

### **Eaco Managed Properties**

#### **USER GUIDE**

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### 1. GET STARTED





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

## 2. ADD A MANAGED PROPERTY



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	Victoria Park - Pavilion	ACME Fleet Company	Cnr Lulie St and Abbot St, Abbotsford, VIC 3067 9	
Prev 1 Next	VUE Terrace Homes	ACME Fleet Company	1 Vue Boulevard, Robina, QLD 4226 🔮	mace
	Prev 1 Next			

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

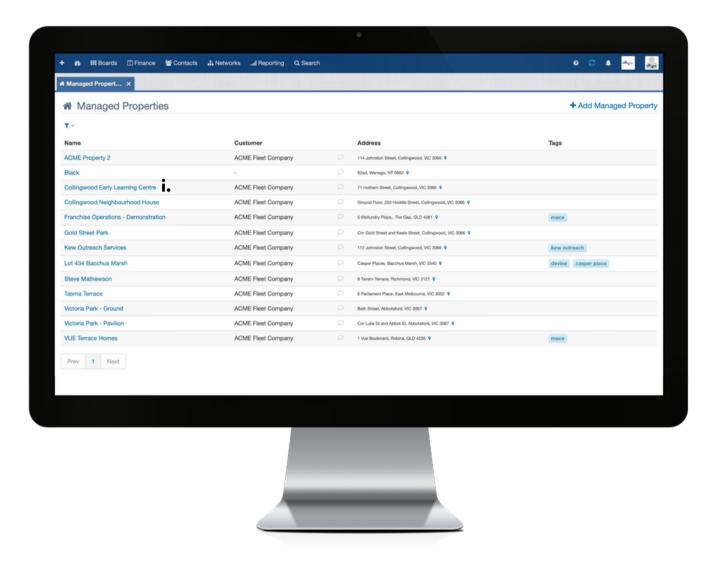


Add	d Managed Property		×
Cus	tomer		
		<b>‡</b>	
Nan	ne		
Buil	ding Info (optional)		
Lev	vel, Building Name, Company, etc.		
Stre	et Address		
Stre	eet Address		
Sub	urb		
9	Start typing a suburb name		
Tag	s		
	Start typing a Tag name		0
		Cancel	Create

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).

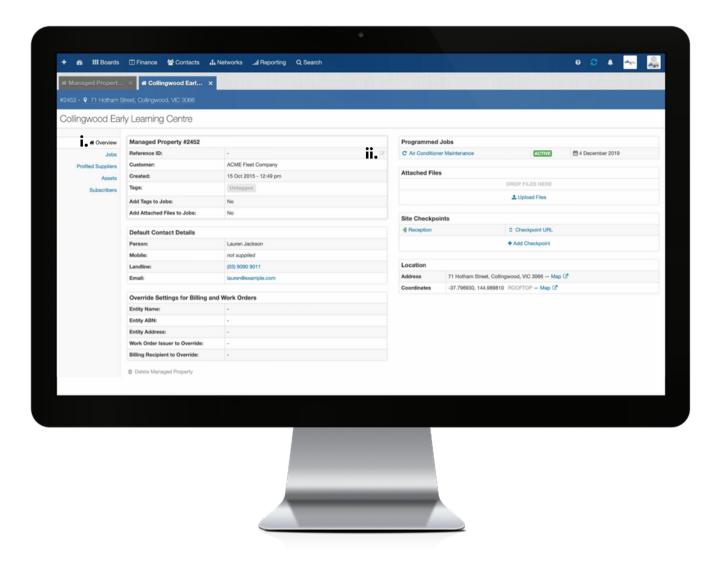
## 3. EDIT A MANAGED PROPERTY





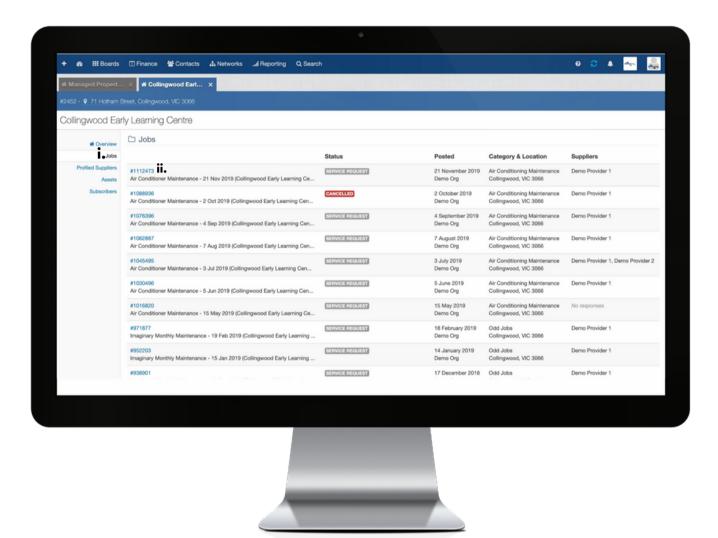
i. to edit the details of an existing Managed Property, click the name to open the applicable Managed Property card/overview.





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.

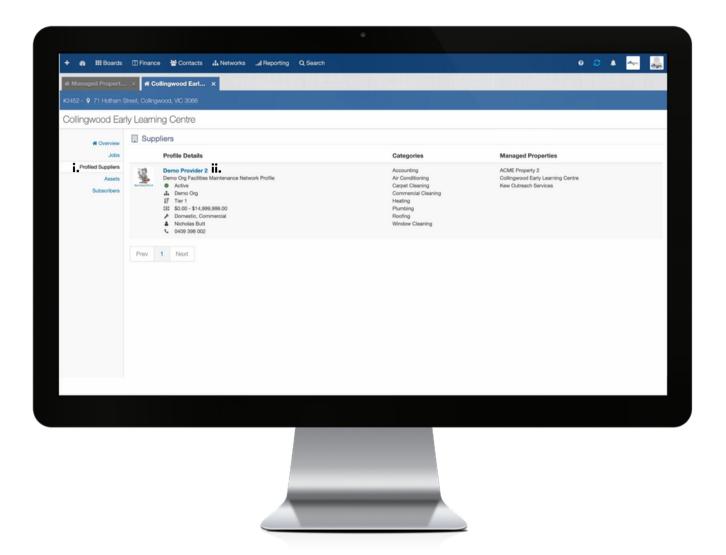
# 4. MANAGED PROPERTY - JOB HISTORY



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.

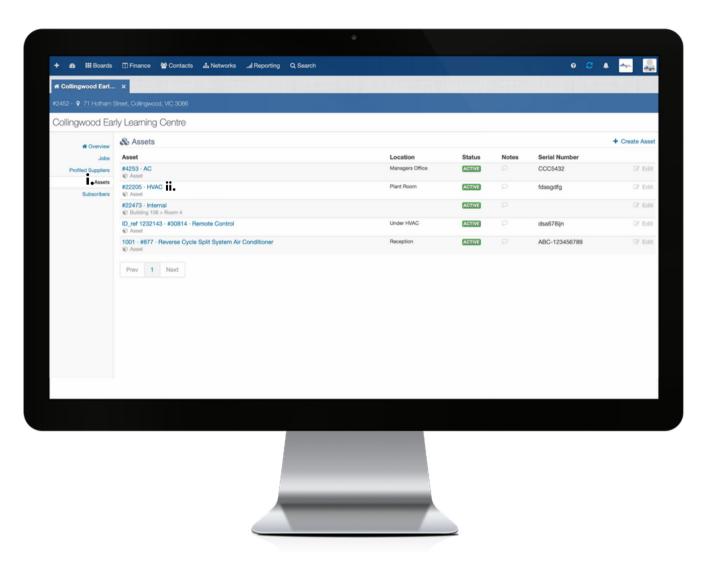
ii. to view the details of a specific job, click on the job number to open the Job Card.

## 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

# 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.