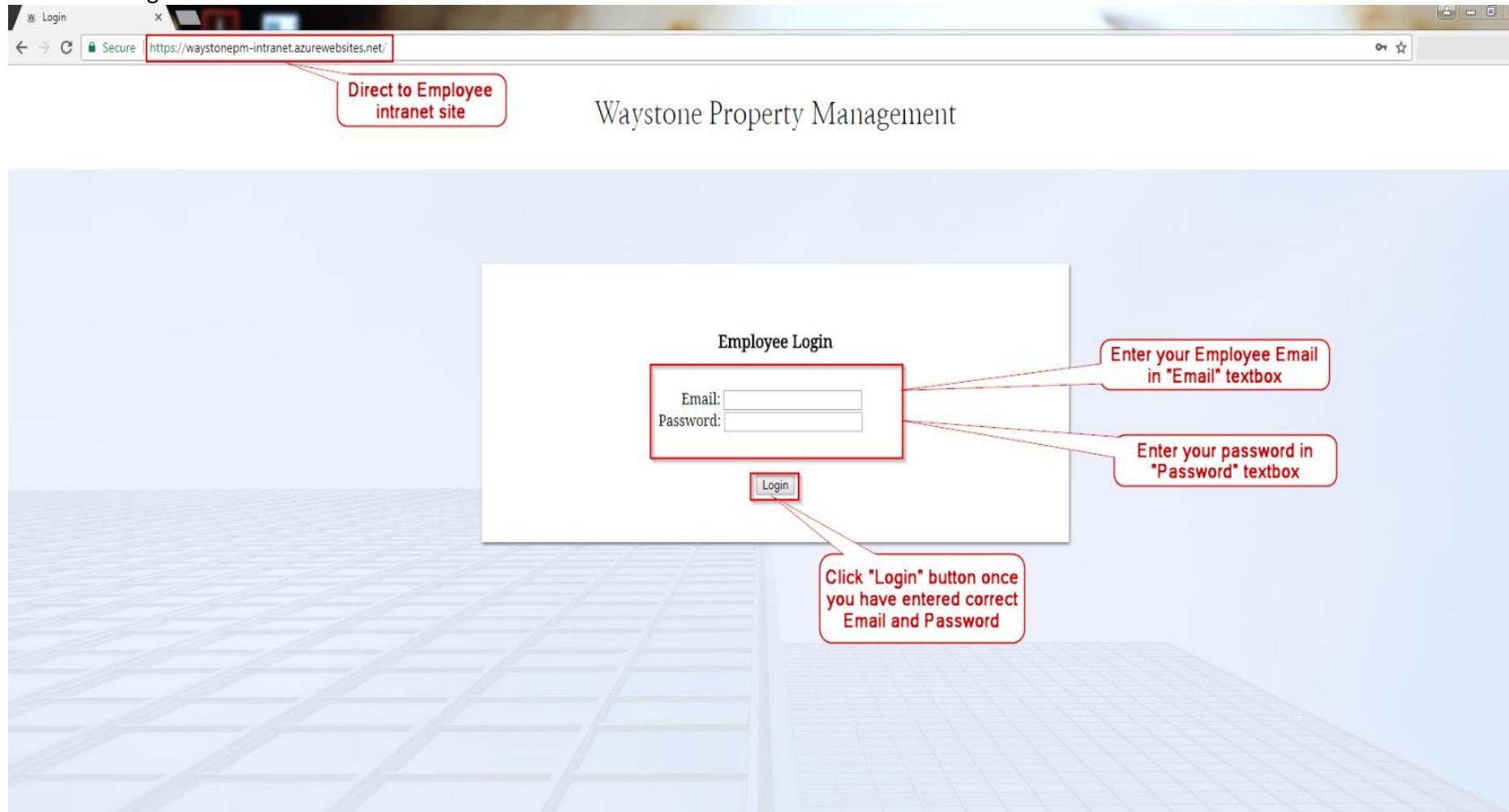
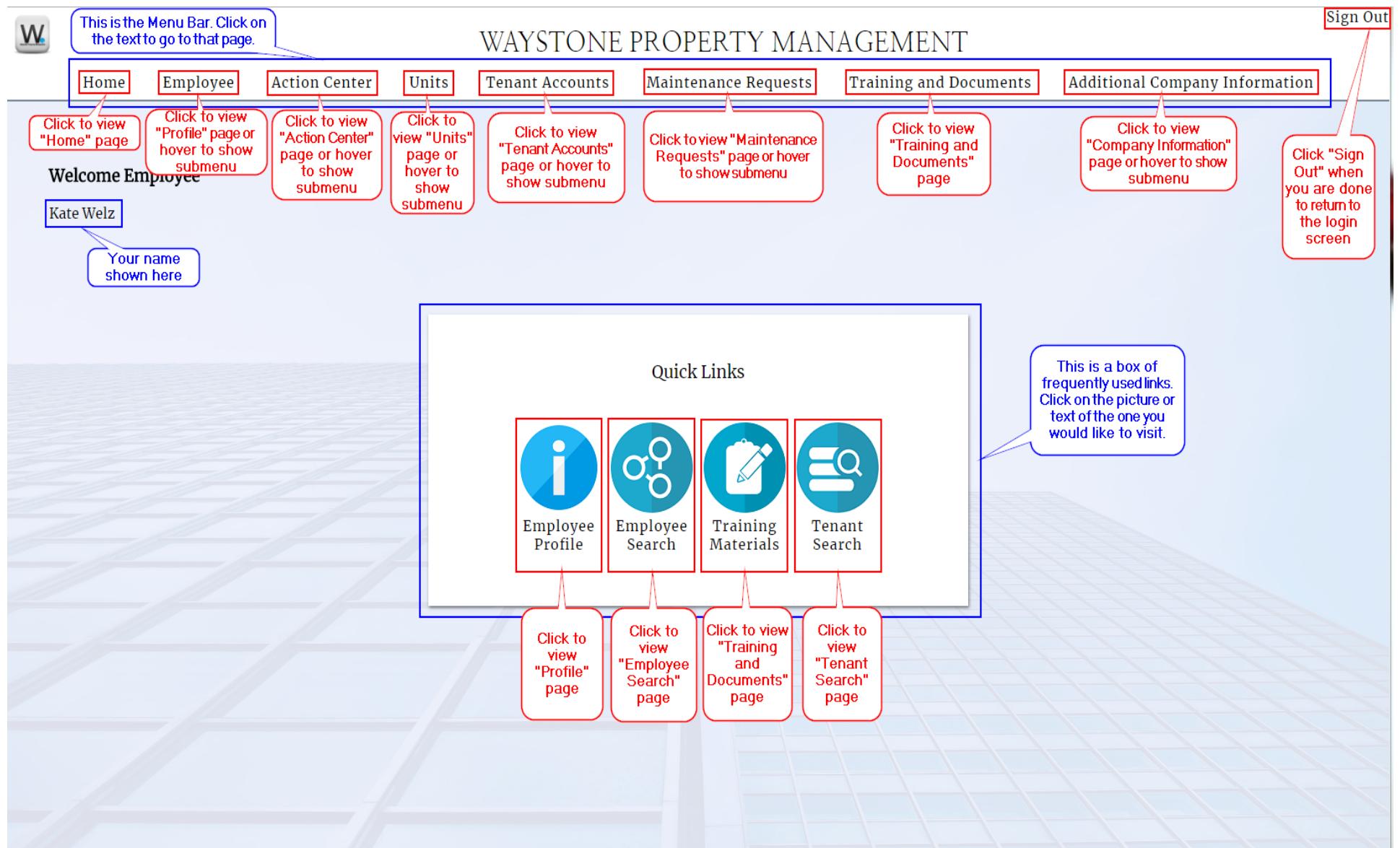


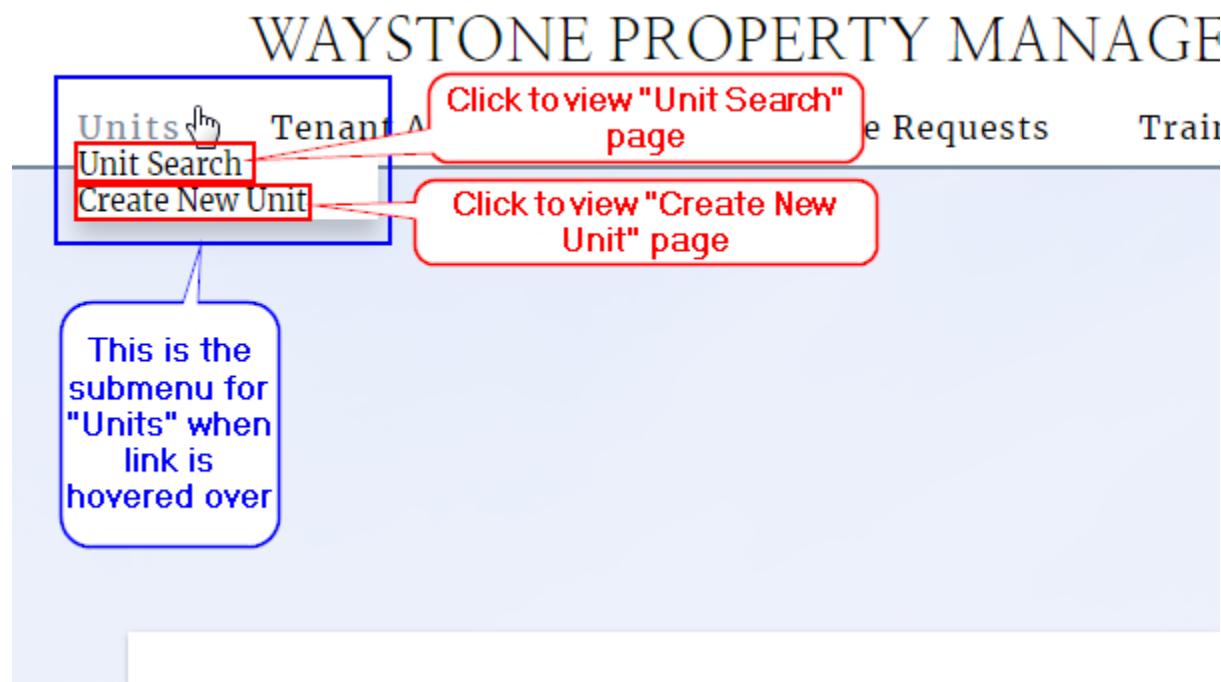
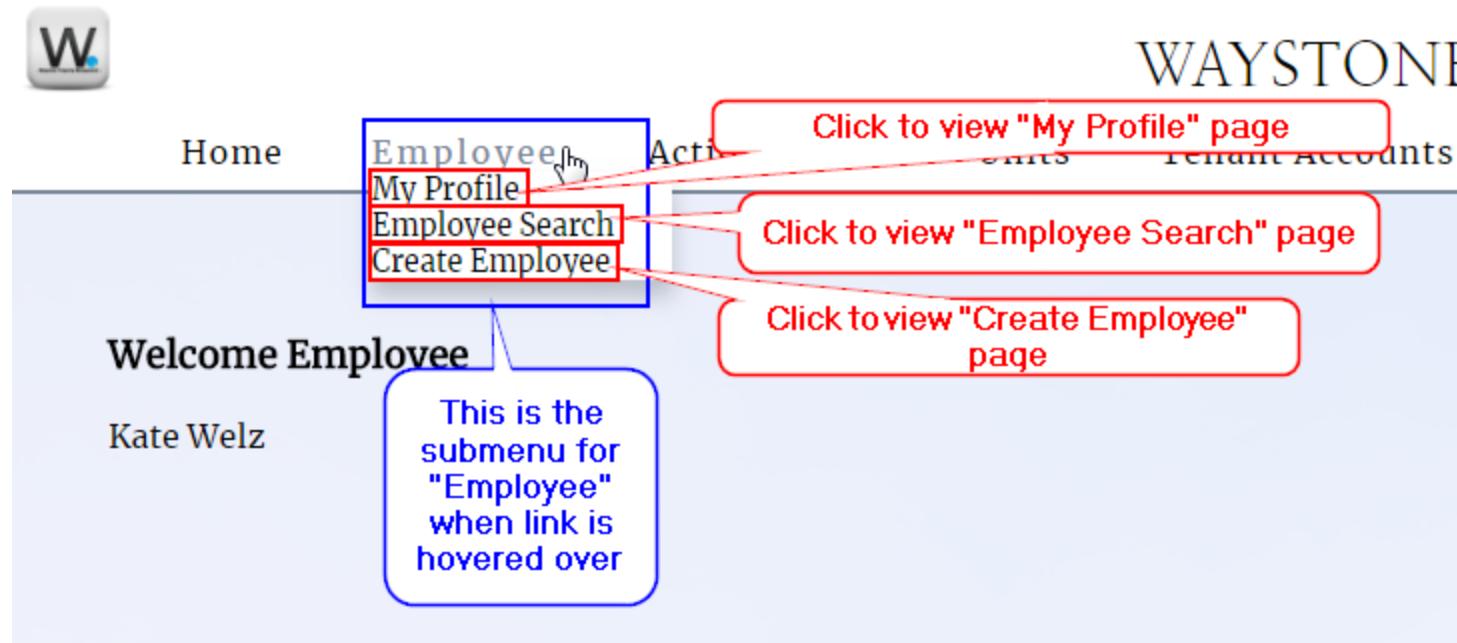
## How to Use Waystone Property Management Employee Intranet - Office

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.

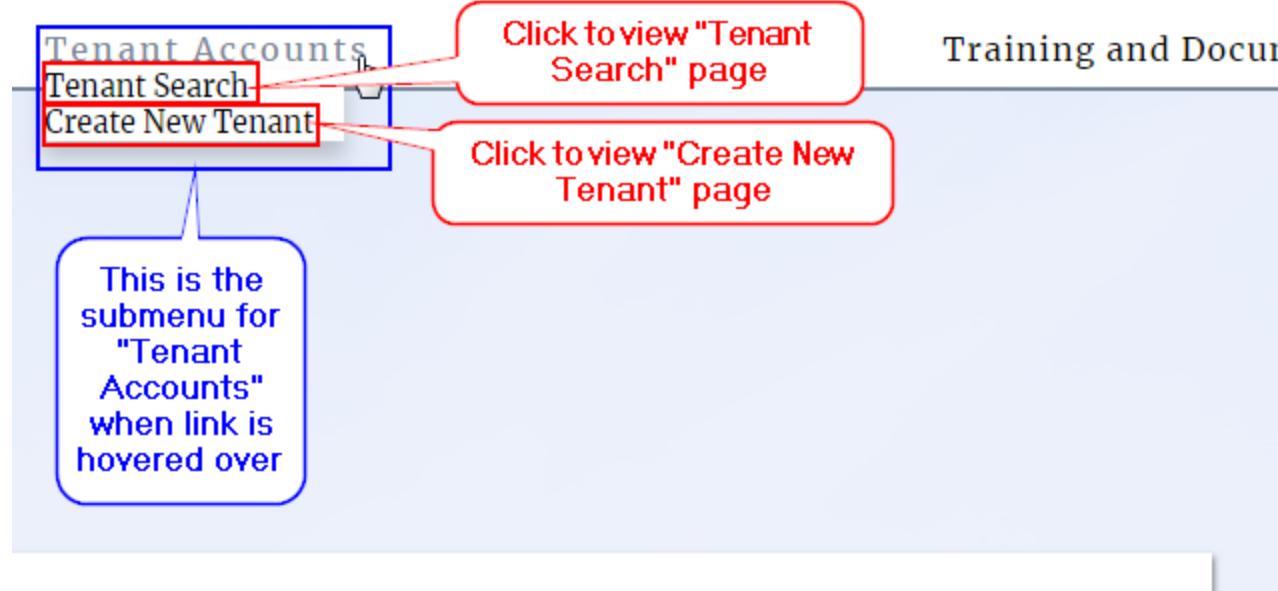


5. Entering in your correct Email and Password will bring you to the “Home” page with your correct Name shown.
6. Towards the top of every page is a menu bar. Here you can click on the page you would like to go to.
7. The center of the “Home” page has a box of “Quick Links” which are frequently used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

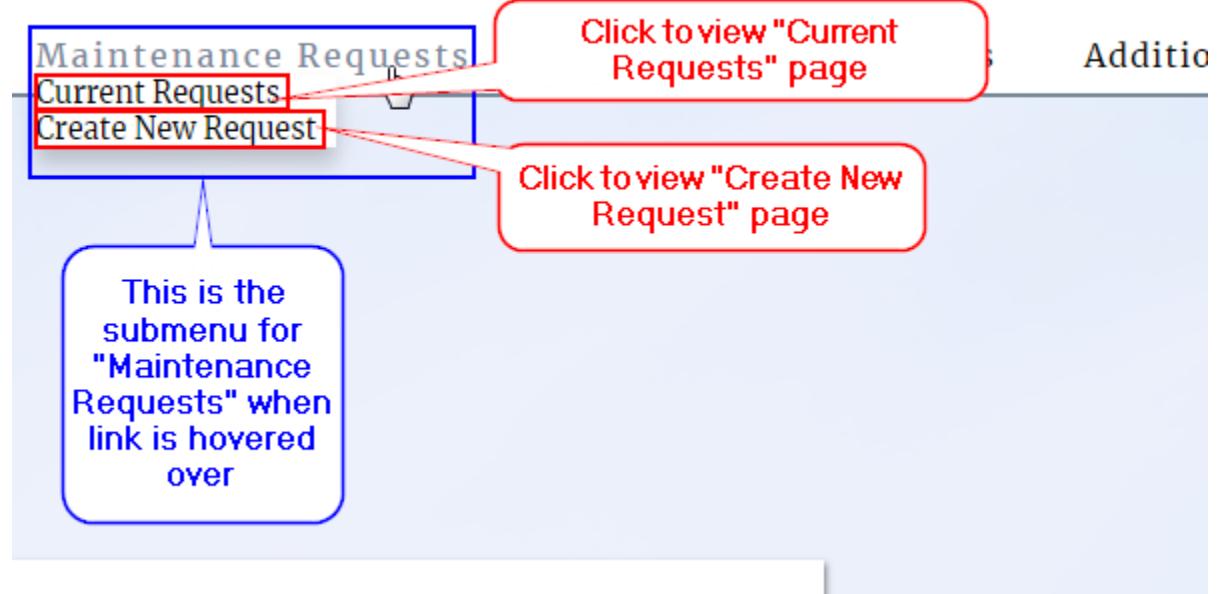




# WAYSTONE PROPERTY MANAGEMENT



## PROPERTY MANAGEMENT



Sign Out

MENT

Click to view  
"Waystone  
Properties" page

Click to view  
"Contact Review"  
page

Additional Company Information

Waystone Properties  
Contact Review

This is the submenu for  
"Additional Company  
Information" when link is  
hovered over

## 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 application interface. At the top, there is a navigation bar with the WAYSTONE logo on the left and menu items: Home, Employee, Action, and Tenant Accounts. A red callout box with the text "Click to view 'My Profile' page" points to the "Employee" menu item, which has a sub-menu with "My Profile" highlighted with a red box. Another red callout box with the same text points to the "Employee Profile" link in the "Quick Links" box located at the bottom left of the screen. The main content area displays a welcome message: "Welcome Employee" followed by the name "Kate Welz". The "Quick Links" box contains four items: "Employee Profile" (with a red border around the icon), "Employee Search", "Training Materials", and "Tenant Search". Each link is accompanied by a small circular icon.

WAYSTONE

Home Employee Action 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 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 right of 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), "Create Employee", and another "Employee Search" option. 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 two white human figures), "Training Materials" (blue circle with a white notepad and pencil), and "Tenant Search" (blue circle with a white magnifying glass). A red callout bubble points from the "Employee Search" link in the menu to the "Employee Search" icon in the Quick Links box, indicating that both links lead to the same search functionality.

W  
WAYSTONE

Home Employee Action Center Units Tenant Accounts

My Profile Employee Search Create Employee

Click to view "Employee Search" page

Welcome Employee  
Kate Welz

Quick Links

Click to view "Employee Search" page

Employee Profile Employee Search Training Materials Tenant Search

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.

The screenshot shows the Waystone Property Management website interface. At the top, there is a navigation bar with links for Home, Employee, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Additional Company Information. On the far right of the top bar, there is a "Sign Out" link. Below the navigation bar, the main content area has a title "WAYSTONE PROPERTY MANAGEMENT". In the center, there is a section titled "Search Employee Accounts". On the left side of this section, there is a form with a dropdown menu labeled "Search Employee(s) By:" with options "Role" and "HR" selected, and a "Submit" button. A red callout box points to the "Search Employee(s) By:" dropdown 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". To the right of the form is a table containing search results. The table has columns for Email, Employee ID, First Name, Last Name, City, and State. There are two rows of data: one for DANEEN BEYER (Employee ID 1007) and one 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 second 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.



The screenshot shows the Waystone Property Management website. At the top, there is a navigation bar with links for Home, Employee, Units, Tenant Accounts, Maintenance Requests, Training and Documents, and Waystone Properties. On the far right, there is a 'Sign Out' link and a logo consisting of a stylized 'W' inside a square with a small arrow pointing up and to the left.

In the center, the page title 'WAYSTONE PROPERTY MANAGEMENT' is displayed above a section titled 'Employee Account Information'. To the left of this section, there is a button labeled 'Back to Employee Search'. A green callout bubble points from this button to the text 'Click to go back to "Employee Search" Page'.

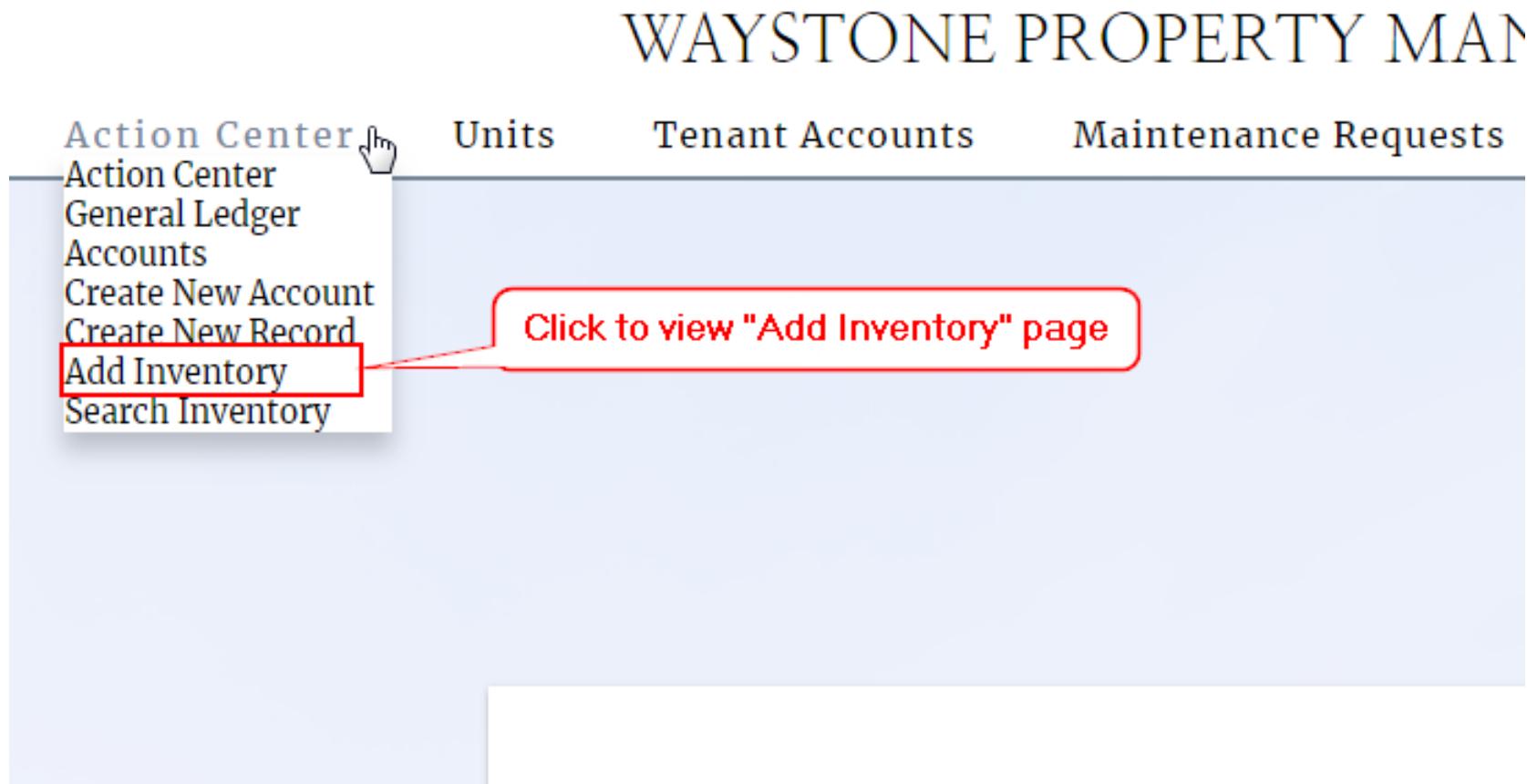
The main content area displays the employee's account information in a blue-bordered box:

Name: GINA N KNIGHT
Address: 1297 W WEYANT AVE CHICAGO, IL 60007
Phone Number: 773-357-3837
Date of Birth: 1964-02-03
Employee ID: 1006
Employee Email: GK NIGHT@WAYSTONE.COM
Employee Role: ACCOUNTS
Account Status: ACTIVE

A blue callout bubble points to the right side of the information box, containing the text 'Employee's information is shown here'.

## 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 Item Type if Other:

Cost:  0

Date Obtained:

Description:

Is it Paid for?  Yes

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

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

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

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

## 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.

W Sign Out

## WAYSTONE PROPERTY MANAGEMENT

Search Inventory

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"/>

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

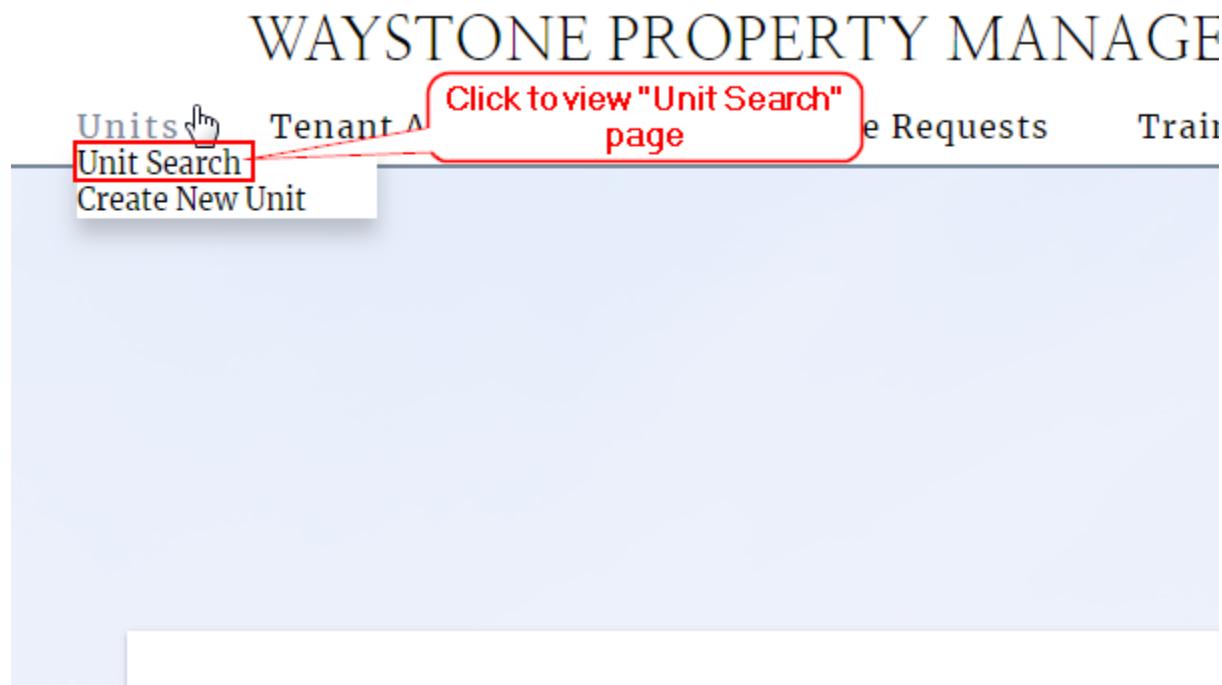
Click “Submit” button to search for Inventory based on the input given

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

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

**Search Units**

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

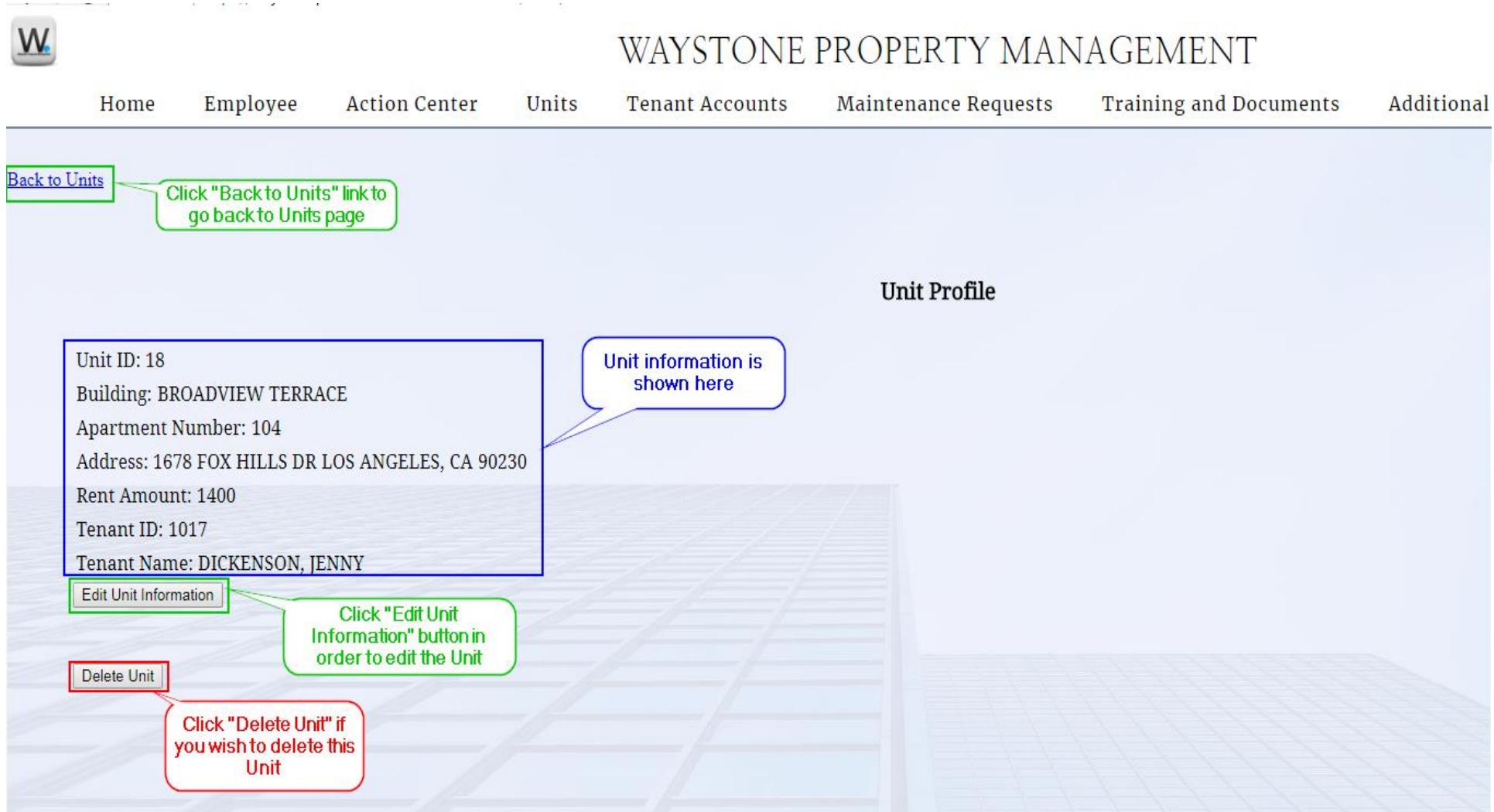
Unit ID	Building	Apt No.	City	State	Rent	Tenant Name
1	SUNCREST GROVE	205	MIAMI	FL	1200	KIN, EMMA
2	SUNCREST GROVE	103	MIAMI	FL	1400	MORBITZER, JAMES
3	HIDDEN PALMS	108	MIAMI	FL	1400	ECKSTEIN, ROBERT
4	BAYSIDE HEIGHTS	108	MIAMI	FL	1400	BEALE, DEBRA
5	HIGHLAND SQUARE	203	NEW YORK CITY	NY	1200	WATTS, FRANCIS
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	,

The results of the search are shown in this table

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

## 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 has a title 'WAYSTONE PROPERTY MANAGEMENT' and a subtitle 'Unit Profile'. A large 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 application. 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 towards the top text of this section, containing the instruction "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

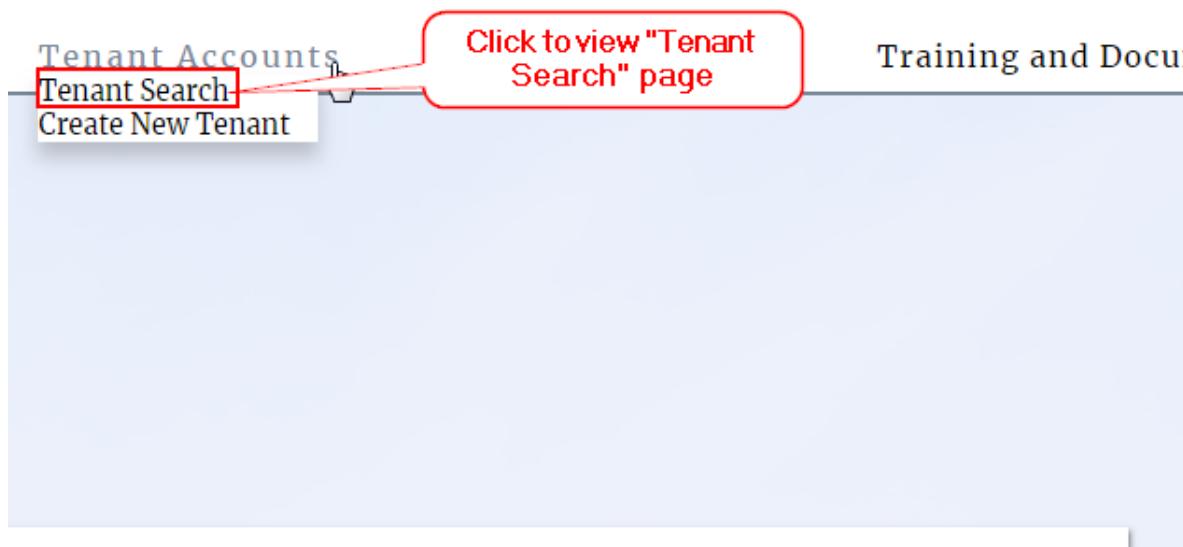
Click "Submit" to  
save the new Unit  
to the database

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.

The screenshot shows a web browser window for the Waystone Property Management system. The URL is https://waystonepm-intranet.azurewebsites.net/faces/tenantAccounts.xhtml. The page title is "WAYSTONE PROPERTY MANAGEMENT". The navigation menu includes Home, Employee, Action Center, Units, Tenant Accounts (which is selected), Maintenance Requests, Training and Documents, and Additional Company Information. On the left, there is a search form with a dropdown menu set to "Building" and the value "Suncrest Grove" entered. A red callout box points to this form with the instruction: "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". Below the form is a "Submit" button, which is also highlighted with a red callout box containing the instruction: "Click \"Submit\" button to search for Tenants based on the input given". The main content area is titled "Search Tenant Accounts" and contains a table with the following data:

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

A blue callout box points to the table with the instruction: "The search results will appear in this table". A green callout box points to the table with the instruction: "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. A sign-out link is also present. On the left, a sidebar has a 'Back to Tenant Accounts' link. The main content area is titled 'Tenant Profile' and displays tenant information: 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, and Tenant Email: JLMORB@GMAIL.COM. Below this, there are buttons for 'Edit Tenant Information' and 'Delete Tenant'. A callout box points to the 'Edit Tenant Information' button with the instruction 'Click "Edit Tenant Information" button to edit Tenant Information'. Another callout box points to the 'Delete Tenant' button with the instruction 'Click "Delete Tenant" button to delete this Tenant'. To the right, a table titled 'Tenant Records' shows a single record: Record Date: 2018-03-14, Record Name: TenantRentExpected, Transaction No.: UNIT2:EXPECTED032018, Record Amount: -1400.00, and Balance: -1400.00. A callout box points to the table with the instruction 'Click on Record Name or Transaction No. to view individual Record Information'. A large callout box points to the entire tenant information section with the instruction 'Tenant information is shown here'. At the bottom right, another callout box points to the 'Balance' value 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 "Delete Tenant" button to delete this Tenant

Click "Edit Tenant Information" button to edit Tenant Information

Tenant Profile

Tenant information is shown here

Record Date Record Name Transaction No. Record Amount

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

Balance: -1400.00

All Tenant Records and current Balance are shown here

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

## 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

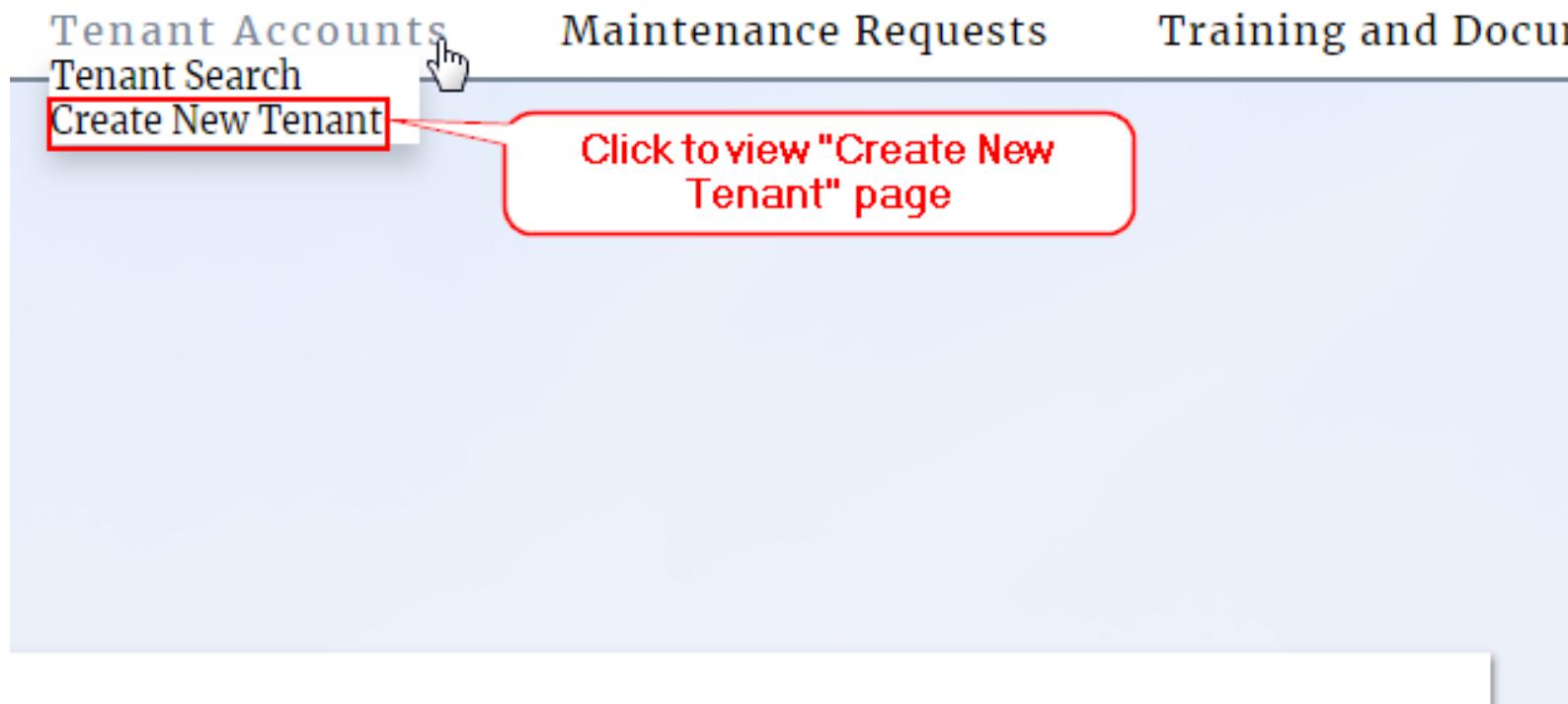
Click "Undo Changes" button to restore default values and undo any changes

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**

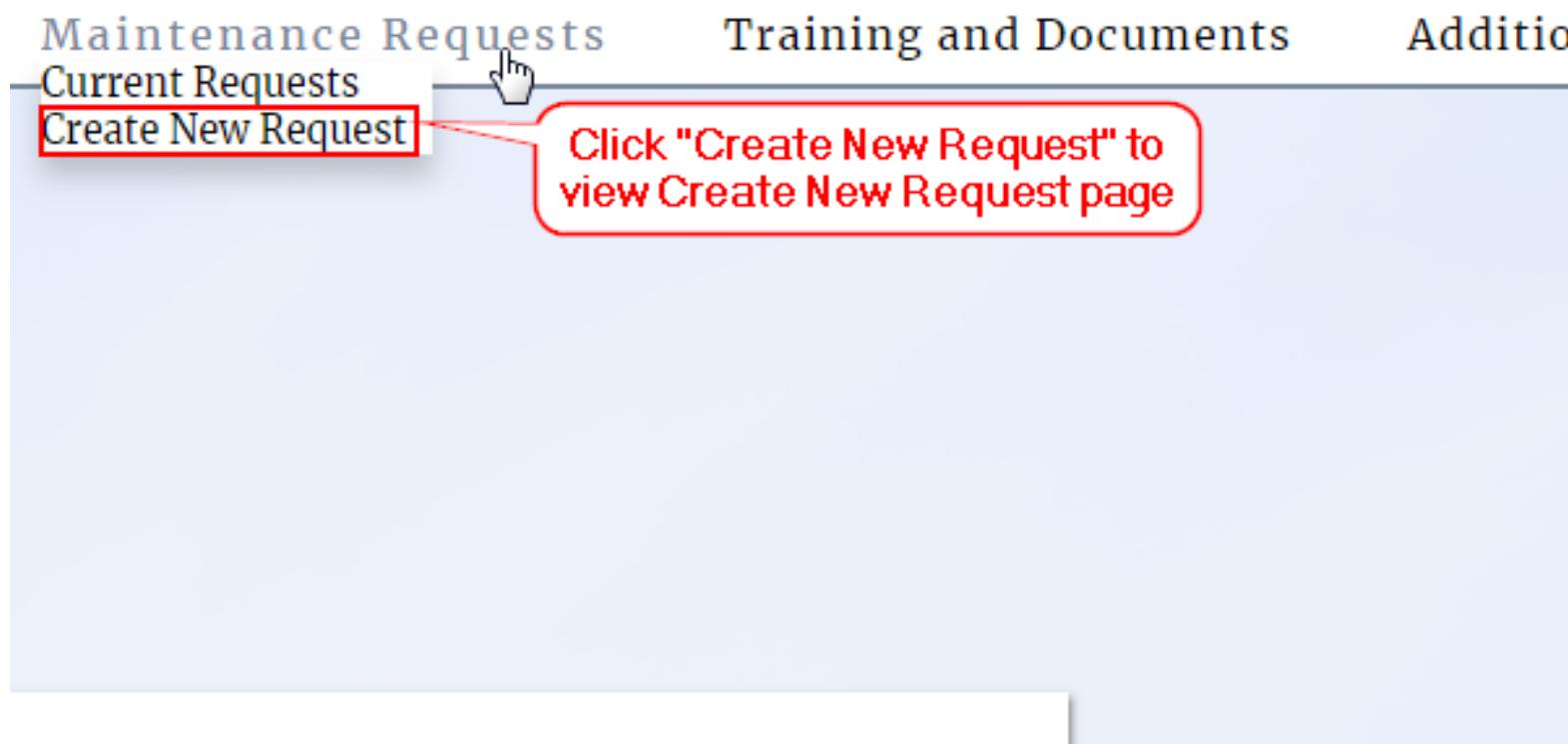
Click "Submit" button to save the new Tenant in the database

Click "Clear" button to clear all of the fields

## 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

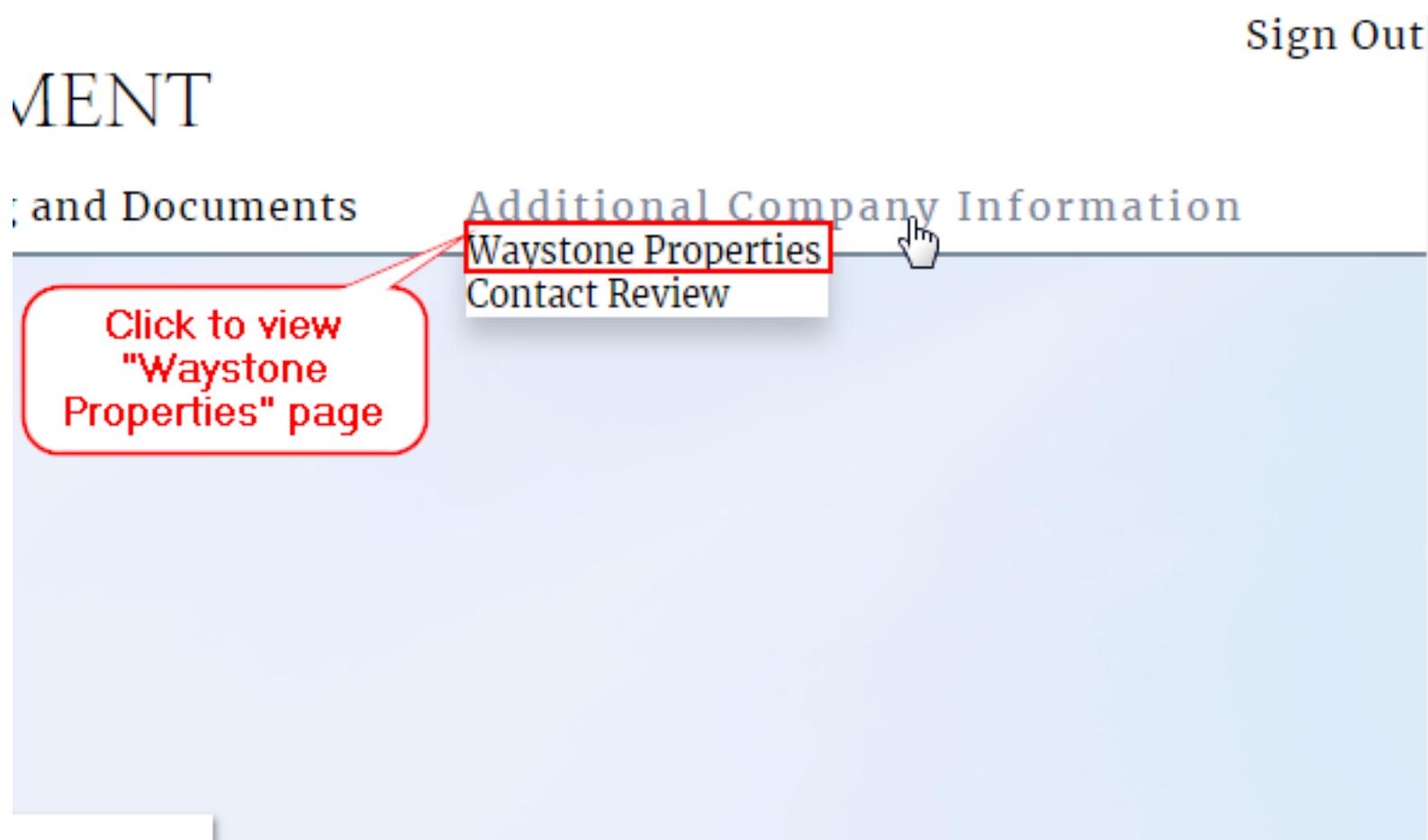
Clear

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
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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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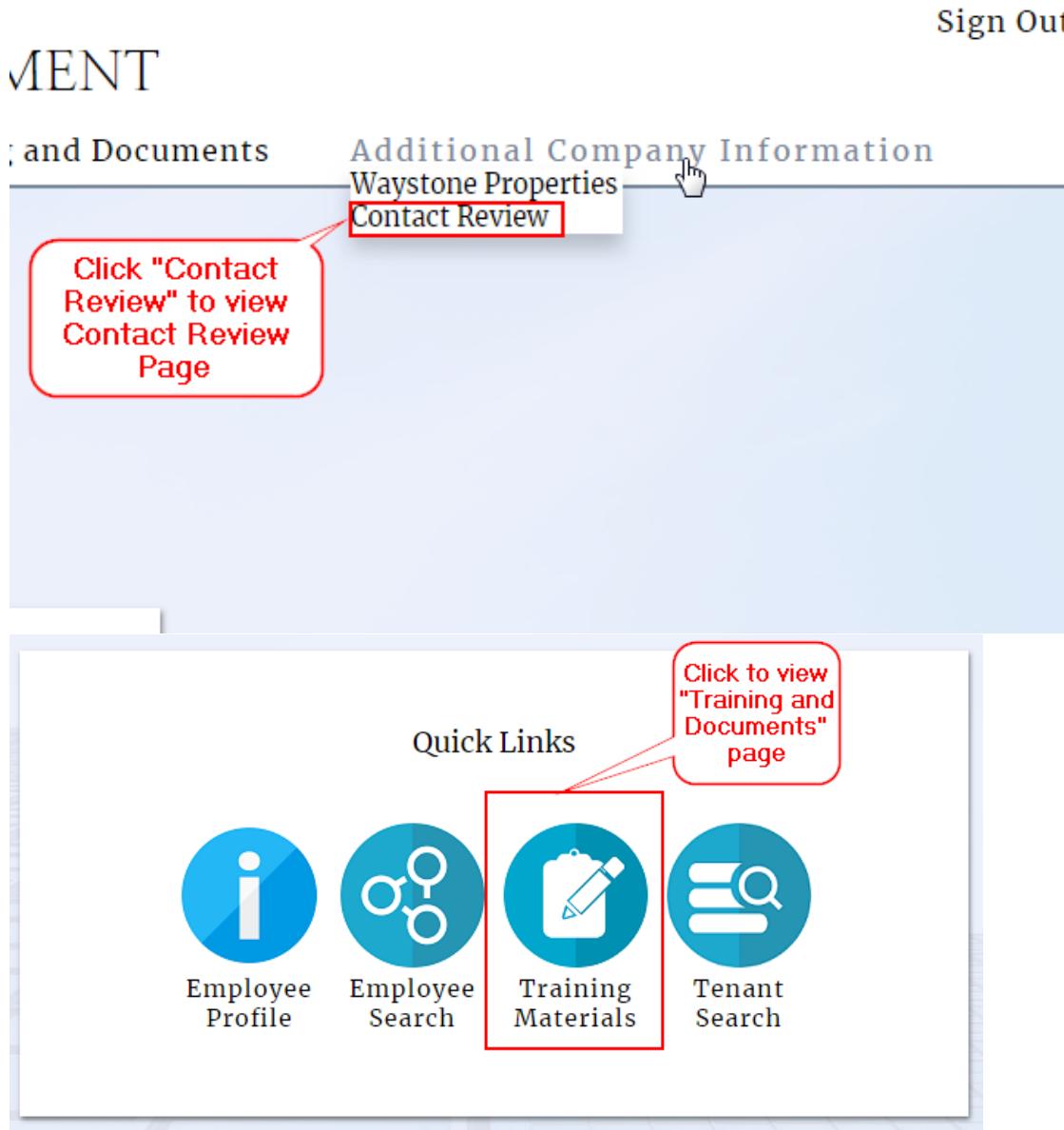
##### Las Vegas Locations

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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##### 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.



3. This page shows all of the current contact requests submitted through the public website Contact Form.
4. 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](#)