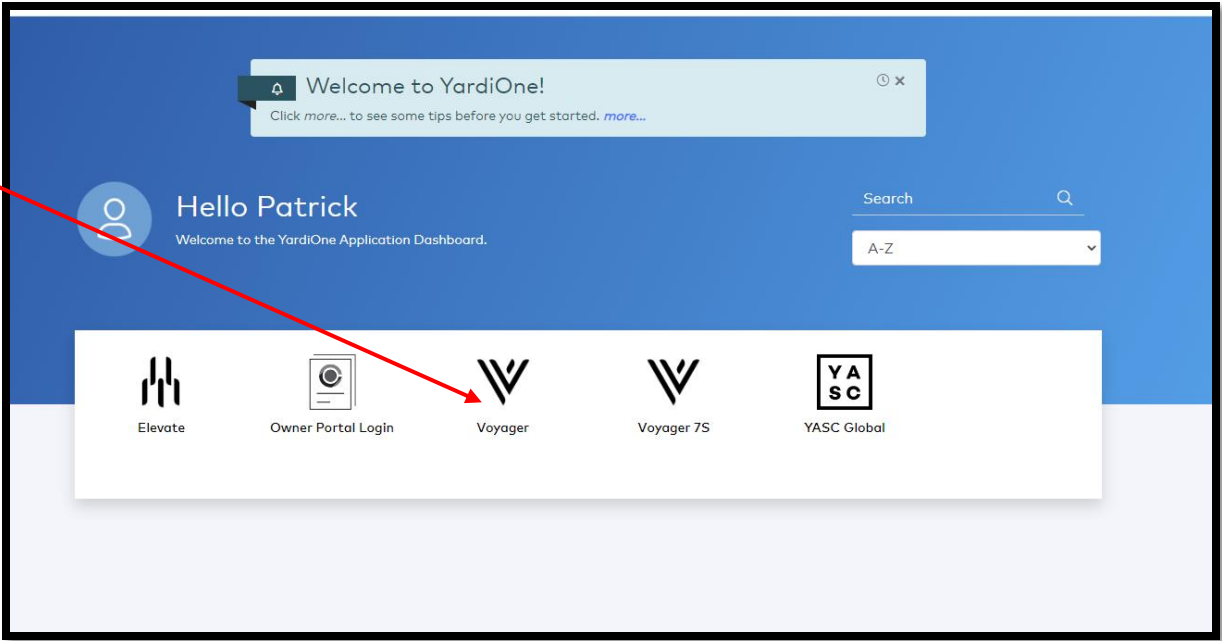# ACCESS REPORTS & SEND EMAILS

Board Dashboard

Access Reports & Send
Broadcast Emails
off the Voyager Menu
Option.

Board Voyager Dashboard: Reports

- Work Order Summary
- Resident Info Summary

Board Voyager Dashboard: Work Order Summary Report

A full report listing of all open and closed Work Orders is available by just selecting Submit.

Fill in other fields if you wish to filter the list.

Work Order Report

Click on Blue WO # to drill down for more detail.

Board Voyager Dashboard: Owner Summary Report

A full owner directory is available by just selecting Generate.

All Contact Information Available on report.

YARDIVOYAGER

Home   Help   Sign Out   SaaS Messages

Work Order Report

DPM - Tenant Information Report

▶ Reports

▶ Condo/Co-op/HOA

▶ Quick Email

▶ Violations/Arch Rev

▶ Current GL Balance

Property   a179

Unit

Output Type   PDF ⌄   Attach Reports ☐

Merge Reports ☐   Email Reports ☐

Show Grid ☐

Show on Portal ☐

Generate   Clear   Help   Preview

Owner Listing Report

Tenant Information Report

Name, Email, Phone, Address, Alternate Address, Tenant Info, etc...

Board Voyager Dashboard: Email

To Email one or more of your residents, select Quick Email.

You can choose to select the appropriate audience and then SUBMIT.

Board Voyager Dashboard: Email Step 1

Step 1:On the BODY Tab: Fill In Subject, Body of the Note, and Reply To fields.

YARDIVOYAGER

Home   Help   Sign Out   SaaS Messages

Quick Email

- Reports
- Condo/Co-op/HOA
- Quick Email
- Violations/Arch Rev
- Current GL Balance

To:

Cc:

Bcc:

Subject: Elevator Out of Order

☑ Separate Email for each Recipient
Note: Email addresses from 'Cc' and 'Bcc' field will be ignored.

Send Email

| Body | Contacts | Additional Attachments |

Email Template:

OR

Body: The elevator will be out of order Tuesday February 6th for repairs.

Reply To: donotreply@denalipm.com

Board Voyager Dashboard: Email Step 2

Step 2: On CONTACTS Tab: select (check) all residents you wish to email. Checking top box will select all residents.

Step 3: Option to add 1 or more attachments and then SEND.

For further assistance:

Contact Your Property Manager or Property Administrator

Thank You.