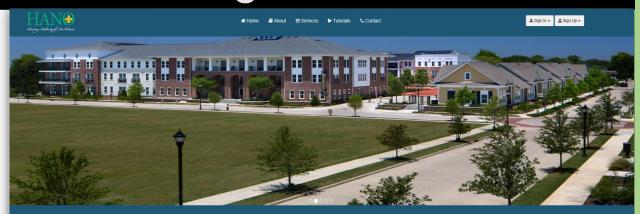


Admin Manual

HANO Housing Choice Connect



Housing Choice Connect

Redesigned and Redeveloped by HANO, the Housing Choice Connect application allows New Orleanians and participating landlords to easily search affordable Section 8 housing or add rental properties without reviewing an extensive list.

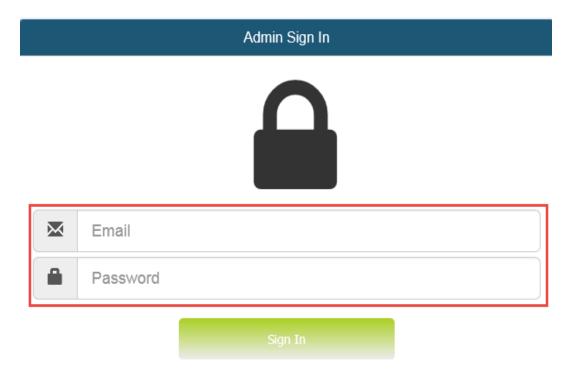
TABLE OF CONTENTS

Table of Contents

Sign In	. 2
Admin Dashboard	. 3
Tenants	. 4
Landlords	. 5
Active, Inactive & Proximity Properties	. 6
Reset Password	. 8

SIGN IN

SIGN IN



To Sign In,

- ❖ Click the "Sign In" button of the home page, and select admin
- Enter your email address and password
- Click the "Sign In" button

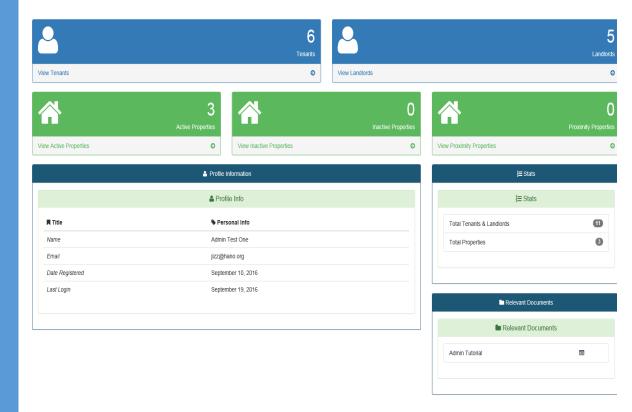
You will be redirected to your personal admin dashboard

ADMIN DASHBOARD

ADMIN DASHBOARD

The admin dashboard provides you with easy access to manage of landlords' properties and users. The dashboard provides immediate access to the following:

- Users
 - Tenants
 - Landlords
 - Profile & Contact Information
 - List of Active, Inactive & Proximity Properties
- Landlord Properties
 - Active
 - Inactive
 - Proximity
- Reset Password



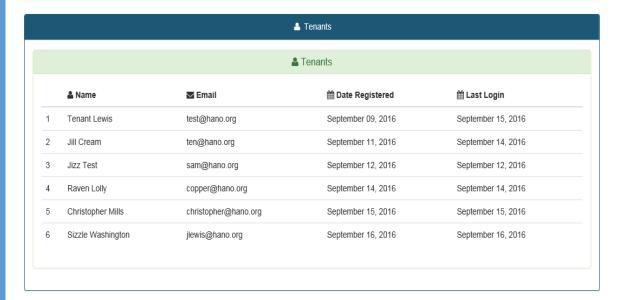
TENANTS

TENANTS

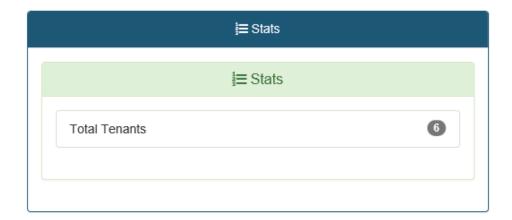
The tenants' page lists the names, emails, registration date, last login and total number of registered tenants.

List of Tenants

Tenants



Total Tenants



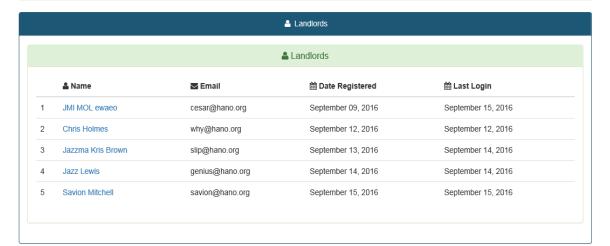
LANDLORDS

LANDLORDS

The landlords' page lists the names, emails, registration date, last login and total number of registered landlords.

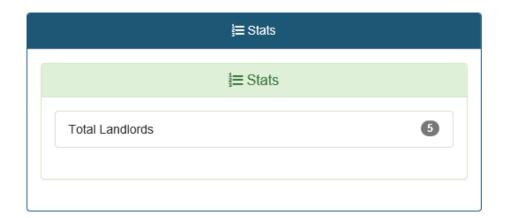
List of Landlords

Landlords



Each landlord's name is a link to their profile and contact information and list of active, inactive and proximity properties.

Total Landlords



ACTIVE, INACTIVE & PROXIMITY PROPERTIES

ACTIVE, INACTIVE & PROXIMITY PROPERTIES

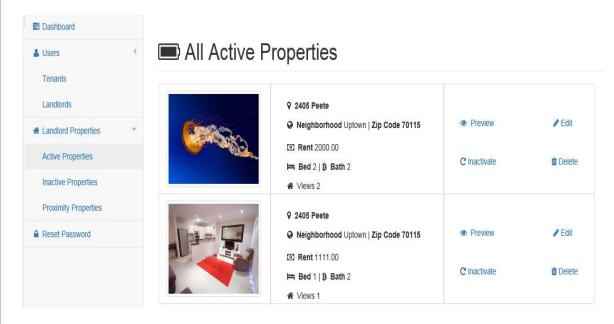
Active Properties are a list of homes that are currently viewable by tenants as an unoccupied property.

Inactive Properties are a list of homes that are *not* viewable by tenants.

Proximity Properties are a list of homes that are currently on the waitlist to be permanently deleted by the system.

Each property on these list displays the total number of tenant views, preview, edit, delete and activate/inactivate a property.

Example of List of Properties



The features are as follows:

- Preview: Inspect what a tenant will view about your property
- Edit: Modify your property content
- Activate: Enable a property to be viewed by tenants
- Inactivate: Disbale tenants from viewing your property
- ❖ <u>Delete:</u> **PERMANTENTLY** remove your property. Once Deleted, it can **NOT be RECOVERED**

When prospective tenants are browsing the property list, the following is information displayed:

ACTIVE, INACTIVE & PROXIMITY PROPERTIES

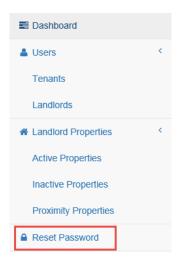
- Defualt Photo
- Adderss
- Neighborhood
- Zip Code
- Rent
- Number of Bedrooms
- Number of Bathrooms

RESET PASSWORD

RESET PASSWORD

To reset your password:

- Click the "Reset Password" link on the side bar menu
- Enter your new password in the form field titled "New Password"
- Click the "Reset Password" button



Reset Password

