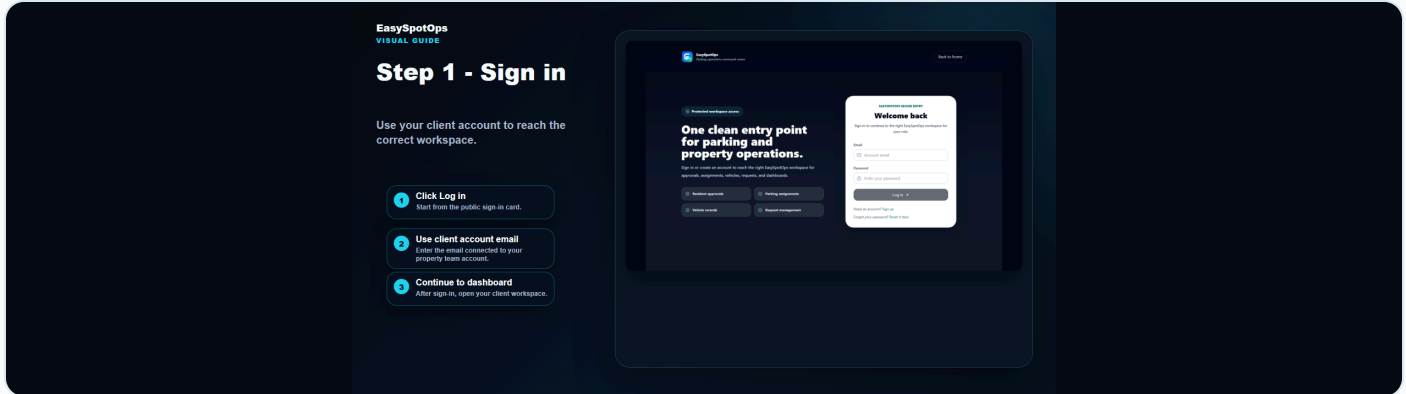


EasySpotOps Client Quick Start

A visual daily workflow guide for property teams managing residents, vehicles, requests, and parking assignments.

Step 1 - Sign in



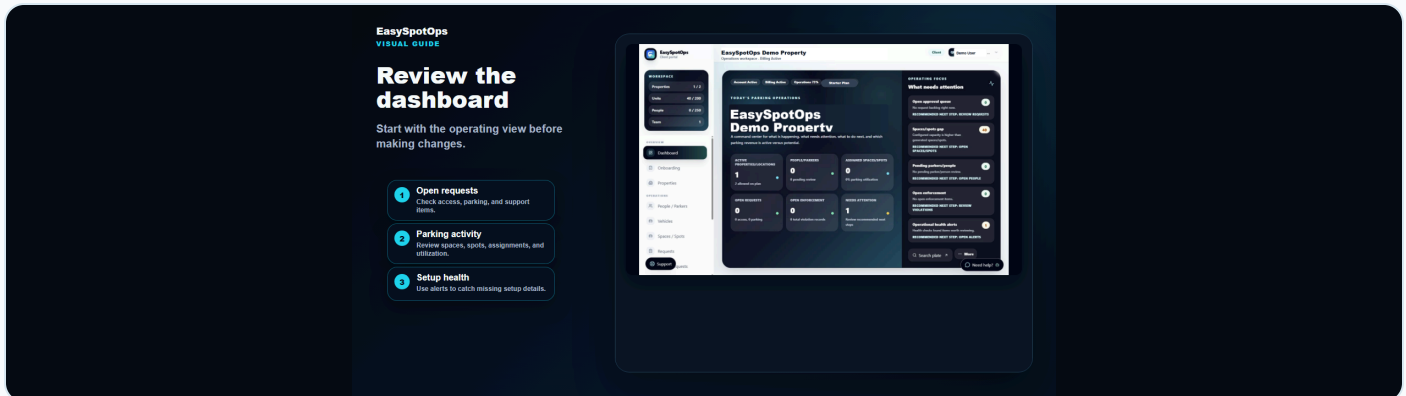
Look for this
Secure EasySpotOps sign-in page.

What to click
Log in and use the client account email.

What happens next
Continue to the client dashboard.

Helps you securely access the correct EasySpotOps workspace.

Step 2 - Review the dashboard



Look for this
Open requests, parking activity, available spots, and setup health.

What to click
Open the item that needs attention first.

What happens next
Move to requests, residents, vehicles, or parking.

Gives the daily operating picture before changes are made.

Step 3 - Review residents and access requests

EasySpotOps
VISUAL GUIDE

Requests and approvals

Review open items and decide the safest next action.

- 1 Pending request**
Open the queue before approving access.
- 2 Review details**
Confirm property, person, vehicle, and notes.
- 3 Update status**
Approve, reject, close, or follow up after review.

Alerts and operational health

All active alerts

Parking rule details page for example

Look for this

Pending request, review details, and decision status.

What to click

Open the pending request and review the person, property, notes, and vehicle details.

What happens next

Approve only when the person belongs to the property or location.

Keeps property access controlled and organized.

Step 4 - Check vehicles

EasySpotOps
VISUAL GUIDE

Check vehicles

Use demo-safe vehicle records to confirm status before assignment.

- 1 License plate/state**
Use sample or verified details only.
- 2 Vehicle status**
Resolve pending issues before assigning parking.
- 3 Connected resident**
Confirm the vehicle belongs to the right person.

Check vehicles

Demo-safe example. No private resident, vehicle, billing, or account details.

- 01 Sample plate**
DEMO-123, Sample State. Use complete plate details for review.
- 02 Vehicle status**
Approved, pending review, rejected, or inactive.
- 03 Connected person**
Vehicle is tied to the approved resident or parker.
- 04 Ready for assignment**
Only clear records should drive parking decisions.

Look for this

Plate/state, vehicle status, and connected person.

What to click

Open the vehicle record before assigning parking.

What happens next

Resolve missing or unclear vehicle information.

Makes parking assignment decisions more reliable.

Step 5 - Assign parking

Assign parking

Connect the right person and vehicle to an available space or spot.

- Available spot**
Confirm the space is open.
- Assigned resident**
Pick the correct approved person.
- Linked vehicle**
Attach the vehicle when enabled.

Assign parking

Demo-safe example. No private resident, vehicle, billing, or account details.

- 01 Available spot**
Sample Spot A-12 is open and ready for assignment.
- 02 Assigned person**
Demo Resident is approved for this property.
- 03 Linked vehicle**
DEMO-123 is connected to the person.
- 04 Confirm assignment**
Save and recheck the parking view.

Look for this

Available spot, assigned person, linked vehicle, and confirmation.

What to click

Select an available space or spot.

What happens next

Confirm the assignment appears in the parking view.

Connects the right person and vehicle to the right parking space or spot.

Step 6 - Check requests daily

Requests and approvals

Review open items and decide the safest next action.

- Pending request**
Open the request before approving access.
- Review details**
Confirm property, person, vehicle, and notes.
- Update status**
Approve, reject, close, or follow up after review.

Alerts and operational health

All active alerts

Look for this

Open requests and review status.

What to click

Update or close requests after action is taken.

What happens next

Keep the queue clean for the next operating day.

Prevents access, vehicle, and parking items from getting lost.

Best Daily Habit

Start each day with the dashboard, then move through requests, residents, vehicles, and parking assignments in that order.

Thank you for using EasySpotOps.