



# **Eaco** Managed Properties

## **USER GUIDE**

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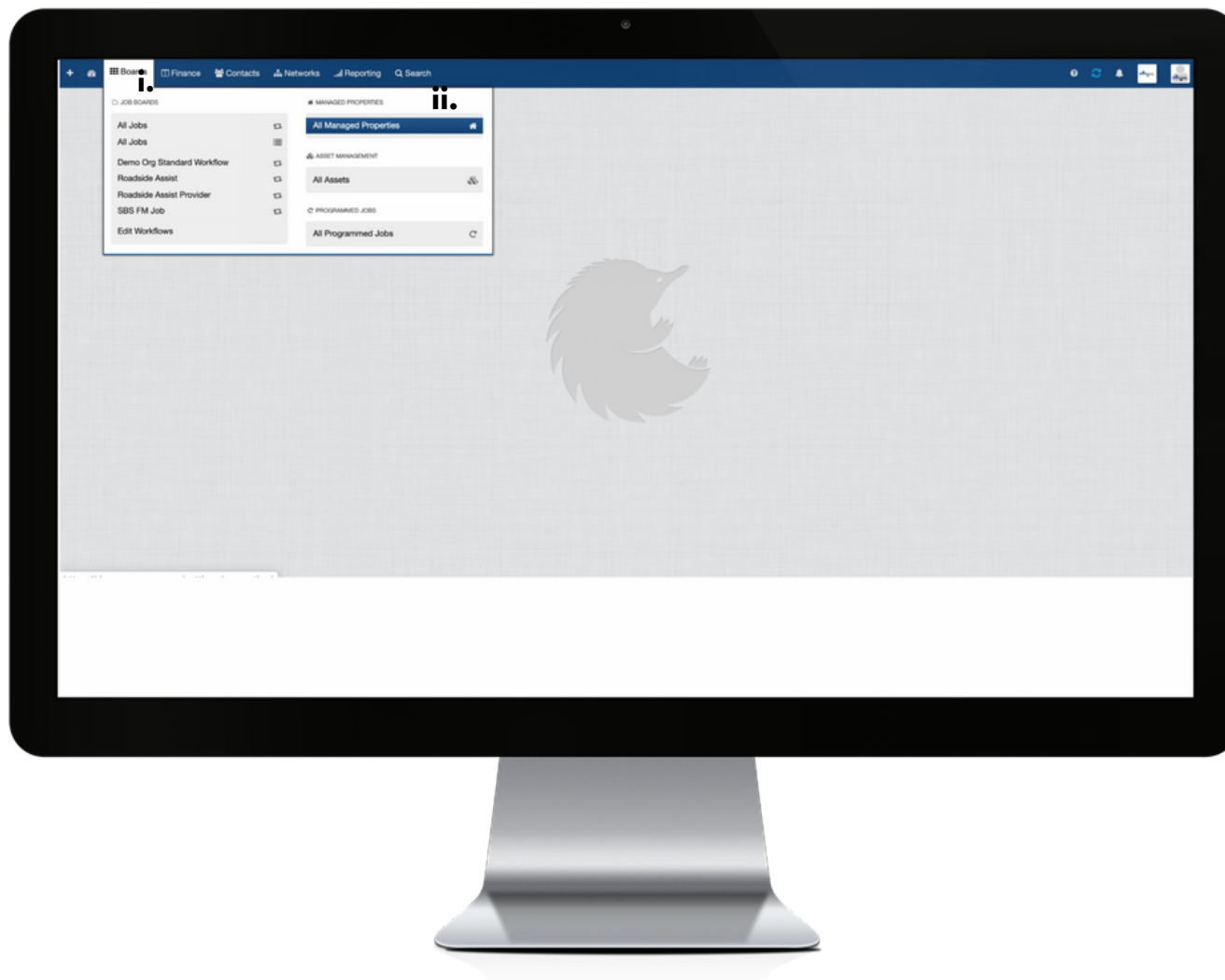
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# 1. GET STARTED



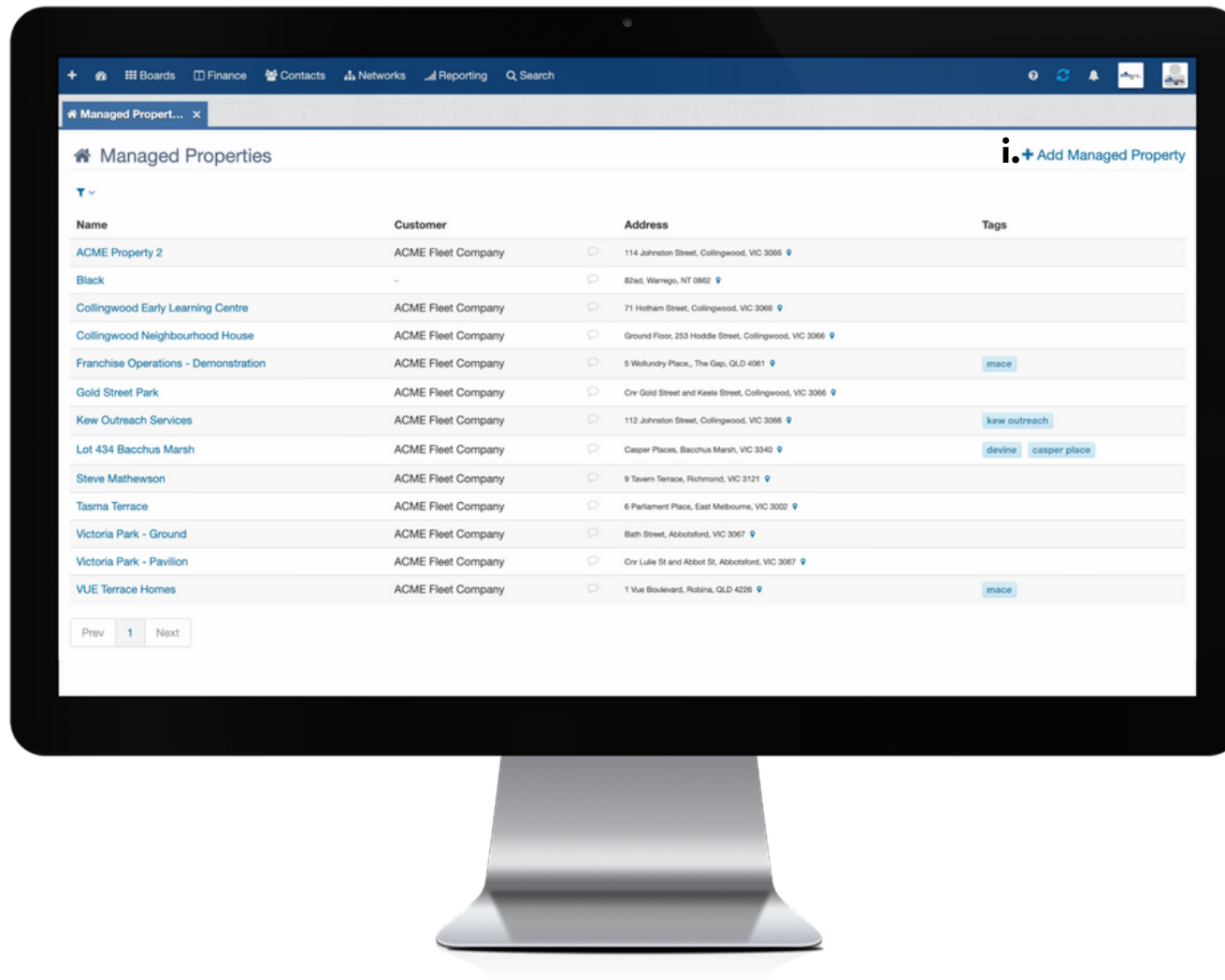
Within the Boards menu (i.) of your Eco System's Control Centre, select the Board dedicated to Managed Properties (ii).

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## 2. ADD A MANAGED PROPERTY





i: To add a Managed Property, click on + Add Managed Property to open the Managed Property details form.

Add Managed Property

×

**Customer**

**Name**

**Building Info (optional)**  

Level, Building Name, Company, etc.

**Street Address**  

Street Address

**Suburb**  

📍

Start typing a suburb name...

**Tags**  

🏷️

Start typing a Tag name...

▼

Cancel

Create

Complete each field of the Managed Property details form as required, click Create to save. To set the remaining details of a Managed Property, follow the same process as that for the Edit Property (see next section for instructions).

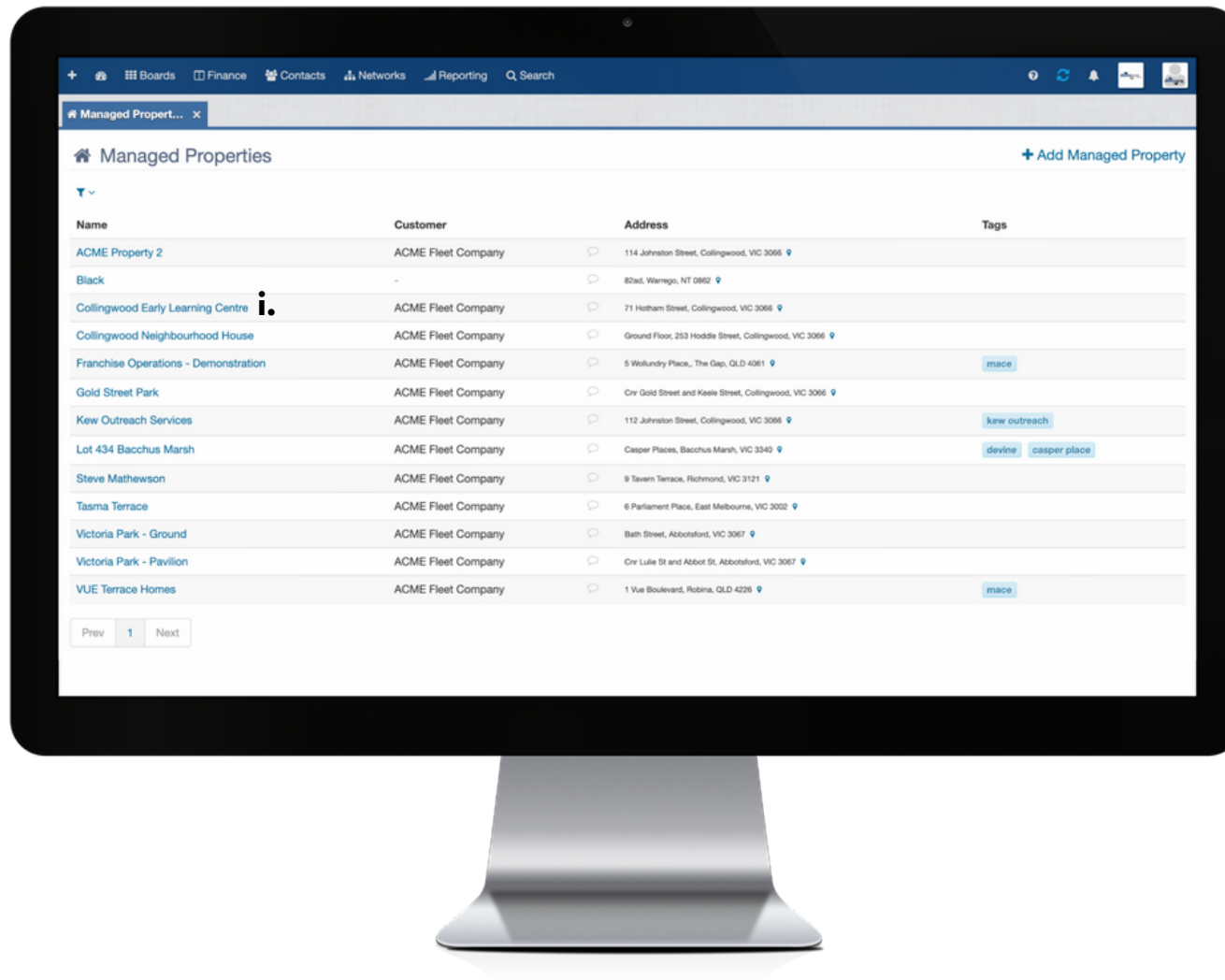
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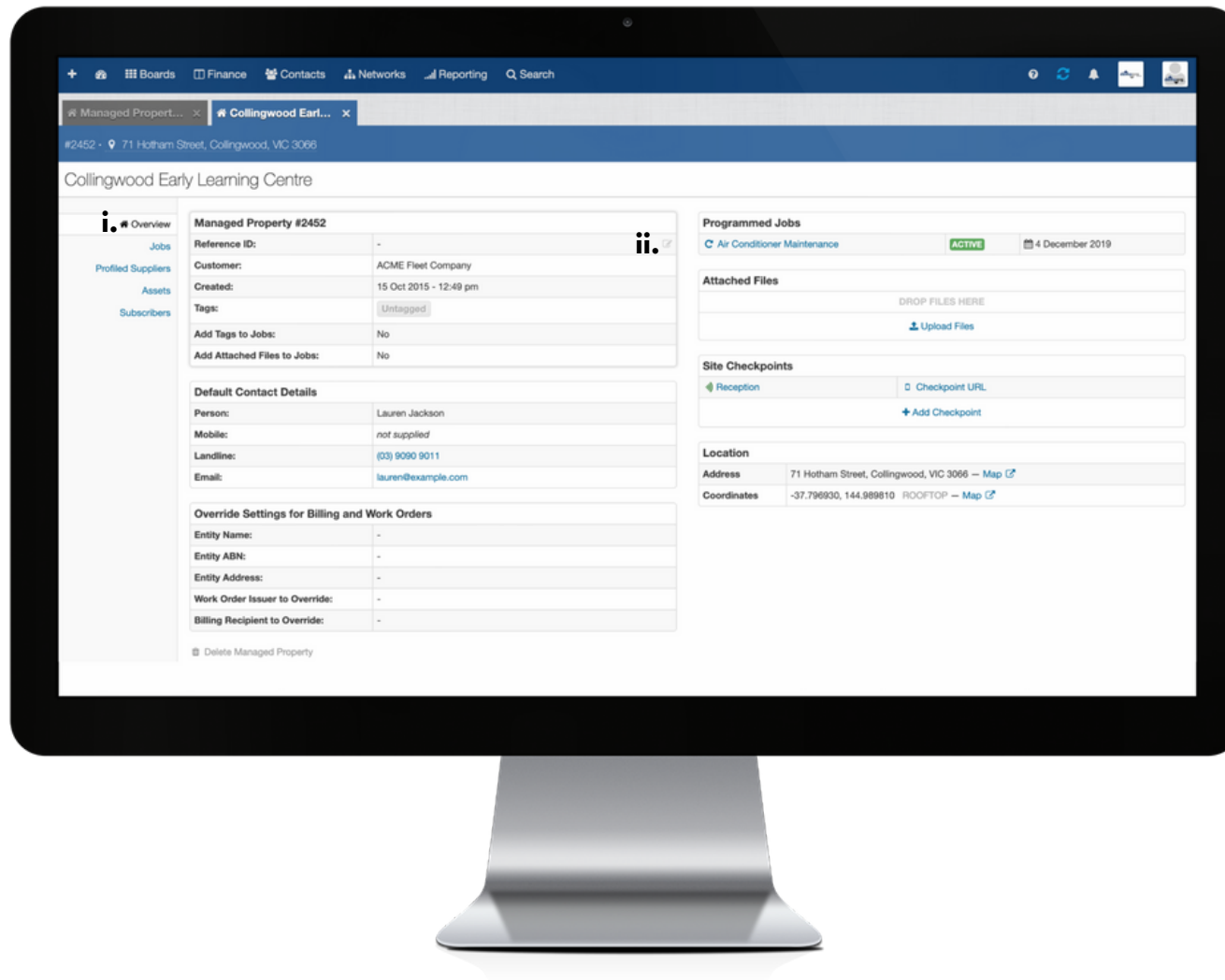
# **3. EDIT A MANAGED PROPERTY**







i. to edit the details of an existing Managed Property, click the name to open the applicable Managed Property card/overview.



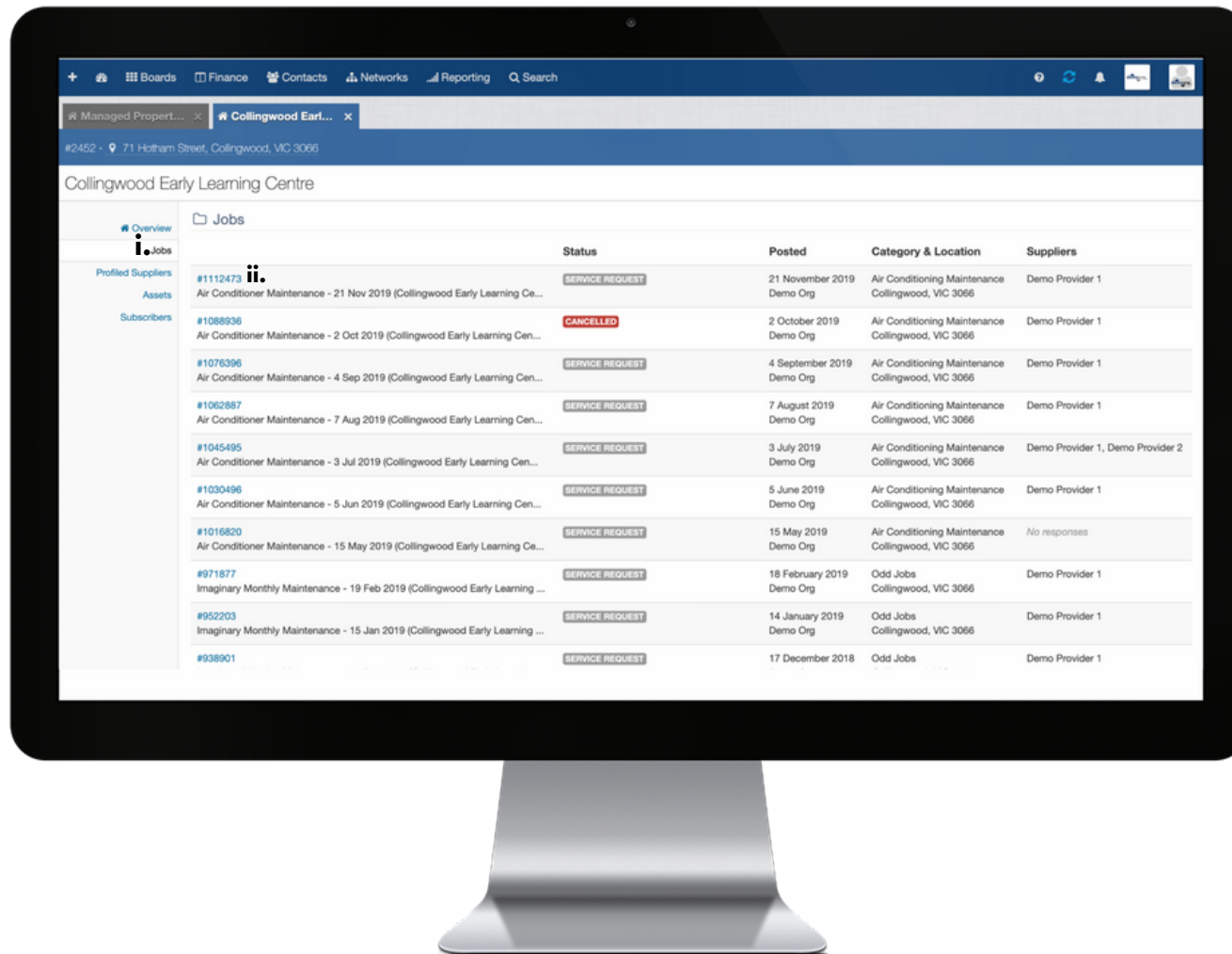
- i. the Managed Property card contains an Overview, which is the section that consists of the Managed Property's settings and details.
- ii. All editable fields are clickable or the Edit tool icon will be visible when you hover your mouse over to the right of the field box. To edit a setting, click the field or the Edit tool icon and update accordingly.

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# 4. MANAGED PROPERTY - JOB HISTORY





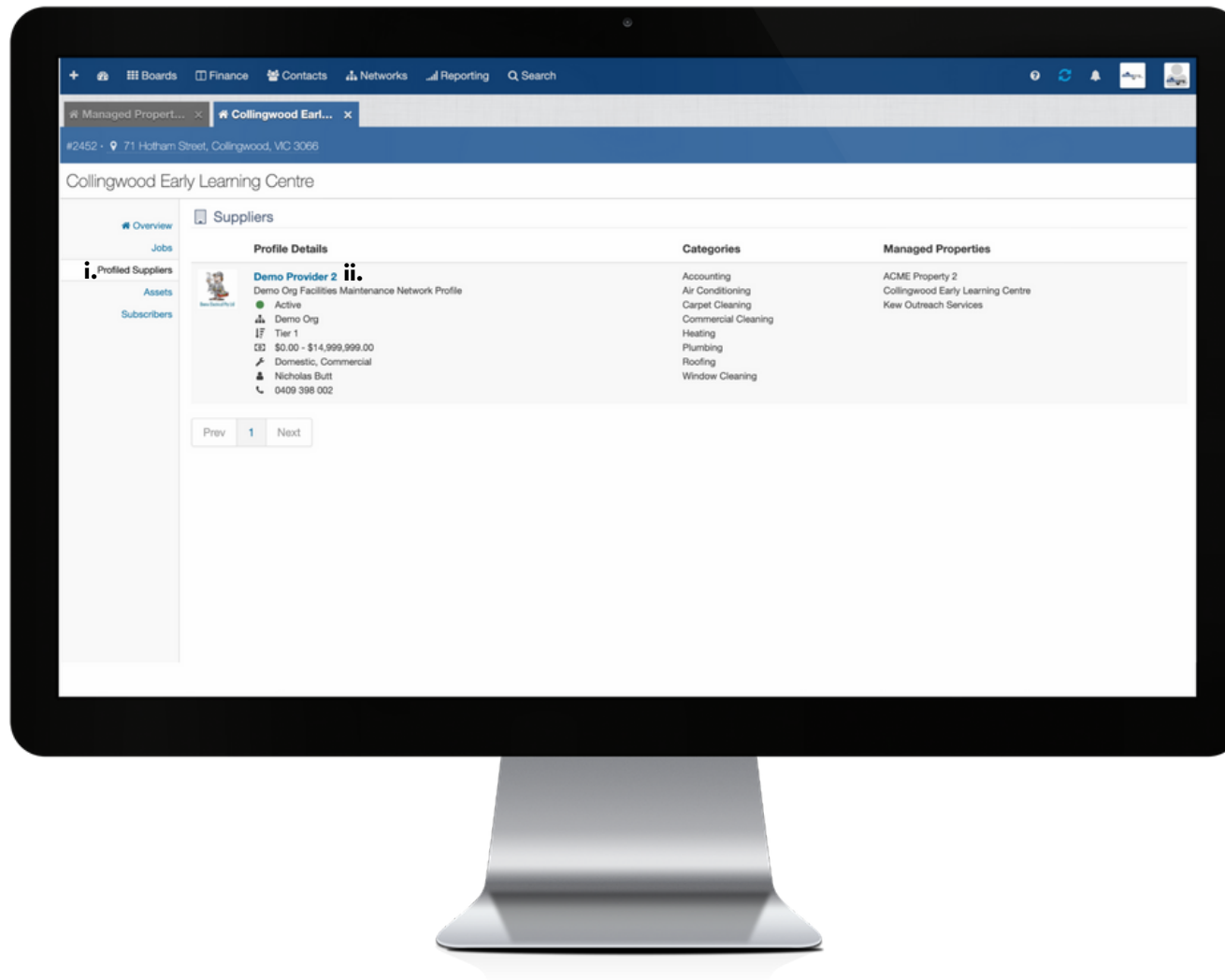
- i. the Managed Property card also contains a section dedicated to Jobs, which lists and links to all jobs that have been performed on and/or have been associated with the Managed Property.
- ii. to view the details of a specific job, click on the job number to open the Job Card.

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# 5. MANAGED PROPERTY - PROFILED SUPPLIERS





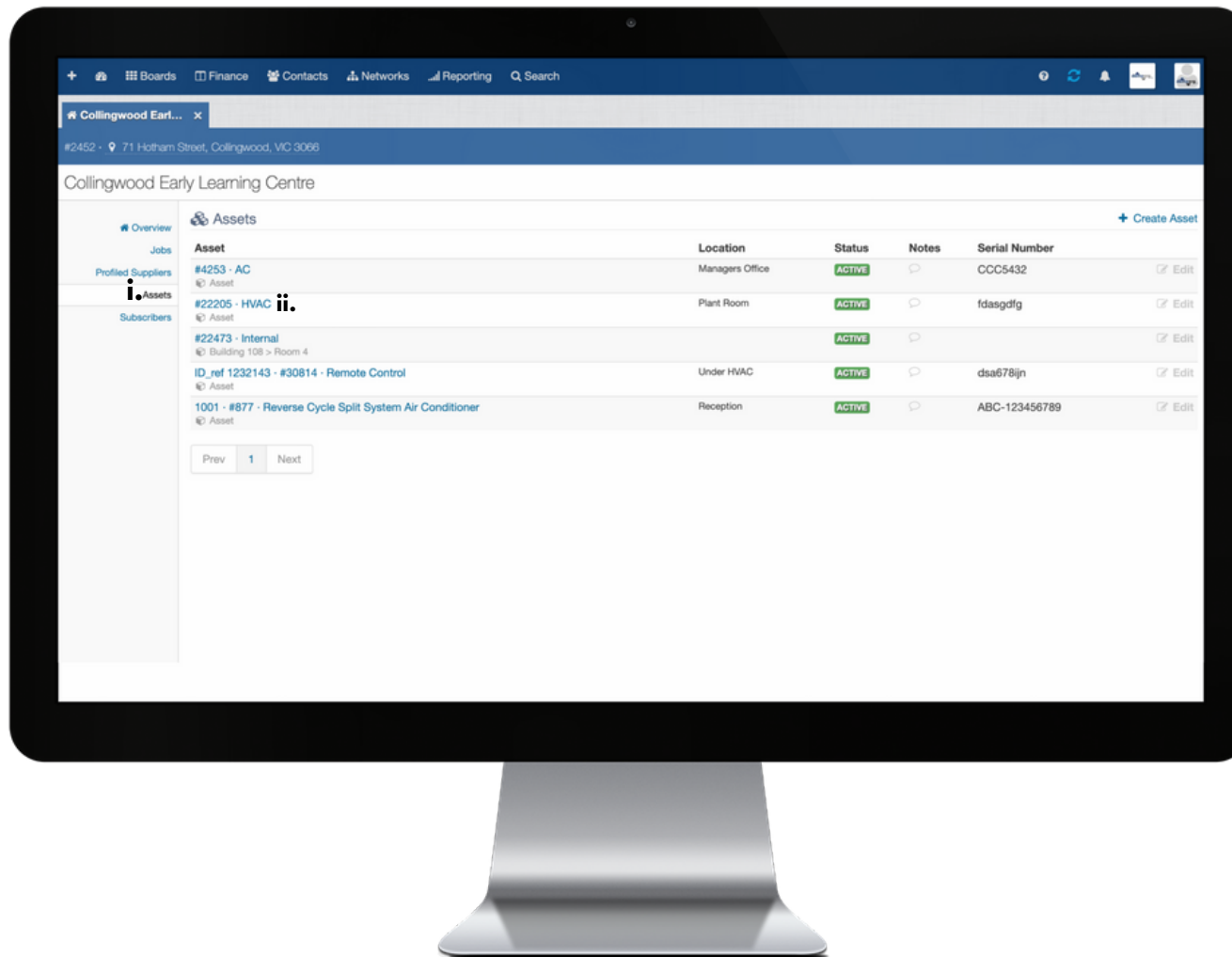
- i. the Profiled Suppliers section of the Managed Property card lists the Suppliers that have been matched to perform jobs on the Managed Property.
- ii. To view the details of a Profiled Supplier, click on the Profiled Supplier's name

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# 6. MANAGED PROPERTY - ASSETS





- i. the Managed Property card also lists the Assets of the property that jobs have been and/or are programmed to be performed on.
- ii. to view a the details of an Asset, click on the name of the Asset.