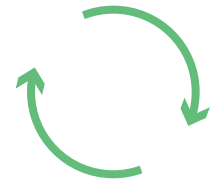




IM User Guide:

How to use the Re-Leased Sync

The purpose of this guide is to explain how to schedule inspections in Re-Leased and sync them to Inspection Manager

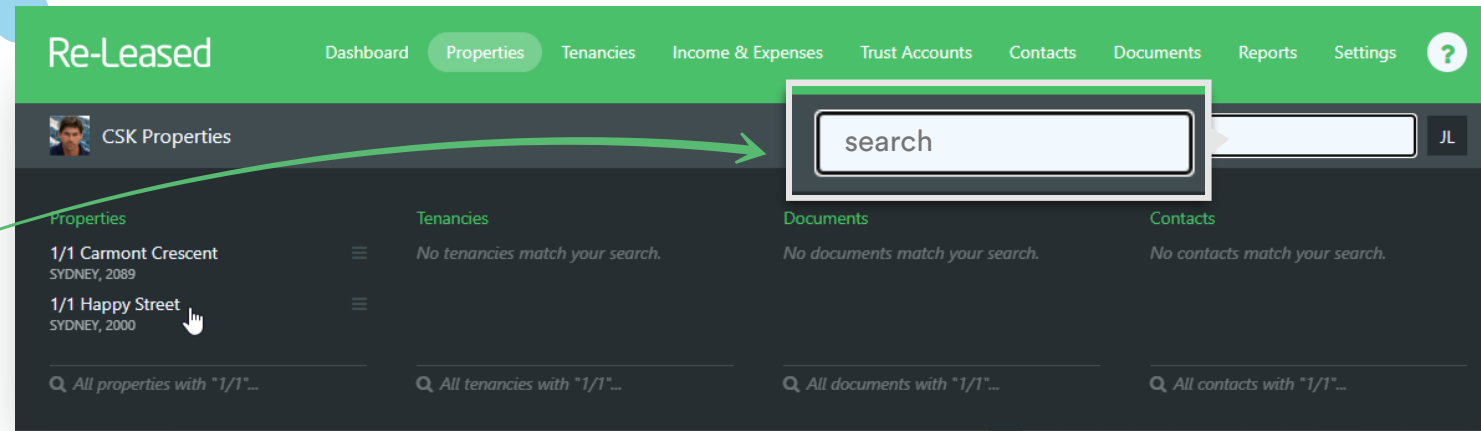


Re-Leased

Step
1

Find the property in Re-Leased using the search bar

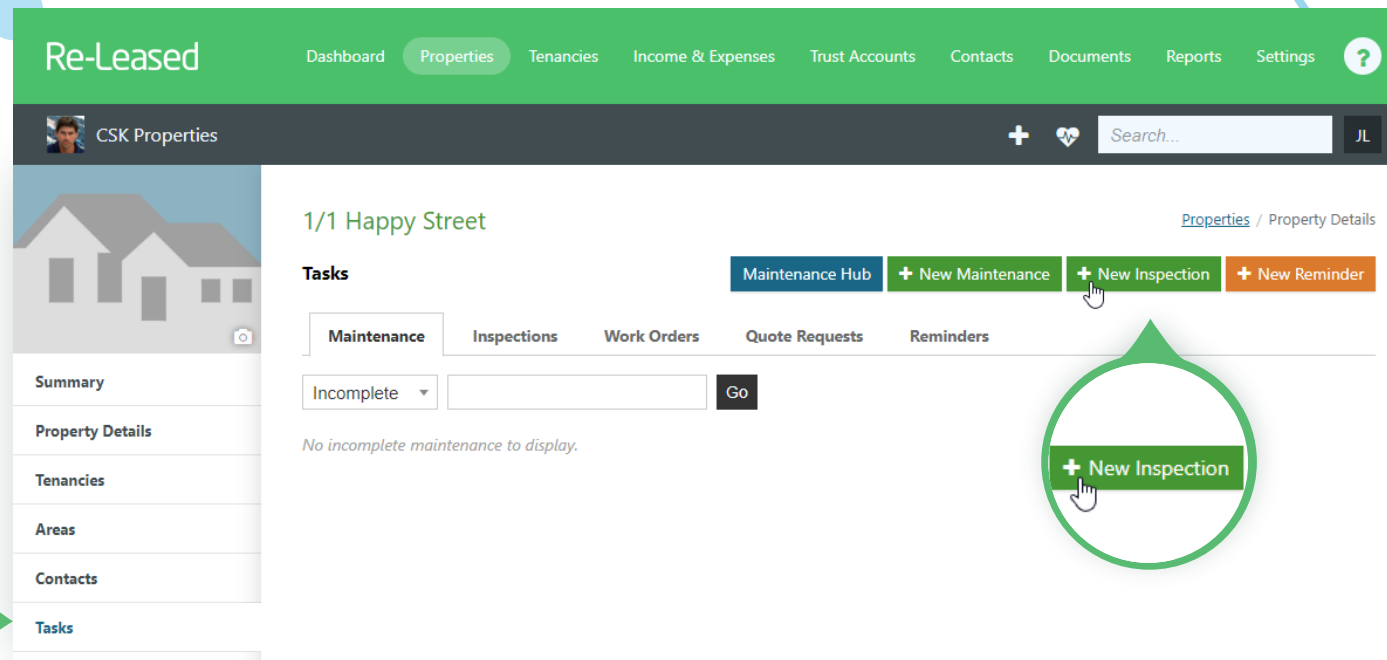
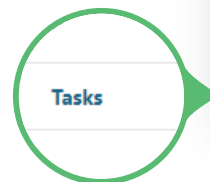
First search the property you wish to add an inspection on using the search box at the top right, then click the property you wish to add an inspection to.



Step
2

Create a new inspection for the property

Select "Task" on the left and then "+ New Inspection" on the top right.



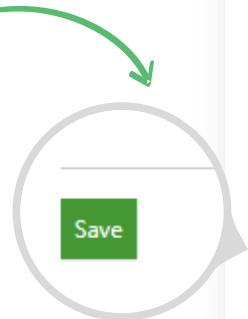
Step 3


Complete the fields for Inspection details

Enter the correct details for:

- Title
- Inspection Type
- Tenancy
- Area of Property
- Delegate to Member (Choose a Property Manager that matches a user in IM)
- Date of Inspection
- Time of Inspection

Once all details have been entered, click "Save" to add the inspection.



Create Inspection for 1/1 Happy Street 

[Properties](#) / [Property](#) / Create Inspection

Inspection Details

Title*
Joe Tenant

Inspection Type*
Entry

Tenancy
Joe Tenant

Area of Property
Area Title

Delegate to Member
Property Manager

Due Date*
10 Jun 2020

9:00am TO 9:30am

Repeats

Description

Notes

Associated Keys [+ Add/Edit Keys](#)
There are currently no associated keys. Click the Add/Edit Keys button to associated new keys.

Current Documents [+ Upload Documents](#)
There are currently no documents uploaded. Click the Upload Document button to add new documents for this task.

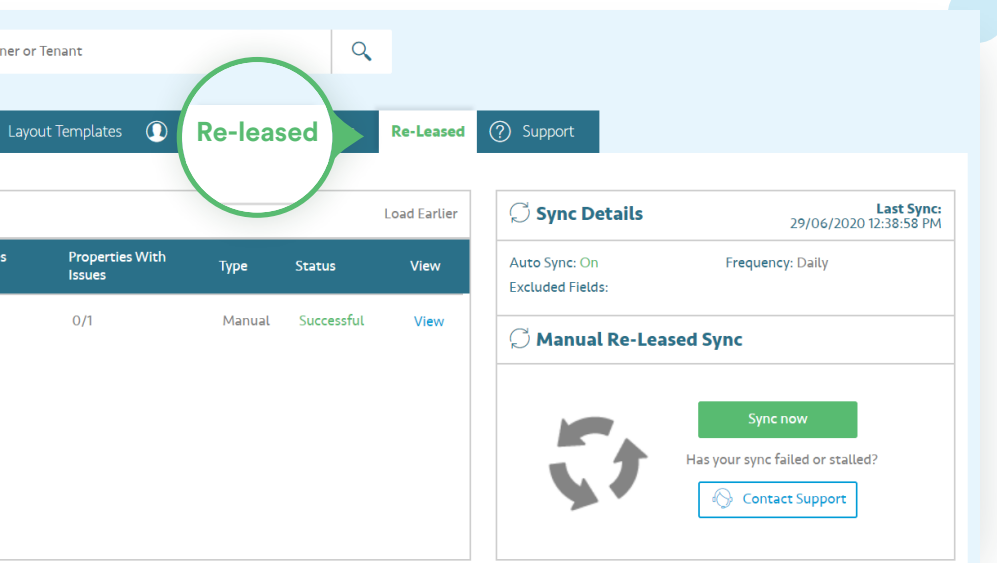
Current Images [+ Upload Images](#)
There are currently no images uploaded. Click the Upload Image button to add new images

Tenancy Inspection Contacts [+ Add Contact](#)
PRIMARY Joe Tenant

[Save](#) [Cancel](#)

Step 4 | Sync the inspection into Inspection Manager

In Inspection Manager, click the Re-Leased tab and then click "Sync Now" to bring over the inspection right away. Alternatively you can leave the sync to automatically sync over night.



Step 5 | Select your preferred date range in sync settings

The sync can be applied to different date ranges - from 7 days in the past to 15 days into the future.

Only users with the "Office Manager" role can edit these date settings. You can review and assign the roles by editing users in the Users tab in Inspection Manager.

Re-Leased SYNC Settings

Re-Leased Inspection Creation Days Prior ?

1 Day 3 Days 5 Days 7 Days

Re-Leased Inspection Creation Days Future ?

7 Days 15 Days

How to fix: Properties not syncing from Re-Leased

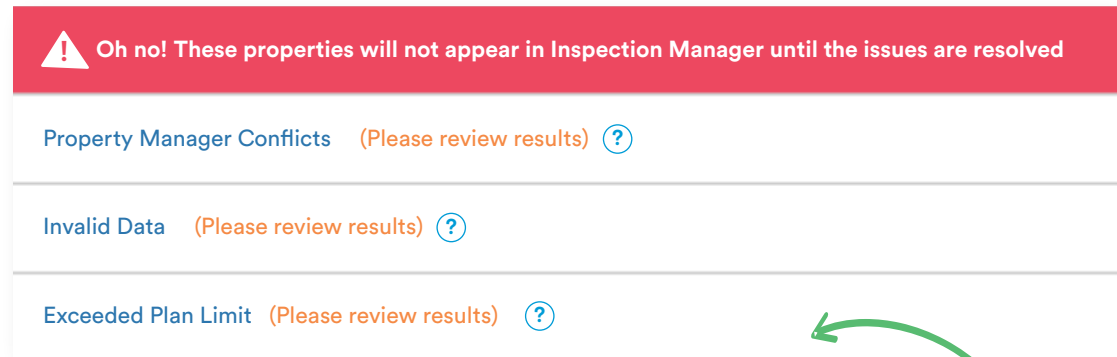
Step
1

Review the error messages in Inspection Manager

PROPERTY MANAGER CONFLICTS:

Properties will display with "Property Manager Conflicts" if:

- a. A Property Manager is not assigned to the property/inspection in Re-Leased.
- b. If the email of the Property Manager assigned to the property/inspection in Re-Leased does not match the email of a user in Inspection Manager exactly.



The screenshot shows a red warning banner at the top: "Oh no! These properties will not appear in Inspection Manager until the issues are resolved". Below the banner are three sections of error messages, each with a "View List" link and a help icon:

- Property Manager Conflicts (Please review results) ?
- Invalid Data (Please review results) ?
- Exceeded Plan Limit (Please review results) ?

INVALID DATA:

Properties not syncing due to "Invalid Data" can be addressed by clicking "View List" to the right of this section and then correcting in Re-Leased the issue highlighted in orange on the right of each property.

EXCEEDED PLAN LIMIT:

Properties in the "Exceeded Plan Limit" section will not sync over until either properties that are no longer in the rent roll are deactivated bringing you under your property limit threshold or an upgrade is purchased to increase active property limit allowance.

Step 2 Resolving Property Manager Conflicts Error

1 Properties With Property Manager

Property Manager is not a current user in the CMS. (pm@re-leased.com.au) 1 Properties Assigned to Property [View list](#)

Resolve in CMS add a new user Cancel Save

User Details

Office Location

First Name

Last Name

Email

Mobile

Password

Confirm Password

Role & Devices


Last used

Access Level


Job title

Status

Mobile App



Property ID **Address** **Suburb** **Manager** **Tenant**

	8710c530-abdb-4fd8-8d89-e436ff627f72-95225	Area Title-1/1 Happy Street	Sydney	Property Manager	Joe Tenant	0
---	--	-----------------------------	--------	------------------	------------	----------------

This section will state the name and email of the Property Manager assigned to the Property? Inspection within Re-Leased that does not match a user in Inspection Manager and how many properties are affected.

This section also pre-fills the option to add the Property Manager as a user within Inspection Manager just by filling out the rest of the details.

The First and Last name and Email are all pre-filled from the information that comes from Re-Leased. The only fields that need to be filled are Mobile, Password and Confirm Password.

User Access Level and if they have Mobile App access or only CMS Access can also be chosen here.

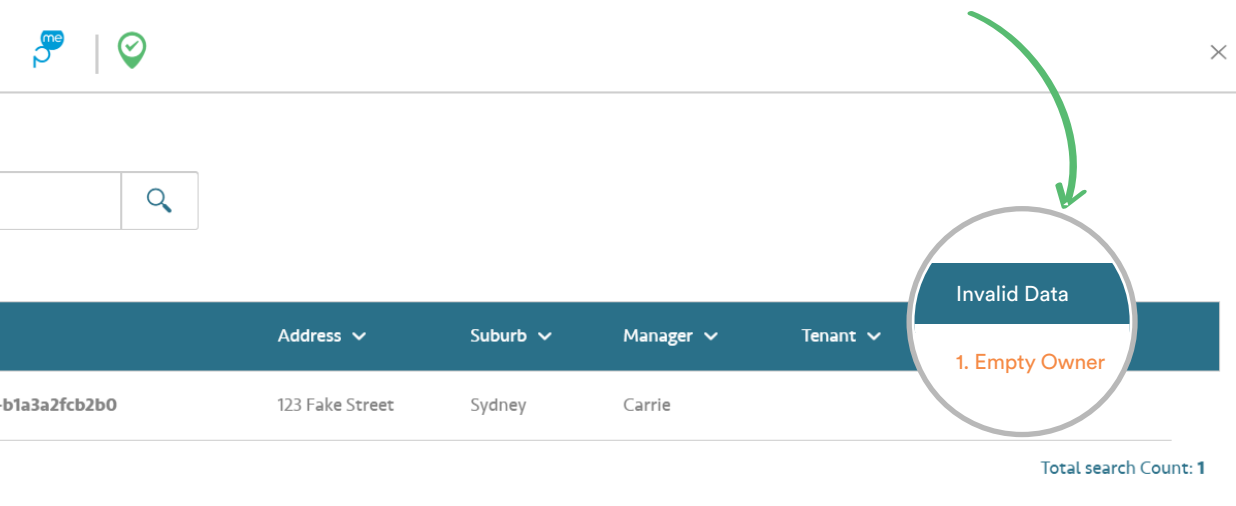
Click "View List" to expand the tab and show which property addresses this is occurring with.

Step

3

Resolving Invalid Data Error

Properties not syncing due to "Invalid Data" can be addressed by clicking "View List" and then correcting in Re-Leased the issue highlighted in orange on the right of each property.



The screenshot shows a search results table in the Re-Leased application. The table has columns for Address, Suburb, Manager, and Tenant. A property with ID 'b1a3a2fcb2b0' is listed with address '123 Fake Street', suburb 'Sydney', and manager 'Carrie'. To the right of this row, a dark teal box contains the text 'Invalid Data' and '1. Empty Owner' in orange. A green arrow points to this box. Below the table, it says 'Total search Count: 1'.

	Address ▾	Suburb ▾	Manager ▾	Tenant ▾	
b1a3a2fcb2b0	123 Fake Street	Sydney	Carrie		Invalid Data 1. Empty Owner

Total search Count: 1



Need a hand from
our support team?

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Email:

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Live chat:

<https://inspectionmanager.com/contact/>

