



Setting up *rooms* for each site

When staff log an issue they pick a **Site**, then a **Room**. Every site keeps its own room list — here's how to build and look after them. Everything on this page saves instantly; there is no Save button.

Open the rooms screen

- 1 Open the app and sign in with an **admin** account, then tap the **gear icon** at the top to open the Admin panel.
- 2 You land on **Sites & rooms**. Tap a **site** in the row of tabs at the top — the little number beside each name is how many rooms it has.

Add, rename, remove

- Add** — type the room's name into **Add a room to this site...** and tap **Add room**. It appears for staff immediately.
- Rename** — tap the room's name, change it, tap elsewhere. It saves on its own, and the monday.com board follows the new name.
- Remove** — tap the bin icon at the end of the row. Old issues for that room are kept, and adding the same name later simply brings the room back.

Copy a whole list between sites

- 1 Select the site that **needs** the rooms (for example a brand-new site).
- 2 Just under the Add bar, find **Copy this site's rooms from [site] — Copy**.
- 3 Choose the site to copy **from** and tap **Copy**. Rooms it already has are skipped, so it's safe to run twice.

Good habits

- Keep names short and instantly recognisable — “Baby room”, “Kitchen”, “Outdoor area”.
- Set up one site's list properly first, then use *Copy* to seed the others and tweak.
- Leave “Show monday.com labels” alone unless you have a specific reason — it's an advanced setting.



Adding *users*

Everyone signs in by picking their **name** from a list and entering their **PIN**. You create both here. Like the rooms screen, everything saves instantly.

Add someone new

- 1 In the Admin panel, open the **Users** tab.
- 2 Type their **full name**, choose a **PIN** of at least 4 digits, and pick a role.
- 3 Tap **Add**. They can sign in straight away — no email or account setup needed.

The two roles

- U User** — logs issues. This is almost everyone.
- A Admin** — also gets the gear icon and this Admin panel: sites, rooms, users and the monday.com settings. Give it sparingly.

Forgotten PINs and leavers

- 1 **Forgot their PIN?** Tap **Reset PIN** on their row, type a new one, and tell them. Their history is untouched.
- 2 **Someone leaves?** Tap the bin icon. Everything they logged stays in the records, and they can no longer sign in. Adding the same name later brings them back.

Good habits

- Use full first and last names — the name is how each person's issues are signed.
- One PIN per person. A shared PIN means you can't tell who logged what.
- After adding someone, watch them sign in once on their own phone before they walk off.