





TraccOnline: Dashboard

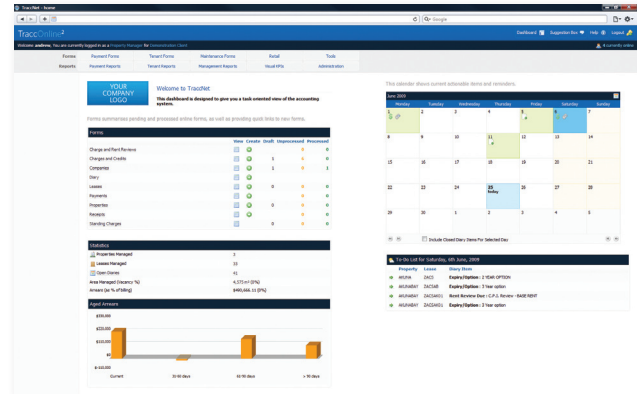
TraccOnline is designed for Property Managers to enable them to perform their tasks easily and efficiently.

The **TraccOnline** dashboard provides the entry point to workflow within the system by presenting users with a clear summary of the status and timeline of commonly performed tasks.

The **forms section** displays a list of common tasks including rent reviews, charges and credits, payments, receipts and standing charges (*recurring charges*). Users have the ability to **view**  forms, complete **new**  forms and view the processing status of those forms (*Draft*, *Unprocessed*, *Processed*).

The **statistics section** summarises the portfolio of properties managed, leases managed, open diary items, area managed and arrears for each Property Manager.

The **calendar** shows critical dates within the system, including - Lease and Property related dates such as **rent review** , **lease expiry** , and reminders to collect management fees. Selecting a date on the calendar displays an itemised list of tasks for that day - links to relevant online forms and the ability to mark those tasks as completed in the diary.



Forms summarises pending and processed online forms, as well as providing quick links to new forms.

Forms	View	Create	Draft	Unprocessed	Processed
Charge and Rent Reviews				0	0
Charges and Credits			1	6	0
Companies			1	0	1
Diary				0	0
Leases			0	0	0
Payments				0	0
Properties			0	0	0
Receipts				0	0
Standing Charges			0	0	0

Statistics	
Properties Managed	3
Leases Managed	33
Open Diaries	41
Area Managed (Vacancy %)	4,575 m ² (0%)
Arrears (as % of billing)	\$456,693.89 (0%)

This calendar shows current actionable items and reminders.

June 2009						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 today	27	28
29	30	1	2	3	4	5

To-Do List for Thursday, 11th June, 2009		
Property	Lease	Diary Item
AKUNA	TELS	Lease Expiry : Lease Expires
AKUNABAY	TELSAB	Lease Expiry : Lease Expires