

Preparing Due Inspections and Letters

Click on Property (Left hand) click on Inspections. A list of your inspections will show

In the field Property Manager select your name. The list will now filter to just show your properties.

Click on the Date range no and change to yes. Date boxes will appear. Enter in the date range that you want to show for inspections due. This will filter the page down

Click on the clog (top right hand side) and choose Report. Make sure selections and click generate. This will give you the report to use for your letters

Go to Tenancy and click on custom views.
Select the one that is called Inspections

Make your selections: Select you from the list, then the template letter, Select the date column, it will show in the list and then put in the same dates that you selected in Inspections

Make the choice of Email or SMS.
Each time you change a selection it will change your list by filtering it
When ready select the records

Click on Preview. The main template of the letter will show, Make any changes needed.

When ready click on Email or Print.
Print will merge the records and show them.

Email will bring up a box for Subject line etc.

Click on Send Emails, they will go directly out and a record is saved in the diary. Done.