

Documents Overview

The screenshot displays the townsq web application interface. On the left is a navigation sidebar with categories: Community, Communication, Lobby, Tools, and Administration. The 'Documents' option is highlighted with a red box. The main content area is titled 'My Community' and features a search bar at the top with the placeholder text 'What do you want to do?'. Below the search bar is an 'Inbox' section containing four request cards, each with the title 'Rate the work of the management t...' and a 'Rate' button. A callout box with a green background and white text, containing the number '1' and the text 'Click Documents', points to the 'Documents' menu item in the sidebar.

townsq

Community

- Home
- Communication
 - Forum
 - Messages
 - News & Events
 - Surveys
 - Requests
- Lobby
 - Package Control
 - Access Control
 - Shift Logs
- Tools
 - Reservations
 - Documents
- Administration
 - Assignments

My Community

NEWS & EVENTS · 07/23/2021

A new event has been added.

Jul 30, 2021 07:00 pm
Social Committee Meeting

[Read more](#)

DOCUMENTS · 07/22/2021

A new document has been added.

Pool Access Application Form.pdf
31.34 KB

FORUM · 06/24/2021

Stars Hollow

Kyla Stearns

[Comment](#)

What do you want to do?

Inbox

REQUESTS · 09/03/2020

Rate the work of the management t...
Would you create a book club group in To...
[Rate](#)

REQUESTS · 09/03/2020

Rate the work of the management t...
Would you create a book club group in To...
[Rate](#)

REQUESTS · 09/03/2020

Rate the work of the management t...
Would you create a book club group in To...
[Rate](#)

REQUESTS · 07/29/2020

Rate the work of the r...
Broken Entry Light
[Rate](#)

1 Click Documents

TIP

townsq

Documents: Sort

The screenshot shows the townsq web application interface. On the left is a navigation sidebar with categories like Community, Communication, Lobby, Tools, and Administration. The main content area is titled 'Community' and contains a 'VIEW ALL DOCUMENTS' button and a 'CATEGORIES' list. The document list table has columns for DOCUMENT, DATE, CATEGORY, and SUB-CATEGORY. A callout box points to the 'DATE' header with the text 'Sort documents by clicking on a column header.' A 'Filters' button is also visible in the top right of the document list area.

DOCUMENT	DATE	CATEGORY	SUB-CATEGORY
Pool Access Application Form.pdf	07/22/2021 10:45 AM	FORMS	
Flier Template.png	07/23/2020 03:25 PM	SOCIAL COMMITTEE	
Social Committee Member List.pdf	07/23/2020 03:25 PM	SOCIAL COMMITTEE	
Forum Best Practices.pdf	07/14/2020 09:06 AM	ANNOUNCEMENTS	
Logo.jpg	09/19/2019 02:35 PM	ANNOUNCEMENTS	

Documents: Advanced Filter

The screenshot shows the townsq web interface. On the left is a navigation sidebar with categories like Community, Communication, Lobby, Tools, and Administration. The 'Documents' option is highlighted. The main content area is titled 'Community' and contains a search bar and a 'Filters' button. A table lists documents with columns for Document, Date, and Category. A callout box with the number '1' and the text 'Click Filters' points to the 'Filters' button.

DOCUMENT	DATE	CATEGORY
Pool Access Application Form.pdf	07/22/2021 10:45 AM	FORMS
Flier Template.png	07/23/2020 03:25 PM	SOCIAL COMMITTEE
Social Committee Member List.pdf	07/23/2020 03:25 PM	SOCIAL COMMITTEE
Forum Best Practices.pdf	07/14/2020 09:06 AM	ANNOUNCEMENTS
Logo.jpg	09/19/2019 02:35 PM	ANNOUNCEMENTS

Documents: Advanced Filter

NOTE: Click each filter option to expand and select criteria

Filter

- CATEGORY
- FORMAT
- DATE

Clear filters Apply

	CATEGORY	SUB-CATEGORY
Business Application Form.pdf	FORMS	

Documents: Advanced Filter

The screenshot shows the townsq web application interface. A 'Filter' modal is open, allowing users to refine document search results. The modal is divided into three sections: 'CATEGORY', 'FORMAT', and 'DATE'. The 'CATEGORY' section includes buttons for 'Account Documents', 'Announcements', 'Board Documents', 'Forms', 'Governing Documents', 'Monthly Financials', and 'Social Committee'. The 'FORMAT' section includes buttons for 'DOC', 'DOCX', 'JPEG', 'JPG', 'PDF', 'PNG', 'PPT', 'PPTX', 'XLS', and 'XLSX'. The 'DATE' section has 'From' and 'To' date input fields. A 'Clear filters' button and a red-bordered 'Apply' button are at the bottom of the modal. Two callout boxes provide instructions: a green circle with the number '2' and a dark blue box with the text 'Select and/or enter filter criteria' pointing to the filter options; and another green circle with the number '3' and a dark blue box with the text 'Click Apply' pointing to the 'Apply' button. The background shows a sidebar with navigation options like 'Home', 'Groups', 'Residents', 'Forum', 'Messages', 'News & Events', 'Surveys', 'Requests', 'Lobby', 'Package Control', 'Access Control', 'Shift Logs', 'Tools', 'Reservations', 'Documents', 'Administration', 'Website', 'Assignments', 'Units', and 'Settings'. The top right corner shows the user profile for Lorelai Gilmore.

2 Select and/or enter filter criteria

3 Click Apply

Documents: My Documents

townsq

Community

Home

Communication

Forum

Messages

News & Events

Surveys

Requests

Lobby

Package Control

Access Control

Shift Logs

Tools

Reservations

Documents

Administration

Assignments

Community

My documents

1 Click My documents

Community

Access and download your community's documents.

VIEW ALL DOCUMENTS

CATEGORIES

Account Documents

Announcements

Forms

Governing Documents

Social Committee

DOCUMENT

DATE

CATEGORY

SUB-CATEGORY

Pool Access Application Form.pdf

07/22/2021 10:45 AM

FORMS

Flier Template.png

07/23/2020 03:25 PM

SOCIAL COMMITTEE

Social Committee Member List.pdf

07/23/2020 03:25 PM

SOCIAL COMMITTEE

Forum Best Practices.pdf

07/14/2020 09:06 AM

ANNOUNCEMENTS

Logo.jpg

09/19/2019 02:35 PM

ANNOUNCEMENTS

Search

Filters

Luke Danes

Stars Hollow - Implementation...

Documents: My Documents

The screenshot shows the 'My Documents' page in the townsq interface. The page title is 'My documents' with a subtitle 'Files in this section will be visible only to you.' In the top right corner, there is a search bar, a 'Filters' button, and an 'Add document' button highlighted with a red border. A large green circle with the number '2' is positioned over the 'Add document' button, with a callout box containing the text 'Click Add document'. Below the 'Add document' button, there is a 'VIEW ALL DOCUMENTS' button and a 'CATEGORIES' section with a list of document types: Account Documents, Announcements, Forms, Governing Documents, and Social Committee. A note box on the right side of the page states: 'NOTE: This section is designed to provide a place to store personal documents. Documents uploaded to this section will be private and only viewable by you.'

Documents: My Documents

3 Click **Category** and select from dropdown

NOTE: Select a category that is already created or choose “-” to not use a pre-defined category.

Documents uploaded here will remain private to you.

Add document [X]

Category OPTIONAL

Category

-

Announcements

Forms

Governing Documents

Social Committee

Description

Cancel Add

Documents: My Documents

The screenshot shows the 'My documents' section of the townsq application. The left sidebar contains navigation options: Community, Communication, Lobby, Tools, and Administration. The main content area is titled 'My documents' and includes a 'VIEW ALL DOCUMENTS' button and a 'CATEGORIES' list with items like 'Account Documents', 'Announcements', 'Forms', 'Governing Documents', and 'Social Committee'. An 'Add document' modal is open on the right, with fields for 'Category', 'Sub-category', 'Document', and 'Description'. The 'Document' field contains a paperclip icon, which is highlighted by a red box and a callout box containing the number '4' and the text 'Click the paperclip to select document'. At the bottom of the modal are 'Cancel' and 'Add' buttons.

4 Click the paperclip to select document

Add document

Category OPTIONAL
Forms

Sub-category OPTIONAL
Sub-category

Document
[Paperclip icon]

Description OPTIONAL
Description

Cancel Add

TIP



Documents: My Documents

Optional: Click **Sub-category** and select from dropdown

Optional: Enter a **Description** for the document (*this is different than the document title*)

NO RECENT ACTIVITIES.
Add a document.

Cancel Add

Documents: My Documents

The screenshot shows the townsq web application interface. On the left is a navigation sidebar with categories like Community, Communication, Lobby, Tools, and Administration. The main content area is titled 'My documents' and shows a list of categories: Account Documents, Announcements, Forms, Governing Documents, and Social Committee. An 'Add document' modal is open on the right, containing the following fields:

- Category:** Forms (OPTIONAL)
- Sub-category:** Sub-category (OPTIONAL)
- Document:** 2021 Homeowners Insurance.pdf (with a paperclip icon for upload)
- Description:** July 1, 2021 - July 1, 2024 (OPTIONAL)

At the bottom of the modal are 'Cancel' and 'Add' buttons. A large green circle with the number '4' and a dark green rounded rectangle with the text 'Click Add' are overlaid on the bottom right of the modal to indicate the next step.

Documents: My Documents

The screenshot shows the 'My documents' interface in townsq. On the left is a navigation menu with categories like Community, Communication, Lobby, Tools, and Administration. The 'Documents' option is highlighted. The main content area shows a 'My documents' header with a note that files are visible only to the user. Below this is a 'VIEW ALL DOCUMENTS' button and a table of documents. The table has columns for DOCUMENT, DATE, CATEGORY, SUB-CATEGORY, and ACTION. A single document is listed: '2021 Homeowners Insurance.pdf' with a date of '07/29/2021 04:14 PM' and a category of 'FORMS'. A callout box points to the top of this list entry.

My documents
Files in this section will be visible only to you.

[VIEW ALL DOCUMENTS](#)

DOCUMENT	DATE	CATEGORY	SUB-CATEGORY	ACTION
2021 Homeowners Insurance.pdf	07/29/2021 04:14 PM	FORMS		

CATEGORIES

- Account Documents
- Announcements
- Forms
- Governing Documents
- Social Committee