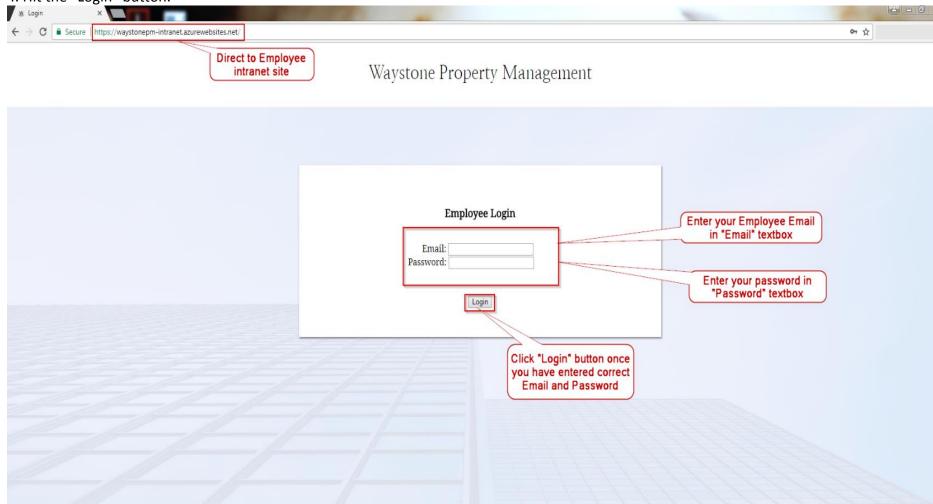
How to Use Waystone Property Management Employee Intranet

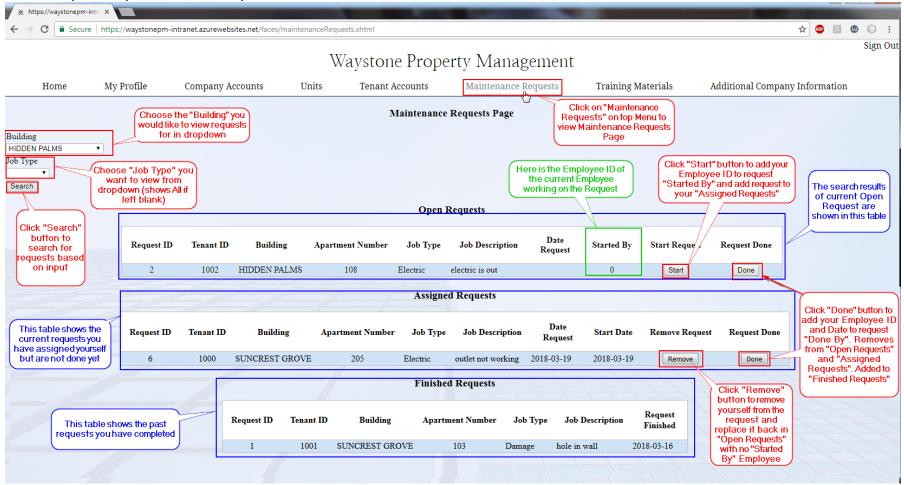
- 1. Click on desktop icon or direct web browser to https://waystonepm-intranet.azurewebsites.net.
- 2. Enter your Employee Email in the "Email" textbox.
- 3. Enter your password in the "Password" textbox.
- 4. Hit the "Login" button.



- 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.

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.



Additional Company Information

Sign Out

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

Home	My Profile	Company Accounts	Units	Tenant Accounts	Maintenance Requests	Training Materials	Additional Company Information	
tone Property Management Locations:				Additional Company Information		Click "Additional Company Information" on top Menu to view Additional Company Information Page		
				Miami Lo	ocations			
Suncrest Grove				Hidden	Palms	Bayside Heights		
5638 North River Dr				1295 Gr	een Ln	4832 Palm Ln		
Miami, FL 33135			1	Miami, F	L 33135	Miami, FL 33132		
(305) 363-6732				(305) 54	7-8936	(305) 326-815		
Highland Square 3296 Lexington Ave					ison Ave	Fairway Manor 2677 Dyer Ave		
				New York I	Locations			
			1249 Madison Ave			The state of the s		
New York City, NY 10118			New York City, NY 10016			New York City, NY 10001		
	(929) 538-	3262		(929) 23	5-7291		(929) 263-5381	
				Chicago L	ocations			
	Primrose H	eights		Bridgewa	ter Park		Stoneridge Terrace	
4635 Ashland Ave			8917 Magnolia Ave			1389 Edgewater Ave		
Chicago, IL 60613			Chicago, IL 60640			Chicago, IL 60660		
(773) 585-7895			Í	(773) 48		(773) 895-1632		
		111						
				Las Vegas I	Locations			
Sandy Ridge				Desert I	Estates	Emerald Springs		
4891 Stewart Ave				2357 Valley	View Blvd	3572 Flamingo Rd		
Las Vegas, NV 89101			1	Las Vegas,	NV 89119	Las Vegas, NV 89119		
(702) 786-8735			1	(702) 60	2 2042	(702) 894-3846		

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.

