Slide 1 - Title

Text Captions

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

Notes

Slide 2 - Objectives

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

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
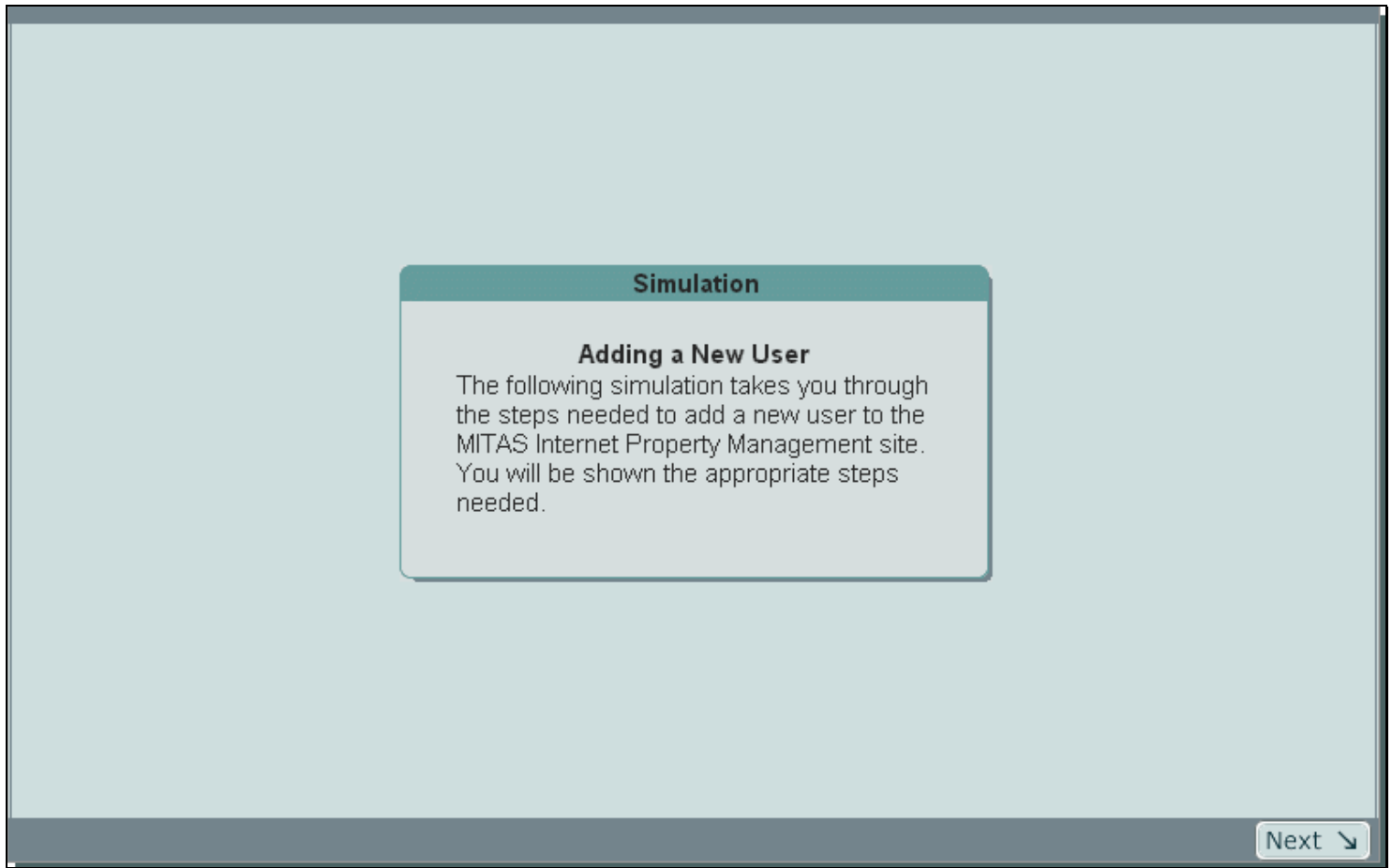

Text Captions

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.
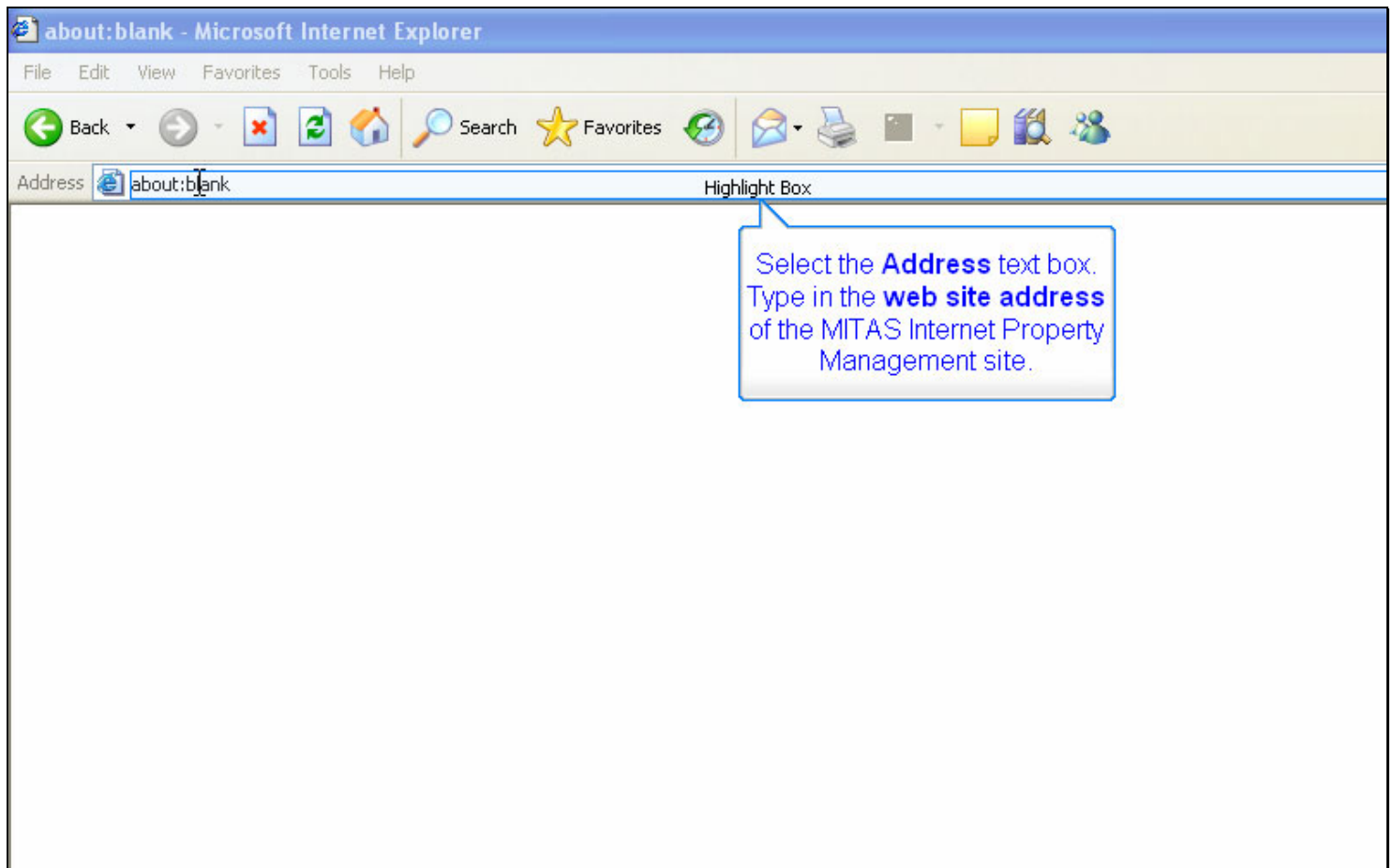You will be shown the appropriate steps
needed.

Next ↘

Text Captions
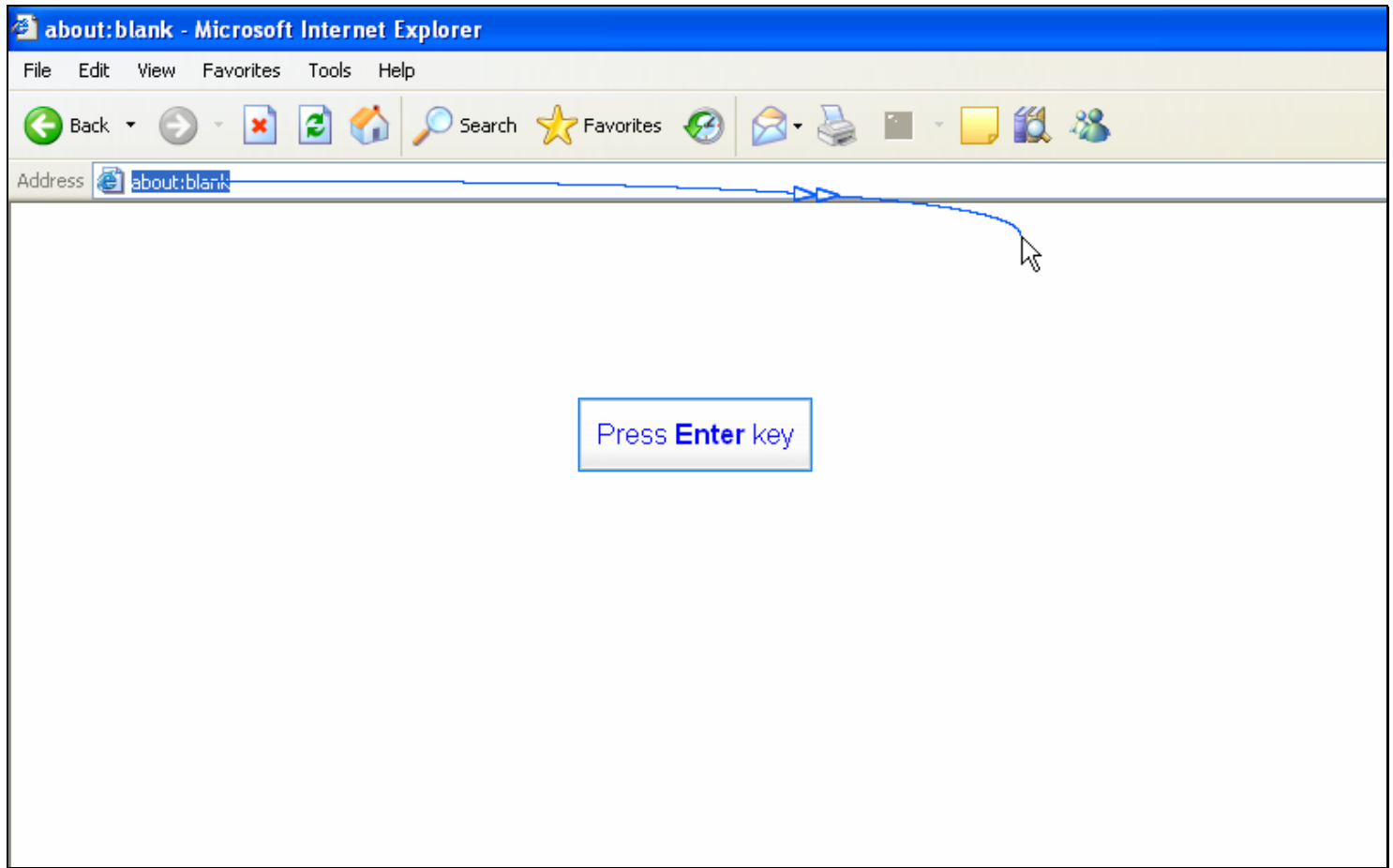
Simulation

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
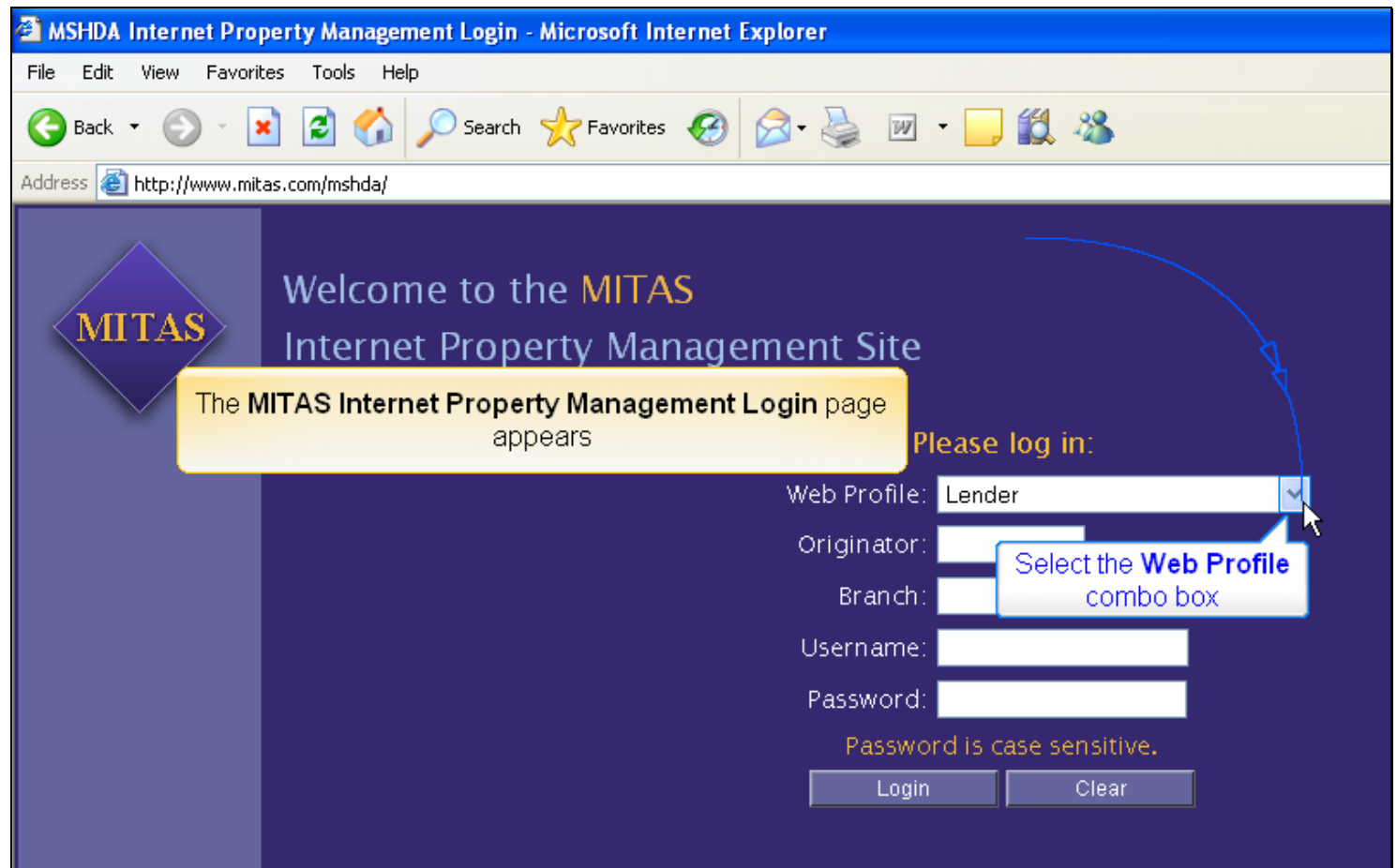
Text Captions

The **MITAS Internet Property Management Login** page appears

Select the **Web Profile** combo box

Notes

Slide 10 - Slide 10

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

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

Text Captions

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

Notes

Slide 13 - Slide 13

Text Captions

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

Notes

Slide 14 - Slide 14

Text Captions

Click the **Login** button

Notes

Slide 16 - Slide 16
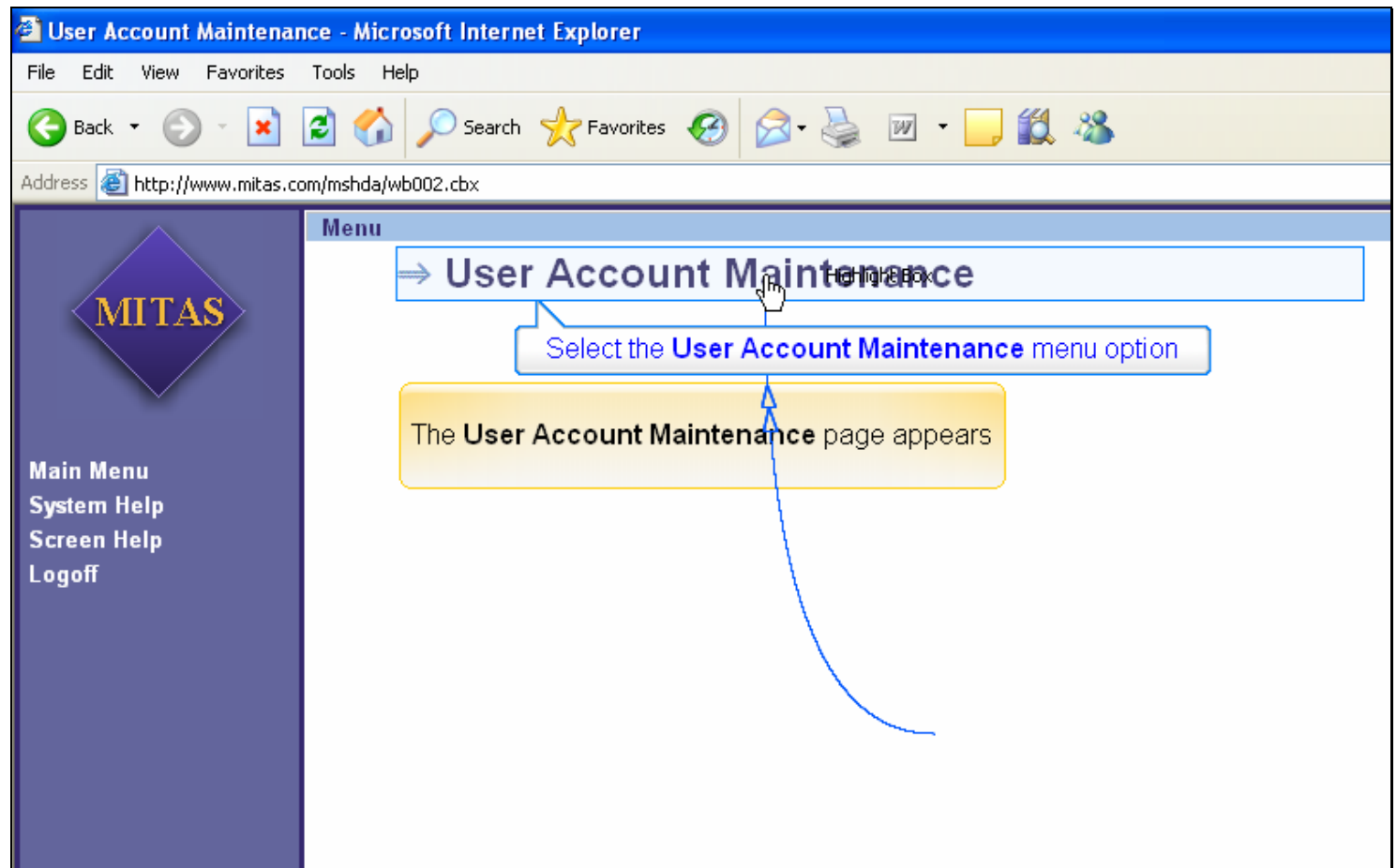
Text Captions

The **User Account Maintenance** page appears

Select the **User Account Maintenance** menu option

Notes

Slide 18 - Slide 18

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

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

Text Captions

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

Notes

Slide 22 - Slide 22

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

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

Text Captions

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

Notes

Slide 25 - Slide 25

Text Captions

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

Notes

Slide 26 - Slide 26

Text Captions

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

Notes

Slide 27 - Slide 27

Text Captions

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

Notes

Slide 28 - Slide 28

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 adminstrators 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

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

Text Captions

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

Notes

Slide 31 - Slide 31

Text Captions

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

Notes

Slide 32 - Slide 32

Text Captions

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

Notes

Slide 33 - Slide 33

Text Captions

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

Notes

Slide 34 - Slide 34

Text Captions

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

Notes

Slide 35 - Slide 35

Text Captions

Select the **State** box

Notes

Slide 36 - Slide 36

Text Captions

Click the scroll bar to view the valid entries

Notes

Slide 37 - Slide 37

Text Captions

Select the appropriate state item

Notes

Slide 38 - Slide 38

Text Captions

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

Notes

Slide 39 - Slide 39

Text Captions

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

Notes

Slide 40 - Slide 40

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

Text Captions

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

Notes

Slide 42 - Slide 42

Text Captions

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

Notes

Slide 43 - Slide 43

Text Captions

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

Notes

Slide 44 - Slide 44

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

Text Captions

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

Notes

Slide 46 - Slide 46

Text Captions

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

Notes

Slide 47 - Slide 47

Text Captions

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

Notes

Slide 48 - Slide 48

Text Captions

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

Notes

Slide 49 - Slide 49

Text Captions

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

Notes

Slide 50 - Slide 50

Text Captions

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

Notes

Slide 51 - Slide 51

Text Captions

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

Notes

Slide 53 - Slide 53

Text Captions

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

Notes

Slide 55 - Slide 55

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

Text Captions

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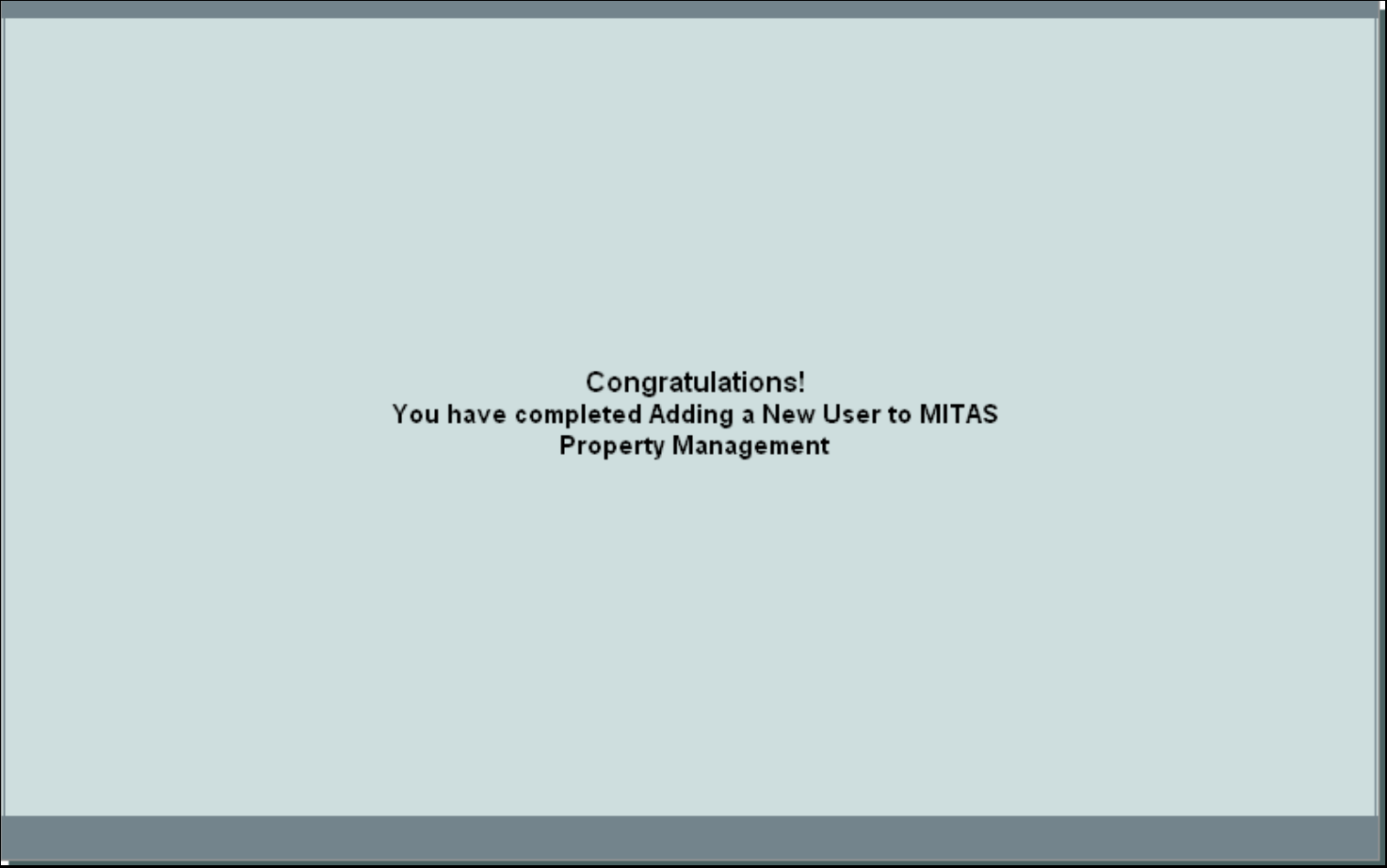
Notes

Slide 58 - Slide 58
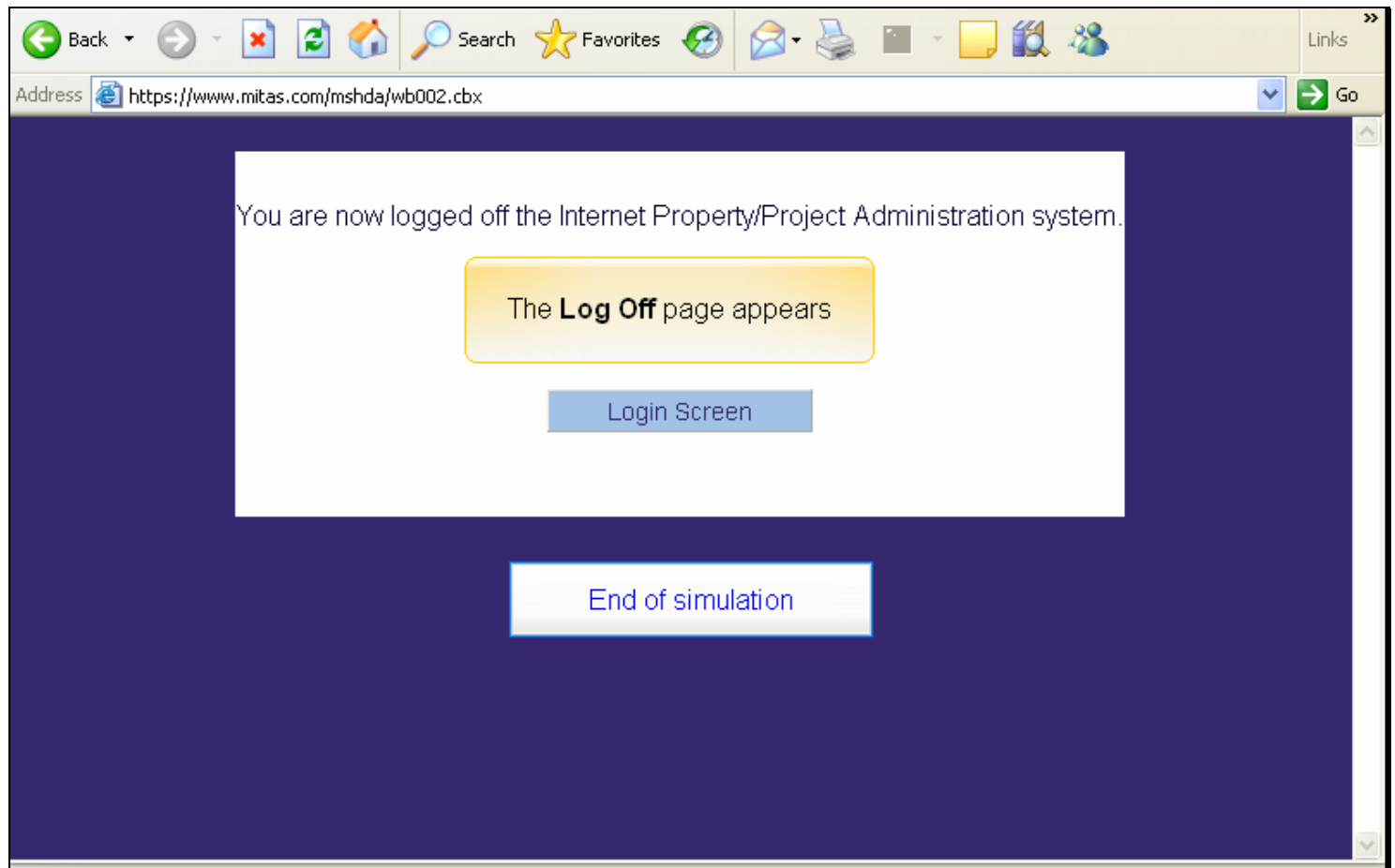
Text Captions

The **Log Off** page appears

End of simulation

Notes

Slide 59 - End

Text Captions

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

Notes