

Steps for Adding Properties

Add the Agency as PetScreening:

1. Select Functions
2. Select Interface Configurations
3. Select ILS Guest Card
4. Confirm **PetScreening** is selected or select PetScreening
5. Save all changes

Add the property to the pre-existing PetScreening property list:

1. Select Property
2. Review the Property List
3. Add the property or properties to the PetScreening property/entity list

Add permissions for lease renewal access:

1. Navigate to the Administration Menu and click on Set Permissions
 - a. Select **Read/Write** permissions for **Interfaces: Web Service – Lease Renewal**
2. Go to Administration → System → **Common Data Configuration**
 - a. Select **Read** permissions to **Scheduled Lease Renewals**

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Confirm applicant import is set to 7 days:

1. Navigate to the ILS Guest Card Options
2. Navigate to Export Resident/Guest Activity Options
3. Ensure "Include only residents/guests with activity in the last **7 days**" is selected