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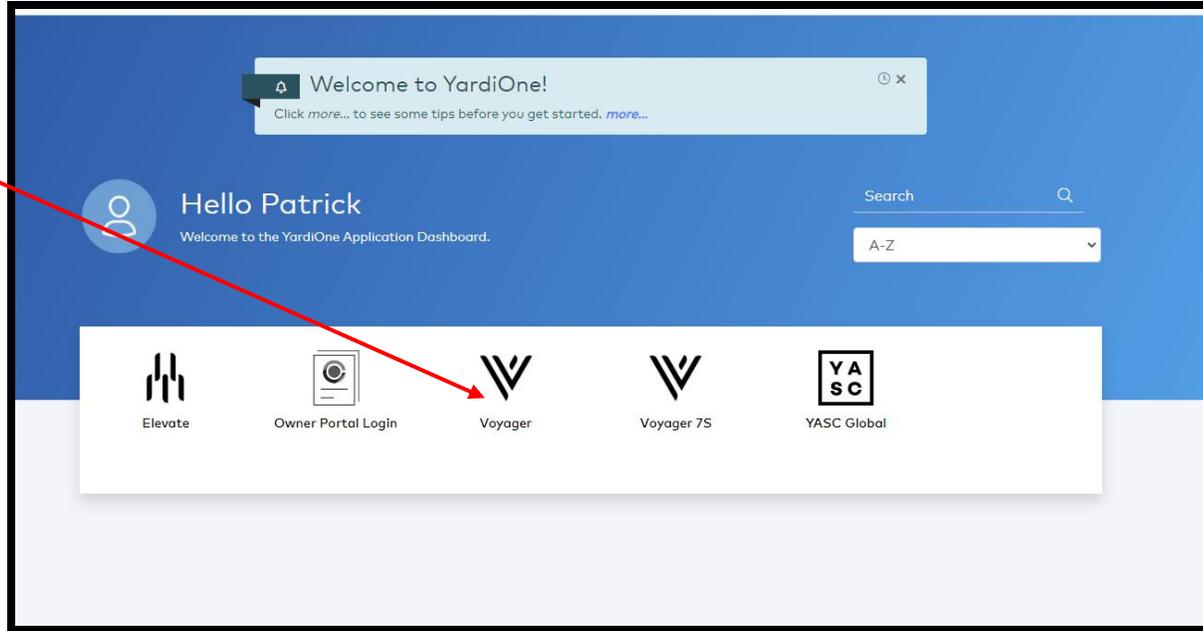
**FINDING REPORTS & SENDING BROADCAST EMAILS**



# Board Dashboard

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Access Reports and  
Send Broadcast  
Emails  
From the Voyager  
Menu Option on  
your YardiOne  
dashboard.



# Voyager Dashboard: Reports

- Reports include:
- Work Order Summary
  - Resident Info Summary

The screenshot shows the YARDVOYAGER dashboard interface. At the top, there is a navigation bar with 'Home', 'Help', 'Sign Out', and 'SaaS Messages'. Below this is a 'Condo, Co-op & HOA Dashboard' section. On the left, a sidebar menu includes 'Reports', 'Condo/Co-op/HOA', 'Quick Email', 'Violations/Arch Rev', and 'Current GL Balance'. A red arrow points to the 'Reports' menu item. The main content area is divided into several sections: 'Sunday, January 29, 2023' with search filters for 'Property/List' (a179) and 'Date Range' (01/29/2023 to 02/28/2023); 'Maintenance' with metrics for Pending Work Requests (6), Completed WO Followup (0), and Purchase Orders (0); 'Tasks' with metrics for Tasks Pending (0) and Tasks Past Due (0); 'Links' with options for New PO, New WO, New Meeting, Monitor Reports, New Service Request, and Violation Management; 'Finance' with links for A/R and A/P Summary and Details; 'Summary' with metrics for Meetings (0), Active Board Members (4), Purchases In Progress (0), Legal Count (2), Total Unique Persons (235), Total Unit Persons (235), and Total Legal Owners (235); and 'Unit Detail' with metrics for Owner Occupant (175) and Owner Absentee (60). At the bottom, there is a 'Calendar' section with tabs for 'Dashboard', 'Person Search', and 'Critical Dates'. The calendar shows 'January 2023' with a 'Jump To' field and navigation buttons for Today, Day, Week, 2 Week, and 31 Month. The calendar grid shows dates from Monday, December 26 to Saturday, January 31, with a shaded area for January 1st.



# 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

WO	Prop-Unit	Status	Call Date	Start Date	Employee	Sub-Category	Quantity	Stock	Stock Description	Unit Price	Total
38	a179-114	Work Completed	12/24/2020		plevitt	Bedroom	5.00			0.00	0.00
38	a179-275	Work Completed	12/28/2020		plevitt	Window Repairs	6.00			0.00	0.00
75	a179-300	Work Completed	01/11/2021		plevitt	Garage Gate	0.00			0.00	0.00
146	a179-245	Work Completed	02/04/2021		plevitt	Garage snow removal	53.00			0.00	0.00
229	a179-243	Work Completed	03/09/2021		plevitt	Exterior Post Door Not working	0.00			0.00	0.00
243	a179-170	Work Completed	03/18/2021		plevitt	POD Door lock repair	0.00			0.00	0.00
254	a179-170	Work Completed	03/18/2021			Unit Garage Door Issue	0.00			0.00	0.00
265	a179-262	Work Completed	03/18/2021			New Garage Remote	0.00			0.00	0.00
281	a179-274	Work Completed	03/22/2021			Light Replacement	0.00			0.00	0.00
293	a179-367	Work Completed	03/24/2021			Bedroom	0.00			0.00	0.00
361	a179-274	Work Completed	04/13/2021			Light Replacement	0.00			0.00	0.00
387	a179-240	Work Completed	04/19/2021			Exterior Lighting Replacement	0.00			0.00	0.00
414	a179-319	Work Completed	04/22/2021			Door Lock	0.00			0.00	0.00
415	a179-119	Work Completed	04/22/2021			Gas Water Replacement	0.00			0.00	0.00
436	a179-118	Work Completed	04/27/2021			Lock Repair	0.00			0.00	0.00
532	a179-303	Work Completed	05/04/2021			Utility Closet	0.00			0.00	0.00
537	a179-303	Work Completed	05/04/2021			Door Lock	0.00			0.00	0.00
566	a179-302	Work Completed	05/24/2021			POD Door	0.00			0.00	0.00
579	a179-302	Work Completed	05/27/2021			POD Door	0.00			0.00	0.00
605	a179-222	Work Completed	06/02/2021			Common	0.00			0.00	0.00
640	a179-136	Work Completed	06/09/2021			Kitchen	0.00			0.00	0.00
659	a179-302	Work Completed	06/12/2021			Door Lock	0.00			0.00	0.00
701	a179-170	Work Completed	06/25/2021			Common	0.00			0.00	0.00
788	a179-382	Work Completed	06/29/2021			Kitchen	0.00			0.00	0.00
816	a179-352	Work Completed	07/06/2021			Door Lock	0.00			0.00	0.00

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



# Voyager Dashboard: Owner Summary Report

A full owner directory is available by just selecting Generate.

All Contact Information Available on report.

**YARD VOYAGER**

Home Help Sign Out SaaS Messages

**DPM - Tenant Information Report** Work Order Report

Property: a179  
Unit: [ ]

Output Type: PDF [v]  
Merge Reports: [ ]  
Show Grid: [ ]  
Attach Reports: [ ]  
Email Reports: [ ]  
Show on Portal: [ ]

Generate Clear Help Preview

Owner Listing Report

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



# Board Voyager Dashboard: Email

To email one or more residents, select Quick Email.

The screenshot shows the Board Voyager dashboard for a Condo, Co-op & HOA. The left sidebar contains a menu with the following items: Reports, Condo/Co-op/HOA, Quick Email, Violations/Arch Rev, and Current GL Balance. A red arrow points from the text 'To email one or more residents, select Quick Email.' to the 'Quick Email' menu item. The main dashboard area displays various metrics and links for the property 'a179'.

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

The screenshot shows the 'Quick Email' form in Board Voyager. The form includes fields for Property (a179), Building, Unit Type, and Unit. The 'Type' dropdown menu is highlighted with a red circle and contains the following options: Owner Occupant, Owner Absentee, and Family Member. Other form fields include Status (Current), Owner, Include Board Members (Yes), E-mail Communication (Both), and Display Rows (2000). The form has Submit, Clear, and Help buttons. A red arrow points from the text 'You can choose to select the appropriate audience and then SUBMIT.' to the 'Type' dropdown menu.



# Voyager Dashboard: Email

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

The screenshot shows the 'YARDIVOYAGER' dashboard with a 'Quick Email' form. The form includes fields for 'To:', 'Cc:', 'Bcc:', and 'Subject:'. The 'Subject' field contains the text 'Elevator Out of Order'. Below these fields is a 'Send Email' button and a checkbox for 'Separate Email for each Recipient' with a note: 'Note: Email addresses from 'Cc' and 'Bcc' field will be ignored.' The 'Body' tab is selected and circled in red. Below the tabs are 'Email Template:' and 'OR' options. The 'Body' field contains the text 'The elevator will be out of order Tuesday February 6th for repairs.' At the bottom, the 'Reply To:' field is populated with 'donotreply@denallpm.com'. Red arrows from the text on the left point to the 'Subject' field, the 'Body' field, and the 'Reply To' field.



# Voyager Dashboard: Email

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

The screenshot shows the 'YARDIVOYAGER' dashboard with the 'Quick Email' section active. The 'Contacts' tab is selected and circled in red. A red arrow points to the 'To' column checkboxes in the recipient list, which are all checked. The interface includes fields for To, Cc, Bcc, and Subject, a 'Send Email' button, and a table of recipients with columns for To, Cc, Bcc, First Name, Last Name, Unit, Primary Email, Alternate Email, and Role.

To	Cc	Bcc	First Name	Last Name	Unit	Primary Email	Alternate Email	Role
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						DoNotReply
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Accounts Payable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Owner



# Board Voyager Dashboard: Email Step 3

You have the option to add attachments and then SEND.

The screenshot shows the 'YARD VOYAGER' dashboard with a 'Quick Email' form. The form includes fields for 'To:', 'Cc:', 'Bcc:', and 'Subject:'. The 'Subject' field contains the text 'Elevator Out'. There is a checked checkbox for 'Separate Email for each Recipient' with a note: 'Note: Email addresses from 'Cc' and 'Bcc' field will be ignored.' Below the form is a 'Send Email' button. At the bottom, there are three tabs: 'Body', 'Contacts', and 'Additional Attachments'. The 'Additional Attachments' tab is active and shows five rows, each with a 'Choose File' button and the text 'No file chosen'. A red arrow points from the text 'You have the option to add attachments and then SEND.' to the 'Send Email' button. Another red arrow points from the same text to the 'Additional Attachments' tab. A third red arrow points from the text to the first 'Choose File' button.



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For further assistance:

Contact Your Property Administrator

or

- Email [support@mypropertybilling.com](mailto:support@mypropertybilling.com)
- Call 888-406-2221 Customer Service

