

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.

The screenshot shows a web browser window with the address bar displaying <https://waystonepm-intranet.azurewebsites.net/>. A red callout box points to the address bar with the text "Direct to Employee intranet site". The page title is "Waystone Property Management". The main content area features a white box titled "Employee Login". Inside this box are two text input fields: "Email:" and "Password:". A red callout box points to the "Email:" field with the text "Enter your Employee Email in 'Email' textbox". Another red callout box points to the "Password:" field with the text "Enter your password in 'Password' textbox". Below the input fields is a "Login" button. A red callout box points to the "Login" button with the text "Click 'Login' button once you have entered correct Email and Password".

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.

Waystone Property Management

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Sign Out

Maintenance Requests Page

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

Building: HIDDEN PALMS

Job Type: [Dropdown]

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

Search

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

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

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	Start	Done

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

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

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

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

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Additional Company Information

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

Waystone Property Management Locations:

Miami Locations

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

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

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

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

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

