



skillet



NEW ONLINE BOOKING SYSTEM FOR RESIDENTS MAINTENANCE AND GARDENING JOBS



2025

Ons Dorp Village Maintenance and Gardening Job requests are now operating through **AccessMaps** formerly known as Skillet (Services Made Simple). **AccessMaps** has been organised so the physical paper Maintenance and Gardening Books can be computer based.

You can now book Maintenance and Gardening jobs through the following 2 ways:

1. Residents without a computer / access to the internet

If you **do not** have a computer, you can call Reception on 09 838 6567 or come into Reception and book your Maintenance or Gardening services that are required.

If you want to give **AccessMaps** a go, we now have a computer in the Computer Hub at the Pavilion. You will be able to access **AccessMaps (Skillet)**, double click on the Skillet icon on the desktop. Log in, and follow the prompts – make sure you put your name and Villa number in for any Maintenance or Gardening jobs.

2. Residents with a computer who are booking a job online themselves

AccessMaps (Skillet) requires an invitation from Reception via email, this makes it easy and simple to set up your account. Send a request from your email address to reception@onsdorp.co.nz. Wait for your invitation to come into your email inbox, then follow the steps to make up your account. Your user name will be your email address, then all you have to do is choose a password.

Select either Gardening or Maintenance and if you need to put in more information about the job there is an area to type any extra requirements.

If you have any problems completing an online booking yourself, please contact Reception on 09 838 6567 - happy to help navigate you through the online booking process.



Website

Type in <https://app.accessmaps.com/login/>

Handy Hint: Save to your web browser by **Bookmarking your tab**

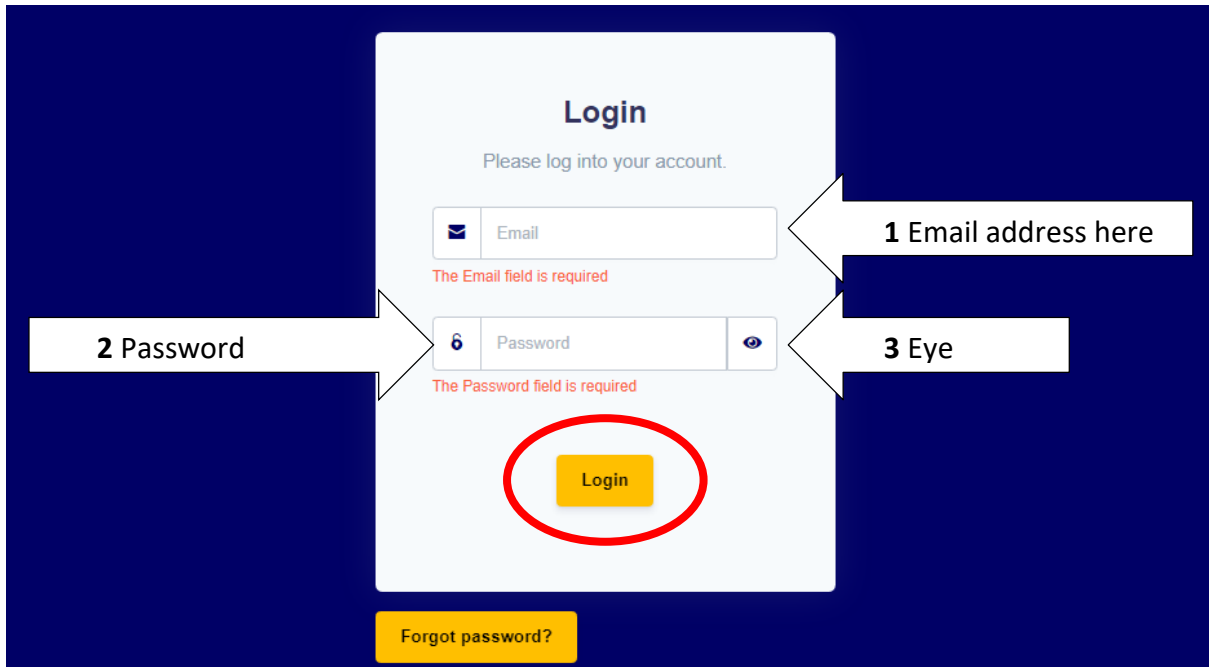


Login

Log into your account by typing in your **Email (1)** and **Password (2)**, click on the **eye (3)** this will make your text visible so you can see what you are typing.

Handy hint: Save your email/password so it is easier to log in for next time.

Click on yellow button **Login** (circled)

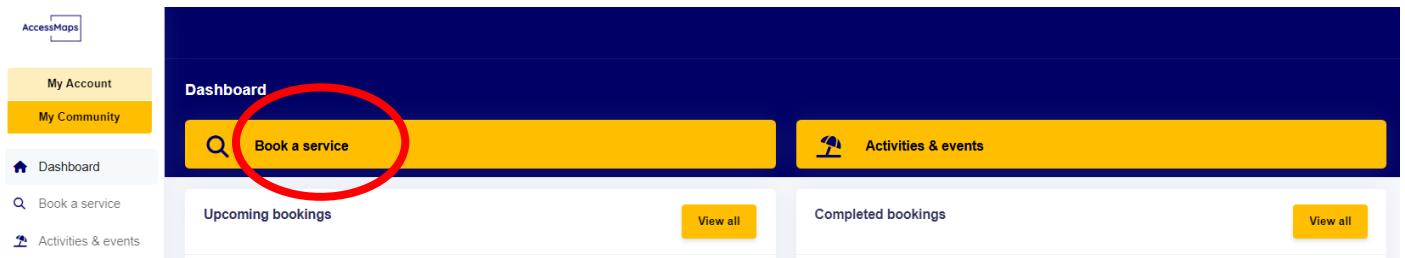


The screenshot shows a login form on a dark blue background. The form is white and contains the following elements:

- Title:** "Login" in bold, followed by "Please log into your account."
- Email field:** A text input field with an envelope icon on the left. Below it, the text "The Email field is required" is displayed in red. An arrow labeled "1 Email address here" points to this field.
- Password field:** A text input field with a "6" icon on the left and an eye icon on the right. Below it, the text "The Password field is required" is displayed in red. An arrow labeled "2 Password" points to the input field, and an arrow labeled "3 Eye" points to the eye icon.
- Login button:** A yellow button with the text "Login" in black, circled in red.
- Forgot password link:** A yellow button with the text "Forgot password?" located below the login button.



Dashboard



The screenshot shows the dashboard interface. On the left is a navigation menu with the following items:

- AccessMaps logo
- My Account
- My Community
- Dashboard (highlighted)
- Book a service
- Activities & events

The main content area has a dark blue header with the word "Dashboard" in white. Below the header are two yellow buttons:

- Book a service:** A yellow button with a magnifying glass icon and the text "Book a service", circled in red.
- Activities & events:** A yellow button with a calendar icon and the text "Activities & events".

Below these buttons are two sections:

- Upcoming bookings:** A white box with a yellow "View all" button.
- Completed bookings:** A white box with a yellow "View all" button.

Click on **Book a service** (circled)



New booking

1. Select service type

Choose **Gardening** or **Maintenance**

Select **Next** to go to **Select service**



2. Select service

Choose by clicking one of the different services

Eg: *Lawn mowing* or *Replace lightbulb*

Can't find what you are looking for?

Choose **Other (not specified on list)**

Select **Next** to go to **Select job size**



3. Request Inspection

Click on **Request Inspection**

Type in any extra requirements for your job.

Select **Next** to go to **date and time**



4. Select date and time

Choose **Date** and **Time**

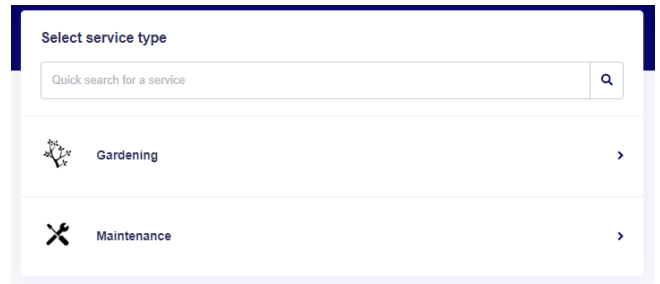
(weekdays between 7.30am and 4pm)

Handy Hint: Booking needs to be 24 hours, of your booking e.g. Wednesday book for Thursday

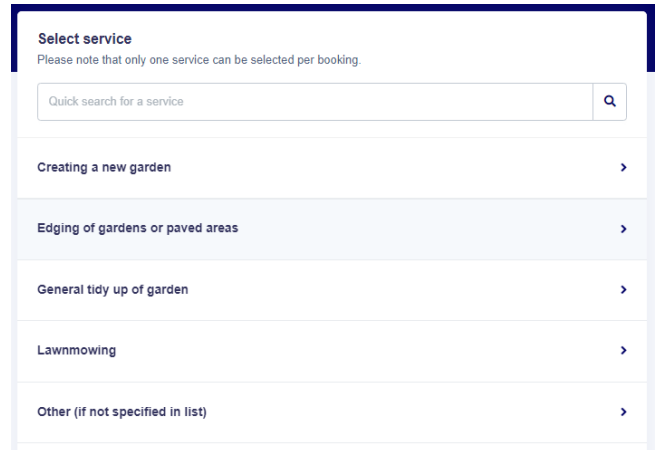
Select **Next** to go to **location and recipient**

Handy Hint: You can use the **BACK** button at any time before confirming the booking.

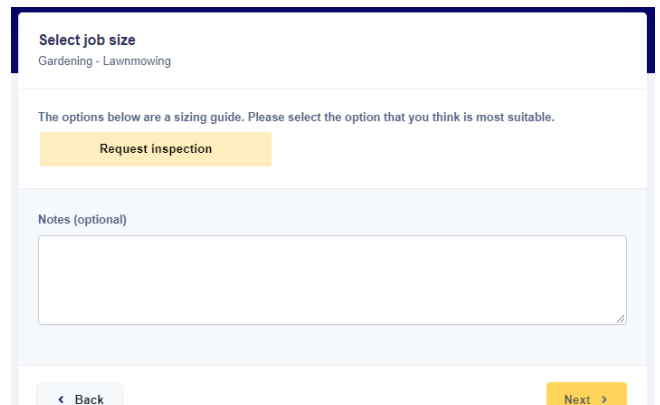
Select **Next** to go to **location and recipient**



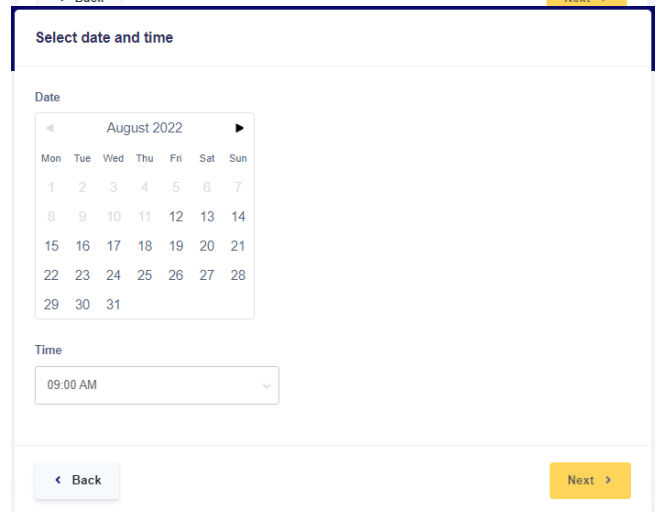
The screenshot shows a form titled "Select service type". At the top, there is a search bar with the placeholder text "Quick search for a service" and a magnifying glass icon. Below the search bar, there are two main categories: "Gardening" with a leaf icon and "Maintenance" with a wrench icon. Each category has a right-pointing chevron arrow.



The screenshot shows a form titled "Select service". Below the title, it says "Please note that only one service can be selected per booking." There is a search bar with the placeholder text "Quick search for a service" and a magnifying glass icon. Below the search bar, there is a list of services: "Creating a new garden", "Edging of gardens or paved areas", "General tidy up of garden", "Lawnmowing", and "Other (if not specified in list)". Each service has a right-pointing chevron arrow.



The screenshot shows a form titled "Select job size" with the subtitle "Gardening - Lawnmowing". Below the subtitle, it says "The options below are a sizing guide. Please select the option that you think is most suitable." There is a yellow button labeled "Request inspection". Below this, there is a section for "Notes (optional)" with a text area. At the bottom, there are "Back" and "Next" buttons.



The screenshot shows a form titled "Select date and time". Below the title, there is a "Date" section with a calendar for August 2022. The calendar shows days from 1 to 31. Below the calendar, there is a "Time" section with a dropdown menu showing "09:00 AM". At the bottom, there are "Back" and "Next" buttons.



5. Select location and recipient

The location is your default address e.g. 1, however, please put Villa before your number and then choose somebody else to type in your name. If you use the Computer Hub computer it will not put in your default Villa number in so you will have to do this yourself.

Who is this booking for?

Choose from **Myself** or **Somebody else**

If for Somebody else, fill in Name of Recipient

Click on yellow button **Next**



6. Repeat bookings

If **No**, click directly on yellow button **Next**

Enable repeat bookings?

If yes, click on **Yes**

Choose from **Daily - Weekly – Fortnightly**

Fill in weekday/date plus amount of bookings (recurrences)



Last booking on

You can only tick weekdays

Please select a weekday for last booking

PLEASE NOTE: There is no MONTHLY booking setting, please add details in your notes of Request Inspection.

REMINDER: DO NOT enable Repeat bookings

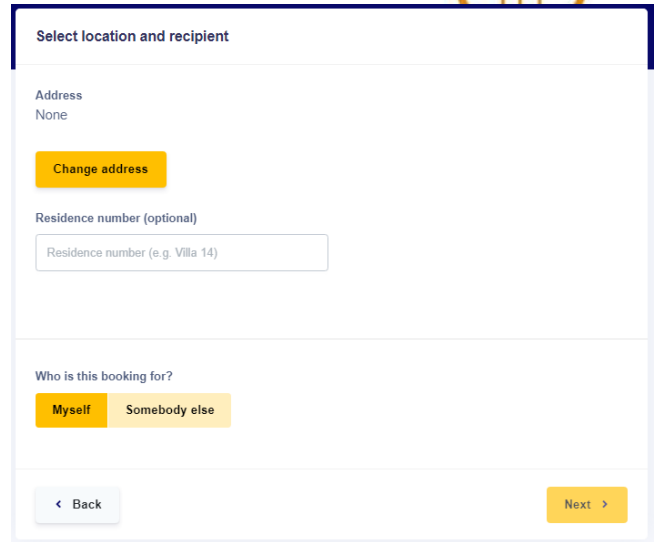
7. Booking summary

Check details

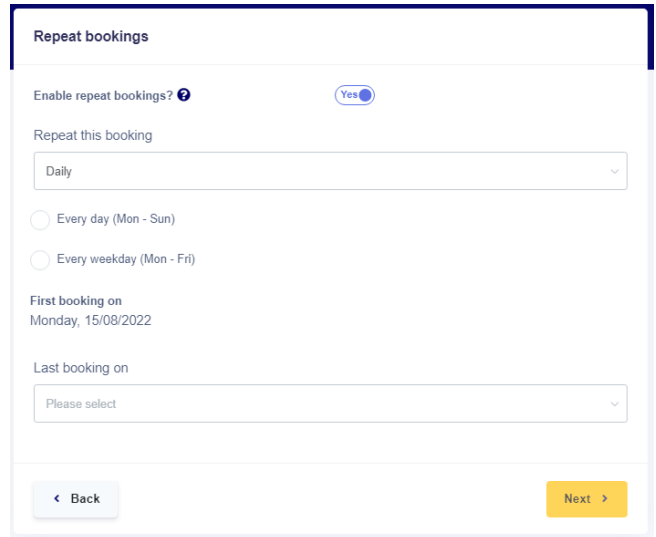
If incorrect, click on the white button **Back**

If correct, click on the yellow button

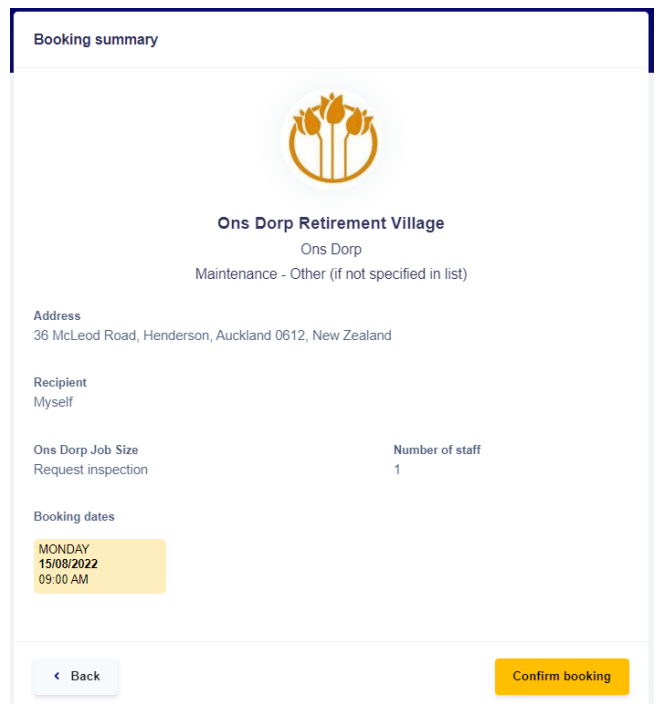
Confirm booking



The screenshot shows a form titled "Select location and recipient". It has a "Address" field with "None" entered and a yellow "Change address" button. Below is a "Residence number (optional)" field with a placeholder "Residence number (e.g. Villa 14)". The "Who is this booking for?" section has two buttons: "Myself" (highlighted in yellow) and "Somebody else". At the bottom are "Back" and "Next" buttons.



The screenshot shows a form titled "Repeat bookings". It has a toggle for "Enable repeat bookings?" set to "Yes". The "Repeat this booking" dropdown is set to "Daily". There are radio buttons for "Every day (Mon - Sun)" and "Every weekday (Mon - Fri)". The "First booking on" is "Monday, 15/08/2022". The "Last booking on" dropdown is set to "Please select". At the bottom are "Back" and "Next" buttons.



The screenshot shows a "Booking summary" page. It features the skillet logo and the text "Ons Dorp Retirement Village", "Ons Dorp", and "Maintenance - Other (if not specified in list)". The address is "36 McLeod Road, Henderson, Auckland 0612, New Zealand". The recipient is "Myself". The job size is "Request inspection" and the number of staff is "1". The booking date is "MONDAY 15/08/2022 09:00 AM". At the bottom are "Back" and "Confirm booking" buttons.



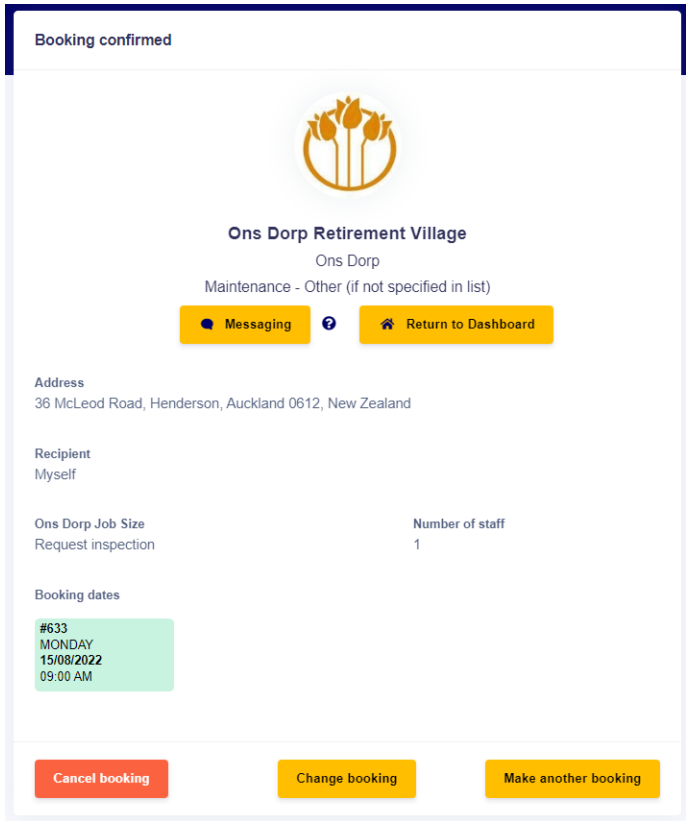
After you have confirmed your booked job you will receive a confirmation in your email inbox.

Return to Dashboard takes you to the beginning to book a another job.

Messaging if you need to add anything else to the job select **Messaging** and type your requirements here.

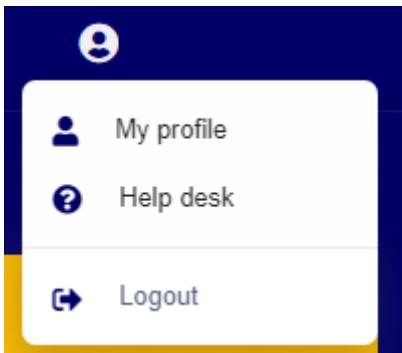
If you need to

Cancel, change or make another booking
Please select any of the buttons as pictured and follow the requests on screen.



When you have finished with **AccessMaps (Skillet)** you can log out.

Select the top right of your screen click and select **log out**





Do you use a mobile phone? Already have a log in and password?

You can do exactly the same thing on your mobile phone by using the **QR code** below to get **AccessMaps (Skillet)**. **Handy Hint:** Bookmark **AccessMaps (Skillet)** – then you only have to do this once.



Use the camera on your phone, hover over the **QR code** (don't take a photo).

At the top of your mobile screen you should get the prompt shown (left), select this and Skillet will open automatically in your web browser.

NB: If you don't get a website **QR Code** prompt your phone may not support the web browser Safari.

If this doesn't work and you still want **AccessMaps (Skillet)** on your phone and have the internet, go to the web browser and type in **<https://app.accessmaps.co.nz/login/>**