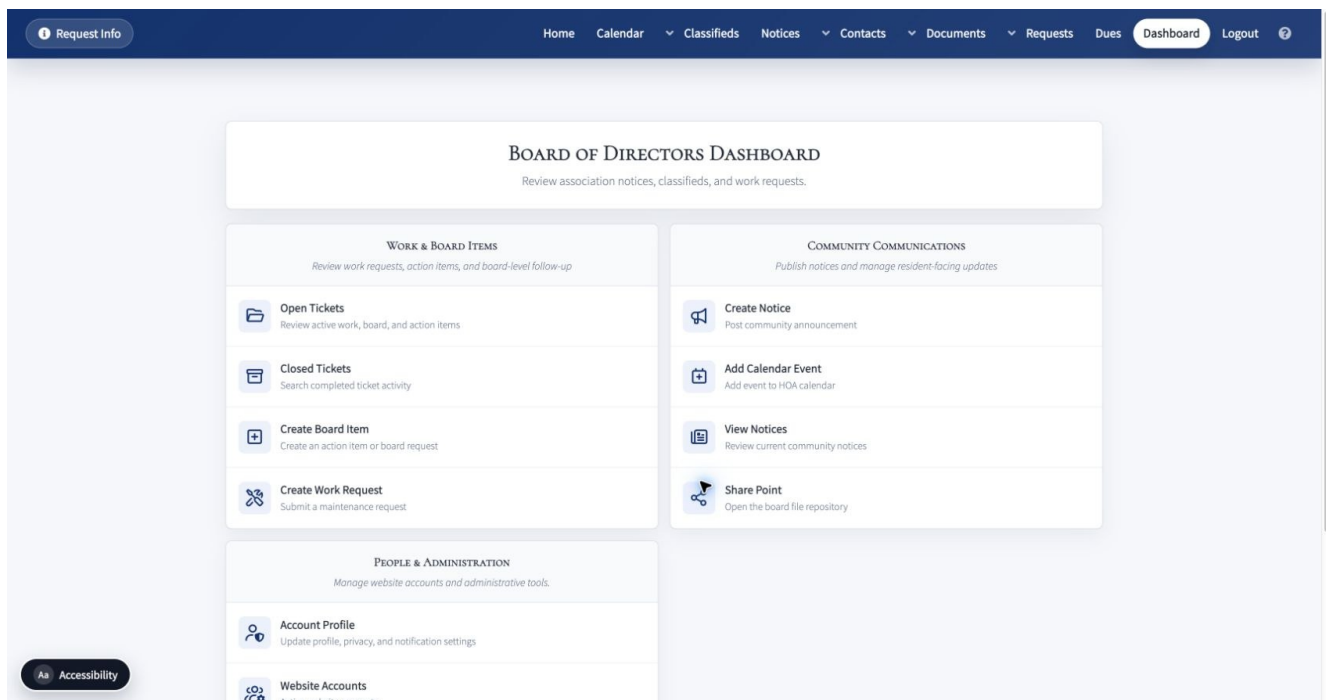


## WEBSITE GUIDE

# Shores of Camelot Help Center

A visual guide for signing in, managing your profile, reading notices, using documents, posting classifieds, submitting work requests, and understanding permission-based tools.



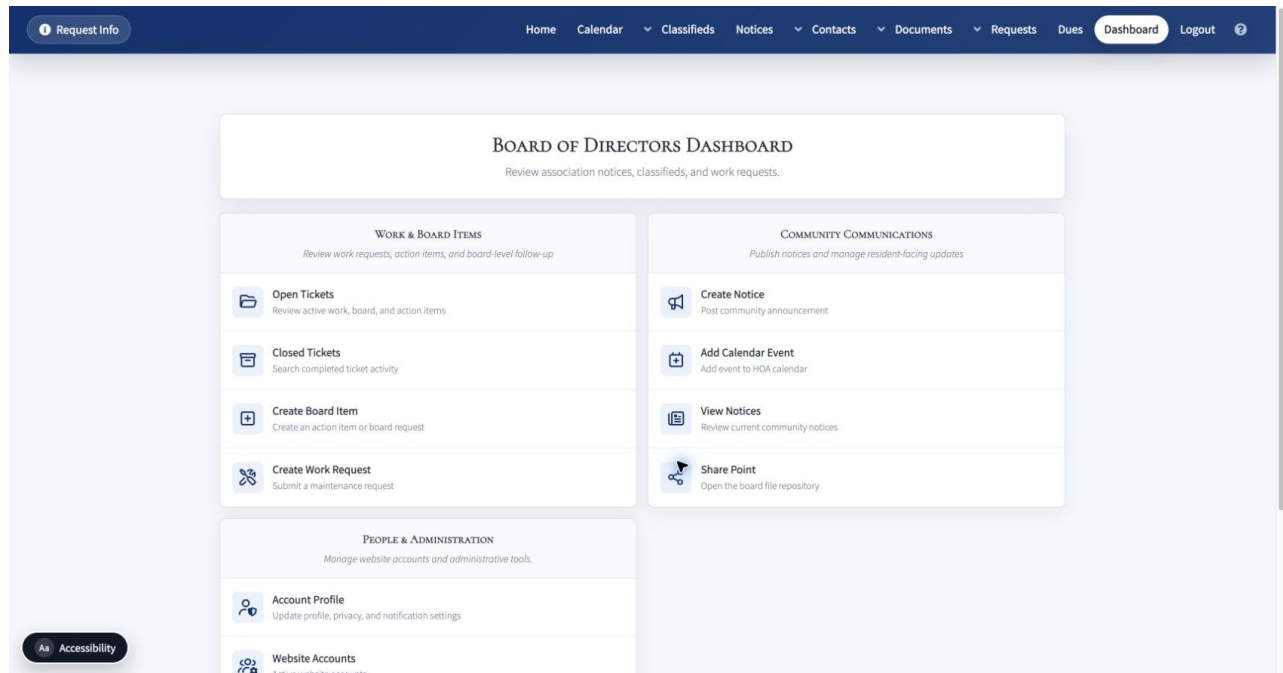
Screenshots in this guide are redacted where needed to avoid exposing owner or account details.

## Quick Start

<b>Sign in first</b> Owner-only tools require an active sign-in session.	<b>Use the menu</b> Top navigation links remain available across the site.
<b>Mobile friendly</b> Use the menu and rotate your device if tables need more room.	<b>Permission based</b> Some board, account, and directory tools appear only for permitted accounts.

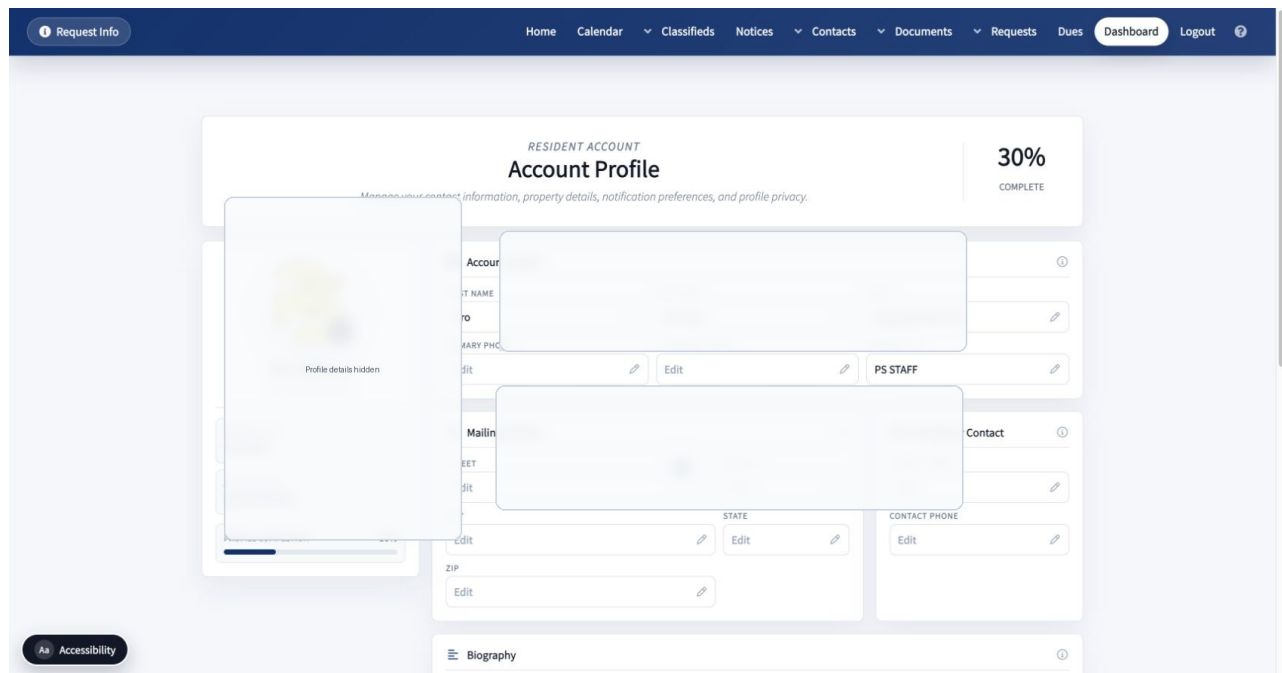
Use this guide as a reference when helping residents find common website features. The online Help page includes clickable shortcuts; this PDF is intended for printing, sharing, or offline review.

# Start from the Dashboard



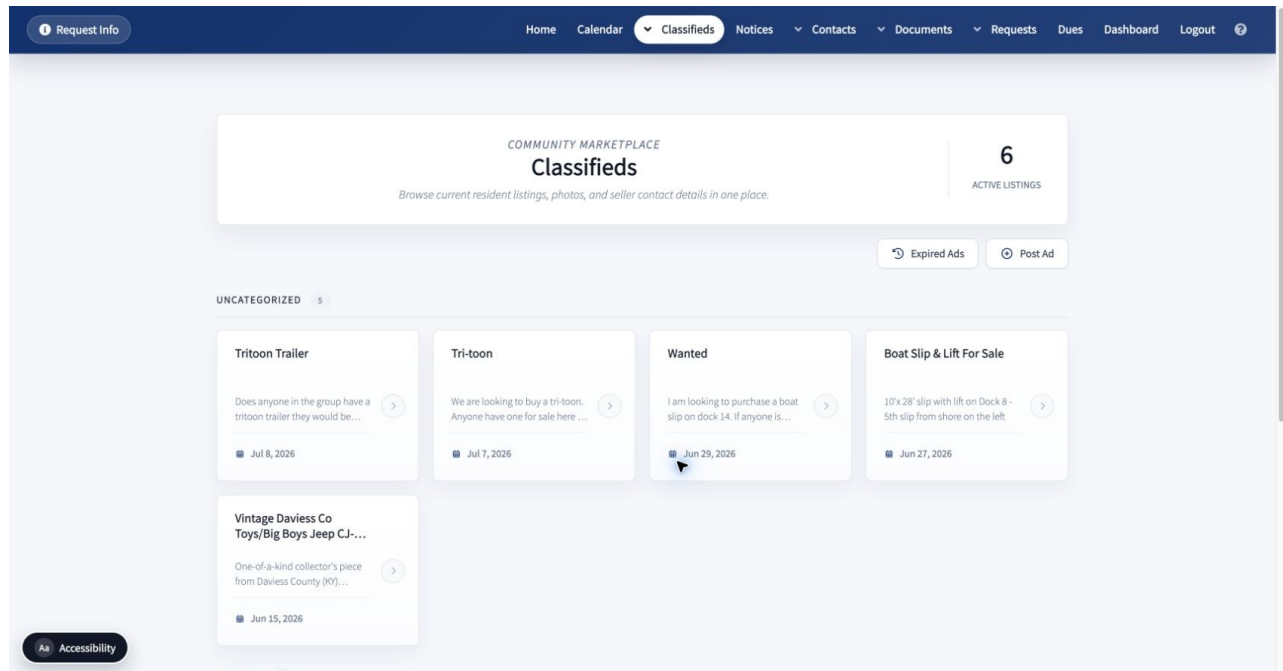
- 1 Sign in to access owner-only tools and account-specific pages.
- 2 Use the top menu for global areas such as Classifieds, Notices, Documents, Requests, Dues, Dashboard, and Help.
- 3 Use dashboard tiles for profile settings, work requests, documents, and board tools when your account has access.
- 4 Use Logout when finished on a shared computer.

# Manage Profile and Notifications



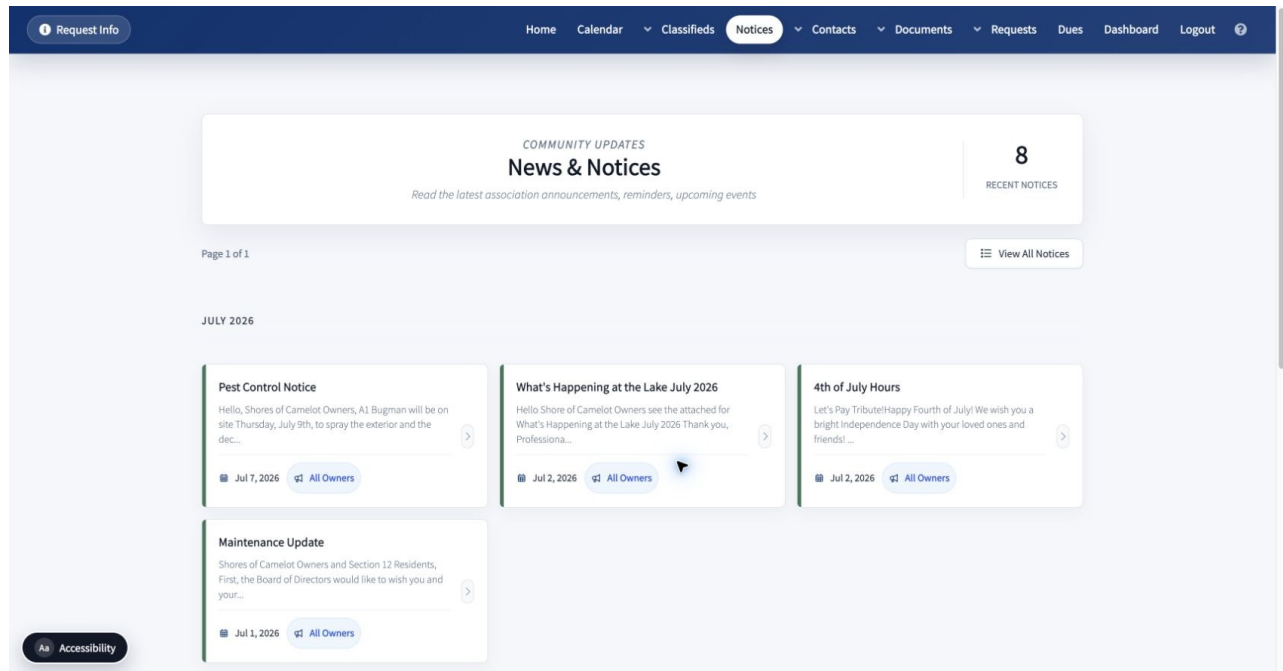
- 1 Click a profile field to edit it inline, then press Enter or click away to save.
- 2 Keep Primary Phone current before turning on SMS notifications.
- 3 Use notification switches to choose which website messages you receive.
- 4 Use privacy switches to control what profile information is visible through website account tools.

# Use Classified Ads



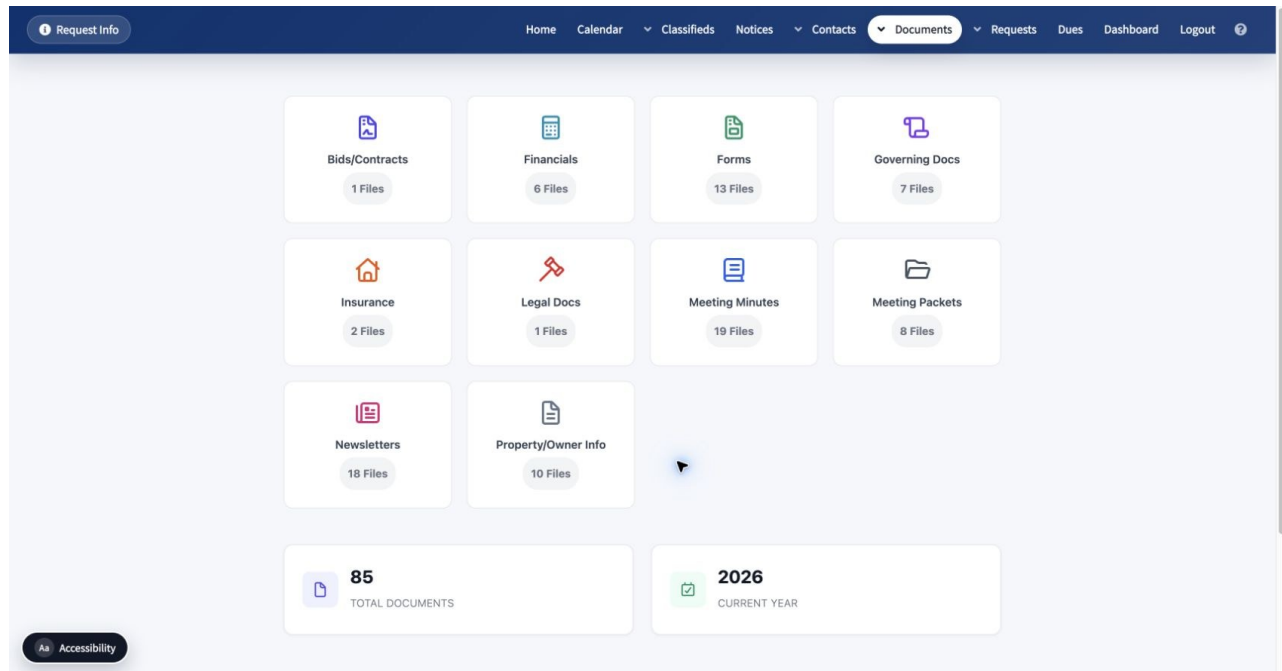
- 1 Browse active listing cards from the Classifieds page.
- 2 Open a listing to view details and reply to the poster through the website.
- 3 Use Post Classified to add a listing with a clear title, category, description, and photos.
- 4 Use Your Classifieds to edit, repost, or remove listings attached to your account.

# Read Notices and Updates



- 1 Open Notices from the top navigation or dashboard.
- 2 Select a notice card to view the full details and any attachments.
- 3 Check notices regularly for deadlines, meetings, maintenance updates, and community information.

# Find Documents



- 1 Open Documents to view folders and file categories.
- 2 Select a folder tile to browse available files.
- 3 Use card/list controls where available to change how files are displayed.
- 4 If a document area is unavailable, your account may not have permission or no files may be posted yet.

# Submit Work Requests

**Submit Work Request**  
*Provide the location, details, and photos needed to review the issue efficiently*

[GUIDELINES](#)

**CONTACT INFORMATION**

FIRST NAME  
Pro

EMAIL ADDRESS  
ps@proservlc.co

Sample form values hidden

**WORK REQUEST DETAILS**

CATEGORY  
Select Category

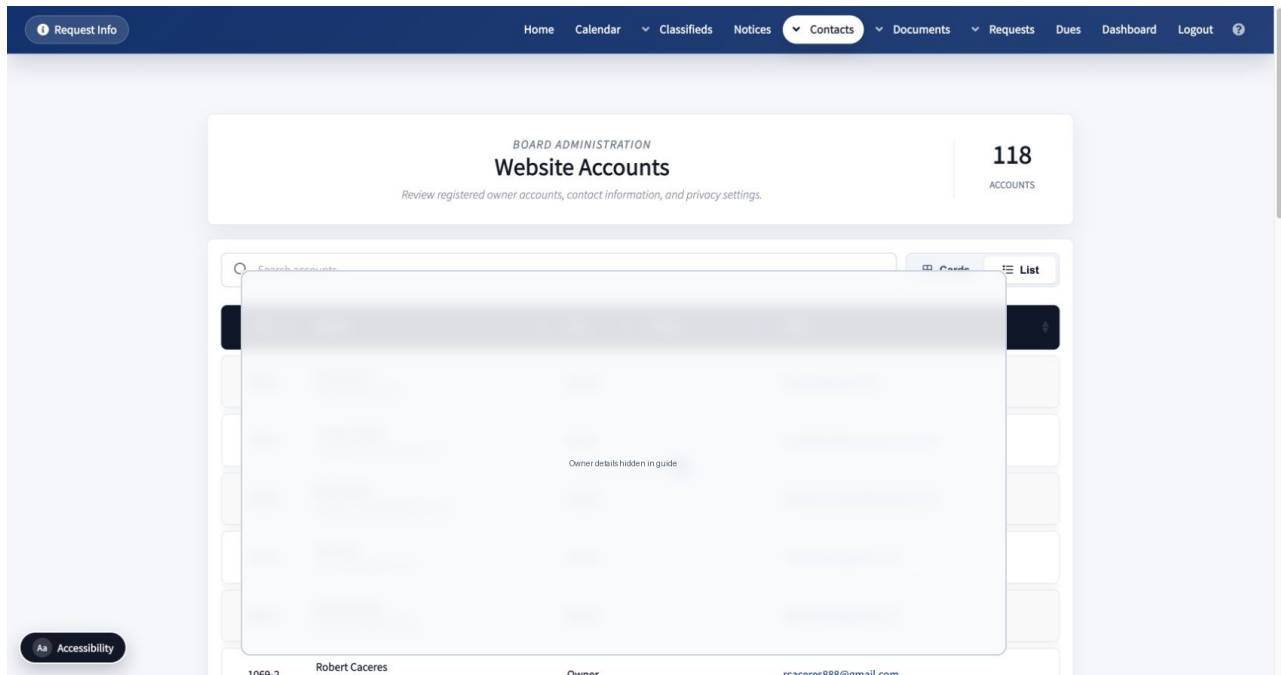
SHORT DESCRIPTION  
Short description (Siding, Electric, etc...)

50 Characters Remaining

Accessibility

- 1 Open New Work Request and choose the correct unit or property area.
- 2 Enter a clear description, category, contact phone, and any useful photos.
- 3 Submit the request and use Your Work Requests to review comments, images, and status changes.
- 4 Board users can review open and closed tickets from the board dashboard.

# Use the Owner Directory



- 1 Permitted board and staff accounts can open Website Accounts from the board dashboard or Contacts menu.
- 2 Use Search Accounts to find residents by name, unit, email, or related account details.
- 3 Use the card/list controls to choose the best view for scanning or comparing accounts.
- 4 Restricted accounts are redirected away from this area.

# Troubleshooting

- 1 If a menu item is missing, sign out and sign back in. Some links are permission based.
- 2 If a form will not submit, review required fields, agreement checkboxes, phone number format, and uploaded files.
- 3 If profile changes look stale, refresh the page after saving.
- 4 If a file will not open, refresh the page and confirm you are signed in.

When contacting property management about a website issue, include the page name, what you clicked, the device or browser you used, and any message shown on the screen.