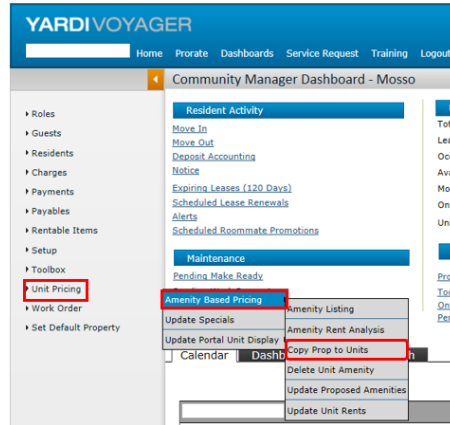


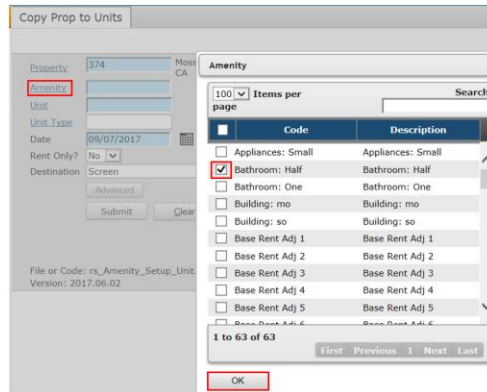
Adding Amenities

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

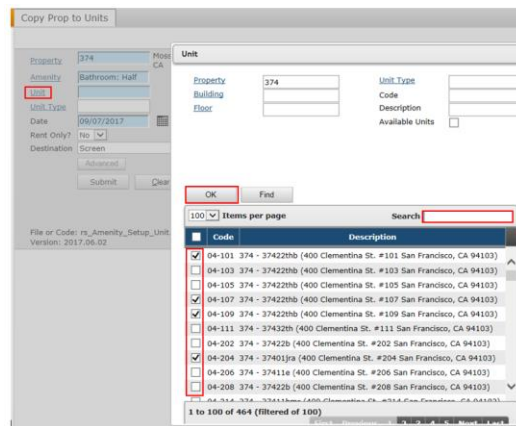
Unit Pricing>Amenity Based Pricing>Copy Prop to Units



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



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.



Adding and Deleting Yardi Amenities

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

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”

2. Update Unit Rents

Unit Pricing>Amenity Based Pricing>Update Unit Rents

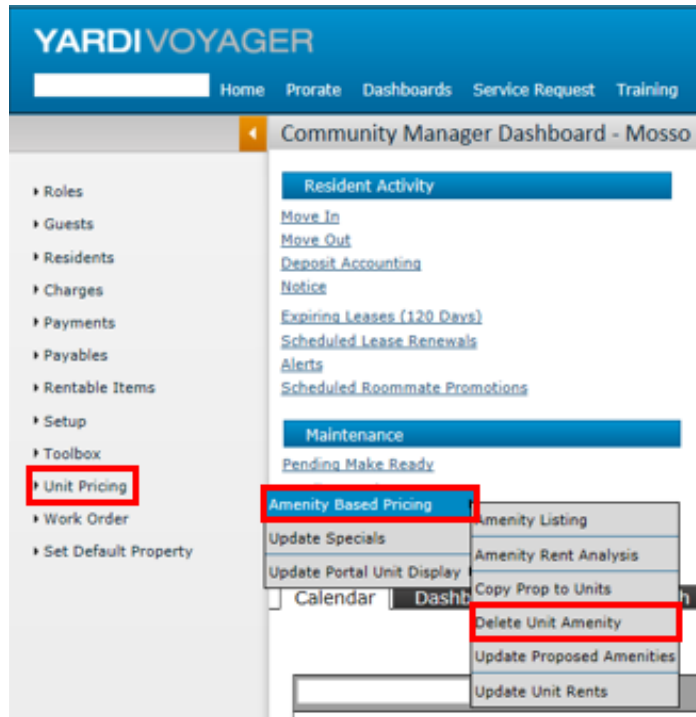
Enter today’s date, verify the “Report Only?” and “Update Deposit fields read “No”, click “Submit”.

Email RevenueManagement@essex.com 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 Delete

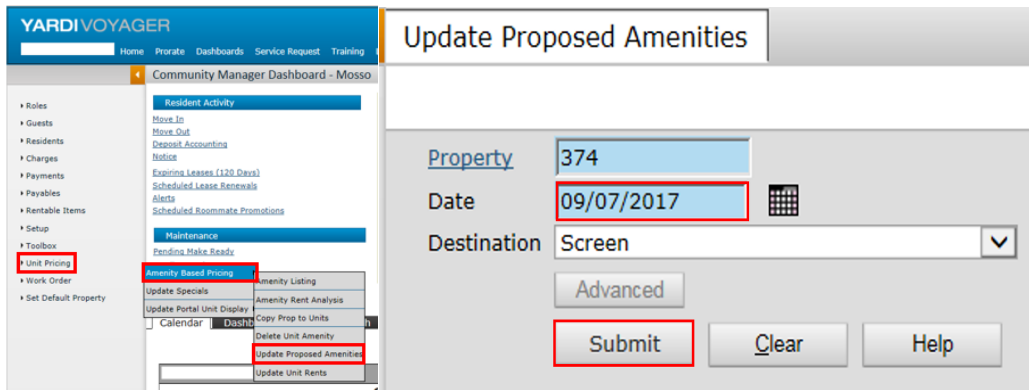
<u>Property</u>	<input type="text" value="374"/>	Mosso
<u>Amenity</u>	<input type="text" value="Smoking: Optional"/>	
<u>Unit</u>	<input type="text" value="04-107"/>	374 - 37422thb (400 Clementina St. #107 San Francisco, CA 94103)
Report Only?	<input type="text" value="No"/> ▼	
Destination	<input type="text" value="Screen"/> ▼	
<input type="button" value="Advanced"/>		
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Help"/>		

Adding and Deleting Yardi Amenities

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

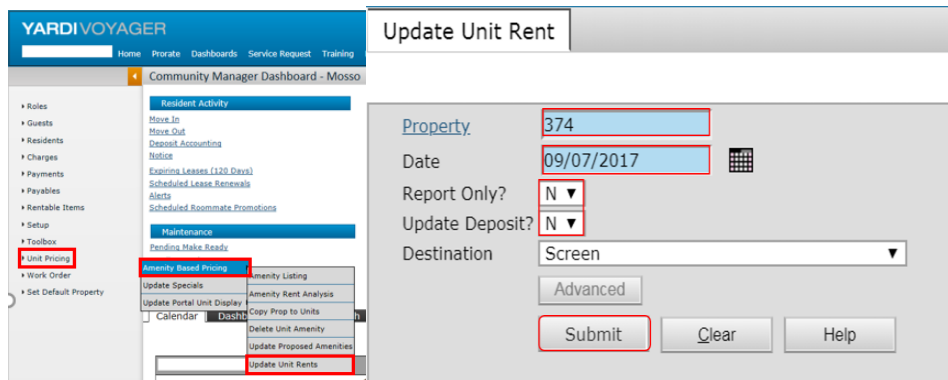
1. Update Proposed Amenities

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



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".



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