**Property Record**

Below is a screenshot of the Property Record with the current default fields. In the Overview section you will find fields that will help to describe the property. Most of the fields are simply text fields, some are dropdown value fields, and we have 1 field template.

Please advise if any fields need to be relabeled, removed or if a new field needs to be added to further describe the property. The fields you see with a red \* indicate that field is a required field and will need to be completed prior to moving on to the next page. Please advise if any additional fields need to be set as a required field and/or if any required field do not need this requirement. The items highlighted in the screenshot below are dropdown value fields and/or a field template(s), you will find additional information/description below the screenshot. Please note the *Assigned Area* field will be discussed later. The field labeled *Bank* will automatically populate the name of your bank.

A screenshot of a computer

Description automatically generated

1. Property Category/Property Type: at this point you would have already received and completed the workbook and made your selections for your dropdown values.
2. Unit of Measure(s) fields are listed below with the default dropdown values. Please review and advise of any changes:

**Site Area Unit of Measure**

A yellow square with black text

Description automatically generated

**Excess Land Unit of Measure**

A yellow rectangle with black text

Description automatically generated

**Building Size Unit of Measure**

A yellow and blue rectangle with a yellow rectangle

Description automatically generated

1. Ownership Type field listed below with the default dropdown values. Please review and advise of any changes:

A yellow and green square with blue circles

Description automatically generated with medium confidence

1. Property Status field are listed below with the default dropdown values. Please review and advise of any changes:

A person in a white shirt

Description automatically generated

1. Multiple Building Description: In addition to this field allowing for “free type” this is what we call a *Field Template* and you are able to create multiple templates (you provide the wording and template name and we will enter on the back end of YouConnect). This will help to cut down on data entry and works well when repeated information needs to be populated for each property. The template choices you see below in our default are just examples and can be used or removed:

A screenshot of a computer

Description automatically generated

Once you select the appropriate template it will populate the applicable information that needs  
 to be answered:

A screenshot of a computer

Description automatically generated

**Reg B Configuration (if you chose to enable)**

If Reg B notifications are required, typically for Residential types, the following two fields will be added to the property record layout on your site. The dropdown values are Yes/No. When BOTH are selected as Yes on the property record associated with a Request, the YouConnect system will automatically generate email notifications.

A red line on a white background

Description automatically generated

If a Request requires a Reg B Notification to be sent, you can decide if it is sent when the Request is Initially submitted and/or upon Completion or both. You will need to supply us with the email address you would like the notification to be sent to. Internal Note Only: In addition if any other people (LO ) needs to receive it you can check the box in Email set up. Completed will send the email with one link if admin is checked as NO.

You also have the option to send a notification to a Reg B Administrator and can decide to send at the Review complete or Request Complete stage. Internal Note only: If yes selected it would send the completed email with the 3 links but this one is NOT available in email set up grid.

**Note\* Reg B Notification can be disabled by Request Type – so if you only want Reg B on Residential orders for example.**