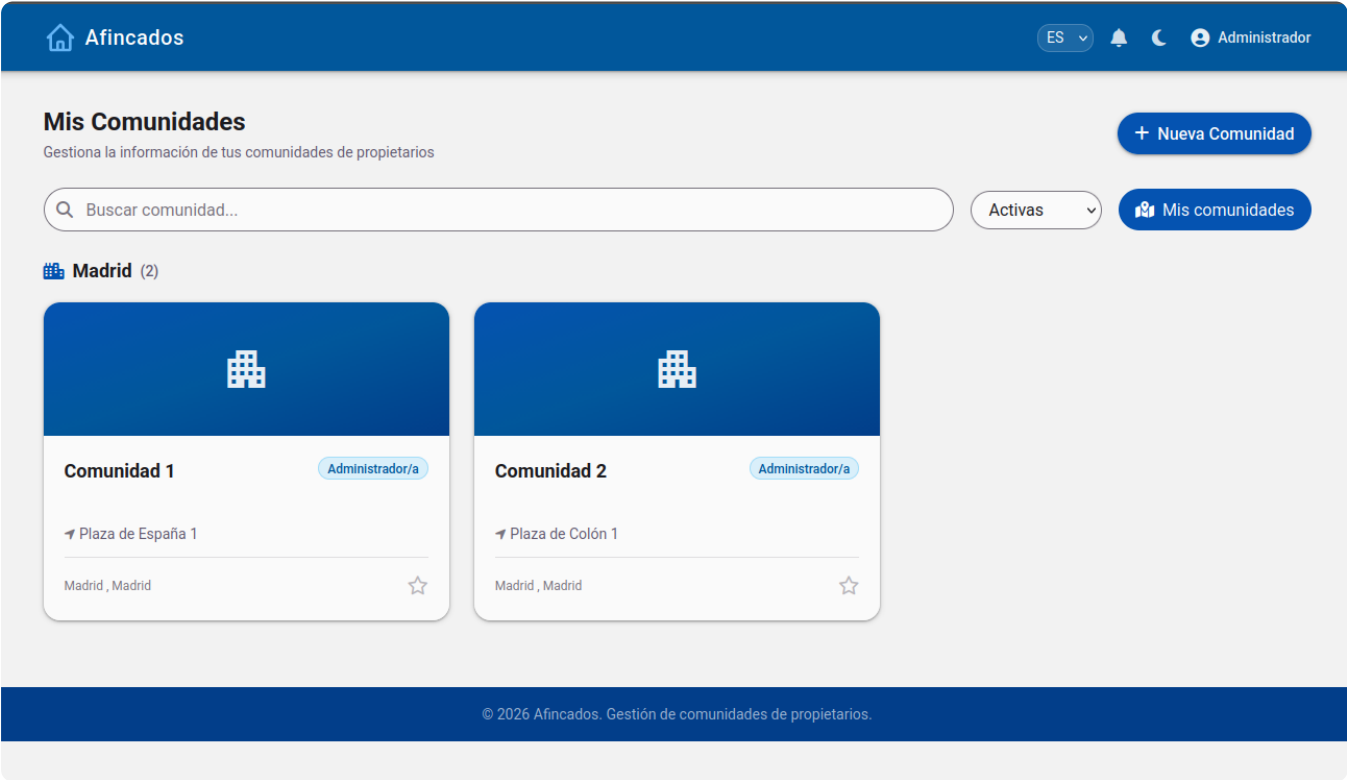


Finding your way around: communities and tabs

Get to know the community list, the community page and its working tabs.

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The whole application revolves around the **community**. When you sign in you see the list of communities you belong to and, inside each one, a page with tabs where all the day-to-day work happens.



My Communities: one card per community, showing your role in each.

The community list

This is the screen you land on right after signing in. Each community shows its name, its address and a summary of its activity.

- A **resident** will usually only see their own community here.
- A **property manager** sees every community they manage and can search them by name.
- Click the **star icon** to mark a community as a favourite so it always appears first.

The community page

Clicking a community opens its page, organised into tabs. You will see some or all of them depending on your role:

- **Overview:** general details and recent activity.
- **Properties:** the units, their owners and their ownership shares.
- **Users:** the people registered in the community.
- **Fees:** regular fees, extraordinary fees and payments.
- **Incidents:** faults and their progress.
- **Meetings:** meeting notices and minutes.
- **Documents:** the community document archive.
- **Messages:** conversations with the community.

Tabs load independently, so you can move between them without losing what you were looking at.

Language and appearance

The application is available in **Spanish**, **English** and **Italian**. You can change the language from the selector in the top menu; the interface, the emails and the documents you generate will follow the language you choose.

From **My profile** you can also switch on the **dark theme**, which is easier on the eyes in low light.

Notifications

The **bell icon** in the top menu shows your pending alerts: new meeting notices, replies to your incidents, published fees or messages received. Clicking an alert marks it as read and takes you straight to the content.