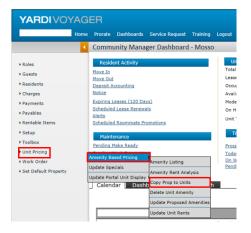


## **Adding Amenities**

In the Community Manager or Assistant Manager Role, select "Unit Pricing" from the side menu and follow the path:

Unit Pricing>Amenity Based Pricing>Copy Prop to Units



Click the "Amenity" hyperlink, select one or more amenities to add to the unit(s), click "OK".

Property		Amenity		
Amenity Unit		100 V Items per page		Search
Unit Type Date	09/07/2017	Code	Description	
Rent Only?	No ~	Appliances: Sma	II Appliances: Small	
Destination	Screen	Bathroom: Half	Bathroom: Half	-
		Bathroom: One	Bathroom: One	
	Submit	Building: mo	Building: mo	
	Submit	Building: so	Building: so	
		Base Rent Adj 1	Base Rent Adj 1	
		Base Rent Adj 2	Base Rent Adj 2	
File or Code: rs_Amenity_Setup_Unit.		Init. 🗌 Base Rent Adj 3	Base Rent Adj 3	
Version: 20	17.06.02	Base Rent Adj 4	Base Rent Adj 4	
		Base Rent Adj 5	Base Rent Adj 5	~
		Race Dept Adi 6	Race Dent Adi 6	

Click the "Unit" hyperlink and select the applicable unit(s). Use the search function when selecting multiple units on a large property. Click "OK" once all units have been selected.

	374	Mose	Unit			
Amenity Unit Unit Type Date Rent Only?	Bathroom: Half		Property Building Floor	374	Code Code Description Available Units	
Destination	Screen Advanced	Clear				
File or Code Version: 20	: rs_Amenity_Set	up_Unit.	100 V Items	per page	Search	
			04-103 374	4 - 37422thb (400 Cle 4 - 37422thb (400 Cle	mentina St. #101 San Francisco, CA 94103) mentina St. #103 San Francisco, CA 94103) mentina St. #105 San Francisco, CA 94103) mentina St. #107 San Francisco, CA 94103	)
			04-111 374 04-202 374	4 - 37432th (400 Clen 4 - 37422b (400 Clem	mentina St. #109 San Francisco, CA 94103 nentina St. #111 San Francisco, CA 94103) entina St. #202 San Francisco, CA 94103)	
			the second second		mentina St. #204 San Francisco, CA 94103) entina St. #206 San Francisco, CA 94103)	

Enter today's date in the "Date" field, verify that the "Rent Only?" field reads "No" and click "Submit".

Copy Prop t	o Units	
Property	374	Mosso, 900 Folsom St., San Francisco,
Amenity	Bathroom: Half	
Unit	/^04-109^04-204	
Unit Type		
Date	09/07/2017	
Rent Only?	No 🗸	
Destination	Screen	~
	Advanced	
	Submit	<u>C</u> lear Help
File or Code Version: 20:	: rs_Amenity_Setup 17.06.02	_Unit.txt

Run the two Yardi utilities to complete the amenity addition process. This step is essential in finalizing the communication between Yardi and YieldStar.

# 1. Update Proposed Amenities

Unit Pricing>Amenity Based Pricing>Update Proposed Amenities Enter today's date, click "Submit"

		Update Prop	oosed Amenities	
Roles     Guests	Community Manager Dashboard - Mosso Resident Activity Move In			
Residents     Charges     Payments     Payables     Rentable Items	More. Out Desort Accounting Helice Excited Leases. (120. Devs) Scheduled Lease. Renewals Alerts Scheduled Losen. Renewals	<u>Property</u> Date	374 09/07/2017	
• Setup • Toobox • Unit Pricing • Work Order • Set Default Property	Haintenance Zendina Make Basky Markey Based Rose Undets Specials Undets Specials Calender Calender Undets Copy Prop to Units Defete Unit Amonty Defete Unit Amonty Undets Proceed Amonthe Updets Units Amonty Updets Units Amonty Updets Units Amonty	Destination	Screen Advanced Submit	Clear Help

## 2. Update Unit Rents

Unit Pricing>Amenity Based Pricing>Update Unit Rents

Enter today's date, verify the "Report Only?" and "Update Deposit fields read "No", click "Submit".

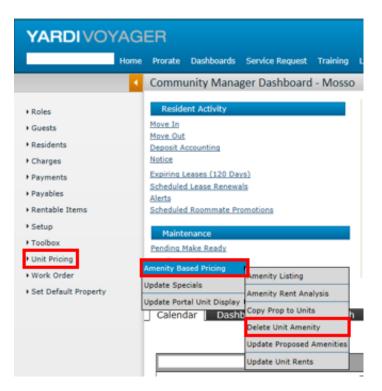
		Update Unit Rent
	Community Manager Dashboard - Mosso	
<ul> <li>Roles</li> <li>Guests</li> <li>Residents</li> <li>Charges</li> <li>Payments</li> <li>Payables</li> <li>Rentable Items</li> <li>Setup</li> <li>Toolbox</li> </ul>	Resident Activity Hono. In Hono. In Hono. Od Decessil. Accounting Hattas Counting Hattas Counting Hattas Scheduled Accounted. From tales Hattasses Hattasses Hattasses	Property     374       Date     09/07/2017       Report Only?     N ▼       Update Deposit?     N ▼
Vork Pricing     Work Order     Set Default Property	Pendinu Jakar, Read/ Zenenity, Enter & Languit Updete: Special Enternity, Rent & Analysis Updete: Portal Unit Diagley Callendar Dostit Date: Unit Amenity Updete: Portal Amenitas Updete: Unit Amenity Updete: Unit Rents	Destination Screen  Advanced Submit Clear Help

Email <u>RevenueManagement@essex.com</u> with subject line "Recalibrate" and the name of the updated property.

# **Deleting Amenities**

In the Community Manager or Assistant Manager Role, select "Unit Pricing" from the side menu and follow the path:

Unit Pricing>Amenity Based Pricing>Delete Unit Amenity



Enter your property code and select an amenity from the "Amenity" hyperlink. Select the unit from the "Unit" hyperlink. Verify that the "Report Only?" field reads "No". Click "Submit".

•	Amenity Del	ete		
	Property	374	Mosso	
	Amenity	moking: Optional		
	Unit	04-107	374 - 37422thb (400 #107 San Francisco, (	
	Report Only?	No 🗸		
	Destination	Screen		~
		Advanced		
		Submit	<u>C</u> lear Help	

Run the two Yardi utilities to complete the amenity addition process. This step is essential in finalizing the communication between Yardi and YieldStar.

### 1. Update Proposed Amenities

Unit Pricing>Amenity Based Pricing>Update Proposed Amenities Enter today's date, click "Submit"

YARDIVOYAGER Home Prorate Dashboards Service Request Training (		Update Prop	oosed Amenities
Roles     Guests	Community Manager Dashboard - Mosso Resident Activity Move In		
Residents     Charges     Payments     Payables     Rentable Items	Mour. Out Denositi. Accounting Hotice Examina Leases. (120 Davis) Scheduled Lease Renewals Adeta Scheduled Roommate Promotions	<u>Property</u> Date	374 09/07/2017
Setup     Toolbox     Unit Pricing     Work Order     Set Default Property	Materiance           Pendina Elsia Black           Coloresty Based Proces           Update Portal Unit Diplay           Called Coopy Program           Called Coopy Program           Diplate Portal Unit Diplay           Called Coopy Program           Diplate Diplate           Update Portal Unit Diplay           Diplate Diplate           Diplate Diplate           Update Diplate	Destination	Screen    Advanced    Submit      Clear      Help

#### 2. Update Unit Rents

- 3. Unit Pricing>Amenity Based Pricing>Update Unit Rents
- 4. Enter today's date, verify the "Report Only?" and "Update Deposit fields read "No", click "Submit".

YARDIVOYAGER Home Prorate Dashboards Service Reguest Training		Update Unit Rent
Ho	Community Manager Dashboard - Mosso	
<ul> <li>Roles</li> <li>Guests</li> <li>Residents</li> <li>Charges</li> <li>Payments</li> <li>Payables</li> <li>Rentable Items</li> <li>Setup</li> </ul>	Reident Activity Hora: Di Hora: Cul Hora: Cul Hora: Counting Hora: Scheduler, Accounting Hora: Scheduler, Accounting Acts Scheduler, Boommate, Promotions Maintenance	Property     374       Date     09/07/2017       Report Only?     N ▼       Update Deposit?     N ▼
Toolbox     Unit Priong     Work Order     Set Default Property	Pendico Hale Ready Assence Level Y-Vide Video Secolo Video Annoity Kent Analysis Update Penda Una Display Calendar Display Copy Pros to Units Display Copy Pros to U	Destination Screen  Advanced Submit Clear Help

Email <u>RevenueManagement@essex.com</u> with subject line "Recalibrate" and the name of the updated property.