

About this guide

Steps to **add, edit, or delete** pet records linked to your unit from the side menu.

Your community may limit how many pets you can register; if saving fails, read the message on screen.

BEFORE YOU START

- You are signed in to EPASS with a profile that shows **Pets** in the menu (typically **owner** flows).
- You have the pet name and details you want to register at hand.
- The automated screenshots use a temporary test name and remove it at the end when possible.

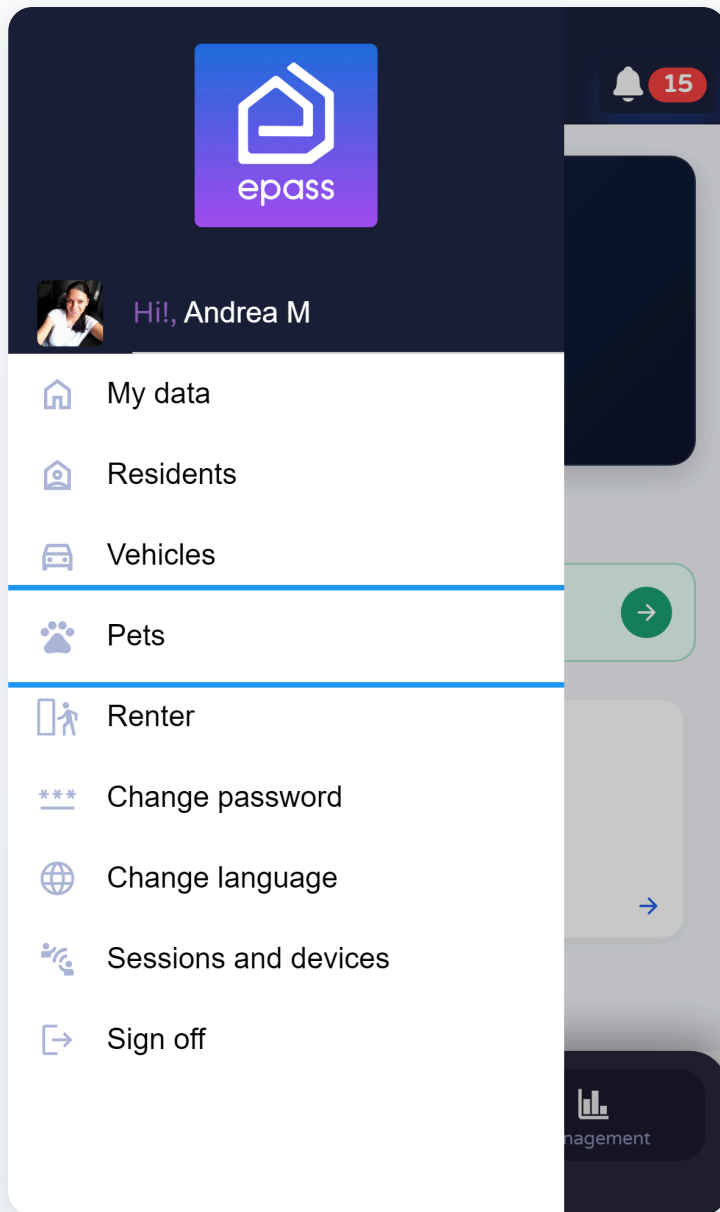
WHAT YOU WILL DO

Open **Pets** from the menu, use **Add** to create an entry, and use the card menu to **edit** or **delete**.

STEPS

STEP 1 Open the menu and tap Pets

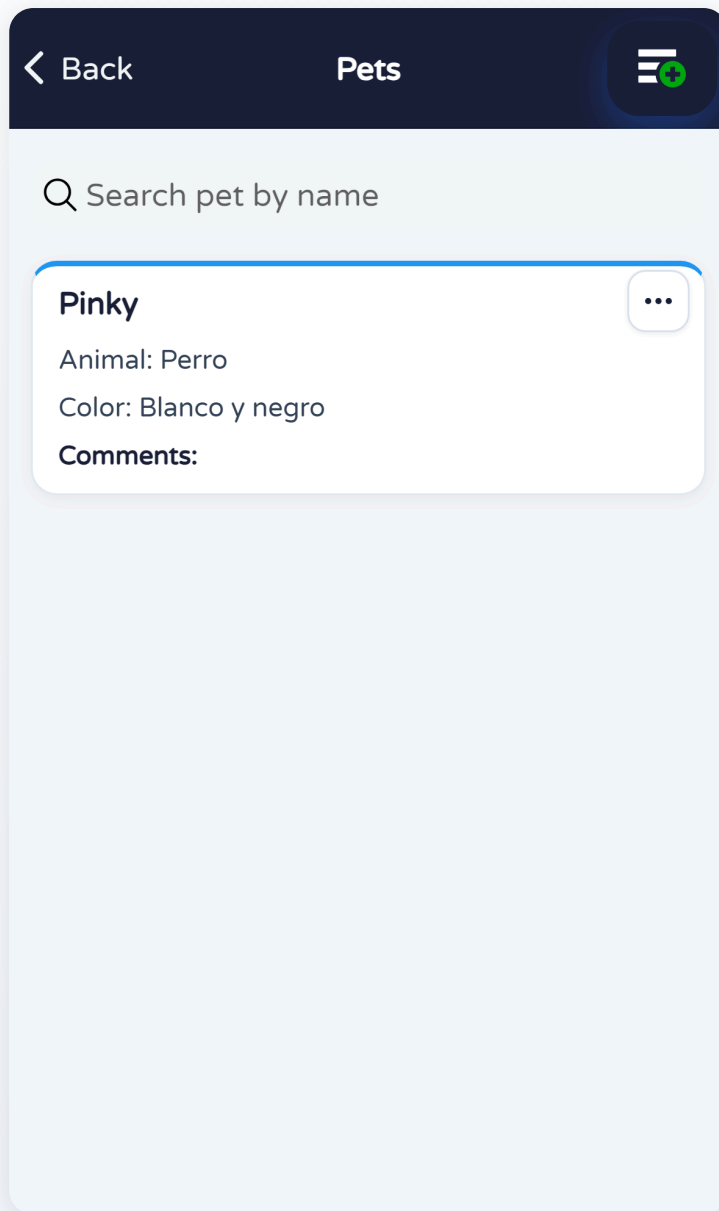
From **Home**, open the **side menu** and tap **Pets** (pet icon).



Side menu — Pets

STEP 2 Review the Pets screen

The screen lists registered pets with search by name. Use the + button in the header to add a new pet.

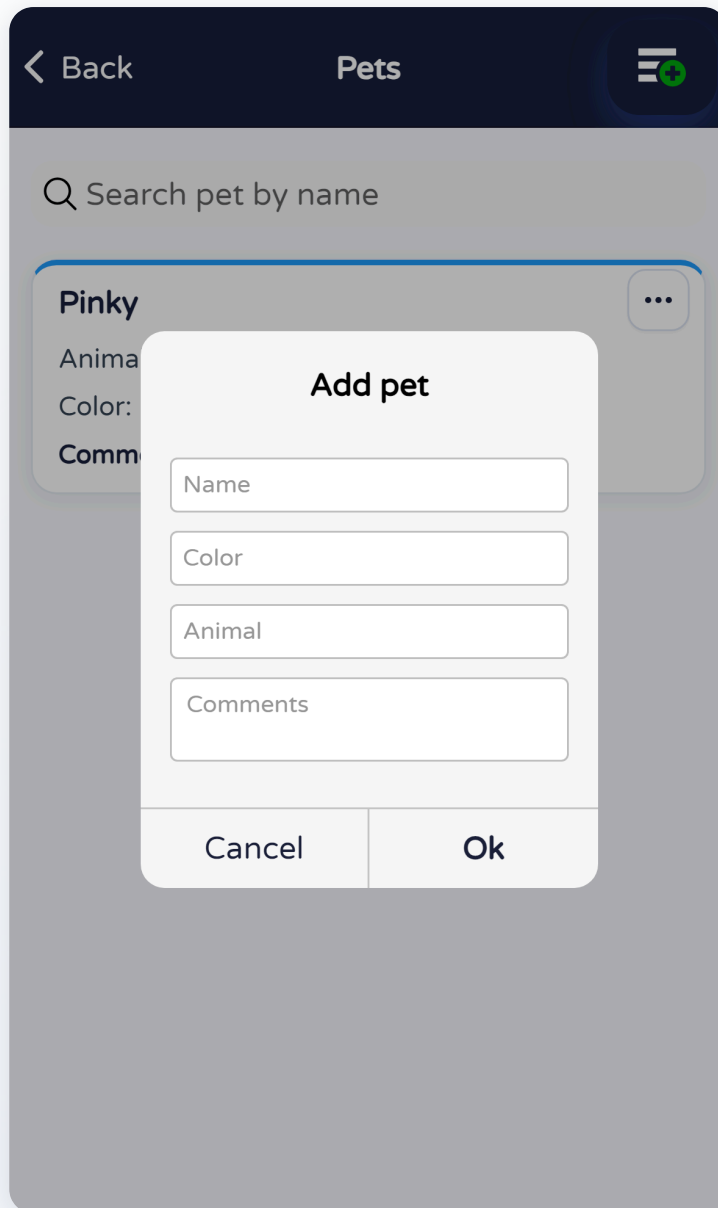


Pets — list and add control

STEP 3 Add a pet

Tap **+** and complete the fields (at minimum **name**). Confirm with **Ok** or cancel to go back.

The screenshot may show the add dialog opened from the toolbar; required fields are enforced by the app.



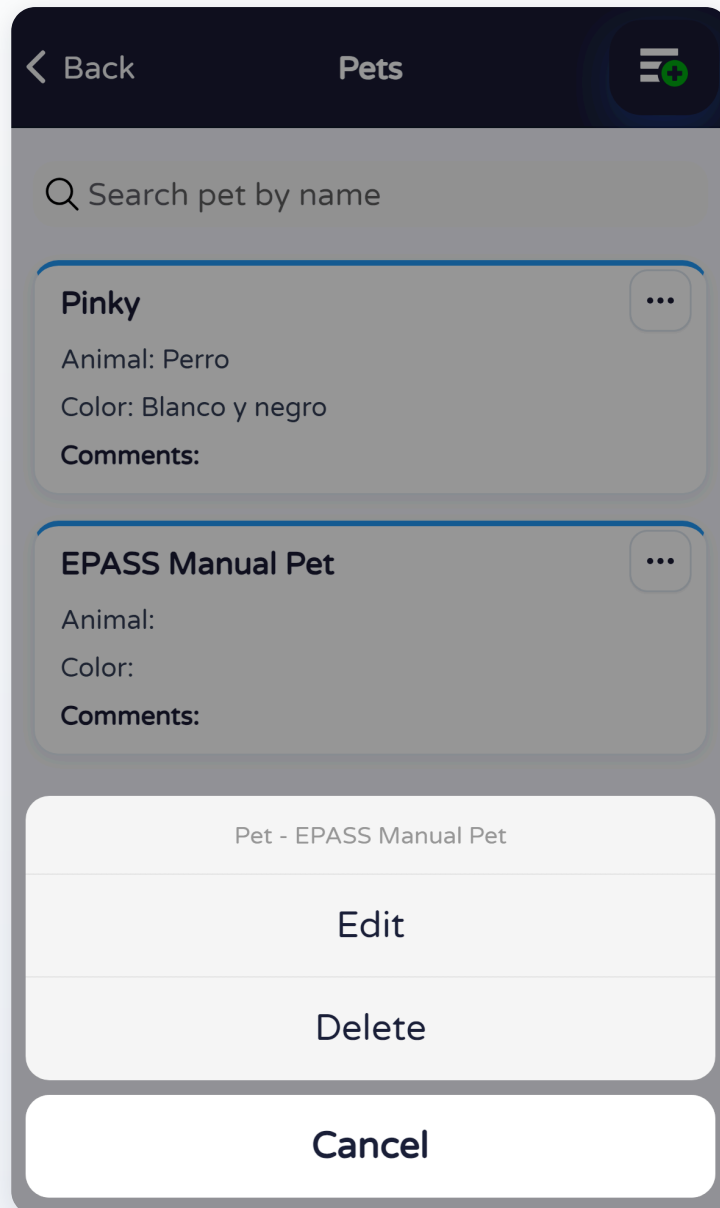
The screenshot shows a mobile application interface for managing pets. At the top, there is a dark navigation bar with a back arrow, the title 'Pets', and a menu icon with a green plus sign. Below the navigation bar is a search bar with the placeholder text 'Search pet by name'. A list item for a pet named 'Pinky' is visible, with fields for 'Animal', 'Color:', and 'Comm'. An 'Add pet' dialog is overlaid on top of the list item. The dialog has a white background and a dark title 'Add pet'. It contains four text input fields: 'Name', 'Color', 'Animal', and 'Comments'. At the bottom of the dialog are two buttons: 'Cancel' and 'Ok'.

Add pet — form

STEP 4 Edit or delete from the card menu

Tap a **card** or the ... button. Choose **Edit** to change data or **Delete** to remove the entry (deletion applies immediately).

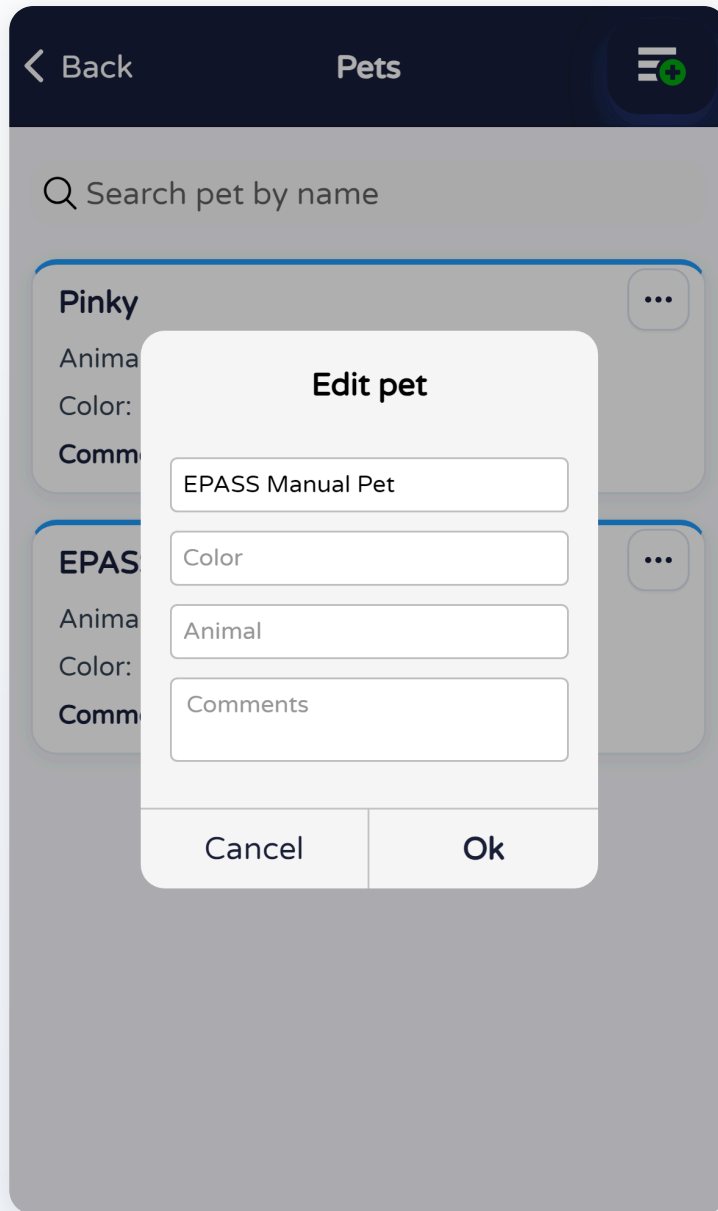
Screenshots may show a blue outline — that highlight is only for the manual.



Action sheet — Edit / Delete

STEP 5 Edit a pet

In **Edit pet**, update the fields and confirm with **Ok**, or cancel without saving.



The screenshot shows a mobile application interface with a dark blue header. On the left is a back arrow and the text 'Back'. In the center is the title 'Pets'. On the right is a menu icon (three horizontal lines) with a green plus sign. Below the header is a search bar with a magnifying glass icon and the text 'Search pet by name'. The main content area displays a list of pet entries. The first entry is 'Pinky' with fields for 'Animal', 'Color:', and 'Comm'. The second entry is 'EPAS' with fields for 'Animal', 'Color:', and 'Comm'. A white dialog box titled 'Edit pet' is overlaid on the screen, containing three text input fields: the first contains 'EPASS Manual Pet', the second is labeled 'Color', and the third is labeled 'Comments'. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Ok' on the right.

Edit pet — form

QUICK TIPS

- If **Pets** does not appear in the menu, your profile or community may not include this option — contact your administrator.



Thank you for using EPASS

Help guide for managing pets from the menu.