

Units

Manage individual apartments or units, including their details and unit shares.

- [Create or edit a unit](#)
- [Assign owners and create owner's accounts](#)

Create or edit a unit

The **Create a Unit** and **Edit a Unit** side panels allow an admin user to add new units (apartments) to the system or update existing ones.

Units are essential for linking owners, calculating contributions, and managing the maintenance plan.

How to create a unit

1. Navigate to the **Units** link in the header.
2. Click the **Create a Unit** button.
3. Fill in the required and optional information.

“ The same side panel can also be used to **edit an existing unit** by selecting it from the units list.

Required information

1. **Unit / Apartment Number**
 - The door number or identifying number for the unit.
 - Example: “101”
 2. **Unit Utility Interest**
 - Determines the **share of maintenance contributions** each unit must pay.
 - Utility interests are recorded on the unit’s title.
 - **Important:** Without a utility interest set, the owners linked to this unit **cannot see** the [My Contributions](#) page.
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Optional information

1. **Floor Area** – the total area of the unit in square meters.
 2. **Floor** – which floor the unit is located on.
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Owners

- The admin user can link the unit to **0, 1, or multiple owners**.
 - Owners can be **selected from existing users** or a **new user can be created** directly from this screen.
 - When a new owner is created, an **automatic email** is sent for the user to finalise their account creation.
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Key points

- Utility interest is essential for **contribution calculations**.
- Linking units to owners ensures they have access to **unit-specific contributions**.
- Optional fields like floor area and floor are helpful for reporting, planning, or management purposes but are not required to create the unit.

Assign owners and create owner's accounts

Owners can be assigned by an admin user via the **Edit a unit** side panel.

Assigning owners ensures that each unit has the correct access to [My Contributions](#) and other unit-specific information.

How to assign owners

1. Navigate to the **Units** link in the header.
 2. Select the unit you want to assign owners to.
 3. In the **Owners** section, you can:
 - **Select existing users** from the list of registered users.
 - **Create a new user** if the owner does not yet have an account.
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Creating a new owner account

- When creating a new owner, the system asks for:
 - First Name
 - Last Name
 - Email Address
 - [Security Role](#) (Default is recommended for unit owners)
 - After creation, an **automatic email** is sent to the owner to **finalise their account creation** and set a password.
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Example

Unit	Owners
Unit 101	John Smith, Jane Doe
Unit 102	Michael Brown (new account created)

- Michael Brown will receive an **activation email** to set up his account and gain access to the platform.
 - John and Jane already have accounts and can immediately see their contributions and unit details.
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Key points

- Each unit can be linked to **0, 1, or multiple owners**.
- Owners linked to a unit with a **utility interest set** can see their contributions on the [My Contributions](#) page.
- Linking owners ensures **accurate contribution allocation** and allows owners to view maintenance information for their units.
- New accounts created during this process are **automatically notified** via email.