

Steps for Adding Properties

Add PetScreening as an Agent to the Property:

1. Navigate to Basic iData Menu
2. Select *Property*
3. Select *Review Property*
4. Select the property code and click Submit
5. Click *Functions* and then *Agents*
6. Click the paper icon on the top right
7. Add interface user code for PetScreening under employee
8. Click Submit

Navigate to the PetScreening Interface

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