Spanish Coast Properties
User Manual (All Access Levels)
Version: 20260211c
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1) PURPOSE

This manual explains how each access level should use the app, what tools are available, and the recommended day-to-day workflow.

The app is role-based. Different users see different dashboard tools.

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2) QUICK START (ALL USERS)

Step 1: Open Account page and sign in.
Step 2: Open Properties page and apply filters.
Step 3: Save listings to build your shortlist.
Step 4: Share with brochure/reel/catalog tools.
Step 5: Use Saved Alerts to receive new matching listings.

Core pages:
- Account: account role + activity + alerts
- Properties: search, map, shortlist
- New Builds: developer inventory
- Businesses / Vehicles: additional listing verticals
- Guide: this manual online

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3) ROLE MATRIX

Client:
- Browse, search, map, save favourites
- Save alerts + receive matches
- Share listing links and brochures

Collaborator:
- All Client access
- Street Scout submission and tracking

Agent:
- All Client access
- White-label sharing and partner workflow
- Catalog generation for clients

Agency Admin:
- All Agent access
- Team/agency collaboration workflow

Partner:
- Partner sharing tools
- White-label quick share flow

Developer:
- New build-focused partner workflow
- Brochure/reel/catalog sharing for developments

Admin:
- Full platform operations
- CRM contacts/leads
- User role assignment

- Review and approval workflows

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4) ROLE MANUALS

4.1 CLIENT
Access:
- Properties search and filters
- Map with area tools
- Saved favourites
- Saved alerts and new match notifications
- Brochure and reel sharing

Recommended workflow:
1. Filter by location/type/budget/requirements.
2. Save strong options.
3. Use Create Catalog to build a clean shortlist link.
4. Request viewing from listing modal.
5. Monitor alert matches in Account dashboard.

Notes:
- CRM and admin data are not visible to clients.
- Original feed references are hidden.

4.2 COLLABORATOR (STREET SCOUT)
Access:
- All Client tools
- Street Scout page and submission history

Recommended workflow:
1. Open Street Scout page.
2. Take a clear board photo.
3. Capture GPS location.
4. Submit with notes.
5. Track status changes in dashboard.

Commission logic:
- Minimum target reward is typically 200 EUR or 500 EUR
  depending on listing tier and successful closure.

4.3 AGENT
Access:
- All Client tools
- White-label sharing
- Brochure/reel quick-share by reference
- Client catalog generation

Recommended workflow:
1. Build filtered shortlist for buyer profile.
2. Save best options.
3. Create client catalog link.
4. Enable white-label where needed.
5. Share brochure/reel for high-intent options.

4.4 AGENCY ADMIN
Access:
- All Agent tools
- Agency-level collaboration workflow

Recommended workflow:
1. Validate shortlist quality.

2. Keep outbound formatting consistent.
3. Use catalogs + reels for client communication.
4. Coordinate next actions with internal team.

4.5 PARTNER
Access:
- Partner sharing stack
- White-label links

Recommended workflow:
1. Open Account -> Quick Share Studio.
2. Enter SCP reference.
3. Copy listing, brochure, and reel links.
4. Share in channels (WhatsApp, social, email).

4.6 DEVELOPER
Access:
- Partner tools focused on New Builds
- White-label brochure/reel/catalog generation

Recommended workflow:
1. Open New Builds and filter by target profile.
2. Select references to share.
3. Create brochure/reel/catalog assets.
4. Send development-specific shortlists.

4.7 ADMIN
Access:
- Full role and operations control
- Admin Favourites Inbox
- Admin CRM (contacts/leads)
- Admin submissions review (properties/vehicles/scout)

Recommended workflow:
1. Monitor favourites inbox and high-intent demand.
2. Review and approve submissions.
3. Keep CRM records clean and updated.
4. Assign roles only after user account exists.
5. Audit alerts/session issues in diagnostics.

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5) KEY FEATURES AND HOW TO USE THEM

5.1 SEARCH + MAP
- Use location and advanced filters to narrow quickly.
- On map, use perimeter draw and around-me modes.
- Sort defaults to newest first.

5.2 SAVED FAVOURITES
- Save from listing cards or modal.
- Toggle Saved mode to focus on shortlist only.
- Saved items sync to signed-in account.

5.3 CLIENT CATALOG BUILDER
- Open Properties.
- Click Create Catalog.
- Choose source:
  - Current filtered results, or
  - Saved listings
- Select listing limit and optional client name.
- Open catalog or copy link.

5.4 BROCHURE + REEL
- From listing modal:
  - Brochure (print/save PDF)
  - Reel Studio (video share flow)
- Use white-label mode for partner-facing output.

5.5 ALERTS
- Save alert from filtered search.
- New matches appear in Account dashboard.
- Mark seen after review.

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6) SECURITY + PRIVACY

- CRM contacts/leads are admin-only.
- Source/original references are role-restricted.
- RLS policies control database visibility.
- Users should use strong passwords.

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7) TROUBLESHOOTING

Sign-in timeout:
- Retry sign in
- Disable VPN/ad-block
- Clear offline cache
- Reset login

Magic link rate limit:
- Wait before requesting another link
- Use password login as fallback

Session drops:
- Clear offline cache
- Reset login
- Re-authenticate
- Run diagnostics with ?qa=1

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8) SUPPORT CONTACT

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End of manual.