

Assigning and changing a user's profile

How to add a resident, appoint board officers and give a supplier's workers access to the app.

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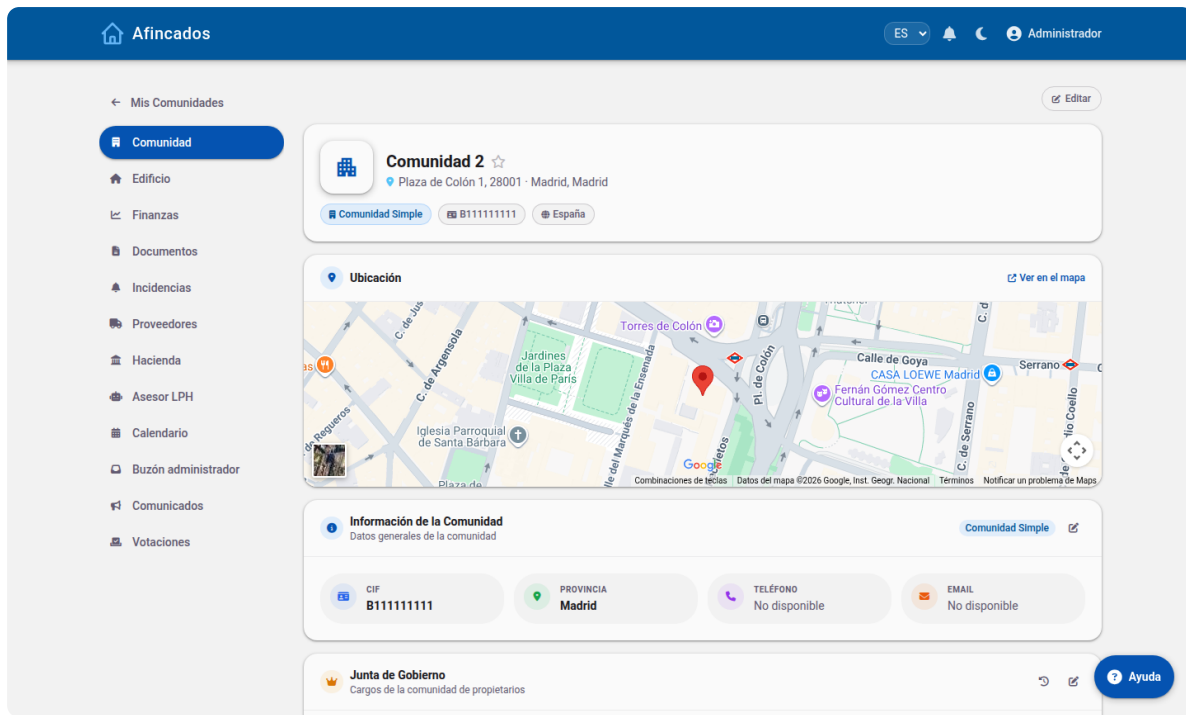
A user's profile is not picked from a standalone permission screen: **it follows from what that person is in the community**. A registered owner is a resident; if they also hold a board office, they get board permissions; and someone working for a supplier signs in as a worker. Each case is handled in a different place.

Who can do it

The **property manager** and the members of the **board**. Neither residents nor workers can change their own profile or anyone else's.

Adding a resident

From the **Community** tab, in the users block. Registering an owner or tenant and linking them to their property gives that person access with the **resident** profile.



The community record holds the general data, the users and the board.

Double-check the **email**: access, meeting notices and urgent alerts all go there.

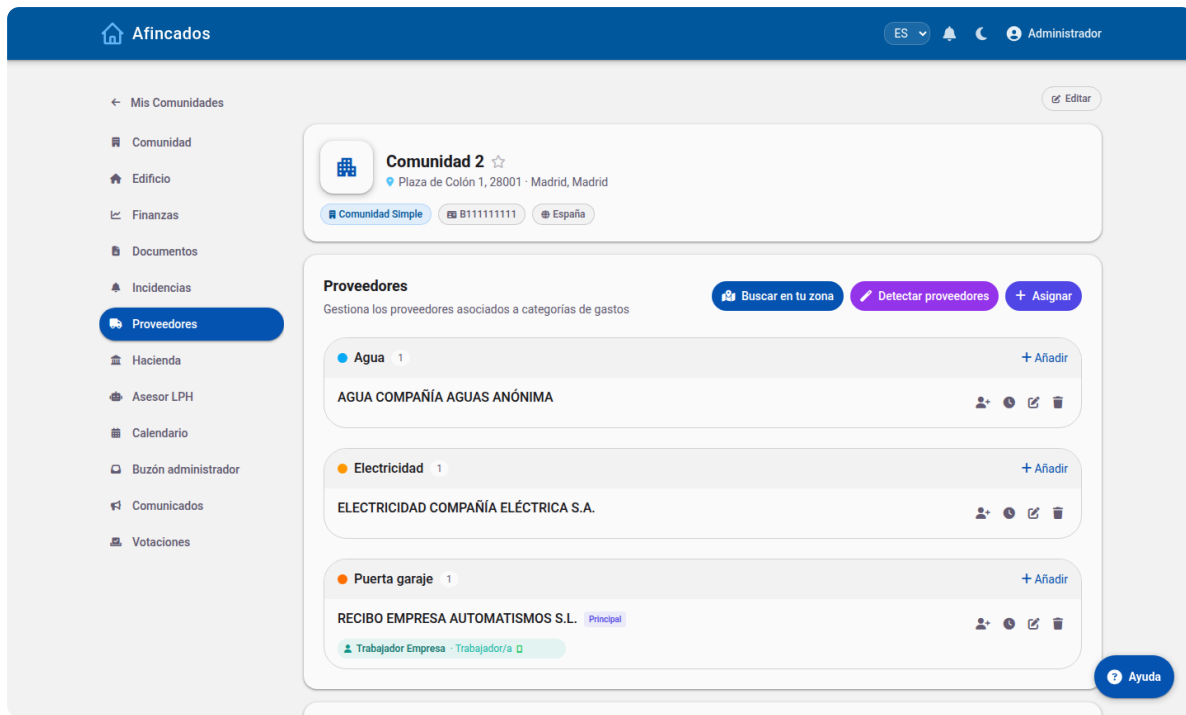
Appointing a president, vice-president or board member

Board permissions come with the **office**. In the same **Community** tab, the **Board** block lists the current officers and their history. Give a resident an office and they start managing the community with the board permissions described in the [President and board guide](#).

It works the same way in reverse: when the term ends, the person **becomes a resident again** and the management actions disappear. The history keeps who held each office and when — what you need when the board is renewed after the annual meeting.

Giving a worker access

Workers are not added as residents: they hang off a **supplier**. In the **Suppliers** tab each supplier has its **people**, and those people sign in with the **worker** profile.



Each supplier lists its shifts and the people with app access.

Their access is limited to the community — or communities — the supplier serves.

Worth remembering

- The profile is **per community**: changing it in one does not affect the others.
- A profile change shows up in the user's **menu**: tabs appear or disappear the next time they sign in.
- To cut off access for someone who is no longer an owner, remove them as a community user; removing the office is not enough.