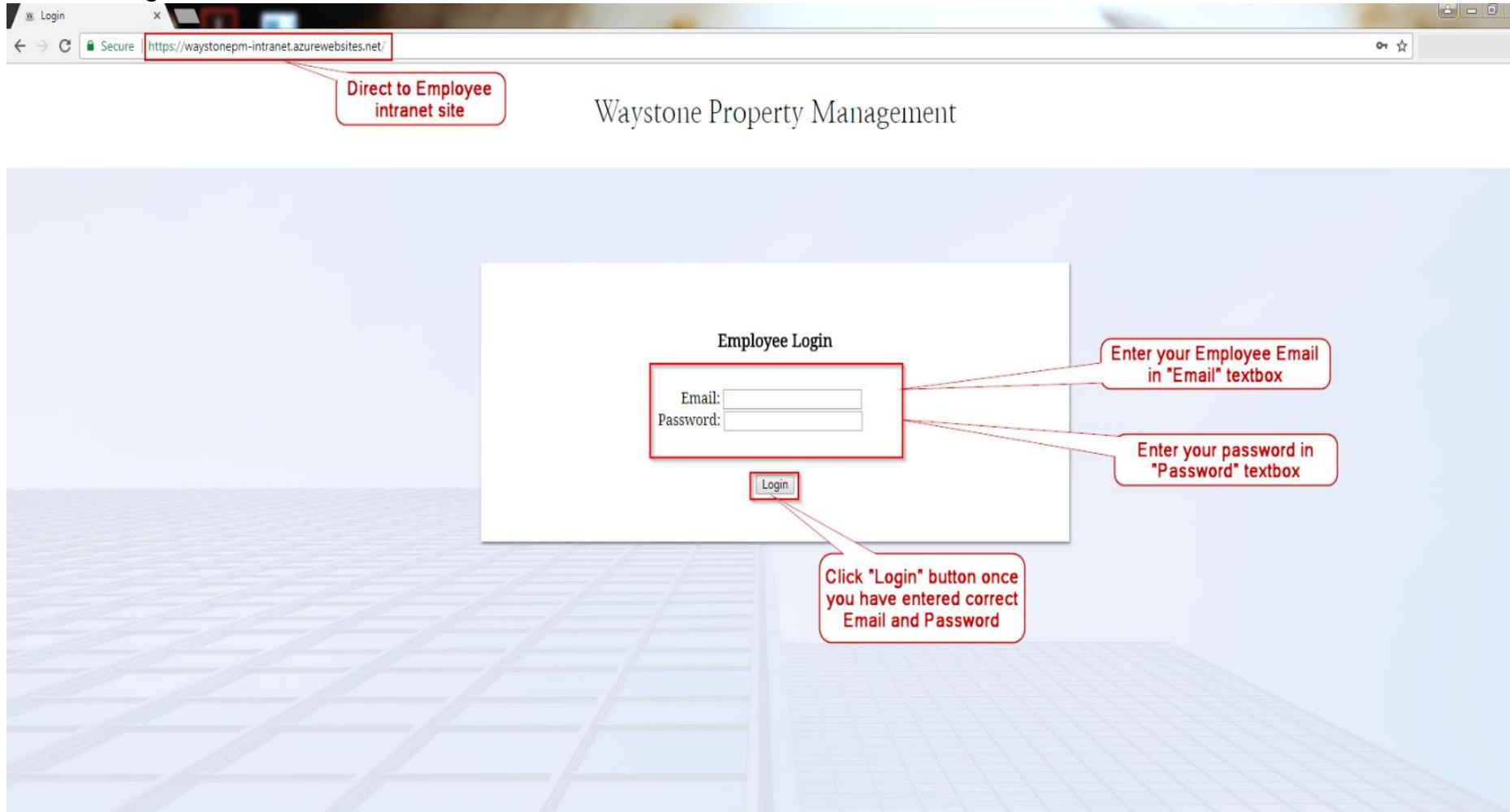


How to Use Waystone Property Management Employee Intranet

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.

This is the Menu Bar. Click on the text to go to that page.

Waystone Property Management

Welcome Employee

Katie Welz
Your name should appear here

Sign Out

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

Click to view "Home" Page Click to view "Profile" Page Click to view "Accounts" Page or hover to show submenu Click to view "Units" Page or hover to show submenu Click to view "Tenant Accounts" Page or hover to show submenu Click to view "Maintenance" Page Click to view "Training Materials" Page Click to view "Company Information" Page

Click *Sign Out when you are done to return to the login screen

Quick Links

Employee Profile Tenant Search Account Search Training Materials

Click to view "Profile" Page Click to view "Tenant Search" Page Click to view "Account Search" Page Click to view "Traning Material" Page

This is a box of Frequently used links. Just click the picture or text of the one you would like.

Waystone Property Management

The screenshot shows a navigation bar with three main categories: "Company Accounts", "Tenant Accounts", and "Maintenance Requests". The "Company Accounts" category is currently active, indicated by a red border around its link and a red callout box pointing to it with the text "This is the submenu for 'Company Accounts' when link is hovered over". A dropdown menu for "Company Accounts" is displayed, listing five items: "Accounts", "Create New Account", "Create New Record", "Action Center", and "General Ledger". Each item has a blue rectangular callout below it with the text "Click to view '...'" followed by the page name in quotes.

- Accounts
- Create New Account
- Create New Record
- Action Center
- General Ledger

Click to view "Accounts" Page
Click to view "Create New Account" Page
Click to view "Create New Record" Page
Click to view "Action Center" Page
Click to view "General Ledger" Page

Waystone Property Management

The screenshot shows a navigation bar with three main categories: "Units", "Tenant Accounts", and "Maintenance Requests". The "Units" category is currently active, indicated by a red border around its link and a red callout box pointing to it with the text "This is the submenu for 'Units' when link is hovered over". A dropdown menu for "Units" is displayed, listing two items: "Unit Search" and "Create New Unit". Each item has a blue rectangular callout below it with the text "Click to view '...'" followed by the page name in quotes.

- Unit Search
- Create New Unit

Click to view "Unit Search" Page
Click to view "Create New Unit" Page

Waystone Property Management



Employee Profile Page

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

https://waystonepm-intranet.azurewebsites.net/faces/employeeProfile.xhtml

Secure | https://waystonepm-intranet.azurewebsites.net/faces/employeeProfile.xhtml

Sign Out

Waystone Property Management

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

Employee Profile Page

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

Your personal information is displayed here

Edit Information Edit Password

Click "Edit Information" Button to view page that allows you to edit your personal information

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 for the Waystone Property Management intranet. The URL is https://waystonepm-intranet.azurewebsites.net/faces/employeeProfile.xhtml. The page title is "Waystone Property Management". The navigation menu includes Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. A "Sign Out" link is in the top right. The main content area is titled "Edit Employee Profile". It contains a form with fields for First Name (Katie), Middle Initial (G), Last Name (Welz), Address (4578 Holiday Road), City (Columbus), State (OH), Zipcode (43210), Phone Number (614-555-6784), and Date of Birth (1991-06-24). Below the form are three buttons: Submit, Undo Changes, and Cancel. A callout box points to the "Submit" button with the text: "Click \"Submit\" button once you have made the changes you want to save and go back to \"Profile\" Page." Another callout box points to the "Undo Changes" button with the text: "Click \"Undo Changes\" if you would like to start over. The default values will fill the textboxes again for you." A third callout box points to the "Cancel" button with the text: "Click \"Cancel\" button if you do not wish to make any changes and go back to \"Profile\" Page". A large red box highlights the entire form area. A red callout box on the right side of the page contains the text: "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."

First Name: Katie Middle Initial: G Last Name: Welz

Address: 4578 Holiday Road City: Columbus State: OH Zipcode: 43210

Phone Number: 614-555-6784

Date of Birth: 1991-06-24

Submit Undo Changes Cancel

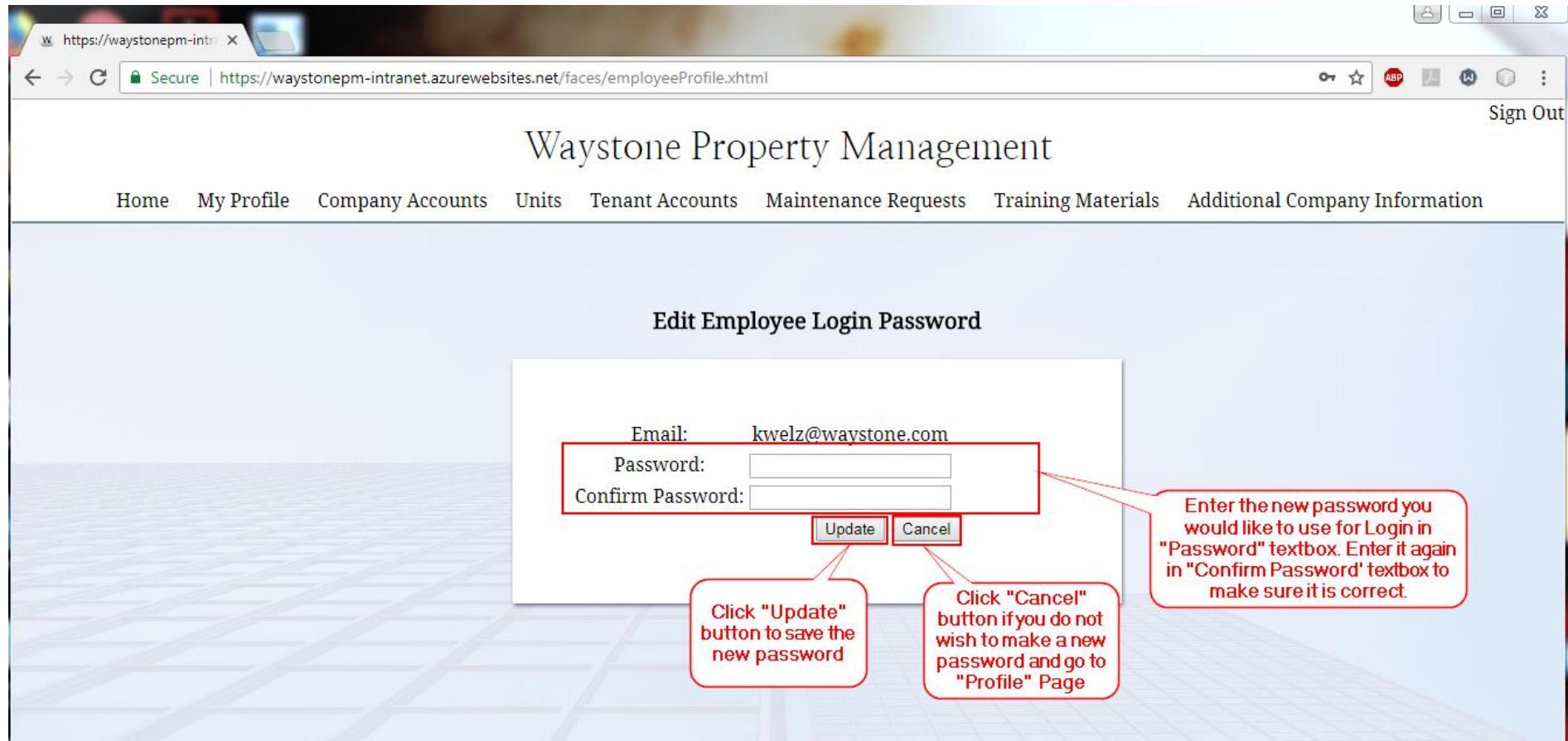
Here you can edit your personal information. Click on the textbox you would like to edit and replace the current text with your new information.

Click "Submit" button once you have made the changes you want to save and go back to "Profile" Page.

Click "Undo Changes" if you would like to start over. The default values will fill the textboxes again for you.

Click "Cancel" button if you do not wish to make any changes and go back to "Profile" Page

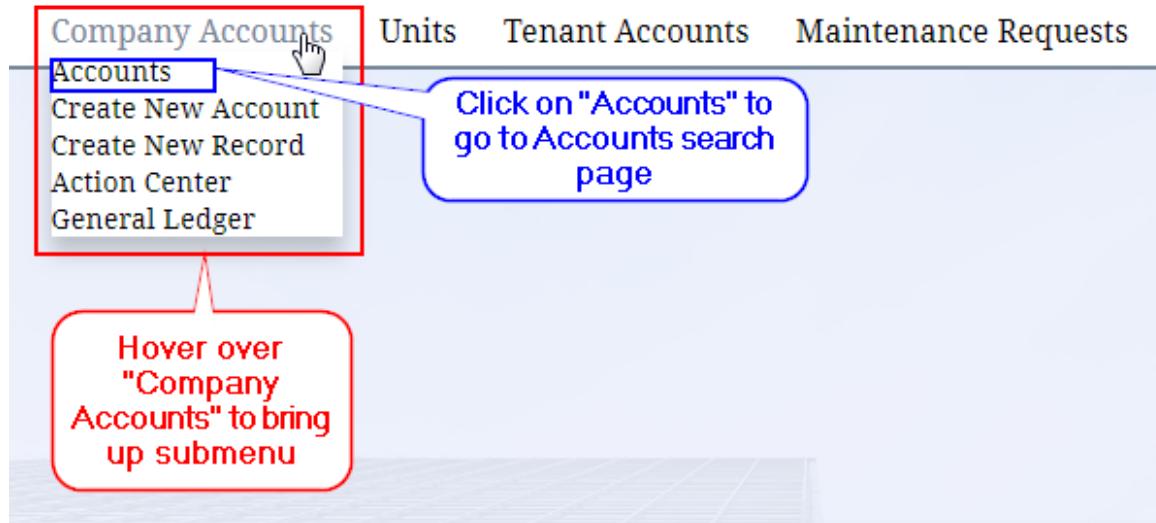
3. Click the “Edit Password” button if you need to change your Login password.



Company Accounts

1. Hover over "Company Accounts" on the Menu bar to bring up a submenu
2. Click on "Company Accounts" or "Accounts" in the submenu to view a page that searches through available Accounts

Waystone Property Manager



3. If you want to search by Account Name, enter the Name in the “Account Name” textbox.
4. If you want to search to Account Type, choose the type in the dropdown for “Account Type”.
5. Click “Submit” button to search for Accounts based on your input. If you left both sections blank then all Accounts will be shown
6. Click on the Account Name in the results table to view the individual Account information.

W https://waystonepm-intra...

Secure | https://waystonepm-intranet.azurewebsites.net/faces/accounts.xhtml

Sign Out

Waystone Property Management

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

Search Accounts

Account Name:

Account Type:

Submit

If you know it, enter the Name of the Account you wish to Search for in the "Account Name" textbox

If you would like to search by Account Type choose the type you wish to search for in the "Account Type" dropdown

Click "Submit" button to search Accounts based on the input you have given. If you left both sections blank all Accounts will be shown.

Account Name	Type
ACCOUNTS PAYABLE	Liability
ACCOUNTS RECEIVABLE	Asset
BANK ACCOUNT	Asset
BILLS EXPENSE	Expense
RENT CASH ACCOUNT	Asset
RENTAL INCOME	Income

The search results will show in this table. You can click on the Account Name to view the individual Account.

Click on the Account Name to view that individual Account information

Account Profile Page

1. “Back to Accounts” link can be found toward the left top of the Account Profile Page to go back to Account Search page
2. Click the “Delete Account” button if you wish to delete the Account and all of its Records
3. Click the “Edit Account Information” button if you would like to edit the Account information and view Edit Account Page

The screenshot shows the Waystone Property Management system's Account Profile Page. At the top, there is a navigation bar with links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. A "Sign Out" link is also present. Below the navigation bar, the title "Waystone Property Management" is displayed. The main content area is titled "Account Profile". It shows account details: Account Name: ACCOUNTS PAYABLE, Account Type: Liability. There are buttons for "Edit Account Information" and "Add Record". A "Delete Account" button is highlighted with a red border. A "Back to Accounts" link is also present. A search bar labeled "Search By" with dropdown options "All", "Record Invoice Number", and "Record Name" is shown. The "All" option is selected. Below the search bar is a section titled "Account Records" which displays a table of transaction history.

Click "Back to Accounts" link to go back to Accounts page

Account information shown

Account Name: ACCOUNTS PAYABLE

Account Type: Liability

Edit Account Information Add Record

Delete Account

Click "Edit Account Information" button to view Account Edit page

Click "Delete Account" to delete the Account and all of its Records

Search By: All
All
Record Invoice Number
Record Name

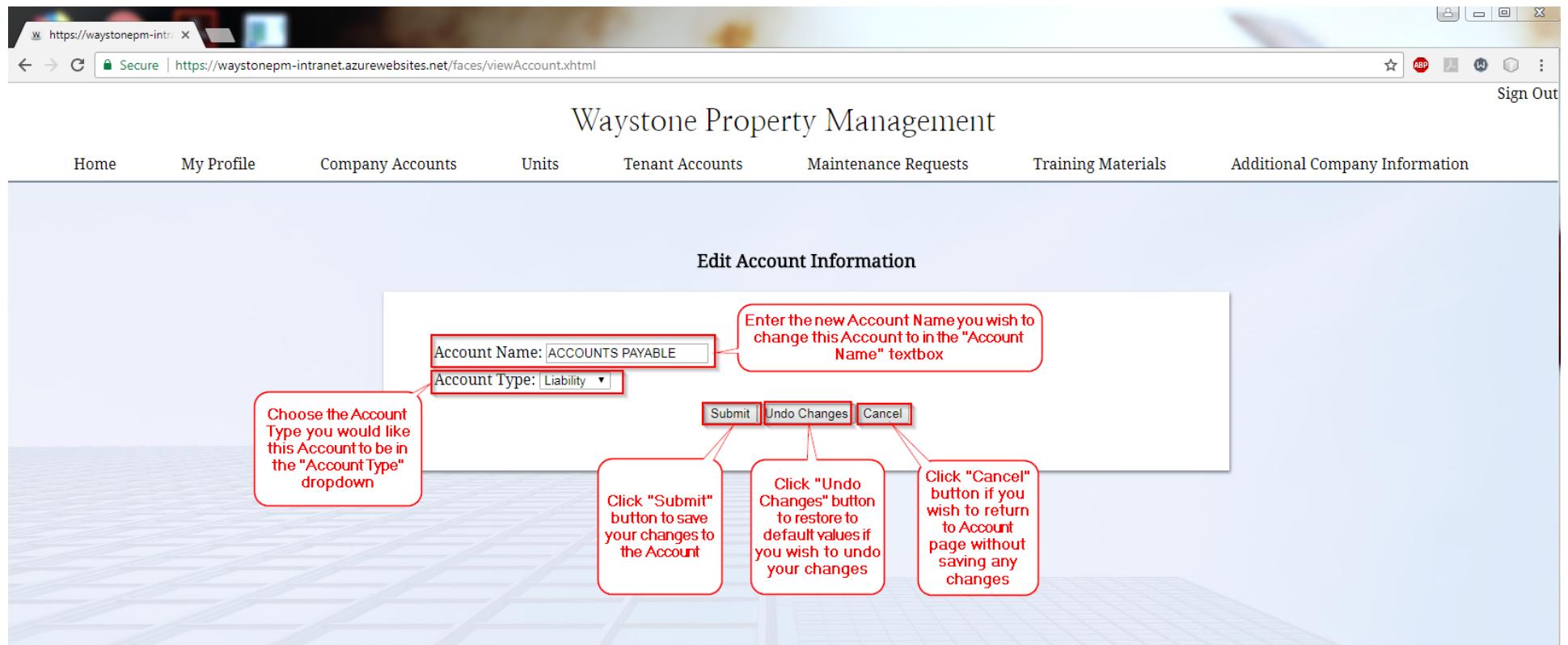
Submit

Date Name Transaction No. Tenant ID DEBIT CREDIT

Date	Name	Transaction No.	Tenant ID	DEBIT	CREDIT
2018-03-05	CABLE PAID	CABLEPAID022018	0	120.0	
2018-03-02	WATER PAID	WATERPAID022018	0	2400.0	
2018-03-01	ELECTRIC PAID	ELECPAID022018	0	400.0	
2018-02-23	WATER BILL 022018	WATERBILL022018	0		2400.0
2018-02-22	CABLE BILL 022108	CABLEBILL022018	0		120.0
2018-02-21	ELECTRIC BILL 022018	ELECBILL022018	0		400.0

Edit Account Information

1. On the Edit Account Page, enter the Account Name you would like the Account to have in the “Account Name” textbox
2. Select the Account Type you would like the Account to have in the “Account Type” dropdown
3. Click “Submit” button if you wish to save your changes.
4. Click “Undo Changes” button if you would like to undo your changes and restore to the default values
5. Click “Cancel” button if you do not want to save any changes and return to the Account page



Account Profile Continued

4. Back on the Account Profile Page, you can view all records in the Account with the search bar.
5. Choose your search criteria in the "Search By:" dropdown. Choosing "All" will return all Records in the Account, otherwise you may choose to search by "Record Transaction No." or "Record Name".
6. Enter the Record Invoice Number or Record Name, based on chosen criteria, in the following textbox.
7. Click "Submit" button to view the results in the Records table.
8. Click on a Record Name or Transaction No. to view the individual Record

The screenshot shows the Waystone Property Management system's Account Profile page. At the top, there is a navigation bar with links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. A 'Sign Out' link is also present. Below the navigation bar, a sub-navigation menu includes 'Back to Accounts'. The main content area is titled 'Account Profile' and displays account information: Account Name: ACCOUNTS PAYABLE, Account Type: Liability, with buttons for 'Edit Account Information' and 'Add Record'. A 'Delete Account' button is also visible. On the left, there is a search interface with a 'Search By:' dropdown set to 'All', a text input field, and a 'Submit' button. A red callout points to the 'Submit' button with the text: 'Click "Submit" button to search for Records based on the input you have given'. To the right of the search interface is a table titled 'Account Records' with columns: Date, Name, Transaction No., Tenant ID, DEBIT, and CREDIT. The table contains several rows of payment records. A blue callout points to the table with the text: 'The results of the search are shown in this table.' A green callout points to the bottom-right corner of the table with the text: 'Click on a Record Name or Transaction No. to view the individual Record information.'

Date	Name	Transaction No.	Tenant ID	DEBIT	CREDIT
2018-03-05	CABLE PAID	CABLEPAID022018	0	120.0	
2018-03-02	WATER PAID	WATERPAID022018	0	2400.0	
2018-03-01	ELECTRIC PAID	ELECPAID022018	0	400.0	
2018-02-23	WATER BILL 022018	WATERBILL022018	0		2400.0
2018-02-22	CABLE BILL 022108	CABLEBILL022018	0		120.0
2018-02-21	ELECTRIC BILL 022018	ELECBILL022018	0		400.0

Record Information Page

1. The Record Information Page shows the individual Record's information
2. Click "Delete Record" if you would like to delete this Record.
3. Click "Edit Record Information" if you would like to edit the Record and view the Edit Record Page.

The screenshot shows a web browser window for the Waystone Property Management system. The URL in the address bar is <https://waystonepm-intranet.azurewebsites.net/faces/viewRecord.xhtml>. The page title is "Waystone Property Management". A navigation menu at the top includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, and Training Materials. The main content area is titled "Record Information" and displays a record with the following details:

Record Name: ELECTRIC BILL 022018
Record Amount: 400.0
Credit or Debit?: Credit
Date: 2018-02-21
Invoice Number: ELECBILL022018
Tenant ID: 0
Account Name: ACCOUNTS PAYABLE
Record Number: 87

Below the record details are two buttons: "Edit Record Information" (highlighted with a green box) and "Delete Record" (highlighted with a red box). Callout boxes provide instructions: one points to the record details with the text "Record information is shown here", and another points to the "Edit Record Information" button with the text "Click \"Edit Record Information\" in order to edit the Record". A third callout points to the "Delete Record" button with the text "Click \"Delete Record\" if you wish to delete this Record".

Edit Record Information

1. Edit the Record information you would like to in the corresponding textboxes or dropdowns
2. Click "Submit" button to save the changes in the Record.
3. Click "Undo Changes" button if you wish to undo your changes and restore everything to their default values
4. Click "Cancel" button to return to the Record Information page without saving any changes

The screenshot shows a web browser window for the Waystone Property Management system. The URL is https://waystonepm-intranet.azurewebsites.net/faces/viewRecord.xhtml. The page title is "Waystone Property Management". The main content area is titled "Edit Record Information". It contains a form with the following fields:

- Record Name: ELECTRIC BILL 02
- Record Amount: 400
- Credit or Debit?: Credit
- Record Date: 2018-02-21
- Invoice Number: ELECBILL022018
- Account Name: ACCOUNTS PAYABLE

Below the form are three buttons: Submit, Undo Changes, and Cancel. A callout bubble points to the "Edit the Record information you wish to in the appropriate textbox or dropdown" text, which is positioned above the form. Another callout bubble points to the "Click 'Submit' button to save changes to the Record" text, which is positioned below the "Submit" button. A third callout bubble points to the "Click 'Cancel' button if you wish to return to Record Information Page without saving any changes" text, which is positioned below the "Cancel" button. The browser interface includes a top navigation bar with links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. On the right side of the browser, there are icons for ABP, a gear, and a question mark, along with a "Sign Out" link.

Create New Record

1. Back on the Account Profile Page, Click the “Add Record” button or “Create New Record” under the Company Accounts submenu to view the Create New Record Page

The screenshot shows the Waystone Property Management system interface. At the top, there's a navigation bar with links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, and Training Materials. Below the navigation bar, a sub-menu for 'Company Accounts' is open, showing options like Accounts, Create New Account, Create New Record (which is highlighted with a red box), Action Center, and General Ledger. In the main content area, it says 'Account Name: ACCOUNTS PAYABLE' and 'Account Type: Liability'. There are buttons for 'Edit Account Information' and 'Add Record'. A red box highlights the 'Add Record' button. A callout bubble points to this button with the text: 'Click the "Add Record" button or "Create New Record" link in the Company Accounts submenu to view "Create New Record" page'. At the bottom, there's a search bar labeled 'Search By: All' and a table header for 'Account Records' with columns: Date, Name, Transaction No., Tenant ID, DEBIT, and CREDIT.

W https://waystonepm-intranet.x https://waystonepm-intranet.azurewebsites.net/faces/viewAccount.xhtml

Waystone Property Management

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

Back to Accounts

Accounts
Create New Account
Create New Record
Action Center
General Ledger

Account Name: ACCOUNTS PAYABLE

Account Type: Liability

Edit Account Information **Add Record**

Delete Account

Search By: All ▾ Submit

Account Records

Date	Name	Transaction No.	Tenant ID	DEBIT	CREDIT
------	------	-----------------	-----------	-------	--------

2. Enter the correct information for the new Record in the corresponding textboxes and dropdowns. (Tenant ID may remain blank if needed)
3. Click "Submit" button to save the new Record in the database.

The screenshot shows a web browser window for the Waystone Property Management system. The URL is <https://waystonepm-intranet.azurewebsites.net/faces/createRecord.xhtml>. The page title is "Waystone Property Management". The navigation menu includes Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The main content area is titled "Create New Record for ACCOUNTS PAYABLE". A form is displayed with the following fields:

- Record Name:
- Record Amount: Credit or Debit?
- Record Date:
- Invoice Number:
- Tenant ID:
- Account Name:

A red box highlights the entire form area. A callout bubble points to the form with the instruction: "Enter all of the correct information for the new Record in the corresponding textboxes and dropdowns". Another callout bubble points to the "Submit" button with the instruction: "Click \"Submit\" button to save the new Record in the database".

Create New Account

1. Click “Create New Account” in the submenu of Company Accounts to view Create New Account Page.
2. Enter the name of the new Account in the “Account Name” textbox.
3. Select the new Account’s type in the “Account Type” dropdown menu.
4. Click “Submit” button to save the new Account in the database.

Waystone Property Management

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

Click "Create New Account" in the Company Accounts submenu to view Create New Account page

Create New Account

Enter the new Account name in the "Account Name" textbox

Choose the new Account's type in the "Account Type" dropdown menu

Submit

Click "Submit" button to save the new Account in the database

<https://waystonepm-intranet.azurewebsites.net/faces/createAccount.xhtml>

Action Center

1. Click on “Action Center” in the Company Accounts submenu to view Account Action Center page.
2. Click “Post Rent” button to add Rent Records for all leased Units for the month (can only do once a month).
3. Click “Post Late Fee” button to add Late Fee Records for all leased Units that have not paid rent for the month (can only do once a month).
4. General Ledger shows all of the latest records added to the database. Click on an individual Record’s Name or Transaction No. to view that specific Record (see Record Information and Edit Record pages previously listed).

The screenshot shows the Waystone Property Management system's Action Center page. At the top, there is a navigation bar with links for Home, My Profile, Company Accounts (with sub-links for Accounts, Create New Account, Create New Record, Action Center, and General Ledger), Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. A sign-out link is also present. Below the navigation bar, the main content area has a title "Waystone Property Management" and a sub-section titled "Account Action Center". It contains two buttons: "Post Rent" and "Post Late Fee". A callout box points to the "Post Rent" button with the instruction "Click \"Post Rent\" button to add Rent Records for the month". Another callout box points to the "Post Late Fee" button with the instruction "Click \"Post Late Fee\" button to add Late Fee Records for the month". Below these buttons is a section titled "General Journal" containing a table of transaction records. A callout box points to the table with the instruction "Click on Record Name or Transaction No. to view individual Record's Information page". A blue callout box on the right side of the table states "General Ledger shows all Records added to the database sorted by latest date". The URL at the bottom of the page is <https://waystonepm-intranet.azurewebsites.net/faces/actionCenter.xhtml>.

Date	Record Name	Transaction No.	DEBIT	CREDIT
2018-03-14	TenantRentPaid	UNIT20PAID032018	1200.0	
2018-03-14	TenantRentDeposit	UNIT20DEPOSIT032018	1200.0	
2018-03-14	TenantRentPaid	UNIT19PAID032018	1400.0	
2018-03-14	TenantRentDeposit	UNIT19DEPOSIT032018	1400.0	
2018-03-14	TenantRent	UNIT1:RENT032018	1200.0	
2018-03-14	TenantRentExpected	UNIT1:EXPECTED032018	1200.0	
2018-03-14	TenantRent	UNIT2:RENT032018	1400.0	
2018-03-14	TenantRentExpected	UNIT2:EXPECTED032018	1400.0	
2018-03-14	TenantRent	UNIT3:RENT032018	1400.0	
2018-03-14	TenantRentExpected	UNIT3:EXPECTED032018	1400.0	
2018-03-14	TenantRent	UNIT4:RENT032018	1400.0	
2018-03-14	TenantRentExpected	UNIT4:EXPECTED032018	1400.0	
2018-03-14	TenantRent	UNIT5:RENT032018	1200.0	
2018-03-14	TenantRentExpected	UNIT5:EXPECTED032018	1200.0	
2018-03-14	TenantRent	UNIT6:RENT032018	1400.0	
2018-03-14	TenantRentExpected	UNIT6:EXPECTED032018	1400.0	
2018-03-14	TenantRent	UNIT7:RENT032018	1200.0	
2018-03-14	TenantRentExpected	UNIT7:EXPECTED032018	1200.0	
2018-03-14	TenantRent	UNIT8:RENT032018	1400.0	
2018-03-14	TenantRentExpected	UNIT8:EXPECTED032018	1400.0	
2018-03-14	TenantRent	UNIT9:RENT032018	1200.0	
2018-03-14	TenantRentExpected	UNIT9:EXPECTED032018	1200.0	
2018-03-14	TenantRent	UNIT10:RENT032018	1400.0	
2018-03-14	TenantRentExpected	UNIT10:EXPECTED032018	1400.0	
i-14	TenantRent	UNIT11:RENT032018	1400.0	

General Ledger

1. Click "General Ledger" on Company Accounts submenu to view General Ledger Page.
2. Records are shown by Account on General Ledger page.
3. Click on individual Record's Name or Transaction No. to view Record Information page (see Record Information and Edit Record pages previously listed).

Waystone Property Management

General Ledger

Accounts Receivable

Date	Record Name	Transaction No.	DEBIT	CREDIT
2018-03-14	TenantRentDeposit	UNIT20DEPOSIT032018	1200.0	
2018-03-14	TenantRentDeposit	UNIT19DEPOSIT032018	1400.0	
2018-03-14	TenantRent	UNIT1:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT2:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT3:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT4:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT5:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT6:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT7:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT8:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT9:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT10:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT11:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT12:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT13:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT14:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT15:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT16:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT17:RENT032018	1200.0	
2018-03-14	TenantRent	UNIT18:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT19:RENT032018	1400.0	
2018-03-14	TenantRent	UNIT20:RENT032018	1200.0	

Rent Cash Account

Date	Record Name	Transaction No.	DEBIT	CREDIT
2018-03-14	TenantRentPaid	UNIT20PAID032018	1200.0	
2018-03-14	TenantRentPaid	UNIT19PAID032018	1400.0	

Click "General Ledger" from Company Accounts submenu to view General Ledger Page

General Ledger Page shows Records sorted by Accounts

Click on Record Name or Transaction No. to view individual Record's Information Page

<https://waystonepm-intranet.azurewebsites.net/faces/generalLedger.xhtml>

Unit Search

1. Click "Unit Search" on Units submenu to view Search Units Page.
2. Select the Building you would like to search Units for in the "Building" dropdown menu (will show All if left blank).
3. Select "All", "Vacant", or "Leased" in the "Search By" dropdown menu.
4. Click "Submit" button to search for Units based on the input given.
5. Results are shown in the table.
6. Click on individual Unit ID or Building to view Unit Profile Page.

The screenshot shows the Waystone Property Management interface. The main title is "Waystone Property Management". The navigation bar includes links for Home, My Profile, Company Accounts, Units (with a red box around "Unit Search"), Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. On the right, there is a "Sign Out" link.

The "Units" section contains a search form with a "Building" dropdown menu, a "Search By" dropdown menu (set to "All"), and a "Submit" button. A callout for the "Building" dropdown says: "Choose Building from dropdown menu to search by or leave blank for all". A callout for the "Search By" dropdown says: "Choose whether to search for All, Vacant, or Leased Units from 'Search By' dropdown menu". A callout for the "Submit" button says: "Click 'Submit' to search for Units based on input given".

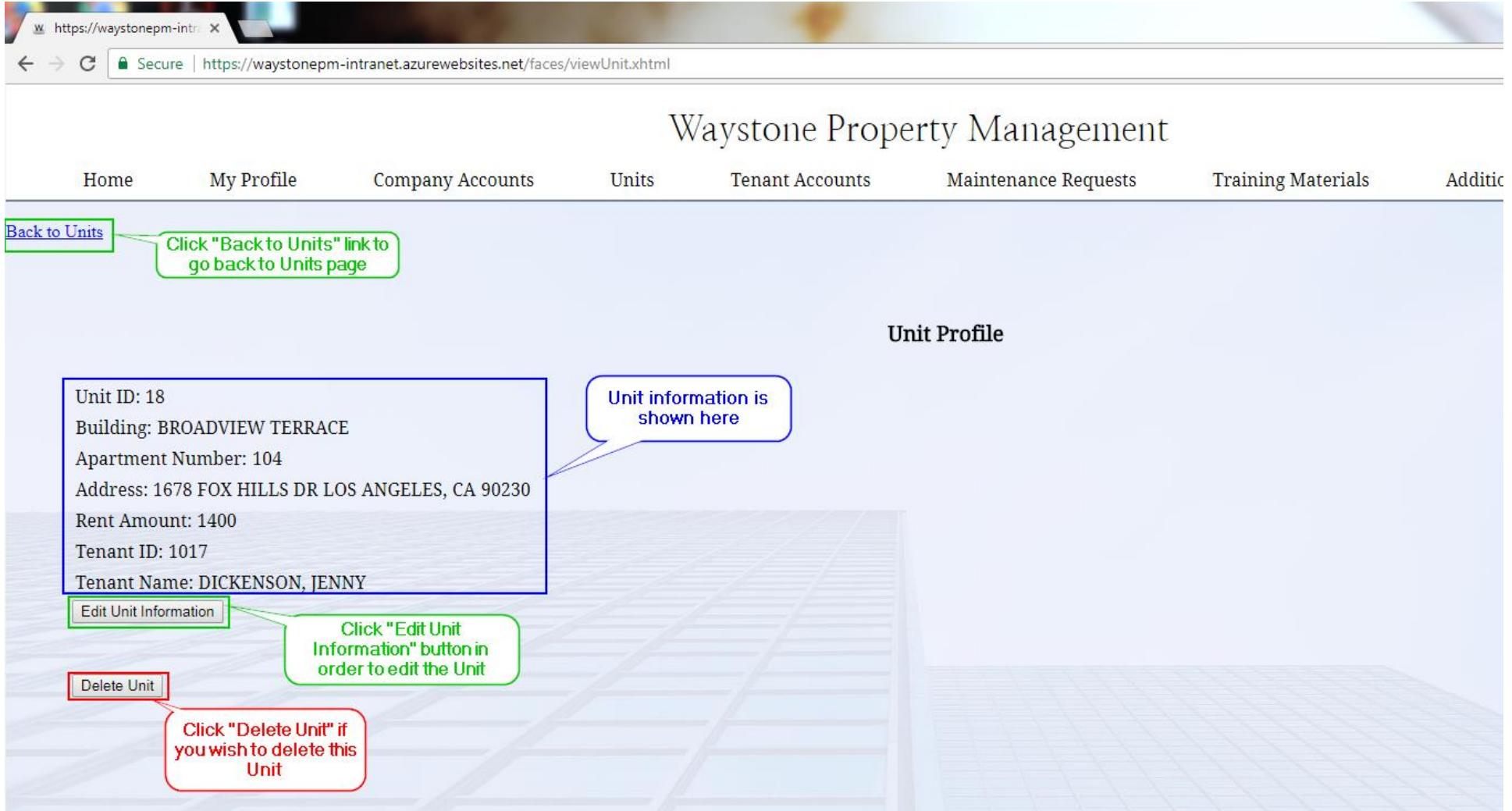
A red box highlights the "Unit Search" link in the Units menu. A callout for this link says: "Click 'Unit Search' on Units submenu to view the Search Units Page".

The search results are displayed in a table with the following columns: Unit ID, Building, Apt No., City, State, Rent, and Tenant Name. The table contains 23 rows of data. A callout for the table says: "The results of the search are shown in this table".

Unit ID	Building	Apt No.	City	State	Rent	Tenant Name
1	SUNCREST GROVE	205	MIAMI	FL	1200	KIN, EMMA
2	SUNCREST GROVE	103	MIAMI	FL	1400	MORBITZER, JAMES
3	HIDDEN PALMS	108	MIAMI	FL	1400	ECKSTEIN, ROBERT
4	BAYSIDE HEIGHTS	108	MIAMI	FL	1400	BEALE, DEBRA
5	HIGHLAND SQUARE	203	NEW YORK CITY	NY	1200	WATTS, FRANCIS
6	HUDSON COURT	109	NEW YORK CITY	NY	1400	MCKAY, JOHN
7	HUDSON COURT	201	NEW YORK CITY	NY	1200	LEBOU, LAWRENCE
8	FAIRWAY MANOR	106	NEW YORK CITY	NY	1400	ADAMS, SHARON
9	PRIMROSE HEIGHTS	204	CHICAGO	IL	1200	CAMPBELL, SOPHIA
10	PRIMROSE HEIGHTS	101	CHICAGO	IL	1400	LARGE, STEVI
11	BRIDGEWATER PARK	103	CHICAGO	IL	1400	BANKS, LATISHA
12	STONERIDGE TERRACE	206	CHICAGO	IL	1200	SCOTT, CAMARA
13	SANDY RIDGE	202	LAS VEGAS	NV	1200	CARPENTER, CHERYL
14	DESERT ESTATES	207	LAS VEGAS	NV	1200	FRANKFORT, JENNIFER
15	EMERALD SPRINGS	101	LAS VEGAS	NV	1400	NICKLE, ANDREA
16	DESERT ESTATES	104	LAS VEGAS	NV	1400	MAGOS, MARY
17	FAIRFIELD VILLA	201	LOS ANGELES	CA	1200	KIRK, AMY
18	BROADVIEW TERRACE	104	LOS ANGELES	CA	1400	DICKENSON, JENNY
19	BROADVIEW TERRACE	108	LOS ANGELES	CA	1400	WHARTON, CHRISTINA
20	WOODLAND HILLS	209	LOS ANGELES	CA	1200	CHRISTIAN, GERTRUDE
21	SUNCREST GROVE	201	MIAMI	FL	1200	,
22	SUNCREST GROVE	101	MIAMI	FL	1400	,
23	HIDDEN PALMS	101	MIAMI	FL	1400	,

Unit Profile Page

1. Click “Back to Units” link on the top left of the Unit Profile Page to go back to the Units Search Page.
2. Unit information is shown on the page.
3. Click “Delete Unit” button if you would like to delete this Unit.
4. Click “Edit Unit Information” button to view the Edit Unit Page.



The screenshot shows the Waystone Property Management Unit Profile Page. At the top, there's a navigation bar with links for Home, My Profile, Company Accounts, Units (which is the active tab), Tenant Accounts, Maintenance Requests, Training Materials, and Additio... (partially cut off). Below the navigation is the main content area titled "Waystone Property Management". On the left, a sidebar displays unit details: Unit ID: 18, Building: BROADVIEW TERRACE, Apartment Number: 104, Address: 1678 FOX HILLS DR LOS ANGELES, CA 90230, Rent Amount: 1400, Tenant ID: 1017, and Tenant Name: DICKENSON, JENNY. To the right of this sidebar, a large speech bubble contains the text "Unit information is shown here". At the bottom of the sidebar, there are two buttons: "Edit Unit Information" (highlighted with a green border) and "Delete Unit" (highlighted with a red border). Callout boxes with arrows point from these buttons to their respective instructions: "Click \"Edit Unit Information\" button in order to edit the Unit" for the green button, and "Click \"Delete Unit\" if you wish to delete this Unit" for the red button. The URL in the browser address bar is https://waystonepm-intranet.azurewebsites.net/faces/viewUnit.xhtml.

Edit Unit Page

1. Edit the Unit information in the appropriate textbox or dropdown menu on the form.
2. Click "Undo Changes" button if you would like to undo your changes and restore the default values.
3. Click "Cancel" button to return to Unit Profile Page without saving any changes.
4. Click "Submit" button to save changes to the Unit.

https://waystonepm-intranet https://waystonepm-intranet.azurewebsites.net/faces/viewUnit.xhtml

Secure Sign Out

Waystone Property Management

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

Edit Unit Information

Building: Apartment Number:
Unit Address: City: State: Zipcode:
Rent Amount:
Tenant ID:

Submit Undo Changes Cancel

Edit the Unit information in the appropriate textbox or dropdown menu

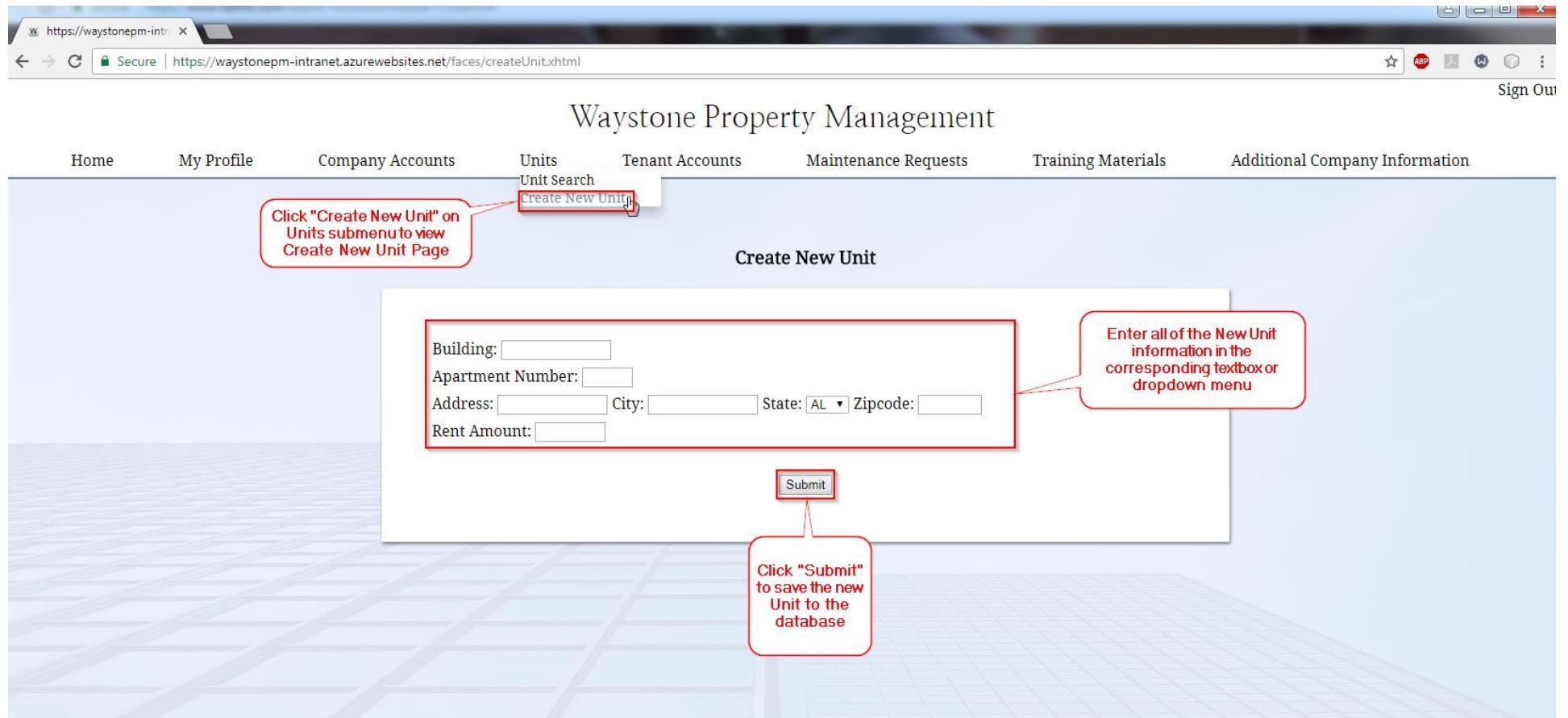
Click "Submit" button to save changes to the Unit

Click "Undo Changes" button to restore default values to undo your changes

Click "Cancel" button to return to Unit Information Page without saving any changes

Create New Unit

1. Click "Create New Unit" on Units submenu to view Create New Unit page.
2. Enter all of the new Unit information in the corresponding textbox or dropdown menu.
3. Click "Submit" button to save the new Unit and its information in the database.



The screenshot shows the Waystone Property Management website interface. At the top, there is a navigation bar with links for Home, My Profile, Company Accounts, Units (with a dropdown for Unit Search), Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The Units link is currently active, as indicated by a red box around the "Create New Unit" button in the dropdown menu. The main content area is titled "Create New Unit". It contains several input fields: Building (text box), Apartment Number (text box), Address (text box), City (text box), State (dropdown menu set to AL), Zipcode (text box), and Rent Amount (text box). A "Submit" button is located below these fields. A red callout box points to the "Create New Unit" button with the instruction: "Click \"Create New Unit\" on Units submenu to view Create New Unit Page". Another red callout box points to the input fields with the instruction: "Enter all of the New Unit information in the corresponding textbox or dropdown menu". A third red callout box points to the "Submit" button with the instruction: "Click \"Submit\" to save the new Unit to the database".

Waystone Property Management

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

Units
Unit Search

Create New Unit

Click "Create New Unit" on Units submenu to view Create New Unit Page

Enter all of the New Unit information in the corresponding textbox or dropdown menu

Click "Submit" to save the new Unit to the database

Building: _____
Apartment Number: _____
Address: _____ City: _____ State: AL Zipcode: _____
Rent Amount: _____

Submit

Tenant Search

1. Click “Tenant Search” on Tenant Accounts submenu to view Search Tenant Accounts page.
2. Select search criteria in the “Search Tenant(s) By:” dropdown menu (“Tenant ID”, “Last Name”, “Phone Number”, “Building”).
3. Enter the correct information (based on chosen search criteria) in textbox.
4. Click “Submit” button to search for Tenants based on input given.
5. Search results will appear in the table.
6. Click on individual Tenant Email, Tenant ID, First Name, or Last Name to see Tenant’s Profile page.

The screenshot shows the Waystone Property Management website with a navigation bar at the top. The "Tenant Accounts" menu item is highlighted, showing its submenu: "Tenant Search" (which is also highlighted with a red box) and "Create New Tenant". Below this is a search form titled "Search Tenant Accounts" with a dropdown menu set to "Building" and a text input field containing "Suncrest Grove". A "Submit" button is located below the input field. To the right of the search form is a table displaying search results. The table has columns for Email, Tenant ID, First Name, Last Name, Building, Apt No., City, State, and Phone Number. Two rows of data are shown: one for Emma Kin (Email: EMMARENNEE@GMAIL.COM, Tenant ID: 1000) and another for James Morbitzer (Email: JLMORB@GMAIL.COM, Tenant ID: 1001). A blue box highlights the table area with the text "The search results will appear in this table". Several callout boxes with arrows point to specific elements: one points from the "Search Tenant(s) By:" dropdown to the "Building" option; another points from the "Submit" button to the table; a third points from the "Create New Tenant" link to the table; and a fourth points from the "Last Name" column header to the "Last Name" column in the table. A green box highlights the "Last Name" column header with the text "Click on either the Tenant Email, Tenant ID, First Name, or Last Name to see the individual Tenant's information".

Email	Tenant ID	First Name	Last Name	Building	Apt No.	City	State	Phone Number
EMMARENNEE@GMAIL.COM	1000	EMMA	KIN	SUNCREST GROVE	205	MIAMI	FL	305-739-7182
JLMORB@GMAIL.COM	1001	JAMES	MORBITZER	SUNCREST GROVE	103	MIAMI	FL	305-402-7892

Tenant Profile Page

1. Click “Back to Tenant Accounts” link to go back to Tenant Accounts page.
2. Tenant Information is shown on the page.
3. Click “Delete Tenant” button to delete the current Tenant.
4. All of the Tenant’s Records and current account balance are shown in the table.
5. Click on individual Record Name or Transaction No. to view Record (see Record Information and Edit Record Pages listed previously).
6. Click “Edit Tenant Information” button to view Edit Tenant Profile Page.

The screenshot shows the Waystone Property Management Tenant Profile Page. At the top, there is a navigation bar with links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. A "Sign Out" link is also present. Below the navigation bar, the main content area has a title "Waystone Property Management". On the left, a sidebar contains a "Back to Tenant Accounts" link, which is highlighted with a green box and a callout bubble. The main content area displays tenant profile information: Name: JAMES L MORBITZER, Building: SUNCREST GROVE Apartment Number: 103, Address: 5638 NORTH RIVER DRIVE MIAMI, FL 33135, Phone Number: 305-402-7892, Date of Birth: 1979-12-31, Tenant ID: 1001, and Tenant Email: JLMORB@GMAIL.COM. This information is enclosed in a blue box and has a callout bubble stating "Tenant information is shown here". Below this, there are three buttons: "Edit Tenant Information" (green box, callout: "Click \"Edit Tenant Information\" button to edit Tenant Information"), "Delete Tenant" (red box, callout: "Click \"Delete Tenant\" button to delete this Tenant"), and a "Delete Tenant" link (red box, callout: "Click \"Delete Tenant\" button to go back to Tenant Accounts page"). To the right, a "Tenant Records" section is shown in a table:

Record Date	Record Name	Transaction No.	Record Amount
2018-03-14	TenantRentExpected	UNIT2:EXPECTED032018	-1400.0
			Balance: -1400.0

A callout bubble next to the table states "All Tenant Records and current Balance are shown here". Another callout bubble points to the "Record Name" column with the text "Click on Record Name or Transaction No. to view individual Record Information".

Edit Tenant Profile Page

1. Edit Tenant information in appropriate textbox or dropdown menu.
2. Click "Undo Changes" button to undo any changes and restore to default values.
3. Click "Cancel" button to return to Tenant Profile Page without saving any changes.
4. Click "Submit" button to save changes to the Tenant.

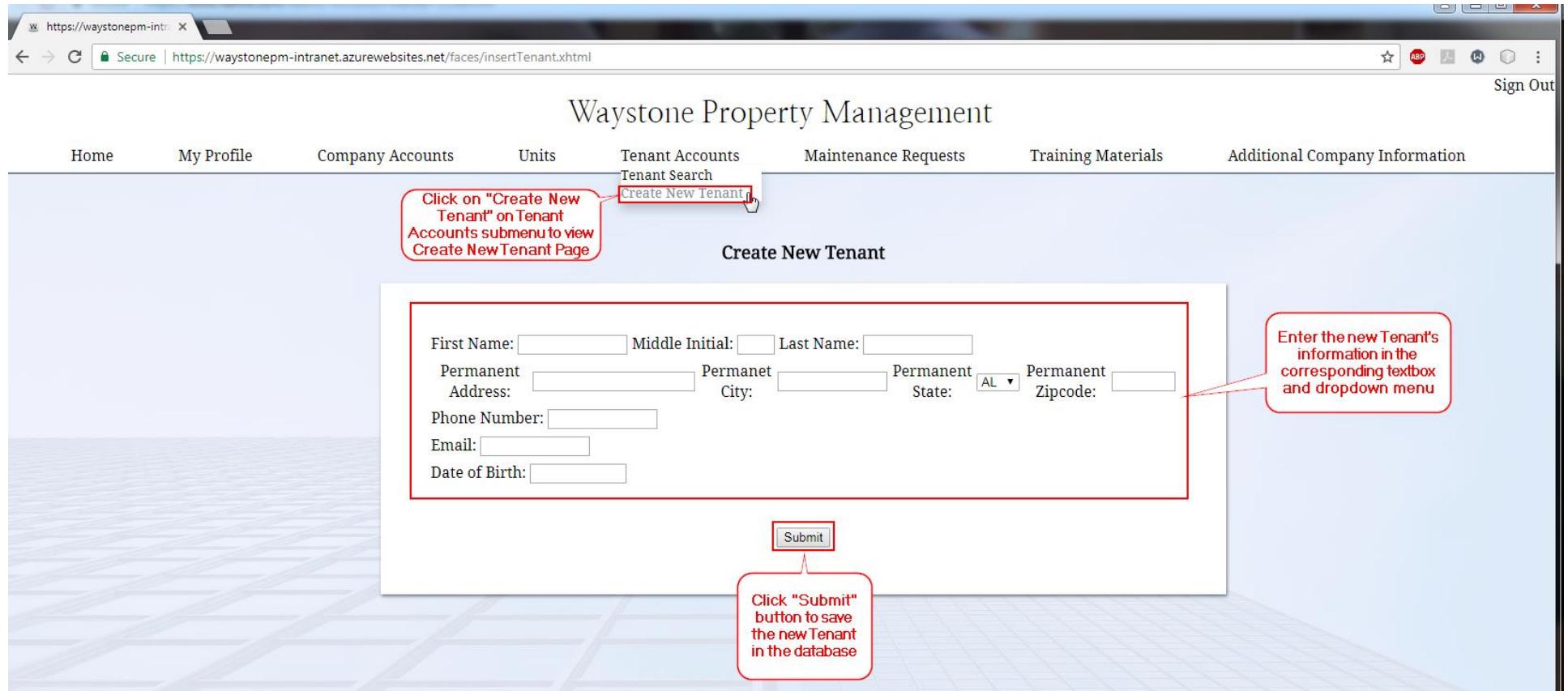
The screenshot shows a web browser window for 'Waystone Property Management'. The URL is <https://waystonepm-intranet.azurewebsites.net/faces/viewTenant.xhtml>. The page title is 'Edit Tenant Profile'. The main content area contains a form with the following fields:

- First Name: JAMES
- Middle Initial: L
- Last Name: MORBITZER
- Permanent Address: 5638 NORTH RIVER DRIVE
- Permanent City: MIAMI
- Permanent State: FL
- Permanent Zipcode: 33135
- Phone Number: 305-402-7892
- Email: JLMORB@GMAIL.COM
- Date of Birth: 1979-12-31

Below the form are three buttons: 'Submit', 'Undo Changes', and 'Cancel'. A callout bubble points to the 'Submit' button with the text: 'Click "Submit" button to save changes to the Tenant'. Another callout bubble points to the 'Undo Changes' button with the text: 'Click "Undo Changes" button to restore default values to undo any changes'. A third callout bubble points to the 'Cancel' button with the text: 'Click "Cancel" button to return to Tenant Profile Page without saving any changes'. A speech bubble on the right side of the form says: 'Edit the Tenant information in the appropriate textbox or dropdown menu'.

Create New Tenant

1. Click on “Create New Tenant” on Tenant Accounts submenu to view Create New Tenant page.
2. Enter the new Tenant’s information in the corresponding textbox and dropdown menus.
3. Click “Submit” button to save the new Tenant and its information in the database.



The screenshot shows the Waystone Property Management system interface. The top navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts (with sub-links for Tenant Search and Create New Tenant), Maintenance Requests, Training Materials, and Additional Company Information. A 'Sign Out' link is also present. The main content area is titled 'Waystone Property Management' and 'Create New Tenant'. It contains a form with fields for First Name, Middle Initial, Last Name, Permanent Address, Permanent City, Permanent State (with AL selected), Permanent Zipcode, Phone Number, Email, and Date of Birth. A red callout box points to the 'Create New Tenant' link in the Tenant Accounts menu with the instruction: 'Click on "Create New Tenant" on Tenant Accounts submenu to view Create New Tenant Page'. Another red callout box points to the form area with the instruction: 'Enter the new Tenant's information in the corresponding textbox and dropdown menu'. A third red callout box points to the 'Submit' button at the bottom of the form with the instruction: 'Click "Submit" button to save the new Tenant in the database'.

https://waystonepm-intranet.azurewebsites.net/faces/insertTenant.xhtml

Secure | https://waystonepm-intranet.azurewebsites.net/faces/insertTenant.xhtml

Sign Out

Waystone Property Management

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

Click on "Create New Tenant" on Tenant Accounts submenu to view Create New Tenant Page

Enter the new Tenant's information in the corresponding textbox and dropdown menu

Click "Submit" button to save the new Tenant in the database

First Name: [] Middle Initial: [] Last Name: []
Permanent Address: [] Permanent City: [] Permanent State: [] AL Permanent Zipcode: []
Phone Number: []
Email: []
Date of Birth: []

Submit

Maintenance Requests Page

1. Click on “Maintenance Requests” on top Menu to view Maintenance Requests Page.
2. Select the Building to view requests from in the “Building” dropdown menu.
3. Select “Job Type” (“HVAC”, “Damage”, “Electric”, “Plumbing”, “Other”) to search by in the dropdown menu.
4. Click “Search” button to search for requests based on input.
5. Search results are shown in the ‘Open Requests’ table.
6. Click “Start” button on the request that you would like to assign yourself. This adds the request to your ‘Assigned Requests’ table and adds your Employee ID to “Started By:” column and “Start Date” when button is clicked.
7. Click “Remove” button on the request you would like to remove yourself from. This adds the request back to ‘Open Requests’ and removes your Employee ID and start date. It is also removed from your ‘Assigned Requests’ table.
8. Click “Done” button when request is finished to remove the request from ‘Open Requests’ and your ‘Assigned Requests’. This also adds the request to your ‘Finished Requests’ table and adds “Date Finished” when button is clicked.

Maintenance Requests Page

The screenshot shows the Waystone Property Management system interface. The top navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests (which is currently selected), Training Materials, and Additional Company Information. A sign-out link is also present. The main content area is titled "Waystone Property Management".

Maintenance Requests Page

Open Requests:

Request ID	Tenant ID	Building	Apartment Number	Job Type	Job Description	Date Request	Started By	Start Request	Request Done
2	1002	HIDDEN PALMS	108	Electric	electric is out	2018-03-19	0	Start	Done

Assigned Requests:

Request ID	Tenant ID	Building	Apartment Number	Job Type	Job Description	Date Request	Start Date	Remove Request	Request Done
6	1000	SUNCREST GROVE	205	Electric	outlet not working	2018-03-19	2018-03-19	Remove	Done

Finished Requests:

Request ID	Tenant ID	Building	Apartment Number	Job Type	Job Description	Request Finished
1	1001	SUNCREST GROVE	103	Damage	hole in wall	2018-03-16

Annotations provide instructions for interacting with the page:

- Choose the "Building" you would like to view requests for in dropdown
- Choose "Job Type" you want to view from dropdown (shows All if left blank)
- Click "Search" button to search for requests based on input
- Click on "Maintenance Requests" on top Menu to view Maintenance Requests Page
- Here is the Employee ID of the current Employee working on the Request
- Click "Start" button to add your Employee ID to request "Started By" and add request to your "Assigned Requests"
- The search results of current Open Request are shown in this table
- This table shows the current requests you have assigned yourself but are not done yet
- This table shows the past requests you have completed
- Click "Done" button to add your Employee ID and Date to request "Done By". Removes from "Open Requests" and "Assigned Requests". Added to "Finished Requests"
- Click "Remove" button to remove yourself from the request and replace it back in "Open Requests" with no "Started By" Employee

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

Waystone Property Management

[Home](#) [My Profile](#) [Company Accounts](#) [Units](#) [Tenant Accounts](#) [Maintenance Requests](#) [Training Materials](#) [Additional Company Information](#)

Additional Company Information

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
--	--	---

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
--	---	---

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
---	--	---

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
--	--	--

localhost:8080/Employment/Local/Forces/CompanyInfo.vhtml

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.

The screenshot shows the Waystone Property Management application interface. At the top, there is a navigation bar with links: Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials (which is highlighted with a red box and a cursor icon), and Additional Company Information. Below the navigation bar, the main content area has a title "Training Materials". On the left side of this area, there is a link "Employee Intranet Training Download" enclosed in a red box. A callout bubble points to this link with the text: "Click \"Employee Intranet Training Download\" link to download Intranet Training PDF". On the right side of the "Training Materials" section, another callout bubble points to the "Training Materials" link in the top menu with the text: "Click \"Training Materials\" in top Menu to view Training Materials Page". The background of the application features a faint grid pattern.