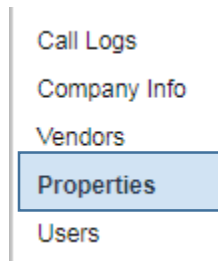


Accessing/Creating Properties in the SuperTender's CRM

Select 'Properties' from the main navigation.



This will show you the information that was uploaded to your portfolio during your setup and onboarding.

Address	Portfolio	Type	Special Instructions	Status
123 main street unit #1, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #10, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #11, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #12, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #2, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #3, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #4, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #5, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #6, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #7, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #8, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
123 main street unit #9, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	Rental		Active
MISCELLANEOUS-Test Portfolio, Anytown, NV 89050	**TEST ONLY**SuperTenders-Business Development:**TEST ONLY**	HOA		Active

Click on the record to access the information for the property you want to view.

Save Deactivate

<p>Customer: <input type="text" value="**TEST ONLY**SuperTenders-Business De"/></p> <p>Property Type: <input type="text" value="Rental"/></p> <p>Active: <input checked="" type="checkbox"/></p> <p>Address1: <input type="text" value="123 main street"/></p> <p>Address2: <input type="text" value="unit #1"/></p> <p>City: <input type="text" value="Anytown"/></p> <p>State: <input type="text" value="NV"/></p> <p>ZIP Code: <input type="text" value="89050"/></p> <p>Special Instructions: <input type="text"/></p> <p>Other 1: <input type="text"/></p> <p>Other 2: <input type="text"/></p> <p>Other3: <input type="text"/></p>	<p>Breaker Box: <input type="text"/></p> <p>Furnace: <input type="text"/></p> <p>Water Heater: <input type="text"/></p> <p>Irrigation System: <input type="text"/></p> <p>Crawl Space: <input type="text"/></p> <p>Attic: <input type="text"/></p> <p>Gas Shutoff: <input type="text"/></p> <p>Water Shutoff Inside: <input type="text"/></p> <p>Water Shutoff Outside: <input type="text"/></p>
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You are able to edit all information that is in a white box. Remember to click "save"

Information in the “Special Instructions” and “Other 1,2,3” boxes will show up on every call for the specific property it is entered on for all calls that come into the call center. You may also enter property level information and location details for the breaker box, furnace, water heater, irrigation system, crawl space, attic, gas shutoff, and water shutoffs for the inside and outside.

In this field, you may also De-Activate a property if it is no longer part of your portfolio. This will remove them from selection when a call comes in for your portfolio. The main navigation will allow you to see your active and not active properties. You can change their status as needed.

Properties

Customer:

Property Type:

Active:

Active | Not Active

From this navigation you can also CREATE a property for your portfolio. All highlighted fields must be entered. **The information entered will only appear on the property you are entering. Remember to click “save”.**

Customer:

Property Type:

Active:

Address1:

Address2:

City:

State:

ZIP Code:

Special Instructions:

Other 1:

Other 2:

Other3:

Breaker Box:

Furnace:

Water Heater:

Irrigation System:

Crawl Space:

Attic:

Gas Shutoff:

Water Shutoff Inside:

Water Shutoff Outside:

It is also possible to import multiple properties from a spreadsheet. The property upload template should have been provided to you during your onboarding.

If you need assistance with a mass upload of properties, adding or changing any of your properties or for help updating this information, you can contact us at updates@supertenders.com or solutions@supertenders.com.