

User Permission	Available Actions
Building: Basic	View all building information Hidden Financial & Billing Cycle View Landlords and Complexes
Building: Financial	View all building information View Merchant Account View Billing Cycle View Landlords and Complexes
Building: Accounting	View all building information View Billing Cycle View building add-ons View Landlords and Complexes
Building:Property	View all building information Hidden Financial&BillingCycle Full Access to general, units, floorplans, PC, update availability, landlords Building Export/Import

<p>Building: Marketing</p>	<p>Full Access to all building information</p> <p>Edit only Marketing, landlords, complex</p> <p>Building Export/Import</p> <p>Hidden Financial&BillingCycles</p> <p>Hidden Mechanical</p>
<p>Building: Mechanicals</p>	<p>View all building information</p> <p>Edit Mechanicals</p> <p>Hidden Financial&BillingCycles</p> <p>No Export/Import</p>
<p>Building: Administrator</p>	<p>Full Access to all building information</p> <p>Change merchant account</p> <p>Building Export/Import</p>
<p>Building: Leasing</p>	<p>View all building information</p> <p>Edit complex</p> <p>Hidden Financial&BillingCycles</p> <p>No Export Import</p>
<p>Maintenance: Basic</p>	<p>View Maintenance Request/Inspection</p> <p>Print</p>
<p>Maintenance: Advanced</p>	<p>View/Create Maintenance Request/Inspection</p>

	Print
Maintenance: Full	Full Access to Maintenance Request/Inspection Print and Schedule, Cancel and Resolve
Purchasing Basic	View Requisitions
Purchasing Full	Full Access to Requisitions
Work Order Basic	Work Order
Work Order Full	Work Order assignments
Lease: Basic	View all Lease Send Mail Hidden Banking info, Documents and Communications, Bill, Deposits
Lease: Advanced	View all Lease , View Documents, Former Leases Send Mail, Lease Agreement Signing Actions: Increase, Renew (except Finalize and Publish Offers) Create and View Increase, Renew batches Create, View and Execute Print batch

<p>Lease: Full</p>	<p>Full Access to Lease, including +New and +Current, former leases, View Documents,</p> <p>No Legal actions</p> <p>Actions: Increase, Renew (at any date), Finalize, Publish Offers</p> <p>Create,View and Execute Increase, Renew batches</p> <p>Create,View and Execute Print batch</p>
<p>Application: Basic</p>	<p>View Lead</p> <p>View Lease Application</p> <p>App Document Upload/Sign, Create Draft</p> <p>Hidden Financial</p>
<p>Application: Verify Doc</p>	<p>View Lease Application</p> <p>App Document Upload/Sign, Create Draft</p> <p>Verify/Complete</p> <p>Hidden Financial</p> <p>Create,View and Execute Print batch</p>
<p>Application: Full</p>	<p>Full Access to Leads/Lease Application</p> <p>App Document Upload/Sign, Create Draft, Cancel</p> <p>Create,View and Execute Print batch</p>
<p>Credit Check: Basic</p>	<p>Run Credit Check</p>

Credit Check:Full	See full credit report
ApplicationDecision: Reserve Unit	Application Decision: Reserve Unit, Cancel
Application Decision: Start Online	Application Decision: Start Online Application, Cancel
Application Decision: Submit	Application Decision: Submit, Cancel
Application Decision: Verify	Application Decision: Verify (Complete Application, Request Further Information, Cancel)
Application Decision: Approve	Application Decision: Approve, Decline, Request Further Information, Cancel
Application Decision: Full	Application Decision:All
Tenant:Basic	View all Tenants Change Password, Portal Registration No Payment Methods No Auto Pays

Tenant: Advanced	View/Edit all Tenants Change Password, Portal Registration, View Screening No Payment Methods No Auto Pays No Documents
Tenant: Full	View/Edit all Tenants Change Password, Portal Registration, View Screening No Payment Methods No Auto Pays No Documents
Guarantor: Basic	View all Guarantors Change Password, Portal Registration No Payment Methods, Screening No Auto Pays No Documents

<p>Guarantor:Advanced</p>	<p>View/Edit all Guarantors</p> <p>View Past Guarantors</p> <p>Change Password, Portal Registration</p> <p>View Screening</p> <p>Hidden Banking Information</p> <p>No Auto Pays</p> <p>No Documents</p>
<p>Guarantor: Full</p>	<p>Full access to Guarantors and Past Guarantor</p> <p>No Auto Pays</p> <p>No Documents</p>
<p>Potential Tenant: Basic</p>	<p>View Potential Tenants/Guarantors</p> <p>Change Password, Portal Registration</p> <p>Hidden Banking Information</p>
<p>Potential Tenant: Advanced</p>	<p>View Potential Tenants/Guarantors</p> <p>Change Password, Portal Registration</p> <p>Hidden Banking Information</p>
<p>Potential Tenant:Screening</p>	<p>View Potential Tenants/Guarantors</p> <p>Change Password, Portal Registration, All Screening</p> <p>Hidden Banking Information</p>

Potential Tenant: Full	View/Edit Potential Tenants/Guarantors Change Password, Portal Registration, All Screening Hidden Banking Information
Financial:Basic	View payments and Auto Pays(on lease, tenant, etc.) No Money IN No Aggregated Transfer
Financial: Money IN	Full Access to Money In
Financial: Aggregated Transfer	View Aggregated transfers
Financial:Payments	View/Edit Auto Pays View payment methods, deleted AutoPays Create and process payments (on lease, tenant, etc.)
Financial: Advanced	Full Access to Aggregated transfers, payment methods, deleted AutoPays Create and process payments (on lease, tenant, etc.)
Financial:Full	Full access to financials, Payments, Autopays, Deleted AutoPays, Aggregated Transfers, Money In, Create Batches View Merchant Accounts Create and process payments (on lease, tenant, etc.)

Expenses:ReadOnly	Read only access to expenses and credits
Expenses:Basic	Basic access to Expenses and Credits
Expenses: Advanced	Advanced access to Expenses and Credits
Expenses:Full	Full access to Expenses and Credits
AP Accounting:ReadOnly	Read only access to payments
AP Accounting:Basic	Basic access to AP View Payments
AP Accounting:Advanced	Advanced access to AP, including confirmation of the payments
AP Accounting:Full	Full access to AP, including vendor, payment account and tax settings
Owner:Basic	Access to Reports only
Owner:Advanced	Access to Properties, Leases and Tenants
Owner:Full	Access to Properties, Leases, Tenants and Management Fees

Accounting:ReadOnly	Read only access to accounting, GL journal, GL ledger
Accounting:Basic	Basic access to accounting, working with subledgers, creating payments, Autopays, Deleted AutoPays, Aggregated Transfers, Money In, Create Batches View Merchant Accounts Create and process payments
Accounting: Advanced	Advanced Access to accounting including creation of new journal entries
Accounting:Full	Full access to accounting, including closing the month and year end functions
Account:Self	View Own Information, Personal Actions
Employee:Basic	View Employee Information View Alerts, View Vendors
Employee: Full	Full Access to Employee Information Set Alerts, Full Access to Vendors
Portfolio:Basic	View Portfolio

Portfolio:Full	Full Access to Portfolio
Legal & Collections: Full	<p>Full access to all Functionality incl. Vacate, Evict, Terminate, set Notice Approve and Decline for all cases, Move Out</p> <p>Create, View and Execute Move Out, Notice of Arrears, CoS batches</p> <p>Create,View and Execute Print batch</p>
Legal & Collections: Basic	<p>View access to all Functionality + Vacate, Evict, Terminate, set Notice Approve and Decline if in compliance with policy</p> <p>Create and View Move Out, Notice of Arrears, CoS batches</p> <p>Create,View and Execute Print batch</p>
DashboardsGadgets:Full	Manage Dashboards and Gadgets, incl. take ownership
DashboardsGadgets:Basic	Use Dashboards and Gadgets
Yardi Loads	Yardi Loads
Content: Full	Content Management
Communication:Full	Create, Edit, Execute Broadcasts, Create and manage your own broadcasts, Communicate to Tenant
Communication:Advanced	View Broadcasts, Create and Manage your own broadcasts, Communicate to Tenant

Communication:Basic	Communicate to Tenant
Admin: General	General settings, incl. Edit Message Groups
Admin: Financial	Financial settings
Admin: Content	Content settings, ILS
Admin: Accounting	Accounting settings
Admin: AP Accounting	AP Accounting settings