



Role guides

What each role can do in the app: property manager, president, resident and worker.

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1. Role guides

What each role can do in the app: property manager, president, resident and worker.

1.1 President and board guide

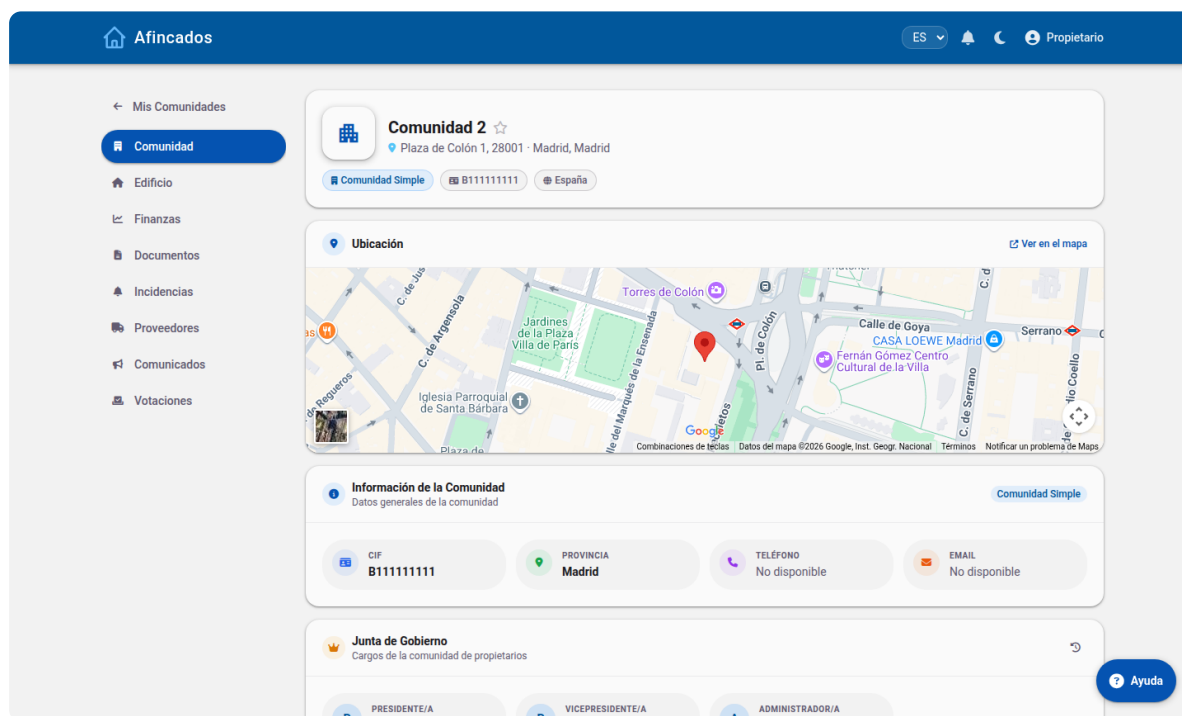
Updated on 01/08/2026

What the president, vice-president or board member can manage, and how it differs from the property manager.

The **president** — along with the vice-president and board members — can manage almost the whole community, but has **no access to the tax area or the manager's internal tools**.

What you see

The sidebar shows **Community, Building, Finances, Documents, Incidents, Suppliers, Passes, Announcements and Votes**.



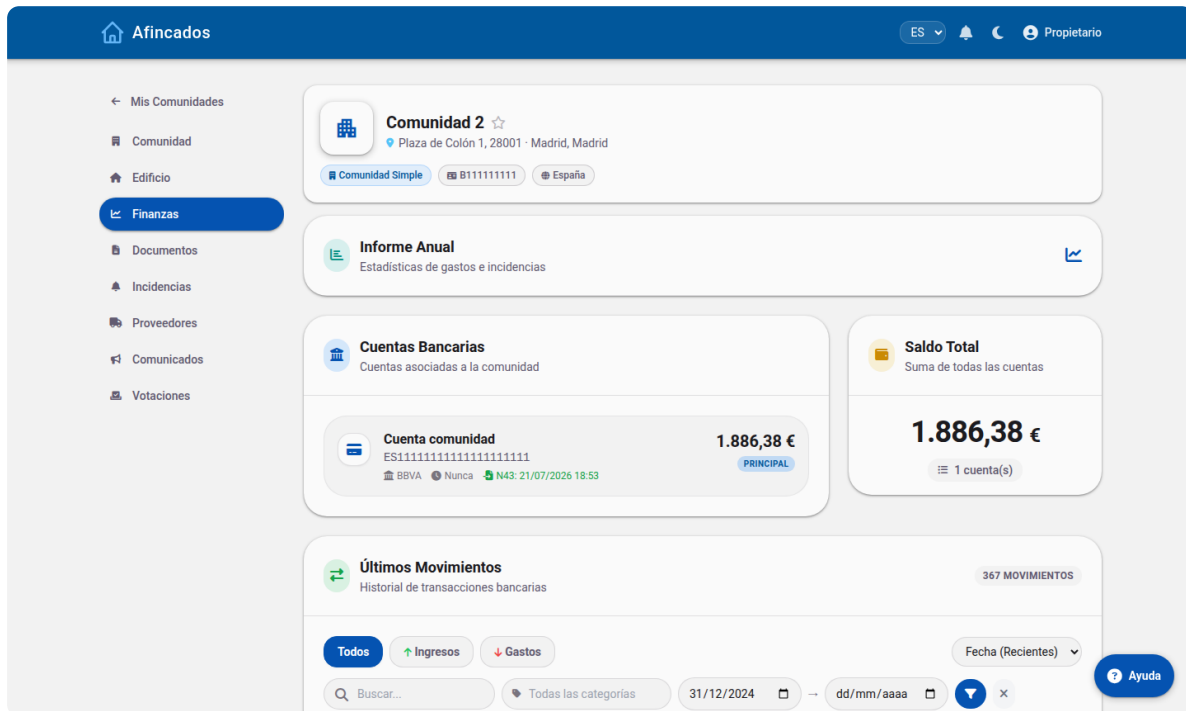
President view. Tax, LPH Advisor, Calendar and Manager inbox are not shown: they belong to the property manager.

What you can manage

- **Residents and properties:** add users, edit properties and ownership shares.
- **Fees:** calculate ordinary fees, create special levies and track payments.

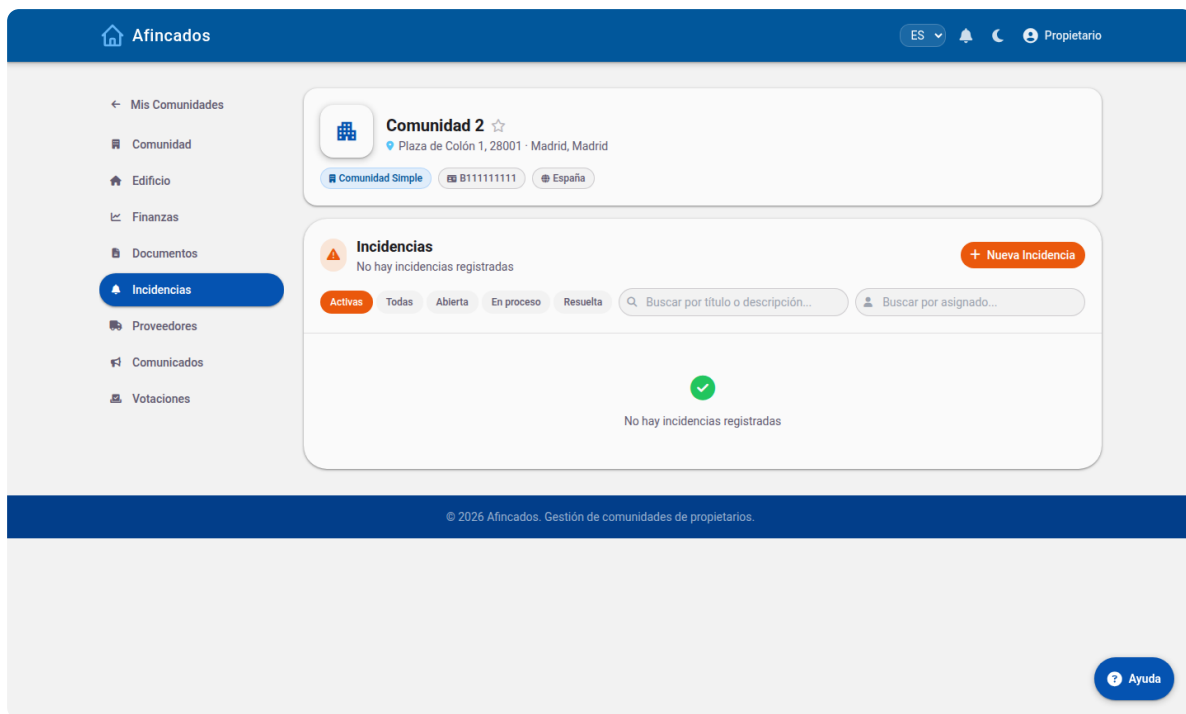
- **Incidents:** create, assign to a supplier or worker, and close them.
- **Meetings:** call meetings, record attendance and publish the minutes.
- **Announcements and votes.**
- **Documents:** upload minutes, contracts, budgets and invoices.

Finances

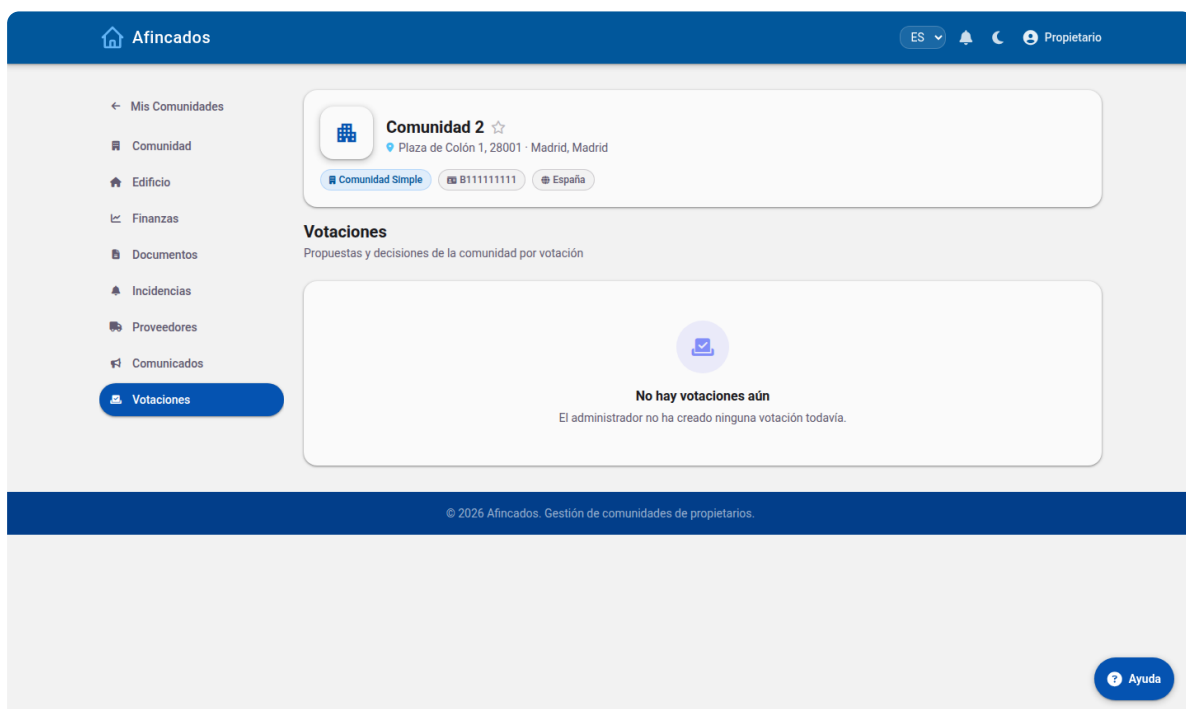


Accounts and transactions: full visibility to oversee the accounts.

Incidents, announcements and votes



Filter by status and see who each incident is assigned to.



Live results and turnout.

Differences from the property manager

Feature	President / Board	Property manager
Residents, properties and shares	Yes	Yes
Fees, levies and arrears	Yes	Yes
Incidents, meetings and minutes	Yes	Yes
Tax: staff, payslips and forms	No	Yes
LPH Advisor and Calendar	No	Yes
Create new communities	No	Yes

1.2 Property manager guide

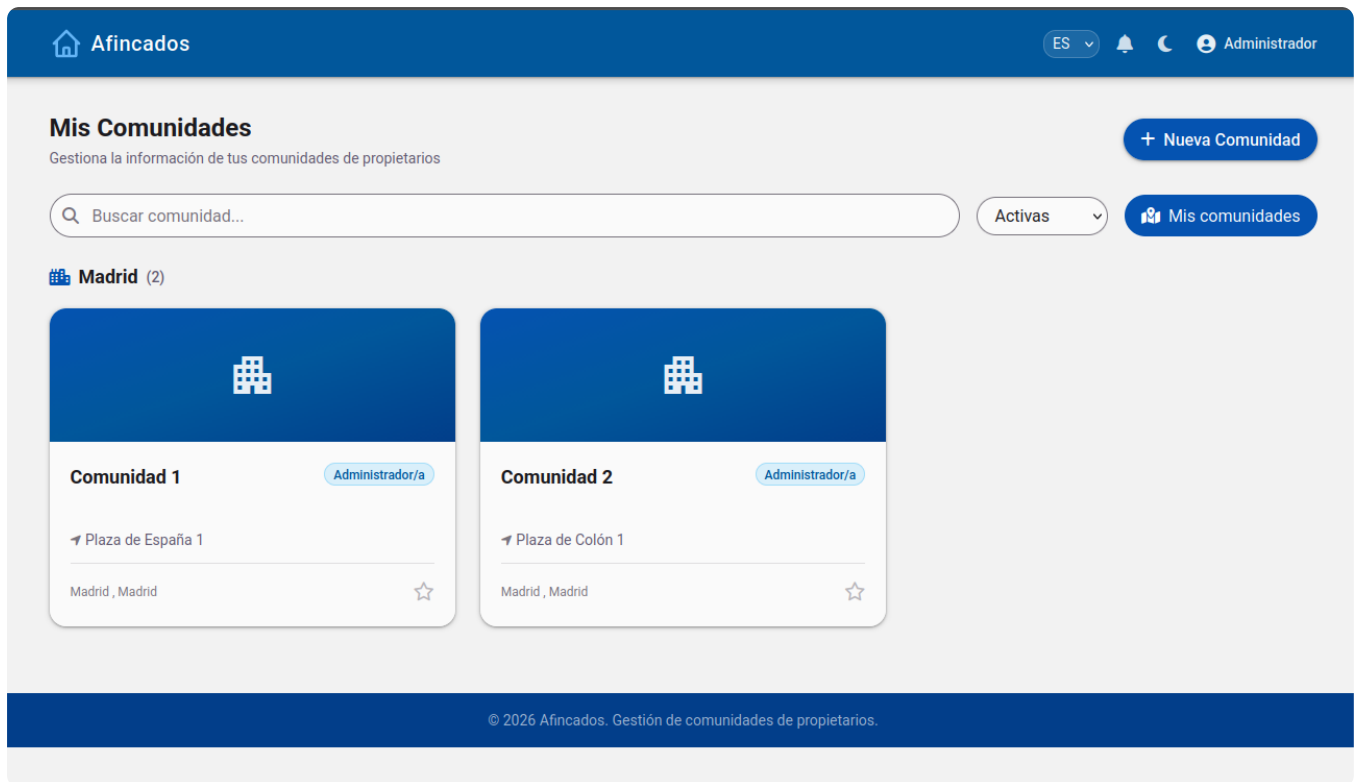
Updated on 01/08/2026

Everything you can do as a property manager: communities, building, finances, tax, incidents, suppliers and communication.

The **property manager** is the role with the most permissions in the application. It is the only one that sees the **Tax**, **LPH Advisor**, **Calendar** and **Manager inbox** tabs, and the only one that can create new communities.

Your communities

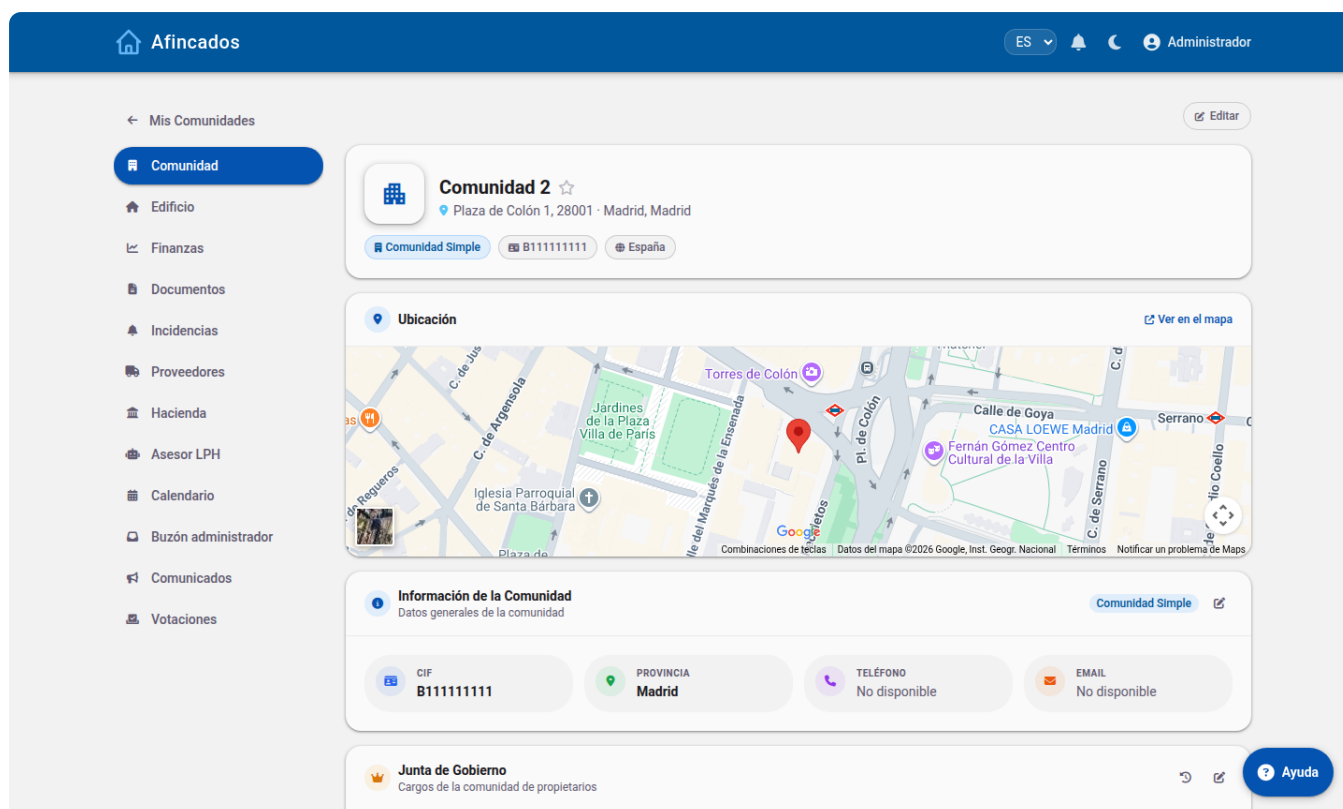
After signing in you land on **My Communities**, with one card per community you manage. The **New Community** button creates a community and starts the setup wizard.



Community list. The badge shows your role in each one.

Community tab

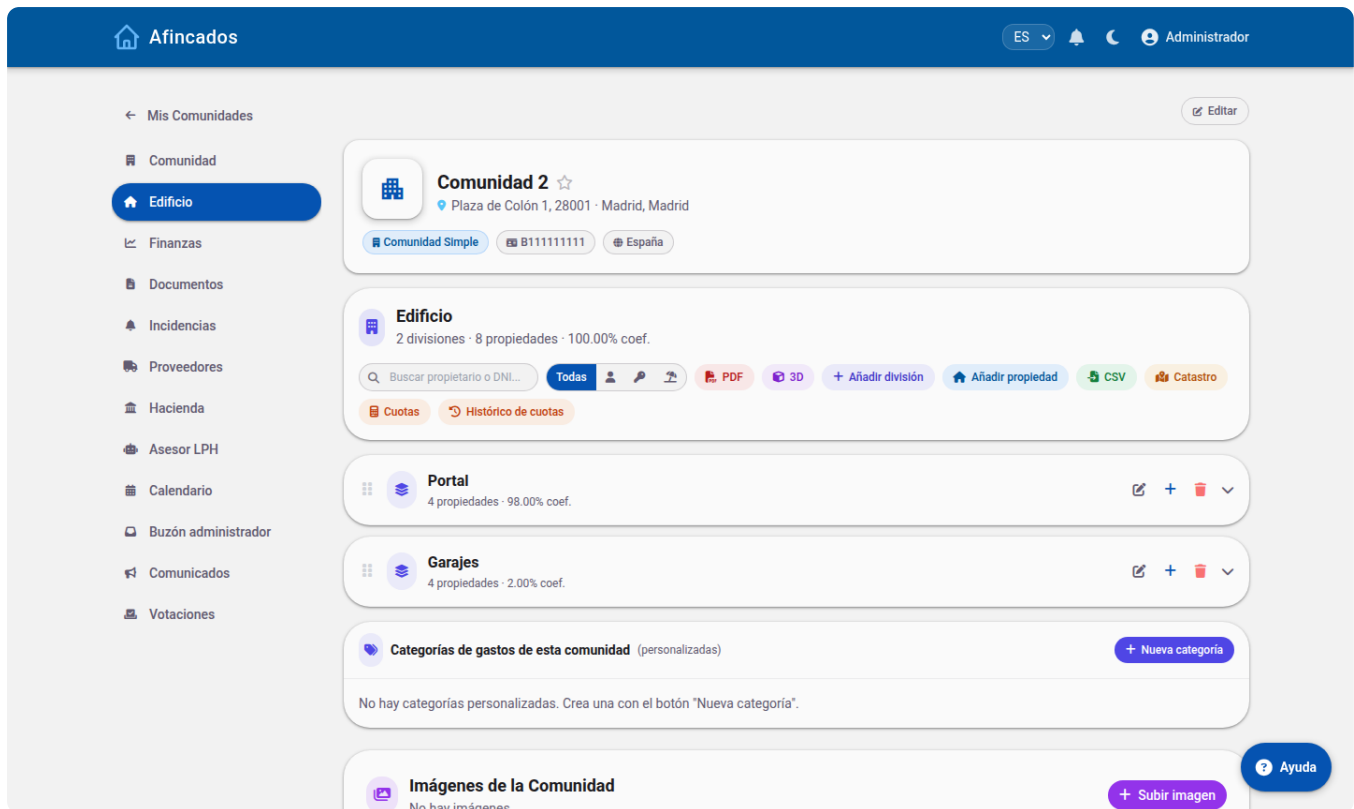
The general record: address, tax ID, cadastral reference, contact details, the board and the users. From here you add residents, assign board positions and edit the community details.



Manager view: the sidebar includes Tax, LPH Advisor, Calendar and Manager inbox.

Building tab

The physical structure: divisions (entrances, car parks...), properties and ownership shares. You can add properties one by one, **import them from the Cadastre**, upload a **CSV**, open the **3D model** and export the list as **PDF**.



Divisions and ownership shares. Make sure the total adds up to 100%.

Finances tab

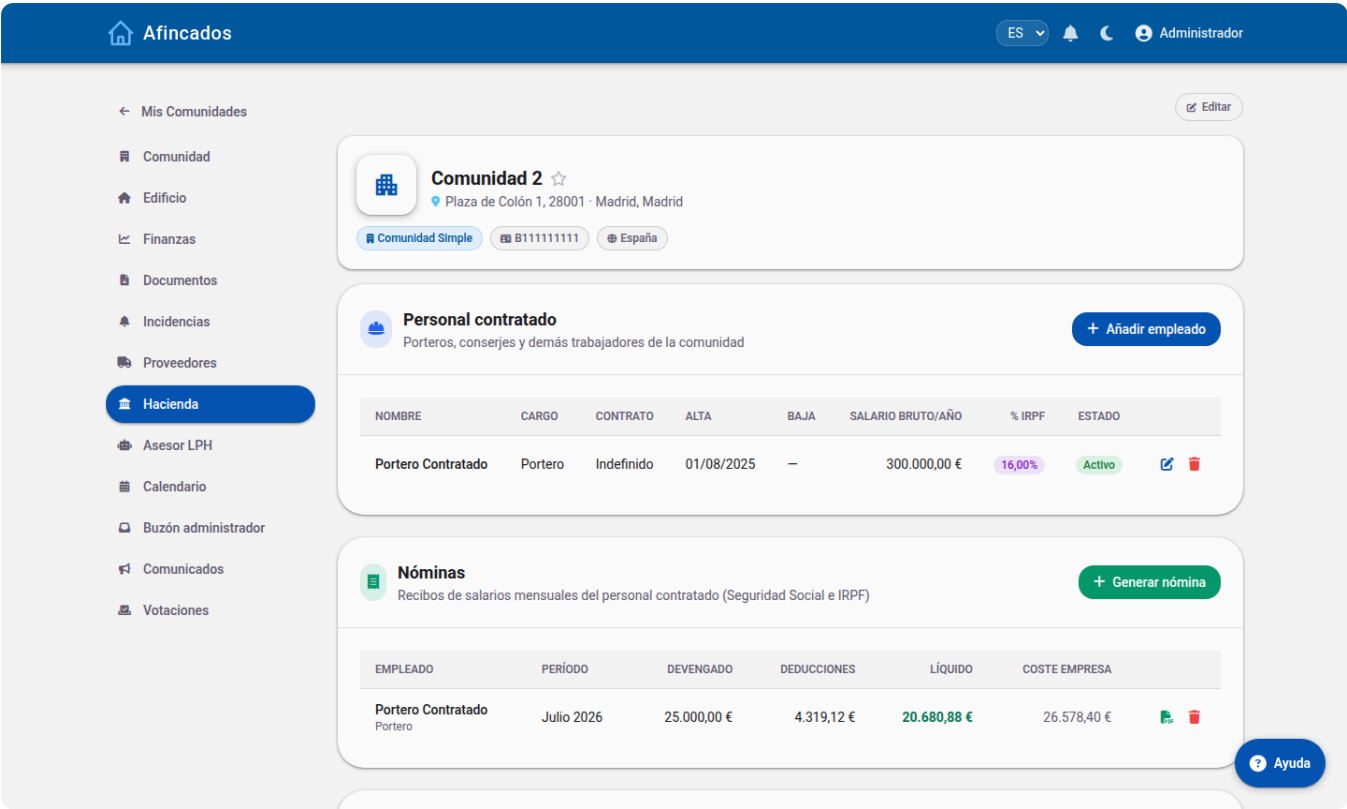
Bank accounts, transactions (with **Norma 43** import), expense categorisation, ordinary and extraordinary fees, SEPA direct debits, arrears and the annual report.

The screenshot displays the 'Afincados' web application interface. The top navigation bar is blue with a home icon, the text 'Afincados', a language dropdown set to 'ES', and user information 'Administrador'. A left sidebar lists various modules: 'Mis Comunidades', 'Comunidad', 'Edificio', 'Finanzas' (highlighted in blue), 'Documentos', 'Incidencias', 'Proveedores', 'Hacienda', 'Asesor LPH', 'Calendario', 'Buzón administrador', 'Comunicados', and 'Votaciones'. The main content area shows details for 'Comunidad 2' (Plaza de Colón 1, 28001 - Madrid, Madrid). It includes a 'Comunidad Simple' badge, a phone number '811111111', and a location pin for 'España'. Below this are three main sections: 'Informe Anual' (Annual Report) with a line graph icon, 'Análisis de Morosidad' (Arrears Analysis) with a document icon and a red arrow, and 'Cuentas Bancarias' (Bank Accounts) with a '+ Añadir cuenta' button. The 'Cuentas Bancarias' section shows a 'Cuenta comunidad' (Community Account) with a balance of '1.886,38 €' and a 'PRINCIPAL' label. To the right, a 'Saldo Total' (Total Balance) section shows the same amount '1.886,38 €' and indicates '1 cuenta(s)'. An 'Ayuda' (Help) button is located in the bottom right corner.

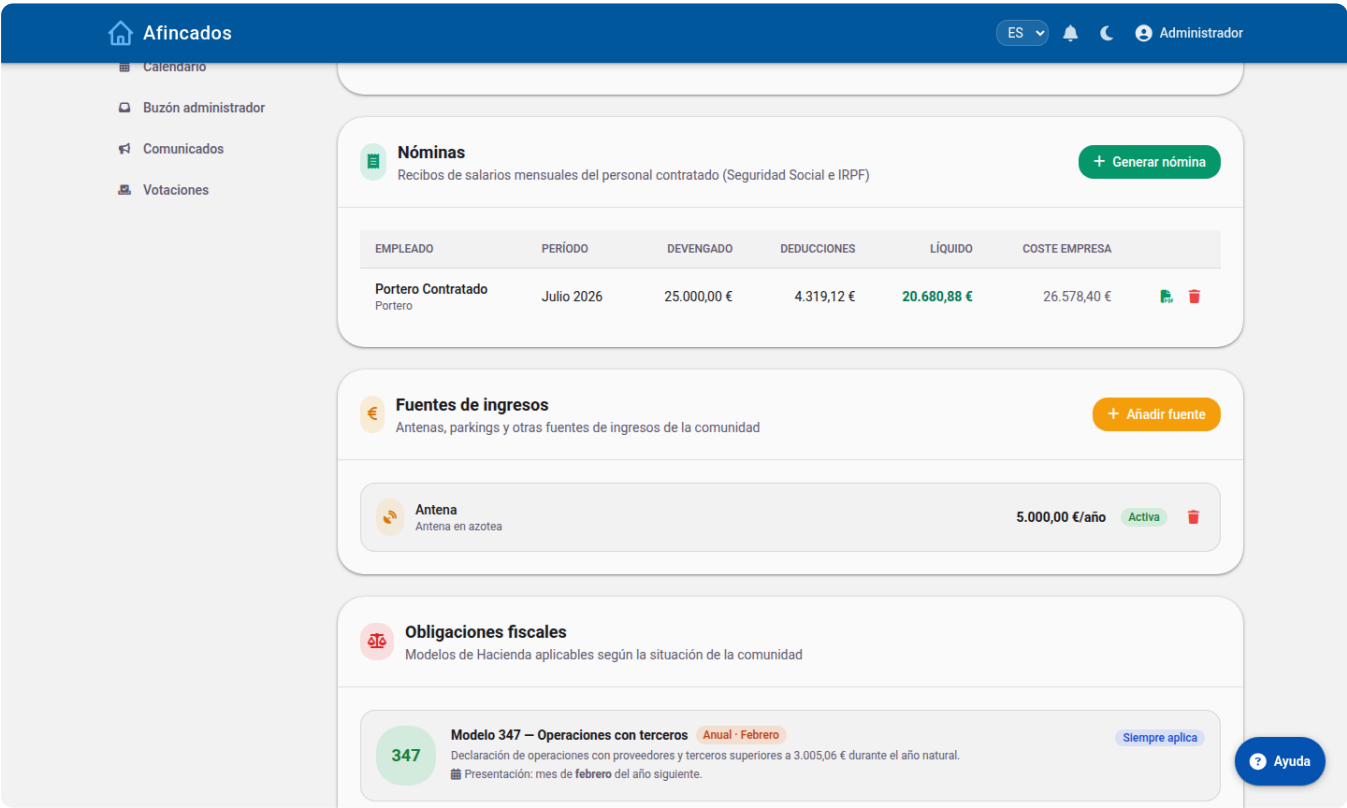
Accounts, total balance and shortcuts to the annual report and arrears analysis.

Tax tab (manager only)

Exclusive to your role. It holds the **staff on payroll** (porters, caretakers), the monthly **payslips** with social security and income tax, other **income sources** and the community's **tax obligations** (forms 347, 111, 190, 303...).



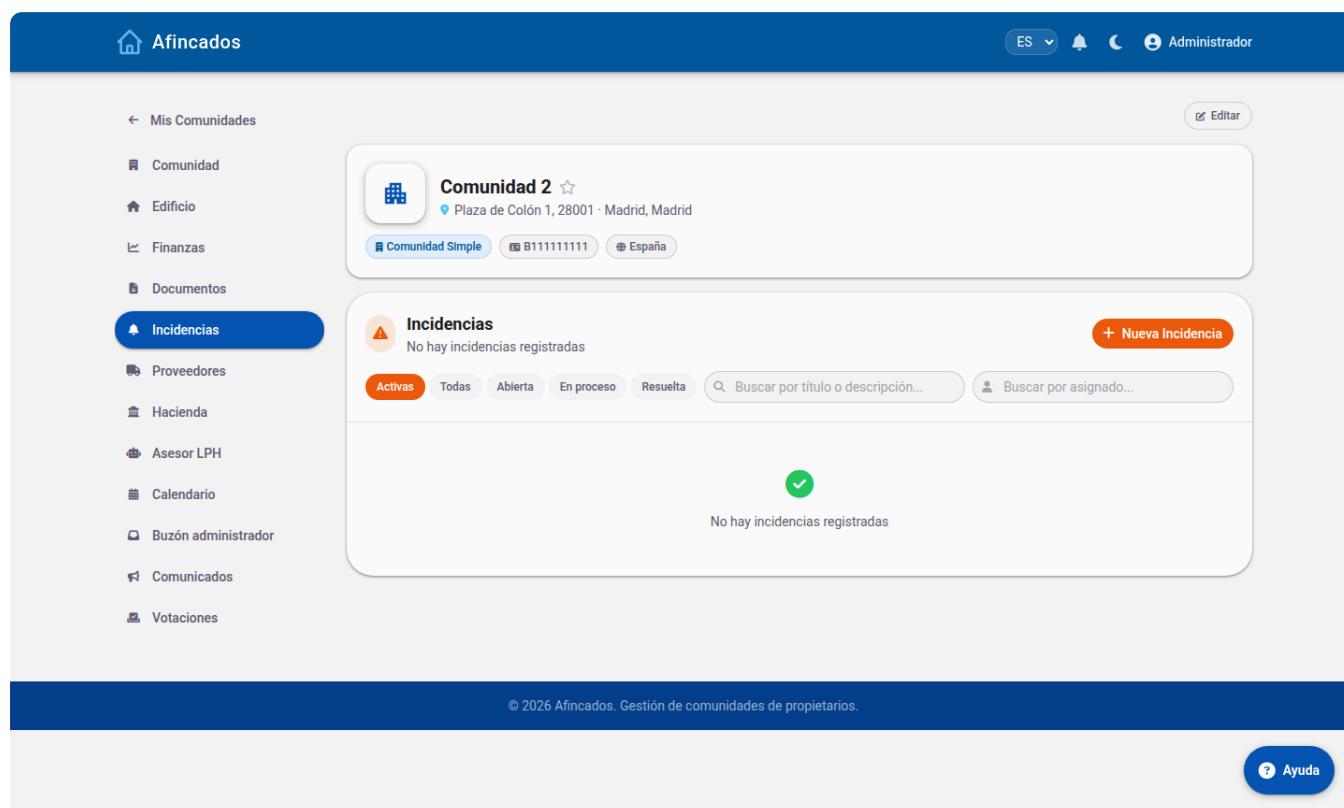
Adding employees and generating payslips.



Generated payslips and the tax forms that apply to the community.

Incidents tab

Every incident in the community, filtered by status (**Active**, **All**, **Open**, **In progress**, **Resolved**). You can create, edit, assign them to a supplier or a worker, and close them.



Only active incidents are shown by default: click «All» to see resolved ones too.

Suppliers tab

Suppliers grouped by expense category, with their **schedules** and the **workers** assigned to them. **Detect suppliers** suggests suppliers from your bank transactions.

The screenshot shows the 'Proveedores' section of the Afincados app. The top navigation bar is blue with a home icon, the text 'Afincados', a language dropdown set to 'ES', and icons for notifications, a moon, and a user profile labeled 'Administrador'. A left sidebar contains a list of menu items: 'Mis Comunidades', 'Comunidad', 'Edificio', 'Finanzas', 'Documentos', 'Incidencias', 'Proveedores' (highlighted in blue), 'Hacienda', 'Asesor LPH', 'Calendario', 'Buzón administrador', 'Comunicados', and 'Votaciones'. The main content area displays the details for 'Comunidad 2' (marked with a star), located at 'Plaza de Colón 1, 28001 - Madrid, Madrid'. It includes tags for 'Comunidad Simple', the ID 'B111111111', and 'España'. Below this is the 'Proveedores' section with the subtitle 'Gestiona los proveedores asociados a categorías de gastos'. It features three buttons: 'Buscar en tu zona', 'Detectar proveedores', and '+ Asignar'. Three supplier cards are listed: 1. 'Agua' category with one supplier, 'AGUA COMPAÑÍA AGUAS ANÓNIMA'. 2. 'Electricidad' category with one supplier, 'ELECTRICIDAD COMPAÑÍA ELÉCTRICA S.A.'. 3. 'Puerta garaje' category with one supplier, 'RECIBO EMPRESA AUTOMATISMOS S.L.' (marked as 'Principal'). Each card has icons for user management, a clock, edit, and delete. A '+ Añadir' button is at the top right of each card. A 'Trabajador Empresa - Trabajador/a' tag is at the bottom of the third card. An 'Ayuda' button is in the bottom right corner.

Each supplier shows its shifts and the workers with access to the app.

Documents, announcements and votes

The screenshot shows the 'Documentos' section of the Afincados app. The top navigation bar is identical to the previous screenshot. The left sidebar is the same, but 'Documentos' is highlighted in blue. The main content area displays the details for 'Comunidad 2'. Below the community information is the 'Documentos' section with the subtitle 'Actas'. It features a '+ Drive Comunidad' button. A large blue button labeled '+ Nuevo Documento' is prominent. Below it is a list of document folders: 'Actas', 'Contratos', 'Convocatorias', 'Estatutos', 'Facturas', and 'Presupuestos'. To the right of each folder is a green 'Vecinos' badge with a number and a chevron, indicating the number of residents who can see the folder (e.g., 'Vecinos 2 >'). An 'Ayuda' button is in the bottom right corner.

The «Residents» badge marks the folders owners can see.

Afincados

ES

Administrador

← Mis Comunidades

Comunidad

Edificio

Finanzas

Documentos

Incidencias

Proveedores

Hacienda

Asesor LPH

Calendario

Buzón administrador

Comunicados

Votaciones

Comunidad 2

Plaza de Colón 1, 28001 · Madrid, Madrid

Comunidad Simple

B111111111

España

Enviar comunicado

Título del comunicado

General

Escribe el mensaje para los vecinos...

Caduca el (opcional)

dd/mm/aaaa

Enviar y notificar

COMUNICADOS RECIENTES

Aún no hay comunicados en esta comunidad.

Ayuda

Urgent announcements are highlighted in the residents' app.

Afincados

ES

Administrador

← Mis Comunidades

Comunidad

Edificio

Finanzas

Documentos

Incidencias

Proveedores

Hacienda

Asesor LPH

Calendario

Buzón administrador

Comunicados

Votaciones

Comunidad 2

Plaza de Colón 1, 28001 · Madrid, Madrid

Comunidad Simple

B111111111

España

Votaciones

Propuestas y decisiones de la comunidad por votación

+ Nueva votación

No hay votaciones aún

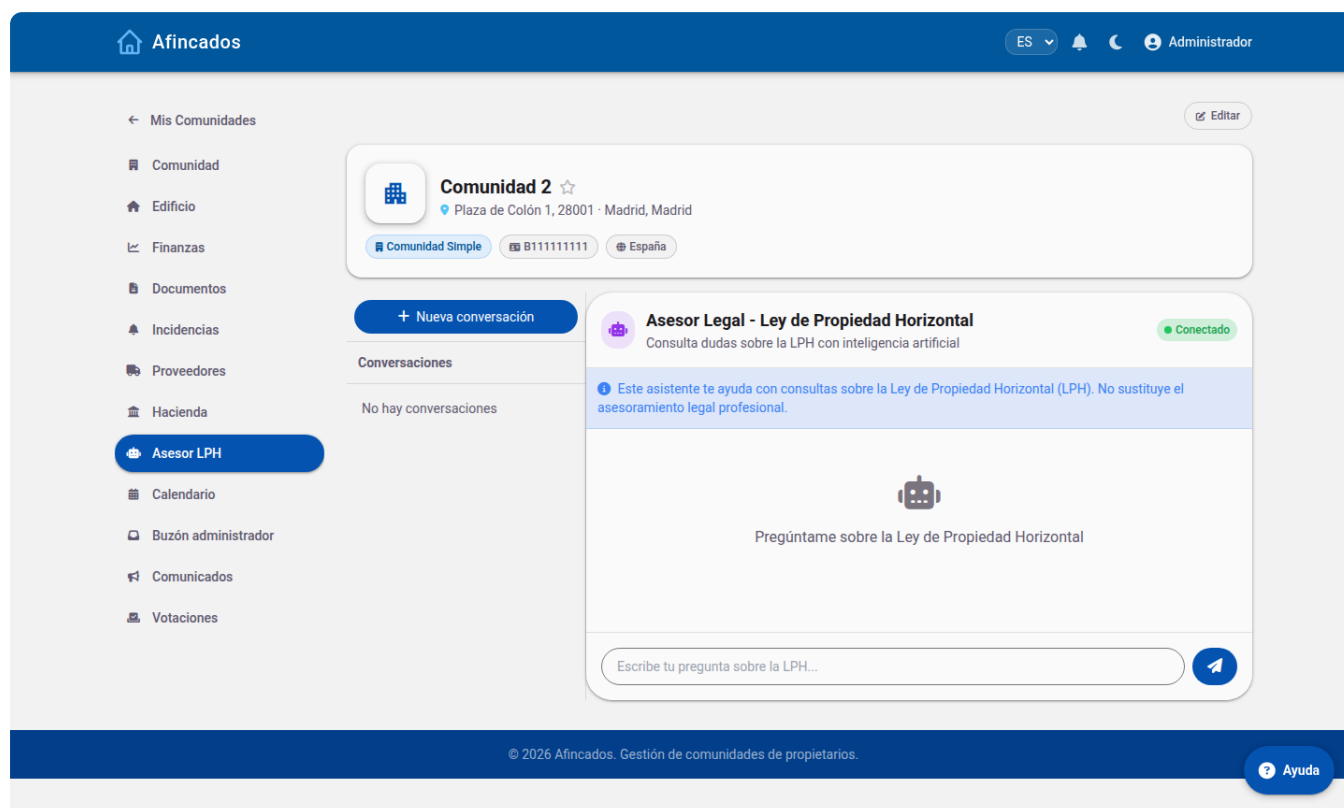
Crea la primera votación para que los propietarios puedan votar.

© 2026 Afincados. Gestión de comunidades de propietarios.

Live results and turnout by property.

LPH Advisor

An AI assistant for questions about the Spanish **Horizontal Property Act**. It is guidance only and does not replace professional legal advice.



Ask about the LPH; conversations are kept in the sidebar.

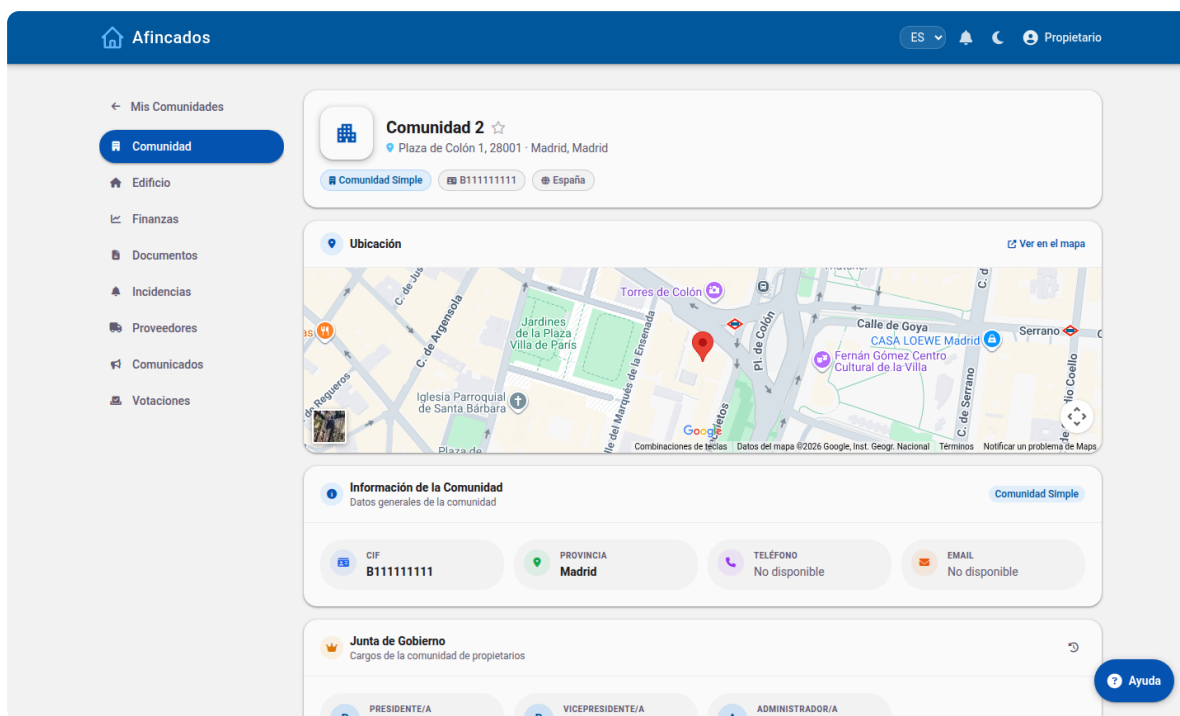
1.3 Resident guide

Updated on 01/08/2026

What you can check and do as an owner or tenant: fees, incidents, documents, announcements and votes.

As a **resident** you have read access to your community's information and you can take part: report incidents, vote and book facilities. Management tasks (creating fees, assigning incidents, uploading documents) belong to the property manager and the board.

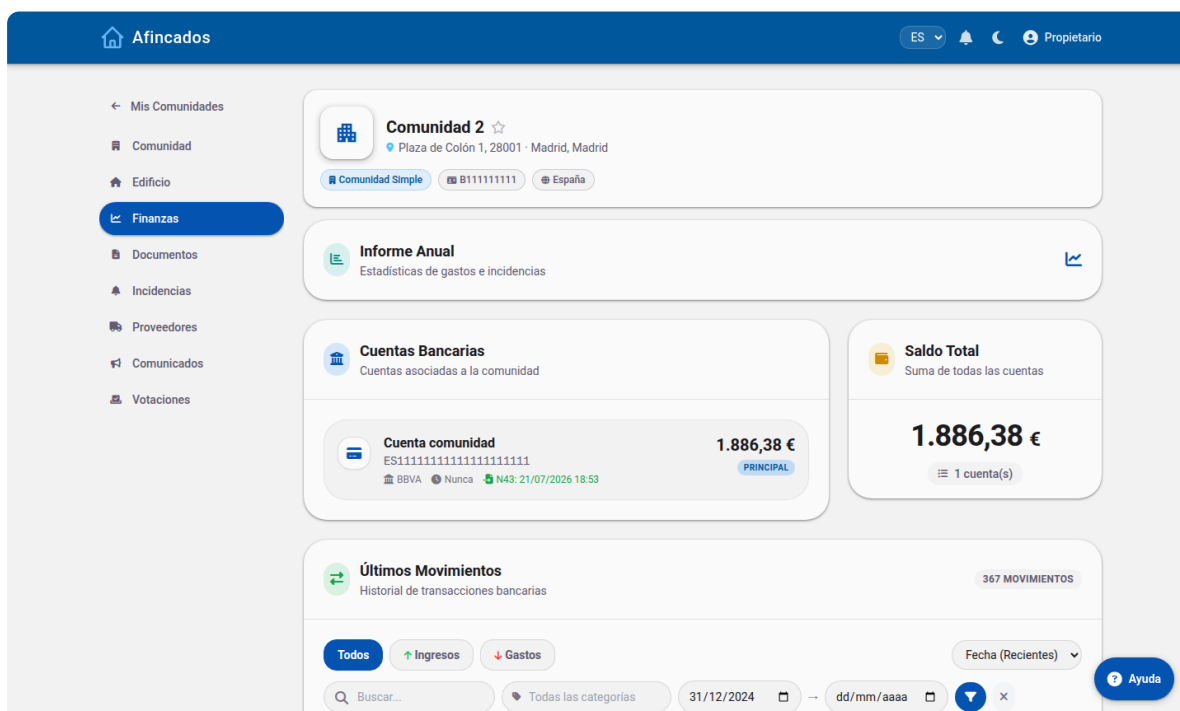
Your community



Resident view: Community, Building, Finances, Documents, Incidents, Suppliers, Passes, Announcements and Votes.

Fees and finances

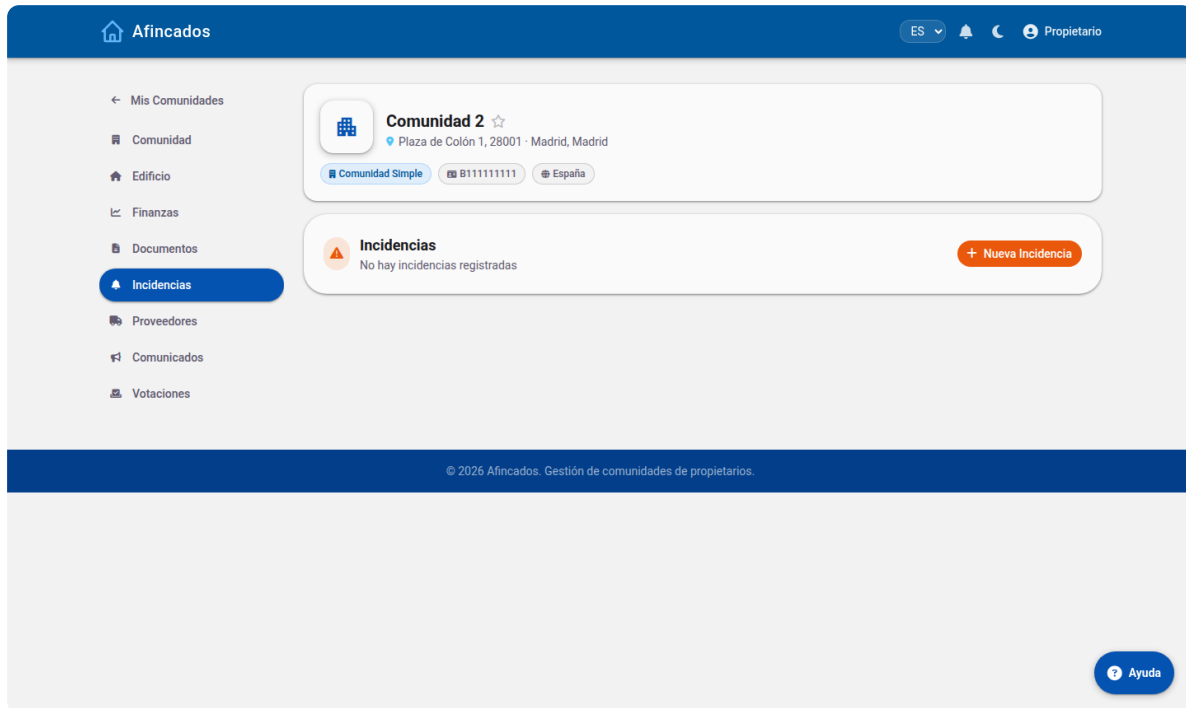
Check the community's financial position: accounts, balance and transactions. It is a **read-only** view.



Residents see balances and transactions but not the manager's actions.

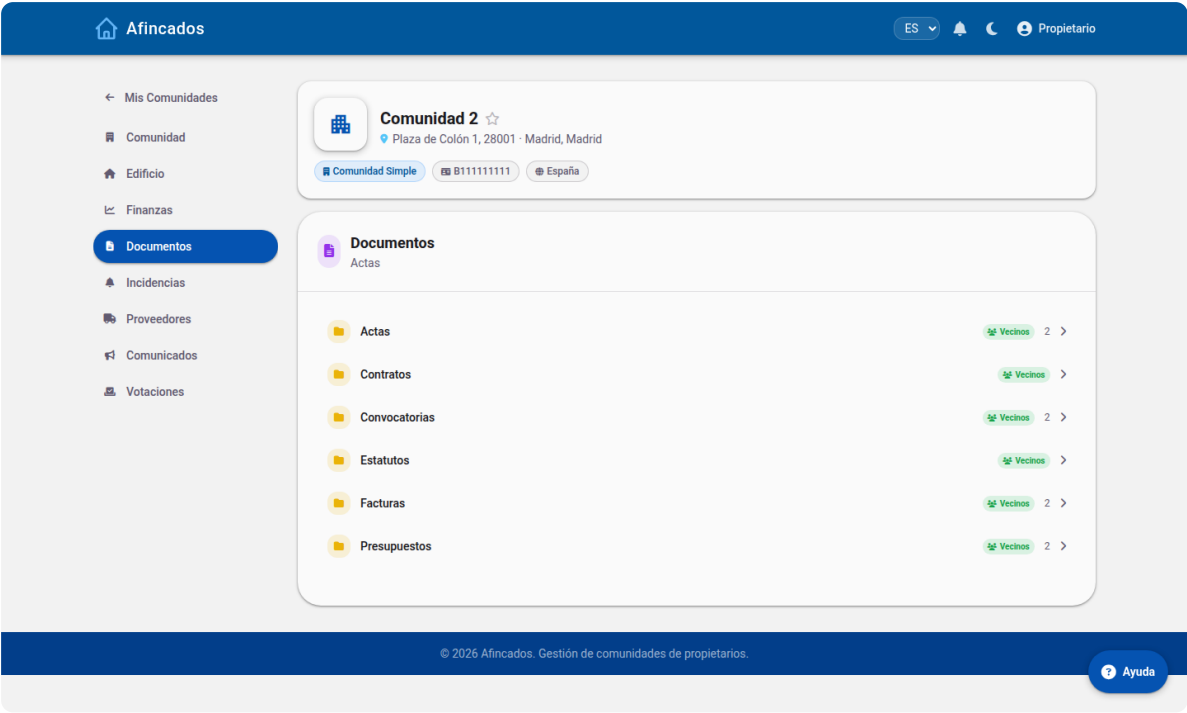
Incidents

You can **report an incident** and follow its status until it is resolved.

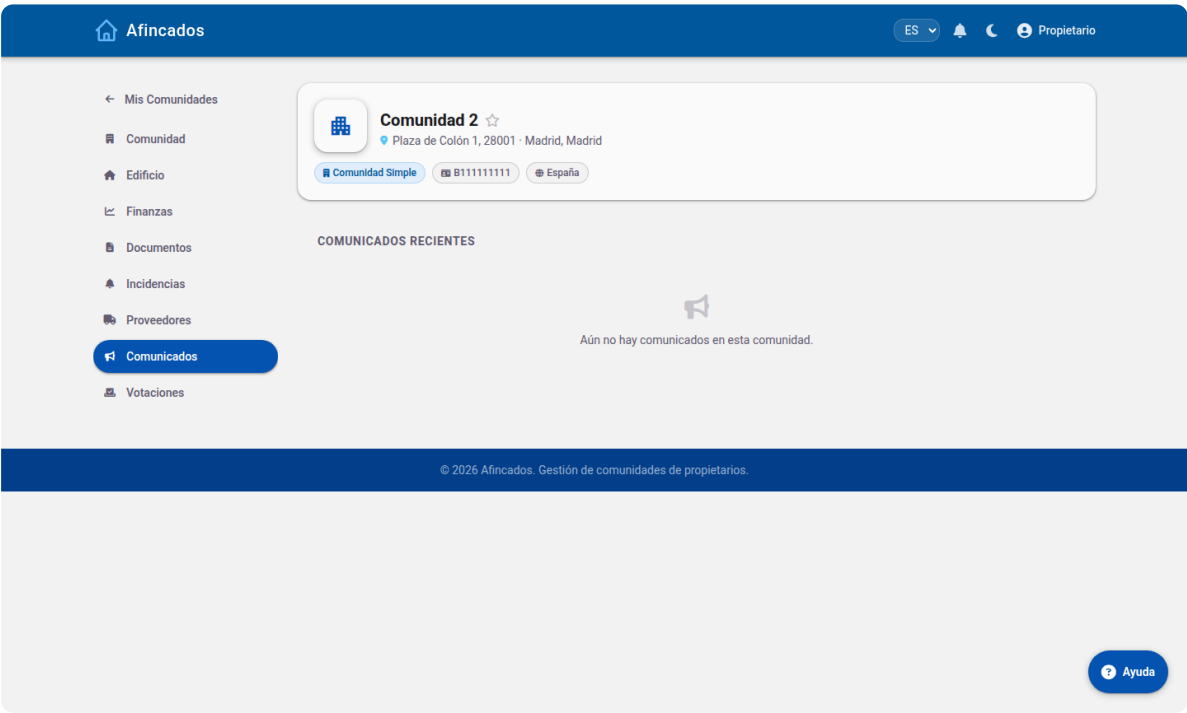


Click «New Incident», describe the problem and attach a photo if you can.

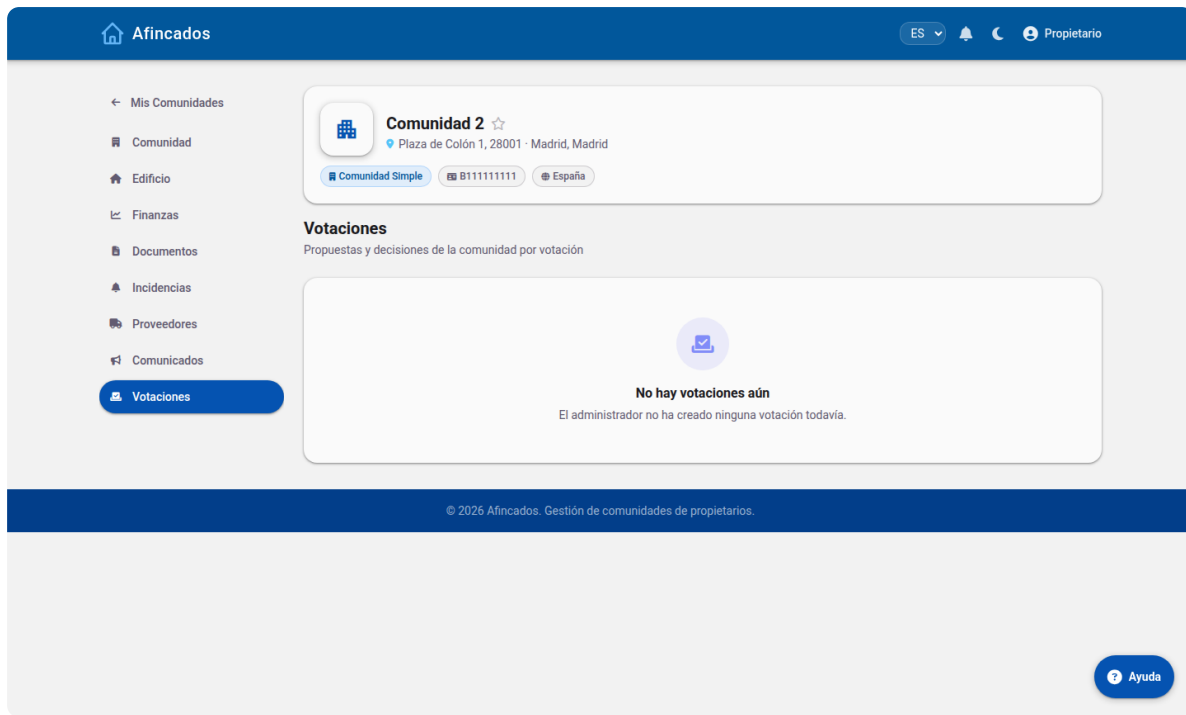
Documents, announcements and votes



Only folders shared with residents are shown.

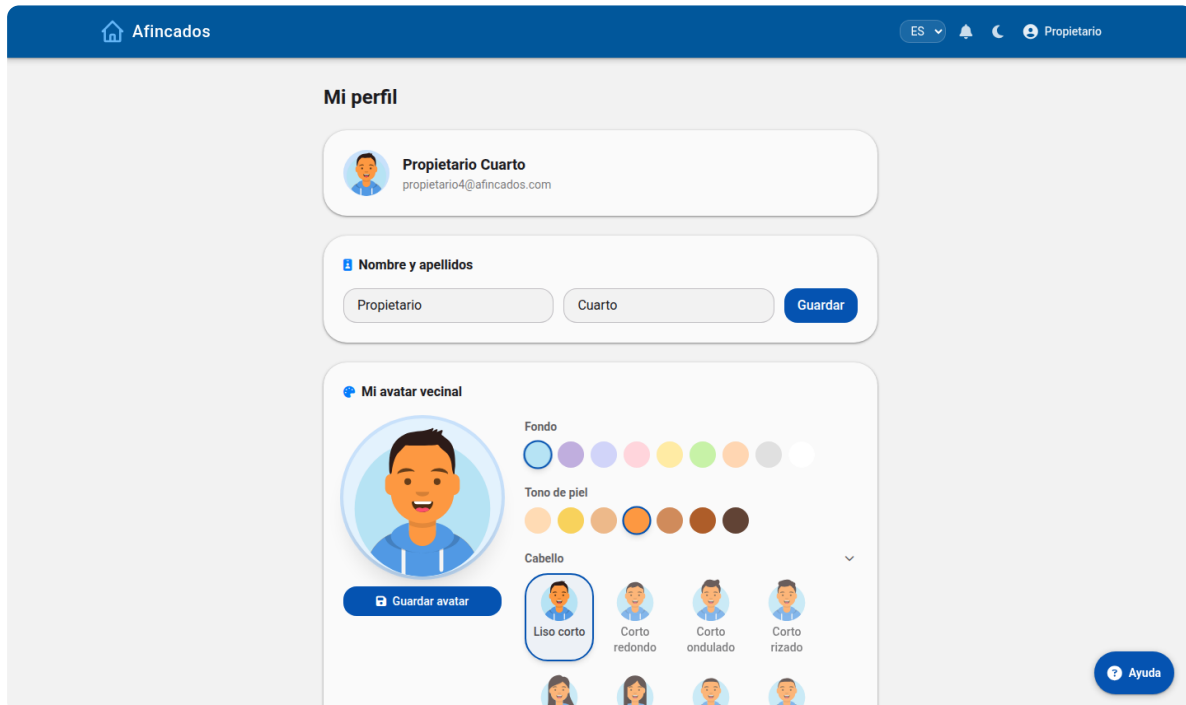


Community announcement history.



Vote on open proposals and follow the results.

Your profile



Keep your phone and email up to date: meeting notices and urgent alerts go there.

What you cannot do

- Create or change fees, direct debits and bank transactions.

- Assign incidents to suppliers or close them.
- Call meetings or publish minutes.
- Add users or properties.

1.4 Worker guide

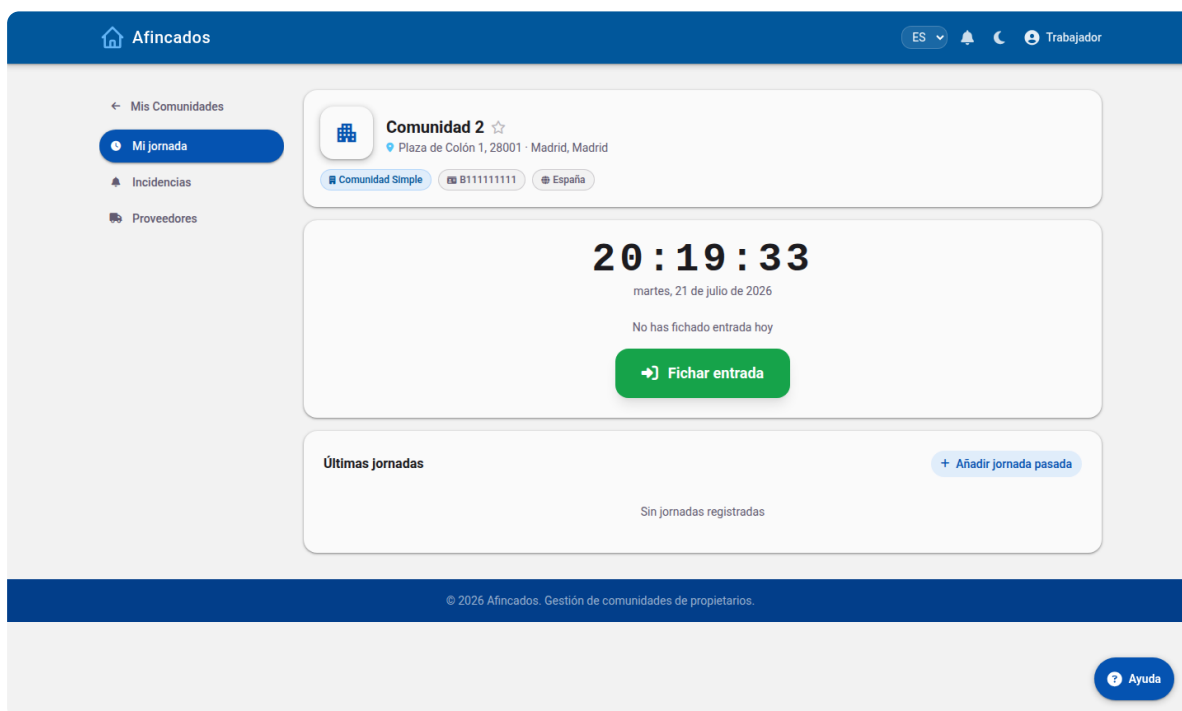
Updated on 01/08/2026

Clock in and out, check the incidents assigned to you and review your supplier's schedule.

The **worker** role is for people providing a service in the community on behalf of a supplier (cleaning, maintenance, lifts...). It is a reduced view focused on their daily work: only three sections.

My shift

The main screen shows a clock and a large button to **clock in** and later **clock out**, plus the history of **recent shifts** with start time, end time and hours worked.

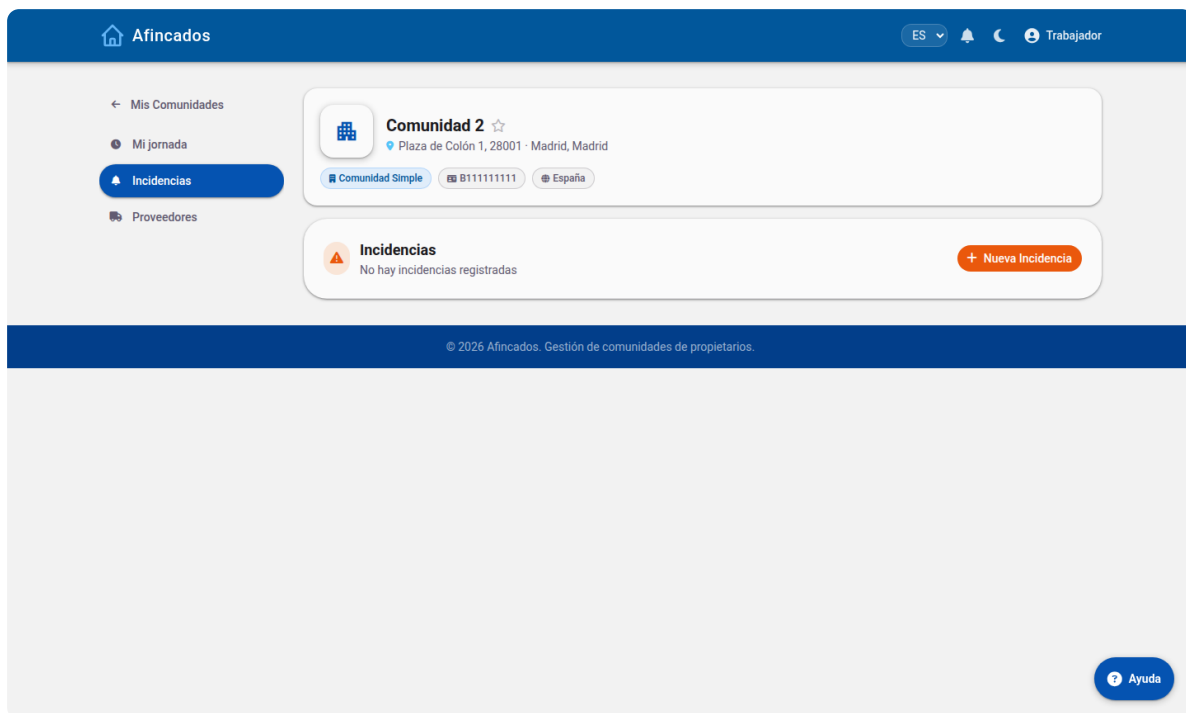


Clock in when you arrive and out when you leave. Forgot a day? Use «Add past shift».

The property manager can see and validate these shifts, so clock in punctually and fix any mistake as soon as possible.

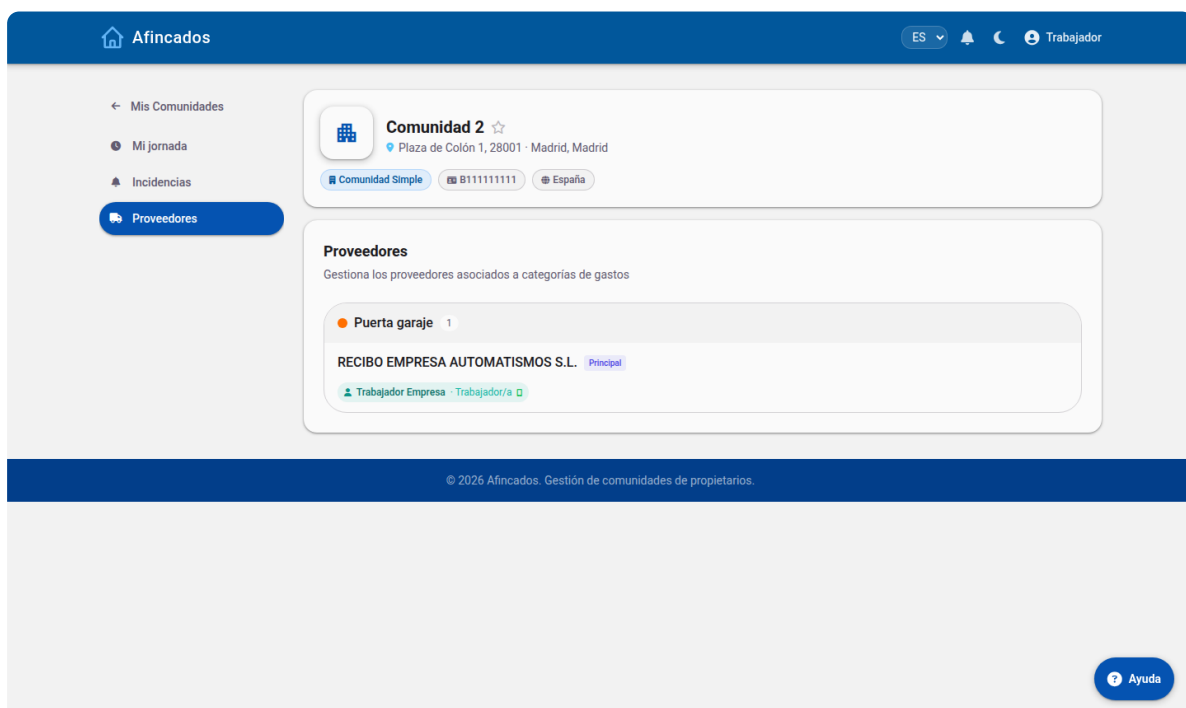
Incidents

You only see the **incidents assigned to you**, grouped by status. You can also **create a new incident** if you spot a problem while working.



The sidebar counter shows how many incidents are pending.

Suppliers



Shifts by service category.

What you cannot see

Workers have no access to finances, documents, fees, votes or other residents' data. Access is limited to the communities where they provide a service.

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