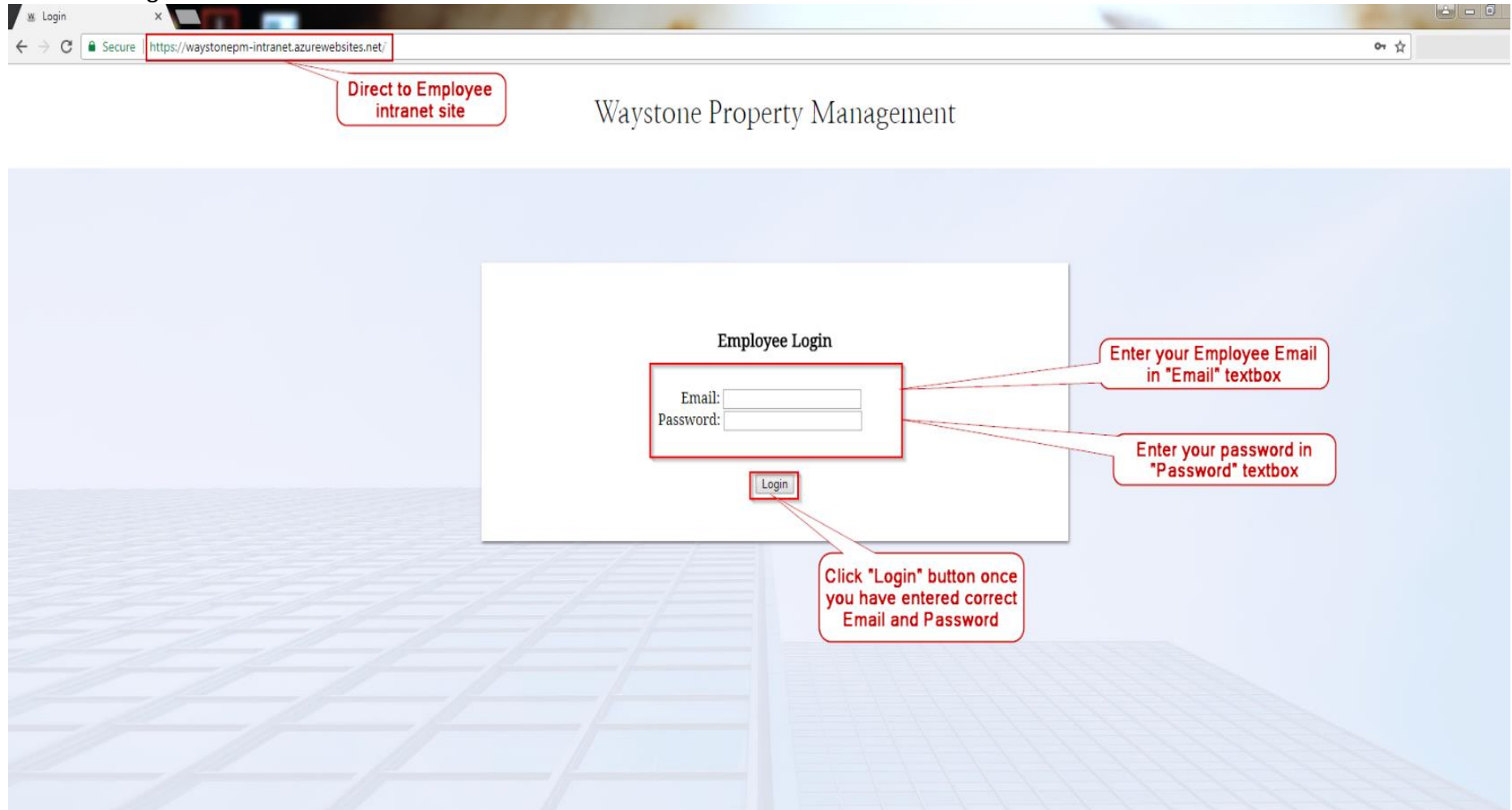


## How to Use Waystone Property Management Employee Intranet

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.

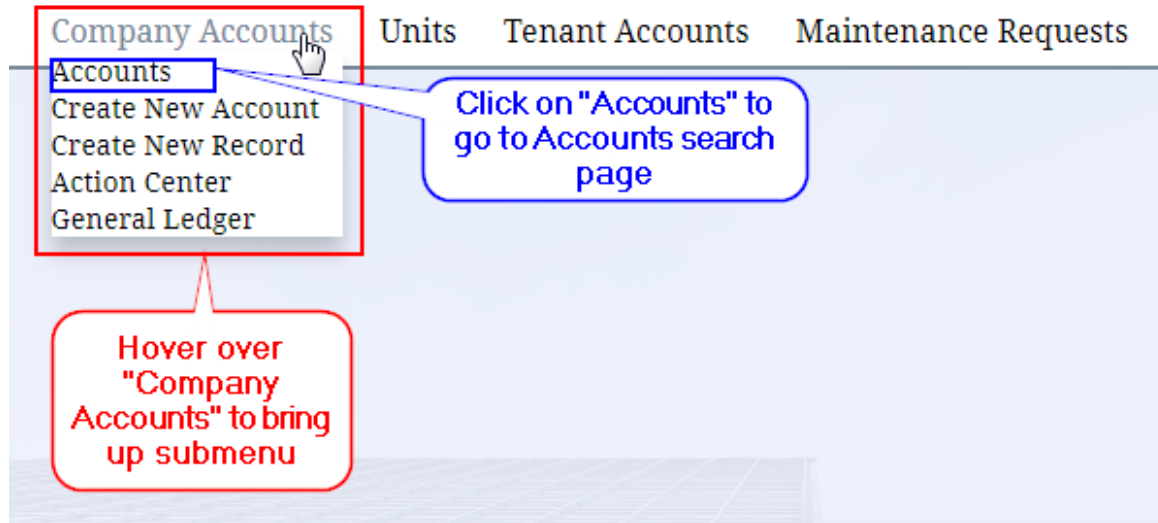


5. Entering in your correct Email and Password will bring you to the “Home” page with your correct Name shown.
6. Towards the top of every page is a menu bar. Here you can click on the page you would like to go to.
7. The center of the “Home” page has a box of “Quick Links” which are frequently used 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.

## 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.

The screenshot shows a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/accounts.xhtml>. The page title is "Waystone Property Management" and it includes a navigation bar with links: 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 corner.

The main section is titled "Search Accounts" and contains the following form elements:

- Account Name:** A text input field. A red callout bubble points to it with the text: "If you know it, enter the Name of the Account you wish to Search for in the 'Account Name' textbox."
- Account Type:** A dropdown menu. A red callout bubble points to it with the text: "If you would like to search by Account Type choose the type you wish to search for in the 'Account Type' dropdown".
- Submit:** A button. A red callout bubble points to it with the text: "Click 'Submit' button to search Accounts based on the input you have given. If you left both sections blank all Accounts will be shown."

To the right of the form is a table of search results:

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

A blue callout bubble points to the table with the text: "The search results will show in this table. You can click on the Account Name to view that individual Account."

A green callout bubble points to the "ACCOUNTS PAYABLE" row with the text: "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 'Account Profile' page for 'ACCOUNTS PAYABLE'. The page has a navigation bar with links: 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 'Account Profile' section displays the account name, type (Liability), and buttons for 'Edit Account Information' and 'Add Record'. A 'Delete Account' button is also present. Below this is a search section with a dropdown menu (set to 'All') and a 'Submit' button. The 'Account Records' section contains a table of transactions.

**Waystone Property Management**

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

**Account Profile**

Account Name: ACCOUNTS PAYABLE  
Account Type: Liability  
Edit Account Information Add Record

Delete Account

Search By: All  
All  
Record Invoice Number  
Record Name

**Account Records**

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

The screenshot shows a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/viewAccount.xhtml>. The page title is "Waystone Property Management" and the navigation bar includes links for 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 corner.

The main content area is titled "Edit Account Information" and contains a form with the following elements:

- Account Name:** A text input field containing "ACCOUNTS PAYABLE". A callout box points to this field with the text: "Enter the new Account Name you wish to change this Account to in the 'Account Name' textbox".
- Account Type:** A dropdown menu currently showing "Liability". A callout box points to this dropdown with the text: "Choose the Account Type you would like this Account to be in the 'Account Type' dropdown".
- Buttons:** Three buttons are located below the form: "Submit", "Undo Changes", and "Cancel".
  - A callout box points to the "Submit" button with the text: "Click 'Submit' button to save your changes to the Account".
  - A callout box points to the "Undo Changes" button with the text: "Click 'Undo Changes' button to restore to default values if you wish to undo your changes".
  - A callout box points to the "Cancel" button with the text: "Click 'Cancel' button if you wish to return to Account page without saving any changes".



## 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' web application. The top navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The 'Account Profile' section displays details for 'ACCOUNTS PAYABLE' (Liability) with buttons for 'Edit Account Information', 'Add Record', and 'Delete Account'. A search section labeled 'Search By:' features a dropdown menu with options: 'All', 'Record Invoice Number', and 'Record Name'. A text input field and a 'Submit' button are also present. Below the search section is a table titled 'Account Records' with columns: Date, Name, Transaction No., Tenant ID, DEBIT, and CREDIT. The table lists several transactions, including 'CABLE PAID', 'WATER PAID', 'ELECTRIC PAID', 'WATER BILL', 'CABLE BILL', and 'ELECTRIC BILL'. Callout boxes provide instructions: 'Choose Search criteria in "Search By" dropdown. Choose "All" to see all Records in Account, "Record Invoice Number" or "Record Name"', 'Enter the Record Invoice Number or Record Name if chosen in this textbox', 'Click "Submit" button to search for Records based on the input you have given', 'The results of the search are shown in this table.', and 'Click on a Record Name or Transaction No. to view the individual Record information'.

Waystone Property Management

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

[Back to Accounts](#)

**Account Profile**

Account Name: ACCOUNTS PAYABLE  
Account Type: Liability  
[Edit Account Information](#) [Add Record](#)  
[Delete Account](#)

Search By: All  [Submit](#)

Choose Search criteria in "Search By" dropdown. Choose "All" to see all Records in Account, "Record Invoice Number" or "Record Name"

Enter the Record Invoice Number or Record Name if chosen in this textbox

Click "Submit" button to search for Records based on the input you have given

**Account Records**

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

The results of the search are shown in this table.

Click on a Record Name or Transaction No. to view the individual Record information

## 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 with the URL <https://waystonepm-intranet.azurewebsites.net/faces/viewRecord.xhtml>. The page title is "Waystone Property Management". The navigation bar 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 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" and "Delete Record". Callouts provide instructions for each:

- A blue callout points to the record details, stating: "Record information is shown here".
- A green callout points to the "Edit Record Information" button, stating: "Click 'Edit Record Information' in order to edit the Record".
- A red callout points to the "Delete Record" button, stating: "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 with the URL <https://waystonepm-intranet.azurewebsites.net/faces/viewRecord.xhtml>. The page title is "Waystone Property Management" and it includes a navigation bar with links: Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. A "Sign Out" link is also present in the top right corner.

The main content area is titled "Edit Record Information" and contains a form with the following fields:

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

Below the form are three buttons: Submit, Undo Changes, and Cancel. A blue callout bubble points to the form fields with the text: "Edit the Record information you wish to in the appropriate textbox or dropdown". Three red callout bubbles point to the buttons with the following instructions:

- Click "Submit" button to save changes to the Record
- Click "Undo Changes" button to restore default values if you wish to undo your changes
- Click "Cancel" button if you wish to return to Record Information Page without saving any changes



## 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 web application. The top navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, and Training Materials. The 'Company Accounts' submenu is open, showing options: Accounts, Create New Account, Create New Record (highlighted with a red box and a mouse cursor), Action Center, and General Ledger. On the left, there is a 'Back to Accounts' link. The main content area is titled 'Account Profile' and displays details for 'ACCOUNTS PAYABLE', including 'Account Type: Liability'. Below this, there are buttons for 'Edit Account Information', 'Add Record' (highlighted with a red box), and 'Delete Account'. A red callout box points to the 'Add Record' 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 is a search section with a 'Search By:' dropdown set to 'All' and a 'Submit' button. Below the search section is a table header for 'Account Records' with columns: Date, Name, Transaction No., Tenant ID, DEBIT, and CREDIT.

Waystone Property Management

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

Back to Accounts

Account Name: ACCOUNTS PAYABLE  
Account Type: Liability  
Edit Account Information Add Record Delete Account

Click the "Add Record" button or "Create New Record" link in the Company Accounts submenu to view "Create New Record" page

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.

Waystone Property Management

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

### Create New Record for ACCOUNTS PAYABLE

Record Name:

Record Amount:  Credit or Debit?

Record Date:

Invoice Number:

Tenant ID:

Account Name:

Enter all of the correct information for the new Record in the corresponding textboxes and dropdowns

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.

The screenshot shows a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/createAccount.xhtml>. The page title is "Waystone Property Management". The navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The "Company Accounts" dropdown menu is open, showing options: Accounts, Create New Account (highlighted with a red box), Create New Record, Action Center, and General Ledger. A red callout box points to "Create New Account" with the text: "Click 'Create New Account' in the Company Accounts submenu to view Create New Account page".

The main content area is titled "Create New Account" and contains a form with the following fields and controls:

- Account Name:** A text input field. A red callout box points to it with the text: "Enter the new Account name in the 'Account Name' textbox".
- Account Type:** A dropdown menu currently showing "Asset". A red callout box points to it with the text: "Choose the new Account's type in the 'Account Type' dropdown menu".
- Submit:** A button. A red callout box points to it with the text: "Click 'Submit' button to save the new Account in the database".

The background of the page features a light blue grid pattern. The browser's address bar at the bottom shows the same URL as the top bar.

## 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).

Waystone Property Management

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

Company Accounts submenu: Accounts, Create New Account, Create New Record, **Action Center**, General Ledger

**Account Action Center**

Post Rent for all Leased Units to Accounts Receivable for this month: **Post Rent**

Post Late Fees to Accounts Receivable for all Leased Units that have not paid rent this month: **Post Late Fee**

**General Journal**

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
2018-03-14	TenantRent	UNIT11:RENT032018	1400.0	

Callouts:

- Click "Action Center" on the Company Accounts submenu to view the Account Action Center Page
- Click "Post Rent" button to add Rent Records for the month
- Click "Post Late Fee" button to add Late Fee Records for the month
- Click on Record Name or Transaction No. to view individual Record's Information page
- General Ledger shows all Records added to the database sorted by latest date



## 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

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

Accounts  
Create New Account  
Create New Record  
Action Center  
General Ledger

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

### 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	

General Ledger Page shows Records sorted by Accounts

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



## 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' website. The navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The 'Units' menu is open, showing 'Unit Search' and 'Create New Unit'. The 'Unit Search' page features a search form with a 'Building' dropdown, a 'Search By' dropdown (set to 'All'), and a 'Submit' button. A table displays the search results with columns for Unit ID, Building, Apt No., City, State, Rent, and Tenant Name. Annotations with red and green boxes and callouts provide instructions on how to use the search functionality and view unit details.

**Waystone Property Management**

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

Unit Search  
Create New Unit

**Search Units**

Building: [dropdown]  
Search By: All [dropdown]  
Submit

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 "Unit Search" on Units submenu to view the Search Units Page

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

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

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	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	FAIRVIEW 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 a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/viewUnit.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 Additic. The main content area is titled "Unit Profile". On the left, there is a box containing unit information: 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. Below this box are three buttons: "Back to Units" (a link), "Edit Unit Information", and "Delete Unit". Callouts provide instructions: "Click 'Back to Units' link to go back to Units page", "Unit information is shown here", "Click 'Edit Unit Information' button in order to edit the Unit", and "Click 'Delete Unit' if you wish to delete this Unit".

Waystone Property Management

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

[Back to Units](#)

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

Unit Profile

Unit ID: 18  
Building: BROADVIEW TERRACE  
Apartment Number: 104  
Address: 1678 FOX HILLS DR LOS ANGELES, CA 90230  
Rent Amount: 1400  
Tenant ID: 1017  
Tenant Name: DICKENSON, JENNY

Unit information is shown here

Edit Unit Information

Click "Edit Unit Information" button in order to edit the Unit

Delete Unit

Click "Delete Unit" if you wish to delete this Unit

## 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.

The screenshot shows a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/viewUnit.xhtml>. The page title is "Waystone Property Management" and the page content is titled "Edit Unit Information". The form contains the following fields:

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

Below the form are three buttons: "Submit", "Undo Changes", and "Cancel".

Callouts provide instructions:

- A blue callout points to the form fields: "Edit the Unit information in the appropriate textbox or dropdown menu".
- A red callout points to the "Submit" button: "Click 'Submit' button to save changes to the Unit".
- A red callout points to the "Undo Changes" button: "Click 'Undo Changes' button to restore default values to undo your changes".
- A red callout points to the "Cancel" button: "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 a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/createUnit.xhtml>. The page title is "Waystone Property Management". The navigation menu includes: Home, My Profile, Company Accounts, Units (with a submenu), Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The "Units" submenu is open, showing "Unit Search" and "Create New Unit". A red callout box points to "Create New Unit" with the text: "Click 'Create New Unit' on Units submenu to view Create New Unit Page".

The main content area is titled "Create New Unit" and contains a form with the following fields:

- Building:
- Apartment Number:
- Address:  City:  State:  Zipcode:
- Rent Amount:

A red callout box points to these fields with the text: "Enter all of the New Unit information in the corresponding textbox or dropdown menu".

Below the form is a "Submit" button. A red callout box points to it with the text: "Click 'Submit' to save the new Unit to the database".



## 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 web application. The navigation bar includes links for Home, My Profile, Company Accounts, Units, Tenant Accounts, Maintenance Requests, Training Materials, and Additional Company Information. The 'Tenant Accounts' menu is open, showing 'Tenant Search' and 'Create New Tenant'. The 'Search Tenant Accounts' page features a search form with a dropdown menu labeled 'Search Tenant(s) By:' set to 'Building', a text input field containing 'Suncrest Grove', and a 'Submit' button. Below the form is a table displaying search results. Callouts provide instructions: a red box points to the dropdown menu, another red box points to the 'Submit' button, a third red box points to the 'Tenant Search' menu item, and a blue box points to the results table. A green box points to the first row of the table, indicating that clicking on any cell in that row leads to the tenant's profile page.

Waystone Property Management

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

Tenant Search  
Create New Tenant

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 textbox

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

Click "Tenant Search" on Tenant Accounts submenu to view Search Tenant Accounts Page

The search results will appear in this table

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

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.
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 'Tenant Profile' 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. A 'Sign Out' link is in the top right. The main content area is titled 'Tenant Profile' and contains a tenant information box, buttons for 'Edit Tenant Information' and 'Delete Tenant', and a 'Tenant Records' table. Callouts provide instructions for each element.

**Waystone Property Management**

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

[Back to Tenant Accounts](#) Click "Back to Tenant Accounts" link to go back to Tenant Accounts page

**Tenant Profile**

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  
Tenant Email: JLMORB@GMAIL.COM

Tenant information is shown here

Edit Tenant Information Click "Edit Tenant Information" button to edit Tenant Information

Delete Tenant Click "Delete Tenant" button to delete this Tenant

**Tenant Records**

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

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

All Tenant Records and current Balance are shown here

## 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 with the URL <https://waystonepm-intranet.azurewebsites.net/faces/viewTenant.xhtml>. The page title is "Waystone Property Management" and the page is titled "Edit Tenant Profile". The navigation bar includes links: 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 corner.

The form contains the following fields:

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

Below the form are three buttons: **Submit**, **Undo Changes**, and **Cancel**.

Instructional callouts are present:

- A blue callout bubble points to the form fields with the text: "Edit the Tenant information in the appropriate textbox or dropdown menu".
- A red callout bubble points to the **Submit** button with the text: "Click 'Submit' button to save changes to the Tenant".
- A red callout bubble points to the **Undo Changes** button with the text: "Click 'Undo Changes' button to restore default values to undo any changes".
- A red callout bubble points to the **Cancel** button with the text: "Click 'Cancel' button to return to Tenant Profile Page without saving any changes".

## 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 a web browser window with the URL <https://waystonepm-intranet.azurewebsites.net/faces/insertTenant.xhtml>. The page title is "Waystone Property Management". The navigation menu includes: Home, My Profile, Company Accounts, Units, Tenant Accounts, Tenant Search, Maintenance Requests, Training Materials, and Additional Company Information. The "Tenant Accounts" submenu is open, showing "Create New Tenant" and "Tenant Search". A red callout box points to "Create New Tenant" with the text: "Click on 'Create New Tenant' on Tenant Accounts submenu to view Create New Tenant Page".

The main content area is titled "Create New Tenant". It contains a form with the following fields:

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

A red callout box points to the form fields with the text: "Enter the new Tenant's information in the corresponding textbox and dropdown menu".

Below the form is a "Submit" button. A red callout box points to the button with the text: "Click 'Submit' button to save the new Tenant in the database".

## 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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localhost:8080/EmployeeLogin.aspx?companyId=1

## 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.

