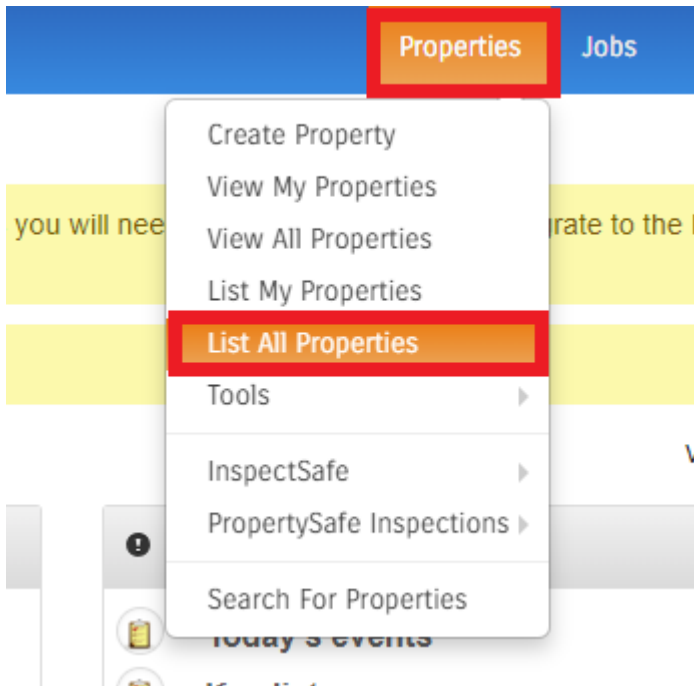


This document is a guide on how to generate an event log for each job in your portfolio and download them onto your computer. You can not do a bulk action as the file will be too big for your browser to process. The file will contain each event, any attachments related to the job as well as a copy of approved invoice.

You can generate the Job event log by following the below steps:

1. From your MMgr dashboard go to Properties → List all properties

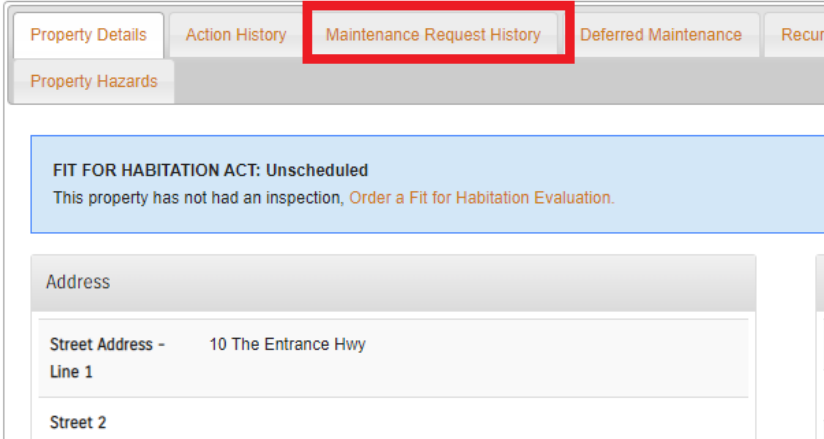


2. Click on the address of the property, this will take you to the property details page.

Trust ID	Address	Landlord
<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Erina, 8 Tumbi Rd	Paul WestLord2 Michael
2	Erina, 9 The Entrance Hwy	Mary WestLord3
3	Erina, 10 The Entrance Hwy	Peter WestLord4
4	North Rocks, 15c N.R Rd	Paul WestLord5
5	Westmead, 157 H Rd	Mary WestLord6
6	Parramatta, 20 F St	West Principal- Agent

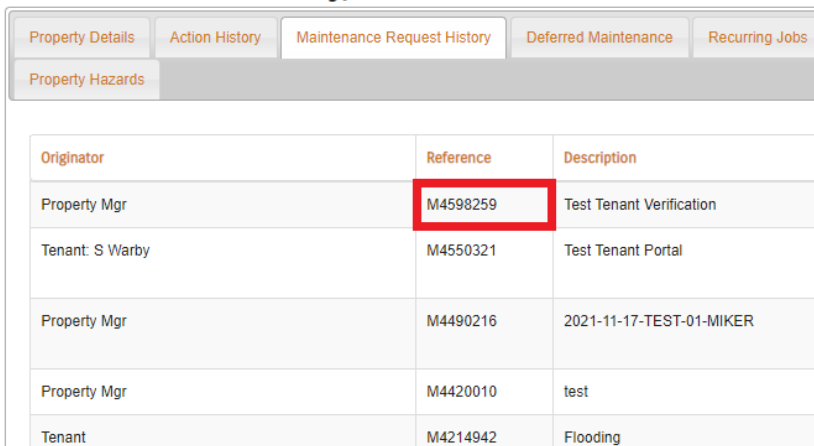
3. Click on the Maintenance Request History tab.

10 The Entrance Hwy, Erina



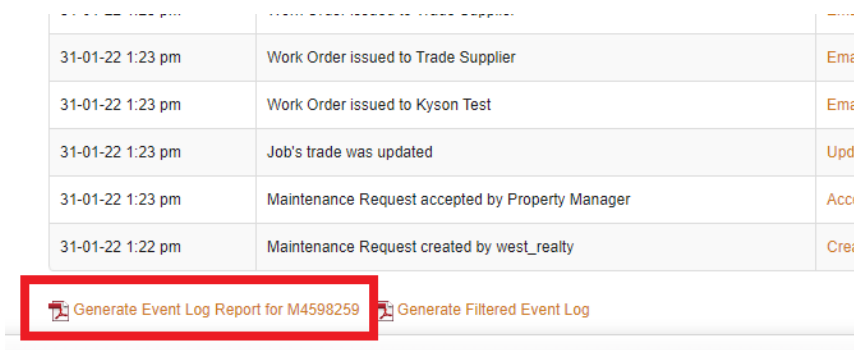
4. Click on the job reference number.

10 The Entrance Hwy, Erina





Originator	Reference	Description
Property Mgr	M4598259	Test Tenant Verification
Tenant: S Warby	M4550321	Test Tenant Portal
Property Mgr	M4490216	2021-11-17-TEST-01-MIKER
Property Mgr	M4420010	test
Tenant	M4214942	Flooding

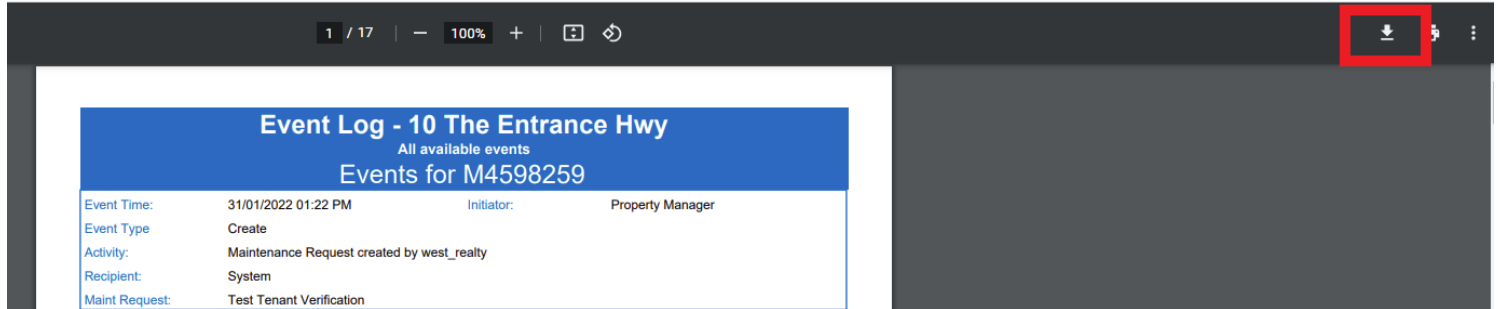
5. Scroll all the way down and click "Generate Event Log Report fro Mxxxxxx"



31-01-22 1:23 pm	Work Order issued to Trade Supplier	Eme
31-01-22 1:23 pm	Work Order issued to Kyson Test	Eme
31-01-22 1:23 pm	Job's trade was updated	Upd
31-01-22 1:23 pm	Maintenance Request accepted by Property Manager	Acc
31-01-22 1:22 pm	Maintenance Request created by west_realty	Cre

6. The above actions will open the event log for the job on another tab, you can download the file by clicking the downward arrow icon on the top right of the screen.



1 / 17 | - 100% + | [Print] [Share]

Event Log - 10 The Entrance Hwy
All available events
Events for M4598259

Event Time:	31/01/2022 01:22 PM	Initiator:	Property Manager
Event Type	Create		
Activity:	Maintenance Request created by west_realty		
Recipient:	System		
Maint Request:	Test Tenant Verification		