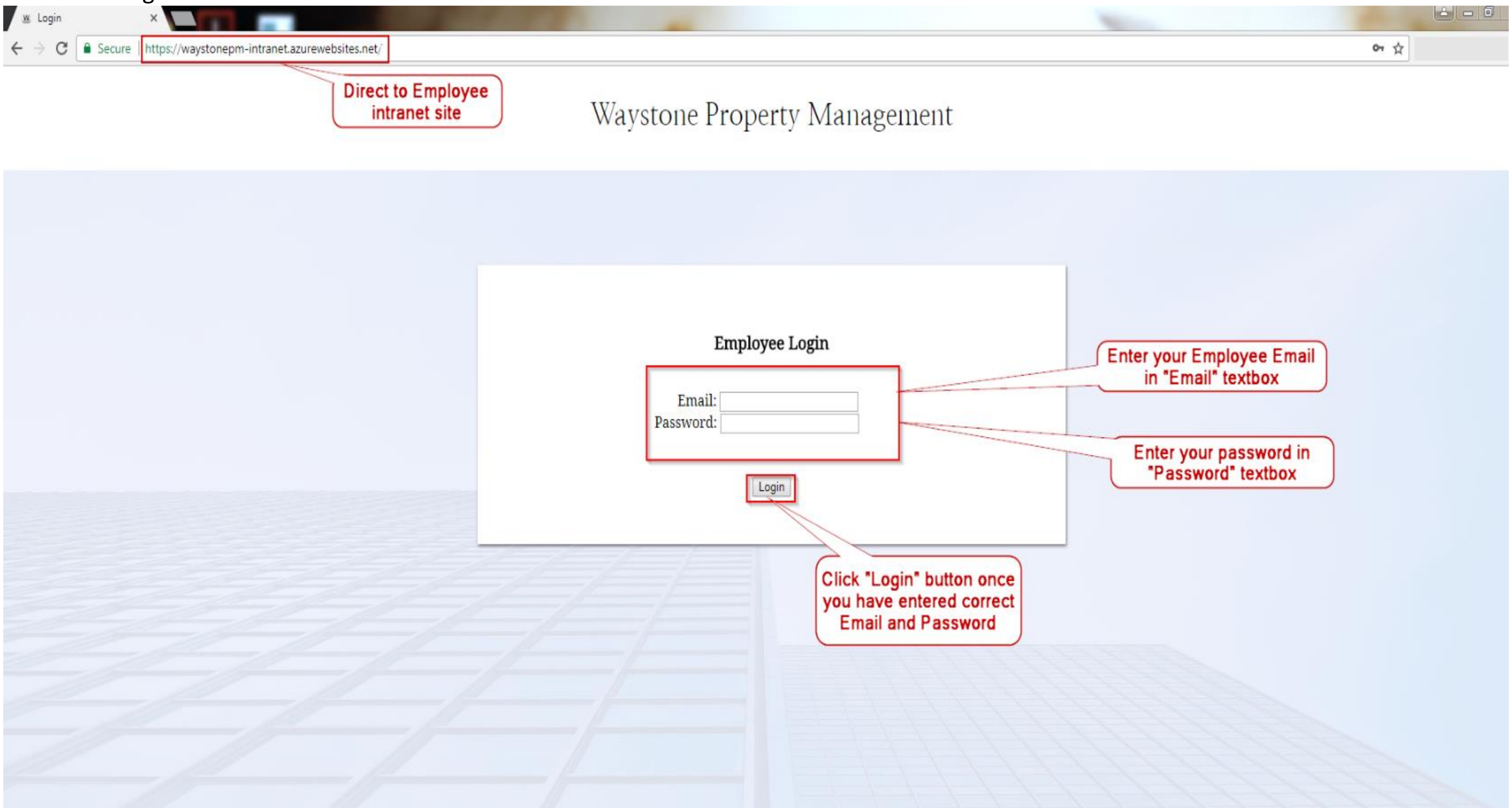
How to Use Waystone Property Management Employee Intranet

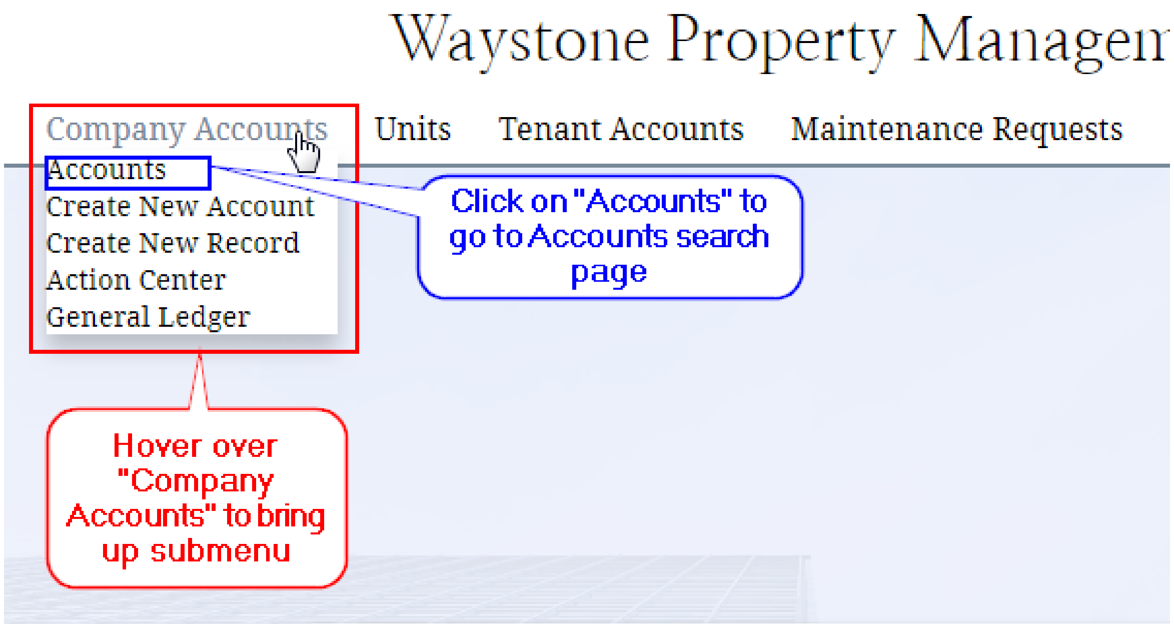
1. Click on desktop icon or direct web browser to https://waystonepm-intranet.azurewebsites.net.
2. Enter your Employee Email in the “Email” textbox.
3. Enter your password in the “Password” textbox.
4. Hit the “Login” button.



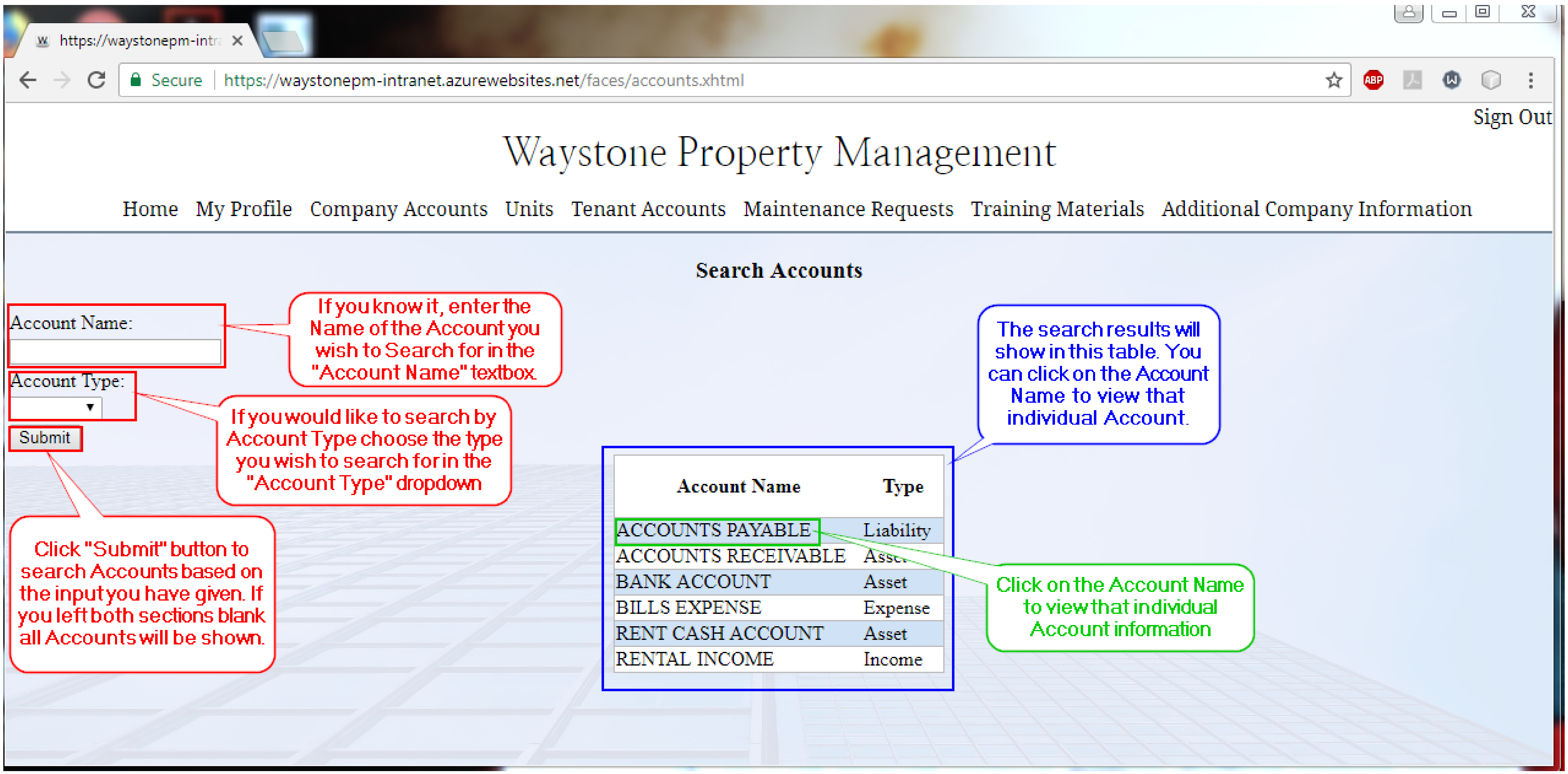
5. Entering in your correct Email and Password will bring you to the “Home” page with your correct Name shown.
6. Towards the top of every page is a menu bar. Here you can click on the page you would like to go to.
7. The center of the “Home” page has a box of “Quick Links” which are frequently used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

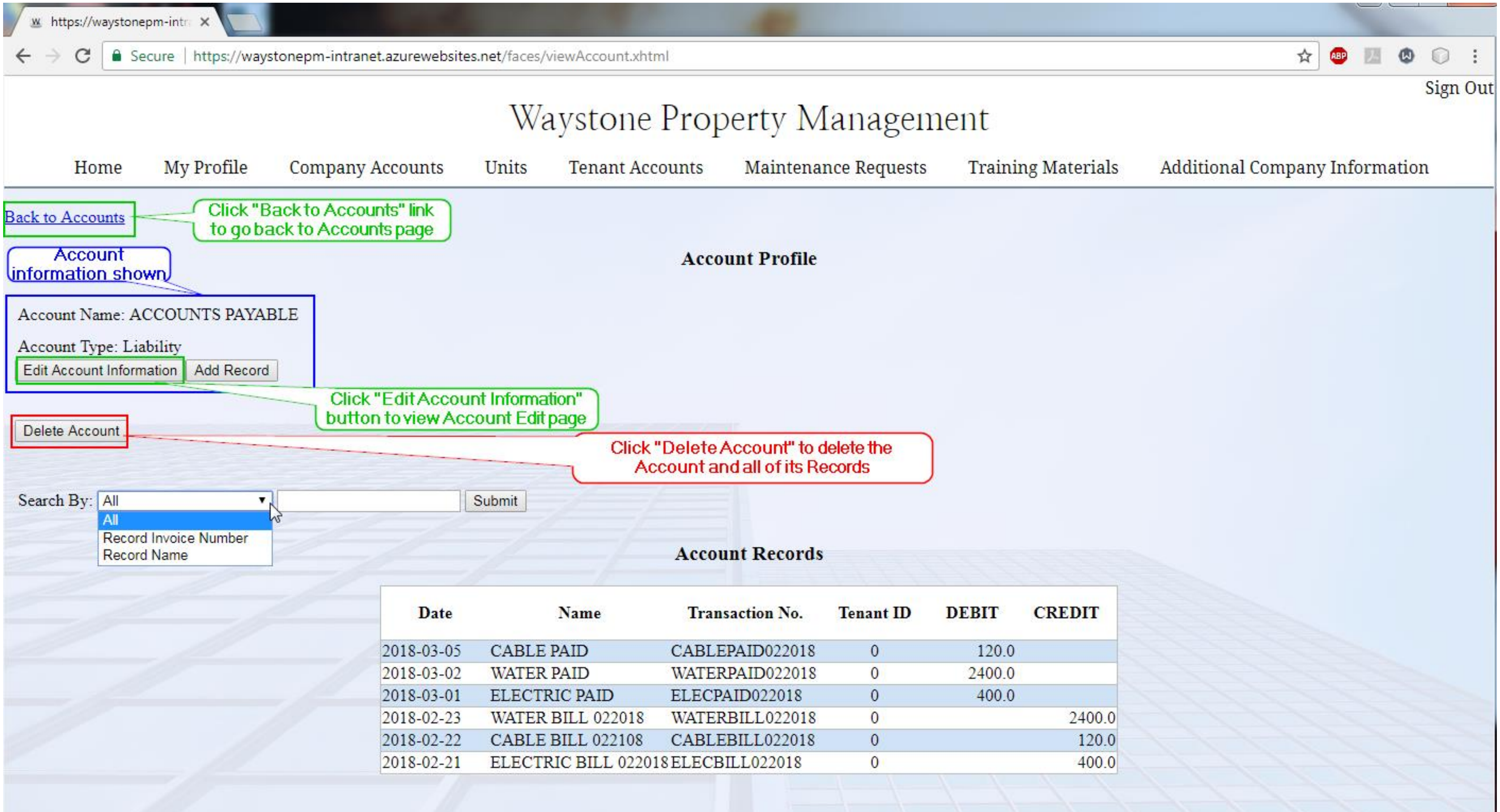


3. If you want to search by Account Name, enter the Name in the “Account Name” textbox.
4. If you want to search to Account Type, choose the type in the dropdown for “Account Type”.
5. Click “Submit” button to search for Accounts based on your input. If you left both sections blank then all Accounts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



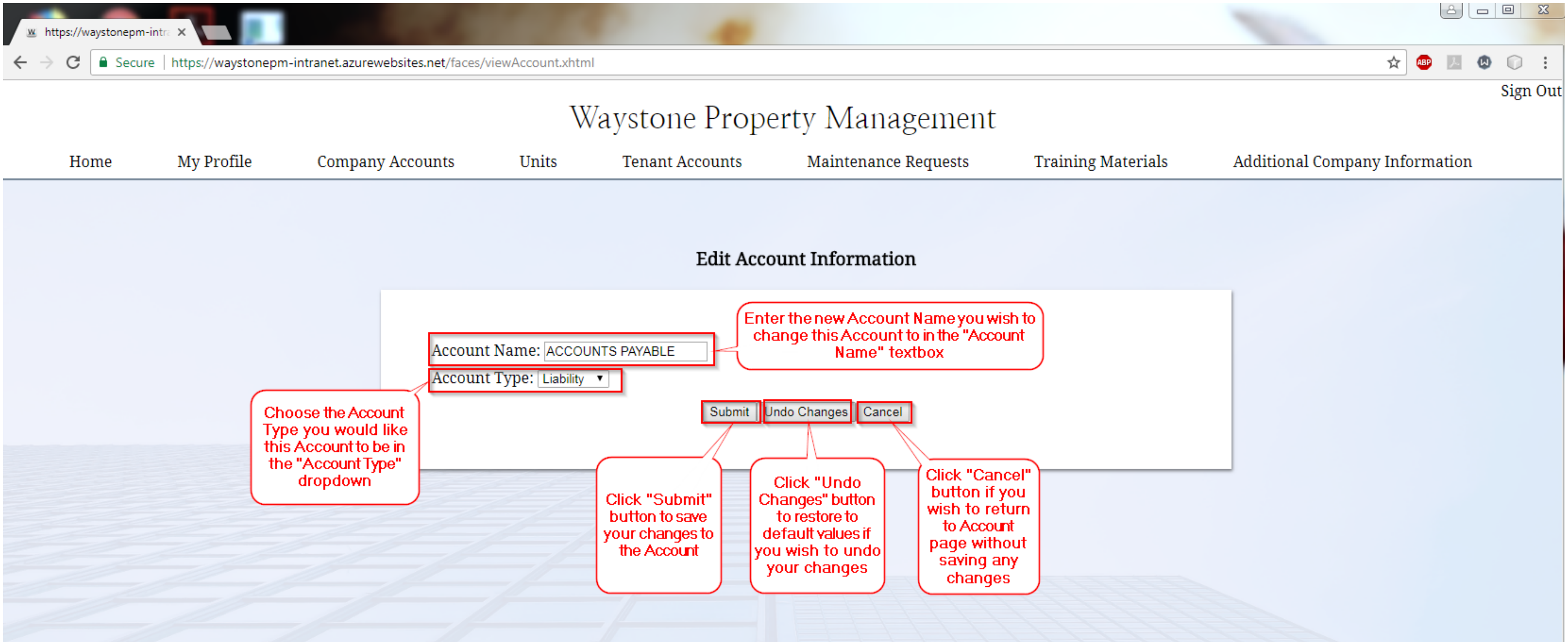
Account Profile Page

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



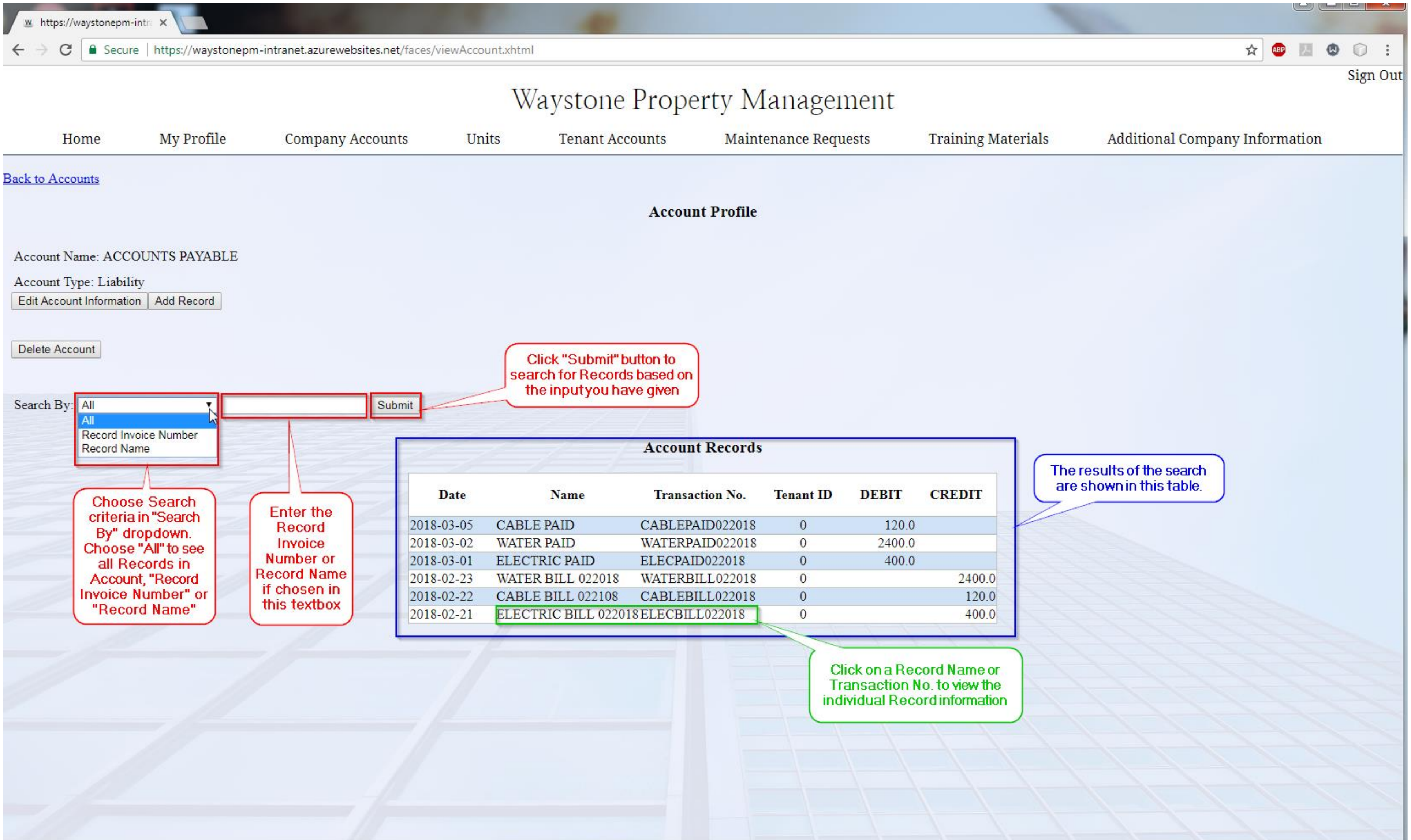
Edit Account Information

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



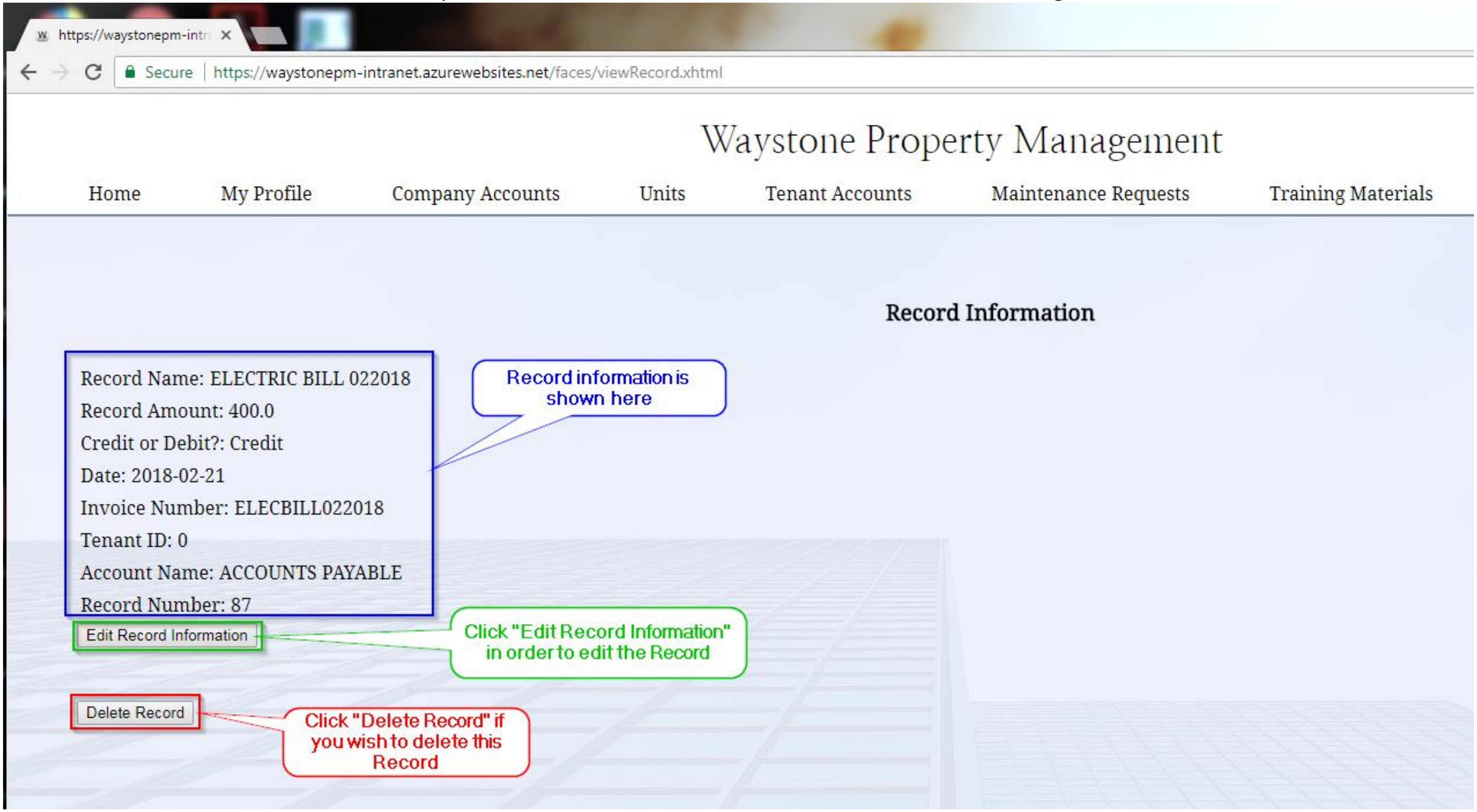
Account Profile Continued

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



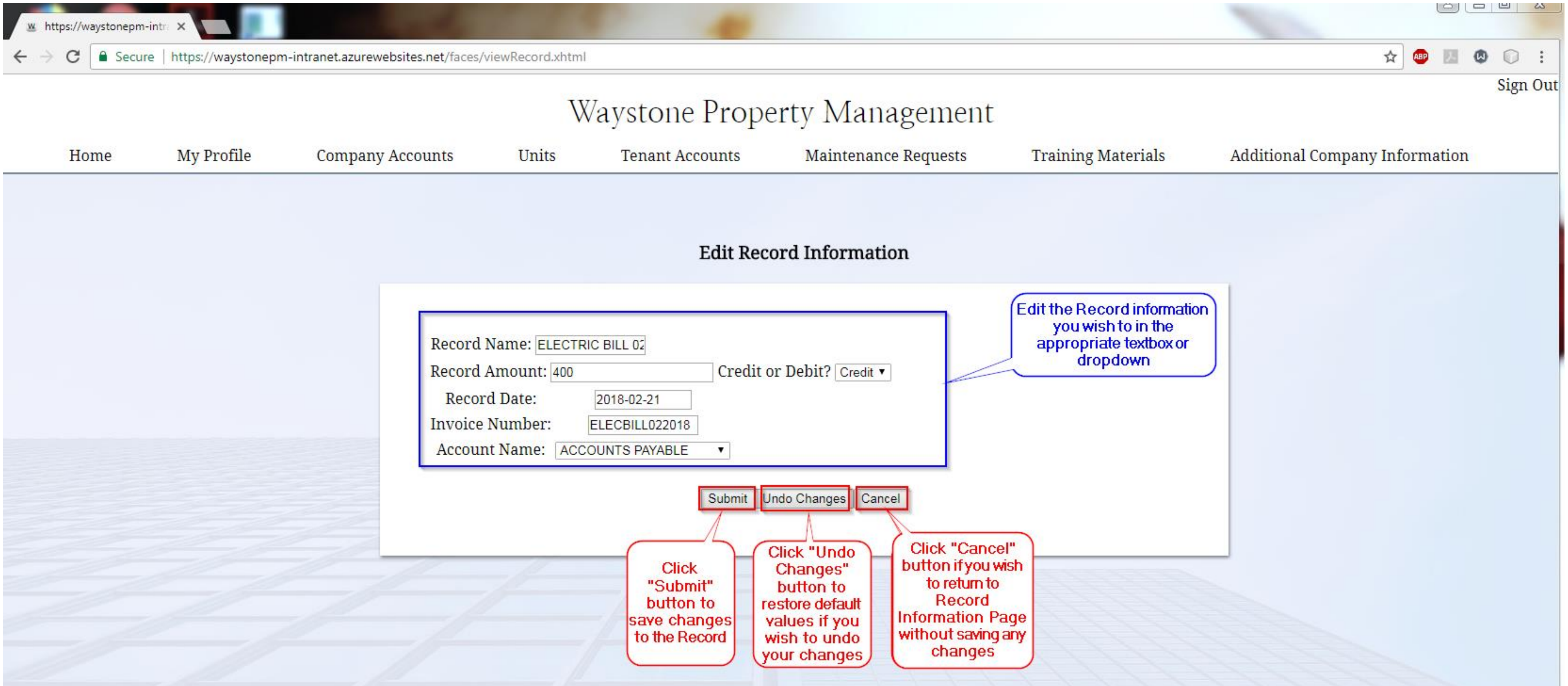
Record Information Page

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.



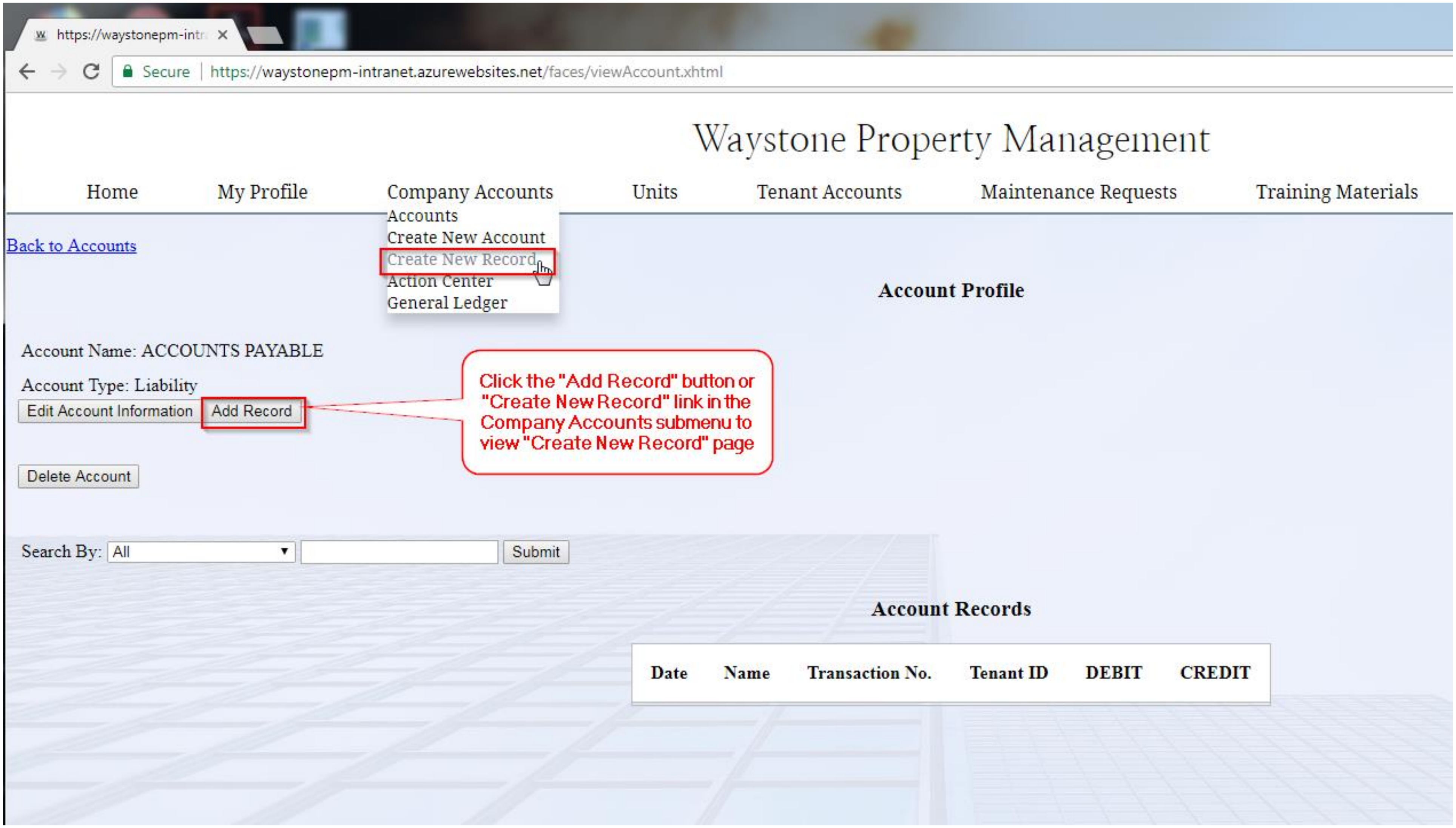
Edit Record Information

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

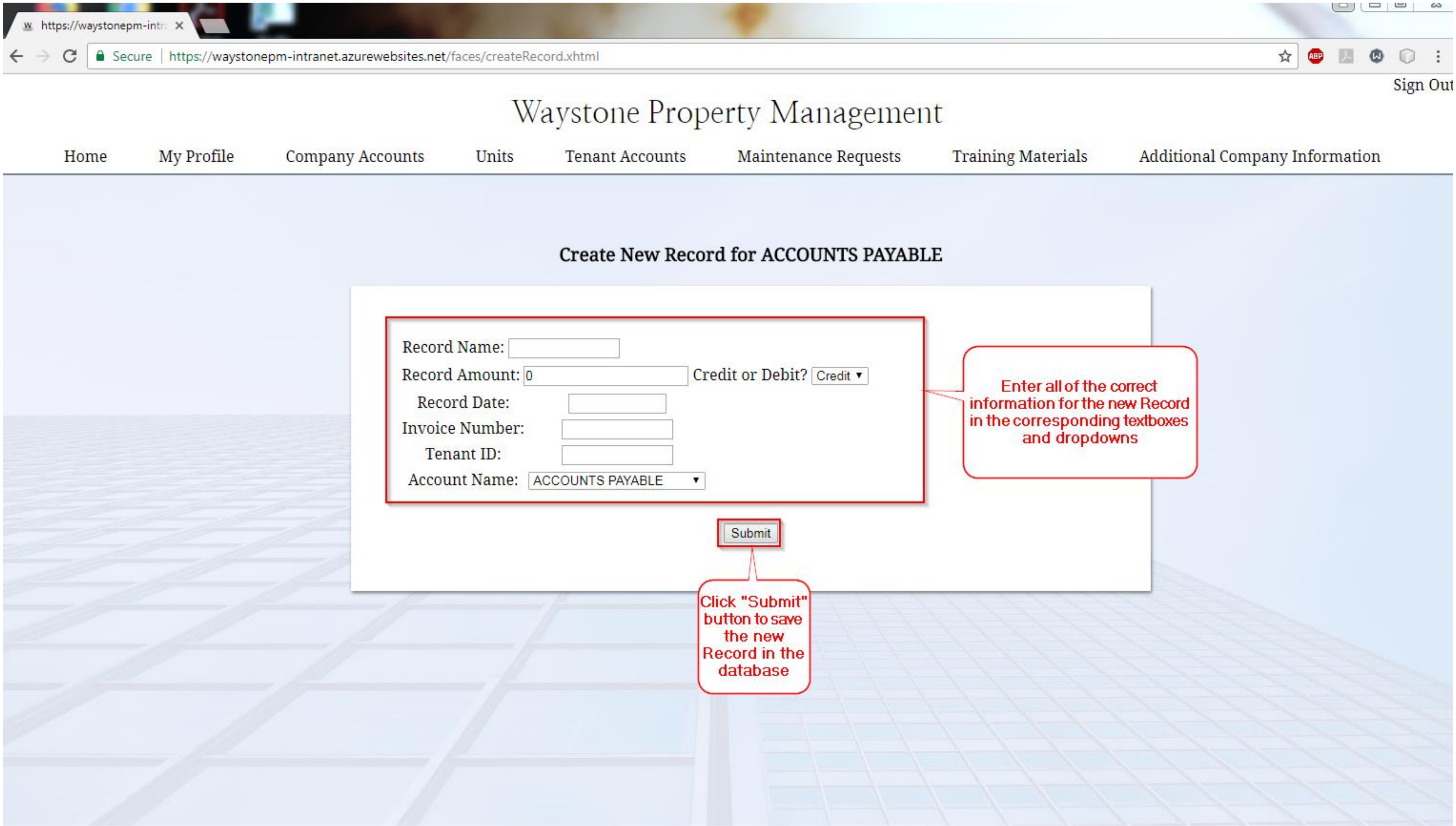


Create New Record

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

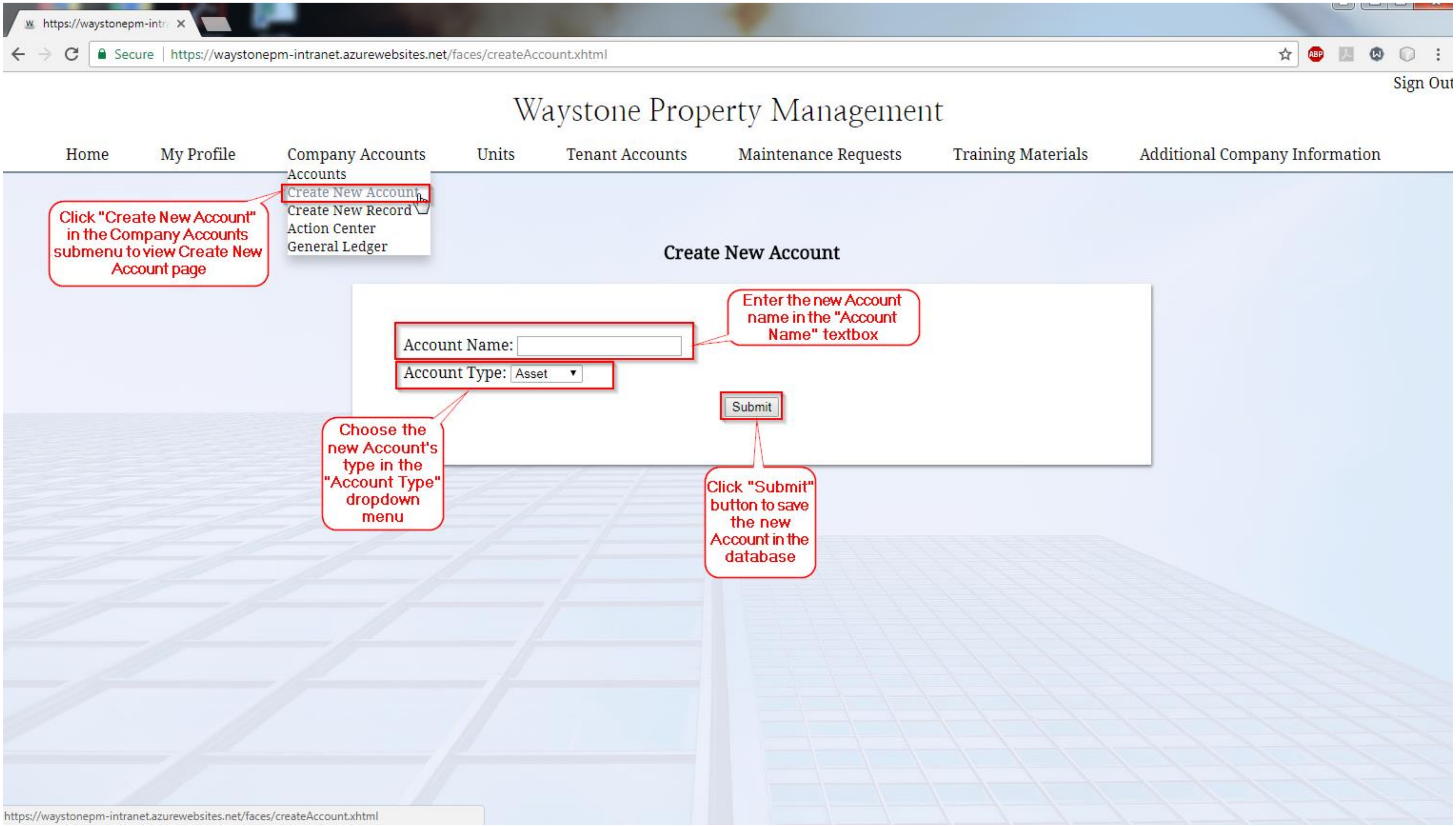


2. Enter the correct information for the new Record in the corresponding textboxes and dropdowns. (Tenant ID may remain blank if needed)
3. Click “Submit” button to save the new Record in the database.



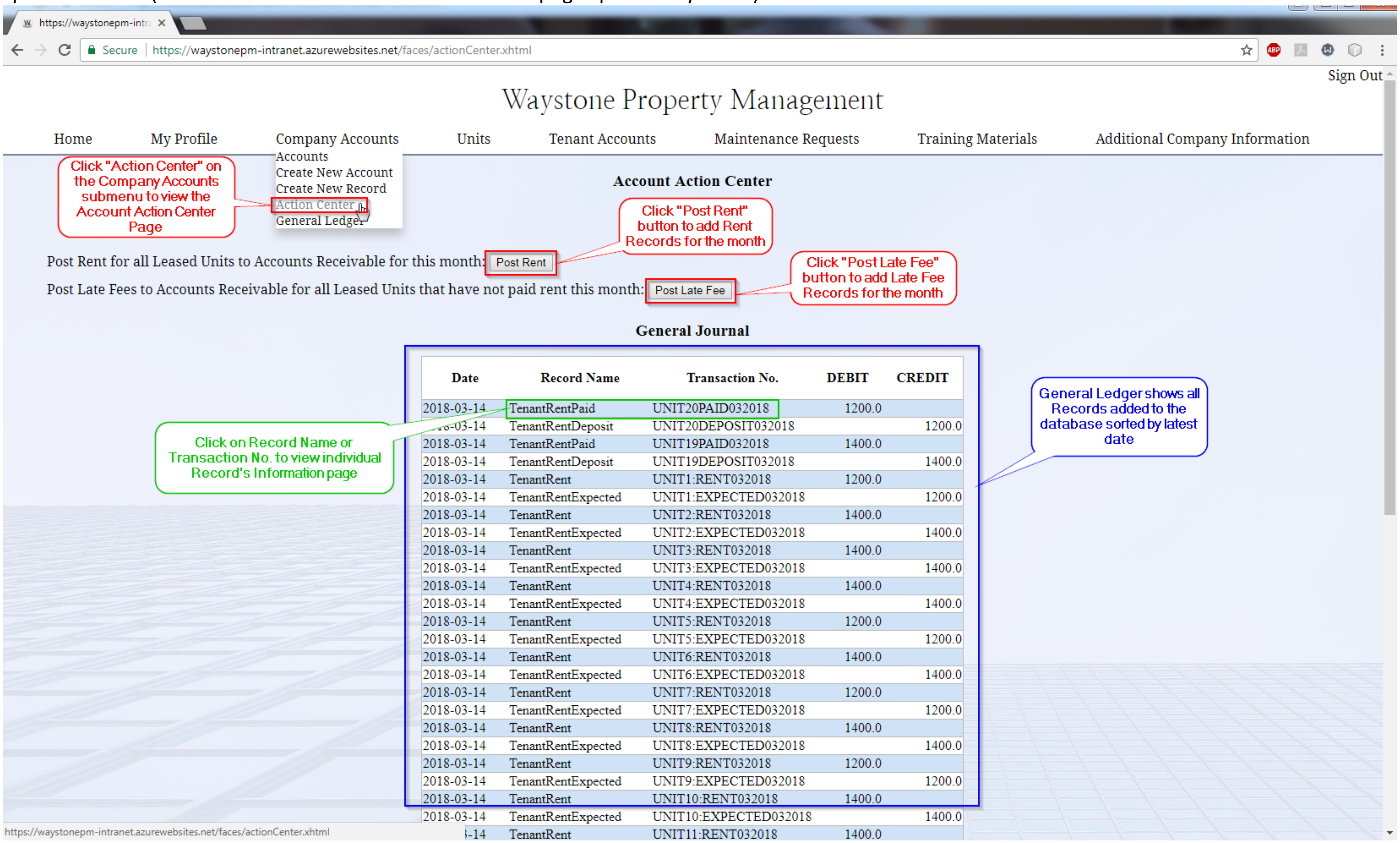
Create New Account

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.



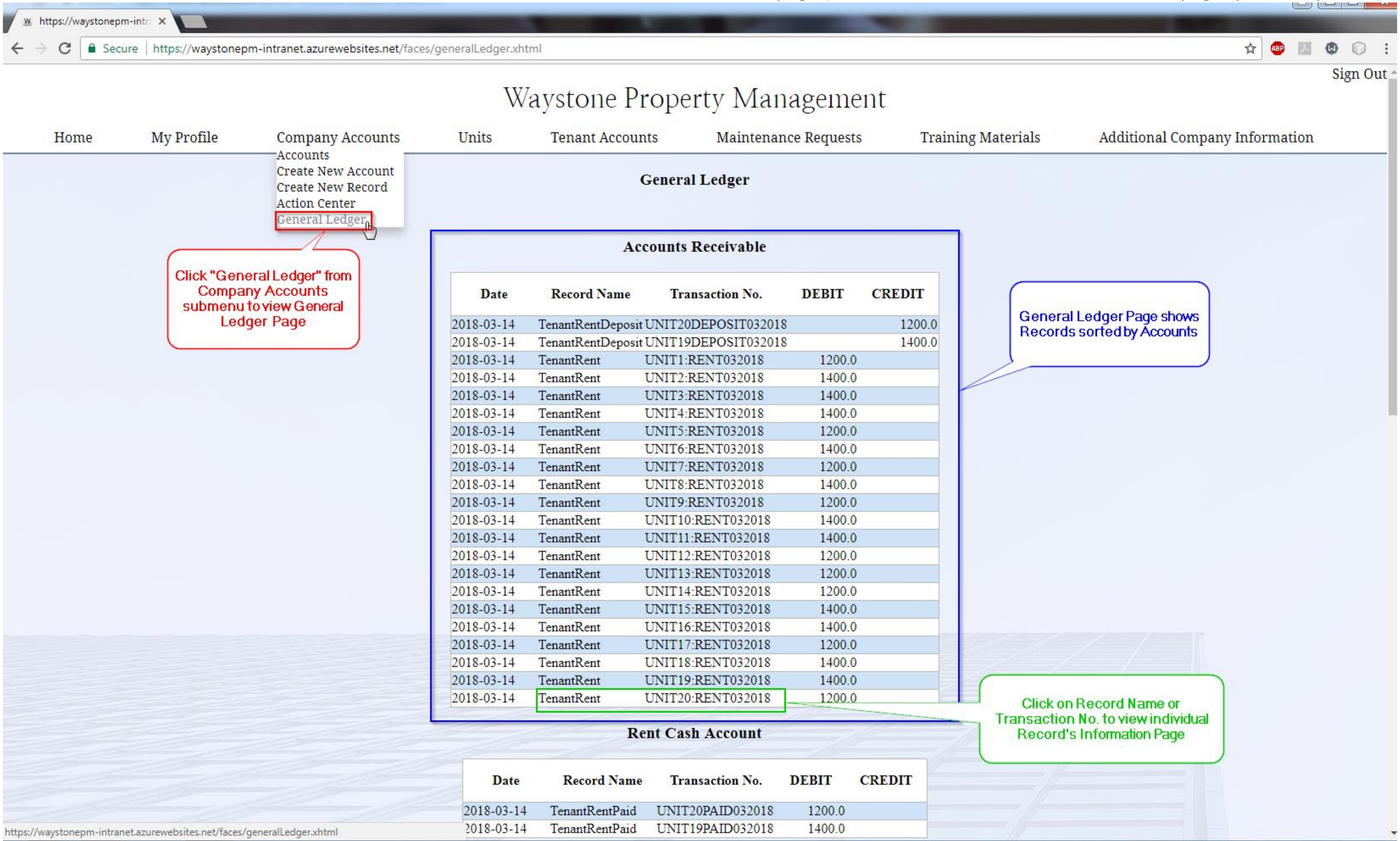
Action Center

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).



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).



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

Sign Out

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

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

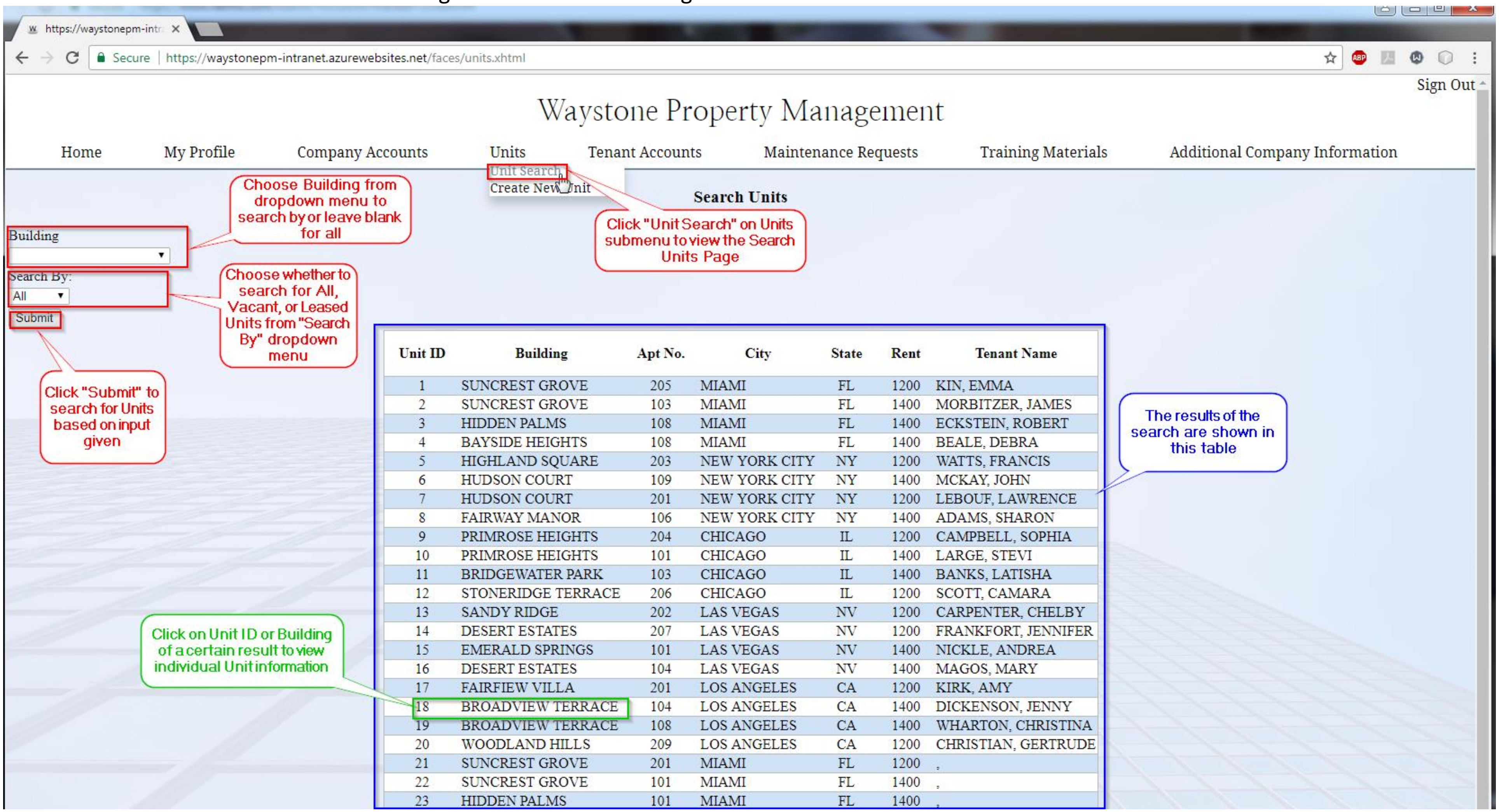
Rent Cash Account

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

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

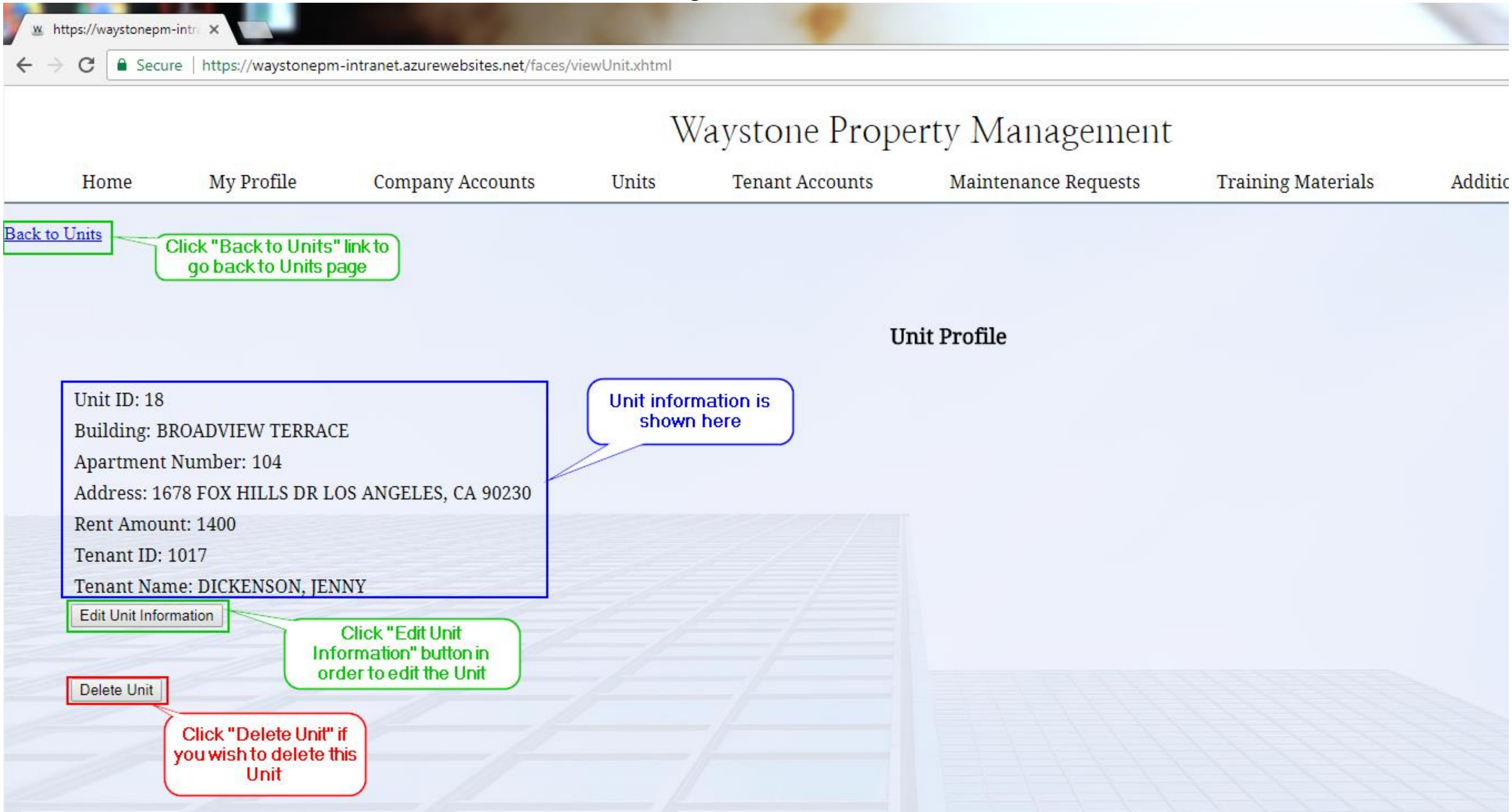
Unit Search

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.



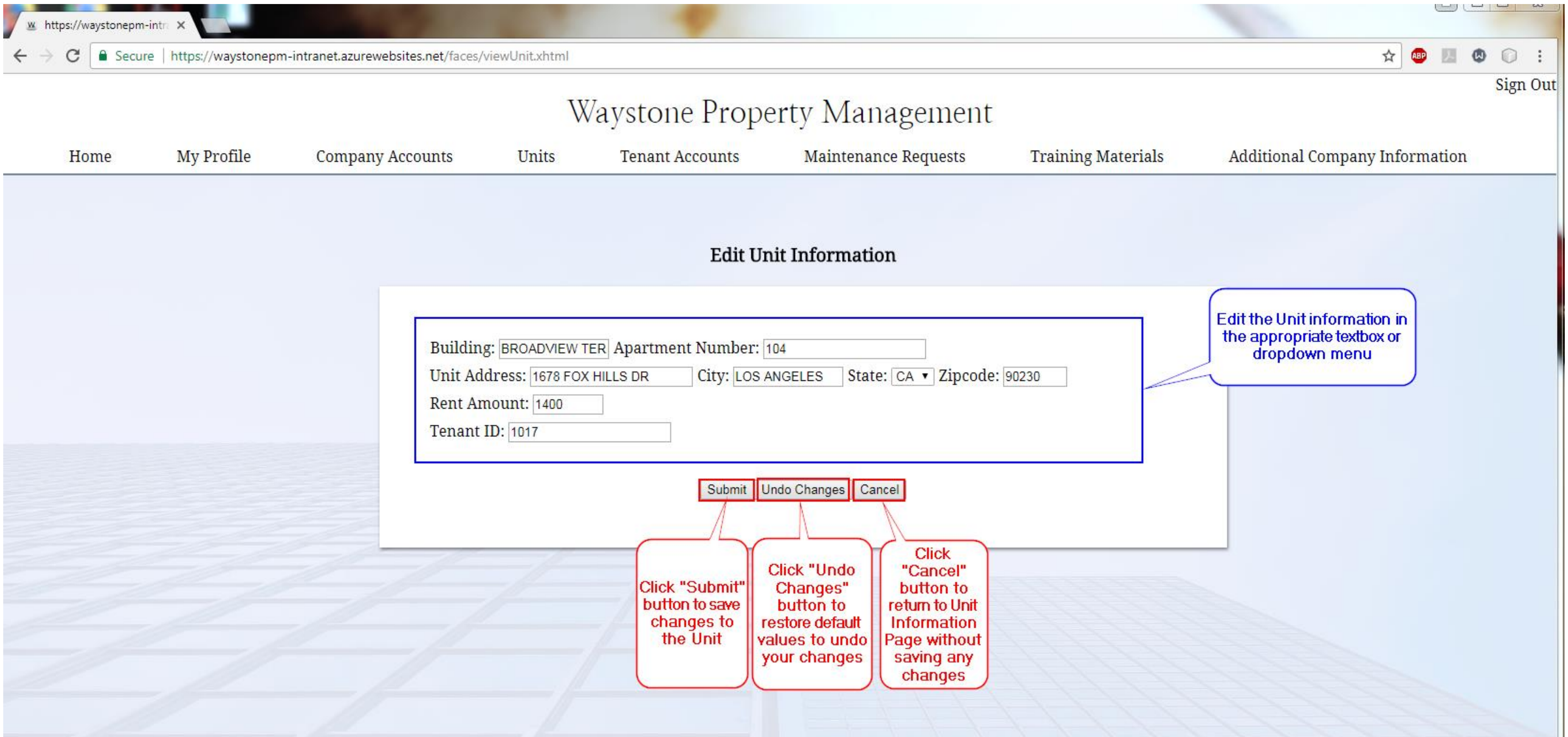
Unit Profile Page

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.



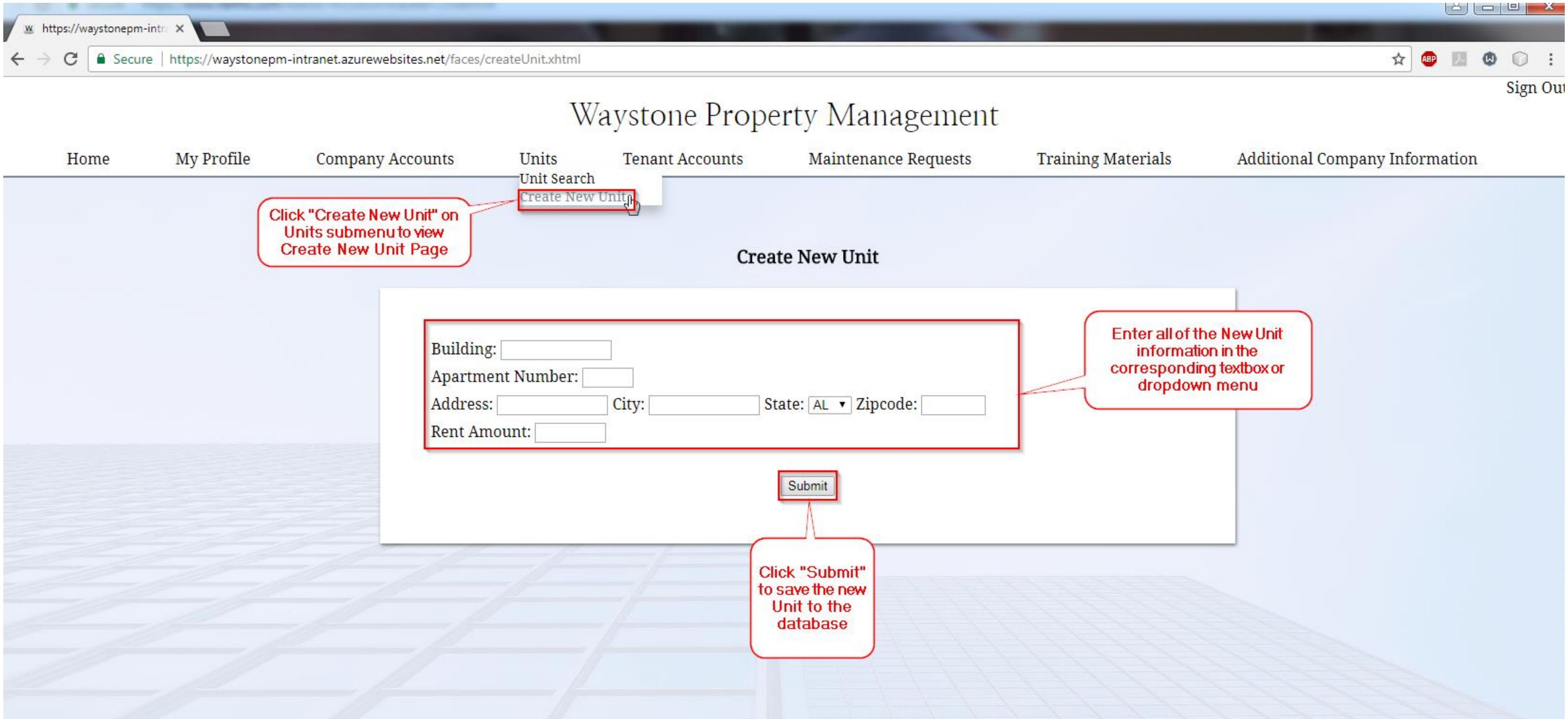
Edit Unit Page

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.



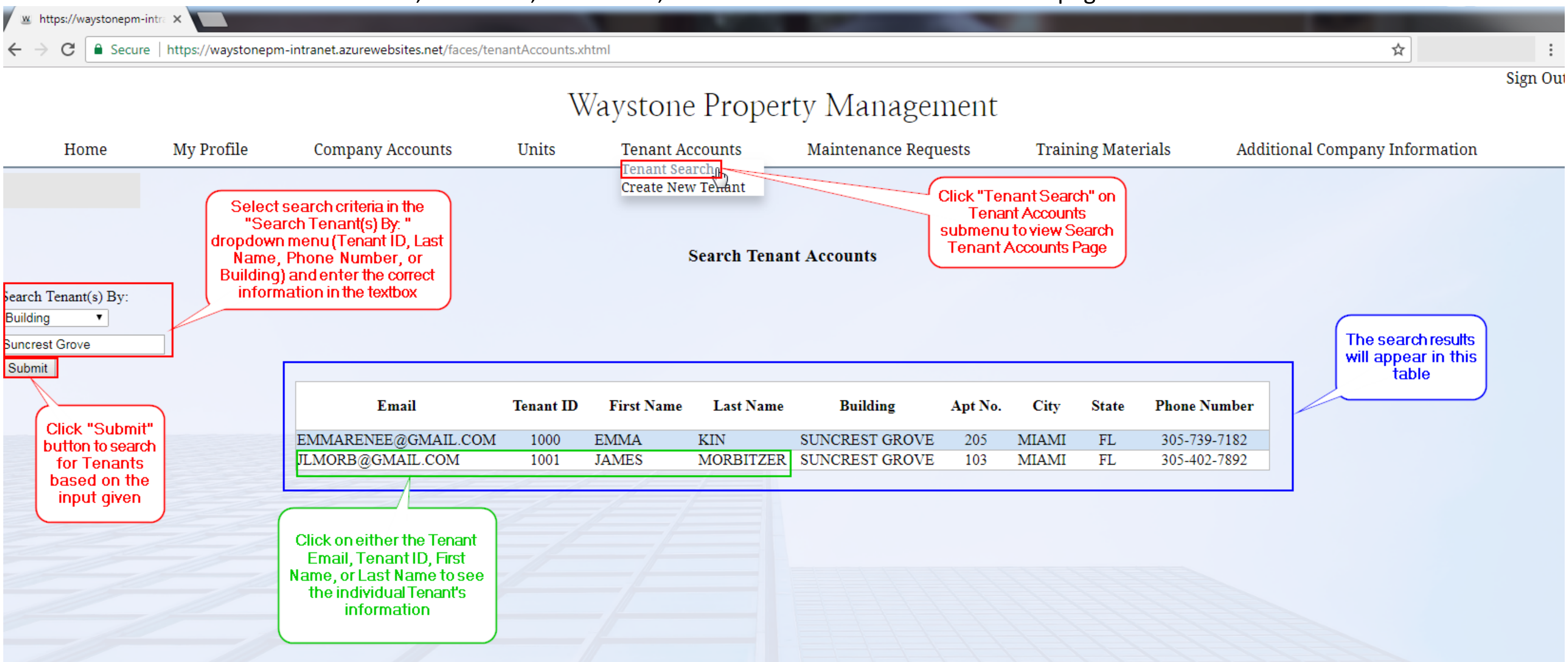
Create New Unit

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.



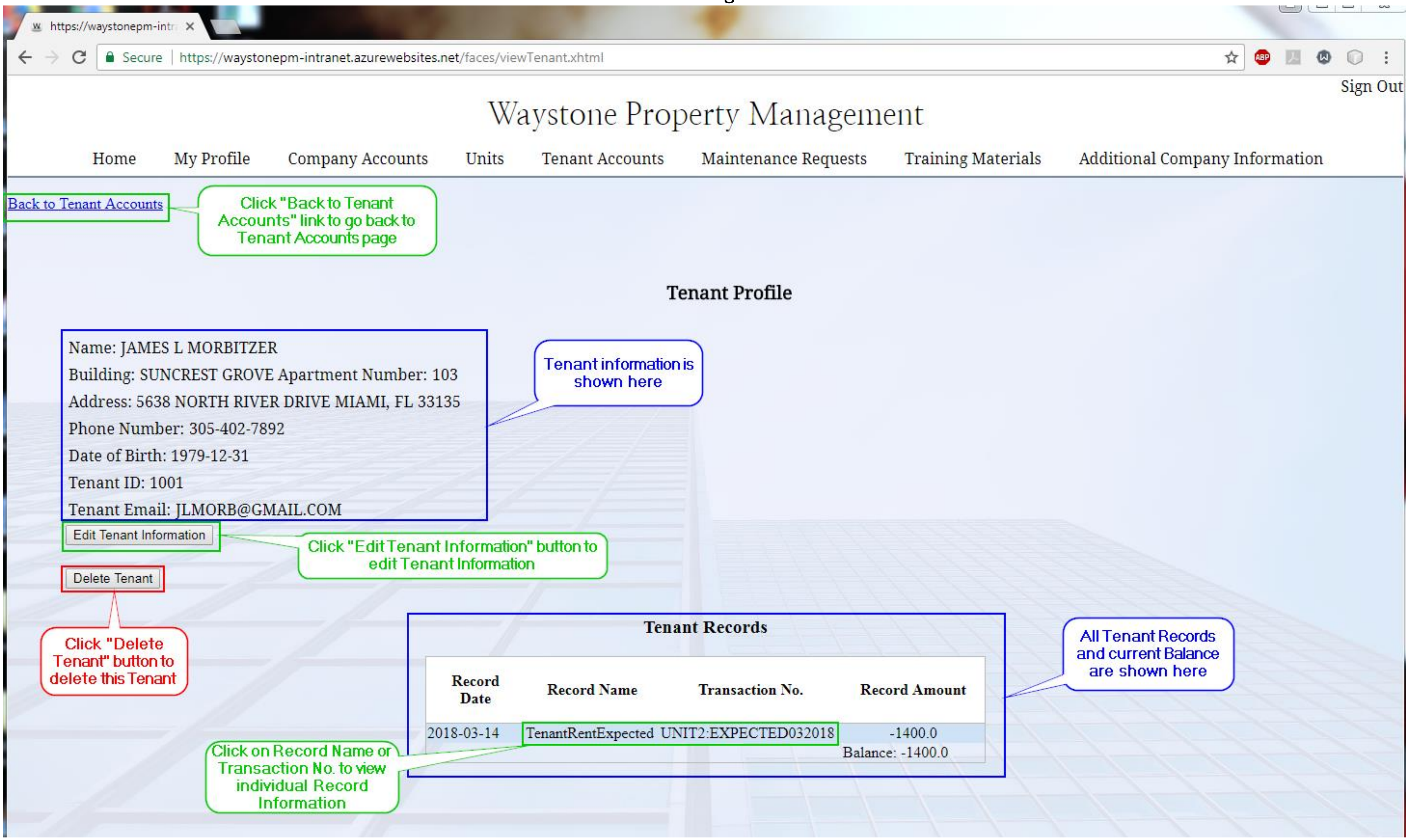
Tenant Search

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.



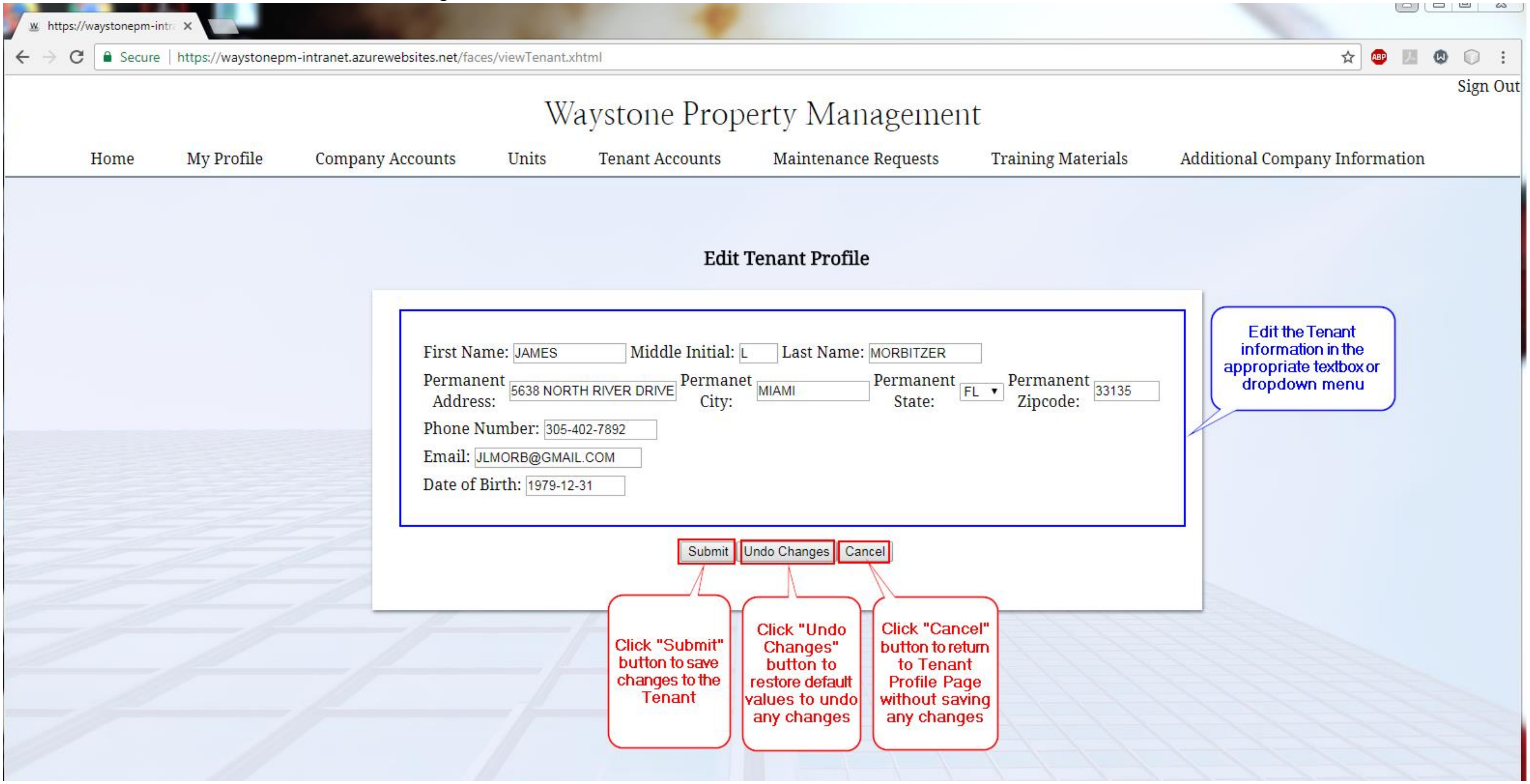
Tenant Profile Page

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.



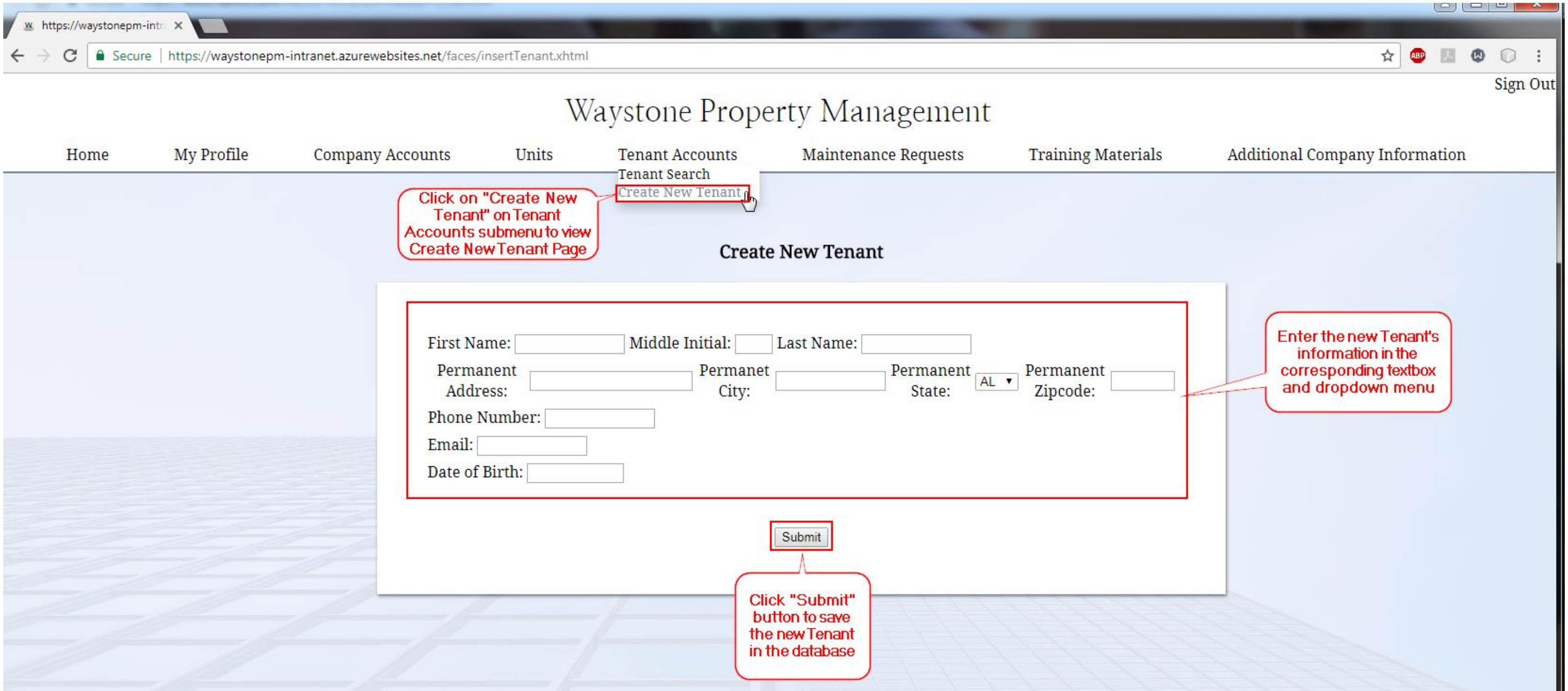
Edit Tenant Profile Page

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.



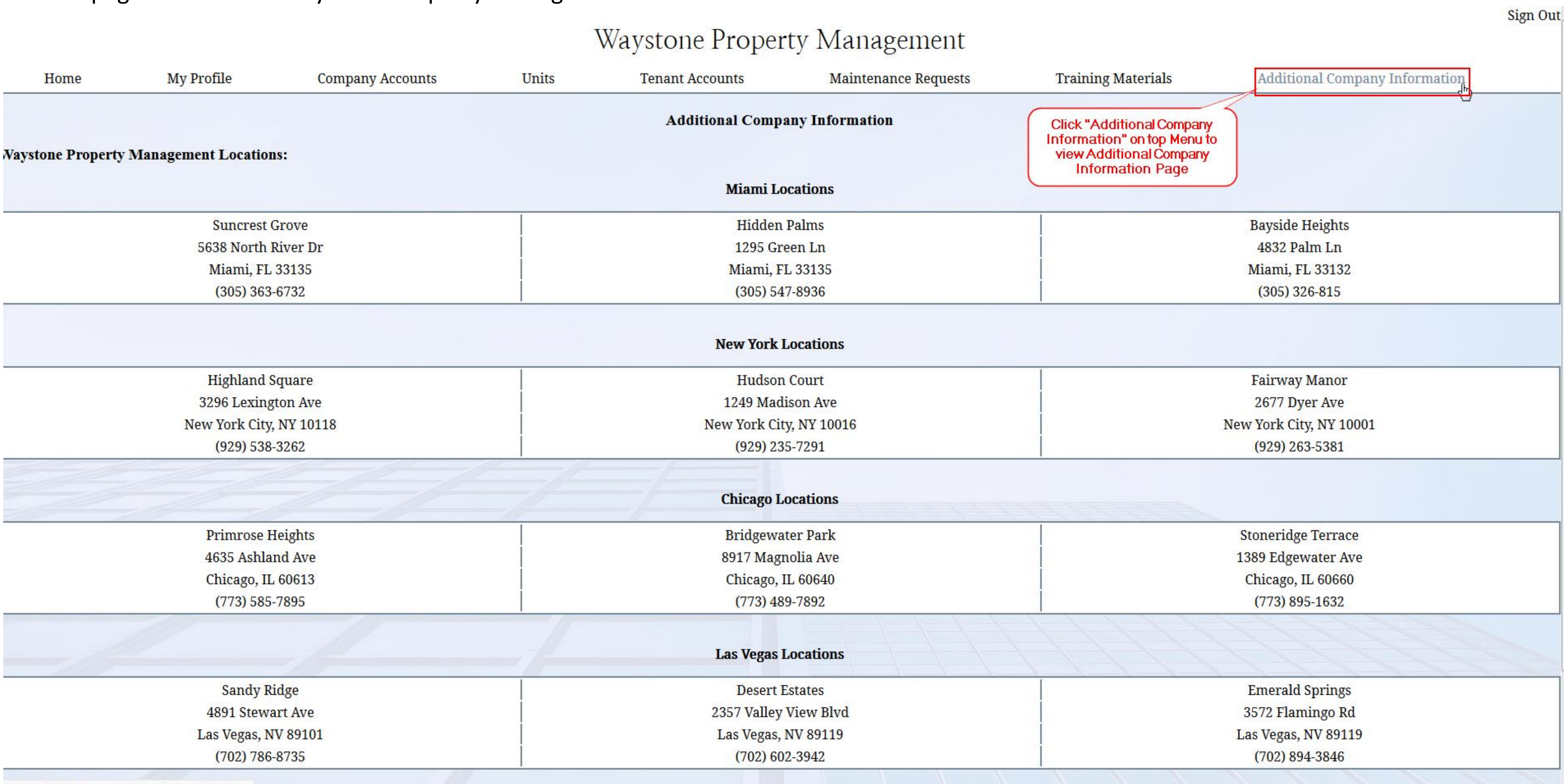
Create New Tenant

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.



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

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

Additional Company Information

Vaystone 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

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.