

About this guide

Steps to **activate** the renter user linked to your unit, **edit** their details, and use **Send data to renter** so they receive their username and password by email.

The renter menu is available to **owners** when your community enables it. The in-app label may show “Desactivate” for deactivation (wording from the product).

BEFORE YOU START

- You are signed in as **owner (PRO)** and the side menu shows **Renter** (see session notes in the e2e README).
- You have a valid email for the renter if you plan to send credentials (you can add it when editing).
- The automated test deactivates the renter at the end when possible so Firestore is left without an active renter for the next run.

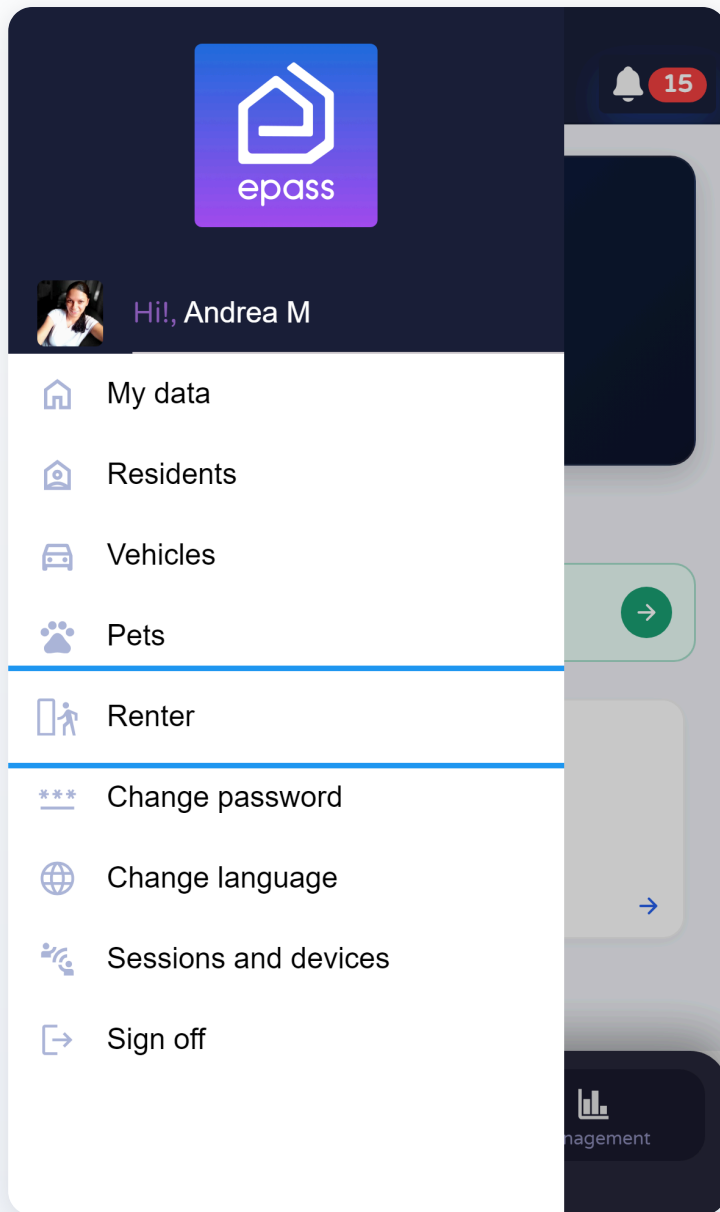
WHAT YOU WILL DO

Open **Renter**, confirm **activation** when the list is empty, then use the card menu for **Edit**, **Deactivate**, or **Send data to renter**.

STEPS

STEP 1 Open the menu and tap Renter

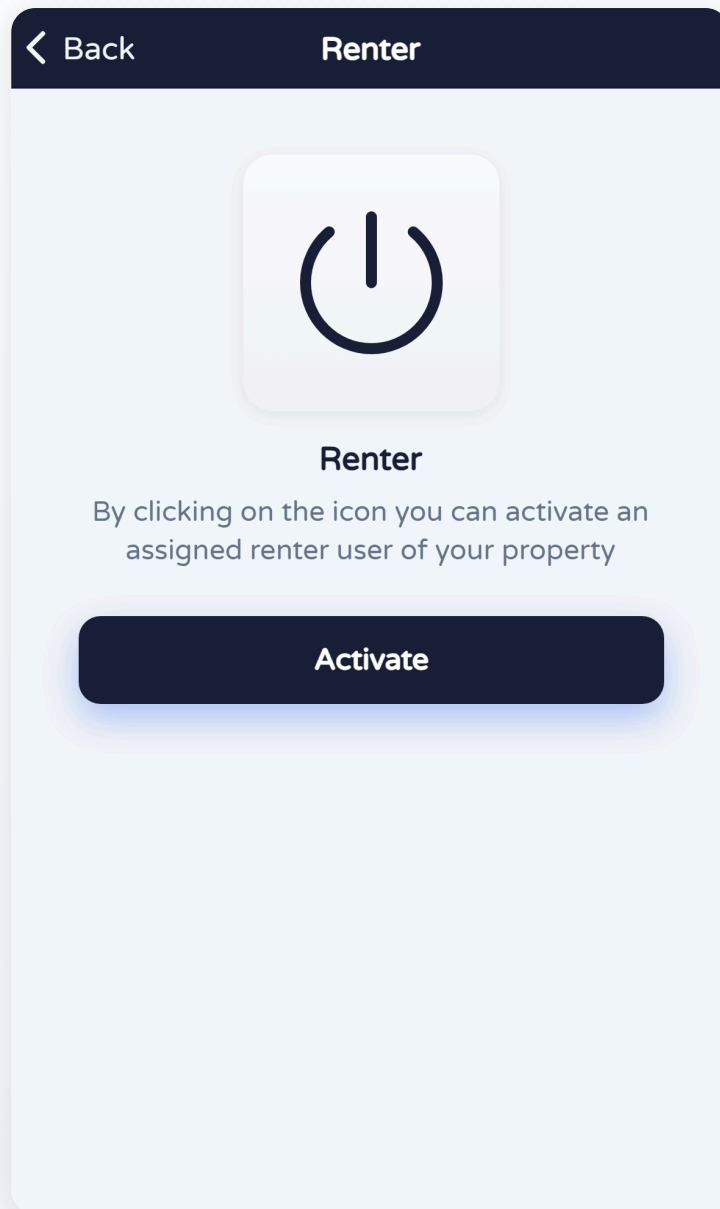
From **Home**, open the **side menu** and tap **Renter** (icon).



Side menu — Renter

STEP 2 Renter screen (empty state)

If no renter is active, you see a hint and an **Activate** button. If one is already active, deactivate it first (card menu → **Deactivate**) to return to this state for documentation.

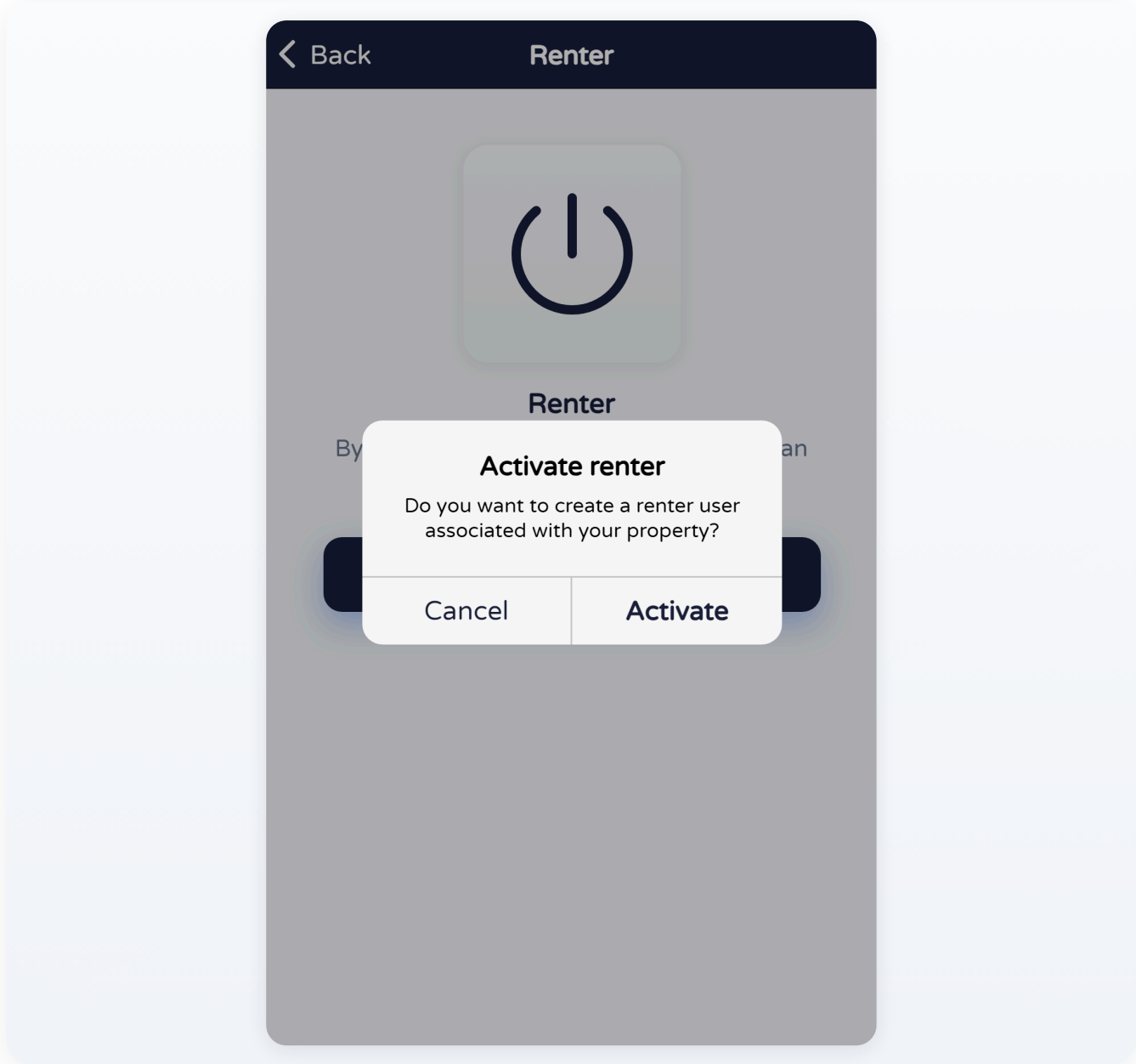


Renter — empty state

STEP 3 Confirm activation

Tap **Activate**. A confirmation dialog explains that a renter user will be created for your property. You can **Cancel** or confirm **Activate**. The app generates a temporary numeric password stored in EPASS.

After confirming, a success message appears ("Activated user" or "Information saved" depending on whether the record already existed).

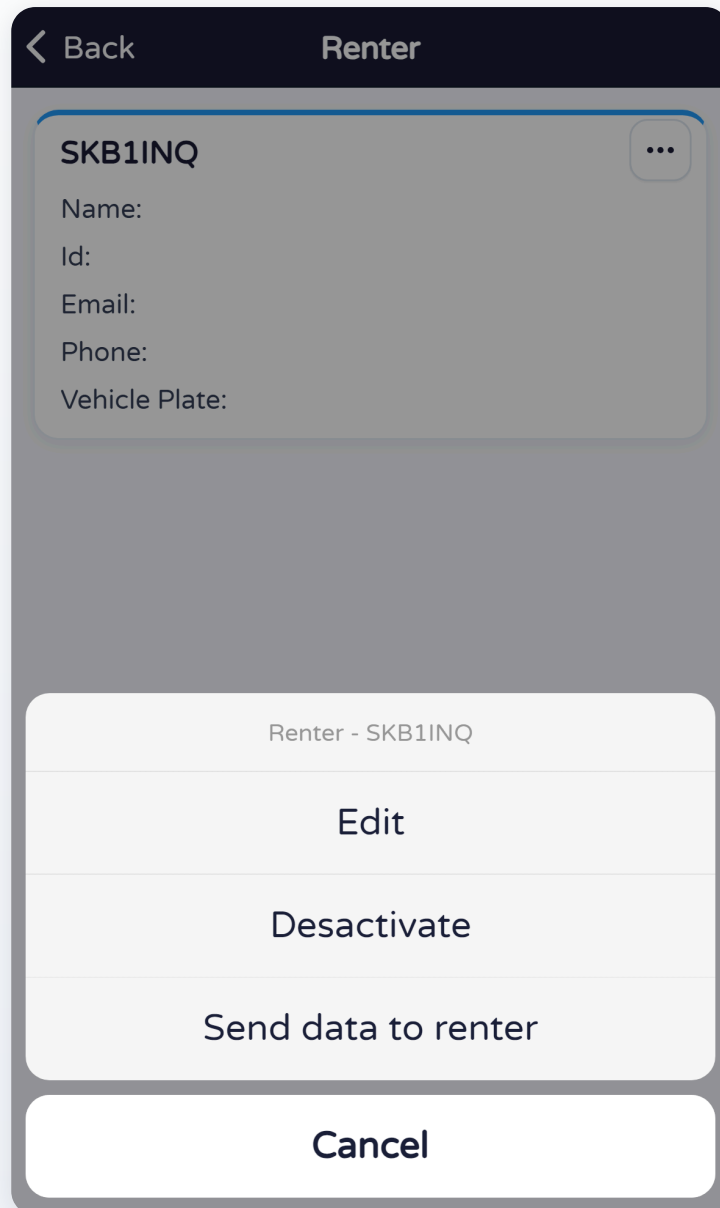


Activate renter — confirmation

STEP 4 Card menu: Edit, Deactivate, Send data

Tap the renter **card** or the **⋮** button. The sheet offers **Edit**, **Deactivate** (hides the active renter), and **Send data to renter** (email with credentials).

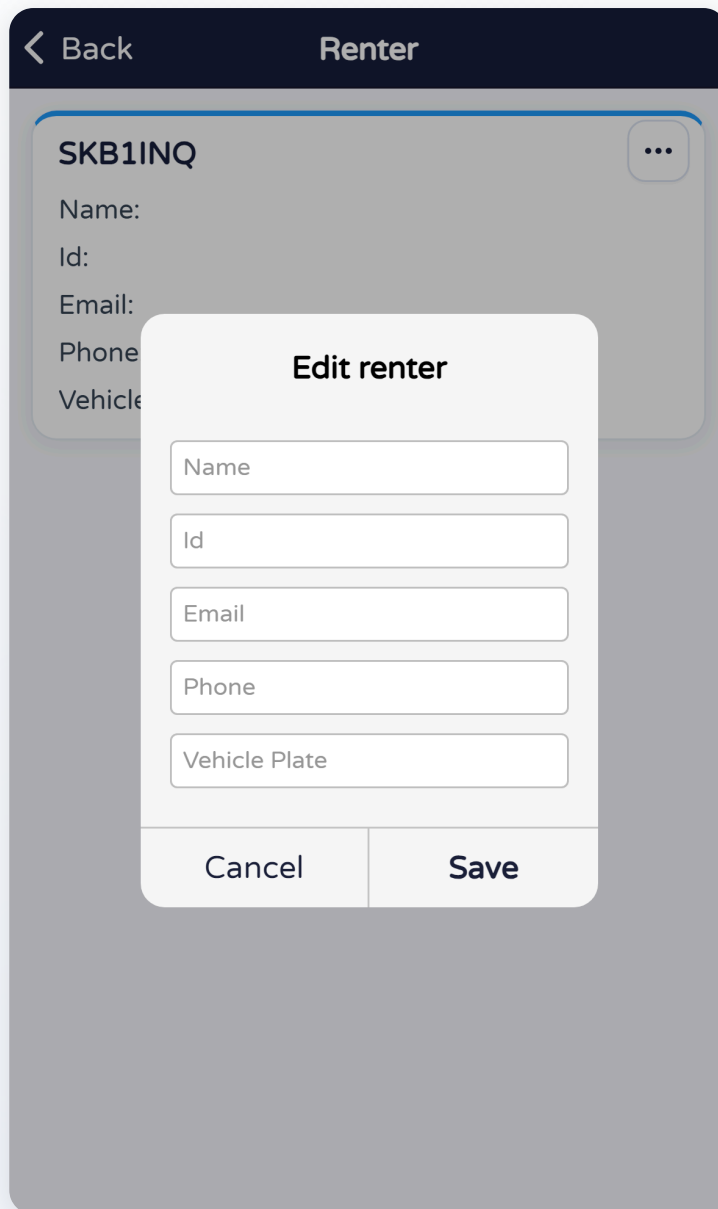
Screenshots may show a blue outline — that highlight is only for the manual.



Action sheet — options

STEP 5 Edit renter

Choose **Edit** to change name, ID, email, phone, and vehicle plate. Confirm with **Save** or cancel without saving.



The image shows a mobile application interface. At the top, there is a dark blue header with a back arrow and the text 'Back' on the left, and 'Renter' in the center. Below the header is a card for a renter with the ID 'SKB1INQ'. The card lists fields for Name, Id, Email, Phone, and Vehicle Plate. A modal dialog titled 'Edit renter' is overlaid on top of the card. This dialog contains five text input fields, one for each field listed on the card: Name, Id, Email, Phone, and Vehicle Plate. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Save' on the right.

Edit renter — form

SENDING LOGIN DETAILS (“SEND DATA TO RENTER”)

- **What it does:** queues an email (via the project’s mail integration) that includes the renter **username** and **password** and links to download EPASS on Android and iOS. The message is bilingual (English/Spanish) in the template.
- **Requirements:** the renter must have an **email** saved; otherwise the app shows an error asking you to complete it in **Edit** first.
- **Security:** treat the email as confidential. It is not the same flow as “Forgot password” on the login screen — it sends the current credentials stored for the renter user.



Thank you for using EPASS

Help guide for managing the renter from the side menu.