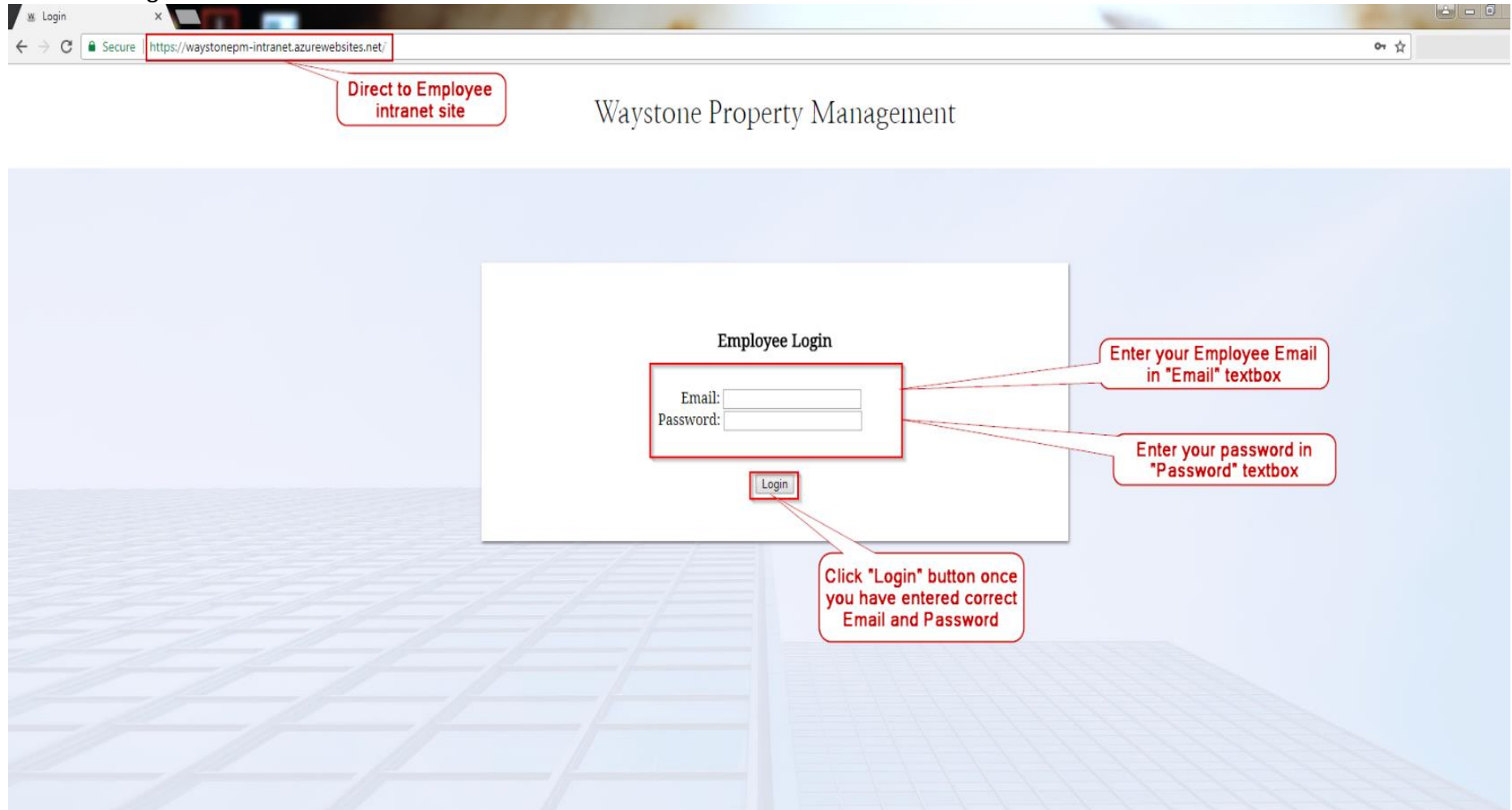


How to Use Waystone Property Management Employee Intranet

1. Click on desktop icon or direct web browser to <https://waystonepm-intranet.azurewebsites.net/>.
2. Enter your Employee Email in the “Email” textbox.
3. Enter your password in the “Password” textbox.
4. Hit the “Login” button.



5. Entering in your correct Email and Password will bring you to the “Home” page with your correct Name shown.
6. Towards the top of every page is a menu bar. Here you can click on the page you would like to go to.
7. The center of the “Home” page has a box of “Quick Links” which are frequently used pages.
8. The top right of every page has a “Sign Out” that if clicked will sign you out of the intranet and return you to the Login page. Click this text when you are finished with your session.

Employee Profile Page

1. To go to "My Profile" click either "My Profile" on top Menu bar or in the Home "Quick Links" box.

The screenshot shows a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/employeeProfile.xhtml>. The page title is "Waystone Property Management". The navigation bar includes links: Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The main content area is titled "Employee Profile Page". A box displays the following information:

- Name: Katie G Welz
- Address: 4578 Holiday Road Columbus, OH 43210
- Phone Number: 614-555-6784
- Date of Birth: 1991-06-24
- Employee ID: 10001
- Employee Email: kwelz@waystone.com

Below this information are two buttons: "Edit Information" and "Edit Password".

Callouts provide additional instructions:

- A blue callout points to the information box: "Your personal information is displayed here".
- A red callout points to the "Edit Information" button: "Click 'Edit Information' Button to view page that allows you to edit your personal information".
- A red callout points to the "Edit Password" button: "Click 'Edit Password' button to view page that allows you to edit your Login password".

2. This is where you can view your personal information. If you need to edit this information click the “Edit Information” button.

The screenshot shows a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/employeeProfile.xhtml>. The page title is "Waystone Property Management" and it includes a "Sign Out" link in the top right corner. A navigation bar contains links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The main content area is titled "Edit Employee Profile" and contains a form with the following fields:

- First Name:
- Middle Initial:
- Last Name:
- Address:
- City:
- State:
- Zipcode:
- Phone Number:
- Date of Birth:

Below the form are three buttons: "Submit", "Undo Changes", and "Cancel". Four red callout boxes provide instructions:

- A large box on the right: "Here you can edit your personal information. Click on the textbox you would like to edit and replace the current text with your new information."
- A box pointing to the "Submit" button: "Click 'Submit' button once you have made the changes you want to save and go back to 'Profile' Page."
- A box pointing to the "Undo Changes" button: "Click 'Undo Changes' if you would like to start over. The default values will fill the textboxes again for you."
- A box pointing to the "Cancel" button: "Click 'Cancel' button if you do not wish to make any changes and go back to 'Profile' Page"

3. Click the "Edit Password" button if you need to change your Login password.

The screenshot shows a web browser window with the URL `https://waystonepm-intranet.azurewebsites.net/faces/employeeProfile.xhtml`. The page title is "Waystone Property Management" and it includes a "Sign Out" link. A navigation bar contains links: Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The main content area is titled "Edit Employee Login Password" and contains a form with the following fields and buttons:

- Email: `kwelz@waystone.com`
- Password:
- Confirm Password:
- Update button
- Cancel button

Three red callout boxes provide instructions:

- A box pointing to the Password and Confirm Password fields: "Enter the new password you would like to use for Login in 'Password' textbox. Enter it again in 'Confirm Password' textbox to make sure it is correct."
- A box pointing to the Update button: "Click 'Update' button to save the new password"
- A box pointing to the Cancel button: "Click 'Cancel' button if you do not wish to make a new password and go to 'Profile' Page"

Timesheet

1. Click "Timesheet" on the My Profile submenu to view Timesheet Page
2. Click the "Clock-In" button to clock-in for work that day. You can only clock-in once before clocking out, once you clock-out you can clock-in again
3. Click the "Clock-Out" button to clock-out for work that day. You cannot clock-out before you clock-in for the day.
4. Your weekly times can be viewed on the page.

The screenshot shows the 'Employee Timesheet' page in the Waystone Property Management system. The page has a navigation bar with links: Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The 'My Profile' submenu is open, showing 'My Profile' and 'Timesheet'. A red callout points to the 'Timesheet' link with the text: 'Click "Timesheet" on My Profile submenu to view Timesheet Page'. Below the navigation bar, there are two buttons: 'Clock-In' and 'Clock-Out'. A red callout points to the 'Clock-In' button with the text: 'Click "Clock-In" button to clock-in for work today'. Another red callout points to the 'Clock-Out' button with the text: 'Click "Clock-Out" button to clock-out of work for today'. The main content area is a table showing clock-in and clock-out times for the week of 03/18/2018 to 03/24/2018. A blue callout points to the table with the text: 'View your Clock-In and Clock-Out times for the week here'.

Waystone Property Management

Home My Profile Company Accounts Units Tenant Accounts Maintenance Requests Training Materials Additional Company Information

My Profile Timesheet

Employee Timesheet

Clock-In: Clock-In

Clock-Out: Clock-Out

03/18/2018		03/19/2018		03/20/2018		03/21/2018		03/22/2018		03/23/2018		03/24/2018	
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Clock-In	Clock-Out	Clock-In	Clock-Out	Clock-In	Clock-Out	Clock-In	Clock-Out	Clock-In	Clock-Out	Clock-In	Clock-Out	Clock-In	Clock-Out
				08:30		08:30							
					12:30		12:30	12:30					
				13:30		13:30							
					17:30		17:30		15:11				

Additional Company Information

1. Click "Additional Company Information" to view the Additional Company Information page.
2. This page shows all of Waystone Property Management Locations.

Sign Out

HomeMy ProfileCompany AccountsUnitsTenant AccountsMaintenance RequestsTraining MaterialsAdditional Company Information

Additional Company Information

Click "Additional Company Information" on top Menu to view Additional Company Information Page

Waystone Property Management Locations:

Miami Locations

Suncrest Grove 5638 North River Dr Miami, FL 33135 (305) 363-6732	Hidden Palms 1295 Green Ln Miami, FL 33135 (305) 547-8936	Bayside Heights 4832 Palm Ln Miami, FL 33132 (305) 326-815
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New York Locations

Highland Square 3296 Lexington Ave New York City, NY 10118 (929) 538-3262	Hudson Court 1249 Madison Ave New York City, NY 10016 (929) 235-7291	Fairway Manor 2677 Dyer Ave New York City, NY 10001 (929) 263-5381
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Chicago Locations

Primrose Heights 4635 Ashland Ave Chicago, IL 60613 (773) 585-7895	Bridgewater Park 8917 Magnolia Ave Chicago, IL 60640 (773) 489-7892	Stoneridge Terrace 1389 Edgewater Ave Chicago, IL 60660 (773) 895-1632
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Las Vegas Locations

Sandy Ridge 4891 Stewart Ave Las Vegas, NV 89101 (702) 786-8735	Desert Estates 2357 Valley View Blvd Las Vegas, NV 89119 (702) 602-3942	Emerald Springs 3572 Flamingo Rd Las Vegas, NV 89119 (702) 894-3846
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Training Materials

1. Click "Training Materials" in top Menu to view Training Materials page.
2. Click "Employee Intranet Training Download" to download Intranet Training PDF.

