**Park-in-Spot App - Manager Documentation**

1. **Create New Property Manager**
   1. Click Property Managers Button
   2. Click Plus Icon
   3. Fill Out Form Details
   4. Password must have 8+ Characters
      1. Must Contain 1 Uppercase Letter, 1 Lowercase Latter and 1 Symbol.
   5. Click on Add Property Manager Button
2. **Edit Existing Property Manager**
   1. Click Property Managers Button
   2. Click on the Property Manager from the List
   3. Click on Pencil Icon
   4. Modify Form Details
   5. Password will not Change Unless the Field is Filled in.
   6. Password must have 8+ Characters
      1. Must Contain 1 Uppercase Letter, 1 Lowercase Latter and 1 Symbol.
   7. Click on Save Changes Button
3. **Create New Resident**
   1. Click Residents Button
   2. Click Plus Icon
   3. Fill Out Form Details
   4. Password must have 8+ Characters
      1. Must Contain 1 Uppercase Letter, 1 Lowercase Latter and 1 Symbol.
   5. Click on Add Resident Button
4. **Edit Existing Resident**
   1. Click Residents Button
   2. Click on the Resident from the List
   3. Click on Pencil Icon
   4. Modify Form Details
   5. Password will not Change Unless the Field is Filled in.
   6. Password must have 8+ Characters
      1. Must Contain 1 Uppercase Letter, 1 Lowercase Latter and 1 Symbol.
   7. Click on Save Changes Button
5. **Create New Resident Vehicle**
   1. Click Residents Button
   2. Select Resident by Name (Use Search if the List is Long)
   3. Click Vehicle Icon
   4. Click Plus Icon
   5. Fill Out Form Details
   6. Click on Add Vehicle Button
6. **Edit Existing Vehicle**
   1. Click Residents Button
   2. Select Resident by Name (Use Search if the List is Long)
   3. Click Vehicle Icon
   4. Select Vehicle from the List (Can Also Select from Main Resident Vehicles Page)
   5. Click Pencil Icon
   6. Modify Form Details
   7. Click on Save Changes Button
7. **Add a Guest to a Resident’s Guest List**
   1. Click Residents Button
   2. Select Resident by Name (Use Search if the List is Long)
   3. Click Person Icon
   4. Click Plus Icon
   5. Fill Out Form Details
   6. Click on Add Guest Button
8. **Modify/Delete a Guest on a Resident’s Guest List**
   1. Click Residents Button
   2. Select Resident by Name (Use Search if the List is Long)
   3. Click Person Icon
   4. Select Guest by Name (Can Also Select from Main Guests Page)
   5. Click Pencil Icon
   6. Modify Form Details
   7. Click on Save Changes Button
9. **Add a Vehicle to a Resident’s Guest Profile**
   1. Click Residents Button
   2. Select Resident by Name (Use Search if the List is Long)
   3. Click Person Icon
   4. Select Guest by Name (Use Search if the List is Long)
   5. Click Vehicle Icon
   6. Click Plus Icon
   7. Fill Out Form Details
   8. Click on Add Vehicle Button
10. **Modify a Vehicle on a Resident’s Guest Profile**
    1. Click Residents Button
    2. Select Resident by Name (Use Search if the List is Long)
    3. Click Person Icon
    4. Select Guest by Name (Use Search if the List is Long)
    5. Click Vehicle Icon
    6. Select Vehicle
    7. Click Pencil Icon
    8. Modify Form Details
    9. Click on Save Changes Button
11. **Create a Parking Permit for a Resident’s Guest’s Vehicle**
    1. Click Residents Button
    2. Select Resident by Name (Use Search if the List is Long)
    3. Click Person Icon
    4. Select Guest by Name (Use Search if the List is Long)
    5. Click Vehicle Icon
    6. Select Vehicle from List
    7. Click on Permit Icon
    8. Click Plus Icon
    9. Fill Out Start Date and End Date Fields
    10. Click on Add Permit Button
12. **Modify a Parking Permit for a Resident’s Guest’s Vehicle**
    1. Click Residents Button
    2. Select Resident by Name (Use Search if the List is Long)
    3. Click Person Icon
    4. Select Guest by Name (Use Search if the List is Long)
    5. Click Vehicle Icon
    6. Select Vehicle from List
    7. Click on Permit Icon
    8. Select Permit from List
    9. Click Plus Icon
    10. Modify Start Date and End Date Fields
    11. Click on Save Changes Button
13. **Modify Property Rules**
    1. Click Rules Button
    2. Click Pencil Icon
    3. Modify Form Details
    4. Click on Save Changes Button
14. **Enforcement Actions Button**
    1. To view all enforcement action in that property