommodation grants to the Resident the licence to occupy their premises upon terms and conditions hereinafter set forth:". Below the text area is a file path field showing "C:\Documents and Settings\Chris" and a "Browse..." button. To the right of the file path field is an "Upload" button, which is circled in pink. Below the file path field are two input fields: one with the value "14" and another with the value "10.00". Below these are two more input fields: one with the value "28" and another with the value "10.00". At the bottom of the window are "Save" and "Cancel" buttons.

7. If the file uploads successfully, you will be able to see a thumbnail of it. Click **Save**.

The screenshot shows the same software window as before, but now a thumbnail of the uploaded file is visible on the right side. A pink arrow points to the thumbnail. The "Upload" button is no longer visible. The "Save" button at the bottom is circled in pink. The "Cancel" button is also visible.

What's next?

In the next two procedures, you'll enter your inspections and community zones in the system. You have a couple of things to think about first:

- **When are you going to perform inspections?**
- **How much are you going to fine stayers if they fail the inspection?**

Editing the House Rules for Community Task Inspections

After you've drawn your floor plan, you'll need to set up your system for community task inspections. You will need to enter the days and times of inspections. You will see the links *Edit* and *Enter* next to the houses. Basically, you *edit* the house rules and you *enter* the house to add zones and beds etc.

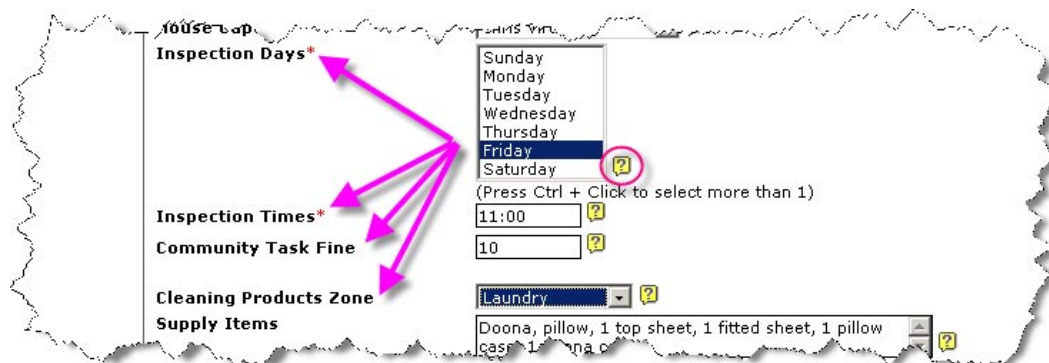
To enter community zones:

1. Click **Settings**.
2. Click **Set up houses**.
3. Click **Edit**.



4. Scroll down and complete these fields that relate to cleaning and inspections. Don't forget the settings for:

- the days that you'll conducting inspections
- the time for the inspection
- how much to fine them if they fail
- where the stayers can expect to find the cleaning products



Note: If you are unsure about what to enter, click the question mark next to the field for help.

Don't forget to click **Save** when finished.



Adding Community Cleaning Zones into the System

So far, you've drawn and uploaded a floor plan, enabled community cleaning and set up the inspection day and time. Now it's time put your community cleaning zones into the system.

To enter your community zones in the system:

1. Enter the house to set up zones.

Money out: \$ 0.00, Cash out: \$ 150.00, Bed change today: 0, Beds for sale: 1

User nick name: [] Search: [Go] Create new user: [?] Show floor plan: [?]

Operator details | Contract types | Agreement terms | Customize terms of stay | Query templates | Setup houses

All House rates

Name	Address	Total beds	Beds for sale	Edit	Enter	Pictures
Monkey cage	Meet at the Fox and Hounds in the public...	6	1			

Previous | Next Page 1 of 1

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2. You will see that your bedrooms are already in the system. Click **Add new zone**.

Rooms

Setup Rooms - Monkey cage

Zone no	Zone name	Zone type	Applicable gender	No. of beds	Zone status
1	Bedroom 1	Twin Share	Co-Ed	2	Active
2	Bedroom 2	Twin Share	Co-Ed	2	Active
3	Bedroom 3	Twin Share	Co-Ed	2	Active

Add new zone | Suspend zone | Activate zone | Delete zone | Back | Previous | Next

3. Complete all the fields as required, referring to the help if you need to, and then click **Save**. Remember to name the zones intelligently (eg Hallway 2 and Bathroom 2 etc) because this is what stayers will see in their task manager. The zone numbers should match those on your floor plan.

Setup rooms

Zone No: 4

Zone Name*: Dining and hall

Zone Description*: Vacumm floors, dust sideboard, dust tele, pick up rubbish, straighten rugs and runners, dust window sills, vacuum hallway.

Zone Type: Dining

Applicable Gender: Male

Allow Smoking: ☐

Recommended No. Of People To Maintain The Zone*: 1

Save | Cancel

4. Repeat with your other zones and when you have finished, you should end up with something like this:

The screenshot shows a web interface for setting up rooms. At the top, there's a navigation bar with links like 'User nick name', 'Search', 'Go', 'Create new user', and 'Show floor plan'. Below this is a section titled 'Rooms' and a sub-header 'Setup Rooms - Monkey cage'. The main content is a table with the following columns: Zone no, Zone name, Zone type, Applicable gender, No. of beds, and Zone status. Each row represents a zone and includes a checkbox in the 'Zone no' column. The 'Zone status' column contains 'Active' and links for 'Edit' and 'Enter'. At the bottom of the table, there are buttons for 'Add new zone', 'Suspend zone', 'Activate zone', 'Delete zone', and 'Back'. A pagination bar at the very bottom shows 'Previous | Next' and 'Page 1 of 1'.

Zone no	Zone name	Zone type	Applicable gender	No. of beds	Zone status
<input type="checkbox"/> 1	Bedroom 1	Twin Share	Co-Ed	2	Active Edit Enter
<input type="checkbox"/> 2	Bedroom 2	Twin Share	Co-Ed	2	Active Edit Enter
<input type="checkbox"/> 3	Bedroom 3	Twin Share	Co-Ed	2	Active Edit Enter
<input type="checkbox"/> 4	Dining and hall	Dining		0	Active Edit
<input type="checkbox"/> 5	Kitchen	Kitchen		0	Active Edit
<input type="checkbox"/> 6	Lounge room	Living		0	Active Edit
<input type="checkbox"/> 7	Bathroom	Bathroom		0	Active Edit
<input type="checkbox"/> 8	Rubbish	Outside		0	Active Edit
<input type="checkbox"/> 9	Laundry	Laundry		0	Active Edit

[Add new zone](#)
[Suspend zone](#)
[Activate zone](#)
[Delete zone](#)
[Back](#)
[Previous](#) | [Next](#)
Page 1 of 1

What's next?

Now that you've set up your community cleaning zones, you should assign stayers to clean them.

Assigning Community Cleaning Zones to Stayers

After you've set up your community zones, you need to assign stayers to them otherwise they'll never get cleaned!

To assign zones to stayers:

1. Click **Task manager**.
2. Click **Community tasks**.
3. Select the stayer to assign a zone.
4. Select a zone for the stayer from the list.
5. Click **Assign**.

My Notices
Task manager
Process Requests
Manage Stayers
Communities
Settings
Sales
Accounting
Support

User nick name Search Create new user Show floor plan

Community tasks Community task inspection Community task report

Community tasks

Select a house
Select a zone

Stayer name	Zone no.	Area name	Recommended no. of people
<input checked="" type="checkbox"/> Michelle Monkey			
<input type="checkbox"/> Zac Monkey			
<input type="checkbox"/> Milly Monkey			
<input type="checkbox"/> Basil Mankey			
<input type="checkbox"/> Fred Monkey			

Inspection days : Friday Inspection time : 11:00

Assign Area Page 1 of 1

Assign Area
Dining and hall
Kitchen
Lounge room
Bathroom
Rubbish
Laundry

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6. Repeat for your remaining stayers and you should end up with something a bit like this.

Community tasks Community task inspection Community task report

Community tasks

Select a house
Select a zone

Stayer name	Zone no.	Area name	Recommended no. of people
<input type="checkbox"/> Michelle Monkey	4	Dining and hall	1
<input type="checkbox"/> Milly Monkey	5	Kitchen	2
<input type="checkbox"/> Basil Mankey	5	Kitchen	2
<input type="checkbox"/> Fred Monkey	7	Bathroom	1
<input type="checkbox"/> chris virtue	8	Rubbish	1
<input type="checkbox"/> Zac Monkey	9	Laundry	1

Inspection days : Monday Inspection time : 16:00

Assign Area Page 1 of 1

The stayers will each receive an email informing them to log in and look at their task list and the next time you log in, you will see the Task Manager.

What's next? SWTE Landlord

If you're implementing electronic check-ins, then go on to the next procedure, otherwise, go to *SWTE Landlord – Adding a New House to the System* if you have more houses. If you don't have any more houses to add, then that's it.

What's next? SWTE Home

If you're implementing electronic check-ins, then go on to the next procedure, otherwise, go to *SWTE Home – Putting Yourself in the House*.

Customising Your Terms of Stay

If you're implementing on-line stayer agreements, you have to customise your terms of stay before you can set up your agreement terms. The terms of stay are generic and are what your stayers agree to when they book a bed at your property. You can choose which of them are appropriate for your business.

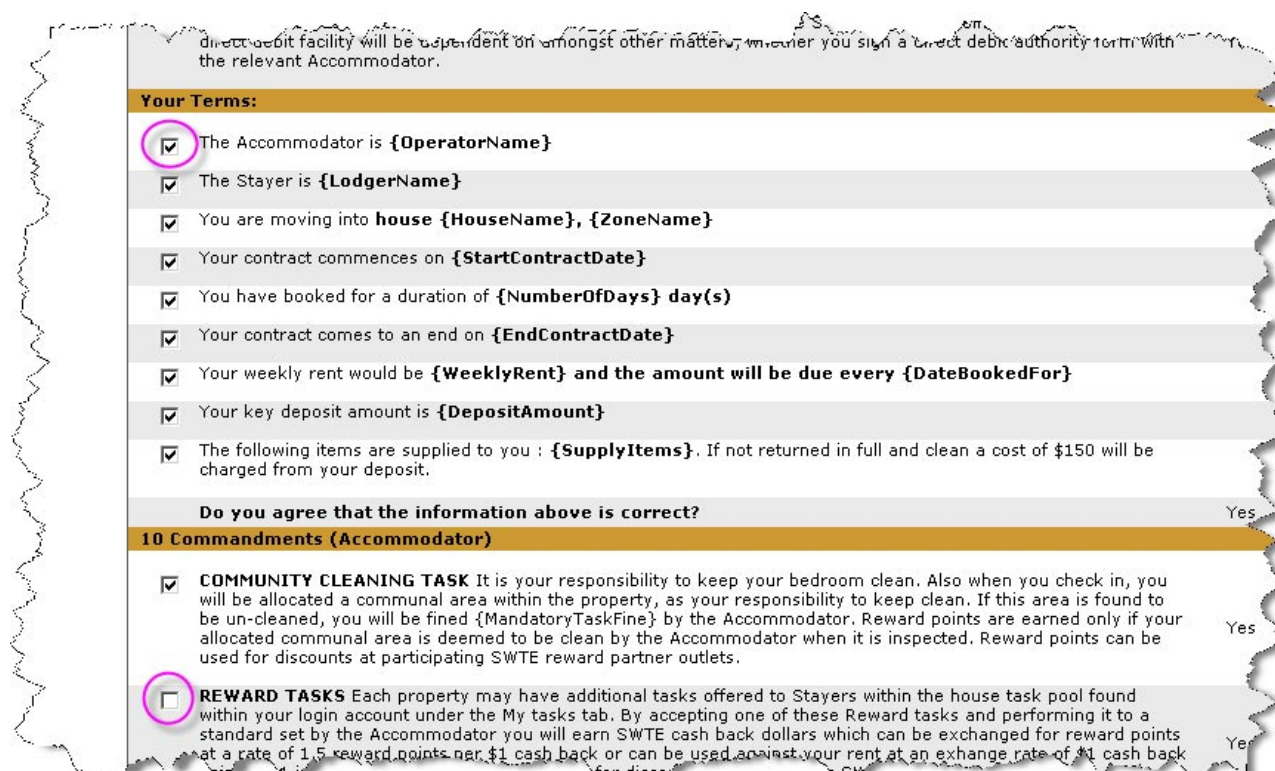
Don't confuse terms of stay with the the on-line agreement. The on-line agreement is for when stayers are ready to move in and is part of the check-in procedure.

To customise your terms of stay:

1. Click **Settings**.
2. Click **Customise terms of stay**.



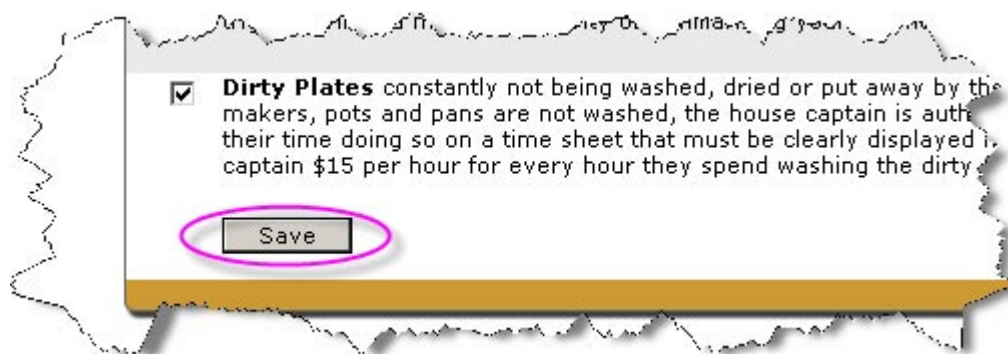
3. Read each of the terms, scrolling down the page to see all. Tick the items that you want and leave the items that you don't want unticked.



In the example above, this accommodator doesn't offer reward tasks, so it's been left unchecked.

Note: the text in the curly brackets represents variables that are from your settings.

4. When you've finished reviewing each of the terms and made your selections, click **Save** at the bottom of the page.



What's next?

Now that you have customised your terms of stay, the system is almost ready for on-line agreements. Next, we set up your agreement terms.

Setting Up the Agreement Terms

The purpose of electronic check-ins is to get new stayers to agree to your terms and conditions on-line. When a stayer has booked and has paid a deposit for a bed or room in your place, the very next time they log in they are forced to agree to terms and conditions. If you can get them to do this before they arrive, so much the better because it will streamline the arrival process.

You'll need to set up your terms and conditions before they can do this. It's not hard and you'll find that it is already set up for you. All you have to do is check and modify it as necessary.

Remember these are the terms your stayers must agree to before they are permitted to live in your house. To maintain your creditability, don't put anything in here that you are not prepared to enforce.

Note: Agreement terms cover more than terms of stay. They also cover bed changes and departures. For instance, if stayers want to change beds they must accept your terms first. It's same when giving notice.

To set up your agreement questionnaire:

1. Click **Settings**.
2. Click **Agreement terms**.

Welcome chris virtue Monday, September 18, 2006 10:51 AM | [Log out](#)

[My Workplace](#)
[My Tasks](#)
[My Messages](#)
[My Notices](#)
[Task manager](#)
[Process Requests](#)
[Manage Stayers](#)
[Communities](#)
[Settings](#)
[Sales](#)
[Accounting](#)
[Support](#)

Money in	\$ 0.00	Cash In	\$ 0.00	Arrivals today	0	Total beds	6
Money out	\$ 0.00	Cash out	\$ 0.00	Departures today	0	Empty beds	1
Total balance	\$ 0.00	Cash balance	\$ 0.00	Bed change today	0	Beds for sale	1

User nick name Search

[Operator details](#) [Contract types](#) **[Agreement terms](#)** [Customize terms of stay](#) [Query templates](#) [Setup houses](#)

[All House rates](#)

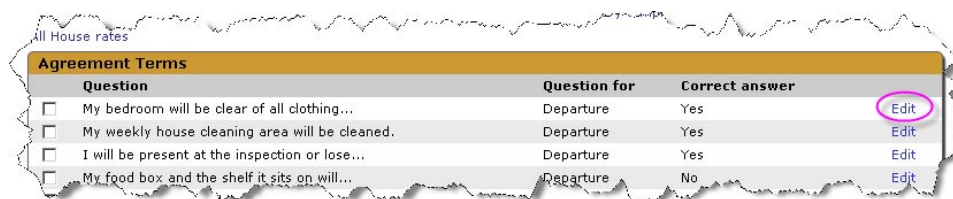
Agreement Terms			
Question	Question for	Correct answer	
<input type="checkbox"/> My bedroom will be clear of all clothing...	Departure	Yes	Edit
<input type="checkbox"/> My weekly house cleaning area will be cleaned.	Departure	Yes	Edit
<input type="checkbox"/> I will be present at the inspection or lose...	Departure	Yes	Edit
<input type="checkbox"/> My food box and the shelf it sits on will...	Departure	No	Edit
<input type="checkbox"/> I will present my bedding and laundry bag...	Departure	Yes	Edit
<input type="checkbox"/> If I fail my Departure Inspection I will...	Departure	Yes	Edit
<input type="checkbox"/> My bedroom will be cleaned before I change...	Bed change	Yes	Edit
<input type="checkbox"/> I will take my bedding and laundry bag with...	Bed change	Yes	Edit
<input type="checkbox"/> I will change beds before receiving My Bed...	Bed change	No	Edit
<input type="checkbox"/> I accept that if my bedroom is not cleaned...	Departure	Yes	Edit

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3. To view and edit a term:

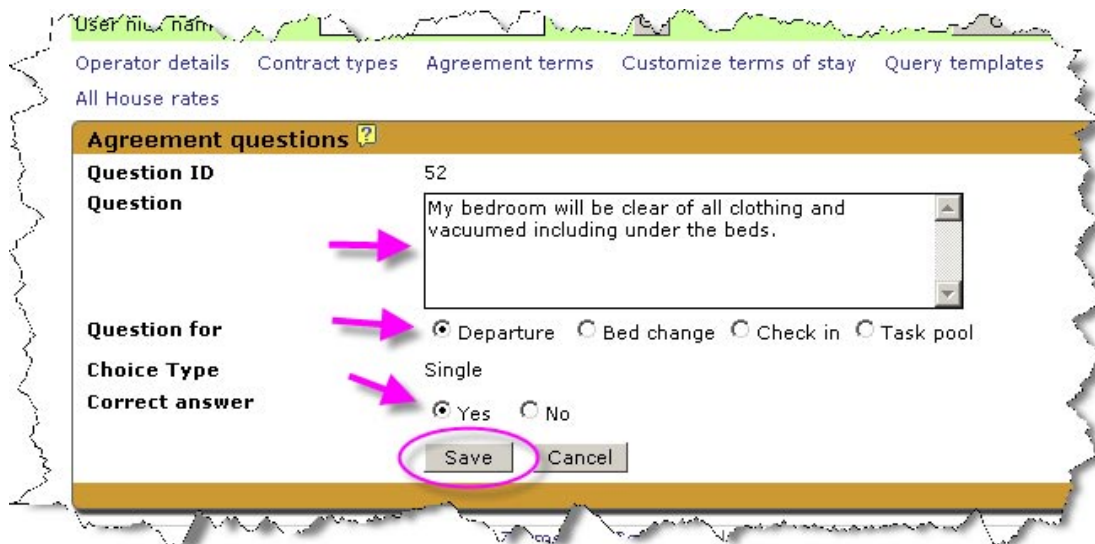
- a. Click **Edit** next to the item to work with.



The screenshot shows a table titled 'Agreement Terms' with columns for 'Question', 'Question for', and 'Correct answer'. Each row has an 'Edit' button to its right. The first row is highlighted.

Question	Question for	Correct answer	
<input type="checkbox"/> My bedroom will be clear of all clothing...	Departure	Yes	Edit
<input type="checkbox"/> My weekly house cleaning area will be cleaned.	Departure	Yes	Edit
<input type="checkbox"/> I will be present at the inspection or lose...	Departure	Yes	Edit
<input type="checkbox"/> My food box and the shelf it sits on will...	Departure	No	Edit

- b. Edit as required, paying attention to where it belongs and what the “correct” answer is. Click **Save** when finished.



The screenshot shows the 'Agreement questions' form. It has fields for 'Question ID' (52), 'Question' (My bedroom will be clear of all clothing and vacuumed including under the beds.), 'Question for' (Departure), 'Choice Type' (Single), and 'Correct answer' (Yes). The 'Save' button is circled in pink.

Question ID: 52

Question: My bedroom will be clear of all clothing and vacuumed including under the beds.

Question for: ☒ Departure ☐ Bed change ☐ Check in ☐ Task pool

Choice Type: Single

Correct answer: ☒ Yes ☐ No

[Save](#) [Cancel](#)

Note: You can see that there is a Task pool button. That is for terms and conditions for accepting reward tasks and they’re only available in SWTE Pro. If you need more information, visit www.swte.biz or talk to your SWTE facilitator.

4. To delete a question select the question and click **Delete checked item**.
5. To add a new item, click **Add new item**.



The screenshot shows the bottom of the 'Agreement Terms' table. The 'Add New Question' button is circled in pink. The table has columns for 'Question', 'Question for', and 'Correct answer'.

Question	Question for	Correct answer
receiving My bedroom is not cleaned...	Bed change	No
as	Departure	Yes

[Add New Question](#) [Previous](#) | [Next](#)

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What's next?

If you want to add more properties to your system, then go on to the next procedure. Otherwise, that's it.

Adding a New House to the System

If you have more houses in your operation, you'll want to add them to the SWTE system.

Before you begin

Before you add a new house to the system, you should draw your floor plan because that will give you a reference to work from.

To add another house to the system:

1. Click **Operator settings**.
2. Click **Set up houses**.
3. Click **Add new house**.

Name	Address	Total beds	Beds for sale	Edit	Enter	Pictures
Monkey cage	Meet at the Fox and Hounds in the public...	8	0	Edit	Enter	Pictures
Gorilla Cage	Meet at the Fox and Hounds on Thursdays for...	6	2	Edit	Enter	Pictures

[Add new house](#) [Previous](#) [Next](#) Page 1 of 1

4. Complete all the fields as required on the Setup house screen and click **Save** when finished.

Remember that if you can always get help by clicking the question marks

Supply Items Doona, pillow, blanket

User Categories

- ☐ Backpackers
- ☒ International Students
- ☒ Local Students
- ☒ Local Resident
- ☒ Working Traveller

Terms and Conditions

Terms and Conditions The Operators of this accommodation grants to the Resident the licence to occupy their premises upon terms and conditions hereinafter set forth:

Upload Floor Plan Picture [Browse...](#) [Upload](#)

Future Booking Days 14

Total Discount per Week per Bed* 10.00

Minimum Stay* 28

[Save](#) [Cancel](#)

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5. Your new house is displayed. **Enter** it to add bedrooms and zones.

Operator details | Staff members | Contract types | Agreement questions | Contact management templates | Setup Houses

Rack rates | Holidays | Account codes | Register for banking

Setup houses

Name	Address	Total beds	Beds for sale			
Monkey cage	Meet at the Fox and Hounds in the public...	8	0	Edit	Enter	Pictures
Gorilla Cage	Meet at the Fox and Hounds on Thursdays for...	6	2	Edit	Enter	Pictures
Orangutan Cage	Meet at the Fox and Hounds in the public...	0	0	Edit	Enter	Pictures

[Add new house](#) [Previous](#) | [Next](#) Page 1 of 1

6. Click **Add new zone**.

Money out \$ 0.00 Cash out \$ 0.00 Departures today 0 Empty beds 1

Total balance \$ 300.00 Cash balance \$ 300.00 Bed change today 0 Beds for sale 2

User nick name Search [Go](#) [Create new user](#) [Show floor plan](#)

Zones | Rack rates

Setup zones

Zone no	Zone name	Zone type	Applicable gender	No. of beds	Zone status
No zone found.					

[Add new zone](#) [Suspend zone](#) [Activate zone](#) [Delete zone](#) [Back](#)

7. Complete the fields as required and click **Save**.
The screen for a community zone should like this:

Setup zones

Zone No

Zone Name*

Zone Description*

Zone Type

Applicable Gender

Allow Smoking ☐

Recommended No. Of People To Maintain The Zone*

[Save](#) [Cancel](#)

While the screen for a bedroom, looks like this:

Setup zones

Zone No

Zone Name*

Zone Description*

Zone Type

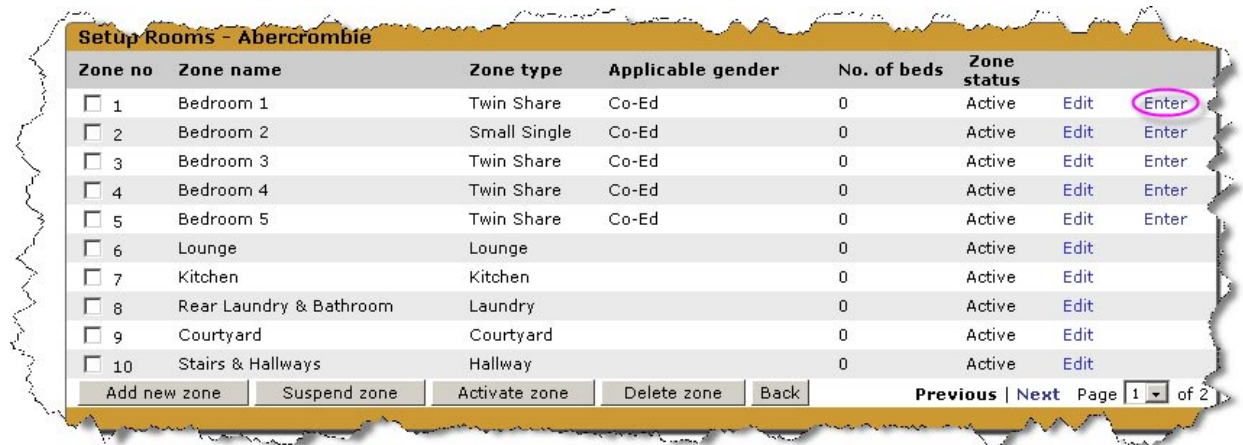
Applicable Gender

Allow Smoking ☐

Recommended No. Of People To Maintain The Zone*

[Save](#) [Cancel](#)

8. When you've finished adding zones and bedrooms, your set up should look something like this:



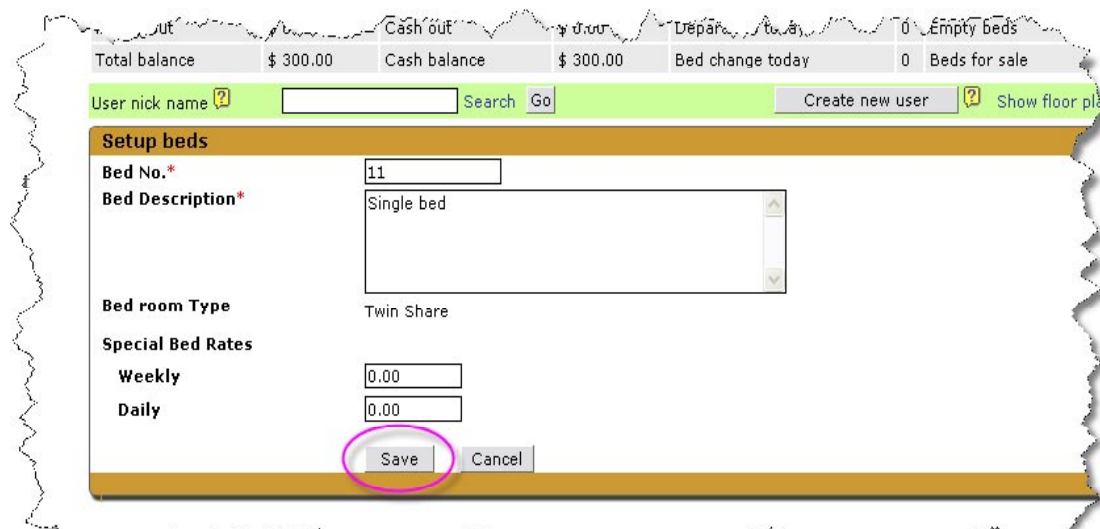
Zone no	Zone name	Zone type	Applicable gender	No. of beds	Zone status		
<input type="checkbox"/> 1	Bedroom 1	Twin Share	Co-Ed	0	Active	Edit	Enter
<input type="checkbox"/> 2	Bedroom 2	Small Single	Co-Ed	0	Active	Edit	Enter
<input type="checkbox"/> 3	Bedroom 3	Twin Share	Co-Ed	0	Active	Edit	Enter
<input type="checkbox"/> 4	Bedroom 4	Twin Share	Co-Ed	0	Active	Edit	Enter
<input type="checkbox"/> 5	Bedroom 5	Twin Share	Co-Ed	0	Active	Edit	Enter
<input type="checkbox"/> 6	Lounge	Lounge		0	Active	Edit	
<input type="checkbox"/> 7	Kitchen	Kitchen		0	Active	Edit	
<input type="checkbox"/> 8	Rear Laundry & Bathroom	Laundry		0	Active	Edit	
<input type="checkbox"/> 9	Courtyard	Courtyard		0	Active	Edit	
<input type="checkbox"/> 10	Stairs & Hallways	Hallway		0	Active	Edit	

Page 1 of 2

9. Enter the bedrooms to add beds. Click **Add beds**.

Note: You can only add beds to bedrooms because only bedrooms are listed in the search engines and it's important that you describe your bedrooms accurately.

10. Give the bed a unique bed number and a description. If you have a special rate, different to the standard rate, for this bed, then enter it on this screen. If you don't, then leave the rates as zero and SWTE will get them from the standard contract rate. Click **Save** when finished.



Total balance \$ 300.00 Cash out \$ 300.00 Bed change today 0 Empty beds 0
User nick name Search

Setup beds

Bed No.*
Bed Description*
Bed room Type
Special Bed Rates
Weekly
Daily

Remember that if you set special rates on your beds, you will have to come back to this screen for those beds whenever you have a rate change. Unless you have a need to set special rates, you're better off with standard rates that you can manage from the one screen.

11. When you've finished adding beds to a bedroom, your screen should look something like this:

Total balance \$ 300.00 Cash balance \$ 300.00 Bed change today 0 Beds for sale 6

User nick name Search

Setup beds - Orangutan Cage, Bedroom 1

Bed no.	Bed room type	Bed description	Weekly rate	Daily rate
<input type="checkbox"/> 11	Twin Share	Single bed	0.00	0.00
<input type="checkbox"/> 12	Twin Share	Single bed	0.00	0.00

Page 1 of 1

Click **Back**.

15. Continue to add beds to the remaining bedrooms. Make sure that you have the correct number of beds in each room. When you have finished, your screen should look something like this:

Total balance \$ 400.00 Cash balance \$ 400.00 Bed change today 0 Beds for sale 6

User nick name Search

[Rooms](#) [House Rates](#)

Setup Rooms - Orangutan Cage

Zone no.	Zone name	Zone type	Applicable gender	No. of beds	Zone status
<input type="checkbox"/> 01	Bedroom 1	Twin (large)	Co-Ed	2	Active
<input type="checkbox"/> 02	Bedroom 2	Twin (large)	Co-Ed	2	Active
<input type="checkbox"/> 03	Bedroom 3	Twin (large)	Male	2	Active
<input type="checkbox"/> 04	Bedroom 4	Twin (large)	Female	2	Active
<input type="checkbox"/> 05	Dining and hall	Dining		0	Active
<input type="checkbox"/> 06	Downstairs bath and laundry	Hallway		0	Active
<input type="checkbox"/> 07	Kitchen	Kitchen		0	Active
<input type="checkbox"/> 08	Upstairs bath & stairs	Bathroom		0	Active
<input type="checkbox"/> 09	Backyard	Backyard		0	Active
<input type="checkbox"/> 10	Lounge	Living room		0	Active

Page 1 of 1

What's next?

If your house is already operating, then you'll need to get your stayers into the system. Refer to your SWTE Start documentation if you need more information.

If your using community cleaning, you'll need to set them up. Refer to the earlier sections in this book.

Putting Yourself in the House

So far, we've been through everything you need to do to set up your house for community zones and electronic agreements. Now it's time to put yourself in the house.

Before you begin

Before you go on, you need to make a couple of decisions:

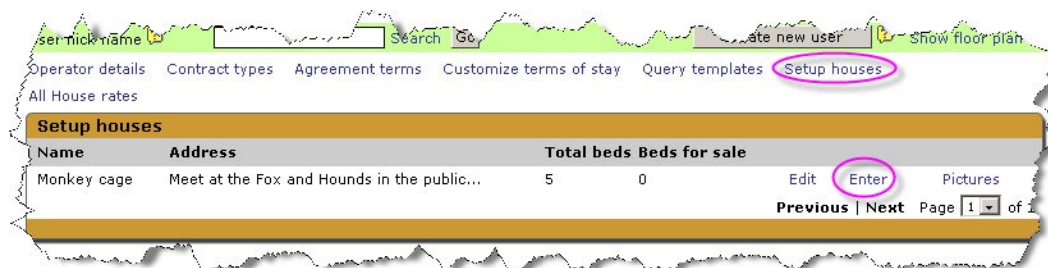
- Are you going to pay the same rent as your stayers?
- Are you going to have a community task?

Here's a list of the tasks that need to be done to get you into your house:

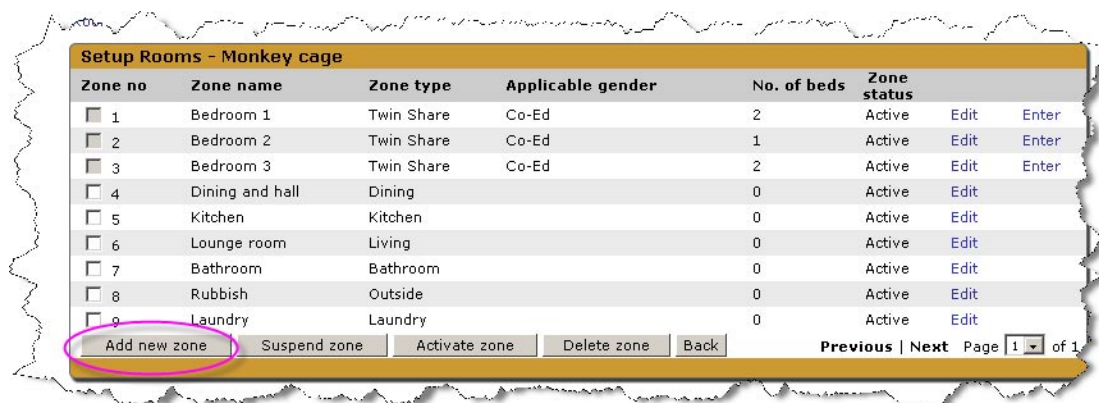
- Create a bedroom zone for your bed. You'll only need to do this if your bedroom is not already in the system. E.g., you might be sharing a room with a stayer and that room is in the system with only one bed in it. In that case, skip this step. If you have your own room, you'll need to add it to the system if it's not already there..
- Add your bed to the system.
- Book yourself a bed and "arrive" yourself into the house.
- Make yourself the house captain.

To add another bedroom zone to house and add your bed:

1. Click **Set up houses**.



2. Click **Enter**.
3. If your bedroom is already in the system, go to step 5, otherwise click **Add new zone**.



4. Add your bedroom zone, giving it the next number. Complete the fields as required and click **Save**.

The screen for you bedroom should like this:

Water balance: \$ 0.00 Can. office \$ 0.00 Price today: 4

User nick name: Search Go Create new user Show floor plan

Zones Rack rates

Setup zones

Zone No: 7

Zone Name*: Bedroom 4

Zone Description*: My room

Zone Type: Large Single

Applicable Gender: Male

Allow Smoking: ☐

Recommended No. Of People To Maintain The Zone*: 1

Save Cancel

6. Now, **Enter** the bedroom to add your bed.

Bedroom 3 2 Active Edit Enter

☐ 7 Bedroom 4 Large Single Male 0 Active Edit Enter

Add new zone Suspend zone Activate zone Delete zone Back Previous Next Page 1 of 1

7. Click **Add new bed**.

User nick name: Search Go Create new user Show floor plan

Setup beds

Bed no.	Bed room type	Bed description	Weekly rate	Daily rate
No bed found.				

Add new bed Delete beds Back

8. Give the bed a unique bed number and a description. If you have a special rate, different to the standard rate, for your bed, then enter it on this screen. If you don't, then leave the rates as zero and SWTE will get them from the standard contract rate. Click **Save** when finished.

Water balance: \$ 0.00 Can. office \$ 0.00 Price today: 4

User nick name: Search Go Create new user Show floor plan

Setup beds

Bed No.*: 13

Bed Description*: My bed - large single

Bed room Type: Large Single

Special Bed Rates

Weekly: 50.00

Daily: 0.00

Save Cancel

9. When you've finished adding beds to a bedroom, your screen should look something like this:

Bed no.	Bed room type	Bed description	Weekly rate	Daily rate
13	Large Single	My bed - large single	50.00	0.00

11. Book your yourself into that bed and arrive yourself just like any other stayer. If you need to look at the steps for doing, refer to your SWTE Start booklet.

12. The last thing to do is to make yourself the house caption. To do this, click **Settings** then scroll down to the House Captain field and select yourself from the drop-down list.

What's next?

As far as set up goes, that's basically it. From now on you log into the system as a stayer and toggle between your stayer pages and management workplace pages.

When you log into SWTE as a stayer, your home page will look just any other stayer's home page except for the *My Workplace* link in the top right of the screen. Click this to enter the accommodator pages.

If you ever want to get back to the stayer pages, just click the **Back** link.

Appendix

Sample Floor Plan

1. Bedroom 1	
2. Bedroom 2	
3. Bedroom 3	
4. Bedroom 4	
5. Bedroom 5	
6. Hallway 1, Lounge, Front yard	
7. Stairwell, Bathroom 1	
8. Kitchen	
9. Laundry, Balcony, Car park	
10. Hallway 2, Bathroom 2	
11.	
12.	
13.	
14.	
15.	
16.	

HOUSE:

Monkey Cage

FLOOR: 1 & 2

DECODE: Tarengs

Over complete the tax on

07 5472 0731

(Floor Plan Design will cost \$5 per room)

[illegible]

APPROVED BY:

Σύνοψη Τεχνολογίας

SIGNATURE:

Sm. Kitt.















DATE: 10 6 86

Grid Paper

ROOM ZONES - (Number each zone)

1.
2.
3
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

SYMBOLS TO USE

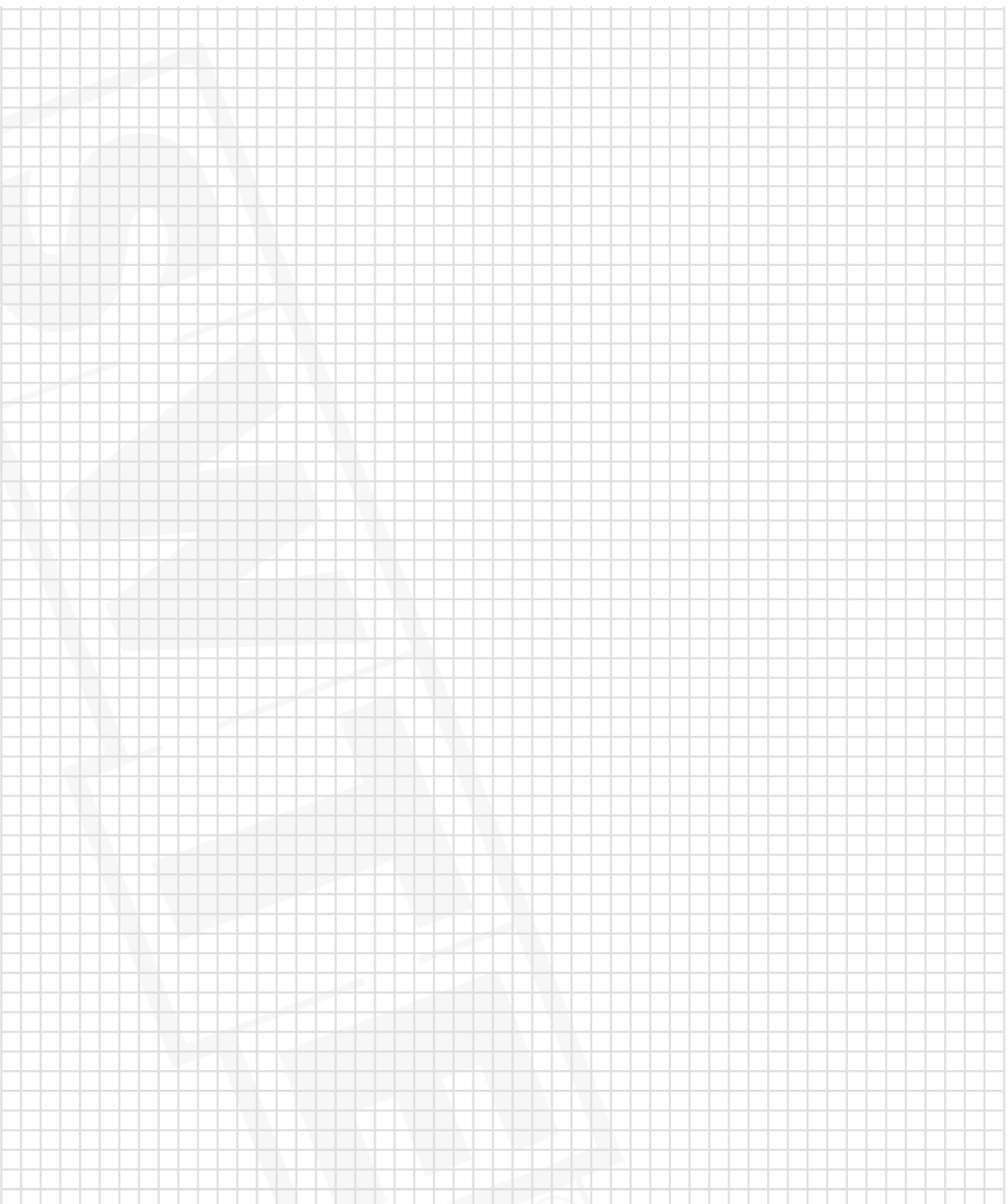
	= Single Bed		= Cook tops
	= Double Bed		= Fridge
	= Bunks		= Washing Machine
	= Storage, lockers cupboards etc		= Dryer
	= Stairs		= Shower
	= Internet		= Bath
	= Rubbish Bin		= Toilet

HOUSE: _____

FLOOR: _____

OPERATOR CODE: _____

Once complete fax to:
1 300 662 063



APPROVED BY: _____

SIGNATURE: _____

DATE: ____/____/____

{ Please print name }

{ Floor Plan Design will cost \$5 per room }

{ Floor Plan Design will cost \$5 per room }