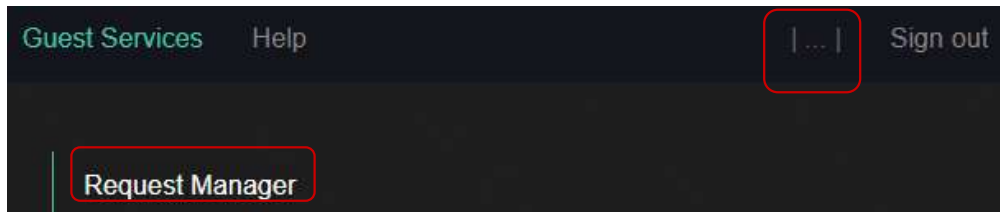
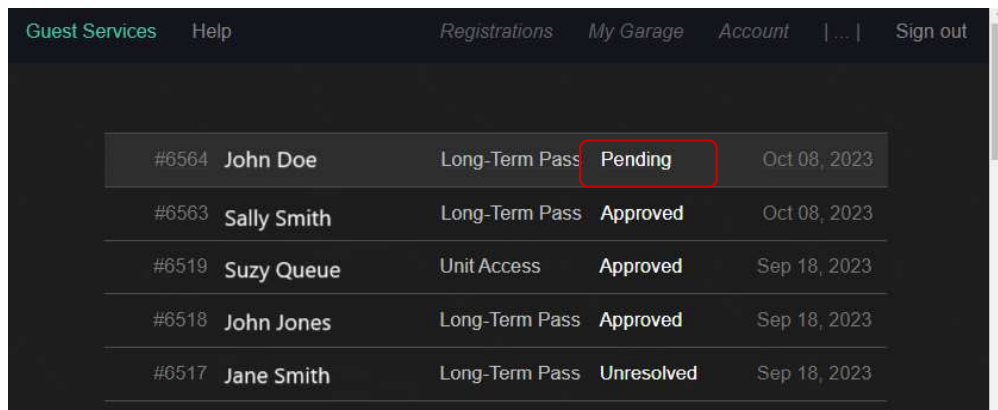


When an owner or management company makes a request for unit access or to add a vehicle under My Garage, those requests must be approved by an administrator. Log in and click the |...| symbol at the top of the screen to open the menu. Click **Request Manager**.



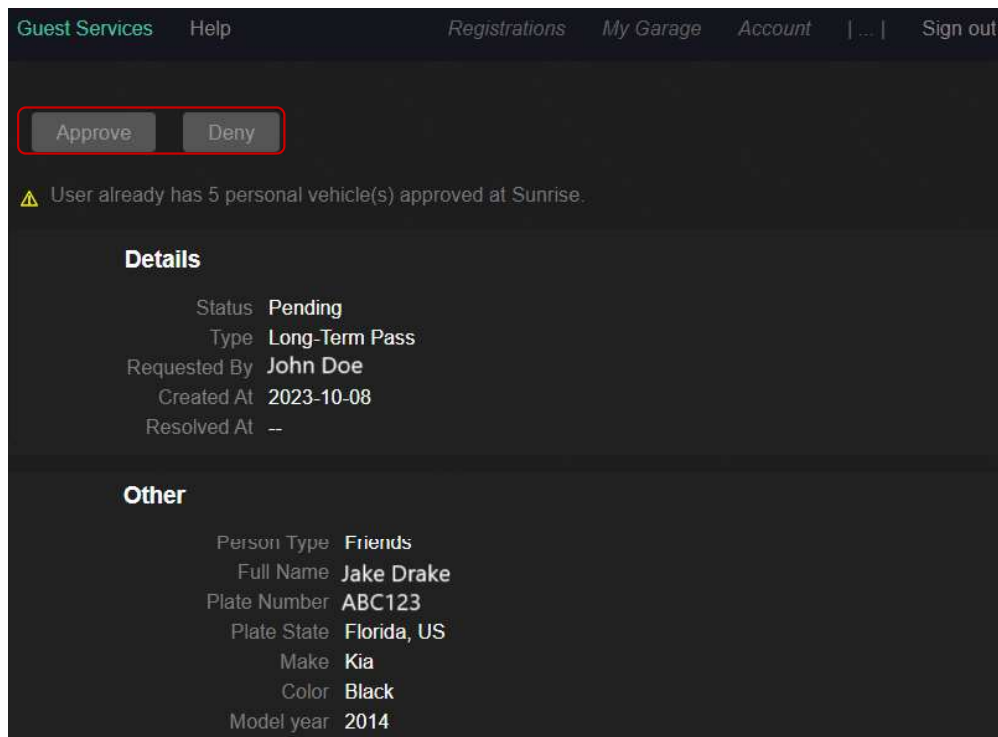
This displays a list of all requests for the property. Click on each **Pending** request to view details.



A screenshot of the Request Manager interface showing a table of requests. The table has columns for ID, Name, Type, Status, and Date. The 'Pending' status is highlighted with a red box.

ID	Name	Type	Status	Date
#6564	John Doe	Long-Term Pass	Pending	Oct 08, 2023
#6563	Sally Smith	Long-Term Pass	Approved	Oct 08, 2023
#6519	Suzy Queue	Unit Access	Approved	Sep 18, 2023
#6518	John Jones	Long-Term Pass	Approved	Sep 18, 2023
#6517	Jane Smith	Long-Term Pass	Unresolved	Sep 18, 2023

Use buttons to **Approve** or **Deny** request. Status will be updated on screen and an email will automatically be sent to the owner or management company to notify them.



A screenshot of the request details page. At the top, there are 'Approve' and 'Deny' buttons, both highlighted with red boxes. Below the buttons, there is a warning message: '⚠ User already has 5 personal vehicle(s) approved at Sunrise.' The page is divided into two sections: 'Details' and 'Other'.

**Details**

- Status: Pending
- Type: Long-Term Pass
- Requested By: John Doe
- Created At: 2023-10-08
- Resolved At: --

**Other**

- Person Type: Friends
- Full Name: Jake Drake
- Plate Number: ABC123
- Plate State: Florida, US
- Make: Kia
- Color: Black
- Model year: 2014