

**EASYSPOTOPS**

# EasySpotOps Client User Manual

Visual guide for clients, property managers, owners, and operations teams managing parking operations.

**Parking Operations Made Simple**

# Visual Step-by-Step Guide

1. Welcome - what EasySpotOps does
2. Sign in
3. Client dashboard overview
4. Managing residents and parkers
5. Reviewing access requests
6. Approving or rejecting residents
7. Managing vehicles
8. Managing parking spots
9. Assigning parking
10. Requests and communication
11. Billing/account status overview
12. Troubleshooting

Each section includes a public-safe screenshot or illustrated EasySpotOps product card, short callouts, and beginner-friendly guidance.

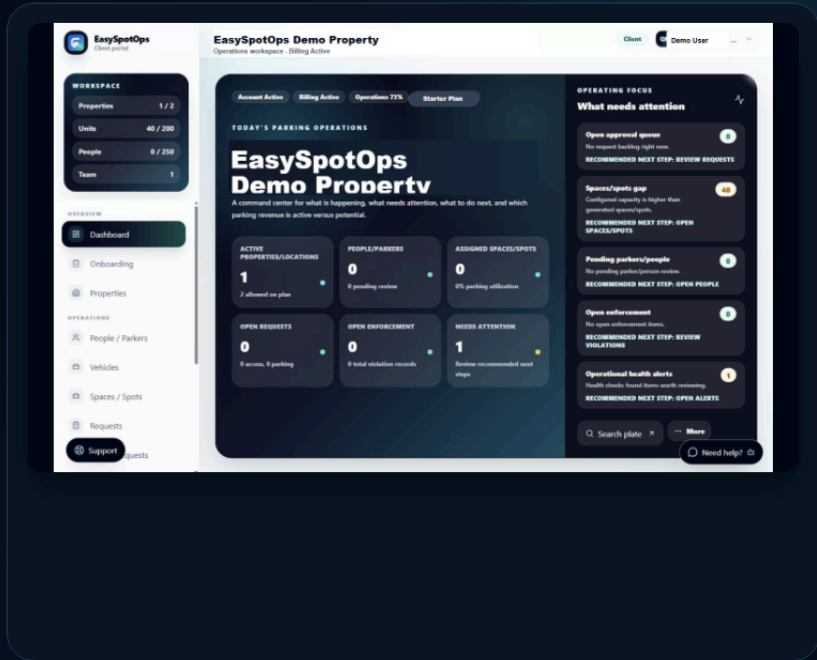
# Welcome - what EasySpotOps does

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VISUAL GUIDE

## Review the dashboard

Start with the operating view before making changes.

- 1 Open requests**  
Check access, parking, and support items.
- 2 Parking activity**  
Review spaces, spots, assignments, and utilization.
- 3 Setup health**  
Use alerts to catch missing setup details.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Look for the workspace overview and operating focus.

### What to click

Use one system for people, vehicles, requests, and parking assignments.

### What happens next

Start with clean records before making parking changes.

EasySpotOps helps properties and locations manage parking operations in one clean system. It supports property managers, owners, and operations teams that need one place for access review, vehicles, requests, spaces or spots, and assignments.

Use the dashboard first, then move into the area that needs action. This keeps daily work consistent and easier to audit.

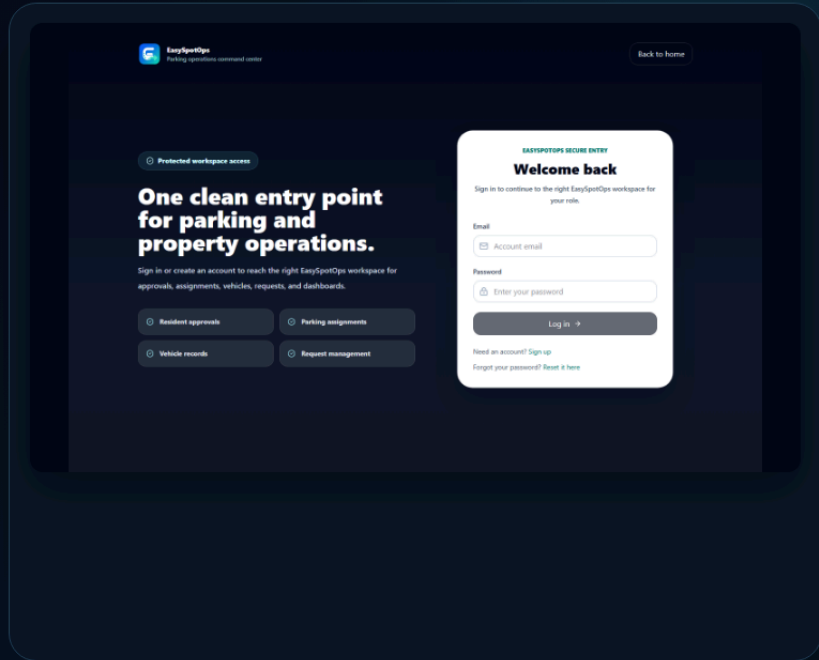
# Sign in

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## Step 1 - Sign in

Use your client account to reach the correct workspace.

- 1 Click Log in**  
Start from the public sign-in card.
- 2 Use client account email**  
Enter the email connected to your property team account.
- 3 Continue to dashboard**  
After sign-in, open your client workspace.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Click Log in from the public sign-in screen.

### What to click

Use the email connected to your client account.

### What happens next

Open the correct client workspace after sign-in.

If you manage more than one property or location, confirm you are viewing the correct one before approving access, changing vehicles, or assigning parking.

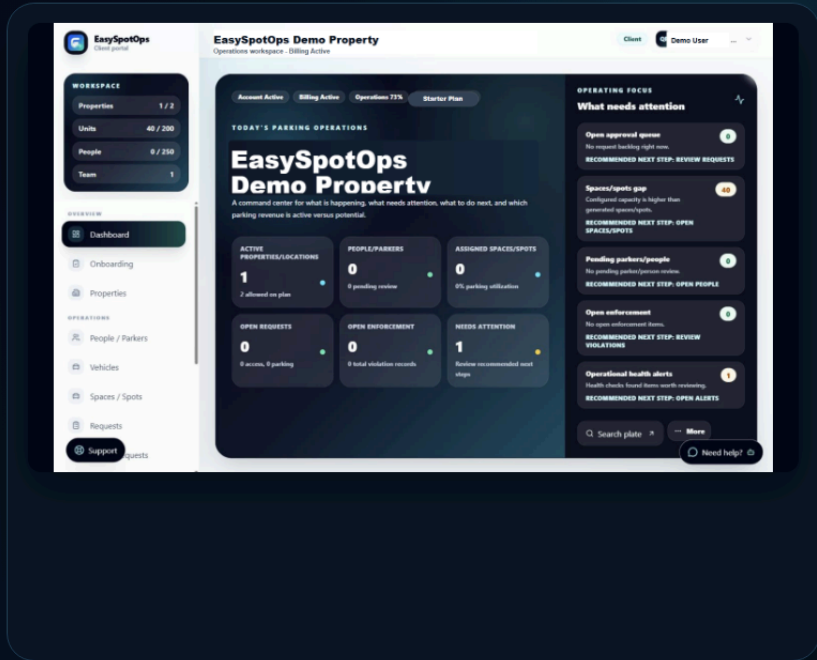
# Client dashboard overview

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## Review the dashboard

Start with the operating view before making changes.

- 1 Open requests**  
Check access, parking, and support items.
- 2 Parking activity**  
Review spaces, spots, assignments, and utilization.
- 3 Setup health**  
Use alerts to catch missing setup details.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Review setup health and operating focus.

### What to click

Check open requests and parking activity.

### What happens next

Open spaces/spots, vehicles, or people from the dashboard.

The dashboard is your daily parking operations home base. It helps you see open items, active assignments, available spaces or spots, request activity, and account status.

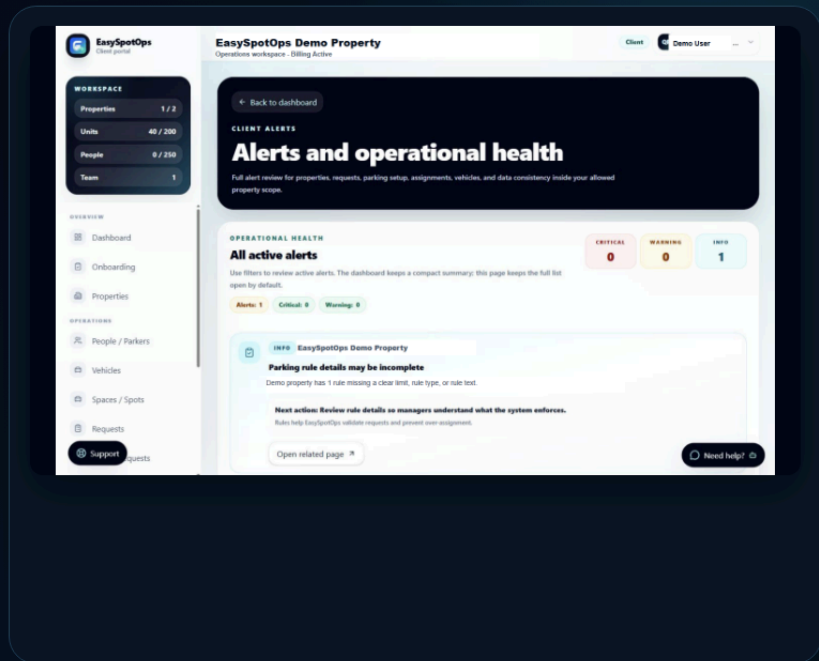
# Managing residents and parkers

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## 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.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Search by person, property, unit/account, vehicle, or status.

### What to click

Open the detail view before taking action.

### What happens next

Keep people records current before assigning parking.

The people area helps you review residents, parkers, guests, staff, customers, owners, vendors, or other assigned users connected to a property or location.

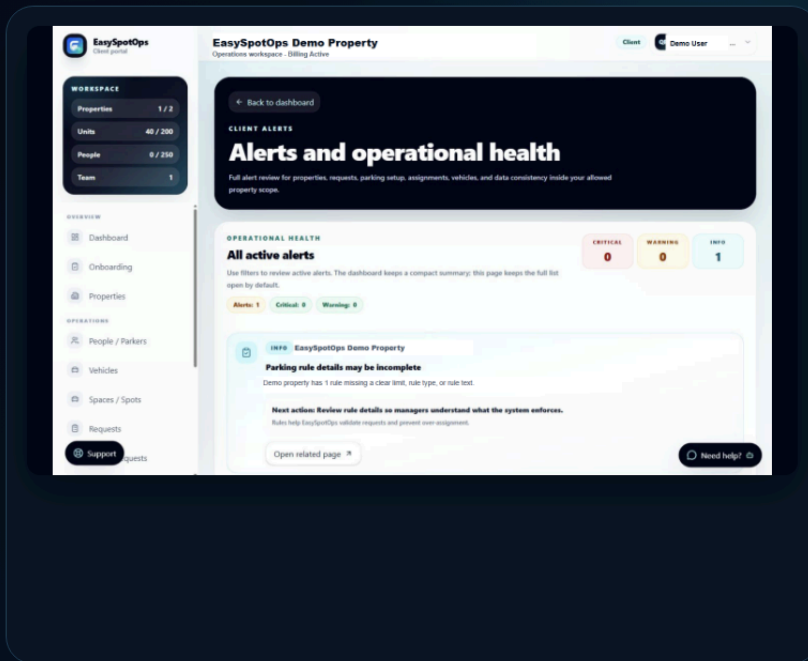
# Reviewing access requests

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## Requests and approvals

Review open items and decide the safest next action.

- 1 Pending request**  
Open the queue before approving access.
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Approve, reject, close, or follow up after review.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Open new or pending requests first.

### What to click

Confirm property, person, notes, and vehicle details.

### What happens next

Contact the person if something is unclear.

Access requests are submitted when someone asks to connect to a property. Review the request against your property records before making a decision.

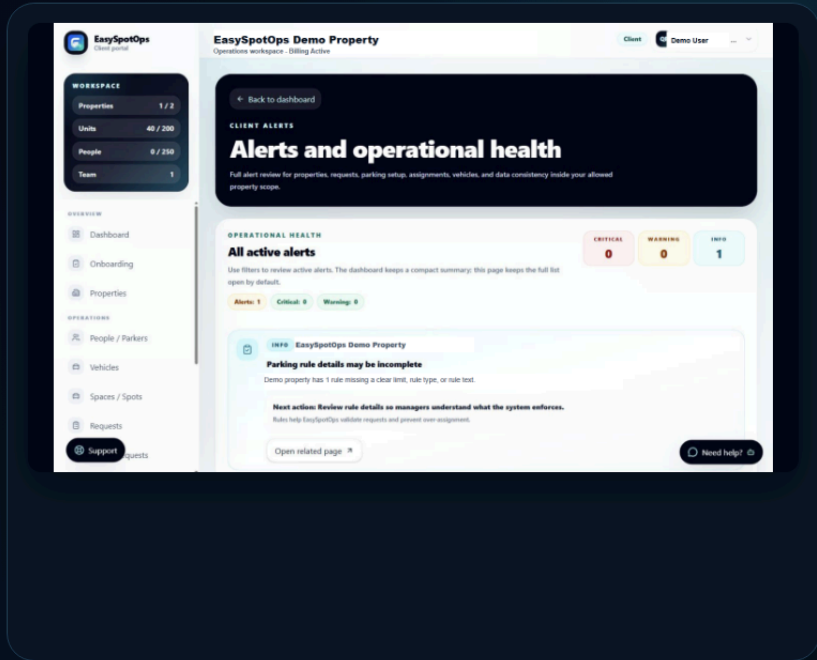
# Approving or rejecting residents

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## Requests and approvals

Review open items and decide the safest next action.

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Confirm property, person, vehicle, and notes.
- 3 Update status**  
Approve, reject, close, or follow up after review.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

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

### What to click

Reject requests that do not match your records.

### What happens next

Ask for corrected information when details are missing.

Approval gives the person access to the property workflow. Rejection closes the request and prevents the connection from becoming active.

# Managing vehicles

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## 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 items 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.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

#### Look for this

Check plate and state details.

#### What to click

Review status before parking assignment.

#### What happens next

Confirm the vehicle is connected to the right person.

Vehicle records may include plate, state, year, make, model, color, connected person, property or location, and review status. Do not assign parking until the vehicle record is clear enough for daily operations.

# Managing parking spots

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## Assign parking

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

**1 Available spot**  
Confirm the space is open.

**2 Assigned resident**  
Pick the correct approved person.

**3 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.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Review total, available, and assigned spaces or spots.

### What to click

Use spot labels, areas, or sections if enabled.

### What happens next

Keep unavailable spots out of assignment decisions.

The parking area is where teams review capacity, availability, and assignments. Confirm the correct property or location before changing spots.

# Assigning parking

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## Assign parking

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

**1 Available spot**  
Confirm the space is open.

**2 Assigned resident**  
Pick the correct approved person.

**3 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.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Confirm the person is approved and active.

### What to click

Select an available space or spot.

### What happens next

Link the vehicle when that option is enabled.

Parking assignment connects an approved person and, when available, a vehicle to a parking space or spot. Recheck the parking view after saving.

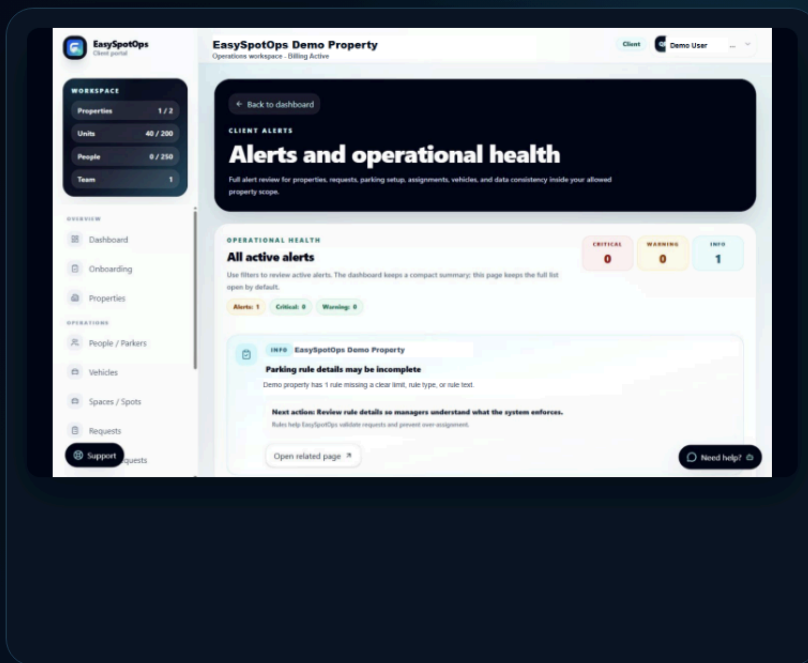
# Requests and communication

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## Requests and approvals

Review open items and decide the safest next action.

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Confirm property, person, vehicle, and notes.
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Approve, reject, close, or follow up after review.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Check open access, parking, vehicle, and support requests.

### What to click

Use status to prioritize review.

### What happens next

Close or update requests after action.

Requests help teams track work that needs review. Check the request queue daily so access and parking items do not get lost.

## Billing/account status overview

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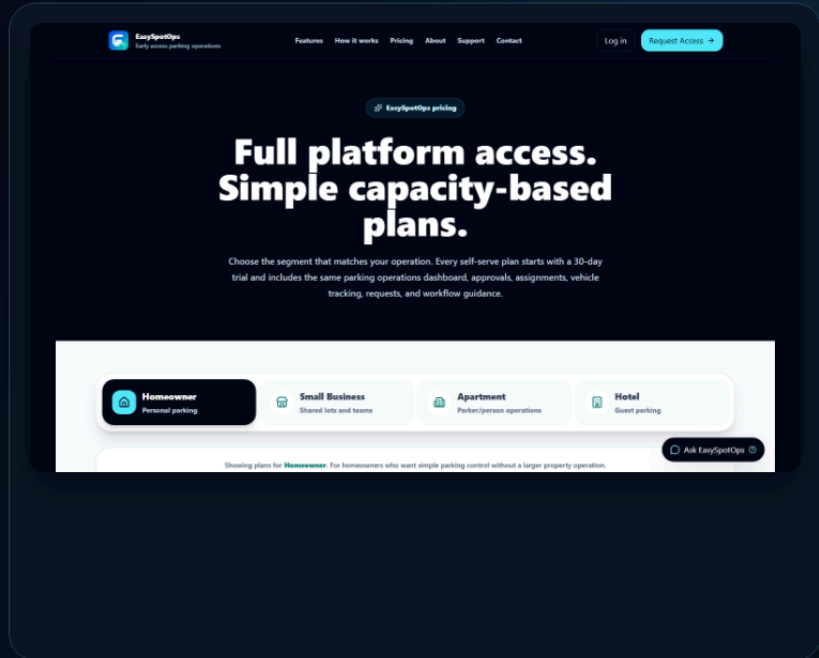
### Billing overview

Use client-facing account status only.  
No card or bank information is shown.

**1 Plan overview**  
Review public plan and capacity information.

**2 Account status**  
Confirm whether the account is active.

**3 Safe billing actions**  
Use only client-facing account pages.



Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

#### Look for this

Use client-facing account status only.

#### What to click

Look for active account status or plan information.

#### What happens next

No card or bank information is shown in this guide.

Billing and account status should be reviewed only from the client-facing account page. Contact the account owner or EasySpotOps support when account status needs follow-up.

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## Need help?

Contact your property team when the status needs attention.

**1 Pending too long**  
Follow up with your property team.

**2 Vehicle info wrong**  
Submit corrected details.

**3 Assignment missing**  
Ask about availability and status.

## Need help?

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

01

### Pending too long

Ask your property team to review your request.

02

### Rejected request

Submit corrected information if allowed.

03

### Vehicle info wrong

Update or request a vehicle change.

04

### Assignment missing

Ask if parking is available for your property.

Screenshot or illustrated EasySpotOps product card with demo-safe sample data.

### Look for this

Check whether the request is pending, approved, rejected, expired, or disconnected.

### What to click

Verify property, person, vehicle, and spot details.

### What happens next

Contact support when the issue cannot be resolved in the workflow.

Most issues are resolved by confirming the correct property/location, reviewing the person and vehicle records, and checking the request status before assigning parking.

## Thank you for using EasySpotOps.