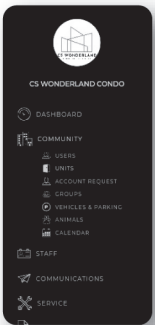# ONR

STEPS FOR UPDATING A USER FROM THE UNIT SECTION OF POWER ADMIN
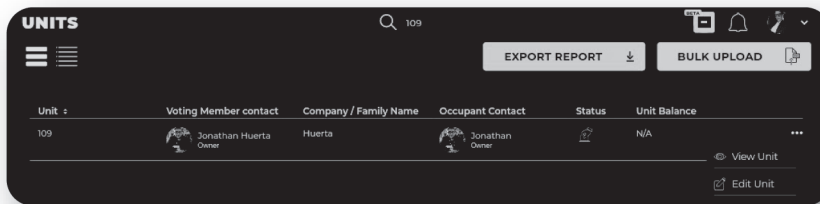
If you selected the option to replace the current owner/tenant when creating a new user, this step is not needed. It is only required if the user you are assigning as an owner or occupant is already in the system.

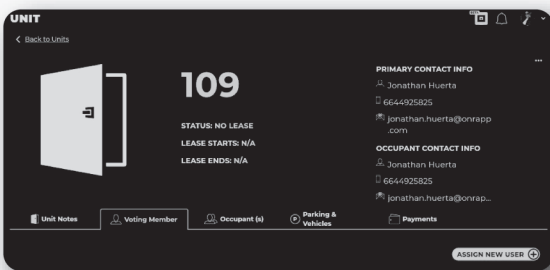**1 Assigning the User as the Owner of a Unit**

A From the main menu, click on **Community > Unit.**

B Search for the Unit Number/Home Address.

C Click on the three dots on the far-right side of the screen. From the drop-down menu, select **View Unit.**
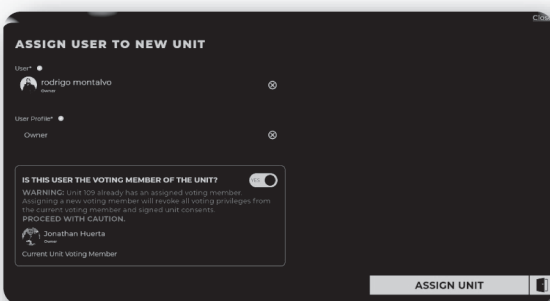

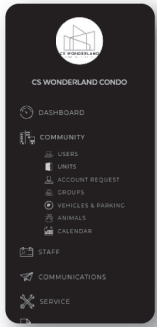**D** Click on the **Voting Member** tab, and on the far-right side, click on **Assign New User.**

E **User:** Search for the new user you just added.

F **User Profile:** Select the type (Owner, Tenant, or Resident).

G **Is This User the Voting Member of the Unit?** Toggle **On** or **Off**. If you toggle **On**, a warning message will appear, informing you that this will replace the current voting member.
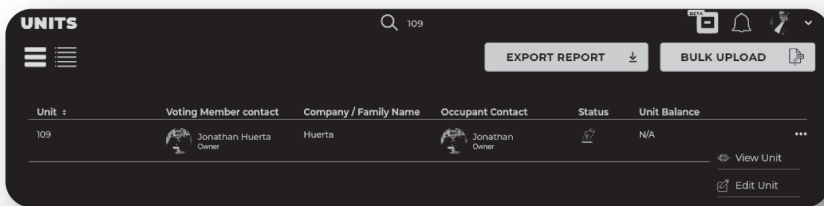
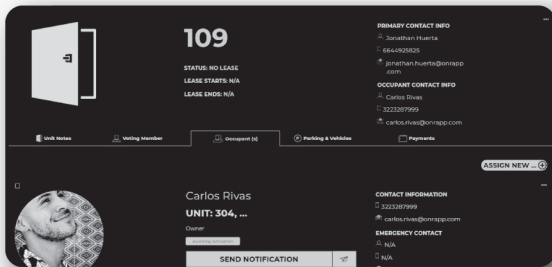**H** Once all the information is complete, click **Assign Unit.**

ONR

2 **Assigning the User as an Occupant of a Unit**

A From the main menu, click on **Community > Unit.**

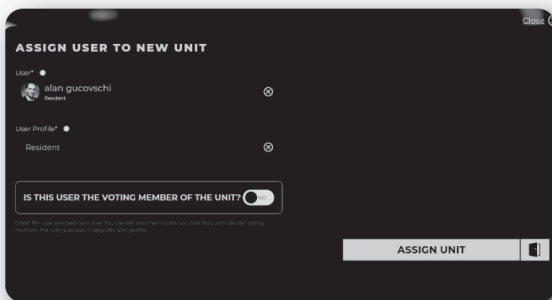**B** Search for the Unit Number/Home Address.

C Click on the three dots on the far-right side of the screen. From the drop-down menu, select **View Unit.**

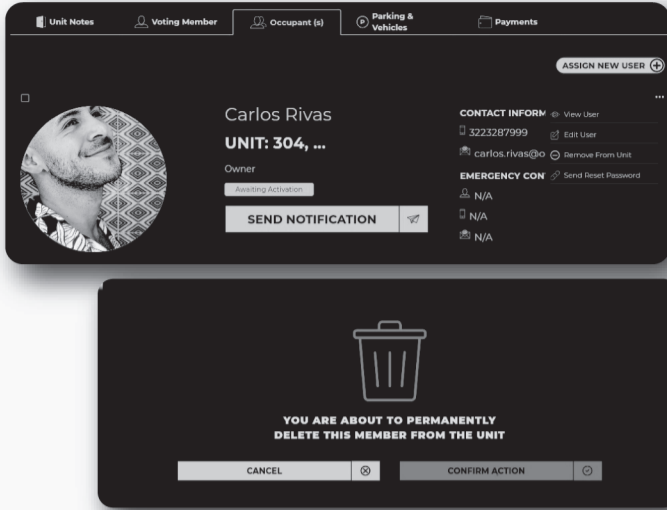**D** Click on the **Occupant(s)** tab, and on the far-right side, click on **Assign New User.**

E **User:** Search for the new user you just added.

**F** **User Profile:** Select the type (Owner, Tenant, or Resident).

G **Is This User the Voting Member of the Unit?** Toggle **On** or **Off**. If you toggle **On**, a warning message will appear, informing you that this will replace the current voting member.

**H** Once all the information is complete, click **Assign Unit.**

3 Delete the Previous Occupant

A To delete the previous occupant, click on the three dots on the far-right side of the screen and select **Remove from Unit.** Please click on **Confirm Action**. A confirmation message will appear to indicate the process was successful
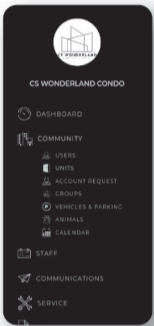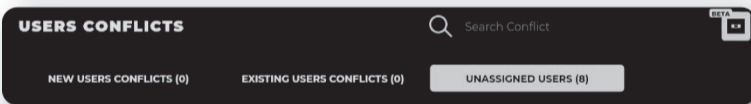
4 Delete the previous user (owner, tenant or resident) from Power Admin

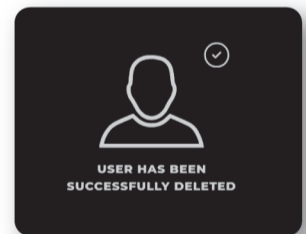**A** Once you have removed the occupant from the unit, click on **Community > User.**
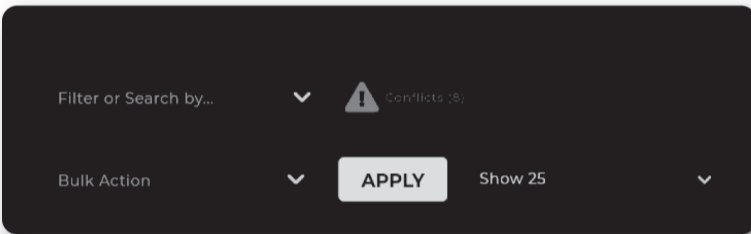
B Next to the filter or search by, click on the red letters that appear as **(Conflicts).**

C From the tab options, select **Unassigned User.**

D Next to the user information, click on the three dots on the far-right side and select **Delete User**. Click on **Confirm Action**. A confirmation message will appear to indicate the process was successful

ONR THE POWER OF SIMPLICITY