

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

### **1. Create New Property Manager**

- a. Click Property Managers Button
- b. Click Plus Icon
- c. Fill Out Form Details
- d. Password must have 8+ Characters
  - i. Must Contain 1 Uppercase Letter, 1 Lowercase Letter and 1 Symbol.
- e. Click on Add Property Manager Button

### **2. Edit Existing Property Manager**

- a. Click Property Managers Button
- b. Click on the Property Manager from the List
- c. Click on Pencil Icon
- d. Modify Form Details
- e. Password will not Change Unless the Field is Filled in.
- f. Password must have 8+ Characters
  - i. Must Contain 1 Uppercase Letter, 1 Lowercase Letter and 1 Symbol.
- g. Click on Save Changes Button

### **3. Create New Resident**

- a. Click Residents Button
- b. Click Plus Icon
- c. Fill Out Form Details
- d. Password must have 8+ Characters
  - i. Must Contain 1 Uppercase Letter, 1 Lowercase Letter and 1 Symbol.
- e. Click on Add Resident Button

### **4. Edit Existing Resident**

- a. Click Residents Button
- b. Click on the Resident from the List
- c. Click on Pencil Icon
- d. Modify Form Details
- e. Password will not Change Unless the Field is Filled in.
- f. Password must have 8+ Characters
  - i. Must Contain 1 Uppercase Letter, 1 Lowercase Letter and 1 Symbol.
- g. Click on Save Changes Button

**5. Create New Resident Vehicle**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Vehicle Icon
- d. Click Plus Icon
- e. Fill Out Form Details
- f. Click on Add Vehicle Button

**6. Edit Existing Vehicle**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Vehicle Icon
- d. Select Vehicle from the List (Can Also Select from Main Resident Vehicles Page)
- e. Click Pencil Icon
- f. Modify Form Details
- g. Click on Save Changes Button

**7. Add a Guest to a Resident's Guest List**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Person Icon
- d. Click Plus Icon
- e. Fill Out Form Details
- f. Click on Add Guest Button

**8. Modify/Delete a Guest on a Resident's Guest List**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Person Icon
- d. Select Guest by Name (Can Also Select from Main Guests Page)
- e. Click Pencil Icon
- f. Modify Form Details
- g. Click on Save Changes Button

**9. Add a Vehicle to a Resident's Guest Profile**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Person Icon
- d. Select Guest by Name (Use Search if the List is Long)
- e. Click Vehicle Icon
- f. Click Plus Icon
- g. Fill Out Form Details
- h. Click on Add Vehicle Button

**10. Modify a Vehicle on a Resident's Guest Profile**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Person Icon
- d. Select Guest by Name (Use Search if the List is Long)
- e. Click Vehicle Icon
- f. Select Vehicle
- g. Click Pencil Icon
- h. Modify Form Details
- i. Click on Save Changes Button

**11. Create a Parking Permit for a Resident's Guest's Vehicle**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Person Icon
- d. Select Guest by Name (Use Search if the List is Long)
- e. Click Vehicle Icon
- f. Select Vehicle from List
- g. Click on Permit Icon
- h. Click Plus Icon
- i. Fill Out Start Date and End Date Fields
- j. Click on Add Permit Button

## **12. Modify a Parking Permit for a Resident's Guest's Vehicle**

- a. Click Residents Button
- b. Select Resident by Name (Use Search if the List is Long)
- c. Click Person Icon
- d. Select Guest by Name (Use Search if the List is Long)
- e. Click Vehicle Icon
- f. Select Vehicle from List
- g. Click on Permit Icon
- h. Select Permit from List
- i. Click Plus Icon
- j. Modify Start Date and End Date Fields
- k. Click on Save Changes Button

## **13. Modify Property Rules**

- a. Click Rules Button
- b. Click Pencil Icon
- c. Modify Form Details
- d. Click on Save Changes Button

## **14. Enforcement Actions Button**

- a. To view all enforcement action in that property