



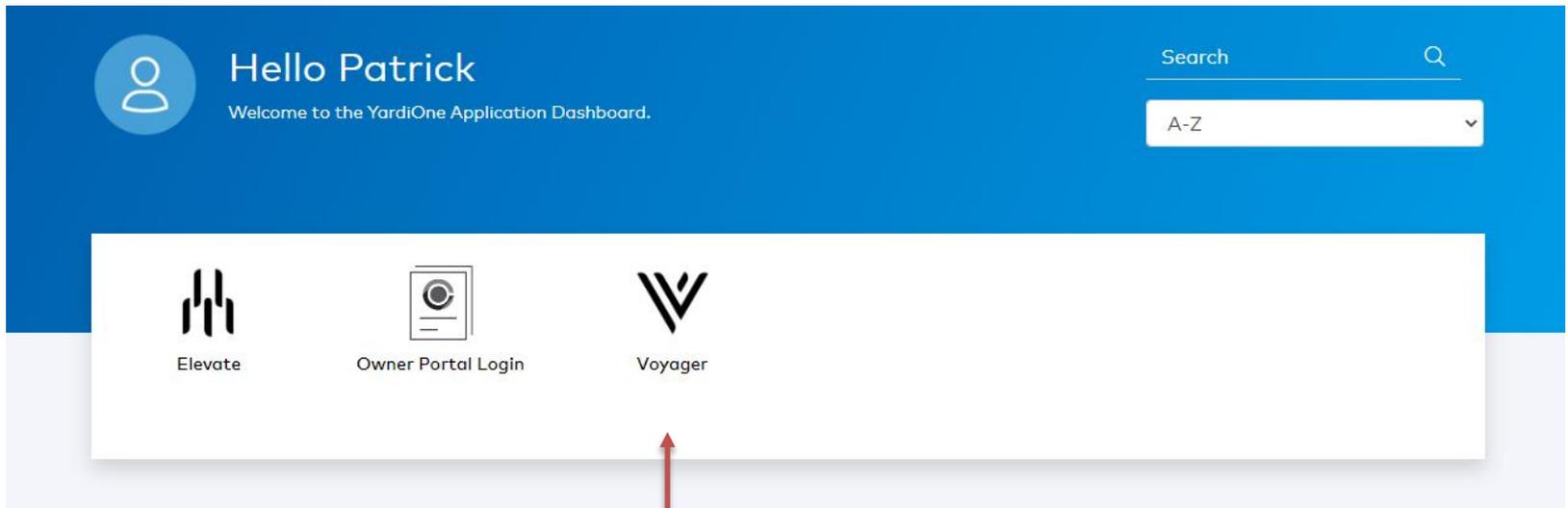
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Open a New Work Order or View Existing Work Orders



YardiOne Dashboard

From the YardiOne Board Dashboard, select the Voyager tab.



YardiOne Voyager Dash Board

To create a new work order, begin with this tab

The screenshot displays the YardiOne Voyager Dashboard interface. On the left is a vertical navigation menu with options: Reports, Condo/Co-op/HOA, Setup, and Violations/Arch Rev. The main content area is titled "Condo, Co-op & HOA Dashboard" and features a red arrow pointing to the "Condo, Co-op/HOA" menu item. The dashboard is divided into several sections:

- Wednesday, September 14, 2022**: Includes a "Property/List" section with a search box containing "a179" and a dropdown menu showing "Riverpark at Harrison I Condom...". Below this is a "Date Range" section with "09/14/2022" and "10/14/2022" selected, and a "Properties" section showing "1" and "Units 172".
- Finance**: Contains links for "A/R Summary", "A/R Details", "A/P Summary", and "A/P Details".
- Maintenance**: Shows "Pending Work Requests" (15), "Completed WO Followup" (0), and "Purchase Orders" (0).
- Tasks**: Shows "Tasks Pending" (0) and "Tasks Past Due" (0).
- Links**: Includes "New PO", "New WO", "New Meeting", "Monitor Reports", "New Service Request", and "Violation Management".
- Summary**: A table of key metrics:

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**: Shows "Owner Occupant" (174) and "Owner Absentee" (61).

At the bottom, there is a navigation bar with tabs: "Calendar", "Dashboard", "Person Search", and "Critical Dates". Below this is a "Jump To" field and a calendar view for "September 2022". The calendar shows days from Monday (August 29) to Friday (September 2).



Here, simply click on New WO, enter the details, and save

Condo, Co-op & HOA Dashboard

Wednesday, September 14, 2022

[Property/List](#)
[Riverpark at Harrison I Condom...](#)

Date Range
Properties 1 Units 172

Finance
[A/R Summary](#) [A/R Details](#)
[A/P Summary](#) [A/P Details](#)

Maintenance
Pending Work Requests 15
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 174
Owner Absentee 61

Calendar | Dashboard | Person Search | Critical Dates

Jump To Today Day Week 2 Week 31 Month

September 2022

Monday	Tuesday	Wednesday	Thursday	Friday
August 29	30	31	September 1	2



To view work orders, use this tab

YARDI VOYAGER

Home Help Sign Out SaaS Messages

Condo, Co-op & HOA Dashboard

Tuesday, January 18, 2022

Property/List: Go Help

Date Range: Co..

Properties: 1 Units: 70

Maintenance

Pending Work Requests	21
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	6
Purchases In Progress	2
Legal Count	0
Total Unique Persons	120
Total Unit Persons	120
Total Legal Owners	119

Unit Detail

Owner Occupant	69
Owner Absentee	49
Tenant	1
Demo Owner	1

Calendar Dashboard Person Search Critical Dates

Jump To Today Day week 2 Week 31 Month

January 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
December 27	28	29	30	31	January 1, 2022
					2
3	4	5	6	7	8
					9
10	11	12	13	14	15



You can filter and sort by date or status. Click on the Invoice number to see details of the request.

The screenshot displays the YARDIVOYAGER Work Order Dashboard. The interface includes a navigation menu on the left, a top navigation bar with links like Home, WO Scheduler, and WO Dispatch Board, and a main content area. The main content area features a filter panel with various input fields for Work Order details (WO #, Property, Unit, Bill To, Location, Employee, Vendor, WO Origin, Status, Reason, Priority, Category, Brief Desc) and date-based filters (Call Date, Scheduled Date, Completed Date, Due Date). A 'Filter View' button is also present. Below the filter panel is a 'WO Calendar' section and a table of work orders. A red arrow points from the text above to the 'Invoice' column header in the table, and another red arrow points from the text above to the 'Filter View' button.

WO #	Property-Unit	Origin	Vendor	Bill To	Priority	Status	Category	Brief Desc	Call Date	Sched Date	Req Reassign Date	On Hold Date	Web Date	Compl Date	Due Date
403	a185	Work Order			Medium	Work Completed	Common Areas/Exterior	Deck Soffits	04/21/2021					09/01/2021	
404	a185	Work Order			Low	Work Completed	Common Areas/Exterior	Fence Repair	04/21/2021					09/01/2021	
512	a185	Work Order			Medium	Canceled	Common Areas/Interior	Leak Into Unit	05/13/2021						
611	a185 - 45089	Work Order			High	Work Completed	Common Areas/Exterior	Gutter Overflow	06/03/2021					09/01/2021	
626	a185	Work Order			Medium	Work Completed	Common Areas/Interior	Leak above Space 79	06/07/2021					09/01/2021	
734	a185 - 45148	Work Order			Medium	Work Completed	Common Areas/Exterior	Soffit Over Deck	07/12/2021					09/01/2021	
735	a185 - 45145	Work Order			Medium	Work Completed	Common Areas/Exterior	Leak Inspection	07/12/2021					09/01/2021	
786	a185 - 450110	Work Order			Medium	Work Completed	Common Areas/Exterior	Siding on Deck	07/26/2021					09/01/2021	
821	a185	Work Order			Medium	Work Completed	Common Areas/Exterior	Window Gate Loose	08/09/2021					09/01/2021	
825	a185	Work Order			Medium	Work Completed	Common Areas/Exterior	Fill In Potholes	08/11/2021					09/01/2021	
859	a185 - 45145	Work Order			Medium	In Progress	Common Areas/Exterior	Leak Into Unit	08/24/2021						





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For Further Instructions:

Email support@mypropertybilling.com

Call 888-406-2221 Customer Service

Or Contact Your Property Administrator





www.MyPropertyBilling.com

For Further Instructions:

Email support@denalipm.com
Call 888-315-7773 Customer Service

