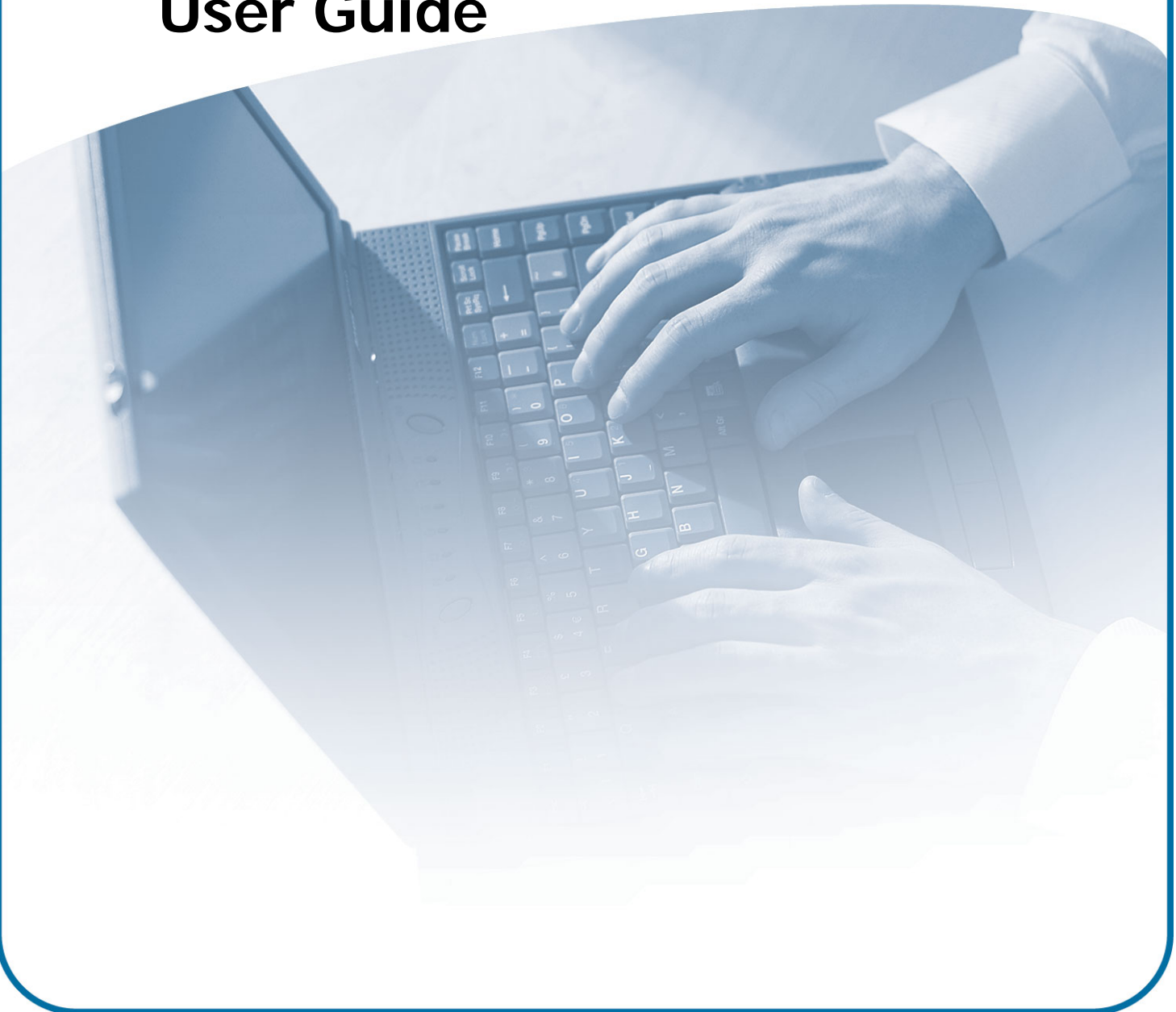




# ePortfolio Decision User Guide







# ePortfolio Decision

User Guide

Documentation Group

Tampa, Florida

Document Description	ePortfolio Decision Version 10.0.1 User Guide February 2016
Software Description	ePortfolio Decision Version 10.0.1 February 2016
Published February 2016	AMSI makes no warranty of any kind with respect to the completeness or accuracy of this document. Changes and/or improvements in the products and/or programs described in this document may be made at any time and without notice, and may impact this document's contents.
Copyright	Copyright © 2016 Infor. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other trademarks listed herein are the property of their respective owners. <a href="http://www.infor.com">www.infor.com</a> .  This document may not be reproduced in whole or in part or used for tendering or manufacturing purposes except under an agreement or with the written consent of the copyright holder and then only under the condition that this notice is included in any such reproduction. No information regarding the contents or subject matter of this document or any part thereof arising directly or indirectly thereof shall be given orally or in writing or communicated in any manner whatsoever to any third party without the prior written consent of the copyright holder.

## Table of Contents

ePortfolio Decision Interface .....	2
Property Filters .....	3
Setting up Report Codes in eSite .....	4
Using Alternate Report Codes .....	5
Setting Up User Property Access .....	6
Defining Filters in ePortfolio Decision .....	7
Filtering and Map Interaction .....	8
The Property Grid .....	10
Using Additional Filters .....	11
Using the Property Filter .....	12
Understanding the Property Grid .....	13
Key Performance Indicators .....	15
Configuring KPI Gauges .....	15
Charts and Graphs .....	16
Zoom feature on Charts and Graphs .....	17
Add and Remove Charts .....	29
Print Preview and Print Charts .....	29
Bookshelf .....	30
User Setup and File Upload .....	30
Folder Setup .....	32



# ePortfolio Decision is...

- ❖ **ePortfolio Decision** is AMSI's premier Business Intelligence (BI) solution.
- ❖ **ePortfolio Decision** is a state of the art graphical Internet tool that provides high-level property management information at a glance for the corporate decision maker.
- ❖ **ePortfolio Decision** summarizes data from the AMSI Evolution suite of products based on user-defined criteria such as geographic location, property type, or management team.
- ❖ **ePortfolio Decision** is designed to give a consistent look and feel without regard to type of browser or screen resolution.

# ePortfolio Decision Interface

The AMSI ePortfolio Decision user interface displays executive level AMSI Evolution Suite information on one simple, easy-to-use screen. Information is displayed on colorful maps, grids, and charts, allowing you to quickly examine a wide range of performance data at once. Using filters, you can check on a single property, or review the progress of an entire region.

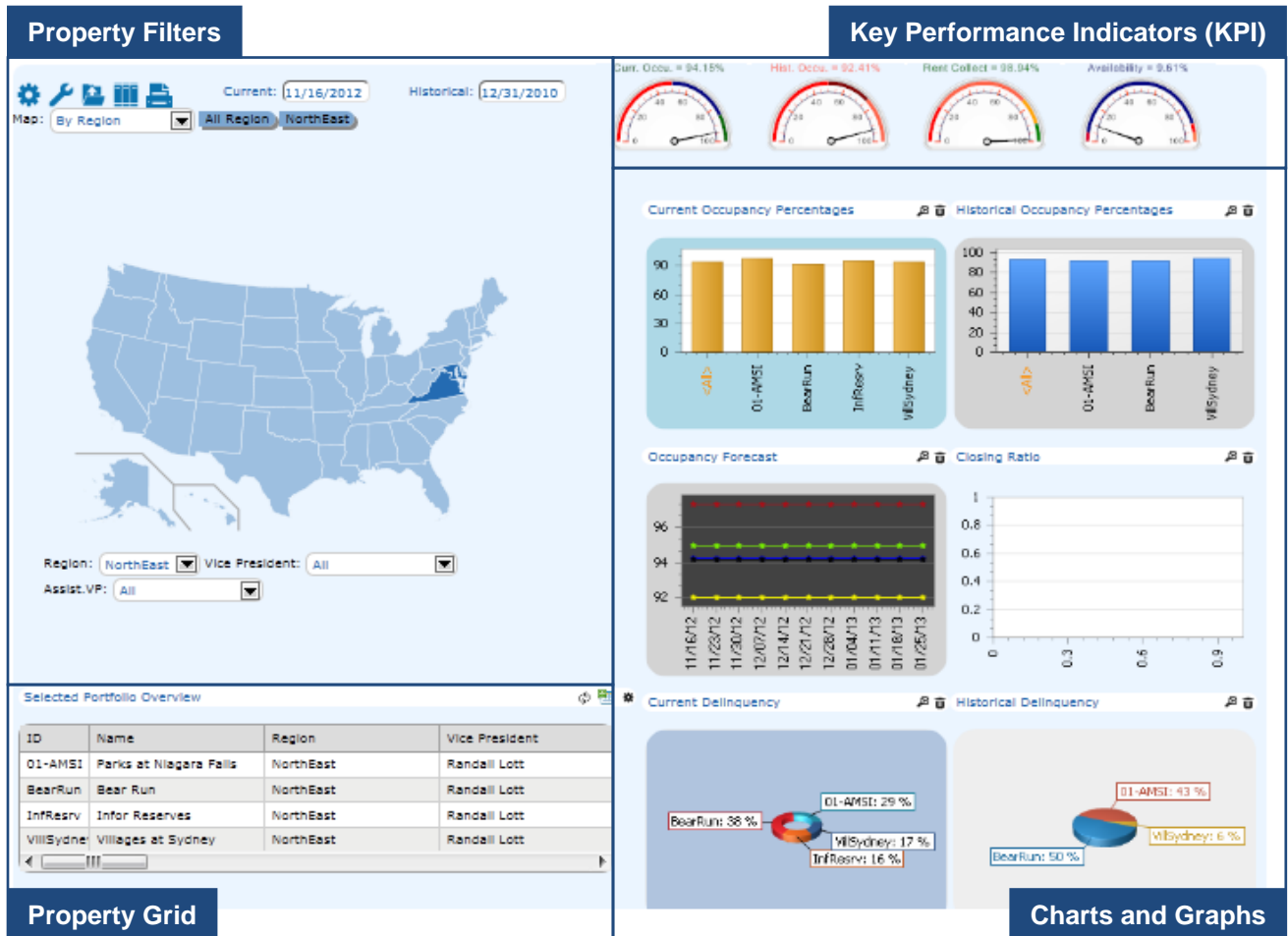


Figure 1: The main interface is divided into four main parts: Property Filters, Property Grid, Key Performance Indicators (KPI), and Charts and Graphs.

# Property Filters

Filters in ePortfolio Decision provide you with a high degree of flexibility when viewing property management data. You can filter by date, geographic area, and user-defined fields. Pop-up forms offer additional details and options that further help you see and manage every aspect of your company.

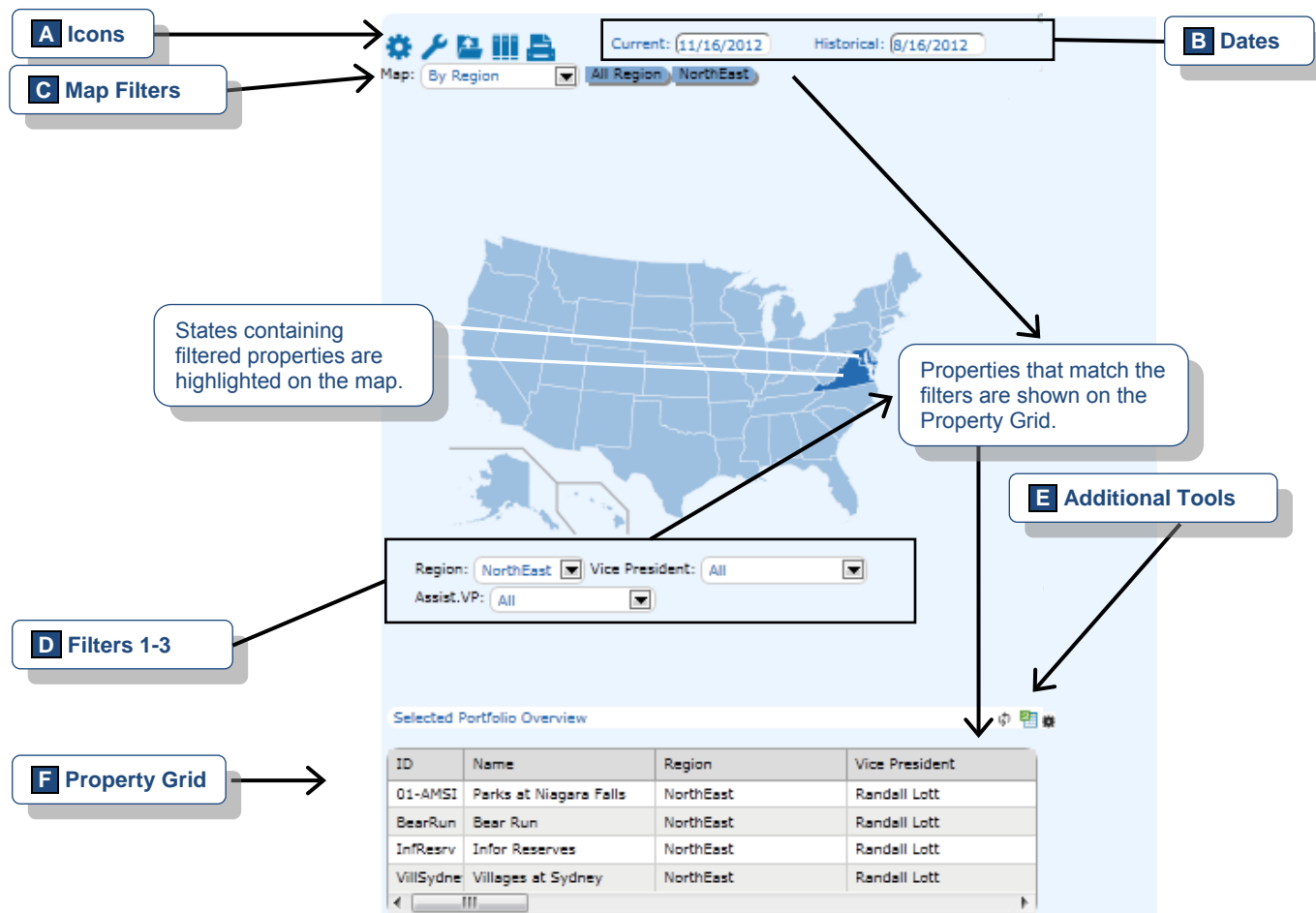


Figure 2: The Property Filters area is divided into several parts:

- A. **Gear Icon** opens the *Define Filters* pop-up, where you can select filters based on eSite Report Codes.
- Wrench Icon** opens the *Configure KPI Gauges: Ranges Settings* pop-up, where you can set KPI Gauge range settings.
- Folder Icon** opens the *Upload Files for User* pop-up, where you can select a user to see uploaded files and select the folder where the file is saved.
- Bookshelf Icon** opens the Bookshelf pop-up.
- B. **Dates:** Data for graphs and charts is based on the *Current* Date (uses eSite data), or the *Historical* Date (uses Extract data).
- C. **Map Filters:** This drop-down sorts the map by one of three filters, showing states that meet the filter's criteria.
- D. **Filters 1-3:** These user-defined filters are used to select properties, affecting what is shown on the map and in the Selected Portfolio Overview grid.
- E. **Apply Property Filter** opens the Apply Property Filter that further narrows the property selection.
- Export to Excel** allows you to export the selected properties and information to Microsoft Excel.
- Apply Additional Filters** opens the Additional Filters pop-up, where you can select filters based on eSite Report Codes.
- F. **Property Grid** shows all properties that match the Filters. For more information see **The Property Grid** section on page 10.

# Setting up Report Codes in eSite

eSite Report Codes are used as Filters in ePortfolio Decision. These Filters enable you to retrieve and show data for a set of properties that share common information. For this functionality to be enabled in ePortfolio Decision, Report Codes must first be set up in eSite. Report Codes are used in other areas of eSite, so they may be set up already in your system. The next few sections briefly discuss the process of setting up Report Codes. Refer to the eSite Help for a more detailed explanation of this process.



## Note:

Report Codes in eSite are Global and restricted by permissions. Users with permissions (Administrators or managers) define the filter settings once. They can be changed; however Filters/Report Codes are not intended to be accessible to end users to toggle settings for the filters.

For ePortfolio Decision to work correctly, at least three Report Codes must be defined in eSite.

Follow these steps to set up Report Codes, specify valid values for Report Codes, and assign report code values to each property.

To set up Report Codes:

1. In eSite, navigate to **Setup—Global—Report Codes**.

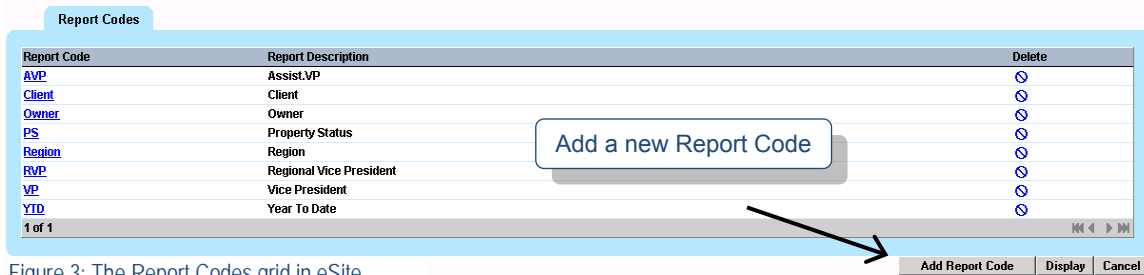


Figure 3: The Report Codes grid in eSite.

2. Click **Add Report Code**, or click a **Report Code** in the grid, to open the Add or Edit Report Codes page.

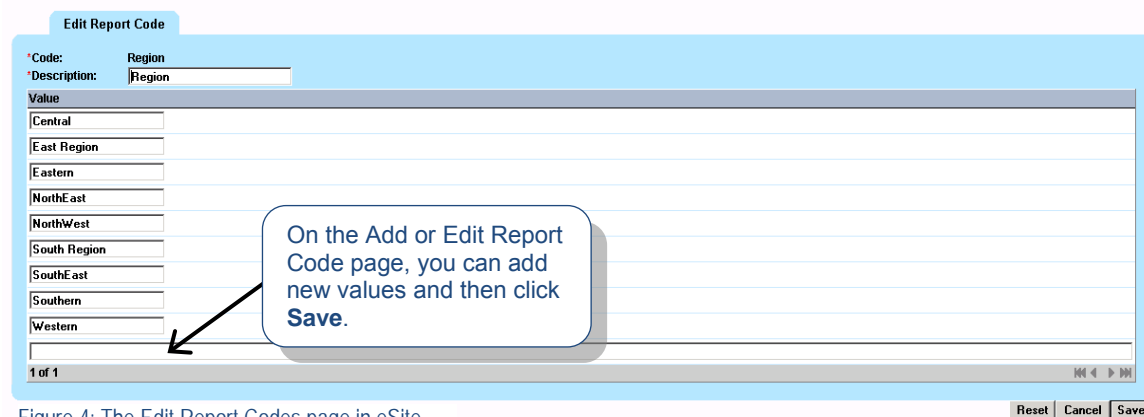


Figure 4: The Edit Report Codes page in eSite.

3. Specify values for the Report Code. Add as many as are needed. In the example above, possible values for a Report Code called *Region* are *Central*, *Eastern*, *Northeast*, *Western*, etc. Click **Save** when you are finished adding values.

- Navigate to **Setup—Property—Properties** to access the Properties grid in eSite.

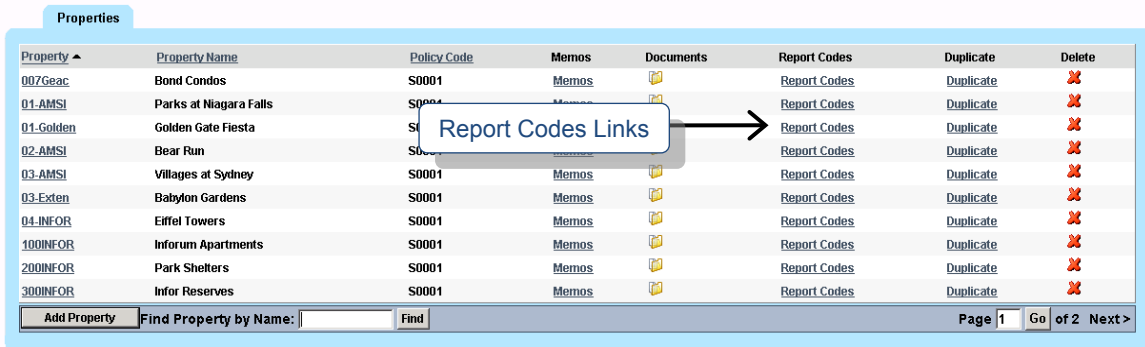


Figure 5: Report Codes are accessed from the Properties Grid.

- Click the **Report Codes** link for a property to open the **Property Report Codes** page.
- Select a **Report Code** from the drop-down on the left and then select a corresponding **Value** from the drop-down to the right. This assigns that particular attribute to that property. There is no limit to the number of Report Codes and Values each property can be assigned; however, only five Filters can be active in ePortfolio Decision at one time.

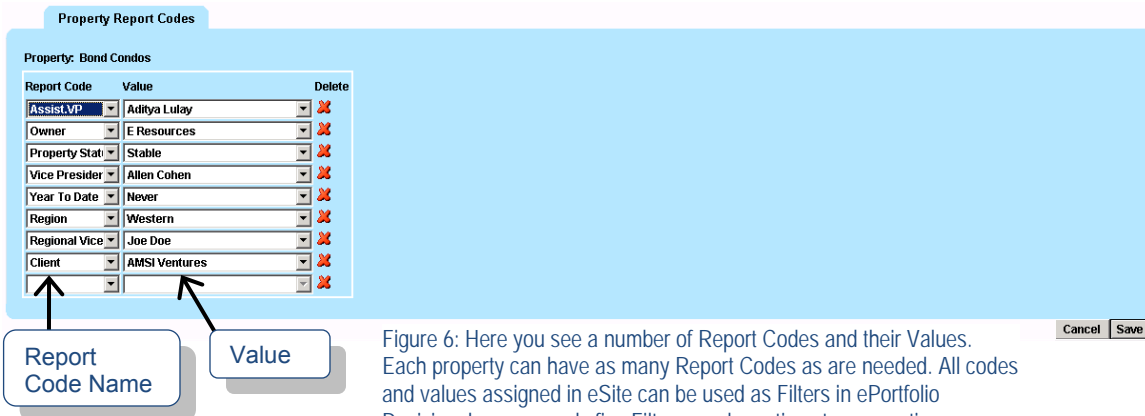


Figure 6: Here you see a number of Report Codes and their Values. Each property can have as many Report Codes as are needed. All codes and values assigned in eSite can be used as Filters in ePortfolio Decision; however, only five Filters can be active at any one time.

- Click **Save** to save changes.
- Repeat steps 5 – 7 for each property in eSite.

## Using Alternate Report Codes

A system-supplied *Alternate Property ID* Report Code, `__@PropID_`, is available to be added in eSite and then associated to various properties. Use of the Alternate Property ID Report Code provides the ability to rename a property *from* the eSite Property ID *to* something recognizable to ePortfolio Decision users who would not otherwise recognize a property by the Property ID used in eSite. If no alternate ID is specified, the system uses the eSite Property ID in ePortfolio Decision.

To specify an alternate Property ID in eSite:

- In eSite, navigate to **Setup—Global—Report Codes**.
- Click **Add Report Code** to open the Add or Edit Report Codes page.

3. Type the system-supplied Alternate Report Code: \_\_@PropID\_ (two underlines at the beginning and one at the end).
4. Type a description, such as “Alternate Report Code.”
5. Type **Values** that you intend to assign to properties. The first 10 characters entered into the Value field are used by the system. Enter as many Values as desired. Each value is the “label” that is intended to be visible throughout ePortfolio Decision charts and grids instead of the eSite Property ID that you will link the Value to in the next steps.
6. Navigate to **Setup—Property—Properties**.
7. Click the **Report Codes** link for a property to open the **Property Report Codes** page.
8. Select an **Alternate Property ID** from the drop-down on the left and then select a corresponding **Value** from the drop-down to the right. This assigns that particular Alternate Property ID value to appear in ePortfolio Decision for that Property.
9. In ePortfolio Decision, note that for any eSite Property ID linked in this way, the Property ID for a property matches the value assigned in eSite for the Alternate Property ID Report Code.

## Setting Up User Property Access

### Existing Users

Existing user property access rights from within the eSite module of the AMSI Evolution Suite will flow into ePortfolio Decision without any additional setup needed. ePortfolio Decision looks at property access rights as defined within the eSite module.

## Defining Filters in ePortfolio Decision

Filters are the property report codes set up in eSite (see the section Setting up Report Codes in eSite). They are used to sort properties based on their values. For instance, if you were to select a Regional filter called “Central”, every property that had the value Central as the Regional report code would be listed. You can choose up to five filters to work with at any one time. At any time, you can change a filter to any Report Code set up in eSite.

The Gear icon  opens the **ePortfolio Decision (Define Filters)** pop-up, which is where you set your filters.

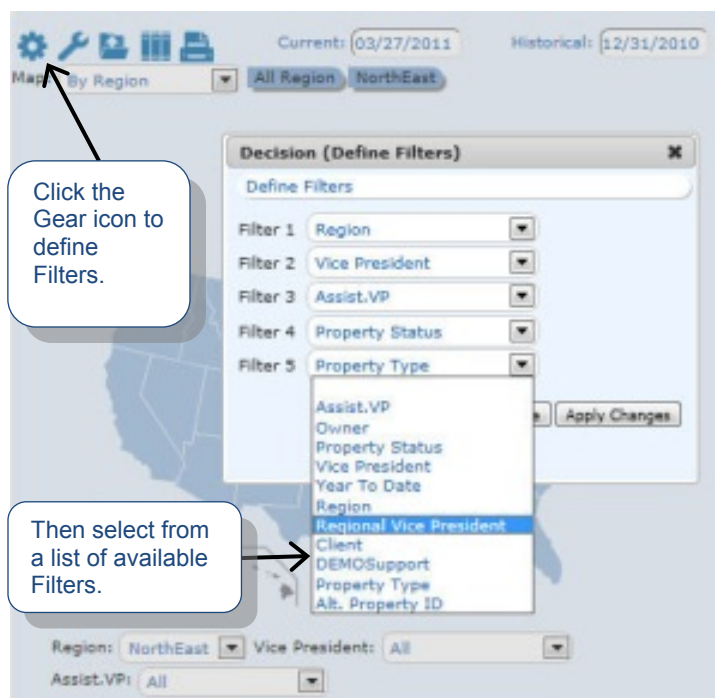


Figure 7: Choose your Filters from the list of Report Codes that you set up in eSite.

You can change the Filter definitions at any time. The current Filter definitions are saved in eSite Global Policies (G25.1 – G25.5). The current Filter setting values for each Login User ID are also saved in the eSite database.



### Note

This icon is securable by permission. Administrator-level users define the filter settings once; Filters/Report Codes are not intended as end-user level settings for toggling filters.

To Define Filters:

1. Click the Gear Icon  to open the **Decision (Define Filters)** pop-up.

Define up to five Filters by selecting the appropriate eSite Report Codes from the filter drop-downs. Filter 1, Filter 2, and Filter 3 may be used to filter the Map (see the next section, **Filtering and Map Interaction**). Filters 4 and 5 are additional filters that may be applied to the grid, charts, graphs, and gauges (described in **Using Additional Filters in The Property Grid** section.)

2. After setting your desired filters (a minimum of three are recommended), click **Apply Changes** and close the pop-up.


# Filtering and Map Interaction

The map gives you a geographical representation of where your properties are located. Follow these four steps to filter properties using the ePortfolio Decision Map:

## Step 1:

When you first view ePortfolio Decision, every Filter is set to **All**, which means:

- There is no filtering action.
- All Properties that you have rights to are selected.
- The Map is a solid color.

By default, the first filter set up in Define Filters (click the Gear  icon in the top left corner to access) is the starting filter shown in the Map drop-down.

The **Map** drop-down allows you to choose one of the first three Filters as the starting point in a series of drill-downs. In this example, the drill-down begins with the custom filter *Region*.

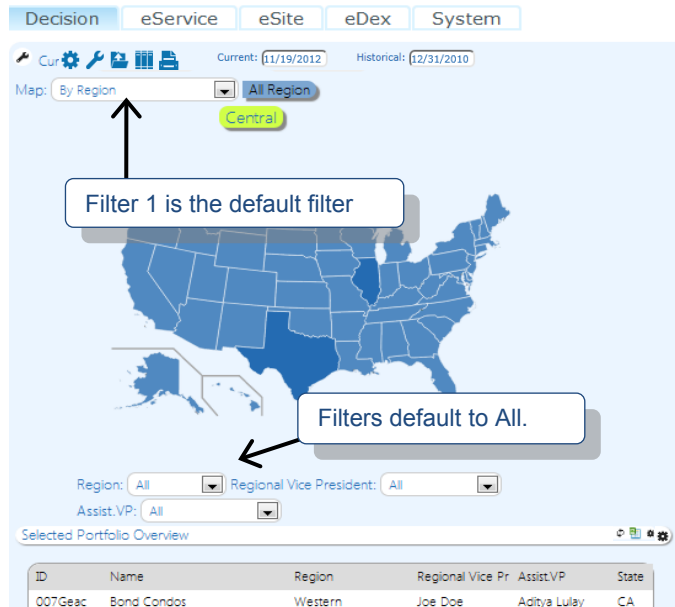


Figure 8: Step 1 - Unfiltered Map and Grid.

## Step 2:

Any state on the Map may have eSite Properties with addresses in that state. If this is the case, hovering the cursor over that state will have several effects:

- The state is displayed in a brighter color than other states.
- The value of the first drill-down is displayed in green under the Map filters.

The Figure shows that properties in the state of Texas belong to the *Central* Region. *Central* is shown in green when hovering the mouse over Texas. It is possible for more than one value to be valid; multiple values are comma-separated.

Any other states that have properties assigned to the “Central” Region are also shown in a brighter color; in this example, the state of Illinois is highlighted.

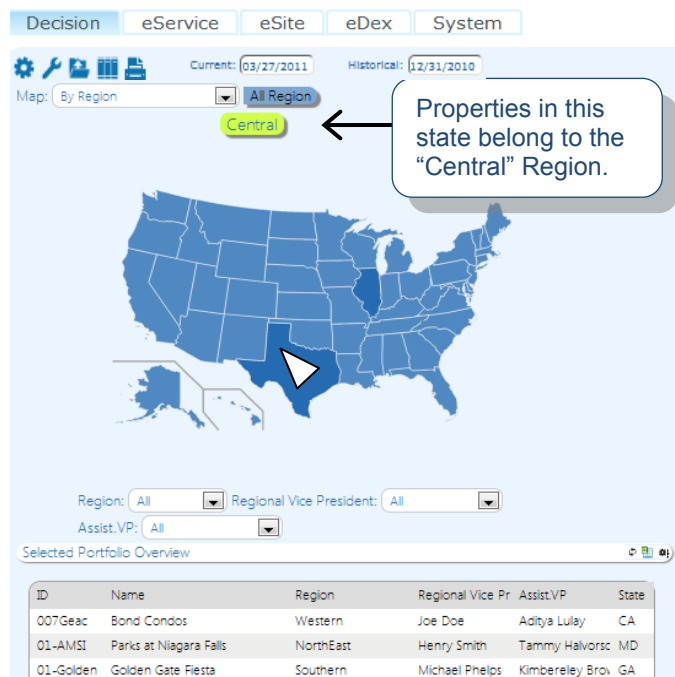


Figure 9: Step 2 - Cursor is hovering over Texas.

### Step 3:

If you double-click on the state, several things happen (see Figure for illustration):

- The states previously highlighted are locked into their colors.
- The word “Central” appears in the Map filter area after “All Region” to indicate that you drilled down into the Central Region, and “Central” is also selected in the drop-down list for Region below the Map.
- Filtering is applied to all Properties, i.e., only Properties assigned to the Central Region display in the Property Grid, and only data from those Properties is used in the graphics.

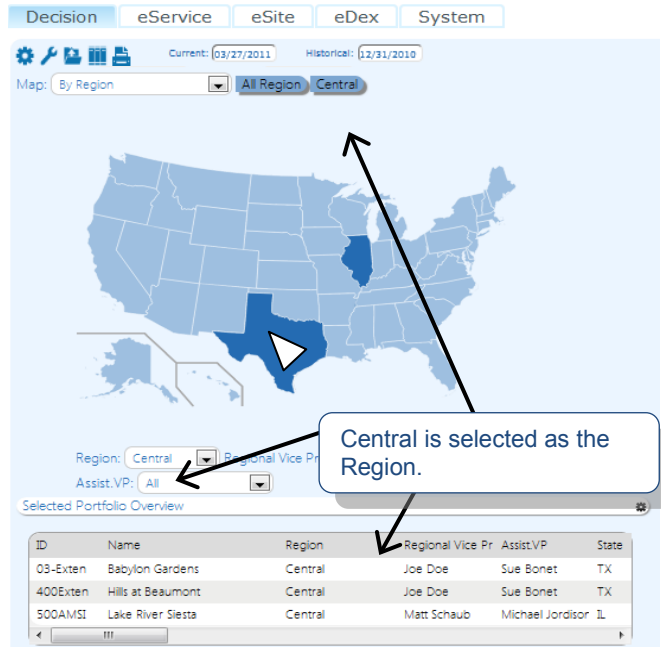


Figure 11: Step 3 – Double-clicking on Texas selects Central as the Region filter.

### Step 4:

In the Figure, double-clicking again on Texas drills down to the state level:

- Only Texas is highlighted. The State Code “TX” appears in the Map filter area after “Central.”
- Only Properties with a Texas address appear in the grid and influence the graphics.

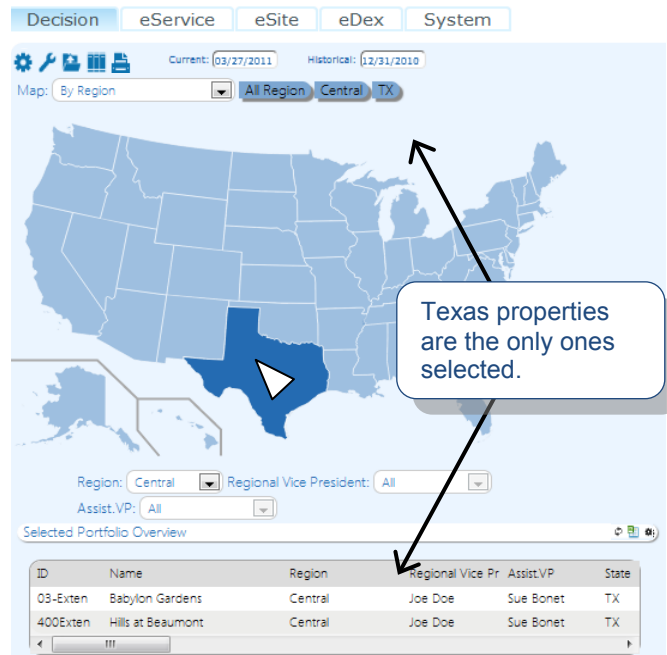





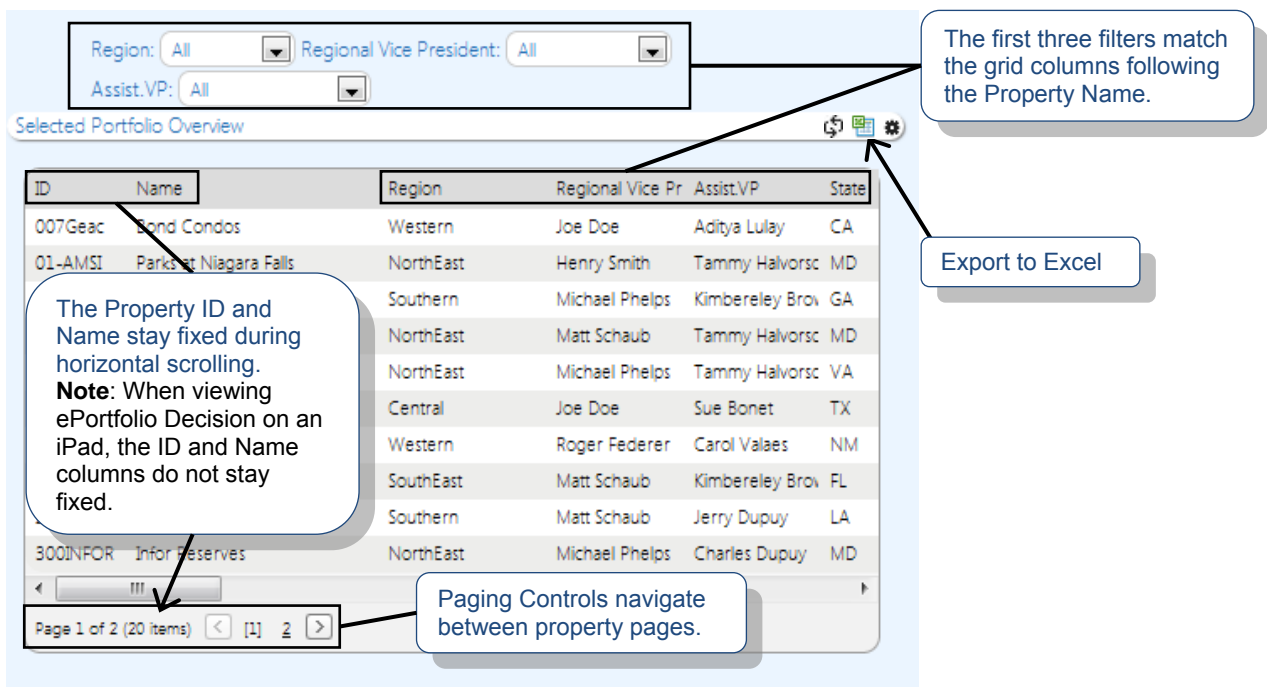
Figure 10: Step 4 - Double-click again to focus on Texas properties only.

# The Property Grid

The Property Grid is a representation of all Properties that meet the filtered criteria. It contains a considerable amount of information on Occupancy, Delinquency, and Collections.

The Property Grid has the following characteristics:

- Filters 1 through 3 and the Property State Code are always the four columns after Property.
- A horizontal scroll-bar with the first two grid columns frozen in place for quick reference to the Property ID and Name.
- A Properties Filter  that allows you select specific properties to view (see **Using the Property Filter** section)
- An Export to Excel  icon that allows you to download the data to Excel.
- An Additional Filters  icon where Filters 4 and 5 are located (see **Using Additional Filters** section).
- A grid that normally shows ten rows at a time, but may show fewer depending on screen resolution.
- Paging controls to accommodate large numbers of Properties.



The screenshot shows the 'Selected Portfolio Overview' interface. At the top, there are three filter dropdowns: 'Region: All', 'Regional Vice President: All', and 'Assist.VP: All'. Below these are icons for 'Export to Excel' and 'Additional Filters'. The main grid has columns for ID, Name, Region, Regional Vice Pr, Assist.VP, and State. The first two columns are frozen. At the bottom, there are paging controls showing 'Page 1 of 2 (20 items)' and navigation buttons.

**The first three filters match the grid columns following the Property Name.**

**Export to Excel**

**The Property ID and Name stay fixed during horizontal scrolling. Note: When viewing ePortfolio Decision on an iPad, the ID and Name columns do not stay fixed.**


**Paging Controls navigate between property pages.**

ID	Name	Region	Regional Vice Pr	Assist.VP	State
007Geac	Sond Condos	Western	Joe Doe	Aditya Lulay	CA
01-AMSI	Parkside at Niagara Falls	NorthEast	Henry Smith	Tammy Halvorsc	MD
		Southern	Michael Phelps	Kimberley Brov	GA
		NorthEast	Matt Schaub	Tammy Halvorsc	MD
		NorthEast	Michael Phelps	Tammy Halvorsc	VA
		Central	Joe Doe	Sue Bonet	TX
		Western	Roger Federer	Carol Valaes	NM
		SouthEast	Matt Schaub	Kimberley Brov	FL
		Southern	Matt Schaub	Jerry Dupuy	LA
300INFOR	Infor Reserves	NorthEast	Michael Phelps	Charles Dupuy	MD


Figure 12: A breakdown of the Property Grid

## Using Additional Filters


ePortfolio Decision currently allows you to define and use up to five filters at one time. A minimum of three filters must be set up for the filtering process to work correctly. All of these filters are applied against the Property Grid, the KPI Gauges, and the Charts and Graphs. The first three filters (Filter 1, Filter 2, and Filter 3) are also used to highlight states on the map showing the locations of the filtered properties.

Filters 4 and 5 are called **Additional Filters**. To keep the Decision screen uncluttered, the Additional Filter values are set using a pop-up screen accessed by clicking the Gear  icon.

To Set Additional Filters:

- Click the Gear  icon. The **ePortfolio Decision (Additional Filters)** pop-up opens.
- Choose the **values** for the Additional Filters.
- Click **Apply** to immediately refresh the graphics and close the pop-up.

To Turn off Filtering Action:

- Click the Gear  icon. The **ePortfolio Decision (Additional Filters)** pop-up opens.
- Select **All** from the drop-down list for that filter.
- Click **Apply** to immediately refresh the graphics and close the pop-up.



### Note

You do not have to define all five filters. Filters that are not defined simply have no effect.

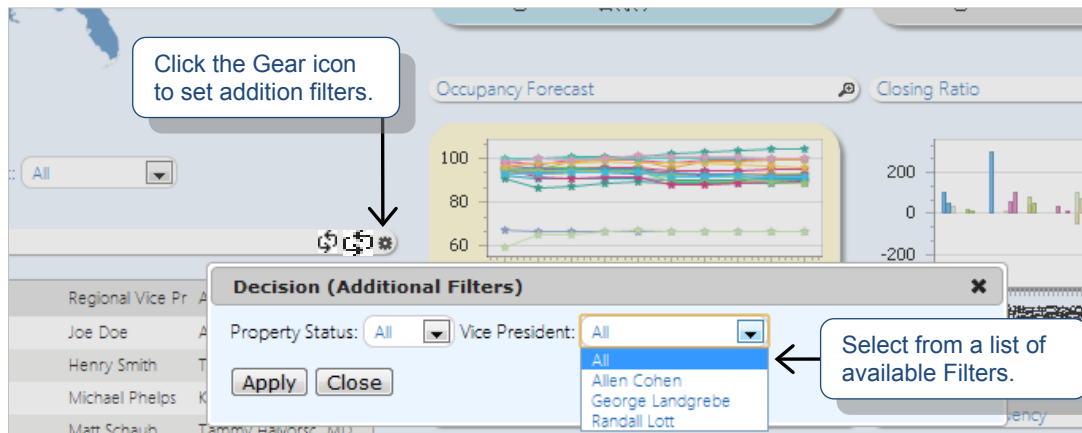


Figure 13: The Gear icon opens the ePortfolio Decision (Additional Filters) pop-up.

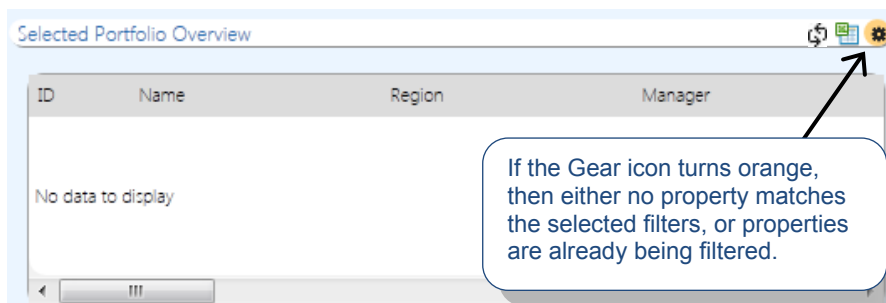




Figure 14: An orange Gear icon means that there is no data to display.

## Using the Property Filter

The Property Filter  lets you select specific properties that have already been filtered for viewing. You can select a single property or multiple properties without changing Filters 1 through 5. Data for the selected properties will be shown on the Property Grid, KPI gauges, charts and graphs.

To set the Property Filter

1. Click the **Property Filter** icon  located above the property grid to open the **ePortfolio Decision (Apply Property Filter)** pop-up.
2. Select either a single property to view, or multiple properties. To select multiple properties:
  - a. Press **Ctrl** and the mouse button while you select the properties.
  - b. To select several adjacent properties in the list, select the first property then press **Shift** and the mouse button on the last property to select the first through last properties.
3. Click **Apply** and then close the pop-up.

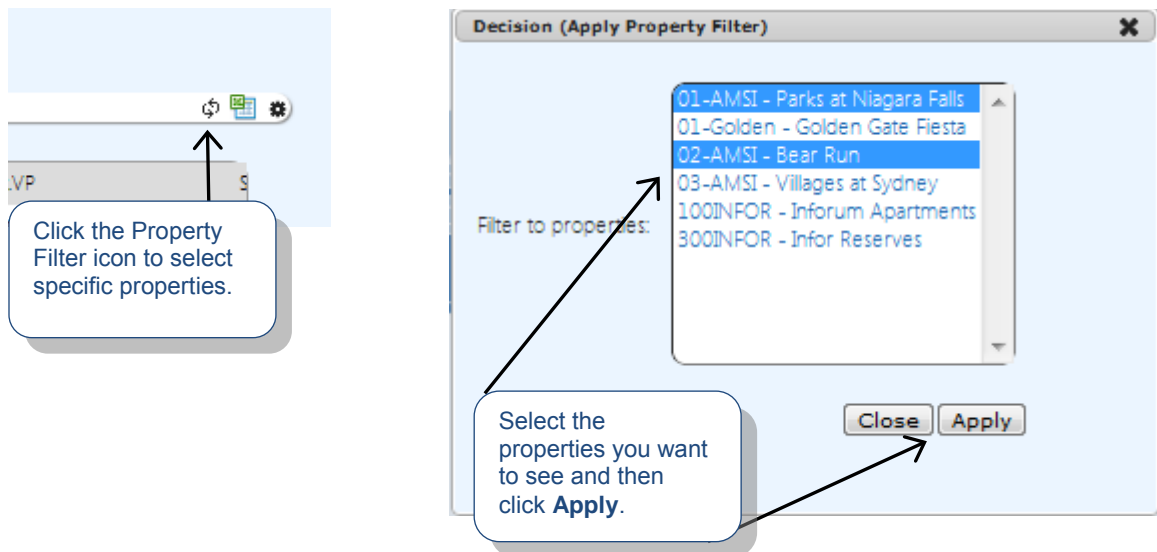


Figure 15: Use the Properties Filter to further refine the number of properties shown.

## Understanding the Property Grid

The following shows where the data displayed in the ePortfolio Decision Property Grid is pulled from in eSite.

ePortfolio Decision	eSite
ID	Property ID
Name	Property Name
Filter 1	Property Setup – Report Code
Filter 2	Property Setup – Report Code
Filter 3	Property Setup – Report Code
State	Property Setup – Address: State

The ePortfolio Decision Property Grid values should match the eSite *Property Status Report*.

ePortfolio Decision	Property Status Report
Units	Occupancy: Total Unit
Occupied	Occupancy: Total Occupied*
Occupancy	Occupancy: Total Occupied Percent*
Vacant Available	Occupancy: <i>calculation</i> (Total Vacant – Vacant Not Avail)
Vacant Leased	Occupancy: Vacant Not Avail
Total Vacant	Occupancy: Total Vacant
Notice Available	Occupancy: <i>calculation</i> (Total On Notice – On Notice Not Avail)
Notice Leased	Occupancy: On Notice Not Avail
Total Notice	Occupancy: Total On Notice

*With the ePortfolio Decision Current Date = eSite Log-In Date, the Total Occupied field will match*

*With the ePortfolio Decision Current Date = the first of the property's month, the Occupied mm/dd/yy field will match*

**\*Note:** *the Property Status report may have different values based on Property Policy P8.5 (unit is occupied on move-out date).*

The following table clarifies the ePortfolio Decision terms in the left column with the definitions from eSite in the right column.

<b>Term</b>	<b>eSite Definition</b>
Total Billed	Total charges to all income codes in the current accounting period.
Rent Billed	Charges to income codes of type Rent in the current accounting period.
Total Paid	Total payment codes in the current accounting period.
Rent Paid	Payments to rent income code in the current accounting period.
Total Delinquency	Current Total Delinquency
Rent Delinquency	Current Delinquency for income codes of type Rent
Misc Income	Miscellaneous income in the current accounting period.
Security Deposit	Security Deposits collected in the current accounting period.
Other Deposit	Other deposits collected in the current accounting period

The ePortfolio Decision Property Grid values should match the eSite *Monthly Income Summary Report*.

<b>ePortfolio Decision</b>	<b>Monthly Income Summary</b>
Total Billed	Property Total: Adjustments
Rent Billed	Rent: Adjustments*
Total Paid	Property Total: <i>calculation</i> (Bank Deposits total – Vend/Misc - Returns)
Rent Paid	Rent: <i>calculation</i> (Bank Deposits *Rent – *Rent Returns)*
Misc Income	Vend/Misc: Bank Deposits
Sec Deposits	Security Deposits: Bank Deposits
Other Deposits	Other Deposit: Bank Deposits

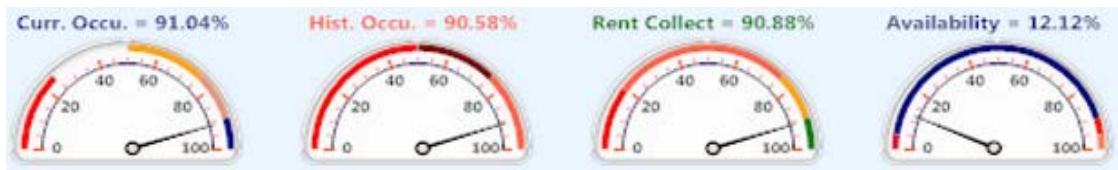
\* *Rent = the sum of all income codes with a Rent income code type*

The ePortfolio Decision Property Grid values should match the eSite *Delinquency Report*.

<b>ePortfolio Decision</b>	<b>Delinquency Report</b>
Total Delinquency	Aged Delinquency Summary: Total
Rent Delinquency	Aged Delinquency Summary: Rent

# Key Performance Indicators

The Key Performance Indicator (KPI) Gauges show four important Property Management ratios as percentages in a radial gauge graphical format. The four indicators are Current Occupancy, Historical Occupancy, Rent Collected, and Unit Availability.




## Configuring KPI Gauges

The segments of each gauge can be given different colors by the administrator. For example, red may indicate an undesirable condition, orange may indicate a warning condition, and green may indicate a good condition of the filtered properties. Range and color settings make it easier to see the status of the key indicators quickly, but are not required. You may define up to four color ranges on each gauge.




### Note

Range and color settings are global, apply to all users, and are maintained in the eSite database. Administrator-level users will define the ranges; they are not intended to be changed by the user.

The Configure KPI pop-up appears when you click on the Wrench  icon to the top left corner of the main screen.

To Define Color Ranges for each Gauge

- Enter a **Range Starts From** value, a **Range Ends At** value, and then select a **color** from the drop-down list to apply to that range. Range values must be whole numbers between 1 and 100 and ranges may not overlap.
- After defining the Range settings, click **Apply Changes** to refresh the graphics.
- Click the Cycle Gauges  icon to cycle through the four different gauges.

Enter the Start and End values for each Range. Up to four ranges can be defined.

The Cycle Gauge icon cycles through the four KPI Gauges.

The desired color is selected for that Range. This becomes one of the colors used for that KPI Gauge.

Range	Starts From	Ends At	Color
1	0	50	DarkRed
2	50	90	Violet
3	90	100	Green
4			ActiveBorder

Apply Changes Close

# Charts and Graphs

ePortfolio Decision can show up to six preview-sized charts and graphs at a time. Charts show data for properties that match your property filter selections. This data is calculated based on the **Current Date** using eSite, eService, or eFinancials data and/or the **Historical Date** using Extract data. The title of the chart or graph indicates the type of data represented.

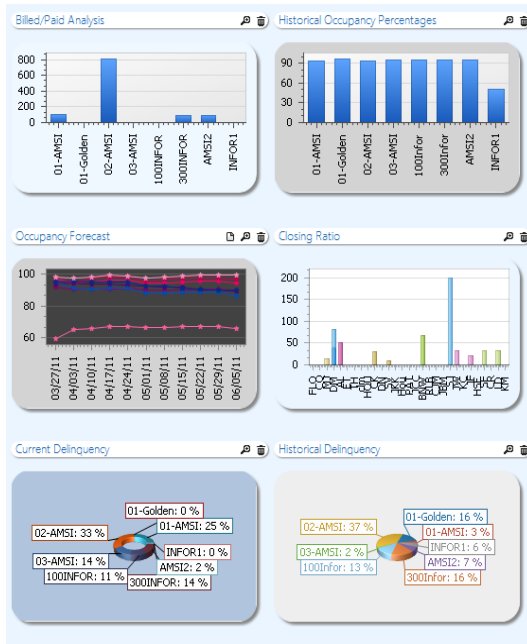


Figure 16: ePortfolio Decision Charts and Graphs.

The charts and graphs available for selection are:

## eSite

- Billed/Paid Analysis
- Closing Ratio
- Current Delinquency
- Delinquency (Current Only)
- Current Occupancy Percentages
- Delinquency by Prop (All)
- Delinquency by Prop (Current Only)
- Occupancy Forecast
- Historical Delinquency
- Historical Delinquency Over Time
- Historical Occupancy Percentages
- Vacant Unit by Bedrooms/Unit Types
- Marketing Source Analysis
- Lease Expirations

## eService

- Work Order Summary

## eFinancials

- Actual/Budget Review

Future enhancements may include additional charts and graphs and the ability to display a particular chart in various graphical formats.

The next several sections give a detailed description of each chart and graph.

# Zoom feature on Charts and Graphs

The Zoom icon allows you to see an enlarged version of the chart. The expanded chart provides additional detail defined by a legend.

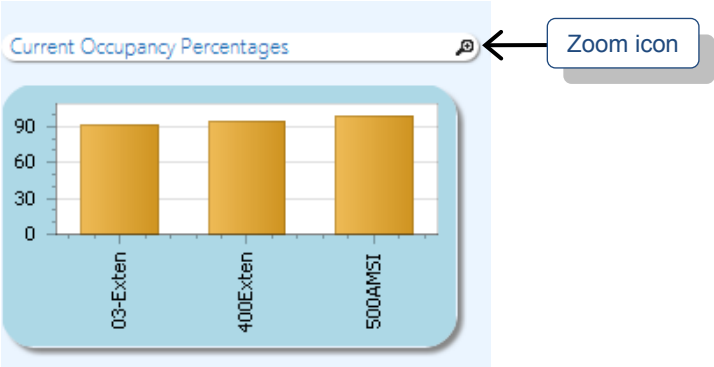


Figure 18: Click the Zoom icon to access a detailed version of each chart.

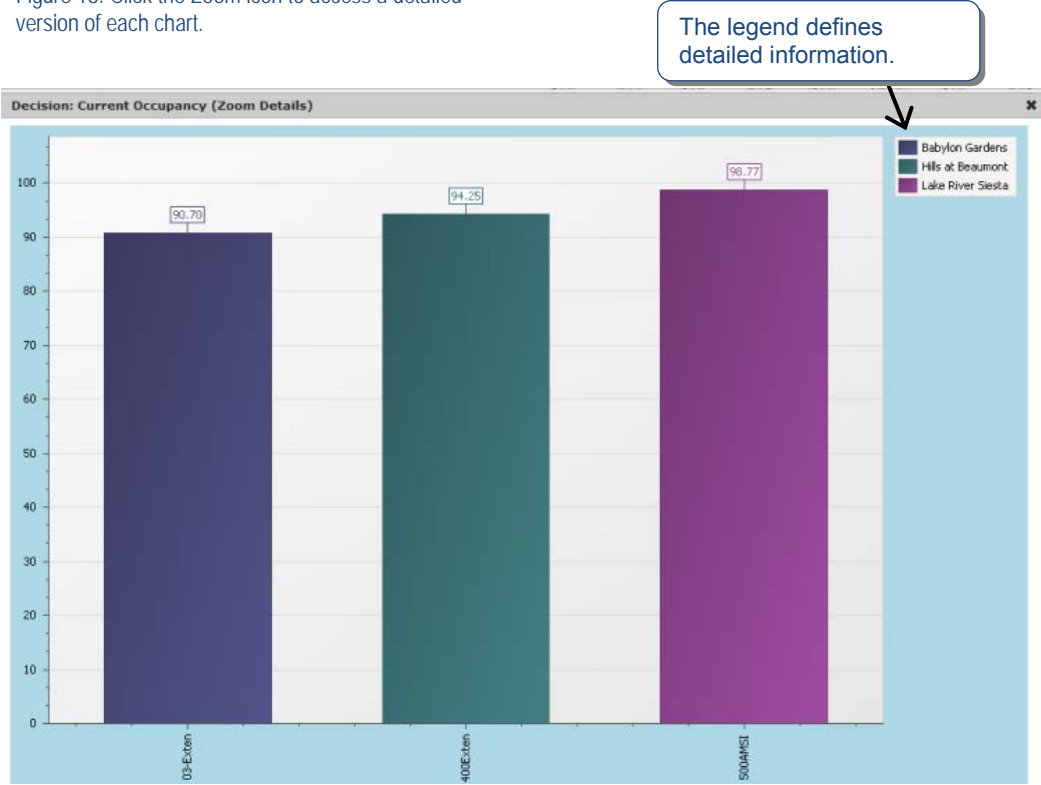
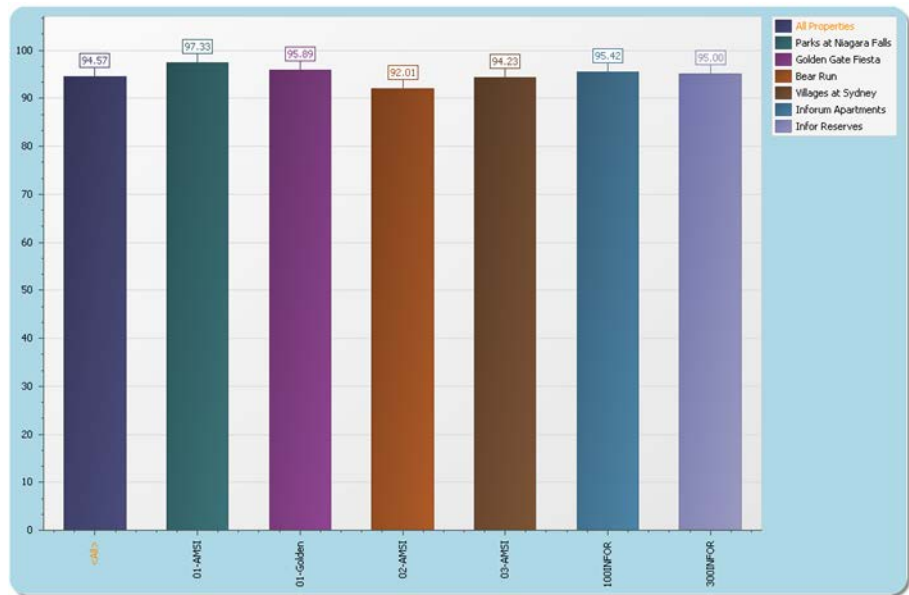


Figure 18: The expanded chart gives detailed information as well as a legend.

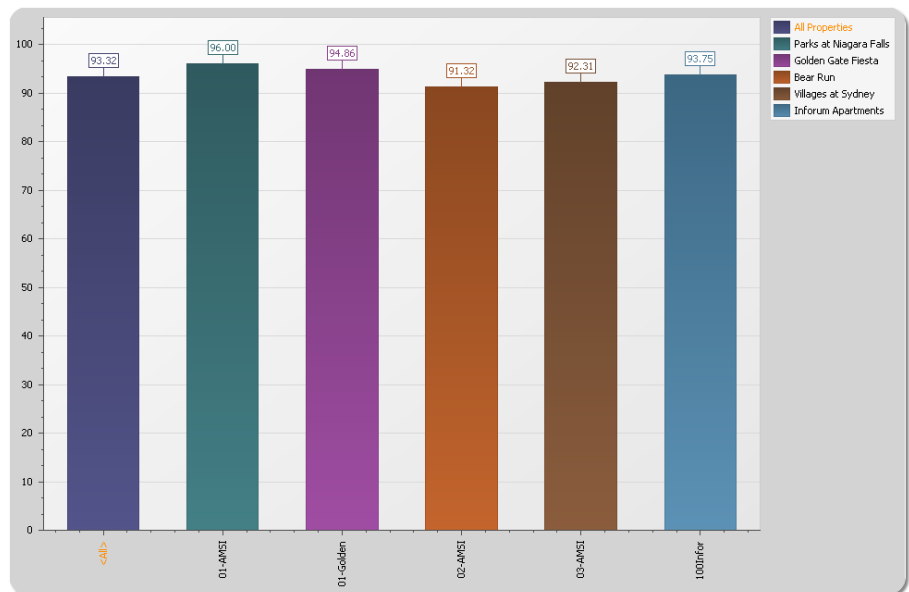
## Current Occupancy Percentages

Shows the current capacity of each property based on the **Current** date selected.



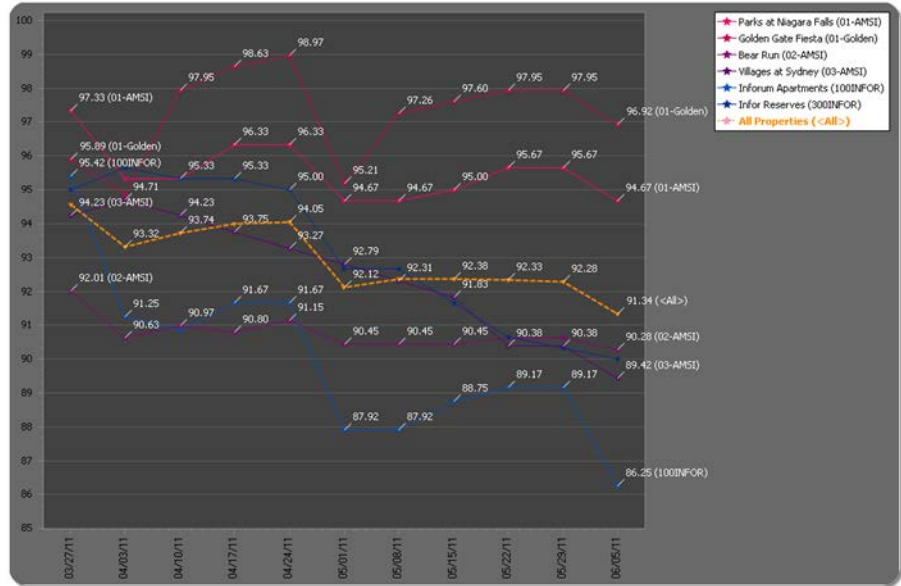
## Historical Occupancy Percentages


Shows how full each property was, with 100% being maximum capacity, based on the **Historical** date selected.



# Occupancy Forecast

Shows the number of expected move-ins and move-outs for the given dates. Double-clicking the larger chart opens the Occupancy Forecast Details screen that shows additional details about move-ins and move-outs.



Double-click anywhere on the chart to open the **Occupancy Forecast Resident Details** “drill-down” screen. Click the plus  icon to show detailed information for each filtered property.

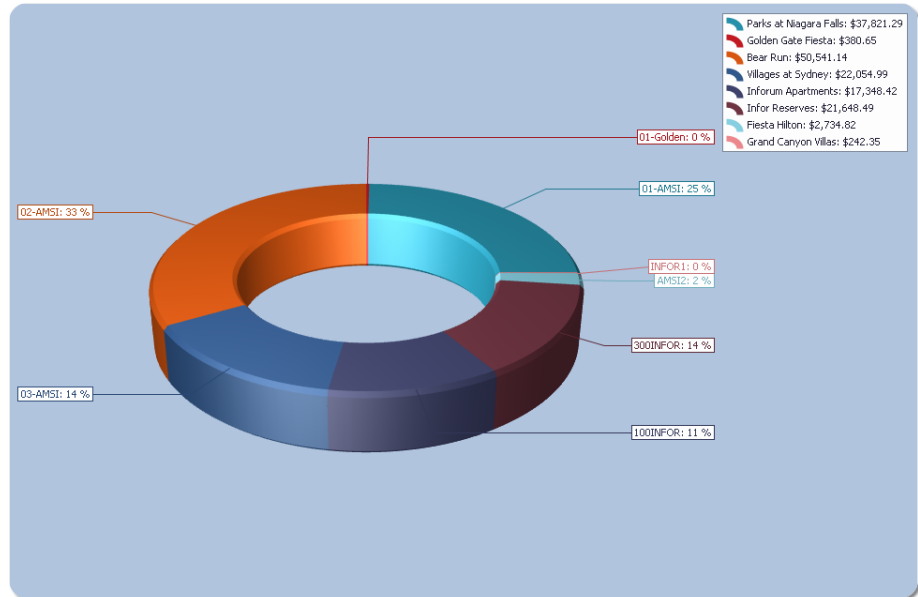
**Note:** This feature is not available on the iPad.

## Occupancy Forecast Resident Details:

	Bldg ID	Unit ID	Unit Type	Sub Type	First Name	Last Name	Expected Move In	Move In	Expect Move Out	Move Out
<input type="checkbox"/>	Property: 01-AMSI - Parks at Niagara Falls [Total Units: 300, Current Occupied: 292] (Count=20)									
<input type="checkbox"/>	Property: 01-Golden - Golden Gate Fiesta [Total Units: 292, Current Occupied: 280] (Count=57)									
<input type="checkbox"/>	Property: 02-AMSI - Bear Run [Total Units: 576, Current Occupied: 530] (Count=44)									
<input type="checkbox"/>	Property: 03-AMSI - Villages at Sydney [Total Units: 208, Current Occupied: 196] (Count=22)									
<input type="checkbox"/>	Property: 100INFOR - Inforum Apartments [Total Units: 240, Current Occupied: 229] (Count=58)									
<input type="checkbox"/>	Property: 300INFOR - Infor Reserves [Total Units: 300, Current Occupied: 285] (Count=29)									
<input type="checkbox"/>	Property: AMSI2 - Fiesta Hilton [Total Units: 200, Current Occupied: 197] (Count=40)									
<input type="checkbox"/>	Property: INFOR1 - Grand Canyon Villas [Total Units: 326, Current Occupied: 195] (Count=47)									

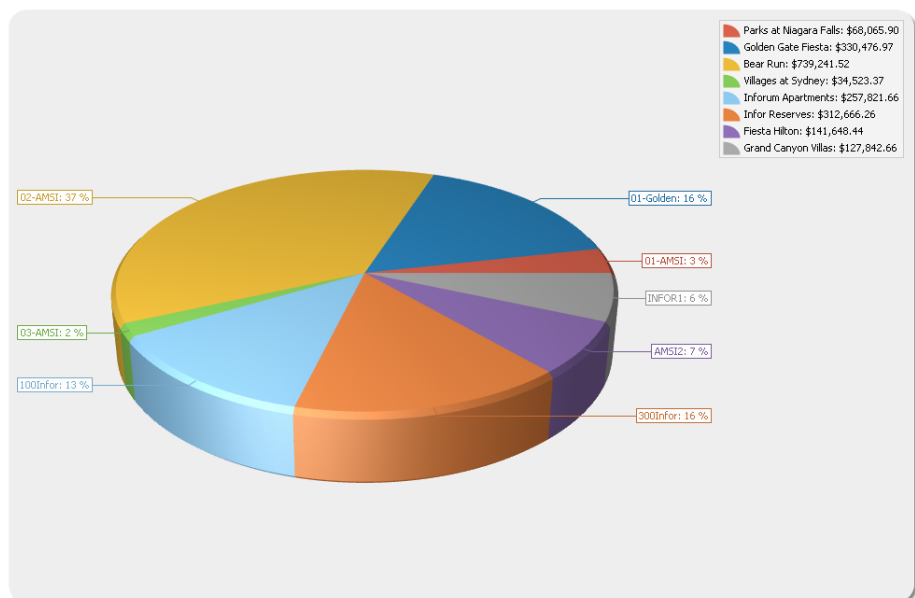
## Current Delinquency

Shows the percentage of delinquent payments for each property based on the **Current** date selected.



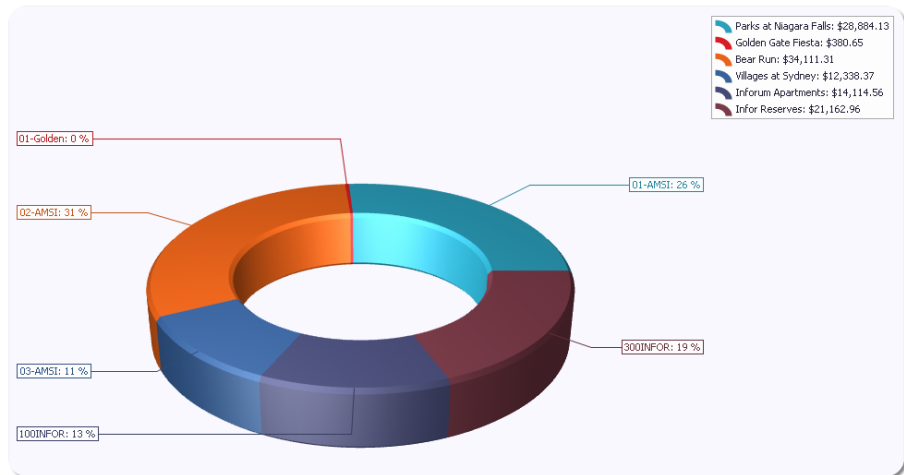
## Historical Delinquency

Shows the percentage of delinquent payments for each property based on the **Historical** date selected.



## Delinquency (Current Only)

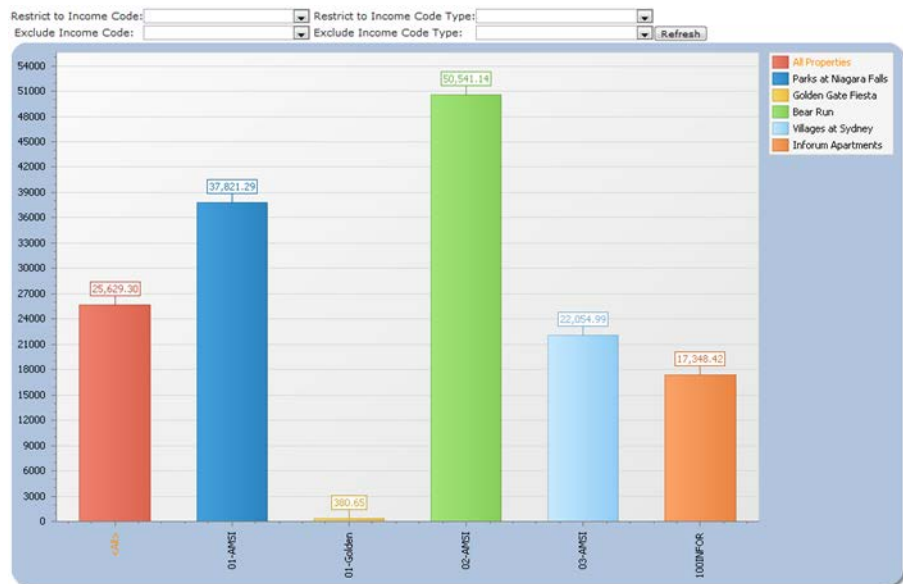
Shows the percentage of delinquent payments for **Current** residents. This includes **On Notice** and **Transfer** residents.



## Delinquency by Prop (All)

Shows the delinquency by property. This data range is based on the selected **Current** date.

Four filters: **Restrict Income Code**, **Restrict Income Code Type**, **Exclude Income Code**, and **Exclude Income Code Type** can be used to further refine graph data.



Double-click anywhere on the chart to open the **Delinquent Resident Details** “drill-down” screen. Click the plus  $\oplus$  icon to show detailed information for each filtered property.

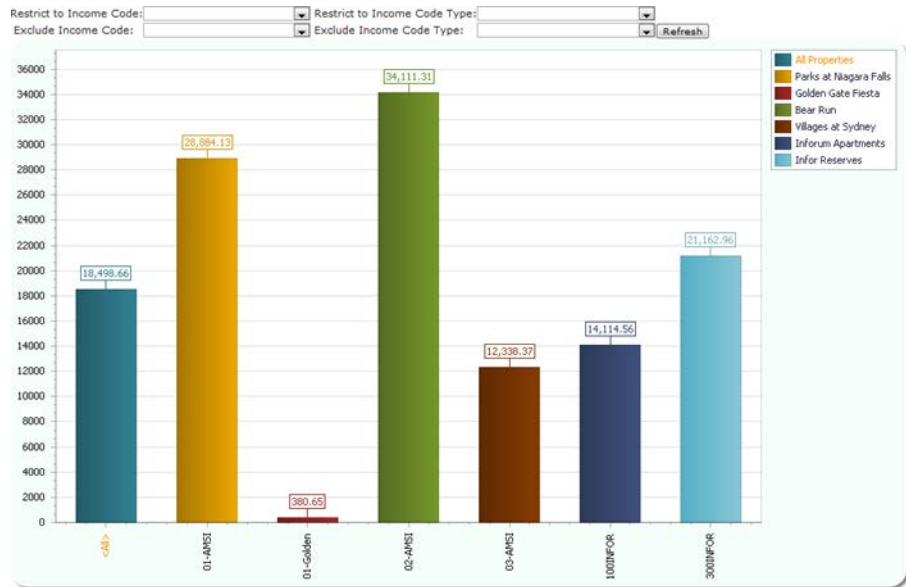
**Note:** This feature is not available on the iPad.

	Bldg ID	Unit ID	Unit Type	First Name	Last Name	Status	Code	Type	Invoice No	Due Date	Balance
$\oplus$	Property ID: 01-AMSI (\$37,821.29)										
$\oplus$	Property ID: 02-AMSI (\$50,541.14)										
$\oplus$	Property ID: 03-AMSI (\$22,054.99)										

## Delinquency by Prop (Current Only)

Shows delinquency by property for Current, On-Notice, and Transfer residents. This data range is based on the **Current** date.

Four filters: **Restrict Income Code**, **Restrict Income Code Type**, **Exclude Income Code**, and **Exclude Income Code Type** can be used to further refine graph data.



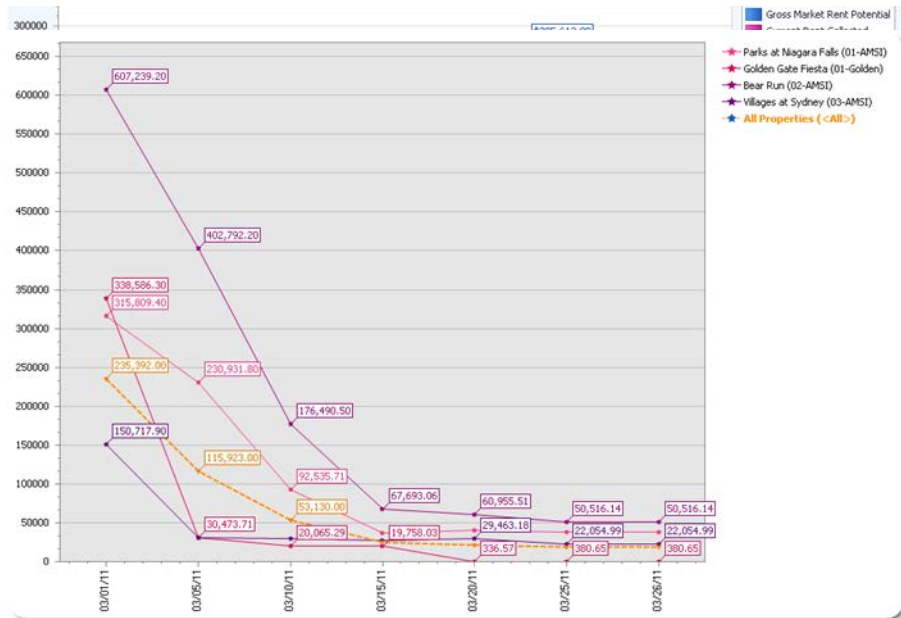
Double-click anywhere on the chart to open the **Delinquent Resident (Current Residents Only) Details** “drill-down” screen. Click the plus  $\oplus$  icon to show detailed information for each filtered property.

**Note:** This feature is not available on the iPad.

	Bldg ID	Unit ID	Unit Type	First Name	Last Name	Status	Code	Type	Invoice No	Due Date	Balance
$\oplus$	Property ID: 01-AMSI (\$28,884.13)										
$\oplus$	Property ID: 02-AMSI (\$34,111.31)										
$\oplus$	Property ID: 03-AMSI (\$12,338.37)										

## Historical Delinquency Over Time

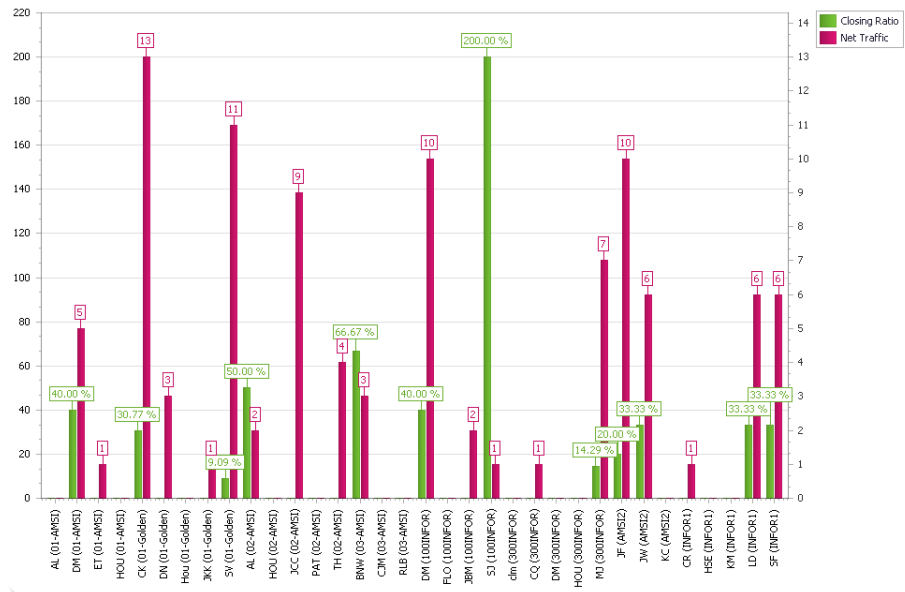
Shows the historical delinquency during a certain period. The **Historical** date and the **Current** date determine the period and number of data points shown on the graph.



## Closing Ratio

Shows Leasing Agent performed within the last seven days of the Current date selected.

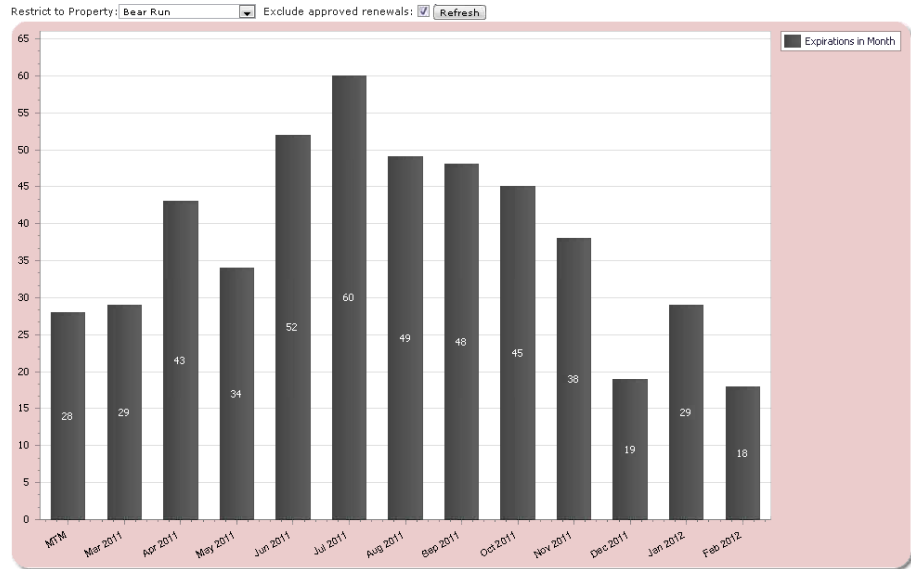
Two statistics are shown for each Leasing Agents; the number of potential closes (in purple), and the ratio that the agent actually closed at (in green). Since this chart tracks the last seven days, the Closing Ratio may include closes that occurred in this time period, but were shown prior to this.



## Lease Expirations

Shows the number of leases expiring from the current date through the next twelve months.

You can filter by restricting the data to specific properties or excluding approved renewals.



Double-click anywhere on the chart to open the **Lease Expirations Details** “drill-down” screen. Click the plus **+** icon to show detailed information for each filtered property.

**Note:** This feature is not available on the iPad.

Lease Expirations (Details):

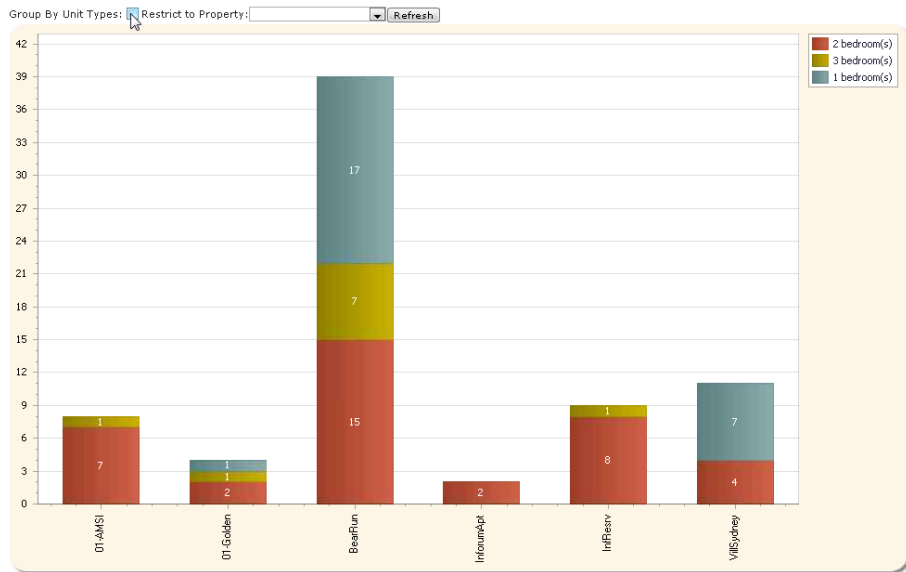
	Bldg ID	Unit ID	Unit Type	Resident Status	First	Last	MTM	Lease Beg Date	Lease End Date	Move In Date	Expect Move Out Date	Expect Transfer Date	Notice Date	Renewing	Renew Approved Date	Renew Lease Begins	Renew
[-] Expiration Month: Others (Total Expirations: 3)																	
[-] Expiration Month: MTM (Total Expirations: 78)																	
[-] Expiration Month: Mar 2011 (Total Expirations: 125)																	
[-] Expiration Month: Apr 2011 (Total Expirations: 147)																	
[-] Expiration Month: May 2011 (Total Expirations: 141)																	
[-] Expiration Month: Jun 2011 (Total Expirations: 171)																	
[-] Expiration Month: Jul 2011 (Total Expirations: 181)																	
[-] Expiration Month: Aug 2011 (Total Expirations: 189)																	
[-] Expiration Month: Sep 2011 (Total Expirations: 165)																	
[-] Expiration Month: Oct 2011 (Total Expirations: 135)																	
[-] Expiration Month: Nov 2011 (Total Expirations: 103)																	
[-] Expiration Month: Dec 2011 (Total Expirations: 103)																	
[-] Expiration Month: Jan 2012 (Total Expirations: 94)																	
[-] Expiration Month: Feb 2012 (Total Expirations: 95)																	

## Vacant Units by Bedrooms/Unit Types

Shows the number of vacant units available, arranged by number of bedrooms.

Select **Group By Unit Types** to filter by unit type or restrict the information to a specific property by choosing a property from the **Restrict to Property** drop-down box.

- 1 bedroom
- 2 bedrooms
- 3 bedrooms



Double-click anywhere on the chart to open the **Vacant Units by Bedrooms/Unit Types** “drill-down” screen. Click the plus icon to show detailed information for each filtered property.

**Note:** This feature is not available on the iPad.

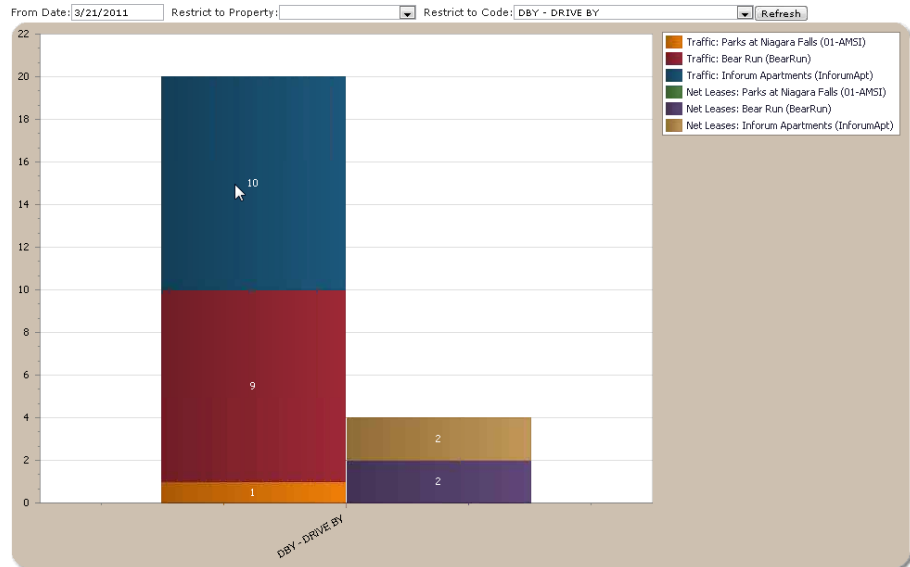
	Bldg ID	Unit ID	Type	Sub-Type	Unit Status	Market Rent	Sq. Footage
	Property: 01-AMSI (Parks at Niagara Falls) (Total Vacant Units : 8)						
	Property: 01-Golden (Golden Gate Fiesta) (Total Vacant Units : 4)						
	Property: BearRun (Bear Run) (Total Vacant Units : 39)						
	Property: InforumApt (Inforum Apartments) (Total Vacant Units : 2)						
	Property: InfResrv (Infor Reserves) (Total Vacant Units : 9)						
	Property: VillSydney (Villages at Sydney) (Total Vacant Units : 11)						

## Marketing Source Analysis

Shows up to ten source codes based on the total traffic count. Each bar stack shows either traffic or net leases for a particular property.








Enter a date in the **From Date** filter to include data from that date to the current date.

**Restrict to Property** and **Restrict to Code** allow you to restrict data to specific properties and source codes.



Double-click anywhere on the chart to open the **Marketing Source Analysis** “drill-down” screen. Click the plus  icon to show detailed information for each filtered property.

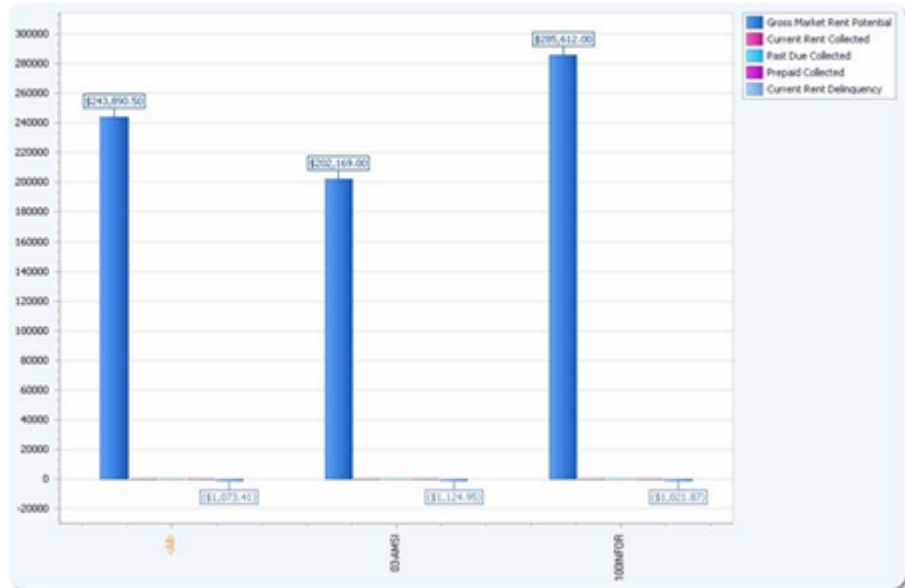
**Note:** This feature is not available on the iPad.

Property ID	Property Name	Phone	Internet	Traffic	Unqualified Traffic	Returns	Leases	Cancel Denials	Net Leases
	Marketing Source Code: ADC (APARTMENTS.COM) (Total Traffic : 0, Net Leases : 1)								
	Marketing Source Code: agi (APARTMENTGUIDE.COM) (Total Traffic : 0, Net Leases : 1)								
	Marketing Source Code: AGI (APARTMENT GUIDE.COM) (Total Traffic : 2, Net Leases : -2)								
	Marketing Source Code: APA (APARTMENTS.COM) (Total Traffic : 1, Net Leases : 0)								
	Marketing Source Code: APB (APARTMENT BOOK) (Total Traffic : 1, Net Leases : 1)								
	Marketing Source Code: APC (APARTMENTS.COM) (Total Traffic : 1, Net Leases : 1)								
	Marketing Source Code: APG (APARTMENT GUIDE) (Total Traffic : 2, Net Leases : 0)								
	Marketing Source Code: ARE (AREA) (Total Traffic : 0, Net Leases : 1)								
	Marketing Source Code: ASC (APARTMENT SHOPPERS GUIDE.COM) (Total Traffic : 3, Net Leases : 1)								
	Marketing Source Code: BAN (BANNERS) (Total Traffic : 5, Net Leases : 0)								
	Marketing Source Code: DBY (DRIVE BY) (Total Traffic : 20, Net Leases : 4)								
	Marketing Source Code: DRB (DRIVE BY) (Total Traffic : 14, Net Leases : 1)								
	Marketing Source Code: GOO (GOOGLE, INTERNET SEARCH) (Total Traffic : 1, Net Leases : 0)								
	Marketing Source Code: LA (LIVE IN AREA) (Total Traffic : 2, Net Leases : 1)								
	Marketing Source Code: LS (LOCATOR SERVICE) (Total Traffic : 1, Net Leases : 1)								
	Marketing Source Code: MF (MERCHANT REFERRAL) (Total Traffic : 0, Net Leases : 1)								
	Marketing Source Code: MNP (MY NEW PLACE.COM) (Total Traffic : 0, Net Leases : 0)								
	Marketing Source Code: NET (INTERNET / RENT NET) (Total Traffic : 1, Net Leases : 0)								
	Marketing Source Code: PRE (PREVIOUS RESIDENT) (Total Traffic : 1, Net Leases : 0)								
	Marketing Source Code: PRO (PROMOVE) (Total Traffic : 1, Net Leases : 0)								
	Marketing Source Code: REF (RESIDENT REFERRAL) (Total Traffic : 2, Net Leases : 0)								
	Marketing Source Code: Ren (RENT.COM) (Total Traffic : 4, Net Leases : 1)								
	Marketing Source Code: RES (RESIDENT REFERRAL) (Total Traffic : 4, Net Leases : 0)								
	Marketing Source Code: RR (RESIDENT REFERRAL) (Total Traffic : 1, Net Leases : 1)								
	Marketing Source Code: WOM (WORD OF MOUTH) (Total Traffic : 6, Net Leases : 0)								

## Billed/Paid Analysis

Shows the following sets of data for each selected property:

- Gross Market Rent Potential
- Current Due Collected
- Past Due Collected
- Prepaid Collected
- Current Rent Delinquency



## Work Orders Summary

The *Work Order Summary* chart shows the open Work Orders for the selected Portfolio. The zoomed view allows further filtering based on Submitted Date and Priority Code.

Enter a date into the **Submitted since** field to include data from that date to the current date.

Select a priority to view only work orders with that priority: Emergency, High, Medium or Low.



Double-click anywhere on the chart to open the **Work Order Details** “drill-down” screen. Click the plus  $\oplus$  icon to show detailed information for each filtered property.

**Note:** This feature is not available on the iPad.

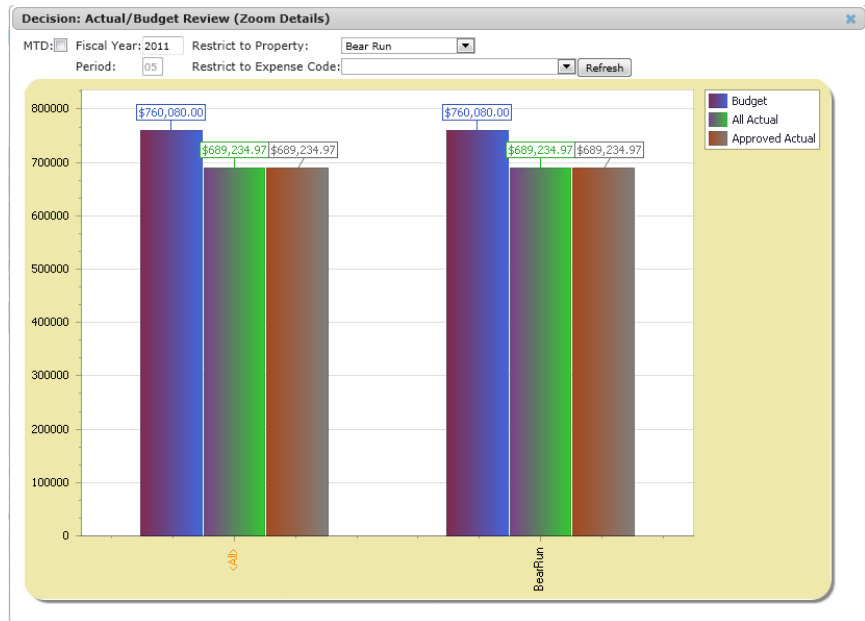
WO Number	Title	Bldg ID	Unit ID	Priority	Submitted On
$\oplus$ Property: 007Geac	(Bond Condos)				
$\oplus$ Property: 01-Golden	(Golden Gate Fiesta)				
$\oplus$ Property: VillSydney	(Villages at Sydney)				

## Actual/Budget Review

The *Actual/Budget Review* chart show Budget and Actual account data for accounts of the type *Expense* for the selected Portfolio.

The zoomed view allows further filtering by Month To Date, Fiscal Year, Period and allows you to restrict by Property or Expense Code.

The system relies on the Default Entity (Standard Setup) or Default Company (Simplified Setup) as the setup for the property within eFinancials.





Double-click anywhere on the chart to open the **Actual/Budget Review Details** “drill-down” screen. Click the plus  $\oplus$  icon to show detailed information for each filtered property.

**Note:** This feature is not available on the iPad.

	Account	Account Description	Period	Budget	Approved Actual	All Actual
$\oplus$	Property: BearRun (Bayou Apartments)	(Budget: \$760,080.00, All Actual: \$660,314.58)				
$\oplus$	Property: INFOR1 (Geac Communities)	(Budget: \$12,000.00, All Actual: \$406.00)				

## Add and Remove Charts


There are a number of available charts that show various details about each property, as detailed in the previous sections. Only six charts may be shown at one time. To show a different chart, click the Trash icon  for any chart that you want to remove. Then click **Select new chart...**, shown in the next steps:

**Step 1**  
Click a chart's Trash icon  to remove that chart from the screen.

**Step 2**  
The **Select new chart...** button appears. Click to add a new chart.

[Select new chart...](#)

**Step 3**  
The **ePortfolio Decision (Select Chart)** pop-up appears. Select a chart to view, and then click **Apply and Close**.




Decision (Select chart) ✕

Select Chart

- Billed/Paid Analysis
- Closing Ratio
- Current Delinquency
- Delinquency (Current Only)
- Current Occupancy Percentages
- Delinquency by Prop (All)
- Delinquency by Prop (Current Only)
- Occupancy Forecast
- Historical Delinquency
- Historical Delinquency over time
- Historical Occupancy Percentages

[Apply and Close](#)

## Print Preview and Print Charts

The Print Preview  icon at the top left allows you to print a preview page that shows all the KPI Gauges and the selected charts. From the Preview page you can view a detailed version of each chart.

**Note:** Print Preview is not available on the iPad.

You can also print that page to the printer by clicking the Print to Printer  icon.

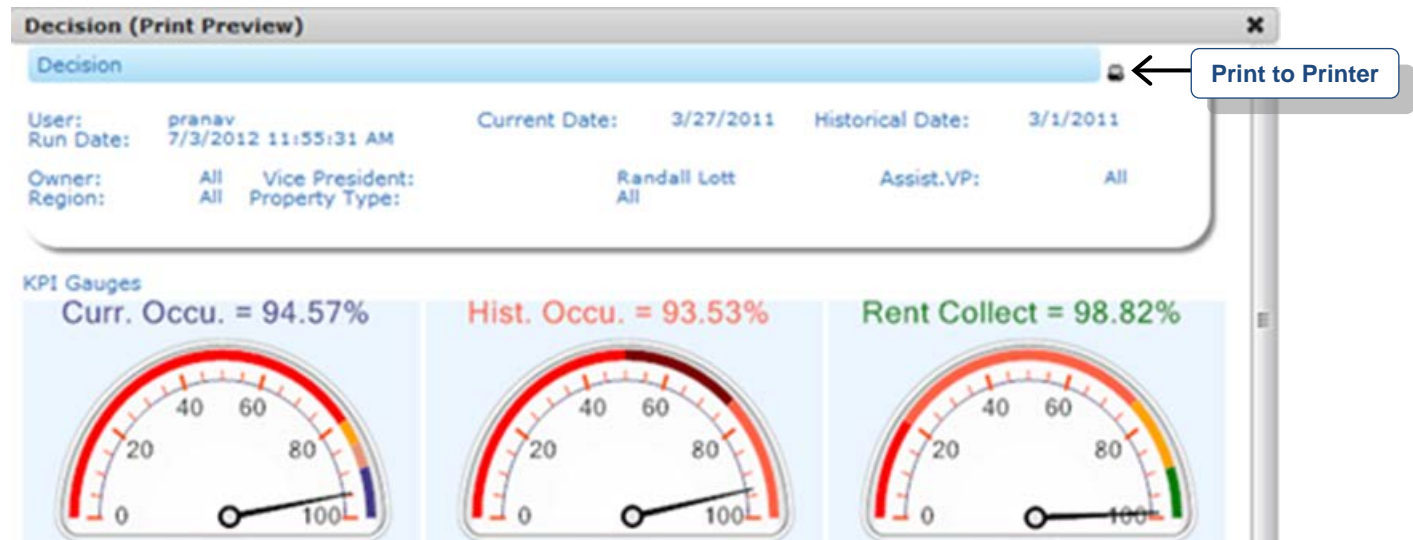



Figure 20: The Print Preview pop-up shows detailed information for all charts.

# Bookshelf


Bookshelf is a report delivery system that offers a simple, easy-to-use interface for sending and receiving reports. You can receive and review reports sent by other ePortfolio Decision users, schedule automated ePortfolio Reporting reports to be sent to your Bookshelf using ePortfolio Alerts, upload your own reports that can be accessed on alternate computers/devices, or upload files to other ePortfolio Decision users for review.

A simple drag & drop file upload system lets you easily add a files (of a variety of types) to a user's Bookshelf. This process is supported on Internet Explorer 9, Mozilla Firefox and Google Chrome browsers. Folders are displayed as multicolored books with the folder name listed on the spine. Each folder contains a list of uploaded files that can be viewed on most web browsers and devices, including the iPad.



Bookshelf is accessed by clicking or tapping the Bookshelf icon  in the top-left corner of the screen. The following sections describe how to set up and use Bookshelf.

## User Setup and File Upload


A user's Bookshelf is set up during the file upload process. Only users with the permission to upload files can see the upload icon . This permission is set in the System module (Security—Roles—Decision—Upload Files).

The file types that may be uploaded are set in eSite (Setup—Global—Document Types). The following file types can be uploaded to Bookshelf:

- .pdf (Portable Document File)
- .doc (Word 2000-2003 Document)
- .docx (Word 2007-2010 Document)
- .xls (Excel 2000-2003 File)
- .xlsx (Excel 2007-2010 File)
- .txt (Text File)

- .jpg (JPEG Formatted Picture File)
- .ppt (PowerPoint 2000-2003 Presentation)
- .pptx (PowerPoint 2007-2010 Presentation)

To set up user folders and upload files, follow these steps:

**Step 1**  
Click the Upload icon  located in the top left corner of the main screen.

**Step 2**  
Select the user to whom you are sending the file from the User box.

**Step 3**  
Select the user's folder where the file will be saved for their viewing from the Folder box. You can also create a new folder by clicking <New>.

**Step 4**  
From your computer, drag the file that you are uploading from your computer directly onto the tray icon. When the file is successfully uploaded, you will receive an Upload Complete message. You can either close the window or upload another file.

**Note:** The Drag & Drop feature can only be used with **Google Chrome** or **Mozilla Firefox** web browsers. It is not available on the iPad.


Decision (Upload Files for User) ✕

Select user from the dropdown list below who should see the uploaded file and then select the folder for that user where the file should be saved.

User:

Folder:

Drag & Drop file onto the tray to upload.



The files are listed alphabetically in each folder:



## Folder Setup

We recommend that you organize your Bookshelf so that it is easy for users to upload files to the correct folders. A good practice is to add several folders during the initial setup based on your reporting methods. For example, if you receive quarterly reports from several people, you could create a folder for each quarter. Everyone uploading a file would then use a file naming convention to identify who the file was from and what type of information it contains.

### New Files

New files that have recently been uploaded will have **\*New\*** next to them.



### Deleting Files

To delete a file, click the **Trash** icon  next to the file name.