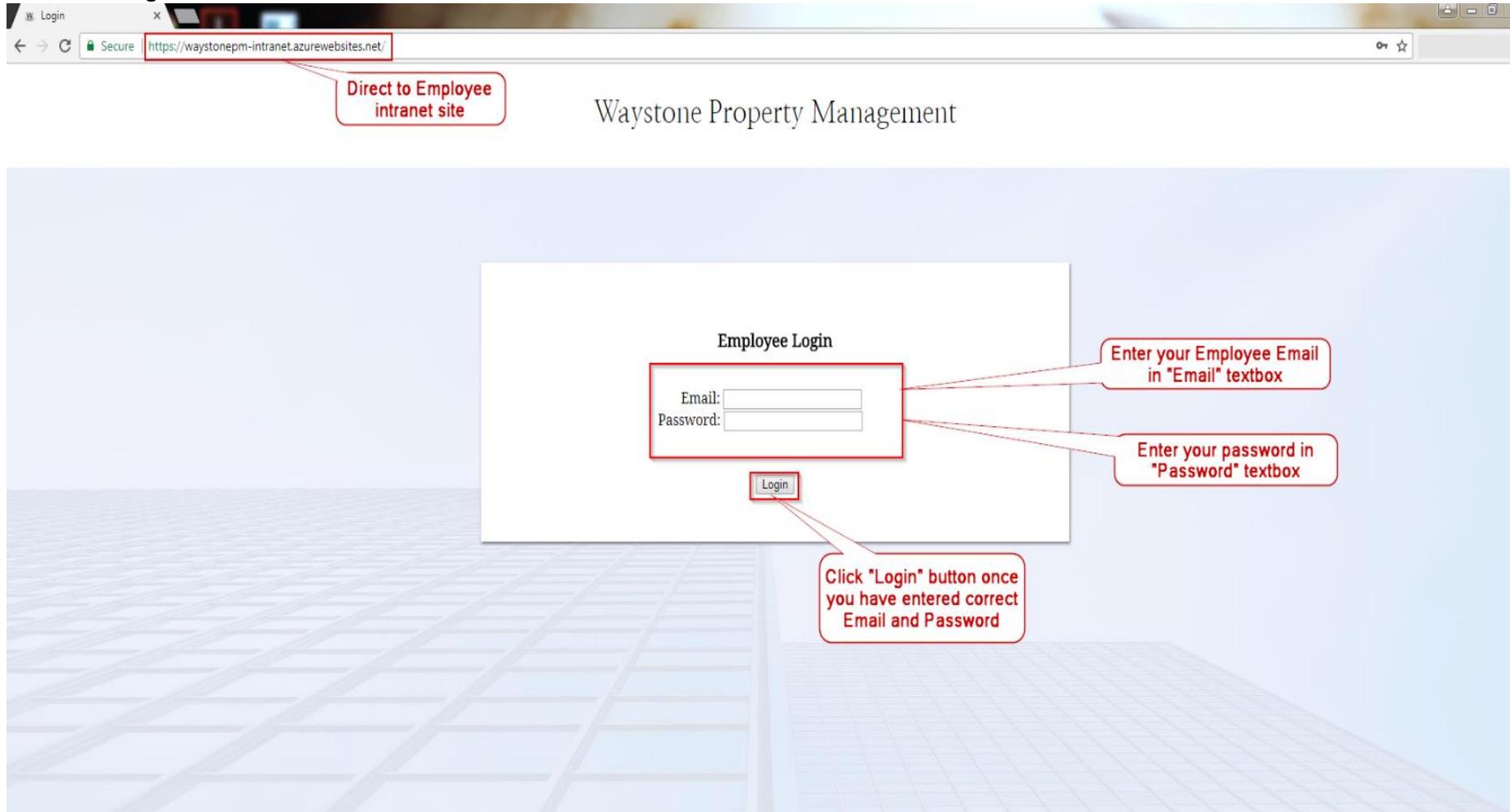


How to Use Waystone Property Management Employee Intranet

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.



This is the Menu Bar. Click on the text to go to that page.

Sign Out

WAYSTONE PROPERTY MANAGEMENT

Home

Employee

Action Center

Units

Tenant Accounts

Maintenance Requests

Training and Documents

Additional Company Information

Click to view "Home" page

Click to view "Profile" page or hover to show submenu

Click to view "Action Center" page or hover to show submenu

Click to view "Units" page or hover to show submenu

Click to view "Tenant Accounts" page or hover to show submenu

Click to view "Maintenance Requests" page or hover to show submenu

Click to view "Training and Documents" page

Click to view "Company Information" page or hover to show submenu

Click "Sign Out" when you are done to return to the login screen

Welcome Employee

Kate Welz

Your name shown here

Quick Links



Employee Profile



Employee Search



Training Materials



Tenant Search

Click to view "Profile" page

Click to view "Employee Search" page

Click to view "Training and Documents" page

Click to view "Tenant Search" page

This is a box of frequently used links. Click on the picture or text of the one you would like to visit.



WAYSTONE

Home



Click to view "My Profile" page

Click to view "Employee Search" page

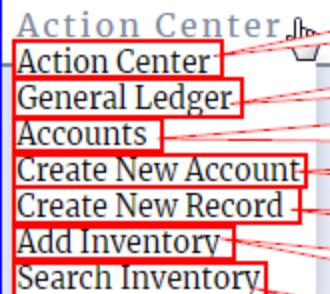
Click to view "Create Employee" page

Welcome Employee

Kate Welz

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

WAYSTONE PROPERTY MAN



Click to view "Action Center" page

Click to view "General Ledger" page

Click to view "Accounts" page

Click to view "Create New Account" page

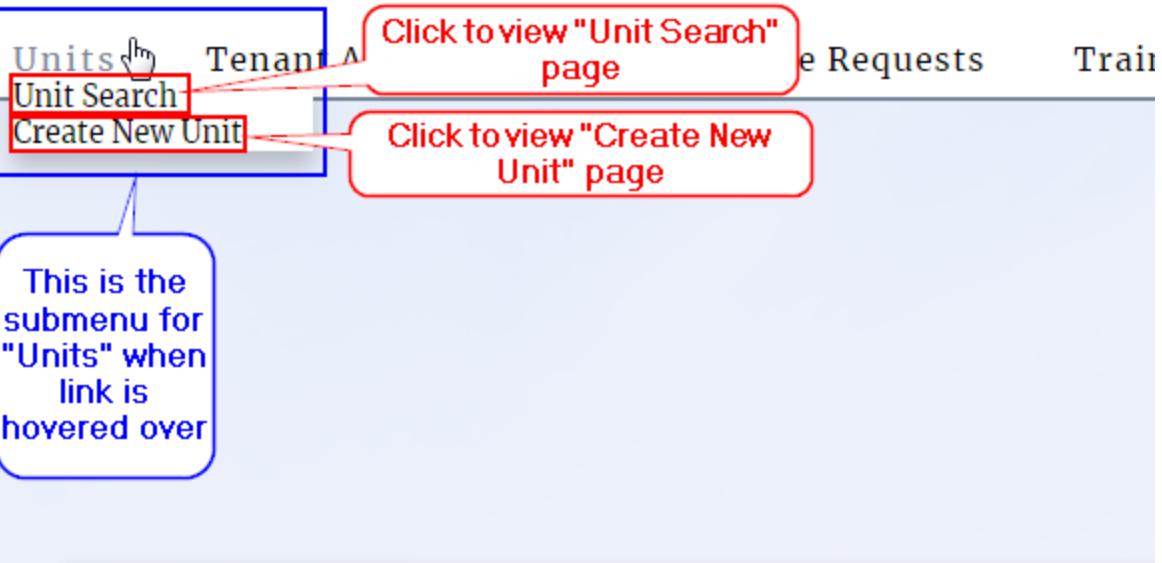
Click to view "Create New Record" page

Click to view "Add Inventory" page

Click to view "Search Inventory" page

This is the
submenu for
"Action
Center" when
link is
hovered over

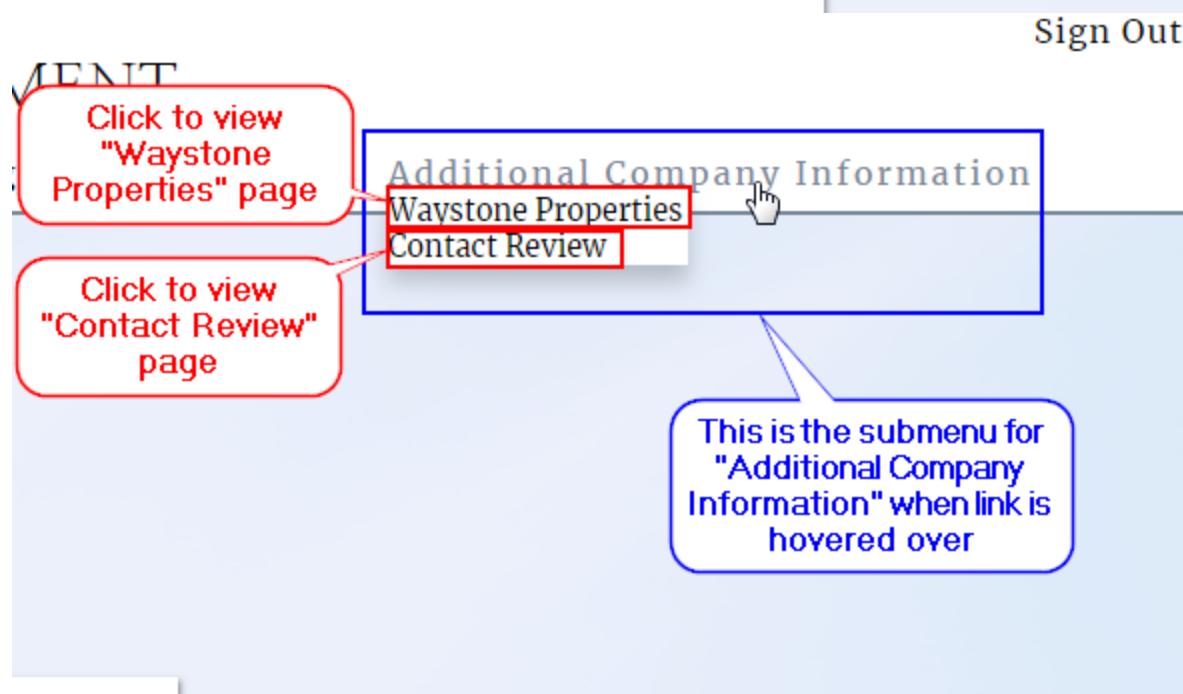
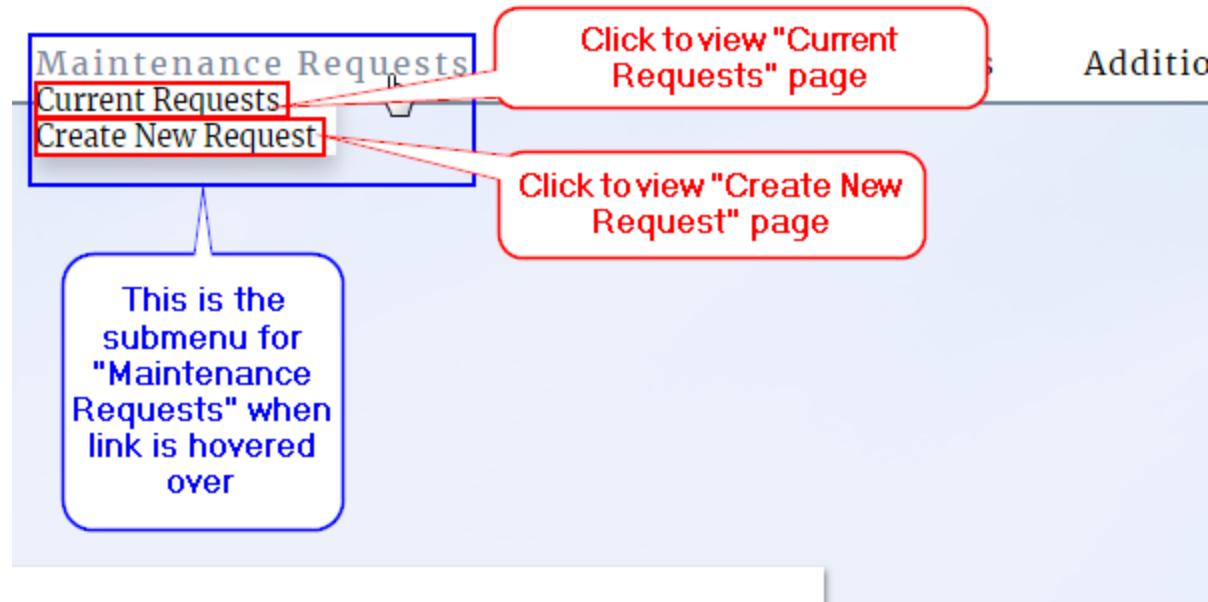
WAYSTONE PROPERTY MANAGE



WAYSTONE PROPERTY MANAGEMENT



PROPERTY MANAGEMENT



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.

The screenshot shows the Waystone Employee Profile Page. At the top, there is a navigation bar with the Waystone logo, a search bar, and links for Home, Employee, Actions, and Tenant Accounts. A red callout box points to the "Employee" link with the text "Click to view \"My Profile\" page". Below the navigation bar, the main content area says "Welcome Employee" followed by the name "Kate Welz". In the bottom left corner, there is a "Quick Links" box containing four icons: "Employee Profile" (highlighted with a red border and a red callout box pointing to it with the text "Click to view \"My Profile\" page"), "Employee Search", "Training Materials", and "Tenant Search".

W

WAYSTONE

Home Employee Actions Tenant Accounts

Click to view "My Profile" page

My Profile

Employee Search Create Employee

Welcome Employee

Kate Welz

Click to view "My Profile" page

Quick Links

Employee Profile Employee Search Training Materials Tenant Search

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 Waystone Property Management website's employee profile page. At the top, there is a navigation bar with links: Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. On the far right of the header is a "Sign Out" link. Below the header, the page title "WAYSTONE PROPERTY MANAGEMENT" is displayed. The main content area is titled "Employee Profile Page". On the left side, there is a box containing personal information: 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 box are two buttons: "Edit Information" and "Edit Password". A callout bubble points from the text "Your personal information is displayed here" to the information box. Another callout bubble points from the text "Click \"Edit Information\" button to view page that allows you to edit your personal information" to the "Edit Information" button.

Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Edit Information Edit Password

Your personal information is displayed here

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 a web application interface for 'WAYSTONE PROPERTY MANAGEMENT'. At the top, there is a navigation bar with links: Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. On the far right of the header is a 'Sign Out' link. Below the header, the main content area has a title 'Edit Employee Profile'. Inside this title, there is a form containing the following fields:

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

A blue callout box points to the text input fields, containing the text: '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.' Below the form are three buttons: 'Submit', 'Undo Changes', and 'Cancel'. Three red callout boxes point to each button with the following instructions:

- 'Submit': 'Click "Submit" button once you have made the changes you want to save and go back to "My Profile" page'
- 'Undo Changes': 'Click "Undo Changes" if you would like to start over. The default values will fill the textboxes again for you.'
- 'Cancel': '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 employee profile page. At the top right, there is a "Sign Out" link. Below it, the company logo features a stylized 'W' inside a blue square with the text "WAYSTONE PROPERTY MANAGEMENT". The main navigation menu includes links for Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. The central content area is titled "Employee Profile Page". On the left, a box displays personal information: 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 box are two buttons: "Edit Information" and "Edit Password". A red box highlights the "Edit Password" button. A callout bubble points to the "Edit Password" button with the text "Click \"Edit Password\" button to view page that allows you to edit your login password". Another callout bubble points to the information box with the text "Your personal information is displayed here".

Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

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

Edit Information Edit Password

Your personal information is displayed here

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.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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.

The image shows the Waystone software interface. At the top left is the Waystone logo (a stylized 'W'). To its right is the word "WAYSTONE". Below the logo is a horizontal menu bar with the following items: "Home", "Employee" (which is currently being hovered over, indicated by a hand cursor icon), "Action Center", "Units", and "Tenant Accounts". Under the "Employee" menu item, there is a dropdown submenu with four options: "My Profile", "Employee Search" (which is highlighted with a red box and has a red callout bubble pointing to it with the text "Click to view \"Employee Search\" page"), "Create Employee", and another option that is partially visible. The main content area below the menu bar displays a "Welcome Employee" message followed by the name "Kate Welz". At the bottom of the screen is a "Quick Links" box containing four icons: "Employee Profile" (blue circle with white 'i'), "Employee Search" (blue circle with white male/female icons), "Training Materials" (blue circle with white pencil and document icon), and "Tenant Search" (blue circle with white magnifying glass and document icon). A red callout bubble points to the "Employee Search" icon in the Quick Links box with the text "Click to view \"Employee Search\" page".

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.

Sign Out

The screenshot shows the Waystone Property Management website. At the top, there's a navigation bar with links for Home, Employee, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. A user icon with a 'W' is on the left, and a 'Sign Out' link is on the right. The main content area has a title 'WAYSTONE PROPERTY MANAGEMENT' and a subtitle 'Search Employee Accounts'. On the left, there's a search form with a dropdown menu set to 'Role' and 'HR' selected, and a 'Submit' button. A red callout box points to the dropdown menu with the text: 'Choose Employee ID, Last Name, or Role in dropdown menu depending on what you would like to search by'. Another red callout box points to the 'Submit' button with the text: 'Click "Submit" button to search Employees based on the input given'. A red callout box points to the search input field with the text: 'Enter the corresponding search information in the textbox or dropdown menu shown'. In the center, there's a table showing search results for employees. The table has columns: Email, Employee ID, First Name, Last Name, City, and State. Two rows are visible: one for DANEEN BEYER (Employee ID 1007) and another for MONTY CAMPBELL (Employee ID 1012). A blue callout box points to the table with the text: 'The search results will show in this table. You can click on any field in a row to view that individual Employee's information'. A green callout box points to the first row of the table with the text: 'Click on any text in the row to view that Employee's information'.

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

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 including the current Account Status. The Account Status can either be “ACTIVE” which allows an employee access to the intranet, “LOCKED” which denies the employee access, or “RESET” which allows access but the employee is forced to make a new password upon initial login to be returned to “ACTIVE” status.
10. Click “Unlock Account” button if the Account Status is LOCKED and the employee needs access to the intranet.
11. Click “Lock Account” button if the Account Status is ACTIVE but needs to be LOCKED to deny employee access to the intranet (such as the employee leaving the company).
12. Click “Reset Password” button if employee has forgotten current password or has been locked out of the system due to too many login attempts. This will create a new temporary password that will be emailed to the Employee’s email address. Their Account Status will also be set to RESET so that they will be required to create a new password upon initial login with the temporary password given.
13. Click “Delete Employee” button in order to delete the employee from the database.

WAYSTONE PROPERTY MANAGEMENT

Sign Out

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

[Back to Employee Search](#)

Employee Account Information

Name: MONTY L CAMPBELL
Address: 5021 CYPRESS LINKS LOS ANGELES, CA 90001
Phone Number: 213-778-7654
Date of Birth: 1962-10-30
Employee ID: 1012
Employee Email: MCAMPBELL@WAYSTONE.COM
Employee Role: HR
Account Status: ACTIVE

Employee's information will be shown here

Employee's Account Status is shown here. It can be ACTIVE, LOCKED, or RESET.

Click "Lock Account" button if you need to set Account Status to LOCKED so that employee cannot enter into the system

Click "Unlock Account" button if Account Status is LOCKED and you wish to unlock the account, or set status to ACTIVE, so employee can enter the system

Click "Reset Password" button to create a new temporary password and send an email with the new password to Employee's email

Click "Delete Employee" to delete this Employee from the database

Create New Employee

1. Hover over “Employee” on the Menu bar to bring up the submenu.
2. Click on “Create Employee” in the “Employee” submenu to view the “Create New Employee” page.



3. Enter the new Employee information in the corresponding textboxes and dropdown menus.
4. Click "Submit" button to save the new Employee information.
5. Click "Clear" button to clear all of the fields in order to start over.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Create New Employee

First Name:	<input type="text"/>	Middle Initial:	<input type="checkbox"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>				
City:	<input type="text"/>	State:	AL	Zipcode:	<input type="text"/>
Phone Number:	<input type="text"/>				
Email:	<input type="text"/>				
Date of Birth:	<input type="text"/>				
Role:	<input type="text"/>				

Enter the information for the new Employee in the corresponding textboxes and dropdown menus

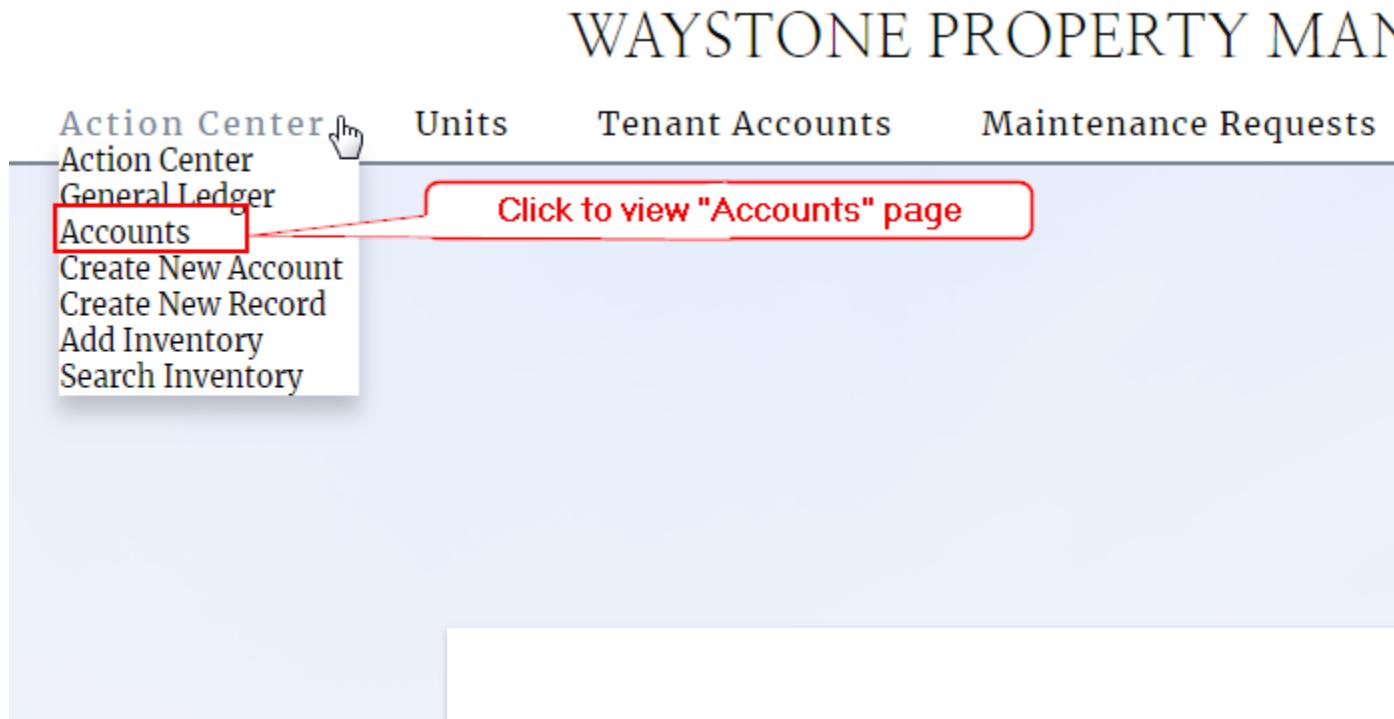
Submit Clear

Click "Submit" button to save the new Employee information

Click "Clear" button to clear all of the fields if you wish to start over

Company Accounts

1. Hover over “Action Center” on the Menu bar to bring up a submenu
2. Click on “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.

Sign Out

W WAYSTONE PROPERTY MANAGEMENT

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

Search Accounts

Account Name: If you know it, enter the Name of the Account you wish to Search for in the "Account Name" textbox

Account Type: If you would like to search by Account Type choose the type you wish to search for in the "Account Type" dropdown

Submit Click "Submit" button to search Accounts based on the input you have given. If you left both sections blank all Accounts will be shown.

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

The search results will show in this table. You can click on the Account Name to view that individual Account.

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



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

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

Account information shown

Account Name: ACCOUNTS PAYABLE
Account Type: Liability
Edit Account Information Add Record Delete Account Click "Edit Account Information" button to view Account Edit page

Search By: All All Record Invoice Number Record Name Submit

Click "Delete Account" to delete the Account and all of its Records

Account Records

Date	Name	Transaction No.	Tenant ID	DEBIT	CREDIT
2018-04-15	OFFICE INV PURCH	ASSET39PURCH			68.00
2018-04-15	OFFICE INV PAY	ASSET39PAY		68.00	
2018-04-10	OFFICE INV PURCH	ASSET45PURCH			25.00
2018-04-10	OFFICE INV PAY	ASSET45PAY		25.00	
2018-04-09	OFFICE INV PURCH	ASSET44PURCH			1200.54
2018-04-09	OFFICE INV PAY	ASSET44PAY		1200.54	
2018-04-04	OFFICE INV PURCH	ASSET41PURCH			698.35

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



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Edit Account Information

The screenshot shows a form titled "Edit Account Information". It contains two input fields: "Account Name: ACCOUNTS PAYABLE" and "Account Type: Liability". Below the form are three buttons: "Submit", "Undo Changes", and "Cancel". A blue callout bubble points to the "Account Name" field with the text "Edit the Account Name in the \"Account Name\" textbox". A blue callout bubble points to the "Account Type" dropdown menu with the text "Choose the Account type for this account in the \"Account Type\" dropdown menu". Three red callout bubbles point to the buttons: "Click \"Submit\" button to save your changes to the Account", "Click \"Undo Changes\" button to restore fields to default values to undo your changes", and "Click \"Cancel\" button if 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

W Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

[Back to Accounts](#)

Account Profile

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

[Delete Account](#)

Search By:

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

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

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	ELECDAID022018	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 the Waystone Property Management software interface. At the top, there is a navigation bar with links for Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. On the far right of the top bar are 'Sign Out' and a user icon. Below the navigation bar, the main title 'WAYSTONE PROPERTY MANAGEMENT' is centered. In the upper left area, there are two green callout boxes: one pointing to the 'Back to Tenant' link with the text 'Click "Back to Tenant" to go back to Tenant Account this Record Lists', and another pointing to the 'Back to Account' link with the text 'Click "Back to Account" to go back to Account page this Record Lists'. In the center, under the heading 'Record Information', there is a blue callout box containing the record details: Record Name: TenantRentExpected, Record Amount: 1200.00, Credit or Debit?: Credit, Date: 2018-04-19, Transaction Number: UNIT1:EXPECTED042018, Tenant ID: 1000, Account Name: RENTAL INCOME, and Record Number: 297. To the right of this box, a blue callout box says 'Record information is shown here'. At the bottom left, there are two buttons: 'Edit Record Information' (green border) and 'Delete Record' (red border). A red callout box next to the 'Delete Record' button says 'Click "Delete Record" if you wish to delete this Record'.

W

Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Back to Tenant

Click "Back to Tenant" to go back to Tenant Account this Record Lists

Back to Account

Click "Back to Account" to go back to Account page this Record Lists

Record Information

Record Name: TenantRentExpected
Record Amount: 1200.00
Credit or Debit?: Credit
Date: 2018-04-19
Transaction Number: UNIT1:EXPECTED042018
Tenant ID: 1000
Account Name: RENTAL INCOME
Record Number: 297

Edit Record Information

Click "Edit Record Information" in order to edit the Record

Delete Record

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



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Edit Record Information

Record Name:	TenantRentExp
Record Amount:	1,200
Credit or Debit?	Credit
Record Date:	2018-04-19
Transaction No.:	UNIT1:EXPECTED04201
Account Name:	RENTAL INCOME

Edit the Record information
you wish to in the
appropriate textbox or
dropdown

Submit Undo Changes Cancel

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 Action Center submenu to view the Create New Record Page

W WAYSTONE PROPERTY MANAGEMENT

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

[Back to Accounts](#)

Action Center
General Ledger
Accounts
Create New Account
Create New Record 

Add Inventory
Search Inventory

Account Name: RENTAL INCOME

Account Type: Income

[Edit Account Information](#) **Add Record**

Delete Account

Search By: All

Click the "Add Record" button or "Create New Record" link in the Action Center submenu to view "Create New Record" page

Account Profile

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.
4. Click "Clear" button to clear all of the fields if you want to start over.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Create New Record

Record Name:	<input type="text"/>
Record Amount:	<input type="text"/> 0
Credit or Debit? <input type="button" value="Credit"/>	
Record Date:	<input type="text"/>
Transaction No.:	<input type="text"/>
Tenant ID:	<input type="text"/>
Account Name:	<input type="button" value="ACCOUNTS PAYABLE"/>

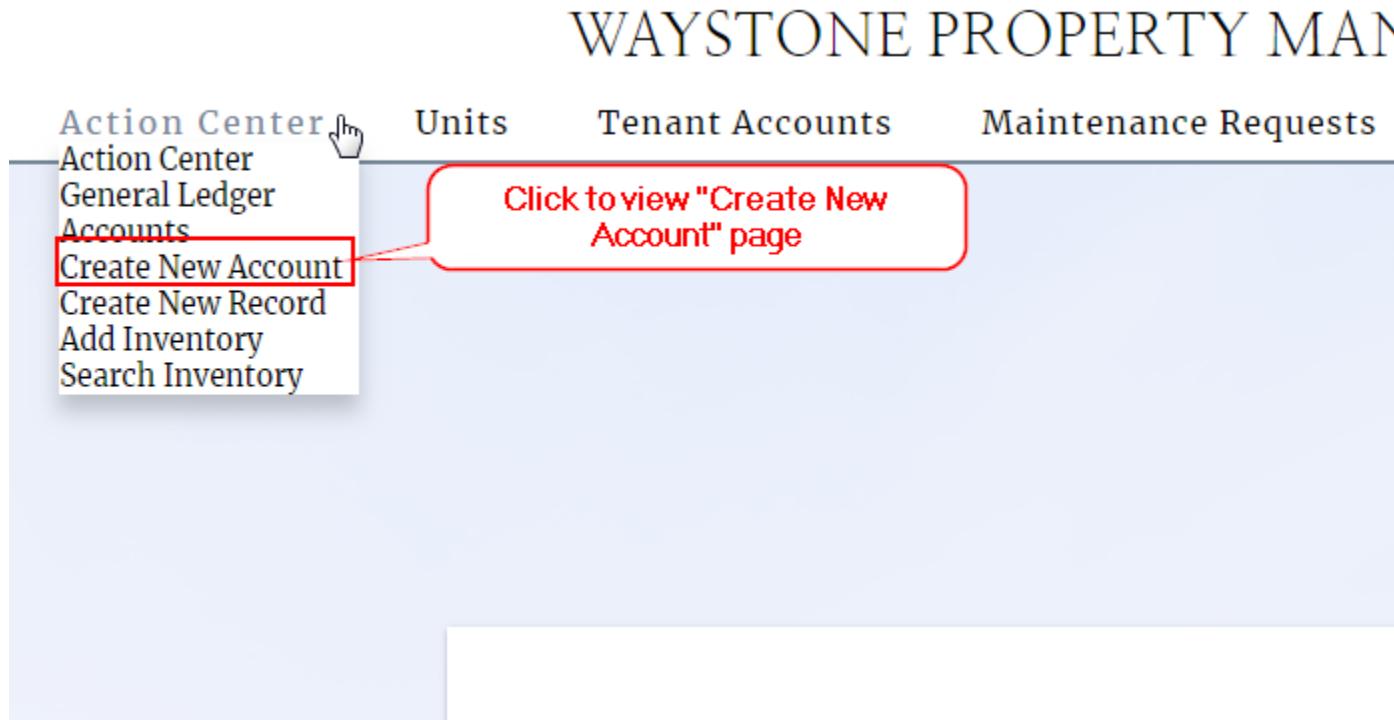
Enter all of the correct
information for the new
Record in the
corresponding textboxes
and dropdown menus

Click "Submit"
button to save
the new
Record in the
database

Click "Clear"
button to
clear all
fields and
start over

Create New Account

1. Hover over “Action Center” to show submenu.
2. Click “Create New Account” on the Action Center submenu to view Create New Account page.



3. Enter the name of the new Account in the “Account Name” textbox.
4. Select the new Account’s type in the “Account Type” dropdown menu.
5. Click “Submit” button to save the new Account in the database.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Create New Account

The screenshot shows a web-based application window titled "Create New Account". Inside the window, there are two input fields: "Account Name:" with a placeholder text box and "Account Type:" with a dropdown menu currently set to "Asset". Below the input fields are two buttons: "Submit" and "Clear". A large callout bubble points to the "Account Name:" field with the instruction: "Enter the new Account name in the \"Account Name\" textbox". Another callout bubble points to the "Account Type:" dropdown with the instruction: "Choose the new Account type in the \"Account Type\" dropdown menu". A third callout bubble points to the "Submit" button with the instruction: "Click \"Submit\" button to save the new Account in the database". A fourth callout bubble points to the "Clear" button with the instruction: "Click \"Clear\" button to clear the fields and start over".

Account Name:

Account Type: Asset ▾

Submit

Action Center

1. Hover over “Action Center” on the menu bar to show the submenu.
2. Click on “Action Center” to view the Action Center page.

WAYSTONE PROPERTY MANAGEMENT

The screenshot shows the Waystone Property Management software interface. At the top, there is a navigation bar with the following items: Action Center (highlighted with a red box), Units, Tenant Accounts, and Maintenance Requests. A mouse cursor is hovering over the "Action Center" menu item. A dropdown submenu is displayed, listing the following options: Action Center (highlighted with a red box), General Ledger, Accounts, Create New Account, Create New Record, Add Inventory, and Search Inventory. A red callout bubble with the text "Click to view \"Action Center\" page" points to the "Action Center" item in the submenu. The main content area below the navigation bar is currently empty.

Action Center

Action Center

General Ledger

Accounts

Create New Account

Create New Record

Add Inventory

Search Inventory

Click to view "Action Center" page

3. Click “Post Rent” button to add Rent Records for all leased Units for the month (can only do once a month).
4. 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).
5. 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).

W WAYSTONE PROPERTY MANAGEMENT Sign Out

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

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
i-14	TenantRent	UNIT11:RENT032018	1400.0	

<https://waystonepm-intranet.azurewebsites.net/faces/actionCenter.xhtml>

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

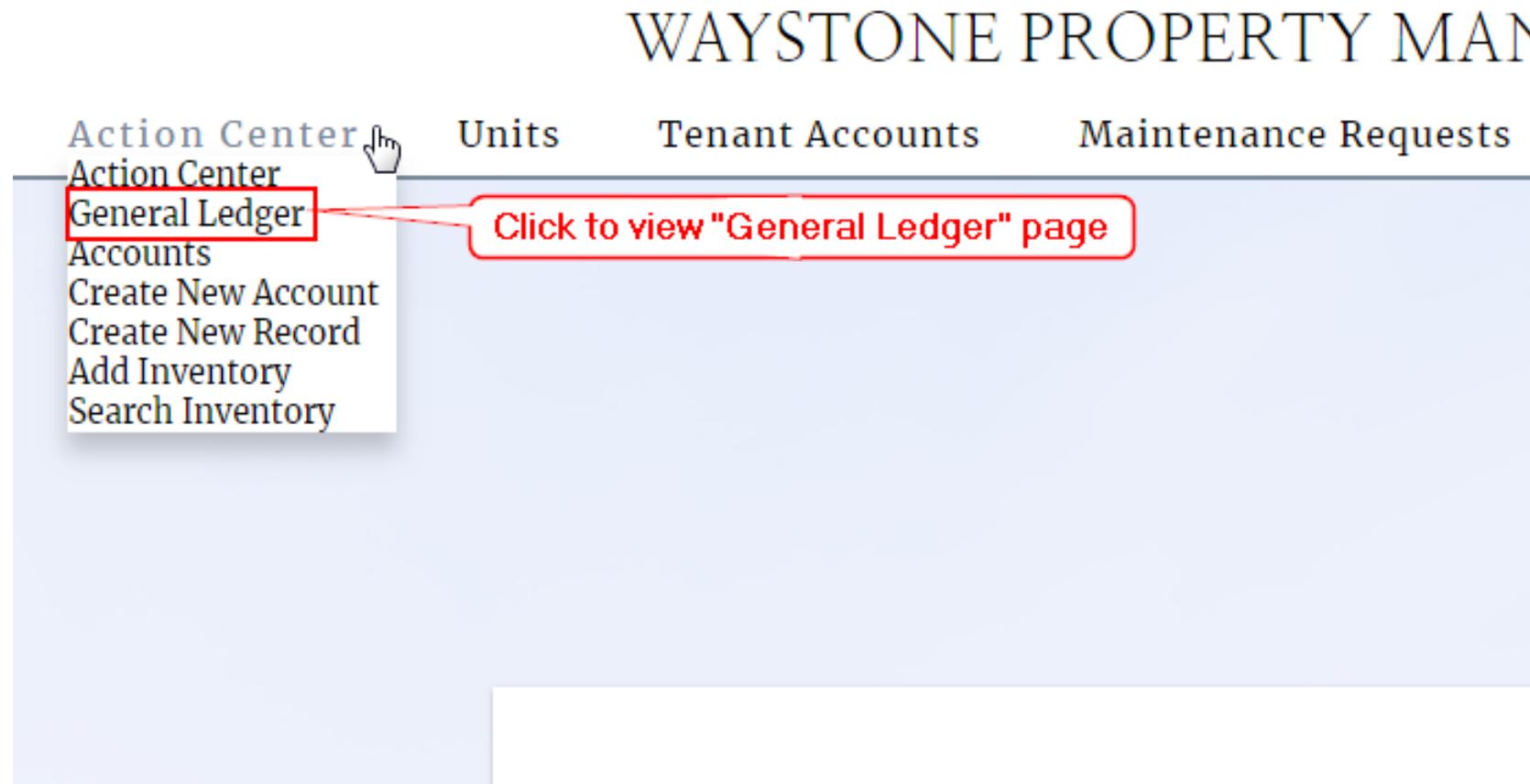
Click "Post Rent" button to add Rent Records for the month

Click "Post Late Fee" button to add Late Fee Records for the month

General Ledger shows all Records added to the database sorted by latest date

General Ledger

1. Hover over “Action Center” on the menu bar to show the submenu.
2. Click “General Ledger” on Action Center submenu to view General Ledger Page.



3. Records are shown by Account on General Ledger page.
4. Click on individual Record's Name or Transaction No. to view Record Information page (see Record Information and Edit Record pages previously listed).



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

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

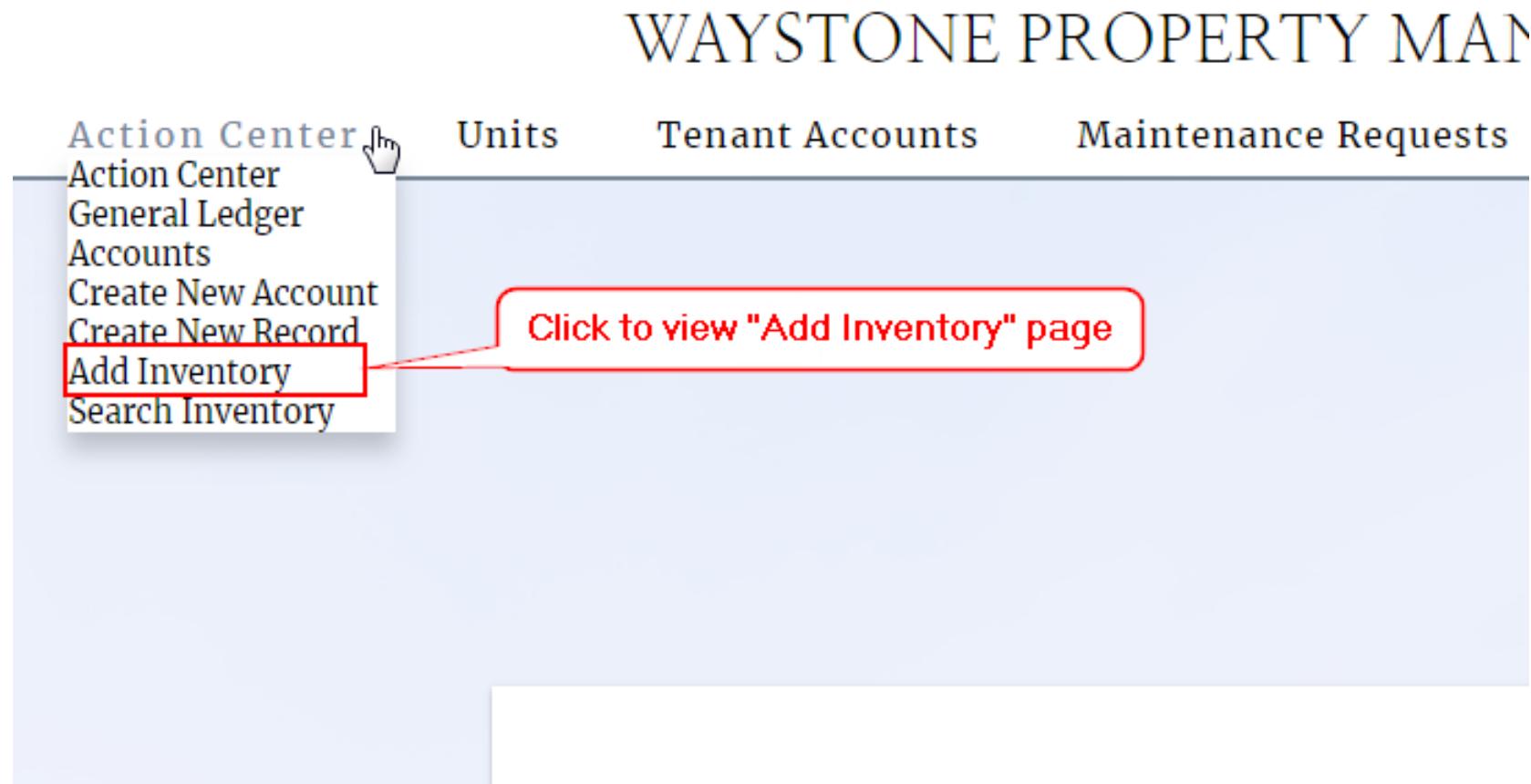
Rent Cash Account

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

Add Inventory

1. Hover over “Action Center” on menu bar to view submenu.
2. Click “Add Inventory” on the Action Center submenu to view Add Inventory page.



3. Enter the correct information for the new Inventory Item in the corresponding textboxes and dropdown menu.
4. Click "Submit" button to save the new item in the Inventory database and add item to Fixed Assets account.
5. Click "Clear" button to clear all of the fields if you wish to start over.
6. A list if provided showing each item type and their current quantity in the Inventory database.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

Home

Employee

Action Center

Units

Tenant Accounts

Maintenance Requests

Training and Documents

Additional Company Information

Office Inventory Center

Item Type:	<input type="text"/>
Input Item Type if Other:	<input type="text"/>
Cost:	<input type="text" value="0"/>
Date Obtained:	<input type="text"/>
Description:	<input type="text"/>
Is it Paid for?	Yes <input type="text"/>

Enter the correct information for the new Inventory Item in the corresponding textboxes and dropdown menu

Submit

Clear

Click "Submit" button to save the new item in the Inventory database and add item to Fixed Assets

Click "Clear" button to clear all of the fields

Here is a list of each item type and their current quantity

Item Type	Quantity
Chair	1
Computer	18
Desk	19
Laptop	2
Table	1

Search Inventory

1. Hover over “Action Center” on the menu bar to view submenu.
2. Click “Search Inventory” on the Action Center submenu to view the Search Inventory page.

WAYSTONE PROPERTY MAN

Action Center

Units Tenant Accounts Maintenance Requests

Action Center

General Ledger

Accounts

Create New Account

Create New Record

Add Inventory

Search Inventory

Click to view "Search Inventory" page

3. Choose either Asset No. or Item Type in the “Search Inventory By:” dropdown menu.
4. Enter search criteria in corresponding textbox or dropdown menu based on what was chosen.
5. Click “Submit” button to search for Inventory based on the input given.
6. The results of the search will be shown in the table.
7. Click “Delete” button in the row of the item you would like to delete from the Inventory.

Sign Out

W WAYSTONE PROPERTY MANAGEMENT

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

Search Inventory

Search Inventory By:

Item Type
Computer
Submit

Choose to "Search Inventory By:" either Asset No. or Item Type in dropdown menu and input corresponding criteria in the textbox or dropdown menu provided underneath

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

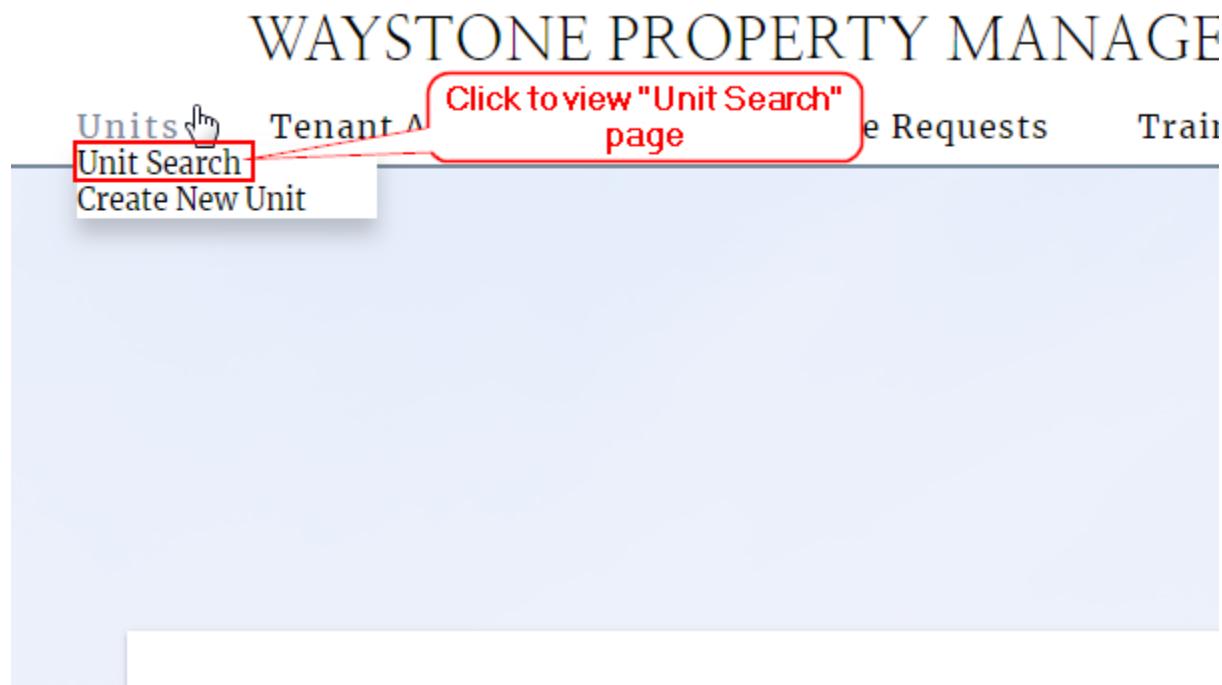
Asset No.	Purchase Date	Item Type	Cost	Item Description	Delete Item
1	2018-04-16	Computer	1000.65	Computer for accounting	<input type="button" value="Delete"/>
2	2018-04-15	Computer	1200.35	Desktop computer for manager	<input type="button" value="Delete"/>
3	2018-04-15	Computer	1200.35	Desktop computer for manager	<input type="button" value="Delete"/>
4	2018-04-15	Computer	985.24	Desktop computer for HR	<input type="button" value="Delete"/>
11	2018-03-29	Computer	1325.31	IT computer	<input type="button" value="Delete"/>
12	2018-03-29	Computer	1325.31	IT computer	<input type="button" value="Delete"/>
13	2018-04-02	Computer	586.12	Reception computer	<input type="button" value="Delete"/>
14	2018-04-02	Computer	586.12	Reception computer	<input type="button" value="Delete"/>
15	2018-04-16	Computer	362.35	Reception computer	<input type="button" value="Delete"/>
16	2018-04-16	Computer	362.35	Reception computer	<input type="button" value="Delete"/>
19	2018-04-01	Computer	325.00	IT	<input type="button" value="Delete"/>
20	2018-04-01	Computer	325.00	IT	<input type="button" value="Delete"/>
23	2018-03-29	Computer	898.00	Accounting	<input type="button" value="Delete"/>
24	2018-03-29	Computer	898.00	Accounting	<input type="button" value="Delete"/>
33	2018-04-02	Computer	989.00	manager computer	<input type="button" value="Delete"/>
34	2018-04-02	Computer	989.00	manager computer	<input type="button" value="Delete"/>
35	2018-04-16	Computer	786.00	IT	<input type="button" value="Delete"/>
37	2018-03-29	Computer	1200.00	Manager	<input type="button" value="Delete"/>

The results of the search are shown in this table

Click "Delete" button in the row of the item you would like to delete from the Inventory database

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.

W Sign Out

WAYSTONE PROPERTY MANAGEMENT

Search Units

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	,

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

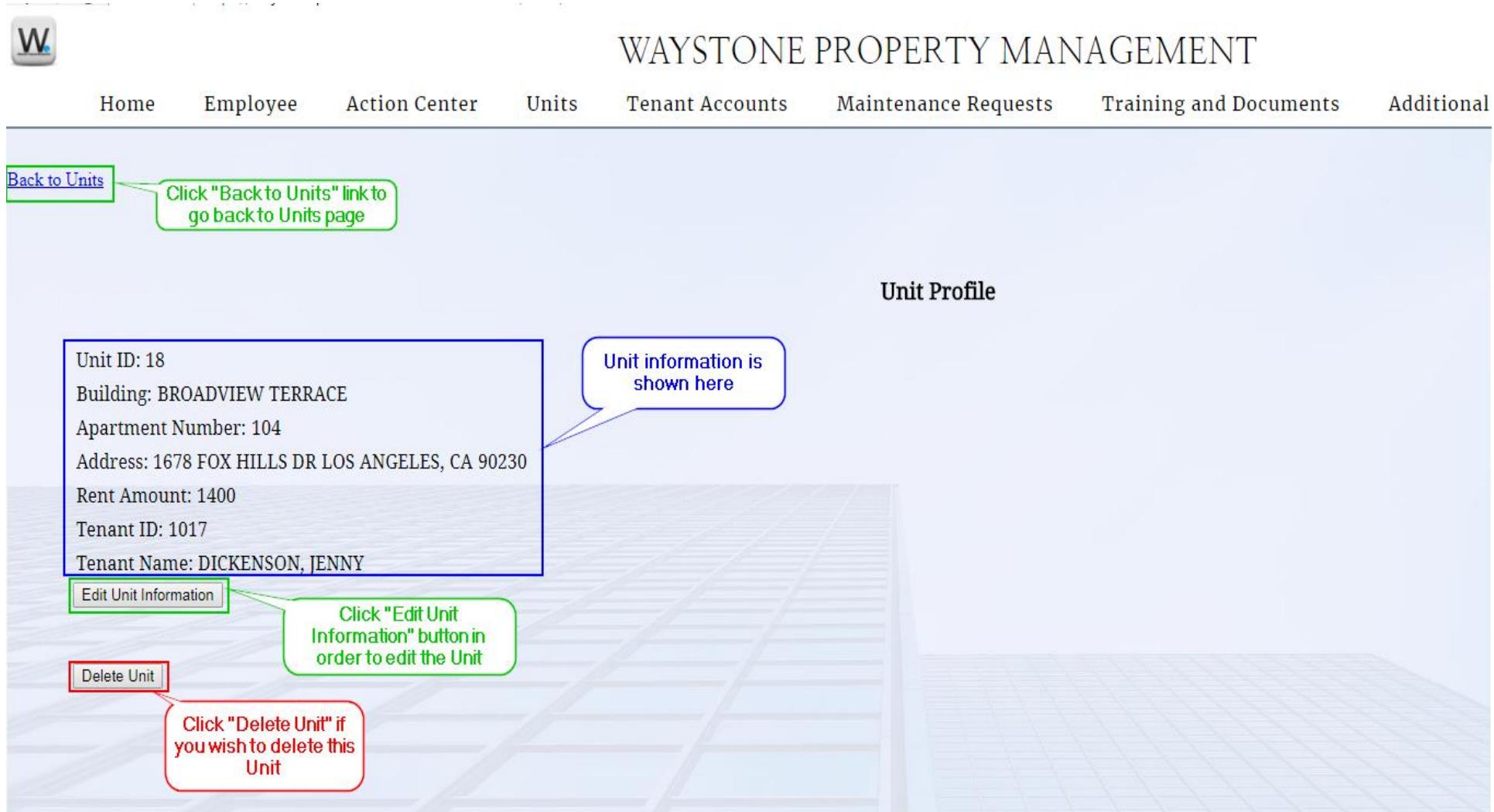
Click "Submit" to search for Units based on input given

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 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 the Waystone Property Management Unit Profile Page. At the top, there is a navigation bar with links for Home, Employee, Action Center, Units (which is the active tab), Tenant Accounts, Maintenance Requests, Training and Documents, and Additional. On the far left is a logo with a stylized 'W'. The main content area is titled 'WAYSTONE PROPERTY MANAGEMENT' and 'Unit Profile'. A blue box contains unit details: 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 two buttons: 'Edit Unit Information' (green border) and 'Delete Unit' (red border). Callout boxes provide instructions: one for the 'Back to Units' link, one for the unit information box, one for the 'Edit Unit Information' button, and one for the 'Delete Unit' button.

W WAYSTONE PROPERTY MANAGEMENT

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

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

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.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Edit Unit Information

Building:	BROADVIEW TERRACE				
Apartment:	104				
Address:	1678 FOX HILLS DR				
City:	LOS ANGELES	State:	CA	Zipcode:	90230
Rent Amount:	1400				
Tenant ID:	1017				

Edit the Unit information
in the appropriate textbox
or dropdown menu

Submit Undo Changes Cancel

Click "Submit" button to save changes to the Unit

Click "Undo Changes" button to restore default values to undo changes

Click "Cancel" button to return to Unit Information Page without saving any changes

Create New Unit

1. Hover over “Units” on the menu bar to show the submenu.
2. Click “Create New Unit” on Units submenu to view Create New Unit page

WAYSTONE PROPERTY MANAGE

The screenshot shows the Waystone Property Management software interface. At the top, there is a navigation bar with several links: "Units" (which has a hand cursor icon), "Tenant Accounts", "Maintenance Requests", and "Training". Below this, there are two sub-links: "Unit Search" and "Create New Unit". A red rectangular box highlights the "Create New Unit" link. A red callout bubble with a black border and white text points from this highlighted link to the text "Click to view \"Create New Unit\" page". The main content area below the navigation bar is currently empty.

Click to view "Create New Unit" page

3. Enter all of the new Unit information in the corresponding textbox or dropdown menu.
4. Click "Submit" button to save the new Unit and its information in the database.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Create New Unit

Building:	<input type="text"/>		
Apartment:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State: AL	<input type="text"/> Zipcode:
Rent Amount:	<input type="text"/>		

Enter all of the new Unit
information in the
corresponding textbox or
dropdown menu

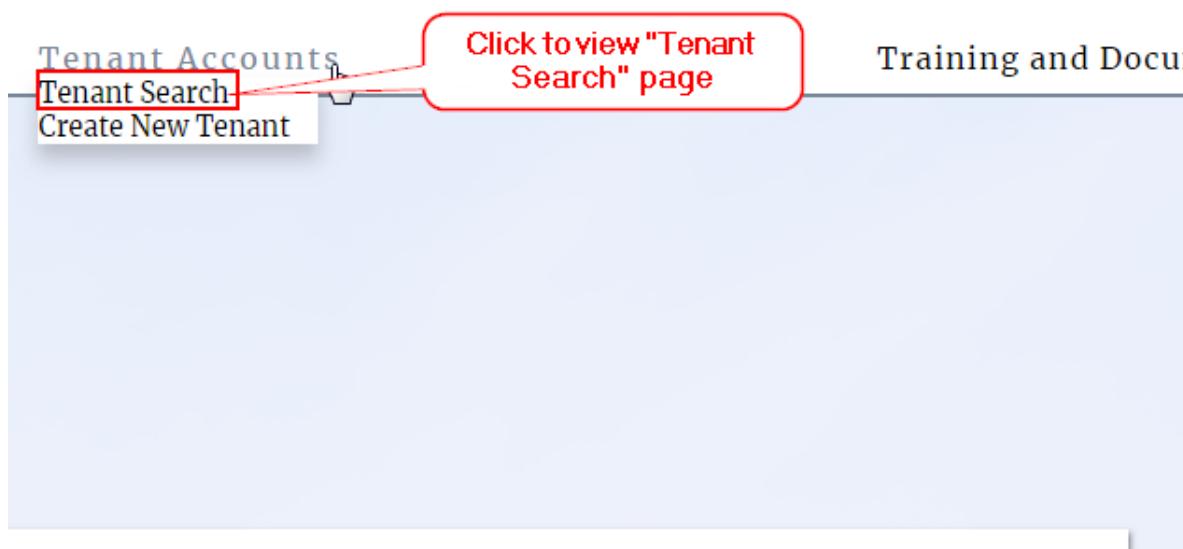
Click "Submit" to
save the new Unit
to the database

Click "Clear" to
clear all of the
fields in order to
start over

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



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.

https://waystonepm-intranet.x... https://waystonepm-intranet.azurewebsites.net/faces/tenantAccounts.xhtml

Secure | Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Search Tenant Accounts

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

Search Tenant(s) By: Building Suncrest Grove Submit

The search results will appear in this table

Email	Tenant ID	First Name	Last Name	Building	Apt No.	City	State	Phone Number
EMMARENNEE@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 Waystone Property Management Tenant Profile Page. At the top, there is a navigation bar with links for Home, Employee, Action Center, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. On the far right, there is a Sign Out link. The main content area has a header "WAYSTONE PROPERTY MANAGEMENT". Below the header, there is a "Tenant Profile" section containing tenant information and buttons for "Edit Tenant Information" and "Delete Tenant". To the right of this section is a "Tenant Records" table. A green callout box points to the "Back to Tenant Accounts" link with the instruction: "Click \"Back to Tenant Accounts\" link to go back to Tenant Accounts page". Another green callout box points to the "Edit Tenant Information" button with the instruction: "Click \"Edit Tenant Information\" button to edit Tenant Information". A red callout box points to the "Delete Tenant" button with the instruction: "Click \"Delete Tenant\" button to delete this Tenant". A green callout box points to the "Record Name" column of the "Tenant Records" table with the instruction: "Click on Record Name or Transaction No. to view individual Record Information". A blue callout box points to the "Record Amount" column of the "Tenant Records" table with the instruction: "All Tenant Records and current Balance are shown here".

Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

[Back to Tenant Accounts](#)

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

Edit Tenant Information

Delete Tenant

Click "Edit Tenant Information" button to edit Tenant Information

Click "Delete Tenant" button to delete this Tenant

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

All Tenant Records and current Balance are shown here

Tenant Profile

Tenant Information is shown here

Tenant Records

Record Date	Record Name	Transaction No.	Record Amount
2018-03-14	TenantRentExpected	UNIT2:EXPECTED032018	-1400.00
			Balance: -1400.00

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.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Edit Tenant Profile

First Name:	JAMES	Middle Initial:	L	Last Name:	MORBITZER
Address:	5638 NORTH RIVER DRIVE				
City:	MIAMI	State:	FL	Zipcode:	33135
Phone Number:	305-402-7892				
Email:	JLMORB@GMAIL.COM				
Date of Birth:	1979-12-31				

Edit the Tenant information in the appropriate textbox or dropdown menu

Submit Undo Changes Cancel

Click "Submit" button to save changes to the Tenant

Click "Undo Changes" button to restore default values and undo any changes

Click "Cancel" button to return to Tenant Profile page without saving any changes

Create New Tenant

1. Hover over “Tenant Accounts” on menu bar to show submenu.
2. Click on “Create New Tenant” on Tenant Accounts submenu to view Create New Tenant page.

WAYSTONE PROPERTY MANAGEMENT



3. Enter the new Tenant's information in the corresponding textbox and dropdown menus.
4. Click "Submit" button to save the new Tenant and its information in the database.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Create New Tenant

First Name:	<input type="text"/>	Middle Initial:	<input type="checkbox"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>				
City:	<input type="text"/>	State:	AL	Zipcode:	<input type="text"/>
Phone Number:	<input type="text"/>				
Email:	<input type="text"/>				
Date of Birth:	<input type="text"/>				

Enter the new Tenant's information in the corresponding textbox and dropdown menu

Submit

Clear

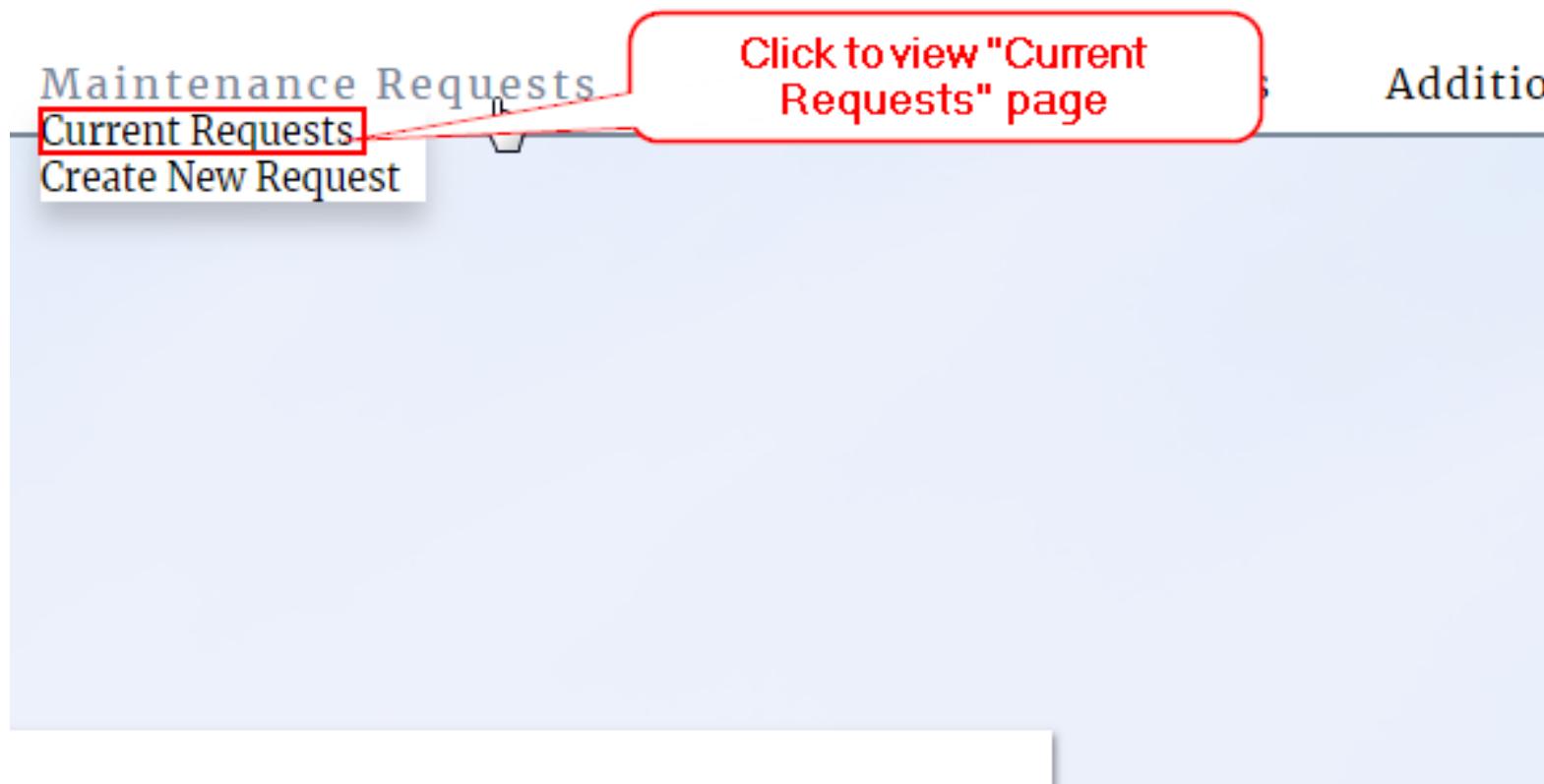
Click "Submit" button to save the new Tenant in the database

Click "Clear" button to clear all of the fields

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



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.

W

Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

Maintenance Requests Page

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

This table shows the past requests you have completed

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

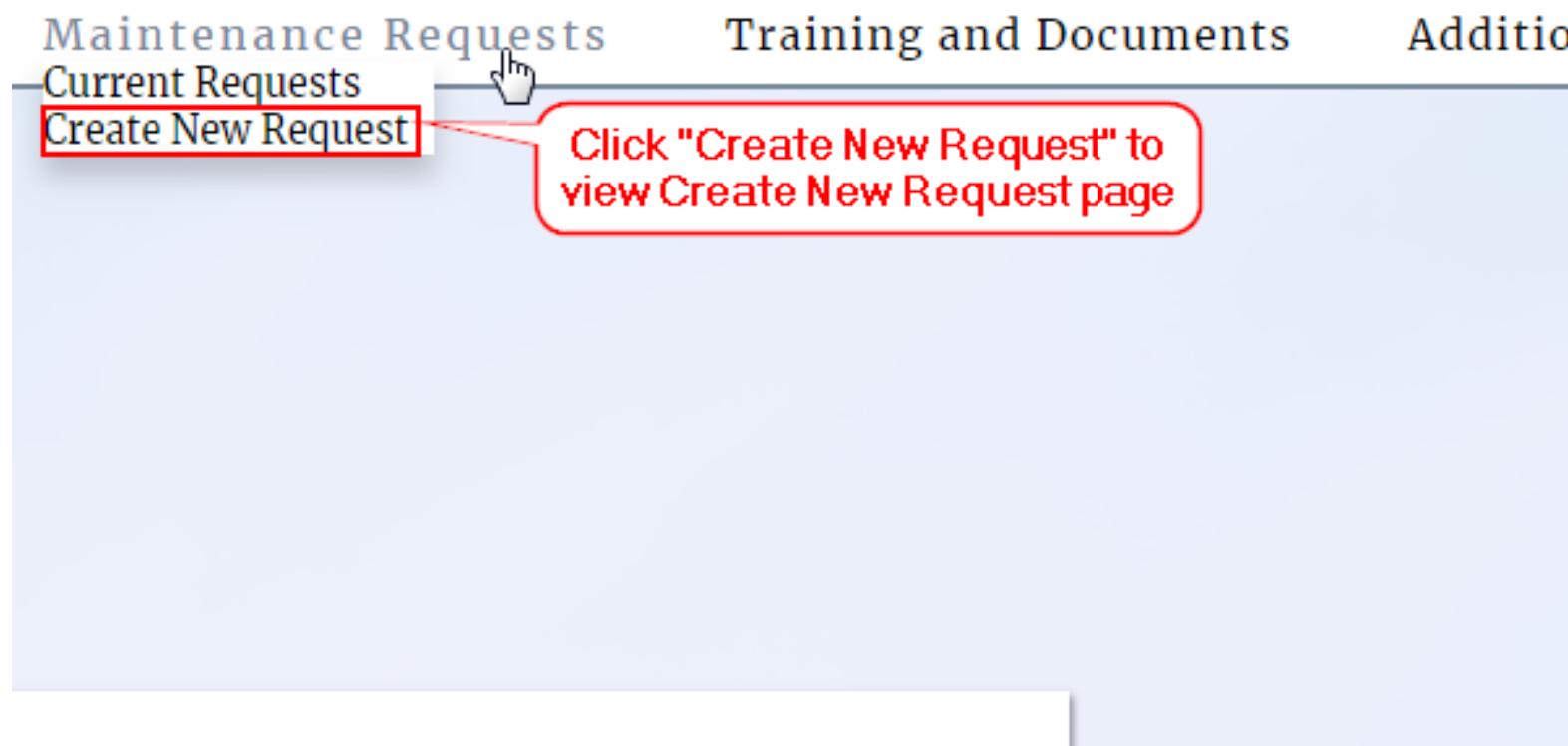
Request ID	Tenant ID	Building	Apartment Number	Job Type	Job Description	Request Finished
1	1001	SUNCREST GROVE	103	Damage	hole in wall	2018-03-16

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.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

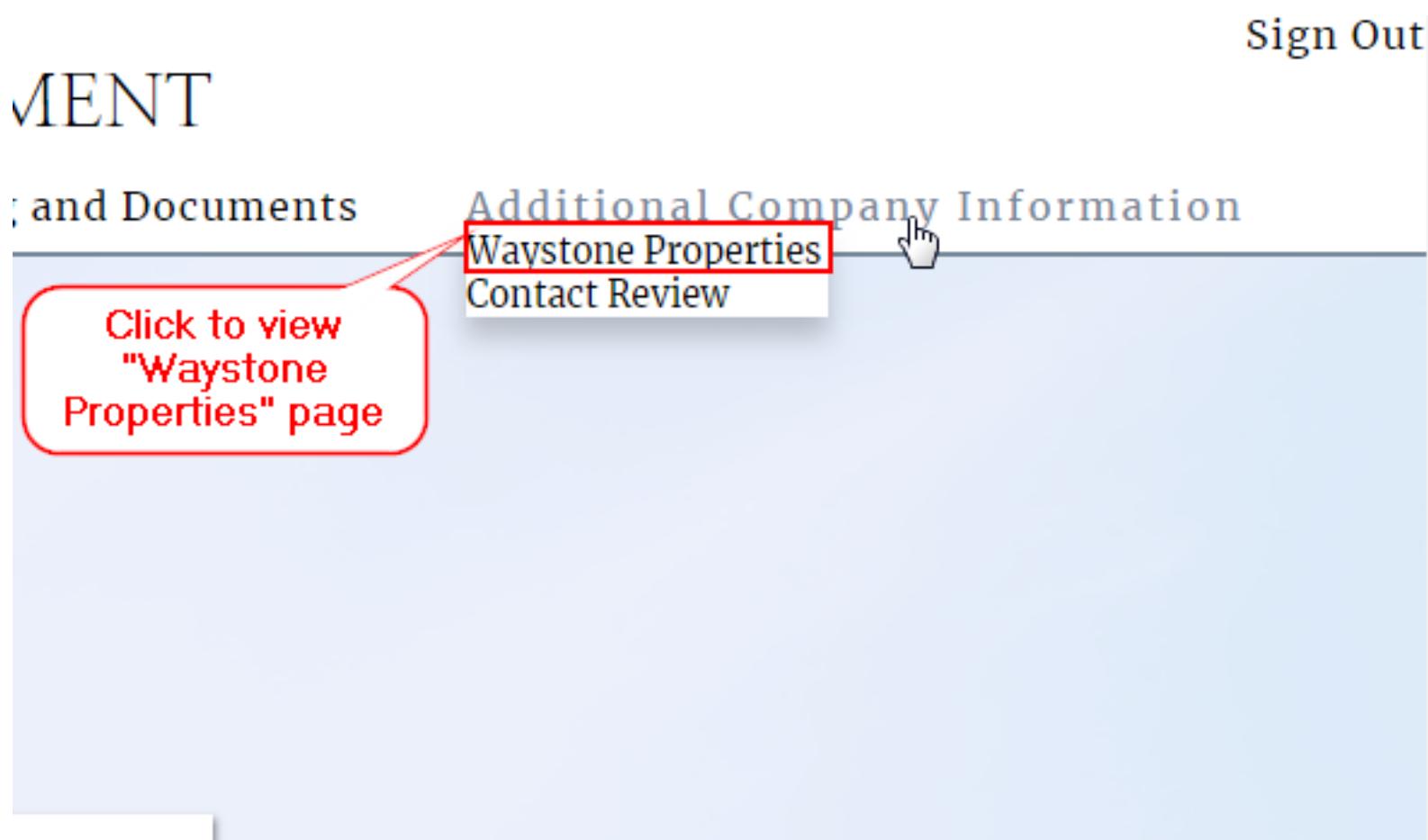
Clear

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.

[Sign Out](#)

WAYSTONE PROPERTY MANAGEMENT

[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
--	--	--

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
---	--	---

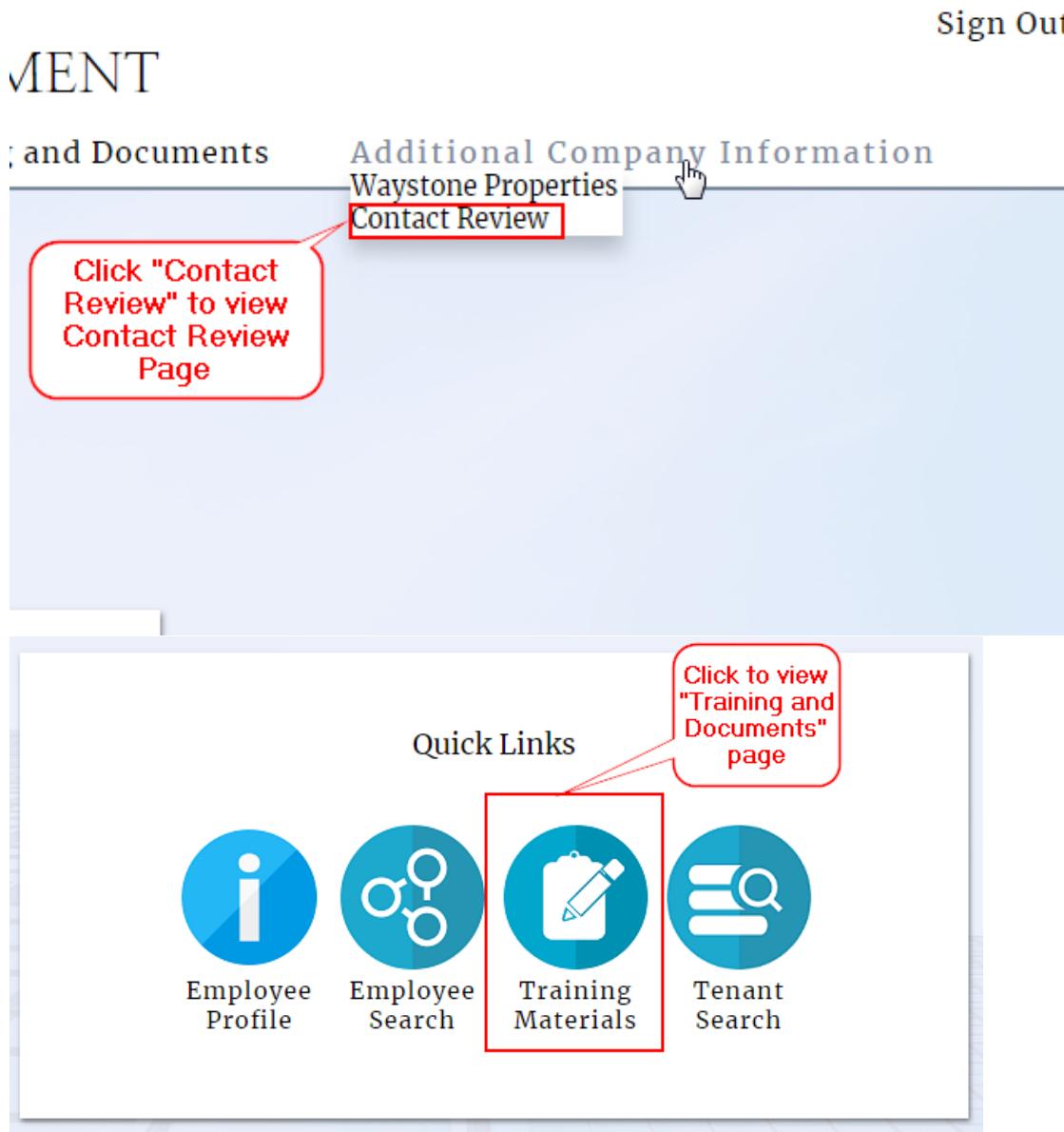
Las Vegas Locations

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
--	--	--

Los Angeles Locations

Contact Review

1. Hover over “Additional Company Information” on the menu bar to view the submenu.
2. Click “Contact Review” on the Additional Company Information submenu or Click “Training Materials” in your home screen Quick Links box to view Contact Review page.



- This page shows all of the current contact requests submitted through the public website Contact Form.
- Click "Finished" button once person is contacted. This will add your Employee ID as the one who contacted the person and the time request was finished to the database. The request will also be removed from the list.

W Sign Out

WAYSTONE PROPERTY MANAGEMENT

Contact Review

First Name	Last Name	Email	Phone	Messages	Contacted?
Colin	Dewton	cdew@yahoo.com	614-555-8462	I would like to talk with someone about applying for a job	<input type="button" value="Finished"/>
Julia	Nugent	princessjulia@gmail.com	614-555-6443	I would like to talk with someone about rent charges	<input type="button" value="Finished"/>
Asher	Kruger	ajkruger@yahoo.com	614-555-1122	I would like to speak with someone about rent prices.	<input type="button" value="Finished"/>
Fred	Brown	Fbrown1989@gmail.com	123-465-6156	Hello I would like a call back to discuss moving a piano into the living space. Also what the policy is for musical instruments in the building.	<input type="button" value="Finished"/>
Johnny	Long	johnnyl@gmail.com	123-456-4459	Call me back asap to discuss a possible rental agreement	<input type="button" value="Finished"/>
johnny	smithy	jsmithy@gmail.com	439-825-1375		<input type="button" value="Finished"/>
logan	johnson	lj1827@gmail.com	125-614-5645		<input type="button" value="Finished"/>
testf	testl	test@gmail.com	797-946-1223		<input type="button" value="Finished"/>
testf	testl	test2@gmail.com	115-015-6156	test	<input type="button" value="Finished"/>
sam	wells	test@gmail.com	156-456-4464		<input type="button" value="Finished"/>
test	test	test@gmail.com	561-564-5128		<input type="button" value="Finished"/>

Here are the current contact requests submitted through the public website

Click "Finished" once the person is contacted. This will add your Employee ID and time finished to the database and remove the request from the list

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.



Sign Out

WAYSTONE PROPERTY MANAGEMENT

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

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

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](#)