

About this guide

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

Your community may limit how many residents 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 **Residents** in the menu (typically **owner** flows).
- You have the identification and contact details you want to register at hand.
- The automated screenshots use a temporary test name and clean it up at the end when possible.

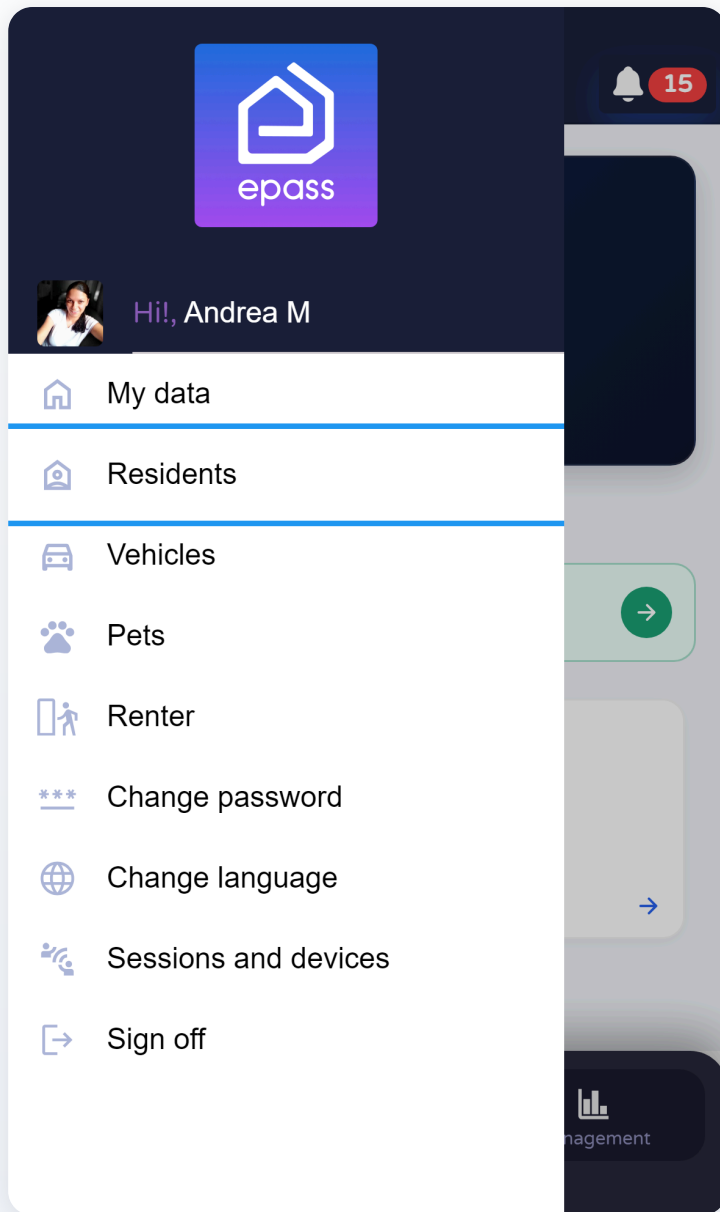
WHAT YOU WILL DO

Open **Residents** 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 Residents

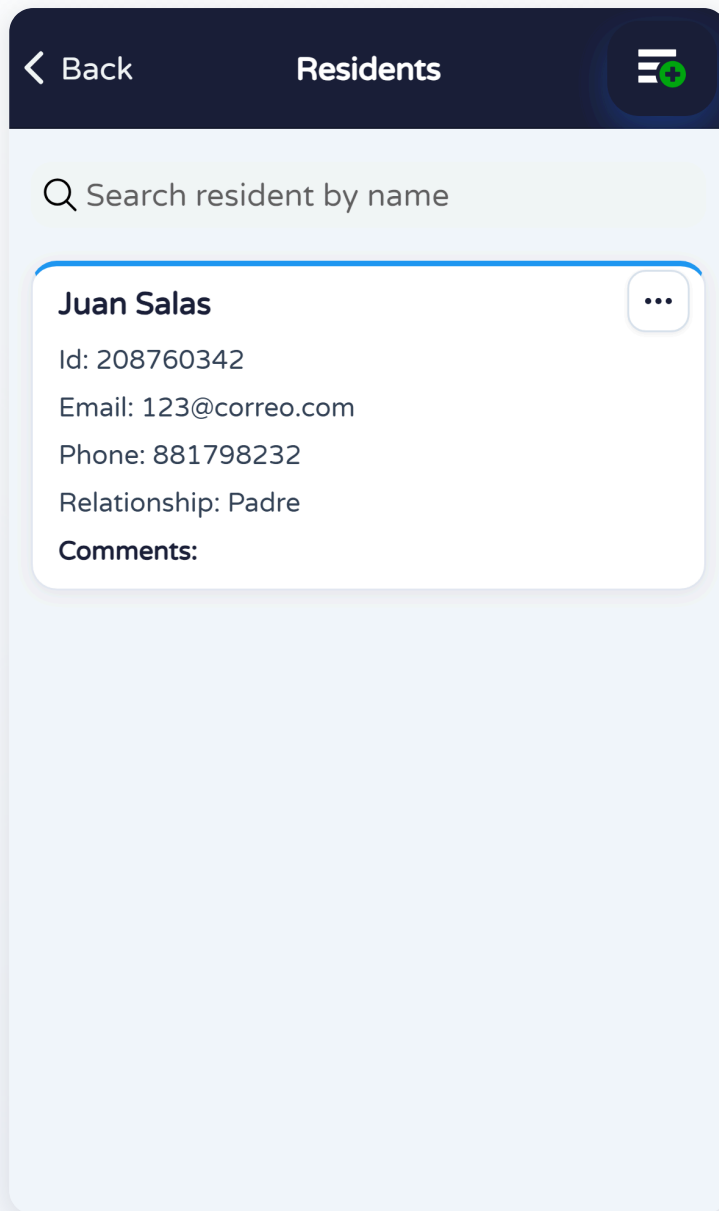
From **Home**, open the **side menu** and tap **Residents** (resident icon).



Side menu — Residents

STEP 2 Review the Residents screen

The screen lists registered residents with search. Use the + button in the header to add a new resident.



Residents — list and add control

STEP 3 Add a resident

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.

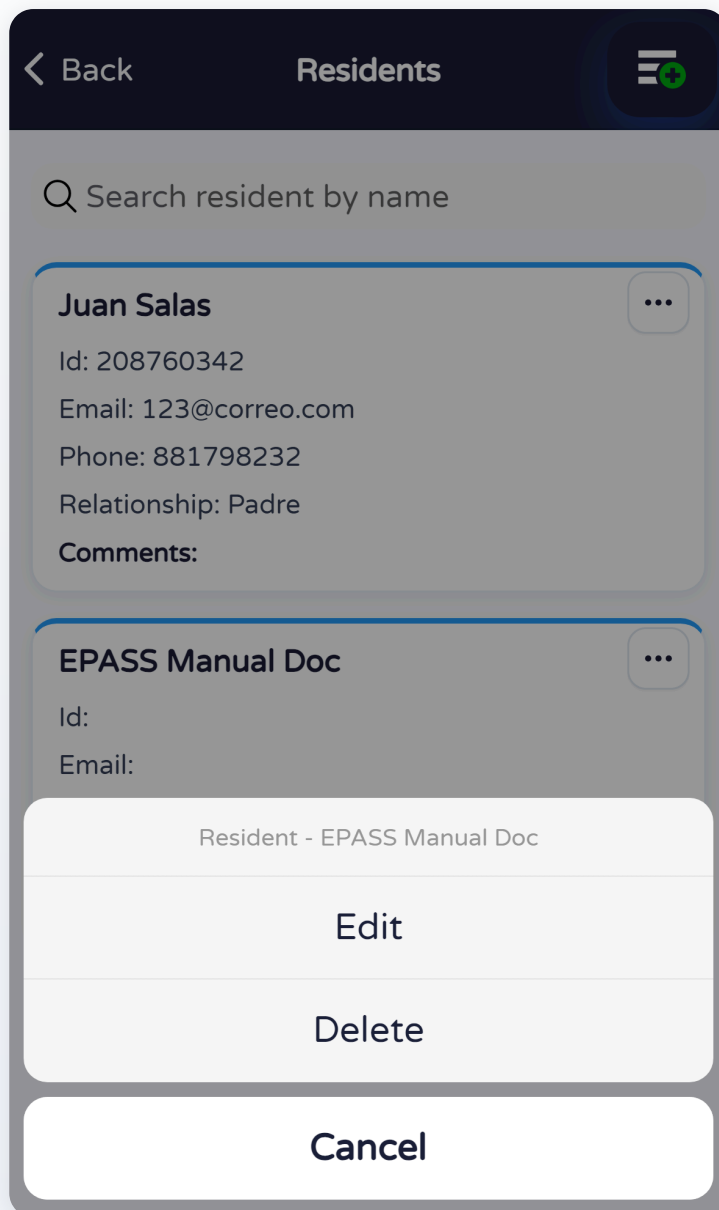
The screenshot shows a mobile application interface for managing residents. At the top, there is a dark blue header with a back arrow, the title "Residents", and a green plus icon in a circle. Below the header is a search bar with the text "Search resident by name". A list of residents is visible, with one entry partially shown: "Juan S", "Id: 208", "Email:", "Phone", "Relatic", and "Comm". An "Add resident" dialog box is overlaid on the list. The dialog has a white background and a dark blue title bar with the text "Add resident". It contains six text input fields: "Name", "Id", "Father / Mother / Daughter...", "Email", "Phone", and "Comments". The "Name" field is highlighted with a blue border. At the bottom of the dialog are two buttons: "Cancel" and "Ok".

Add resident — 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 resident

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

The screenshot shows a mobile application interface with a dark blue header containing a back arrow, the title "Residents", and a menu icon. Below the header is a search bar with the text "Search resident by name". A list of residents is visible, with two entries partially shown: "Juan S" and "EPAS". An "Edit resident" modal form is overlaid on the list. The form has a white background and a dark blue title bar. It contains the following fields: "EPASS Manual Doc", "Id", "Father / Mother / Daugther...", "Email", "Phone", and "Comments". At the bottom of the form are two buttons: "Cancel" and "Ok".

Edit resident — form

QUICK TIPS

- If **Residents** 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 residents from the menu.