

## **Park-in-Spot App - Driver Documentation**

### **1. Scan for License Plate in a Property**

- a. Click Select Property Button
- b. Click on the Property from the List
- c. Enter License Plate in the field under License Plate Number Label
- d. Click on Find Plate Button
- e. Green is Good and Red is Bad

### **2. Create New Enforcement Action**

- a. Click Select Property Button
- b. Click on the Property from the List
- c. Click Enforce Button (You can also click the plus icon in the Enforcement Actions List)
- d. Fill Out Form Details
  - i. The first 2 are dropdown buttons
  - ii. Include Images and Notes for Proof
- e. Click on Enforce Button

### **3. Review Enforcement Actions**

- a. Click Select Property Button
- b. Click on the Property from the List
- c. Click Enforcement Actions Button
- d. Click on the Violation from the List

### **4. Review Active Boots**

- a. Click Boots Button
- b. Click on the Vehicle from the List
  - i. This list is global, so it shows all communities.

### **5. Log Payment for Active Boot**

- a. Click Boots Button
- b. Click on the Vehicle from the List
  - i. This list is global, so it shows all communities.
- c. Click Log Payment Button
- d. Fill out details.
- e. Click on Log Payment

## **6. Log Removal for Active Boot**

- a. Click Boots Button
- b. Click on the Vehicle from the List
  - i. This list is global, so it shows all communities.
- c. Click Log Removal Button
- d. Fill out details.
- e. Click on Log Removal