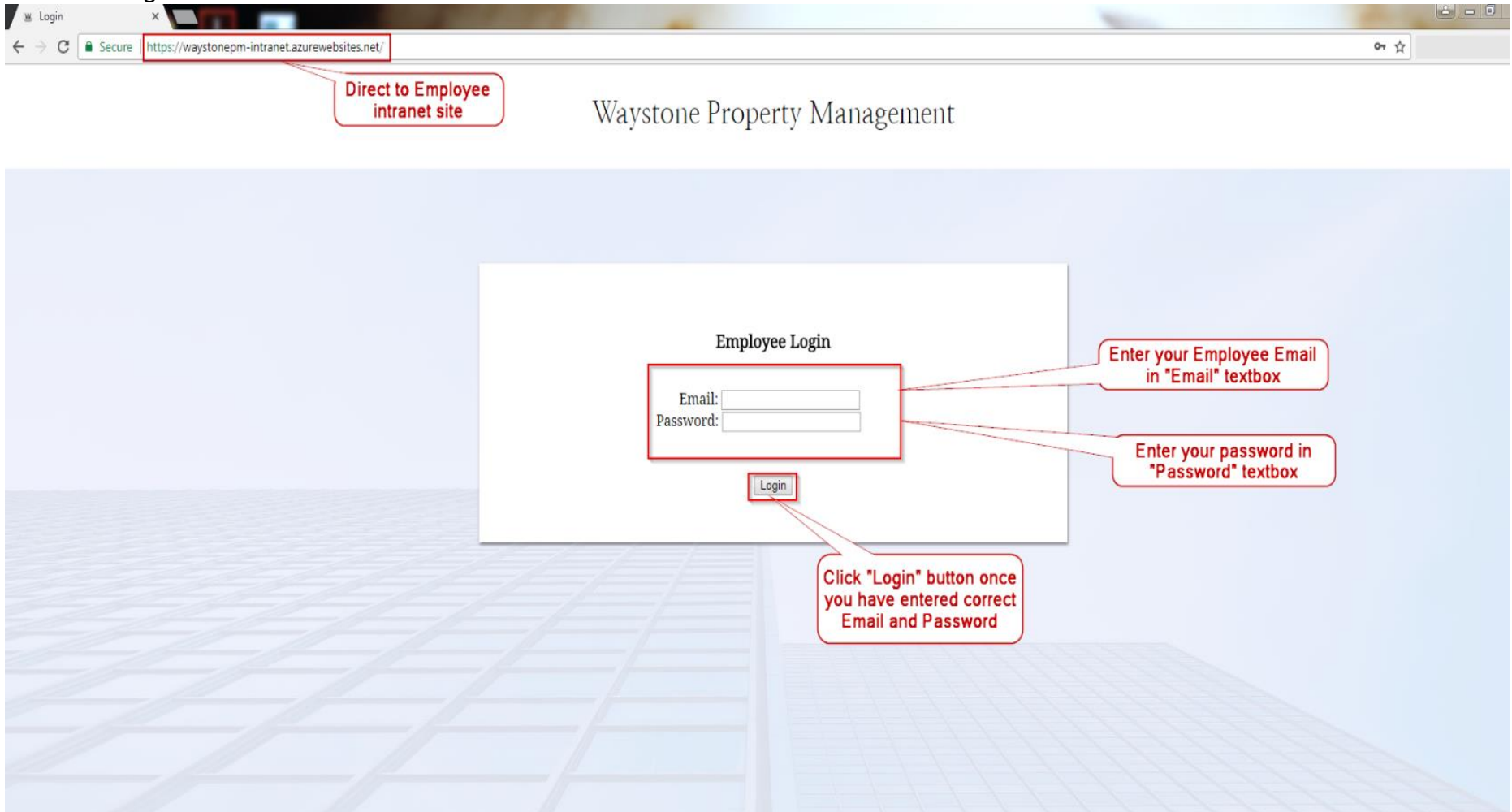
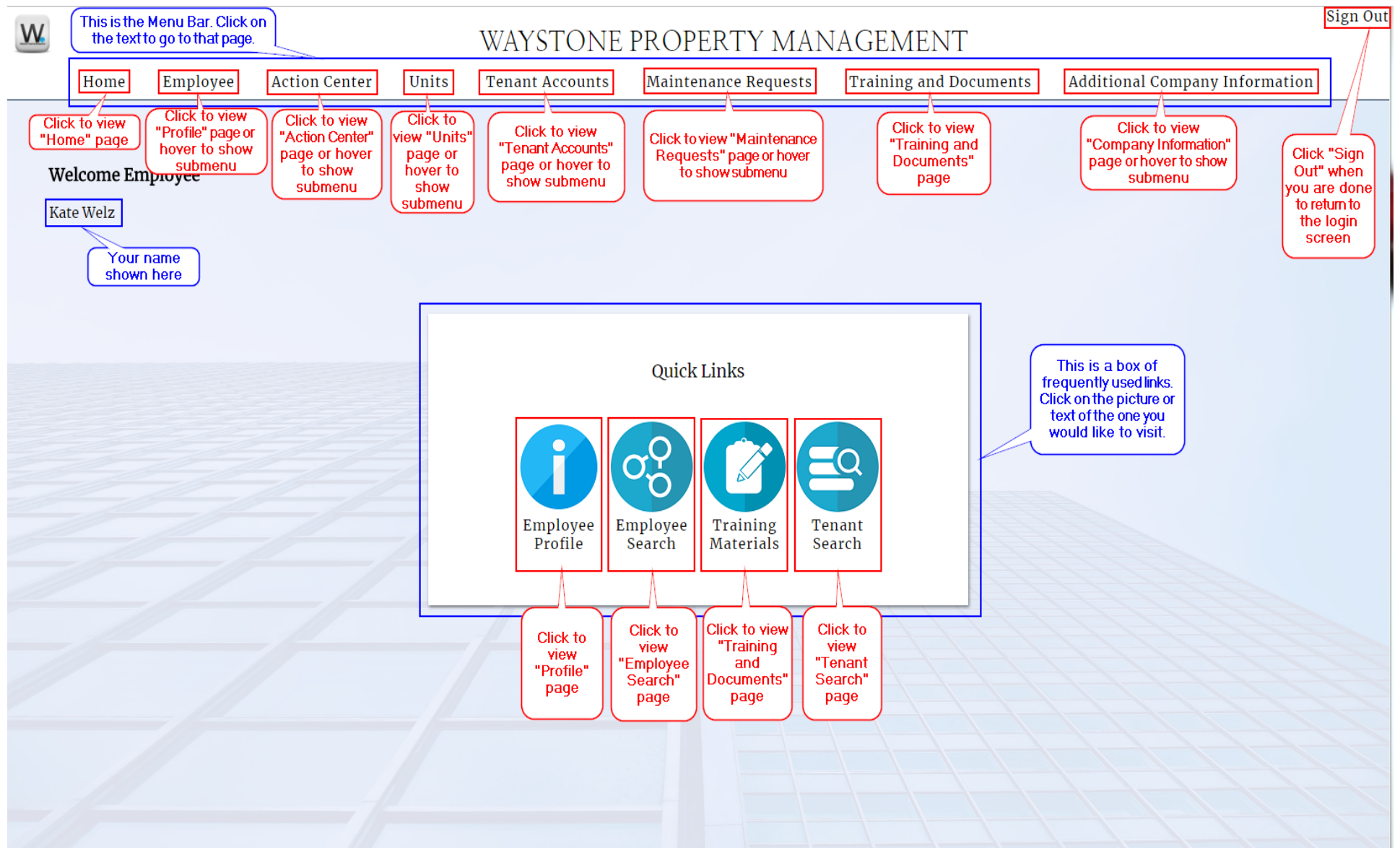


## How to Use Waystone Property Management Employee Intranet - Maintenance

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.





# WAYSTONE

Home

Employee

Acti

Click to view "My Profile" page

My Profile

Employee Search

Click to view "Employee Search" page

Create Employee

Click to view "Create Employee" page

Welcome Employee

Kate Welz

This is the submenu for "Employee" when link is hovered over

## WAYSTONE PROPERTY MANAGE

Units

Tenant

e Requests

Train

Click to view "Unit Search" page

Unit Search

Create New Unit

Click to view "Create New Unit" page

This is the submenu for "Units" when link is hovered over

# WAYSTONE PROPERTY MANAGEMENT

This is the submenu for "Tenant Accounts" when link is hovered over

Click to view "Tenant Search" page

Click to view "Create New Tenant" page

Tenant Accounts

Tenant Search

Create New Tenant

Training and Docu

The screenshot shows a navigation menu with a blue box highlighting the 'Tenant Accounts' section. A blue callout bubble points to this section, stating 'This is the submenu for "Tenant Accounts" when link is hovered over'. Two red callout bubbles point to the 'Tenant Search' and 'Create New Tenant' links within the submenu, with instructions to 'Click to view "Tenant Search" page' and 'Click to view "Create New Tenant" page' respectively. The background is a light blue gradient.

# PROPERTY MANAGEMENT

This is the submenu for "Maintenance Requests" when link is hovered over

Click to view "Current Requests" page

Click to view "Create New Request" page

Maintenance Requests

Current Requests

Create New Request

Additio

The screenshot shows a navigation menu with a blue box highlighting the 'Maintenance Requests' section. A blue callout bubble points to this section, stating 'This is the submenu for "Maintenance Requests" when link is hovered over'. Two red callout bubbles point to the 'Current Requests' and 'Create New Request' links within the submenu, with instructions to 'Click to view "Current Requests" page' and 'Click to view "Create New Request" page' respectively. The background is a light blue gradient.

Sign Out

MENT

Click to view  
"Waystone  
Properties" page

Click to view  
"Contact Review"  
page

Additional Company Information

Waystone Properties  
Contact Review

This is the submenu for  
"Additional Company  
Information" when link is  
hovered over

## Employee Profile Page

1. Hover over "Employee" on the top Menu bar to show the submenu.
2. Click on "My Profile" in the "Employee" submenu, or click "Employee Profile" in the Home "Quick Links" box.



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

The screenshot shows the 'Employee Profile Page' of the Waystone Property Management system. The page has a light blue background with a grid pattern at the bottom. At the top, there is a navigation bar with the Waystone logo (a 'W' in a square) on the left, the title 'WAYSTONE PROPERTY MANAGEMENT' in the center, and a 'Sign Out' link on the right. Below the navigation bar, there are several menu items: Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. The main content area is titled 'Employee Profile Page'. It displays the following information for Kate G Welz: Name: Kate G Welz, Address: 4578 Holiday Road Los Angeles, CA 90003, Phone Number: 614-555-6784, Date of Birth: 1987-06-24, Employee ID: 1015, and Employee Email: kwelz@waystone.com. Below this information, there are two buttons: 'Edit Information' and 'Edit Password'. The 'Edit Information' button is highlighted with a red box. A blue callout bubble points to the information box with the text 'Your personal information is displayed here'. A red callout bubble points to the 'Edit Information' button with the text 'Click "Edit Information" button to view page that allows you to edit your personal information'.

W

WAYSTONE PROPERTY MANAGEMENT

Sign Out

Home Employee Action Center Units Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

Employee Profile Page

Name: Kate G Welz  
Address: 4578 Holiday Road Los Angeles, CA 90003  
Phone Number: 614-555-6784  
Date of Birth: 1987-06-24  
Employee ID: 1015  
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

3. Edit your personal information in the corresponding textboxes and dropdowns.
4. When finished, click "Submit" button to save edited information and return to "My Profile" page. Click "Yes" on confirmation dialog to confirm edits.
5. Click "Undo Changes" button if you wish to set the values back to their default values without making changes.
6. Click "Cancel" button to go back to "My Profile" page without saving any changes.

The screenshot shows the 'Edit Employee Profile' form within the Waystone Property Management system. The form is titled 'Edit Employee Profile' and contains several input fields for personal information. A blue callout box points to the form fields, and three red callout boxes point to the 'Submit', 'Undo Changes', and 'Cancel' buttons.

**Waystone Property Management**

Home Employee Action Center Units Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

**Edit Employee Profile**

First Name:  Middle Initial:  Last Name:

Address:

City:  State:  Zipcode:

Phone Number:

Date of Birth:

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 "My 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 the "My Profile" page



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

The screenshot shows the Waystone Property Management website. The header includes a logo with a 'W' and the text 'WAYSTONE PROPERTY MANAGEMENT'. A navigation bar contains links: Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. A 'Sign Out' link is in the top right corner. The main content area is titled 'Employee Profile Page'. It displays personal information for Kate G Welz: Name, Address (4578 Holiday Road Los Angeles, CA 90003), Phone Number (614-555-6784), Date of Birth (1987-06-24), Employee ID (1015), and Employee Email (kwelz@waystone.com). A blue callout box points to this information, stating 'Your personal information is displayed here'. Below the information are two buttons: 'Edit Information' and 'Edit Password'. A red callout box points to the 'Edit Password' button, stating 'Click "Edit Password" button to view page that allows you to edit your login password'.

W

WAYSTONE PROPERTY MANAGEMENT

Sign Out

Home Employee Action Center Units Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

Employee Profile Page

Name: Kate G Welz  
Address: 4578 Holiday Road Los Angeles, CA 90003  
Phone Number: 614-555-6784  
Date of Birth: 1987-06-24  
Employee ID: 1015  
Employee Email: kwelz@waystone.com

Your personal information is displayed here

Edit Information Edit Password

Click "Edit Password" button to view page that allows you to edit your login password

8. Enter your new password in the corresponding textbox. The password must at least include 8 characters with one capital letter, one lowercase letter, and one number.
9. Enter the new password again to confirm it is correct.
10. Click "Update" button to save the new password. Click "Yes" on confirmation dialog to confirm the save.
11. Click "Cancel" button to return to "My Profile" page without saving a new password.



## WAYSTONE PROPERTY MANAGEMENT

Sign Out

[Home](#) [Employee](#) [Action Center](#) [Units](#) [Tenant Accounts](#) [Maintenance Requests](#) [Training and Documents](#) [Additional Company Information](#)

### Edit Employee Login Password

Email: kwelz@waystone.com  
Password:   
Confirm Password:

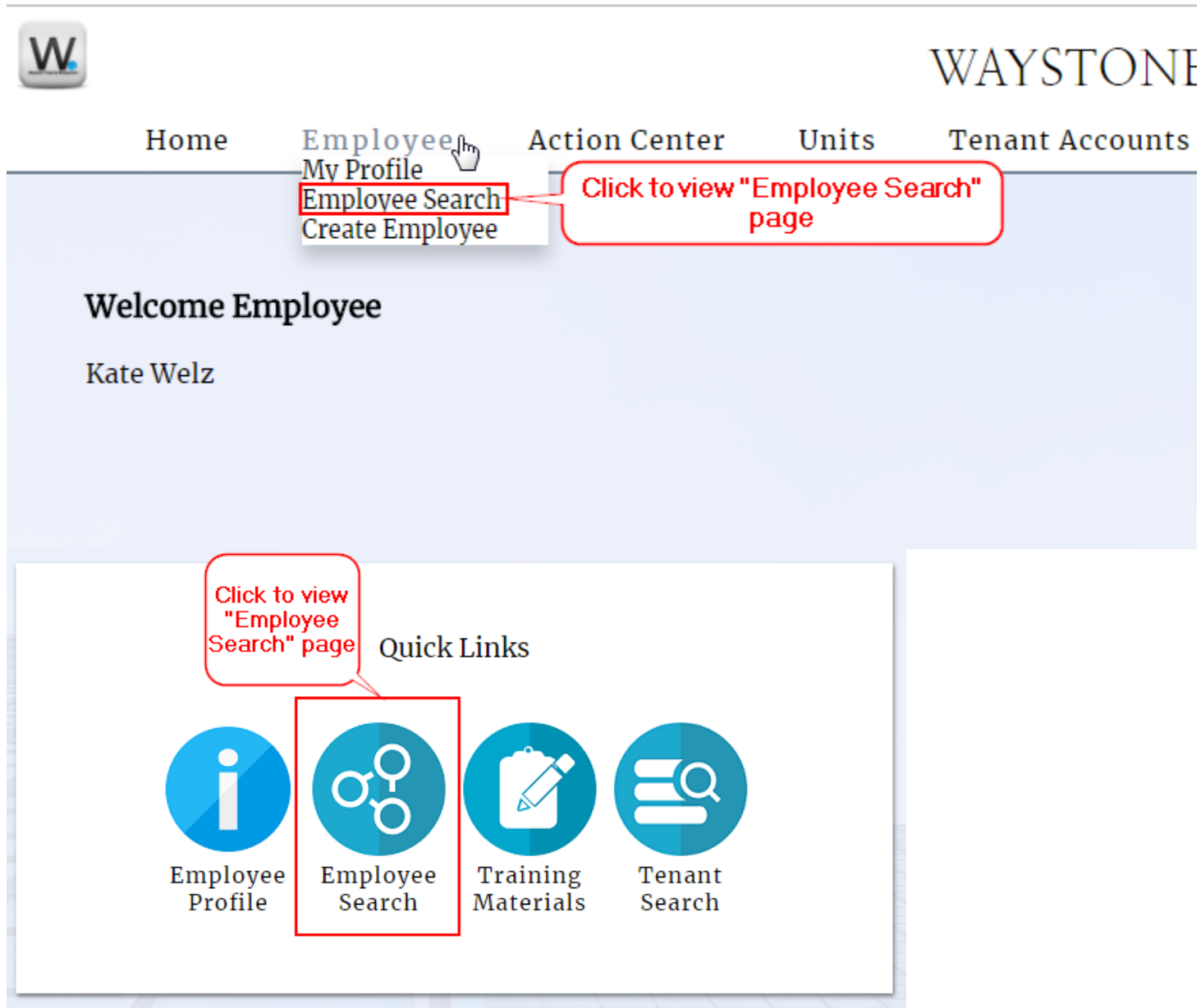
Enter the new password you would like to use for Login in "Password" textbox. Enter it again in "Confirm Password" textbox to make sure it is correct.

Click "Update" button to save the new password and return to "My Profile" page

Click "Cancel" button if you do not wish to make a new password and return to "My Profile" page

## Employee Accounts

1. Hover over "Employee" on the Menu bar to bring up the submenu.
2. Click on "Employee Search" in the "Employee" submenu, or click on "Employee Search" in the Quick Links box on the Home page, to view a page that searches through current employees.



3. Choose either Employee ID, Last Name, or Role to search Employees by in the "Search Employee(s) By:" dropdown menu.
4. Enter the search information in the textbox or dropdown menu shown.
5. Click "Submit" to search for Employees based on the input given.
6. The search results will appear in the table on the page.
7. Click on any text in the row (Email, Employee ID, First Name, Last Name, etc.) to view that Employee's information on Employee Account page.

The screenshot shows the 'Waystone Property Management' website. The header includes a logo, a 'Sign Out' link, and a navigation bar with links: Home, Employee, Hits, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. The main section is titled 'Search Employee Accounts'. It features a search form with a 'Search Employee(s) By:' label, a dropdown menu currently showing 'Role', another dropdown showing 'HR', and a 'Submit' button. Below the form is a table with search results. Five callout boxes provide instructions: a red box points to the search form, a red box points to the dropdown menu, a red box points to the 'Submit' button, a blue box points to the table, and a green box points to a row in the table.

Waystone Property Management

Home Employee Hits Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

Search Employee Accounts

Search Employee(s) By:  
Role  
HR  
Submit

Choose Employee ID, Last Name, or Role in dropdown menu depending on what you would like to search by

Enter the corresponding search information in the textbox or dropdown menu shown

Click "Submit" button to search Employees based on the input given

Email	Employee ID	First Name	Last Name	City	State
DBEYER@WAYSTONE.COM	1007	DANEEN	BEYER	CHICAGO	IL
MCAMPBELL@WAYSTONE.COM	1012	MONTY	CAMPBELL	LOS ANGELES	CA

The search results will show in this table. You can click on any field in a row to view that individual Employee's information

Click on any text in the row to view that Employee's information

8. Once on the Employee Account page, you can click on “Back to Employee Search” at the top left to return to Employee Search page.
9. The Employee’s information is shown on this page.

The screenshot shows the 'WAYSTONE PROPERTY MANAGEMENT' website. The top navigation bar includes links for Home, Employee, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Waystone Properties. A 'Sign Out' link is located in the top right corner. On the left side, there is a link labeled 'Back to Employee Search' with a green callout bubble stating 'Click to go back to "Employee Search" Page'. Below this, a blue-bordered box contains the following employee information: Name: GINA N KNIGHT, Address: 1297 W WEYANT AVE CHICAGO, IL 60007, Phone Number: 773-357-3837, Date of Birth: 1964-02-03, Employee ID: 1006, Employee Email: GKNIGHT@WAYSTONE.COM, Employee Role: ACCOUNTS, and Account Status: ACTIVE. A blue callout bubble points to this box with the text 'Employee's information is shown here'. The main heading on the right is 'Employee Account Information'.

WAYSTONE PROPERTY MANAGEMENT

Home Employee Units Tenant Accounts Maintenance Requests Training and Documents Waystone Properties

Sign Out

[Back to Employee Search](#)

Click to go back to "Employee Search" Page

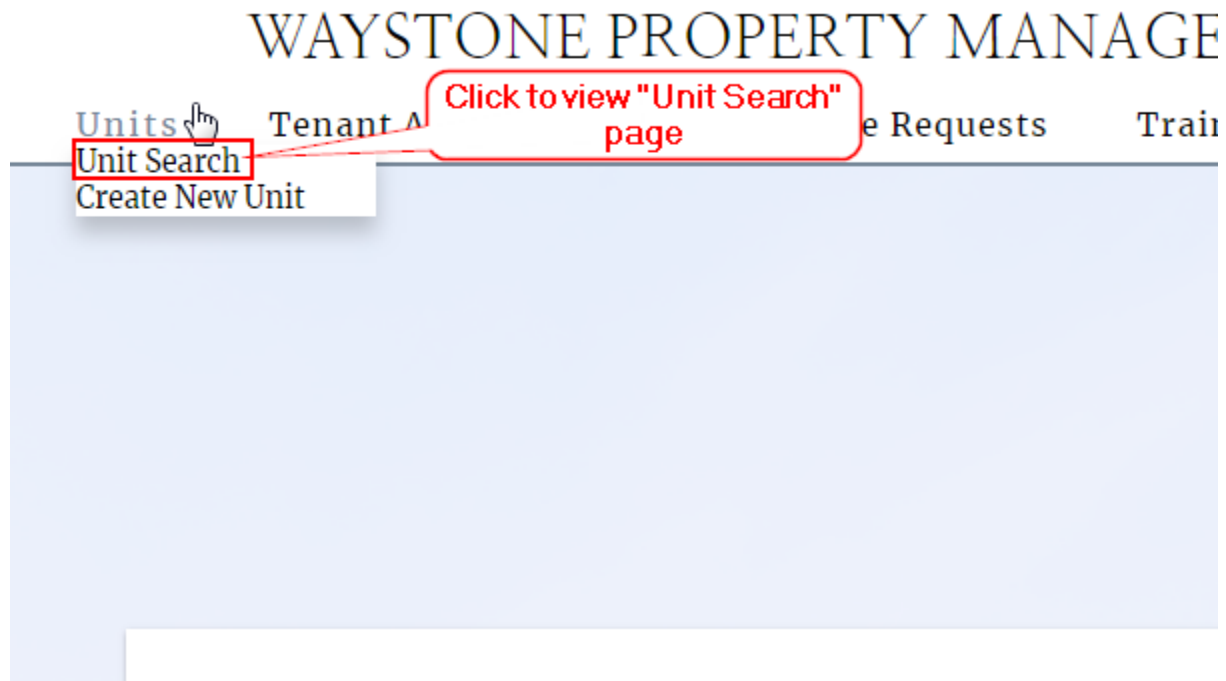
**Employee Account Information**

Name: GINA N KNIGHT  
Address: 1297 W WEYANT AVE CHICAGO, IL 60007  
Phone Number: 773-357-3837  
Date of Birth: 1964-02-03  
Employee ID: 1006  
Employee Email: GKNIGHT@WAYSTONE.COM  
Employee Role: ACCOUNTS  
Account Status: ACTIVE

Employee's information is shown here


## Unit Search

1. Hover over "Units" on the menu bar to show the submenu.
2. Click "Unit Search" on Units submenu to view Search Units Page.



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

Sign Out



# WAYSTONE PROPERTY MANAGEMENT

[Home](#)
[Employee](#)
[Action Center](#)
[Units](#)
[Tenant Accounts](#)
[Maintenance Requests](#)
[Training and Documents](#)
[Additional Company Information](#)

## Search Units

Building

Search By:

Submit

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	LEBOUF, 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, CHELBY
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	FAIRFIEW 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	,

Choose Building from dropdown menu to search by or leave blank for all

Choose whether to search for All, Vacant, or Leased Units from "Search By" dropdown menu

Click "Submit" to search for Units based on input given

The results of the search are shown in this table

Click on Unit ID or Building of a certain result to view individual Unit information



## 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.

The screenshot shows the Waystone Property Management web application. At the top right is a "Sign Out" link. A navigation bar contains links for Home, Employee, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Waystone Properties. The main content area has a light blue background with a perspective grid. A "Back to Units" link is highlighted with a green box and a callout bubble that says "Click to go back to 'Units' page". The title "Unit Profile" is centered. On the left, a blue-bordered box contains unit details, with a callout bubble pointing to it that says "Unit Information is shown here".

Waystone PROPERTY MANAGEMENT

Sign Out

Home Employee Units Tenant Accounts Maintenance Requests Training and Documents Waystone Properties

[Back to Units](#)

Click to go back to "Units" page

Unit Profile

Unit ID: 1  
Building: SUNCREST GROVE  
Apartment Number: 205  
Address: 5638 NORTH RIVER DRIVE MIAMI, FL 33135  
Rent Amount: 1200  
Tenant ID: 1000  
Tenant Name: KIN, EMMA

Unit Information is shown here



## Tenant Search

1. Hover over "Tenant Accounts" on the menu bar to show the submenu.
2. Click "Tenant Search" on Tenant Accounts submenu or click "Tenant Search" link in your Quick Links box on your home page to view Search Tenant Accounts page.

# WAYSTONE PROPERTY MANAGEMENT

Tenant Accounts

Tenant Search  
Create New Tenant

Click to view "Tenant Search" page

Training and Docu

### Quick Links



Employee Profile



Employee Search



Training Materials



Tenant Search

Click to view "Tenant Search" page

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

Waystone Property Management

Home Employee Action Center Units Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

Sign Out

### Search Tenant Accounts

Search Tenant(s) By:  
 Building ▼  
 Suncrest Grove  
 Submit

Select search criteria in the "Search Tenant(s) By:" dropdown menu (Tenant ID, Last Name, Phone Number, or Building) and enter the correct information in the corresponding textbox or dropdown menu

Click "Submit" button to search for Tenants based on the input given

Email	Tenant ID	First Name	Last Name	Building	Apt No.	City	State	Phone Number
EMMARENEE@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

The search results will appear in this table

Click on either the Tenant Email, Tenant ID, First Name, or Last Name to see the individual Tenant's information

## 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.

Waystone Property Management

Sign Out

Home Employee Units Tenant Accounts Maintenance Requests Training and Documents Waystone Properties

[Back to Tenant Accounts](#)

Click to go back to "Tenant Accounts" page

### Tenant Profile

Tenant's Information shown here

Name: DEBRA E BEALE  
Building: BAYSIDE HEIGHTS Apartment Number: 108  
Address: 4832 PALM LN MIAMI, FL 33137  
Phone Number: 305-506-3491  
Date of Birth: 1950-04-21  
Tenant ID: 1003  
Tenant Email: ECKFAMILY@JUNO.COM

## Maintenance Requests Page

1. Hover over "Maintenance Requests" on the menu bar to view the submenu.
2. Click on "Current Requests" on top Menu to view Current Maintenance Requests Page.

# PROPERTY MANAGEMENT

Maintenance Requests

Current Requests

Create New Request

Click to view "Current  
Requests" page

Additio

3. Select the Building to view requests from in the "Building" dropdown menu.
4. Select "Job Type" ("HVAC", "Damage", "Electric", "Plumbing", "Other") to search by in the dropdown menu.
5. Click "Search" button to search for requests based on input.
6. Search results are shown in the 'Open Requests' table.
7. 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.
8. 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.
9. 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.

Waystone Property Management

Home Employee Action Center Units Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

### Maintenance Requests Page

Building:  Choose the "Building" you would like to view requests for in dropdown

Job Type:  Choose "Job Type" you want to view from dropdown (shows All if left blank)

Click "Search" button to search for requests based on input

#### 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		0	<input type="button" value="Start"/>	<input type="button" value="Done"/>

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

#### 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	<input type="button" value="Remove"/>	<input type="button" value="Done"/>

This table shows the current requests you have assigned yourself but are not done yet

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"

#### 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

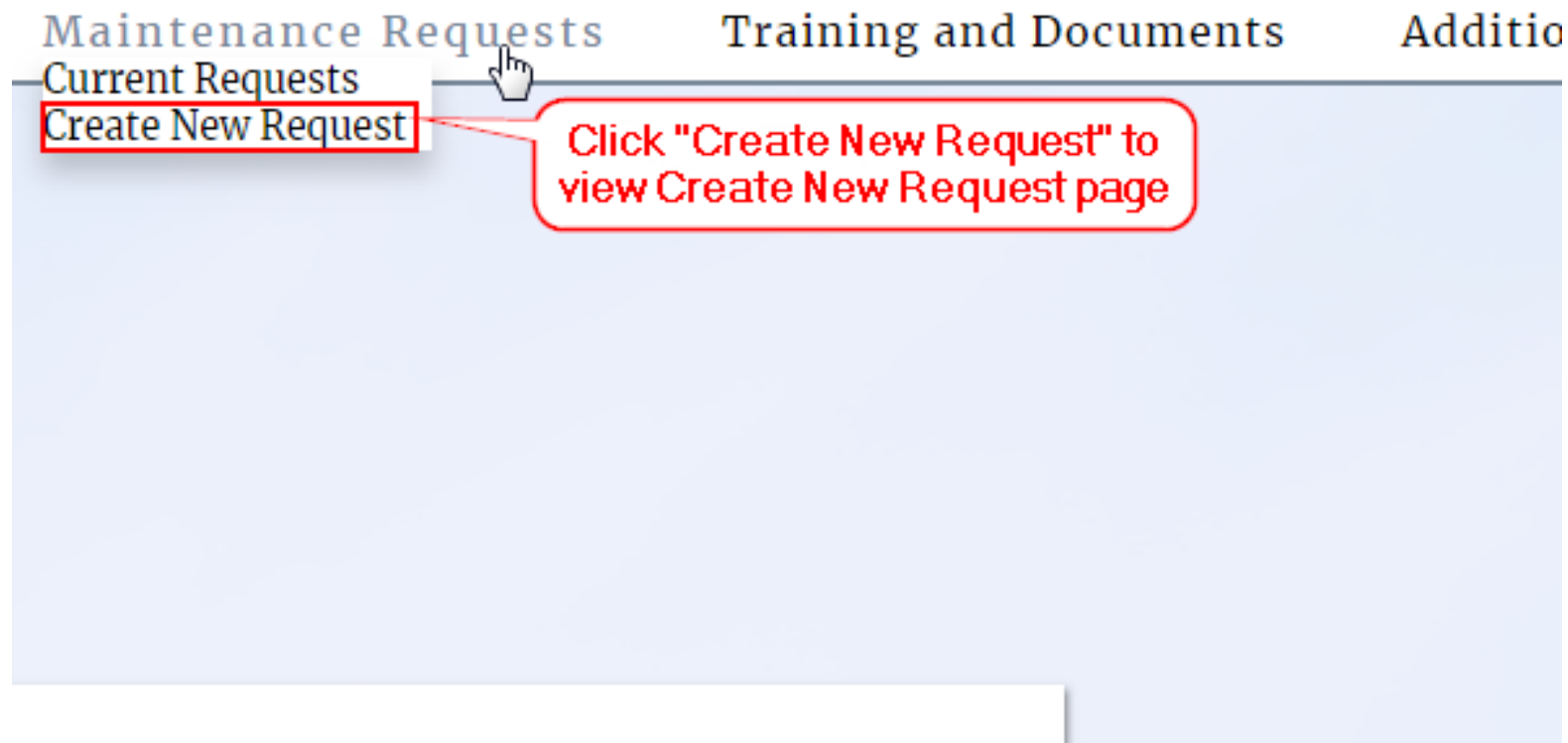
This table shows the past requests you have completed

Click "Remove" button to remove yourself from the request and replace it back in "Open Requests" with no "Started By" Employee

## Create New Maintenance Request

1. Hover over "Maintenance Requests" on the menu bar to view submenu.
2. Click "Create New Request" on Maintenance Requests submenu to view Create New Request page.

# PROPERTY MANAGEMENT



3. Enter the correct information for the new Maintenance Request in the corresponding textboxes and dropdown menu
4. Click "Submit" button to save the new Maintenance Request in the database.
5. Click "Clear" button to clear all of the fields if you wish to start the form over.



## WAYSTONE PROPERTY MANAGEMENT

Sign Out

[Home](#) [Employee](#) [Action Center](#) [Units](#) [Tenant Accounts](#) [Maintenance Requests](#) [Training and Documents](#) [Additional Company Information](#)

### Create Maintenance Request

Job Type:

Job Description:

Date Requested:

Tenant ID:

Enter the correct information for the new Maintenance Request in the corresponding textbox or dropdown menu

Submit

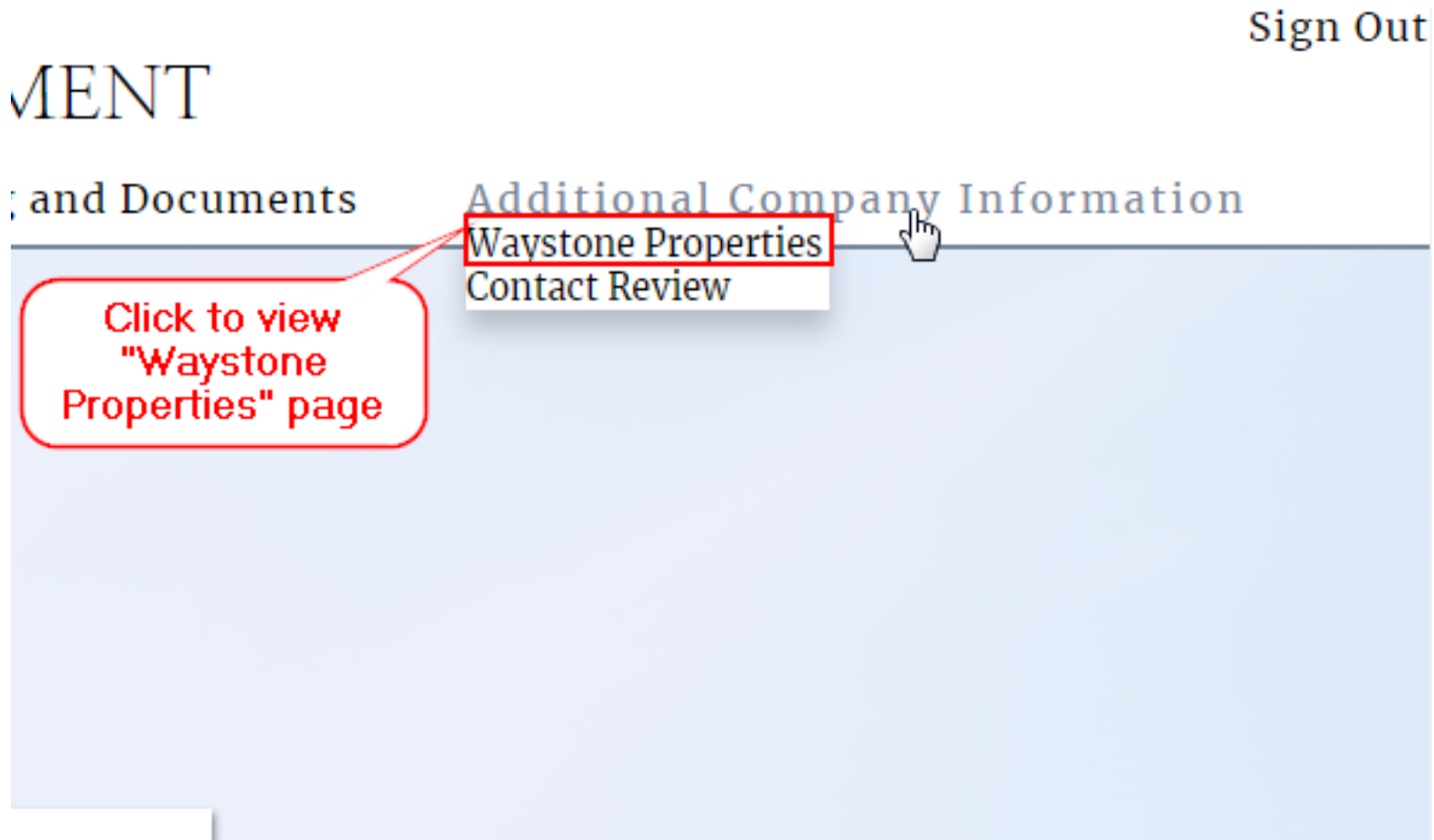
Clear

Click "Submit" to save new request in the database

Click "Clear" to clear all of the fields

## Waystone Properties

1. Hover over "Additional Company Information" on the menu bar to view submenu.
2. Click "Waystone Properties" on Additional Company Information submenu to view the Waystone Properties page.





3. This page shows all of Waystone Property Management Locations.



# WAYSTONE PROPERTY MANAGEMENT

Sign Out

[Home](#)

Employee

## Action Center

Units

## Tenant Accounts

## Maintenance Requests

## Training and Documents

### 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) 326-8156
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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

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

## Los Angeles Locations

## Training Materials and Documents

1. Click "Training and Documents" in menu bar to view Training Materials and Documents page.
2. Click "Download" on your chosen document to download corresponding PDF.
3. Click "View" on your chosen document to open the PDF in a new tab on your browser.



### WAYSTONE PROPERTY MANAGEMENT

Sign Out

Home Employee Action Center Units Tenant Accounts Maintenance Requests Training and Documents Additional Company Information

#### Training Materials

Employee Comprehensive Intranet Training PDF: [View](#) [Download](#)  
Maintenance Training PDF: [View](#) [Download](#)  
Accounting Training PDF: [View](#) [Download](#)  
Employee Profile Training PDF: [View](#) [Download](#)

Click "View" on chosen material to open the PDF in a new tab on the browser

Click "Download" on your chosen material to download a PDF of the document

#### Company Documents

Tenant Rental Application PDF: [View](#) [Download](#)  
Tenant Rental Lease PDF: [View](#) [Download](#)  
Maintenance Request Form PDF (backup): [View](#) [Download](#)  
Waystone Property Management History PDF: [View](#) [Download](#)