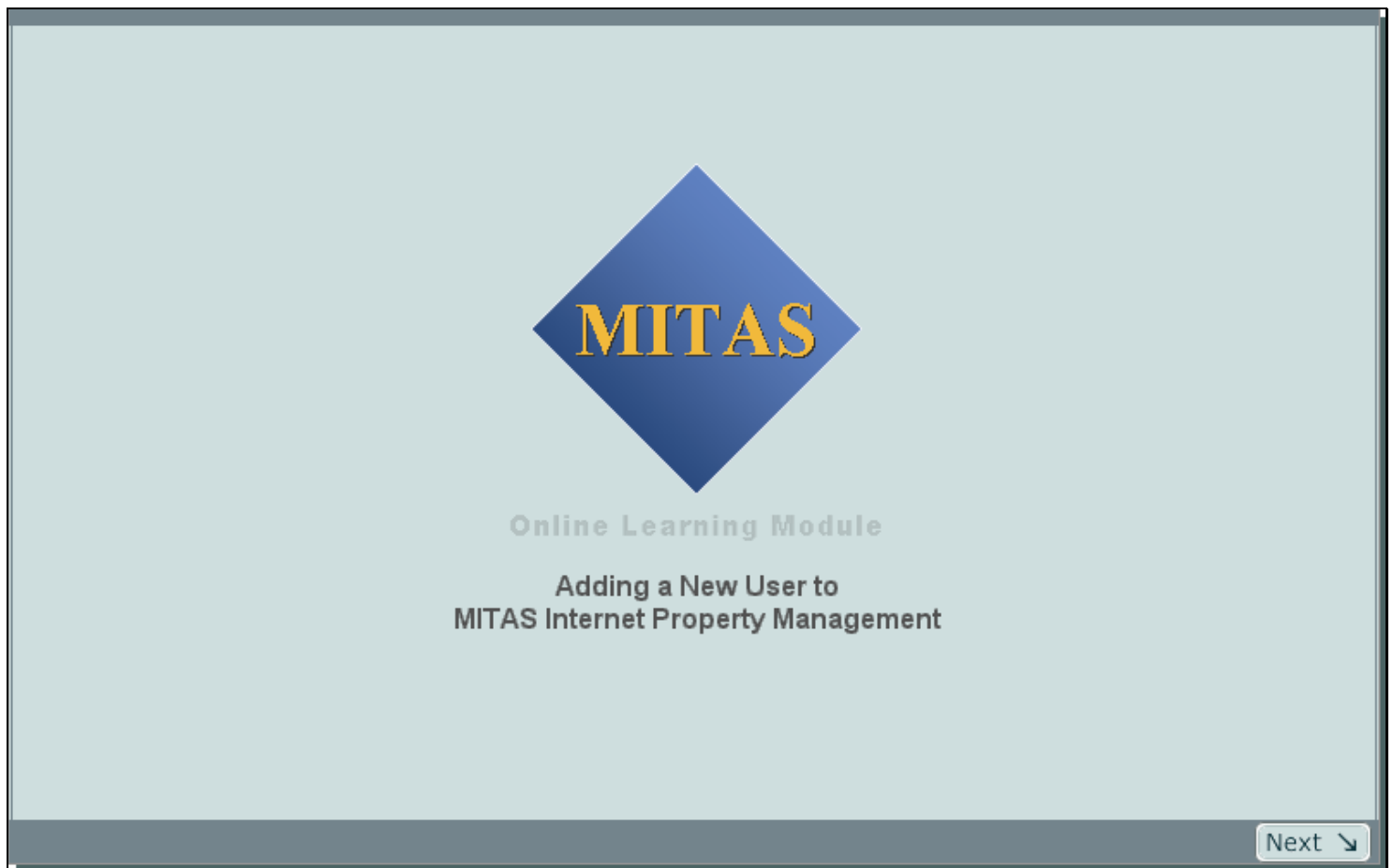


Slide 1 - Title

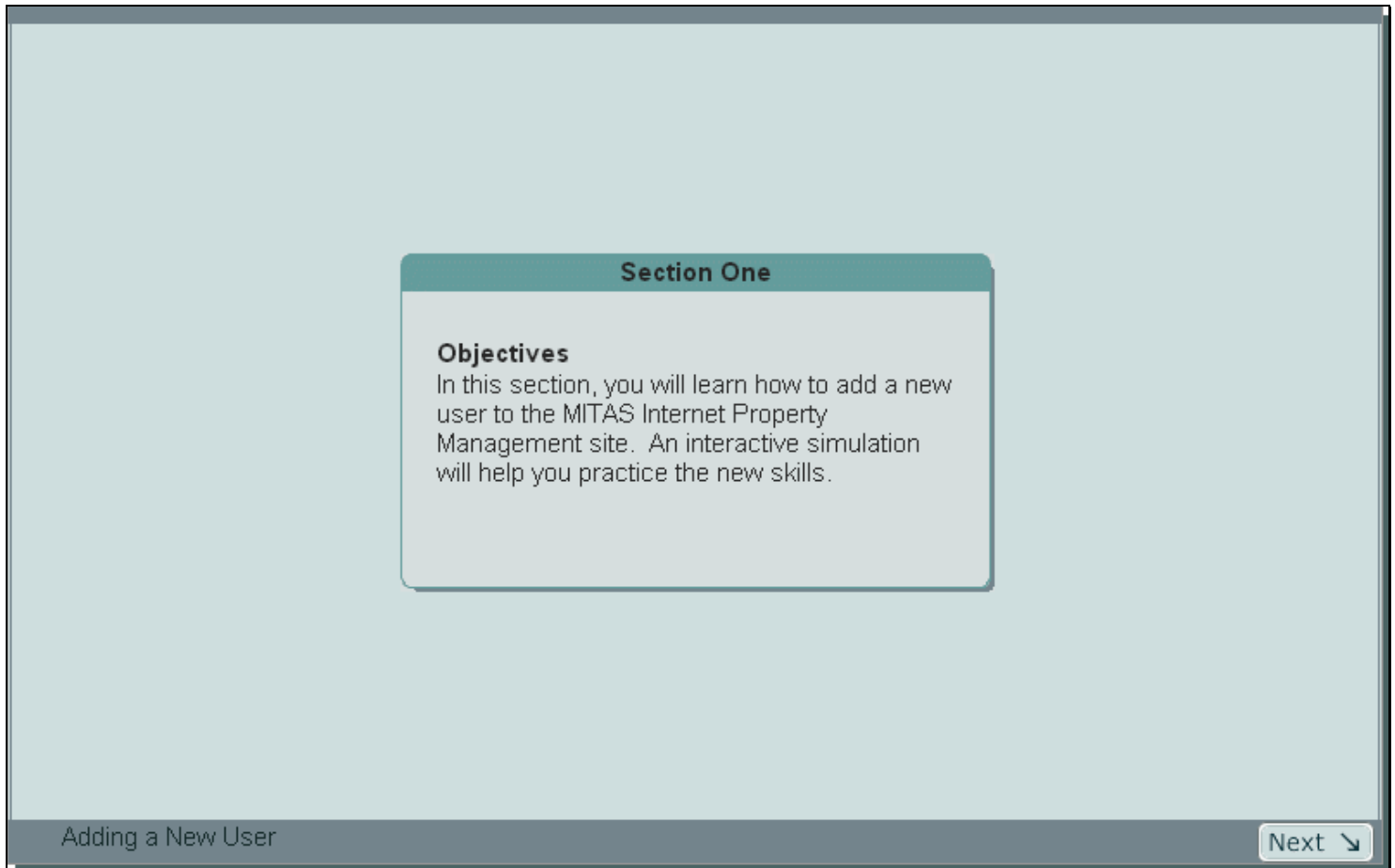


Text Captions

**Adding a New User to
MITAS Internet Property Management**

Notes

Slide 2 - Objectives

A presentation slide with a light blue background. In the center is a white box with a teal header labeled "Section One". Inside this box, under the heading "Objectives", is a paragraph of text. At the bottom left of the slide is the text "Adding a New User", and at the bottom right is a "Next" button with a right-pointing arrow.

Section One

Objectives
In this section, you will learn how to add a new user to the MITAS Internet Property Management site. An interactive simulation will help you practice the new skills.

Adding a New User

Next ➤

Text Captions

Section One**Objectives**

In this section, you will learn how to add a new user to the MITAS Internet Property Management site. An interactive simulation will help you practice the new skills.

Notes

Slide 3 - Scenario

Scenario

Doug is a new property manager for your Mitas Manor property. You need to add him as a user to the MITAS Internet Property Management site.

Let's find out how we can do this using the MITAS Internet Property Management site.

Adding a New User

Doug at his desk

[Next](#)**Text Captions****Scenario**

Doug is a new property manager for your Mitas Manor property. You need to add him as a user to the MITAS Internet Property Management site.

Let's find out how we can do this using the MITAS Internet Property Management site.

Notes


Slide 4 - Concept

Adding a New User

It is easy to add a new user to the MITAS Internet Property Management site. You can even add the user using the web site.

In order to do this, you must first login as an **administrator**. This requires you to use the administrator **username** and **password** your agency has established.

Then you add the new user through the **user account maintenance** screen.



The screenshot shows a web application window titled 'Menu'. On the left is a dark blue sidebar with the MITAS logo at the top and a list of links: 'Main Menu', 'System Help', 'Screen Help', and 'Logoff'. The main content area is white and displays '⇒ User Account Maintenance'.

Administrator User Menu

Next ➤

Text Captions

Adding a New User

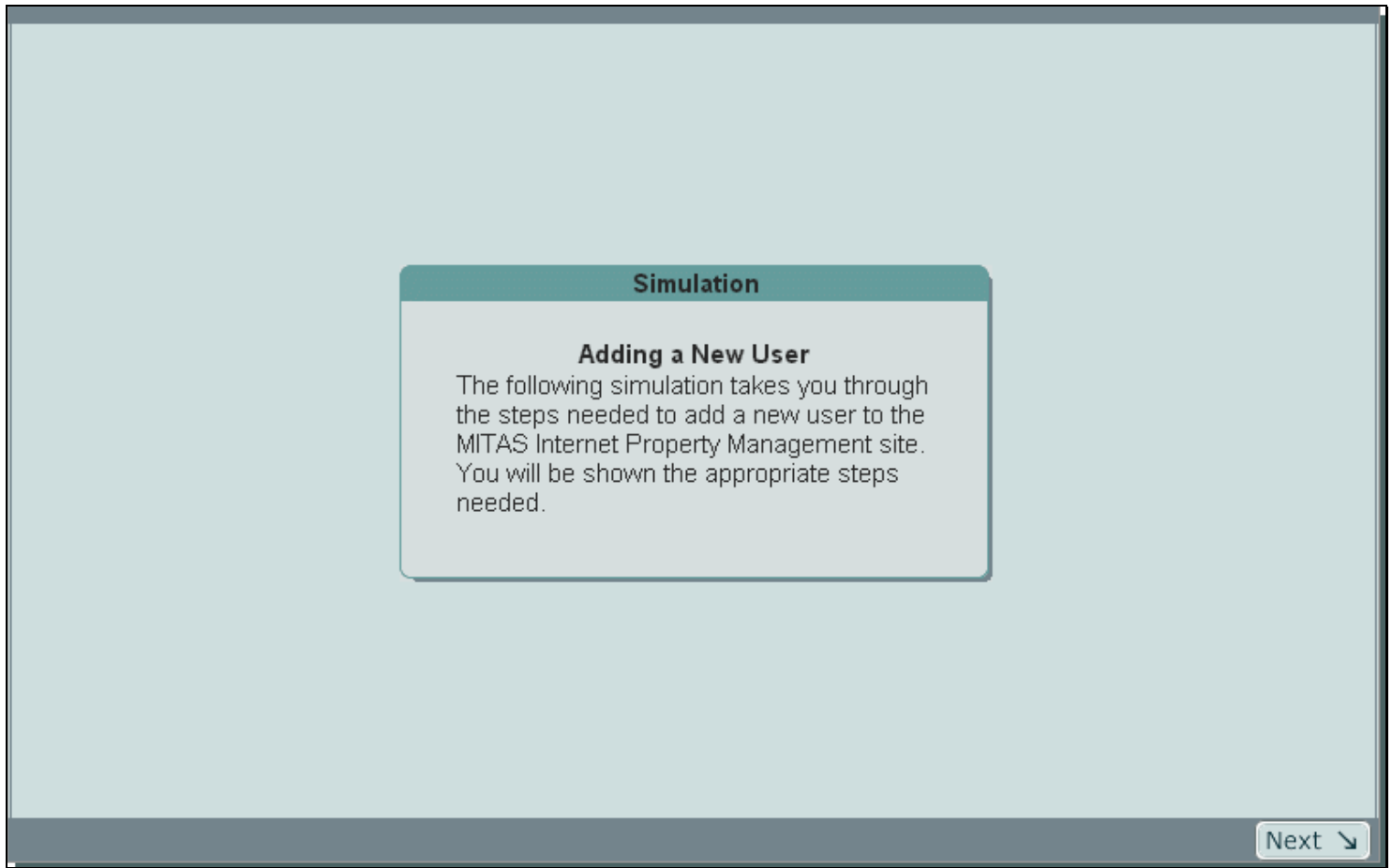
It is easy to add a new user to the MITAS Internet Property Management site. You can even add the user using the web site.

In order to do this, you must first login as an **administrator**. This requires you to use the administrator **username** and **password** your agency has established.

Then you add the new user through the **user account maintenance** screen.

Notes

Slide 5 - Simulation



Simulation

Adding a New User

The following simulation takes you through the steps needed to add a new user to the MITAS Internet Property Management site. You will be shown the appropriate steps needed.

Next ➤

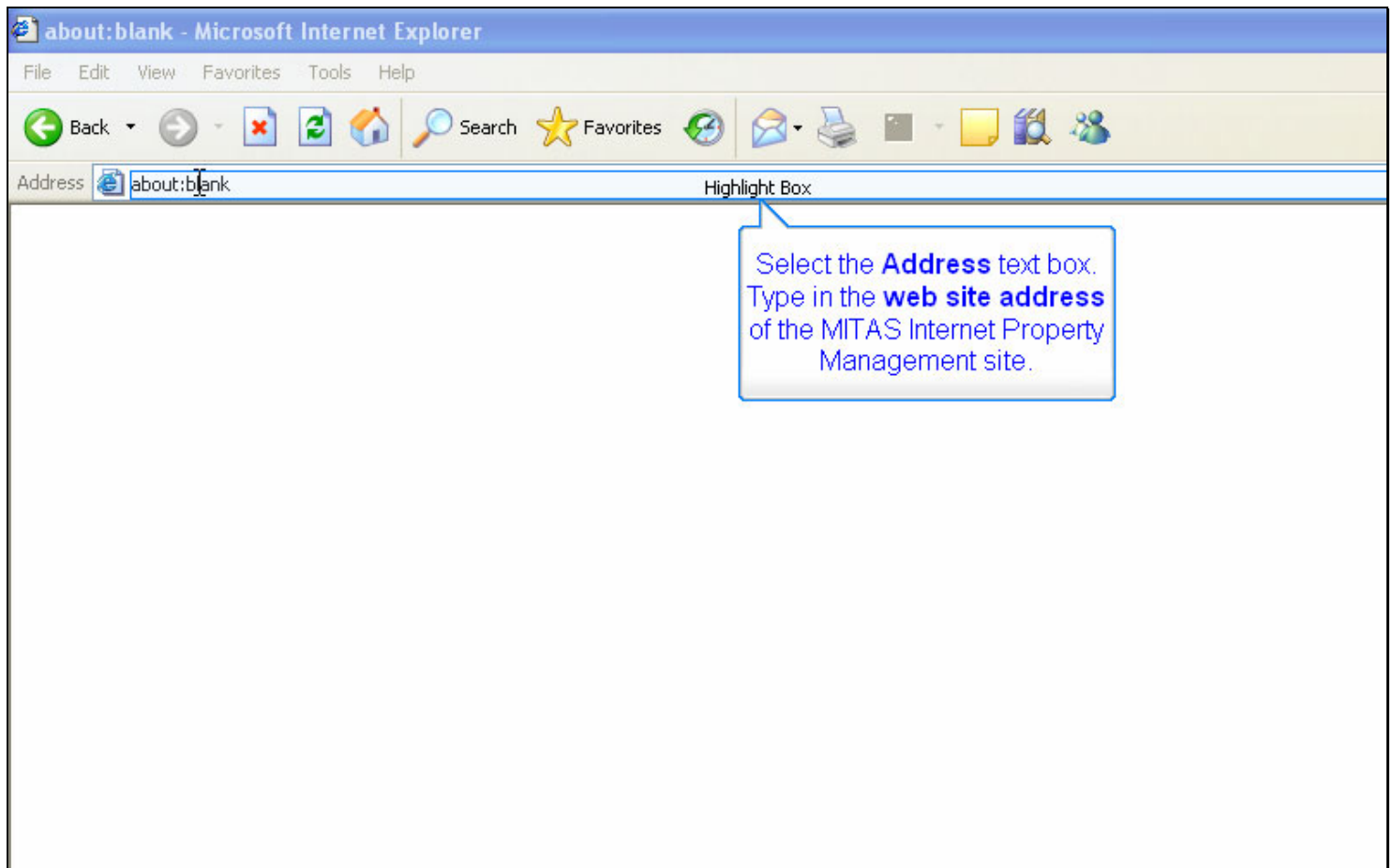
Text Captions

Simulation**Adding a New User**

The following simulation takes you through the steps needed to add a new user to the MITAS Internet Property Management site. You will be shown the appropriate steps needed.

Notes

Slide 6 - Slide 6

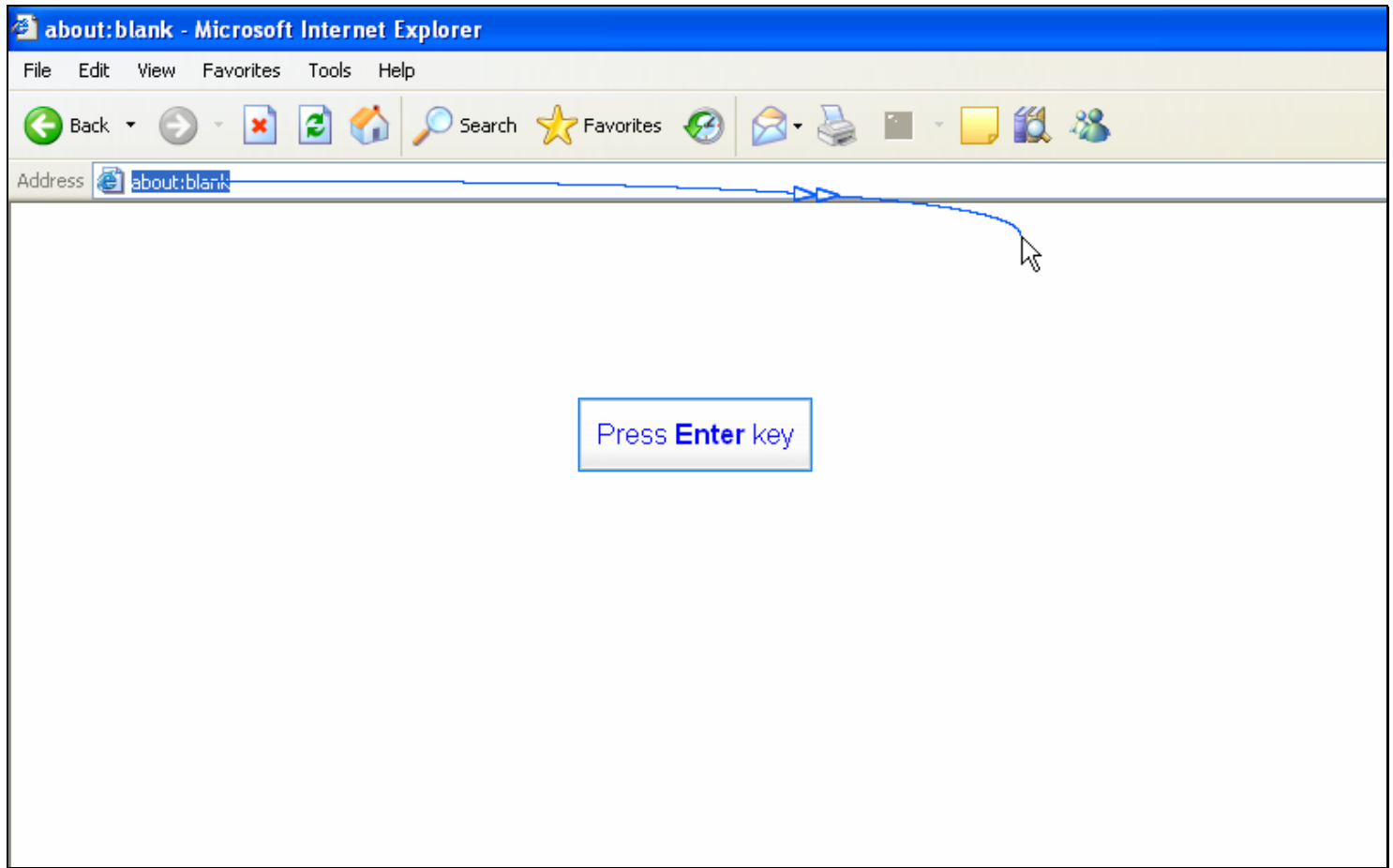


Text Captions

Select the **Address** text box. Type in the **web site address** of the MITAS Internet Property Management site.

Notes

Slide 7 - Slide 7

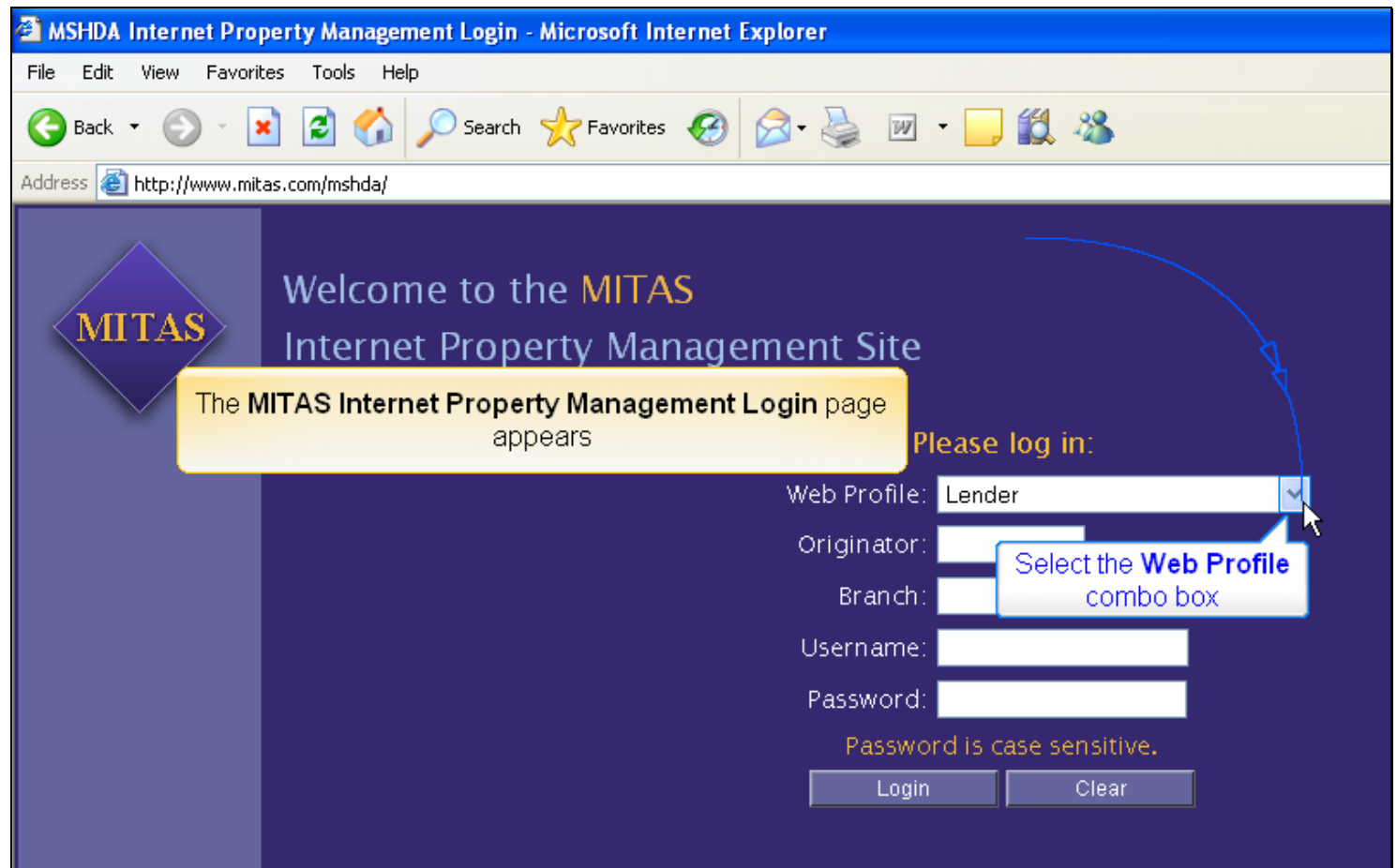


Text Captions

Press Enter key

Notes

Slide 9 - Slide 9



Text Captions

The MITAS Internet Property Management Login page appears

Select the Web Profile combo box

Notes

Slide 10 - Slide 10

There are three types of property manager administrators. A **Property Manager** administrator can administer and view information for all types of property managers including financial and compliance. A **Property Manager - Financials** administrator can administer and view information only for financials. A **Property Manager - Compliance** administrator can administer and view information only for compliance. Your company or agency may have determined to use all three types of property managers or only the property manager - financials and property manager - compliance.

Please log in:

Web Profile: Lender

Originator: Lender

Branch: Lender - Inquiry Only

Username: Issuer

Branch: Issuer - Inquiry Only

Username: Broker

Select the appropriate **Property Manager** item (Property Manager, Property Manager - Financials, or Property Manager - Compliance)

Log in

Servicer - Inquiry Only

Property Manager - Inquiry Only

Administrator

Text Captions

Select the appropriate **Property Manager** item (Property Manager, Property Manager - Financials, or Property Manager - Compliance)

There are three types of property manager administrators. A **Property Manager** administrator can administer and view information for all types of property managers including financial and compliance. A **Property Manager - Financials** administrator can administer and view information only for financials. A **Property Manager - Compliance** administrator can administer and view information only for compliance. Your company or agency may have determined to use all three types of property managers or only the property manager - financials and property manager - compliance.

Notes

Slide 11 - Slide 11

MSHDA Internet Property Management Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Address Book People

Address <http://www.mitas.com/mshda/>

MITAS

Welcome to the **MITAS** Internet Property Management Site

The **Property Manager Number** is the company or agency number. You cannot administer or view data for more than one company or agency at a time.

Please log in:

Web Profile: **Property Manager**

Property Manager Number: **Highlight Box**

Username:

Password:

Password is

Login Create

Select the **Property Manager Number** box, and input the appropriate number

Text Captions

Select the **Property Manager Number** box, and input the appropriate number

The **Property Manager Number** is the company or agency number. You cannot administer or view data for more than one company or agency at a time.

Notes

Slide 12 - Slide 12

MSHDA Internet Property Management Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail W Yellow Tag People

Address <http://www.mitas.com/mshda/>

MITAS

Welcome to the **MITAS**
Internet Property Management Site

Please log in:

Web Profile:

Property Manager Number:

Username:

Password:

Password is case sensitive

Login

Select the **Username** box, and input your agency's established **administrator username**

Text Captions

Select the **Username** box, and input your agency's established **administrator username**

Notes

Slide 13 - Slide 13

MSHDA Internet Property Management Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Help

Address http://www.mitas.com/mshda/

MITAS

Welcome to the **MITAS**
Internet Property Management Site

Please log in:

Web Profile: Property Manager

Property Manager Number: 1

Username:

Password:

Highlight Box

Password is case sensitive

Login

Select the **Password** box, and input your agency's established administrator password

Text Captions

Select the **Password** box, and input your agency's established **administrator password**. Passwords are **case sensitive**.

Notes

Slide 14 - Slide 14

MSHDA Internet Property Management Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Help

Address http://www.mitas.com/mshda/

MITAS

Welcome to the **MITAS**
Internet Property Management Site

Please log in:

Web Profile: Property Manager

Property Manager Number: 1

Username: MITAS1

Password:

Password is case sensitive.

Highlight Box Clear

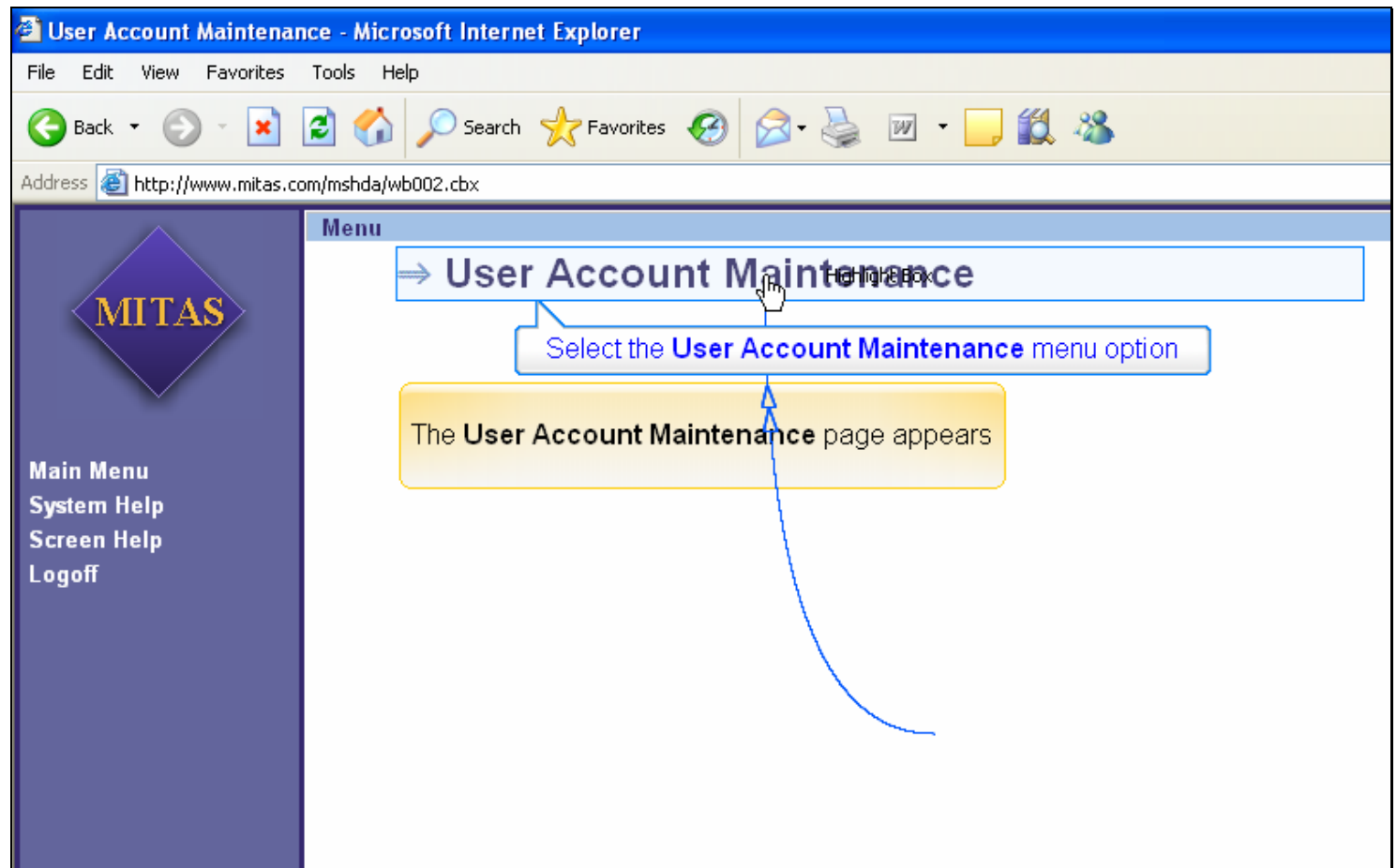
Click the **Login** button

Text Captions

Click the **Login** button

Notes

Slide 16 - Slide 16



Text Captions

The **User Account Maintenance** page appears

Select the **User Account Maintenance** menu option

Notes

Slide 18 - Slide 18

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Search

Favorites

Address http://www.mitas.com/mshda/wb002.cbx

User Account Maintenance

CPM-WB400

MITAS

The **User Account Maintenance** page appears

New User

Screens

User Account Maintenance

The **Web Profile** column is only displayed when you are logged in as a corporate Property Manager administrator (web profile of Property Manager when you log in).

Click on the Back button to return to the main menu , or Click on a USER to modify the u

Web Profile	Username	Last
Property Manager	MITAS	02/0
Property Manager	MITAS1	02/0
Property Manager	MITAS2	02/0
Property Manager - Finan	MITAS	01/0
Property Manager - Finan	TEST1	00/0
Property Manager - Compl	MITAS	01/0
Property Manager - Compl	MITAS2	00/0
Property Manager - Compl	TEST2	02/0

Text Captions

The **User Account Maintenance** page appears

The **Web Profile** column is only displayed when you are logged in as a corporate Property Manager administrator (web profile of Property Manager when you log in).

Notes

Slide 19 - Slide 19

MITAS

User Account Maintenance

O/P WB108 Run: 02/09/2005(11:04)

New User

Click on the Back button to return to the main menu , or Click on a USER to modify the user data.

Username	Last Activity	Logins
MITAS	02/09/2005	6
TEST1	00/00/0000	0

Back Submit

If you are logged in as a **Property Manager - Financials** or **Property Manager - Compliance** administrator, the **Web Profile** column is not displayed on the **User Account Maintenance** screen.

Screens

User Account Maintenance

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

Text Captions

If you are logged in as a **Property Manager - Financials** or **Property Manager - Compliance** administrator, the **Web Profile** column is not displayed on the **User Account Maintenance** screen.

Notes

Slide 20 - Slide 20

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Address Bar

Address http://www.mitas.com/mshda/wb002.cbx

User Account Maintenance

O/P WB108

MITAS

Screens

User Account Maintenance

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

Click the **New User** button to add a new user to the MITAS Internet Property Management site

Click on a USER to modify the u

Web Profile	Username	Last
Property Manager	MITAS	02/0
Property Manager	MITAS1	02/0
Property Manager	MITAS2	02/0
Property Manager - Finan	MITAS	01/0
Property Manager - Finan	TEST1	00/0
Property Manager - Compl	MITAS	01/0
Property Manager - Compl	MITAS2	00/0
Property Manager - Compl	TEST2	02/0

Text Captions

Click the **New User** button to add a new user to the MITAS Internet Property Management site

Notes

Slide 22 - Slide 22

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address http://www.mitas.com/mshda/wb002.cbx

User Account Maintenance

The **User Account Maintenance** page appears

The **Web Profile** is only an option on the **User Account Maintenance** page when you are logged in as a corporate Property Manager administrator (web profile of Property Manager when you log in).

Select the **Web Profile** box

Web Profile: Property Manager

Username:

Password:

Retype Password:

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name:

Company:

Back Submit

Main Menu
System Help
Screen Help
Logoff

Text Captions

Select the **Web Profile** box

The **User Account Maintenance** page appears

The **Web Profile** is only an option on the **User Account Maintenance** page when you are logged in as a corporate Property Manager administrator (web profile of Property Manager when you log in).

Notes

Slide 23 - Slide 23

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.mitas.com/mshda/wb002.cb>

MITAS

User Account Maintenance
O/P WB108

Web Profile: Property Manager

Username: Property Manager - Financials

Password: Property Manager - Compliance

Company:

Screens
User Account Maintenance

Options
Back
Submit

Main Menu
System Help
Screen Help
Logoff

Select the appropriate **Property Manager** item for this new user or administrator (Property Manager, Property Manager - Financials, or Property Manager - Compliance)

If you are logged in as a corporate **Property Manager** administrator, you can add a **Property Manager**, **Property Manager - Financials**, or **Property Manager - Compliance** user or administrator.

If you are logged in as a **Property Manager - Financials** administrator, the web profile is defaulted to **Property Manager - Financials** user or administrator (the **Web Profile** field is not displayed).

If you are logged in as a **Property Manager - Compliance** administrator, the web profile is defaulted to **Property Manager - Compliance** user or administrator (the **Web Profile** field is not displayed).

Text Captions

Select the appropriate **Property Manager** item for this new user or administrator (Property Manager, Property Manager - Financials, or Property Manager - Compliance)

If you are logged in as a corporate **Property Manager** administrator, you can add a **Property Manager**, **Property Manager - Financials**, or **Property Manager - Compliance** user or administrator.

If you are logged in as a **Property Manager - Financials** administrator, the web profile is defaulted to **Property Manager - Financials** user or administrator (the **Web Profile** field is not displayed).

If you are logged in as a **Property Manager - Compliance** administrator, the web profile is defaulted to **Property Manager - Compliance** user or administrator (the **Web Profile** field is not displayed).

Notes

Slide 24 - Slide 24

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print View Source View Image

Address http://www.mitas.com/mshda/wb002.cbx

MITAS

Screens

User Account Maintenance

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

User Account Maintenance

O/P WB108

Web Profile: Property Manager

Username: Highlight Box

Password:

Retype Password:

Last Activity Date: 00/00/00

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name:

Company:

Select the Username box, and input a unique username to identify this new user

Text Captions

Select the **Username** box, and input a unique username to identify this new user

Notes

Slide 25 - Slide 25

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print View Source Help

Address http://www.mitas.com/mshda/wb002.cbx

User Account Maintenance
O/P WB108

MITAS

Screens
User Account Maintenance

Options
Back
Submit

Main Menu
System Help
Screen Help
Logoff

Web Profile: Property Manager

Username:

Password: Highlight Box

Retype Password:

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2000

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name:

Company:

Select the **Password** box, and input the new user's password

Text Captions

Select the **Password** box, and input the new user's password

Notes


Slide 26 - Slide 26

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print View Source Add-ons

Address <http://www.mitas.com/mshda/wb002.cbx>



Screens

User Account Maintenance

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

User Account Maintenance

O/P WB108

Web Profile: Property Manager

Username: DOUGS

Password:

Retype Password:

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00

Password Effective Date: 02/04/2000

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name:

Company:

Select the **Retype Password** box, and input the new user's password again for confirmation

Text Captions

Select the **Retype Password** box, and input the new user's password again for confirmation

Notes

Slide 27 - Slide 27

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Refresh Mail Print View Source Add-ons

Address <http://www.mitas.com/mshda/wb002.cbx>

MITAS

Screens

User Account Maintenance

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

User Account Maintenance

O/P WB108

Web Profile: Property Manager

Username: DOUGS

Password: •••••

Retype Password:

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address:

Name:

Company:

Select the **Number of Logins** box, and input 0

Text Captions

Select the **Number of Logins** box, and input 0

Notes

Slide 28 - Slide 28

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address http://www.mitas.com/mshda/wb002.cbx

User Account Maintenance

O/P WB108

MITAS

Screens

User Account Maintenance

Options

Back Submit

Main Menu

System Help Screen Help Logoff

Web Profile: Property Manager

Last Activity Date: 00/00/0000

Menu Sequence: 0

Active User: ☒

Mailing Address

Name:

Company:

Number of Engines:

Menu Sequence 0 is used for regular users inputting data. **Menu Sequence 1** is used for administrators and should not be assigned to regular users. Administrators are the only users that can maintain user accounts and establish new users.

Select the **Menu Sequence** box, and input the appropriate menu sequence for this new user

Text Captions

Select the **Menu Sequence** box, and input the appropriate menu sequence for this new user

Menu Sequence 0 is used for regular users inputting data. **Menu Sequence 1** is used for administrators and should not be assigned to regular users. Administrators are the only users that can maintain user accounts and establish new users.

Notes

Slide 29 - Slide 29

User Account Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address Bar

Address http://www.mitas.com/mshda/wb002.cbx

User Account Maintenance
O/P WB108

MITAS

Screens
User Account Maintenance

Options

Main Menu
System Help
Screen Help
Logoff

Web Profile: Property Manager

Username: DOUGS

Password: •••••

Retype Password: •••••

Last Activity Date: 00/00/0000

Menu Sequence: 01

Active User: ☒

Mailing Address

Name:

Company:

Select the **Active User** check box and verify the box is checked to activate this new user, or uncheck the box if this user is not active yet. If the box is not checked, the user will not be able to access the MITAS Internet Property Management system.

Text Captions

Select the **Active User** check box and verify the box is checked to activate this new user, or uncheck the box if this user is not active yet. If the box is not checked, the user will not be able to access the MITAS Internet Property Management system.

Notes

Slide 30 - Slide 30

The screenshot shows a web form for adding a new user. On the left is a vertical navigation bar with a purple header 'Account Maintenance', a 'Back' button, a 'Submit' button, and a 'Menu' section containing 'Help' and 'Help'. At the bottom of the bar is a purple diamond logo with the word 'MITAS' in gold. The main form area contains the following fields:

- Retype Password: [password field]
- Last Activity Date: [00/00/0000]
- Last Activity Time: [00:00:00:00]
- Password Effective Date: [02/04/2005]
- Number of Logins: [0]
- Menu Sequence: [0]
- Active User: ☒
- Mailing Address section:
 - Name: [Highlight Box] (A blue callout box points to this field with the text: 'Select the Name box, and input the user's name')
 - Company: []
 - Address 1: []
 - Address 2: []
 - City: []
 - State: [AL ▼]
 - ZIP: [00000] - [0000]
 - Phone 1: ([000] - [000] - [0000] Ext: [0000])
 - Phone 2: ([000] - [000] - [0000] Ext: [0000])
 - Fax: ([000] - [000] - [0000])
 - E-Mail: []

Text Captions

Select the **Name** box, and input the user's name

Notes

Slide 31 - Slide 31

Account Maintenance

Back Submit

Menu Help Help

MITAS

Retype Password: ●●●●●●

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name:

Company: Highlight Box

Address 1:

Address 2:

City:

State: AL

ZIP: 00000 - 0000

Phone 1: (000) - 000 - 0000 Ext: 0000

Phone 2: (000) - 000 - 0000 Ext: 0000

Fax: (000) - 000 - 0000

E-Mail:

Select the **Company** box, and input the company name for which the user works, if applicable

Text Captions

Select the **Company** box, and input the company name for which the user works, if applicable

Notes

Slide 32 - Slide 32

Account Maintenance

Back

Submit

Menu

Help

Help

MITAS

Retype Password: ●●●●●●

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name: DOUG SALES

Company:

Address 1: Highlight Box

Address 2:

City:

State: AL ▼

ZIP: 00000 - 0000

Phone 1: (000) - 000 - 0000 Ext: 0000

Phone 2: (000) - 000 - 0000 Ext: 0000

Fax: (000) - 000 - 0000

E-Mail:

Select the **Address 1** box, and input the user's address

Text Captions

Select the **Address 1** box, and input the user's address

Notes

Slide 33 - Slide 33

Account Maintenance

Back

Submit

Menu

Help

Help

MITAS

Retype Password: ●●●●●●

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name: DOUG SALES

Company: MITAS MANOR

Address 1:

Address 2: Highlight Box

City:

State: AL

ZIP: 00000 - 00

Phone 1: (000) - 00

Phone 2: (000) - 000 - 0000 Ext: 0000

Fax: (000) - 000 - 0000

E-Mail:

Select the **Address 2** box, and input appropriate additional address information

Text Captions

Select the **Address 2** box, and input appropriate additional address information

Notes

Slide 34 - Slide 34

Account Maintenance

Back Submit

Menu Help Help

MITAS

Retype Password: ●●●●●●

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name: DOUG SALES

Company: MITAS MANOR

Address 1: 1450 MCKINNEY BLVD

Address 2:

City: Highlight Box

State: AL

ZIP: 00000

Phone 1: (000 0000

Phone 2: (000 000 - 0000 Ext: 0000

Fax: (000 000 - 0000

E-Mail:

Select the **City** box, and input the user's city

Text Captions

Select the **City** box, and input the user's city

Notes

Slide 35 - Slide 35

Account Maintenance

Back

Submit

Menu

Help

Help

MITAS

Retype Password: ●●●●●●

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name: DOUG SALES

Company: MITAS MANOR

Address 1: 1450 MCKINNEY BLVD

Address 2:

City:

State: AL

ZIP: 00000

Phone 1: (000) - 000 - 0000 Ext: 0000

Phone 2: (000) - 000 - 0000 Ext: 0000

Fax: (000) - 000 - 0000

E-Mail:

Select the **State** box

Text Captions

Select the **State** box

Notes

Slide 36 - Slide 36

Account Maintenance

Back

Submit

Menu

Help

Help

MITAS

Retype Password:

Last Activity Date:

Last Activity Time:

Password Effective Date:

Number of Logins:

Menu Sequence:

Active User:

Mailing

Name:

Company:

Address 1:

Address 2:

City:

State:

ZIP:

Phone 1:

Phone 2:

Fax:

E-Mail:

FL

GA

HI

ID

IL

IN

IA

KS

KY

LA

MA

MD

ME

MI

MN

MO

MS

MT

NC

ND

NE

AL

000

:00

005

SALES

MANOR

CKINNEY BLVD

NEY

0000

(000) - 000 - 0000 Ext: 0000

(000) - 000 - 0000 Ext: 0000

(000) - 000 - 0000

Click the scroll bar to view the valid entries

Text Captions

Notes

Click the scroll bar to view the valid entries

Slide 37 - Slide 37

Account Maintenance

Back

Submit

Menu

Help

Help

MITAS

Retype Password:

Last Activity Date:

Last Activity Time:

Password Effective Date:

Number of Logins:

Menu Sequence:

Active User:

Mailing

Name:

Company:

Address 1:

Address 2:

City:

State:

ZIP:

Phone 1:

Phone 2:

Fax:

E-Mail:

MN

MO

MS

MT

NC

ND

NE

NH

NJ

NM

NV

NY

OH

OK

OR

PA

RI

SC

SD

TN

TX

VA

WI

WV

WY

000

:00

005

SALES

MANOR

CKINNEY BLVD

NEY

0000

000

0000

0000

Select the appropriate state item

Text Captions

Select the appropriate state item

Notes

Slide 38 - Slide 38

Account Maintenance

Back

Submit

Menu

Help

Help

MITAS

Retype Password: ●●●●●●

Last Activity Date: 00/00/0000

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name: DOUG SALES

Company: MITAS MANOR

Address 1: 1450 MCKINNEY BLVD

Address 2:

City: MCKINNEY

State: ▼

ZIP: 00000 - 0000

Phone 1: (00) 000 0000 Ext: 0000

Phone 2: () 000 0000 Ext: 0000

Fax: () 000 0000

E-Mail:

Select the **Zip** box, and input the appropriate zip code

Text Captions

Select the **Zip** box, and input the appropriate zip code

Notes

Slide 39 - Slide 39

The screenshot shows a web form for adding a new user. On the left is a vertical navigation bar with the MITAS logo and links for Account Maintenance, Back, Submit, Menu, Help, and Help. The main form area contains the following fields:

- Retype Password: [password field]
- Last Activity Date: [00/00/0000]
- Last Activity Time: [00:00:00:00]
- Password Effective Date: [02/04/2005]
- Number of Logins: [0]
- Menu Sequence: [0]
- Active User: ☒
- Mailing Address section:
 - Name: [DOUG SALES]
 - Company: [MITAS MANOR]
 - Address 1: [1450 MCKINNEY BLVD]
 - Address 2: []
 - City: [MCKINNEY]
 - State: [TX]
 - ZIP: [00000] - [0000] (The second box is highlighted with a blue callout)
- Phone 1: ([000] - [0000] - [0000])
- Phone 2: ([000] - [0000] - [0000])
- Fax: ([000] - [0000] - [0000])
- E-Mail: []

A blue callout box points to the second ZIP input field with the text: "Select the **Add-on Zip** box, and input the appropriate add-on zip code".

Text Captions

Select the **Add-on Zip** box, and input the appropriate add-on zip code

Notes

Slide 40 - Slide 40

The screenshot shows a web form for adding a new user. On the left is a purple sidebar with a 'Menu' button and a 'MITAS' logo. The main form area contains the following fields:

- Last Activity Date: 00/00/0000
- Last Activity Time: 00:00:00:00
- Password Effective Date: 02/04/2005
- Number of Logins: 0
- Menu Sequence: 0
- Active User: ☒
- Mailing Address:
 - Name: DOUG SALES
 - Company: MITAS MANOR
 - Address 1: 1450 MCKINNEY BLVD
 - Address 2: (empty)
 - Address 3: (empty)
- Phone 1: (000) - 000 - 0000 Ext: 0000
- Phone 2: (000) - 000 - 0000 Ext: 0000
- Fax: (000) - 000 - 0000
- E-Mail: (empty)

A callout box with a blue border and white background points to the 'Phone 1 Area Code' field. The text inside the callout box reads: "Select the **Phone 1 Area Code** box, and input the user's primary phone number's area code".

Text Captions

Select the **Phone 1 Area Code** box, and input the user's primary phone number's area code

Notes

Slide 41 - Slide 41

The screenshot shows a web form for adding a new user. On the left is a vertical navigation bar with a purple background and the MITAS logo at the bottom. The navigation bar contains links: 'Menu', 'Help', 'Help', 'Back', and 'Submit'. The main form area is white and contains the following fields:

- Last Activity Date: 00/00/0000
- Last Activity Time: 00:00:00:00
- Password Effective Date: 02/04/2005
- Number of Logins: 0
- Menu Sequence: 0
- Active User: ☒
- Mailing Address:
 - Name: DOUG SALES
 - Company: MITAS MANOR
 - Address 1: 1450 MCKINNEY BLVD
 - Address 2: (empty)
- Phone fields:
 - Phone 1: (000) - (000) - 0000 Ext: 0000. A callout box points to the '000' in the parentheses, stating: "Select the **Phone 1 Exchange** box, and input the user's primary phone number's exchange".
 - Phone 2: (000) - 000 - 0000 Ext: 0000
 - Fax: (000) - 000 - 0000
- E-Mail: (empty)

Text Captions

Select the **Phone 1 Exchange** box, and input the user's primary phone number's exchange

Notes

Slide 42 - Slide 42

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
Select the **Phone 1 Number** box, and input the user's primary phone number's number
Phone 1: (972) - 000 - 0000 Ext: 0000
Phone 2: (000) - 000 - 0000 Ext: 0000
Fax: (000) - 000 - 0000
E-Mail:

Text Captions

Select the **Phone 1 Number** box, and input the user's primary phone number's number

Notes

Slide 43 - Slide 43

The screenshot shows a web form for adding a new user. On the left is a vertical navigation bar with buttons for 'Back' and 'Submit', and links for 'Menu', 'Help', and 'Help'. The main form area contains the following fields:

- Last Activity Date: 00/00/0000
- Last Activity Time: 00:00:00:00
- Password Effective Date: 02/04/2005
- Number of Logins: 0
- Menu Sequence: 0
- Active User: ☒
- Mailing Address:
 - Name: DOUG SALES
 - Company: MITAS MANOR
 - Address 1: 1450 MCKINNEY BLVD
 - Address 2:
 - City: MCK
 - State: TX
 - ZIP: 75071 - 0000
- Phone 1: (972) - 542 - 0000 Ext: 0000
- Phone 2: (000) - 000 - 0000 Ext: 0000
- Fax: (000) - 000 - 0000
- E-Mail:

A blue callout box with white text points to the 'Phone 1 Ext' field. The text inside the box reads: 'Select the **Phone 1 Ext** box and input the user's primary phone number's extension'. A mouse cursor is visible over the 'Phone 1 Ext' field.

Text Captions

Select the **Phone 1 Ext** box and input the user's primary phone number's extension

Notes

Slide 44 - Slide 44

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
Select the **Phone 2 Area Code** box, and input the user's secondary phone number's area code
Phone 1: 372 - 542 - 1000 Ext: 0000
Phone 2: (000) - 000 - 0000 Ext: 0000
Fax: (000) - 000 - 0000
E-Mail:

Text Captions

Select the **Phone 2 Area Code** box, and input the user's secondary phone number's area code

Notes

Slide 45 - Slide 45

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
Phone 1: (972) - 42 - 1000 Ext: 220
Phone 2: (800) - 500 - 0000 Ext: 0000
Fax: (000) - 000 - 0000
E-Mail:

Select the **Phone 2 Exchange** box, and input the user's secondary phone number's exchange

Text Captions

Select the **Phone 2 Exchange** box, and input the user's secondary phone number's exchange

Notes

Slide 46 - Slide 46

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
Select the **Phone 2 Number** box,
and input the user's secondary
phone number's number
Phone 1: (972) - 542 - 000 Ext: 220
Phone 2: (000) - 000 - 0000 Ext: 0000
Fax: (000) - 000 - 0000
E-Mail:

Text Captions

Select the **Phone 2 Number** box, and input the user's secondary phone number's number

Notes

Slide 47 - Slide 47

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
State:
ZIP:
Phone 1: (972) - 542 - 1000 Ext. 220
Phone 2: (000) - 000 - 0000 Ext. 0000
Fax: (000) - 000 - 0000
E-Mail:

Select the **Phone 2 Ext** box, and input the user's secondary phone number's extension

Text Captions

Select the **Phone 2 Ext** box, and input the user's secondary phone number's extension

Notes

Slide 48 - Slide 48

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
State:
Phone 1: () - 0000
Phone 2: () - 0000
Fax: () - 0000
E-Mail:

Select the **Fax Area Code** box, and input the user's facsimile phone number's area code

Text Captions

Select the **Fax Area Code** box, and input the user's facsimile phone number's area code

Notes

Slide 49 - Slide 49

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
State: TX
Zip: 75001
Phone 1: (000) 000-1000 Ext: 220
Phone 2: (000) 000-0000 Ext: 0000
Fax: (000) 000-0000
E-Mail:

Select the **Fax Exchange** box, and input the user's facsimile phone number's exchange

Text Captions

Select the **Fax Exchange** box, and input the user's facsimile phone number's exchange

Notes

Slide 50 - Slide 50

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
State:
ZIP:
Phone 1: Ext: 220
Phone 2: (000) - 000 - 000 Ext: 0000
Fax: (972) - 000 - 0000
E-Mail:

Select the **Fax Number** box, and input the user's facsimile phone number's number

Text Captions

Select the **Fax Number** box, and input the user's facsimile phone number's number

Notes

Slide 51 - Slide 51

Menu
Help
Help

MITAS

Last Activity Date: 00/00/0000
Last Activity Time: 00:00:00:00
Password Effective Date: 02/04/2005
Number of Logins: 0
Menu Sequence: 0
Active User: ☒
Mailing Address
Name: DOUG SALES
Company: MITAS MANOR
Address 1: 1450 MCKINNEY BLVD
Address 2:
City: MCKINNEY
State: TX
ZIP: 75071 - 0000
Phone 1: (972) - 542 - 1000
Phone 2: (000) - 000 - 0000
Fax: (972) - 542 - 0000
E-Mail: Highlight Box

Select the **E-mail** box, and input the user's e-mail address

Text Captions

Select the **E-mail** box, and input the user's e-mail address

Notes

Slide 53 - Slide 53

Back

Submit

Menu

n Help

n Help

f

MITAS

Last Activity Time: 00:00:00:00

Password Effective Date: 02/04/2005

Number of Logins: 0

Menu Sequence: 0

Active User: ☒

Mailing Address

Name: DOUG SALES

Company: MITAS MANOR

Address 1: 1450 MCKINNEY BLVD

Address 2:

City: MCKINNEY

State: TX

ZIP: 75071 - 0000

Phone 1: (972) - 542 - 1000 Ext: 0220

Phone 2: (000) - 000 - 0000 Ext: 0000

Fax: (000) - 000

E-Mail: dougsales@mckmar

Click the **Submit** button to add the new user to the system

Back Submit

Text Captions

Click the **Submit** button to add the new user to the system

Notes

Slide 55 - Slide 55

The screenshot displays the 'User Account Maintenance' page in the MITAS system. On the left is a dark blue sidebar with a 'Menu' section containing links for 'Help' and 'f'. Below the sidebar is a large blue diamond logo with the word 'MITAS' in yellow. The main content area has a light blue header with the text: 'Click on the Back button to return to the main menu , or Click on a USER to modify the user data.' Below the header is a table with three columns: 'Web Profile', 'Username', and 'Last Activity'. The table lists several users, including 'Property Manager' with usernames 'DOUGS', 'MITAS', 'MITAS1', 'MITAS2', 'MITAS', and 'TEST1'. A yellow callout box with a black border points to the table, containing the text: 'The User Account Maintenance page appears. You can verify that the new user has been added to the system by seeing his/her username and information listed on this page.' At the bottom of the table, there are two buttons: 'Back' and 'Submit'. A mouse cursor is visible at the bottom right of the page.

Web Profile	Username	Last Activity
Property Manager	DOUGS	00/00/0000
Property Manager	MITAS	02/08/2005
Property Manager	MITAS1	02/08/2005
Property Manager	MITAS2	02/02/2005
Property Manager - Finan	MITAS	02/08/2005
Property Manager - Finan	TEST1	00/00/0000
Property Manager - Compl	MITAS	02/08/2005
Property Man		00/00/0000
Property Man		02/02/2005

Text Captions

The **User Account Maintenance** page appears. You can verify that the new user has been added to the system by seeing his/her username and information listed on this page.

Notes

Slide 56 - Slide 56

Address: <https://www.mitas.com/mshda/wb002.cbx>

User Account Maintenance

O/P WB108 Run: 02/09/2005(12:09)

[New User](#)

Click on the Back button to return to the main menu , or Click on a USER to modify the user data.

Web Profile	Username	Last Activity	Logins
Property Manager	DOUGS	02/08/2005	2
Property Manager	MITAS	02/09/2005	55
Property Manager	MITAS1	02/09/2005	8
Property Manager	MITAS2	02/02/2005	0
Property Manager - Finan	MITAS	02/09/2005	6
Property Manager - Compl	MITAS	00/00/0000	0
Property Manager - Compl	MITAS2	02/08/2005	4
Property Manager - Compl	MITAS2	00/00/0000	0
Property Manager - Compl	TEST2	02/02/2005	2

[Back](#) [Submit](#)

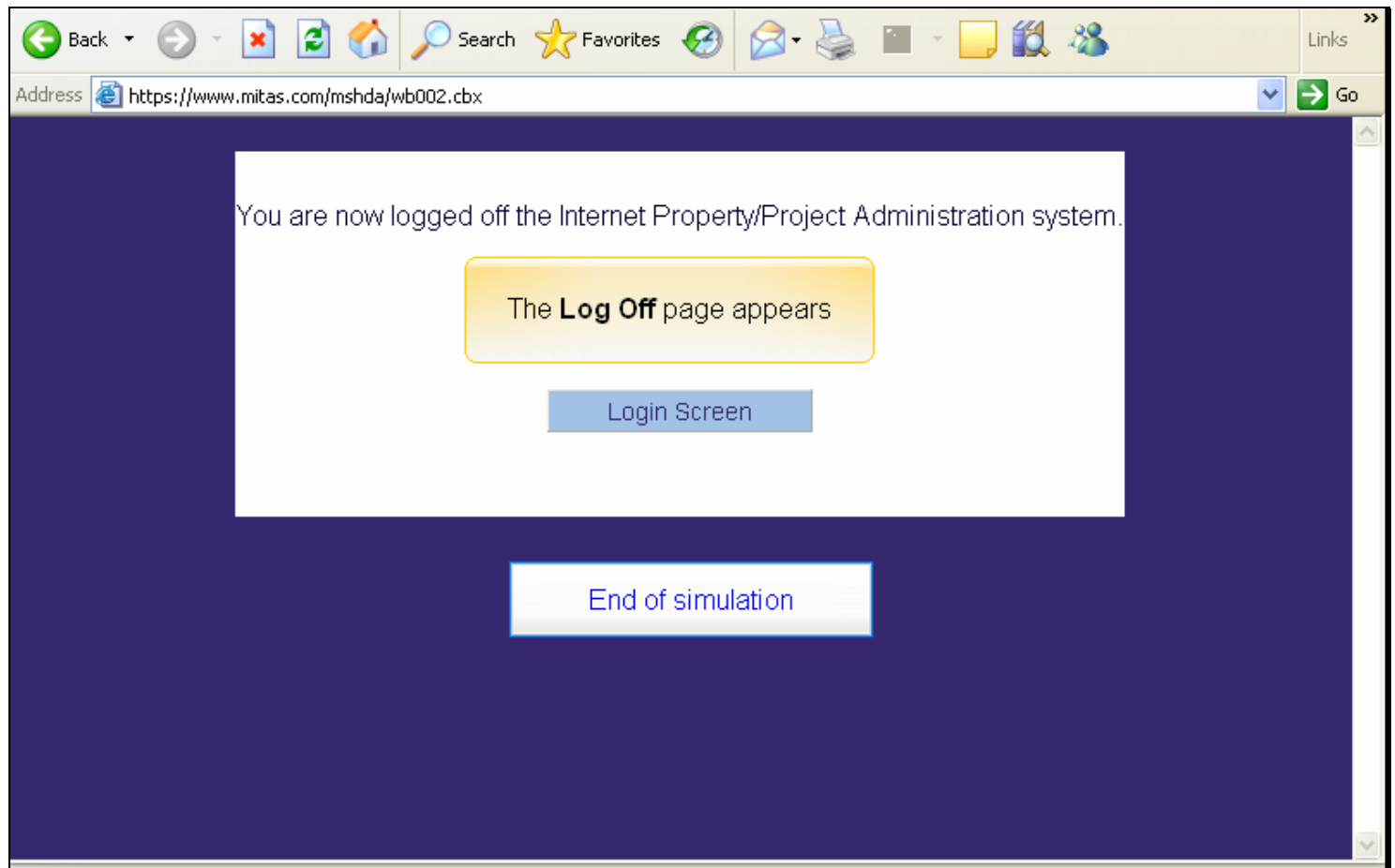
When you have completed adding new users, you can click the **Logoff** button to logoff the system.

Text Captions

When you have completed adding new users, you can click the **Logoff** button to logoff the system.

Notes

Slide 58 - Slide 58



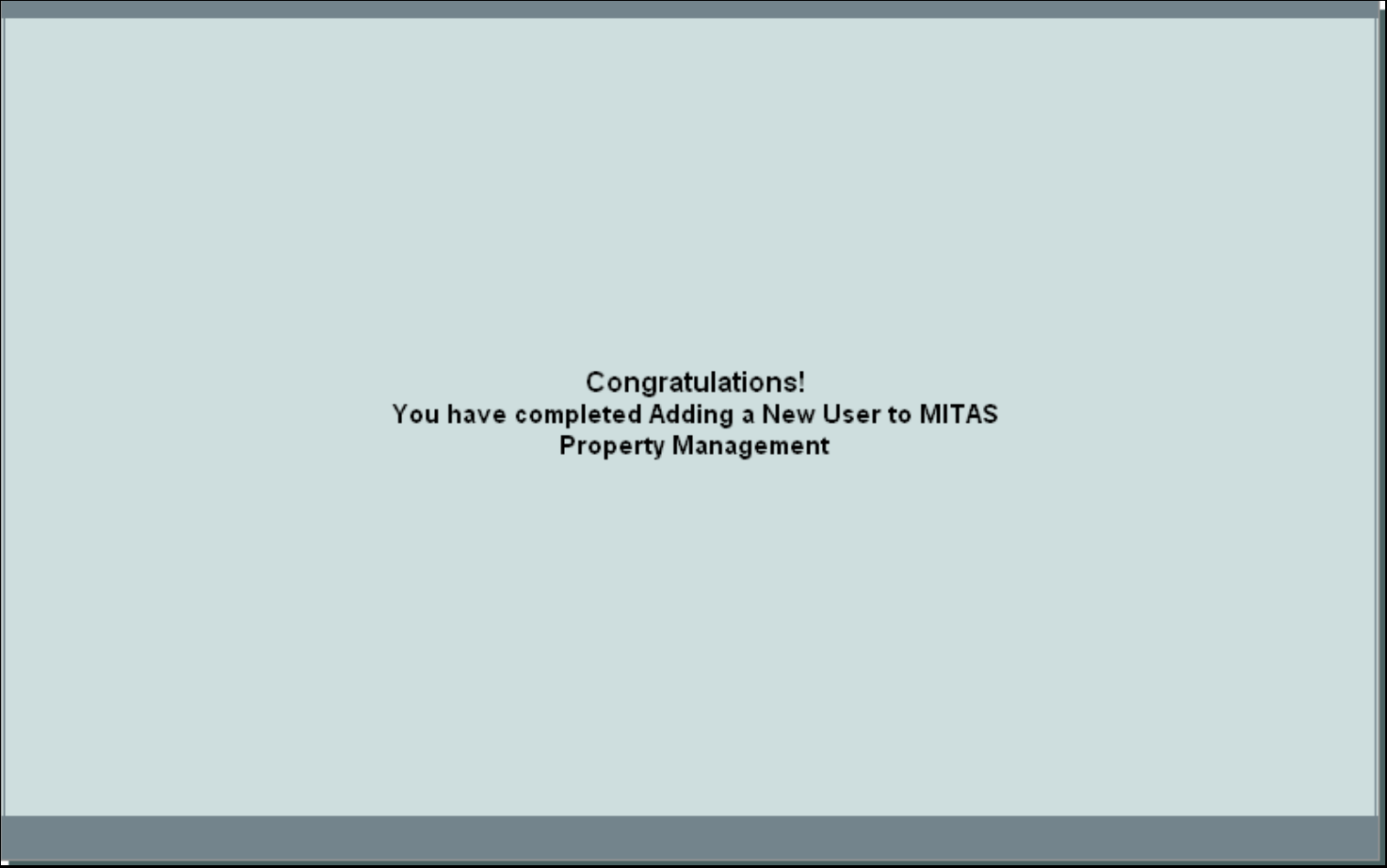
Text Captions

The **Log Off** page appears

End of simulation

Notes

Slide 59 - End



Congratulations!
You have completed Adding a New User to MITAS
Property Management

Text Captions

Congratulations!
You have completed Adding a New User to MITAS Property Management

Notes