

# Property Manager

Share Property with Client

# Share

Click the address at the top of the screen to open the **My Properties** list.

Select **Manage Properties**.

\*\*note this process can only be done on the browser based app.

The image shows a mobile application interface. The top navigation bar includes icons for Dashboard, Home, Files, and Service Providers. Below this is a large teal banner with the text "One place for every thing". A red box highlights a card for "CENTRIQ EXAMPLE PROPERTY" with the address "Your City, CA 94302". Below the banner is a section for "PROPERTY GROUPS" with icons for Kitchen, Laundry, Garage, Living Room, Office, Mechanical, and Electronic. A "Add Group" button is also present. The right side of the image shows a "MY PROPERTIES" list with a search bar and several property entries. A red box highlights the "MANAGE PROPERTIES" button at the bottom of the list.

**Dashboard Navigation:** DASHBOARD, HOME, FILES, SERVICE PROVIDERS

**Header:** One place for every thing

**Property Card (Highlighted):** CENTRIQ EXAMPLE PROPERTY, Client Name, Your City, CA 94302

**Property Groups:** Kitchen, Laundry, Garage, Living Room, Office, Mechanical, Electronic, Add Group

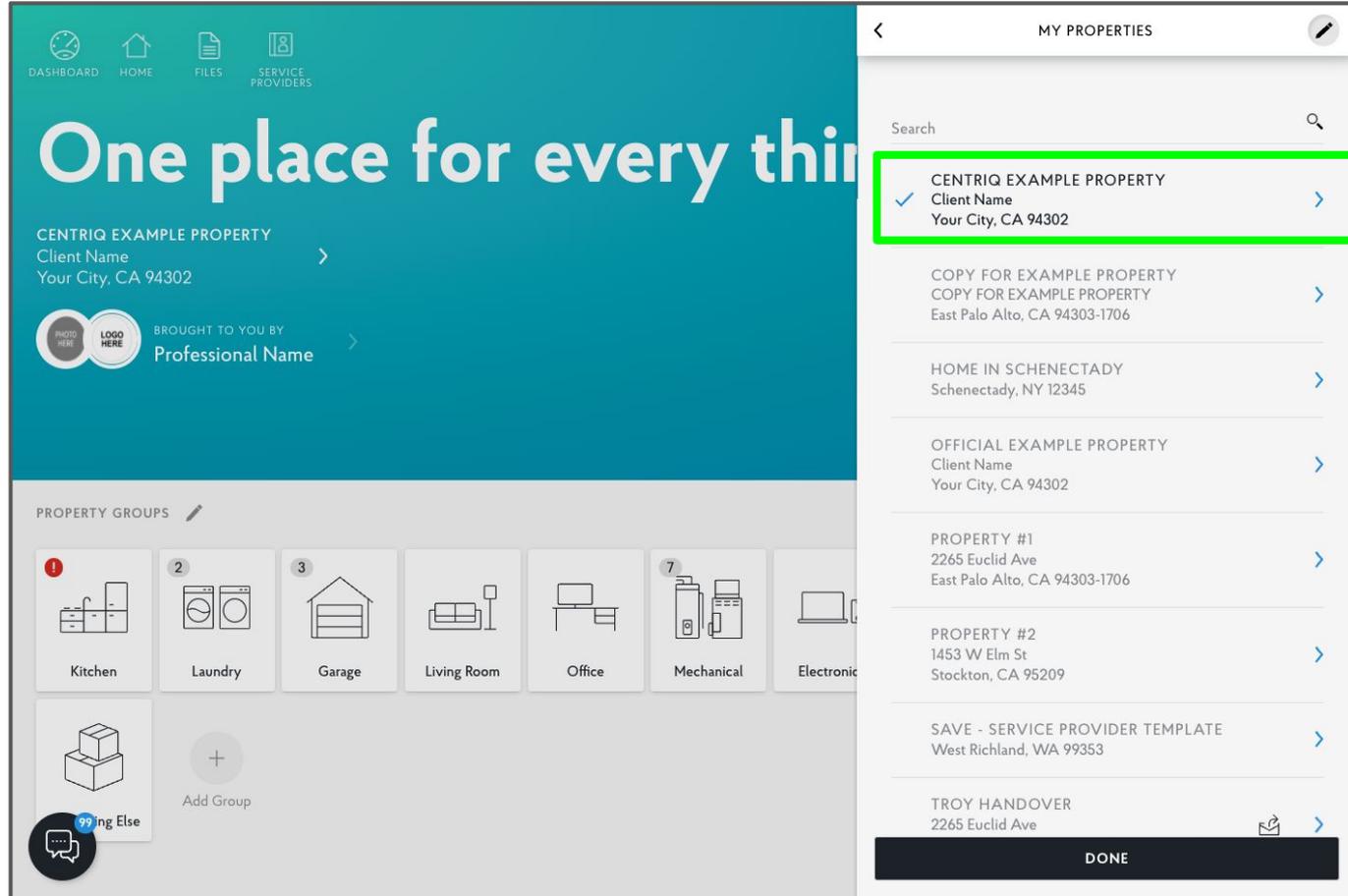
**My Properties List:**

- Search
- CENTRIQ EXAMPLE PROPERTY (Checked)  
Client Name  
Your City, CA 94302
- COPY FOR EXAMPLE PROPERTY  
COPY FOR EXAMPLE PROPERTY  
East Palo Alto, CA 94303-1706
- HOME IN SCHENECTADY  
Schenectady, NY 12345
- OFFICIAL EXAMPLE PROPERTY  
Client Name  
Your City, CA 94302
- PROPERTY #1  
2265 Euclid Ave  
East Palo Alto, CA 94303-1706
- PROPERTY #2  
1453 W Elm St  
Stockton, CA 95209
- SAVE - SERVICE PROVIDER TEMPLATE  
West Richland, WA 99353

**Buttons:** MANAGE PROPERTIES (Highlighted), ADD NEW PROPERTY

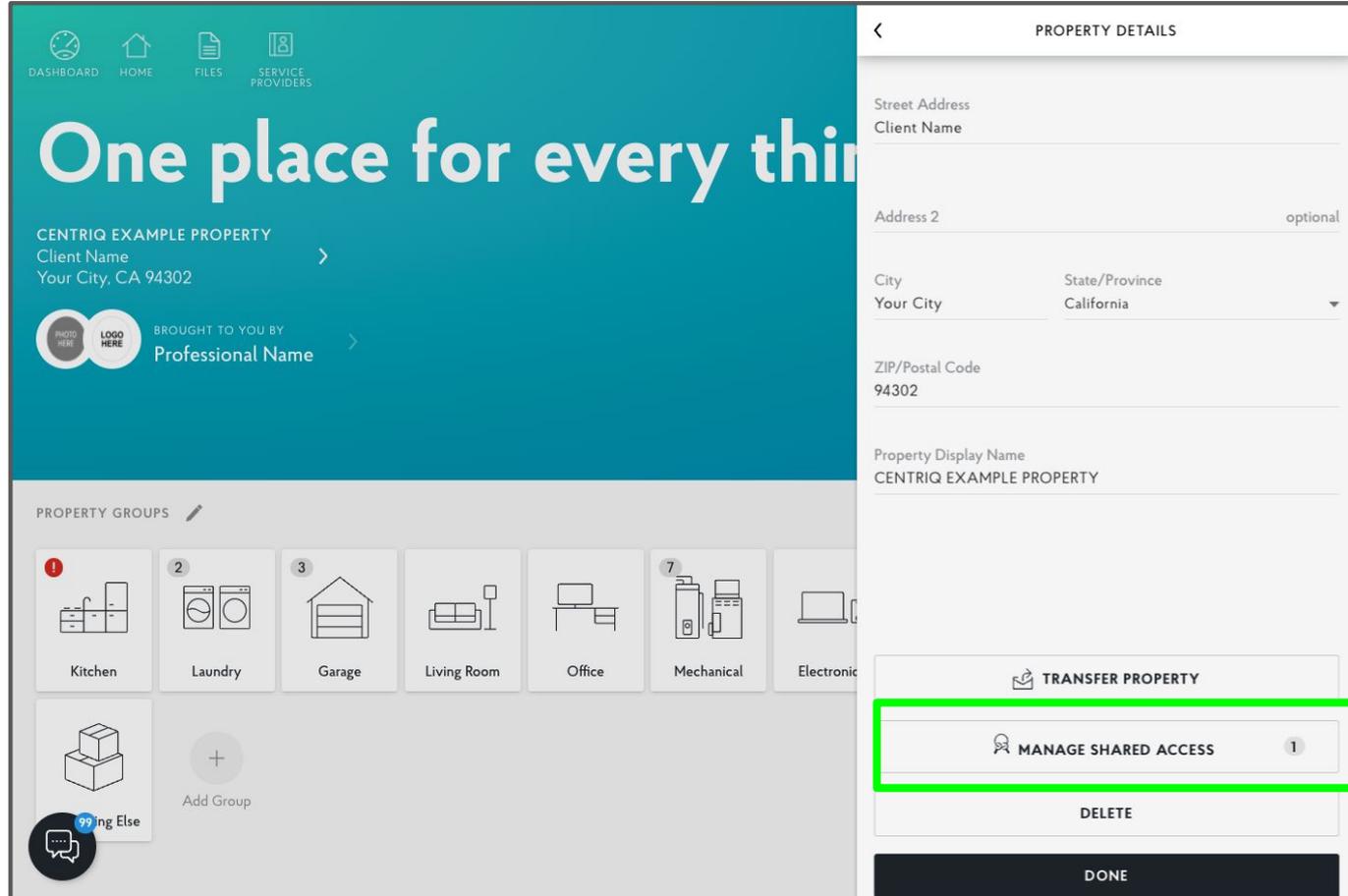
# Share

Select the property to share.



# Share

Click **Manage Shared Access**.



# Share

Click **Add Shared Access Member**.

The image shows a mobile application interface. The main screen has a teal header with navigation icons for DASHBOARD, HOME, FILES, and SERVICE PROVIDERS. Below the header, it displays 'One place for every thing' and property information for 'CENTRIQ EXAMPLE PROPERTY' in 'Your City, CA 94302'. A section for 'PROPERTY GROUPS' includes icons for Kitchen, Laundry, Garage, Living Room, Office, Mechanical, and Electronic. A bottom navigation bar has a '99' notification for 'ing Else'. A modal titled 'MANAGE SHARED ACCESS' is open on the right, showing the user's profile as 'PROFESSIONAL NAME (YOU)' with email 'imanilea@gmail.com' and role 'PRIMARY ACCOUNT HOLDER'. A red box highlights the 'ADD SHARED ACCESS MEMBER' button, and a 'DONE' button is at the bottom of the modal.

DASHBOARD HOME FILES SERVICE PROVIDERS

# One place for every thing

CENTRIQ EXAMPLE PROPERTY  
Client Name  
Your City, CA 94302

PHOTO HERE LOGO HERE BROUGHT TO YOU BY  
Professional Name

PROPERTY GROUPS

- 1 Kitchen
- 2 Laundry
- 3 Garage
- Living Room
- Office
- 7 Mechanical
- Electronic

ing Else

MANAGE SHARED ACCESS

PROFESSIONAL NAME (YOU)  
imanilea@gmail.com  
PRIMARY ACCOUNT HOLDER

ADD SHARED ACCESS MEMBER

DONE

# Share

Enter the name and email of the person receiving the share.

Click **Add**.

The image shows a mobile application interface. The main screen is a property dashboard for 'CENTRIQ EXAMPLE PROPERTY'. It features a teal header with navigation icons for Dashboard, Home, Files, and Service Providers. Below the header, the property name and address are displayed, along with a 'BROUGHT TO YOU BY' section for a professional. The bottom section shows 'PROPERTY GROUPS' with icons for Kitchen, Laundry, Garage, Living Room, Office, Mechanical, and Electronic. A 'SHARE ACCESS' modal is open on the right, with a green border. The modal contains the following fields and options:

- PROPERTY**: CENTRIQ EXAMPLE PROPERTY, Client Name, Your City, CA 94302
- SHARE ACCESS WITH**:
  - First Name: [Empty]
  - Client: [Empty]
  - Last Name: [Empty]
  - Name: [Empty]
  - Email: example@example.com
- Access Options**:
  - Full access
  - Read-only access

An 'ADD' button is located at the bottom right of the modal.

# Share

The “keys” icon indicates that the property is shared.

You will receive a confirmation email with the client accepts the account.

The image shows two overlapping screenshots from a property management system. The background screenshot is a desktop dashboard with a teal header. It features navigation icons for Dashboard, Home, Files, and Service Providers. The main heading reads "One place for every thing". Below this, it displays "CENTRIQ EXAMPLE PROPERTY" with a checkmark, "Client Name", and "Your City, CA 94302". There are also placeholders for "PHOTO HERE" and "LOGO HERE" followed by "BROUGHT TO YOU BY Professional Name". The "PROPERTY GROUPS" section includes icons for Kitchen, Laundry, Garage, Living Room, Office, Mechanical, and Electronic. A "Share" icon (two overlapping keys) is visible in the bottom left corner. The foreground screenshot is a mobile app interface titled "MY PROPERTIES". It has a search bar and a list of properties. The first property, "CENTRIQ EXAMPLE PROPERTY", is checked and has a "Share" icon highlighted with a green box. Other properties listed include "COPY FOR EXAMPLE PROPERTY", "HOME IN SCHENECTADY", "OFFICIAL EXAMPLE PROPERTY", "PROPERTY #1", "PROPERTY #2", and "SAVE - SERVICE PROVIDER TEMPLATE". At the bottom, there are buttons for "MANAGE PROPERTIES" and "ADD NEW PROPERTY".

# Client

Accept Share

# Email

Client receives an email with Subject:  
“Invitation for [Property] in Centriq”

Click **Accept Share**.

The image shows a screenshot of an email invitation from Centriq Property Share. The header is a teal bar with the Centriq logo and the text 'PROPERTY SHARE'. Below the header, there are two circular icons: 'LOGO HERE' and 'PHOTO HERE'. To the right of these icons, it says 'BROUGHT TO YOU BY Professional Name'. The main body of the email is white and contains the following text: 'Hi Client,' followed by a paragraph: 'Professional Name sent you a property in Centriq, the digital manual for your home.' Below this is a section titled 'Property Address:' with the details: 'Client Name', 'Your City, CA 94302'. Another section titled 'Sent to you by:' lists contact information: 'Professional Name', 'Mobile: 5105555555', 'Office: 510-555-5555', 'http://www.your-company-website.com/', and 'Email: imanilea@gmail.com'. A prominent black button with the text 'ACCEPT SHARE' in white is highlighted with a red rectangular border. Below the button is a section titled 'What to expect' with a paragraph: 'Centriq is the one app that helps you get the most out of your home and the things in it. Think of it as the Ultimate User Guide, specifically for your home.' This is followed by the word 'Get:' and a bulleted list: 'Manuals for all your appliances', 'How-to videos for maintenance tasks', and 'Supplies and accessories for the things you're sure to need. You can even order them straight from Amazon.' At the bottom, there is a blue link: 'Click here to see all the great features in Centriq.' and a final paragraph: 'If you need help with Centriq, just reply to this email to reach our support team. Or [contact us here](#).'

CENTRIQ PROPERTY SHARE

LOGO HERE PHOTO HERE BROUGHT TO YOU BY Professional Name

Hi Client,

Professional Name sent you a property in Centriq, the digital manual for your home.

**Property Address:**  
Client Name  
Your City, CA 94302

**Sent to you by:**  
Professional Name  
Mobile: 5105555555  
Office: 510-555-5555  
<http://www.your-company-website.com/>  
Email: imanilea@gmail.com

**ACCEPT SHARE**

**What to expect**  
Centriq is the one app that helps you get the most out of your home and the things in it. Think of it as the Ultimate User Guide, specifically for your home.

Get:

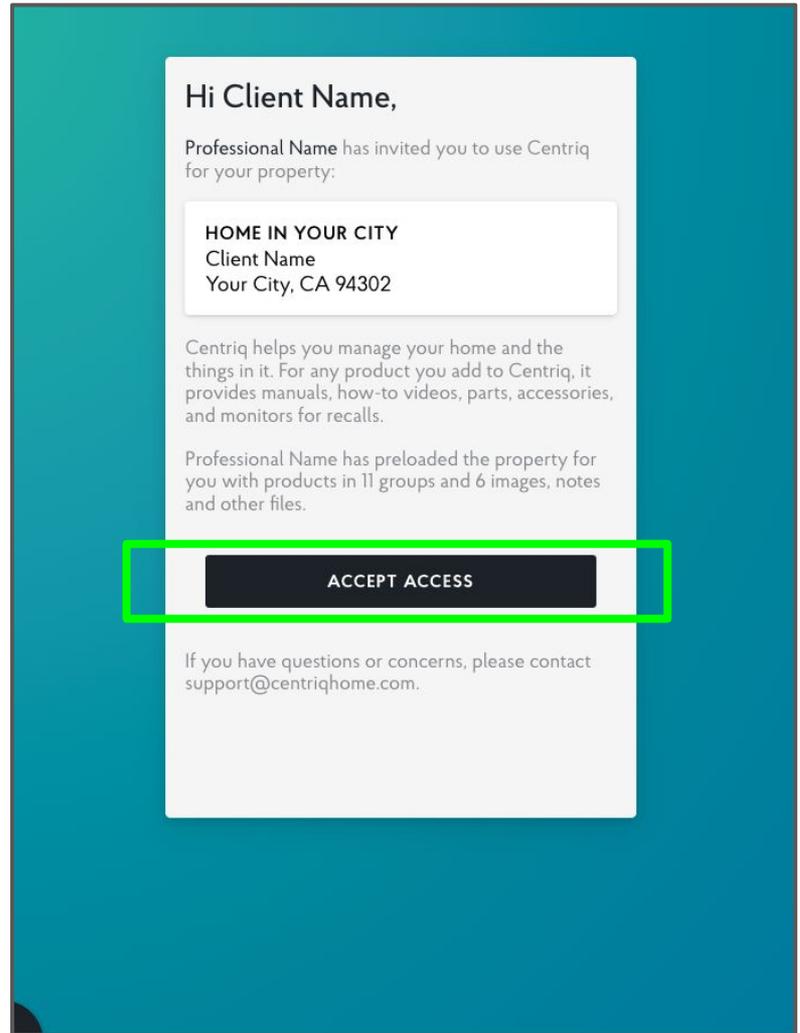
- Manuals for all your appliances
- How-to videos for maintenance tasks
- Supplies and accessories for the things you're sure to need. You can even order them straight from Amazon.

[Click here to see all the great features in Centriq.](#)

If you need help with Centriq, just reply to this email to reach our support team. Or [contact us here](#).

# Accept Share screen

Click **Accept Access**.

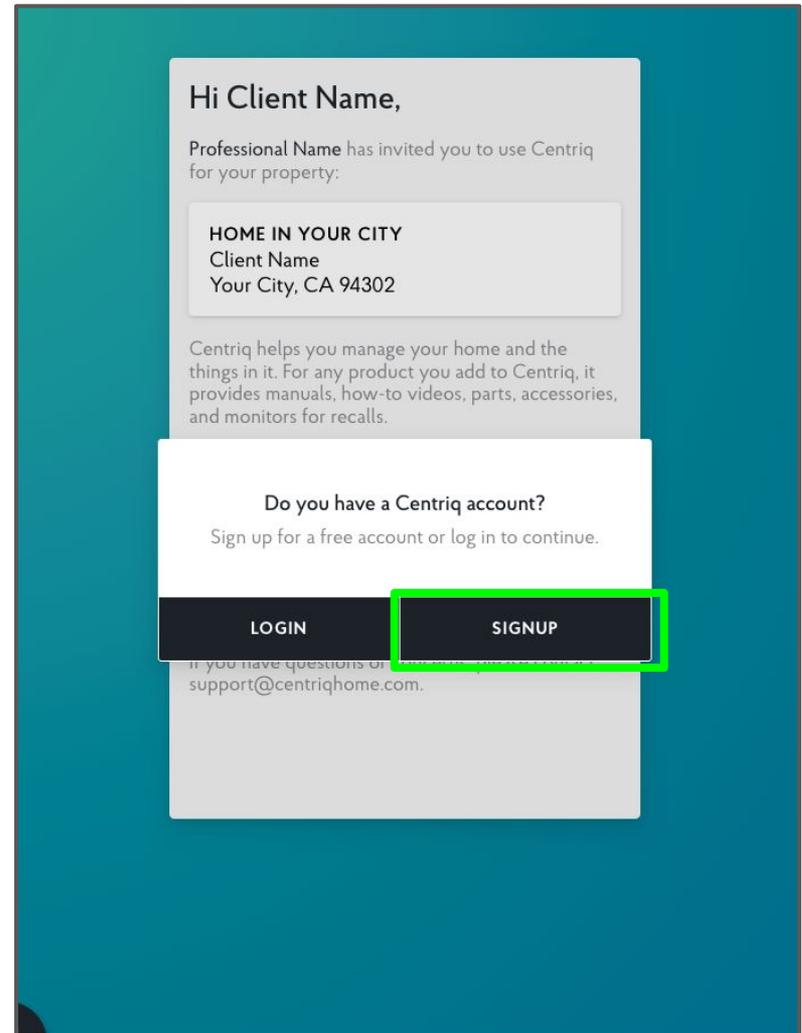


# Accept Share screen

Click **SignUp**.

Choose “Login” if you already have a Centriq account.

The shared property will be added as an additional property in the existing account.



# Create Account screen

Enter the email and the password of your choice.

Check the box to accept terms and conditions.

Log In Create Account

example@example.com

.....

Example Client

I agree to the **terms of service** and **privacy policy**.

CREATE ACCOUNT >

# Account Access

Property is added to the client's account.

A person can have multiple shared properties in one account with the same email.

The screenshot shows a dashboard interface for a property management system. At the top, there are navigation icons for HOME, FILES, SERVICE PROVIDERS, and ACCOUNT. The main header features the text "One place for every thing." Below this, it displays "CENTRIQ EXAMPLE PROPERTY" with details for "Client Name" and "Your City, CA 94302". A section for "BROUGHT TO YOU BY" includes a "PHOTO HERE" and "LOGO HERE" placeholder and a "Professional Name". A prominent white message box with a black border and a black "THANK YOU" button is overlaid on the dashboard, containing the text: "Welcome to your new home! The property share has been completed. It's all yours now." Below the message, the "PROPERTY GROUPS" section is visible, showing categories like Kitchen, Laundry, Garage, Living Room, Office, Mechanical, Electronics, Building Finish..., Plants & Trees, Pool, and Everything Else, along with an "Add Group" button. A floating chat icon is located in the bottom left corner.