# BLUEPRINT



# !!FIX YOUR COMPLIANCE ALERT RIGHT NOW!!

Repeated Compliance Alerts are not a good thing. There are only three possible excuses:

"I don't know how to do it - please train me more."

#### PAST DUF MOVE IN

### What is the Compliance Alert?

A future resident is listed as a move-in for a previous date.

#### Why did I receive this Alert?

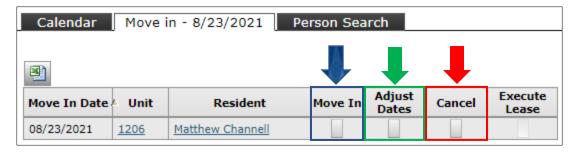
Move-ins should be posted the same day the resident takes possession of the apartment. Move Ins not posted for a previous date are considered out of compliance.

**NOTE:** Redbot gives a 7-day grace period from the date of scheduled move in before giving a compliance alert.

# How do I resolve the Alert today?

From the Dashboard: Resident Activity, click the hyperlinked number next to Move In and complete 1 of 3 solutions:

- 1. Post the move-in, if the resident has moved in (see blue arrow)
- 2. Adjust the move-in date, if it not showing correctly (see green arrow)
- 3. Cancel the move-in, if the applicant canceled their move-in (see red arrow)



# How do I make sure I never get this Alert again?

Monitor your Alerts, under Resident Activity, every day. By day's end, the hyperlink number for Move In should always show zero.

