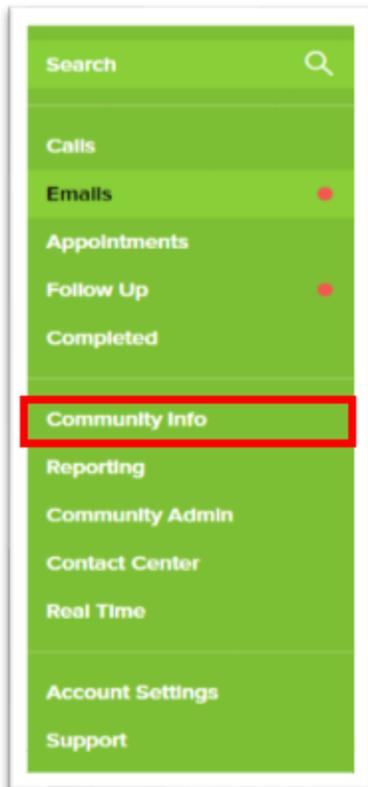


Community Info Page

The Community Info page is where you will enter important information for your team. You can access this page anytime you are logged into the app by clicking on **Community Info** on the left side menu.

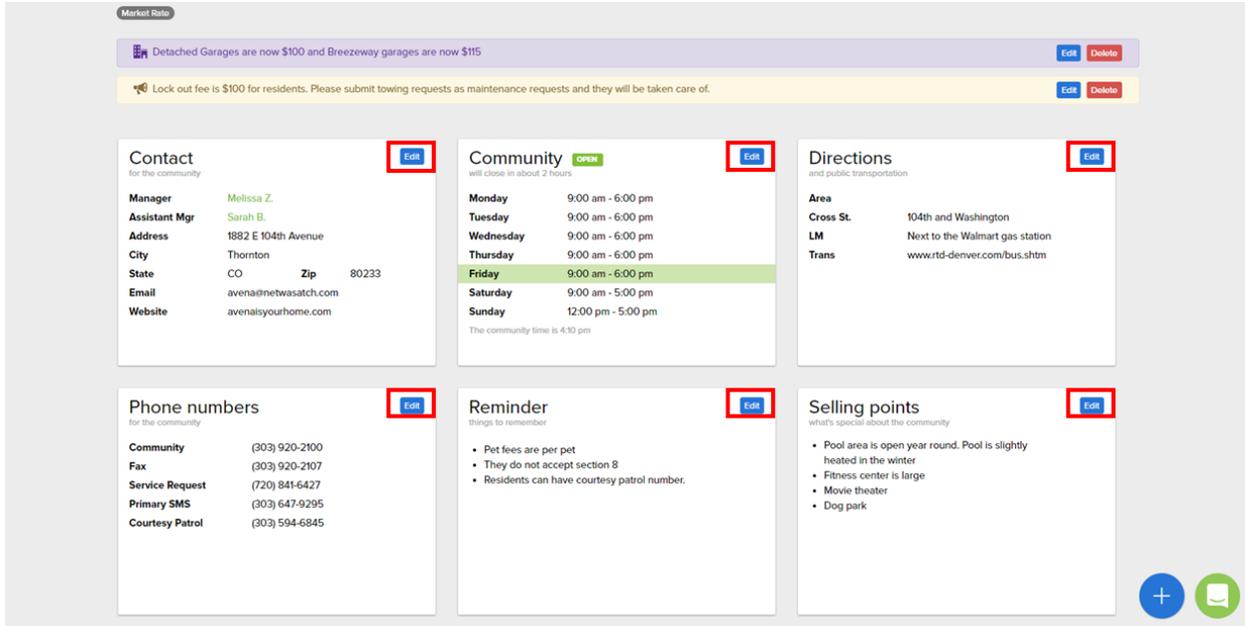


When you are on the Community Info page, you will notice that tabs on the top right-hand side of the screen appear.

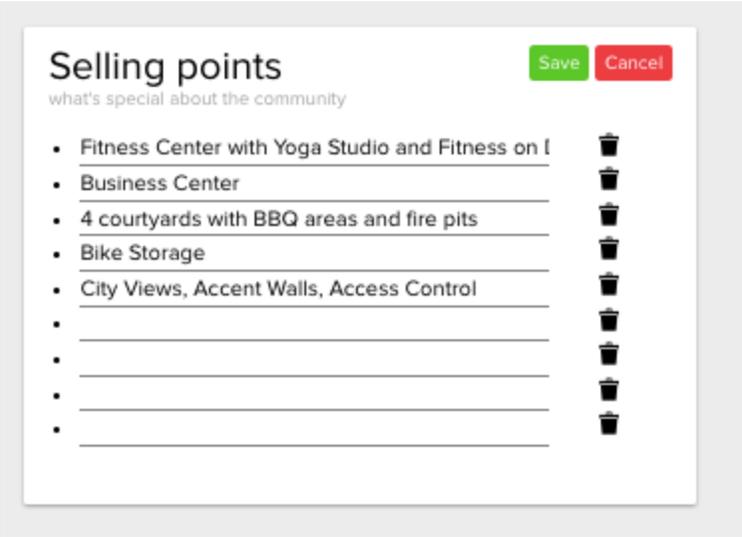


Home

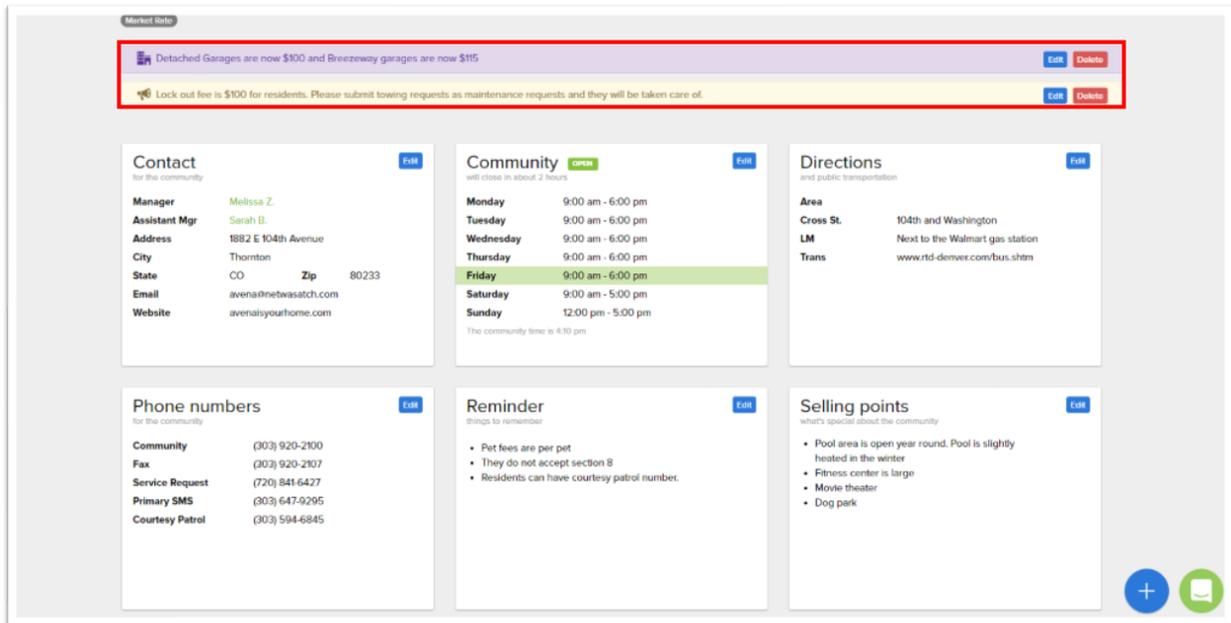
The Home page gives everyone consolidated information to help when handling calls and emails. You will have the ability to inform the team on any updates or selling points about the community through the different sections of this page.



You can modify and edit each box on the top right of each text square. Once you select **Edit**, you will have the ability to change whatever information you would like. Select **Save** when you are done editing the box.

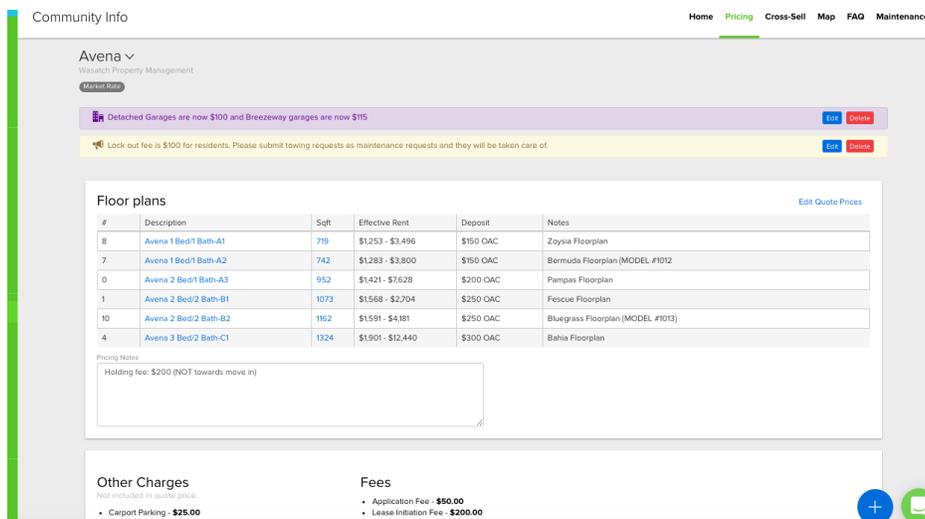


You may have also noticed the Purple and Yellow banners across the top of the page. These are additional special notes you can leave to update your team of Specials, Concessions, or general other information. This can also be useful for new leasing agents in training or general reminders. Click on either the **Purple** or the **Yellow** tab to add any new announcements or highlight any information you want everyone to see front and center.



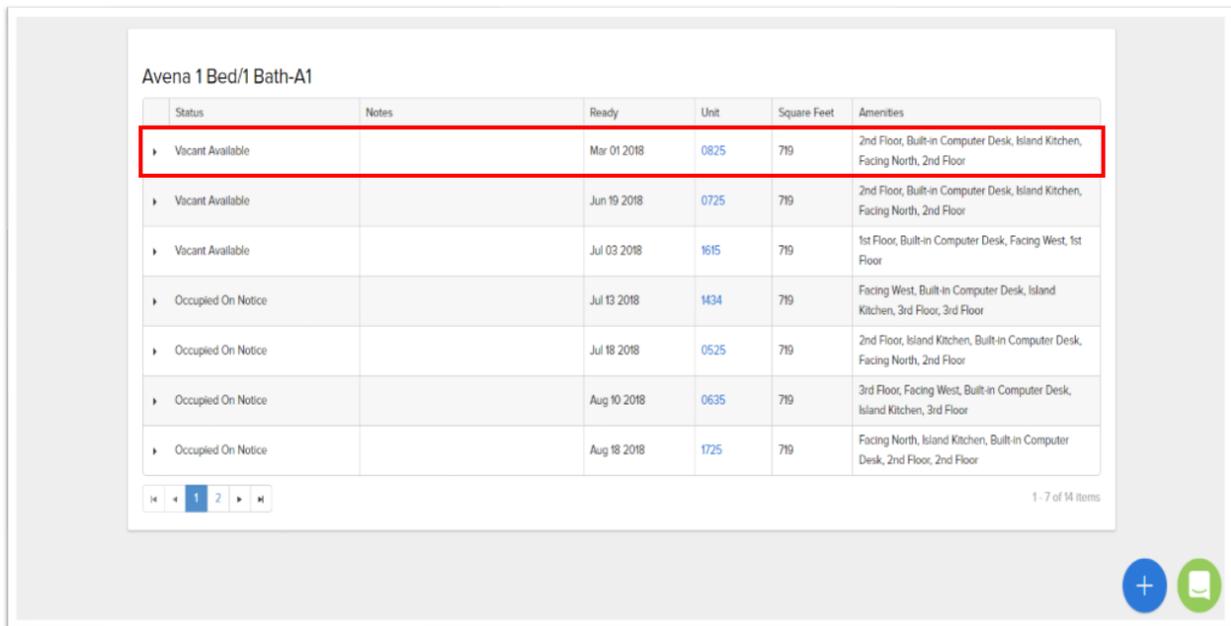
Pricing

You can access your community's pricing by clicking **Pricing** at the top of the Community Information page.



This view provides you with an overview of the apartments available at your community. You have the ability to edit notes, located on the right hand side, at any time.

Once you select a specific floor plan under “Description”, you will be redirected to the bottom of the page where additional information is given for apartments available for the floor plan selected. You will be available to view the status, ready date, unit number, square feet, and amenity information.



Status	Notes	Ready	Unit	Square Feet	Amenities
Vacant Available		Mar 01 2018	0825	719	2nd Floor, Built-in Computer Desk, Island Kitchen, Facing North, 2nd Floor
Vacant Available		Jun 19 2018	0725	719	2nd Floor, Built-in Computer Desk, Island Kitchen, Facing North, 2nd Floor
Vacant Available		Jul 03 2018	1615	719	1st Floor, Built-in Computer Desk, Facing West, 1st Floor
Occupied On Notice		Jul 13 2018	1434	719	Facing West, Built-in Computer Desk, Island Kitchen, 3rd Floor, 3rd Floor
Occupied On Notice		Jul 18 2018	0525	719	2nd Floor, Island Kitchen, Built-in Computer Desk, Facing North, 2nd Floor
Occupied On Notice		Aug 10 2018	0635	719	3rd Floor, Facing West, Built-in Computer Desk, Island Kitchen, 3rd Floor
Occupied On Notice		Aug 18 2018	1725	719	Facing North, Island Kitchen, Built-in Computer Desk, 2nd Floor, 2nd Floor

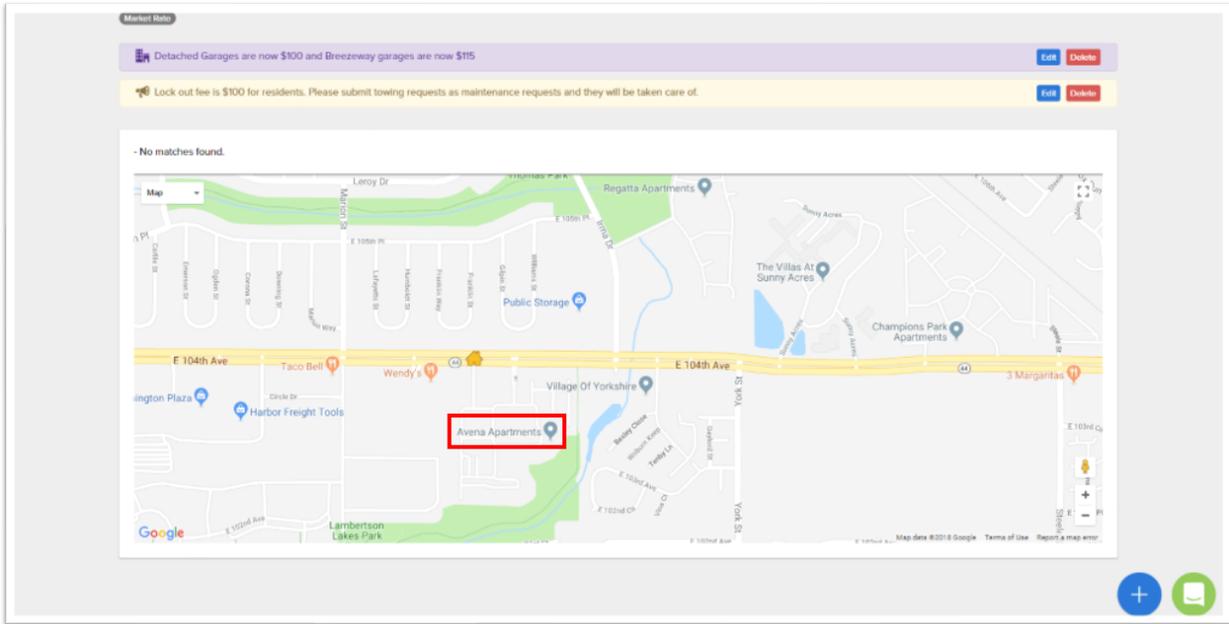
1 - 7 of 14 items

All of this information is being pulled from your property management software. If you are using a revenue management system, the pricing information will be displayed as a grid showing the different pricing options. All of this pricing data is synced nightly to allow the proper Vacant or Occupied on Notice homes to be offered.

You have the ability to also add information on the right hand side under “Amenities”. This can be an especially helpful selling tool if select apartments are upgraded.

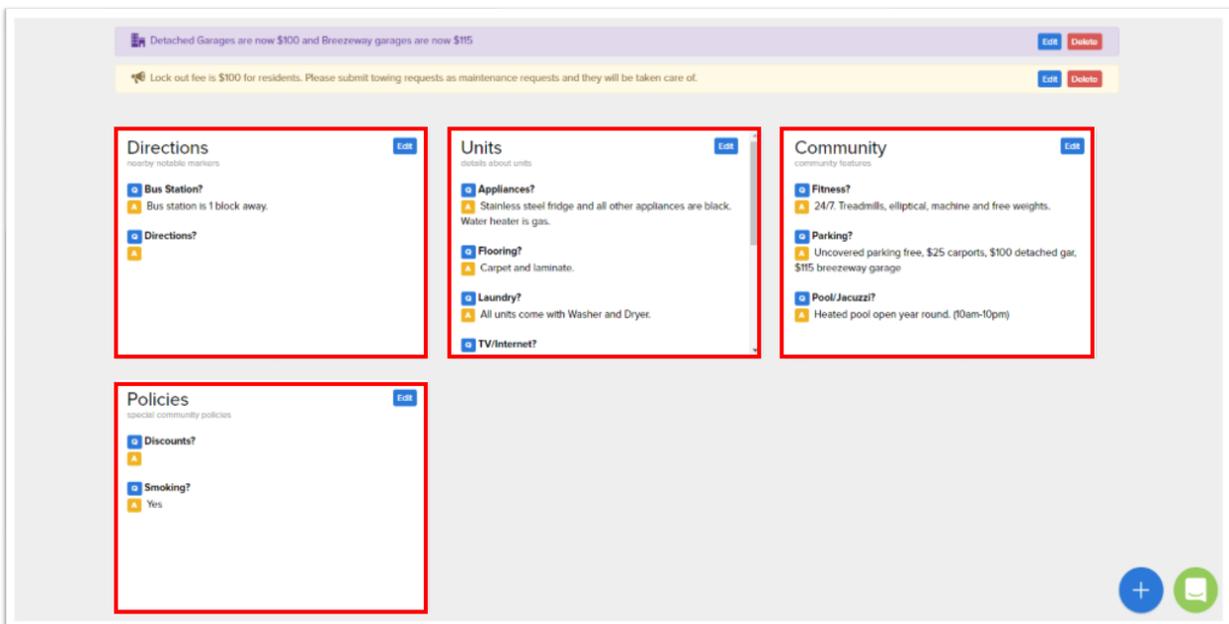
Map

This is an uploaded Google map that will open to your community address. This feature is great to be able to guide your prospects to the community. It will have an Orange home that marks your community. You can also zoom in or out on the map to find other items the prospect needs.



FAQ

Here you will have four boxes that have frequently asked questions. These include Directions, Units, Community, Policies. Each box will have multiple sub-categories you can edit. These are very important notes for agents to help answer questions that prospects will ask.



Please remember we are only one click away to answer any questions or to help with any of the updates you need to make to your Community Information. Just Click on the **Green Chat** bubble.

