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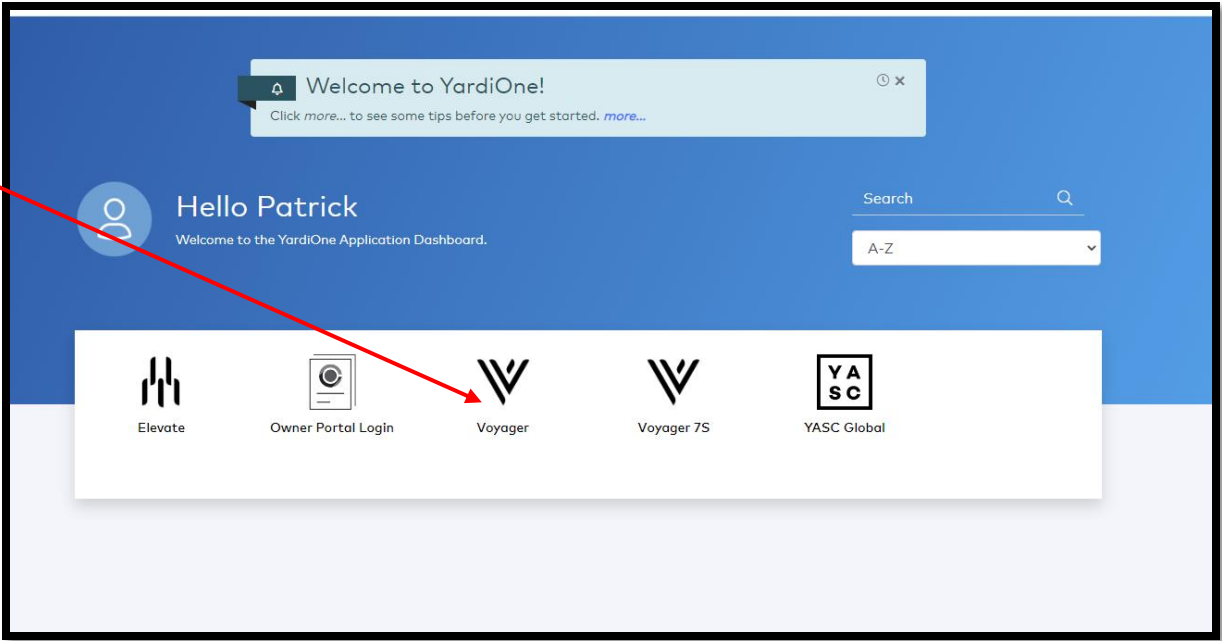
# ACCESS REPORTS & SEND EMAILS



# Board Dashboard

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



# Board Voyager Dashboard: Reports

- Work Order Summary
- Resident Info Summary

YARD VOYAGER

Home Help Sign Out SaaS Messages

Condo, Co-op & HOA Dashboard

Property/List

at 179

Go

Help

Date Range

01/29/2023

02/28/2023

Properties

1

Units

172

Finance

A/R Summary

A/R Details

A/P Summary

A/P Details

Maintenance

Pending Work Requests

6

Completed WO Followup

0

Purchase Orders

0

Tasks

Tasks Pending

0

Tasks Past Due

0

Links

New PO

New WO

New Meeting

Monitor Reports

New Service Request

Violation Management

Summary

Meetings

0

Active Board Members

4

Purchases In Progress

0

Legal Count

2

Total Unique Persons

235

Total Unit Persons

235

Total Legal Owners

235

Unit Detail

Owner Occupant

175

Owner Absentee

60

Calendar Dashboard Person Search Critical Dates

Jump To

Today

Day

Week

2 Week

31 Month

January 2023

Monday

December 26

Tuesday

27

Wednesday

28

Thursday

29

Friday

30

Sat/Sun

31

January 1

# 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.

YARDIVOYAGER

Home Help Sign Out SaaS Messages

Work Order List

Property: a179

Unit:

Employee:

Status:

Asset:

Category:

Order By: WO#

Call Dates:

Scheduled Dates:

Completion Dates: from WO to WO

Destination: Screen

Advanced

Submit Clear Help

File or Code: rs\_5\_Maint\_WO\_list.txt

## Work Order Report

YARDIVOYAGER

Home Help Sign Out SaaS Messages

Work Order List

Property=a179 AND Order By=WO#

WO	Prop-Unit	Status	Call Date	Start Date	Employee	Service	Sub-Category	Quantity	Stock	Stock Description	Unit Price	Total
38	a179-114	Work Completed	12/24/2020		plevitt	Bathroom		5.00			0.00	0.00
38	a179-275	Work Completed	12/28/2020		plevitt	Window Repairs		6.00			0.00	0.00
75	a179-100	Work Completed	01/11/2021		plevitt	Garage Gate		0.00			0.00	0.00
140	a179-245	Work Completed	03/04/2021		plevitt	Garage snow removal		53.00			0.00	0.00
229	a179-243	Work Completed	03/09/2021		plevitt	Exterior Pool Door Not working		0.00			0.00	0.00
263	a179-170	Work Completed	03/18/2021		plevitt	POD Door lock repair		0.00			0.00	0.00
264	a179-170	Work Completed	03/18/2021		plevitt	Unit Garage Door Issue		0.00			0.00	0.00
265	a179-162	Work Completed	03/18/2021		plevitt	New Garage Remote		0.00			0.00	0.00
281	a179-222	Work Completed	03/22/2021		plevitt	Light Replacement		0.00			0.00	0.00
293	a179-167	Work Completed	03/24/2021		plevitt	Bedroom		0.00			0.00	0.00
361	a179-274	Work Completed	04/13/2021		plevitt	Unit Intercom		0.00			0.00	0.00
367	a179-240	Work Completed	04/19/2021		plevitt	Exterior Lighting Replacement		0.00			0.00	0.00
414	a179-119	Work Completed	04/22/2021		plevitt	Door Lock		0.00			0.00	0.00
415	a179-119	Work Completed	04/22/2021		plevitt	Gas Water Replacement		0.00			0.00	0.00
436	a179-118	Work Completed	04/27/2021		plevitt	Lock Repair		0.00			0.00	0.00
512	a179-103	Work Completed	05/04/2021		plevitt	Utility Check		0.00			0.00	0.00
517	a179-103	Work Completed	05/24/2021		plevitt	POD Drive		0.00			0.00	0.00
566	a179-102	Work Completed	05/24/2021		plevitt	POD Drive		0.00			0.00	0.00
579	a179-102	Work Completed	05/27/2021		plevitt	POD Drive		0.00			0.00	0.00
605	a179-222	Work Completed	06/02/2021		plevitt	Common		0.00			0.00	0.00
640	a179-136	Work Completed	06/09/2021		plevitt	Kitchen		0.00			0.00	0.00
689	a179-102	Work Completed	06/12/2021		plevitt	Door Lock		0.00			0.00	0.00
701	a179-170	Work Completed	06/25/2021		plevitt	Common		0.00			0.00	0.00
708	a179-102	Work Completed	06/29/2021		plevitt	Common		0.00			0.00	0.00
716	a179-252	Work Completed	07/06/2021		plevitt	Room		0.00			0.00	0.00

Work Order #265

Status: Work Completed

Reason: New Garage Remote

Vendor:

Expense Type:

Funding Entry:

Template:

Priority: High

Category: Common Areas/Exterior - WO

Sub-Category: Alarm/Security/Door System

Resolution:

Due Date & Time:

Location:

Bill To:

Asset:

Access/Entry Notes:

Ok to Enter:

No Follow Up:

Problem Description: I need a replacement gate fob. Could you please issue one and charge my account for it?

Print

Other Info: Labor: Workflow: Approvals: Audit History

Control Info: User defined 1: User defined 2: Batch Name: Invoice Number: Invoice Date:

Display Info: WO Status: Date: Time: Call: 03/18/2021 4:02 PM Work Completed: 02/22/2022 11:55 PM

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

All Contact Information  
Available on report.

# Owner Listing Report

# Board Voyager Dashboard: Email

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

**YARDIVOYAGER**

Home Help Sign Out SaaS Messages

**Condo, Co-op & HOA Dashboard**

Sunday, January 29, 2023

Property/List: a179 Go Help

Date Range: 01/29/2023 02/28/2023

Properties: 1 Units: 172

**Finance**

A/R Summary A/R Details

A/P Summary A/P Details

**Maintenance**

Pending Work Requests: 6

Completed WO Followup

Purchase Orders

**Tasks**

Tasks Pending

Tasks Past Due

**Links**

New PO New WO New Meeting

Monitor Reports New Service Request

Violation Management

Calendar Dashboard Person Search Critical Dates

JumpTo

January

Monday December 26 Tuesday 27 Wednesday 28 Thursday 29 Friday 30 Saturday 31

January 1

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

**YARDIVOYAGER**

Home Help Sign Out SaaS Messages

**Quick Email**

Property: a179

Building:

Unit Type:

Unit:

Type: Owner Occupant, Owner Absentee, Family Member

Status: Current

Owner:

Include Board Members: Yes

E-mail Communication: Both

Display Rows: 2000

Submit Clear Help



# Board Voyager Dashboard: Email Step 1

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

The screenshot shows the 'YARDIVOYAGER' dashboard with a 'Quick Email' form. The form has tabs for 'Body', 'Contacts', and 'Additional Attachments'. The 'Body' tab is selected and circled in red. Red arrows point from the text 'Step 1: On the BODY Tab: Fill In Subject, Body of the Note, and Reply To fields.' to the 'Subject', 'Body', and 'Reply To' fields. The 'Subject' field contains 'Elevator Out of Order'. The 'Body' field contains 'The elevator will be out of order Tuesday February 6th for repairs.' The 'Reply To' field contains 'donotreply@denalipm.com'. The 'Send Email' button is visible. The left sidebar shows a menu with 'Reports', 'Condo/Co-op/HOA', 'Quick Email', 'Violations/Arch Rev', and 'Current GL Balance'.

**YARDIVOYAGER**

Home Help Sign Out SaaS Messages

**Quick Email**

To:

Cc:

Bcc:

Subject:

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

**Body** | Contacts | Additional Attachments

Email Template:


OR

Body:

Reply To:



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# Board Voyager Dashboard: Email Step 3

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

YARDVOYAGER

Home Help Sign Out SaaS Messages

Quick Email

To:

Cc:

Bcc:

Subject: Elevator Out

☒ Separate Email for each Recipient

Note: Email addresses from 'Cc' and 'Bcc' field will be ignored.

Send Email

Body

Contacts

Additional Attachments

If for any reason page is refreshed, you will loose the file selection.

Therefore please ensure that needed file attachments are selected before you click **Send Email** button

Attachment 1

Choose File

No file chosen

Attachment 2

Choose File

No file chosen

Attachment 3

Choose File

No file chosen

Attachment 4

Choose File

No file chosen

Attachment 5

Choose File

No file chosen



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For further assistance:

Contact Your Property Manager or Property Administrator

Thank You.

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