

· This is the Communications Link. It would show all the communications that a given user is a part of. They will be able to click between “MESSAGES”, “NOTICES”, and “NOTIFICATIONS”. As they click between them, the underline and color icon would display for the selected type of communication. The same columns would appear for all communication types. For the OWNER/PROPERTY MANAGERS they will be able to CREATE COMMUNICATION with the Option of creating a message, notice, or communication (it will take them to the appropriate form). They can select or save as a template for messages and also use tokens to personalize the messages. TENANTS and STAFF Would be able to “CREATE COMMUNICATION” to OWNER, PROPERTY MANAGERS, and HEAD OF OPERATIONS. It would just be a regular message (no templates/tokens).



Communication

Search:

GO

Light

Create Communication



MESSAGES



NOTICES



NOTIFICATIONS

Total Messages: 5

Total Viewed: 4

Total Not Viewed: 1

CSV

PDF

SHOW

STATUS

<input type="checkbox"/>	Message ID:	Sent:	Sender:	Recipient:	Subject:		Viewed:	Options:
<input type="checkbox"/>	355821647853265	DRAFT	Knabenshue, Chris (OWNER)	Sapp, Sean	RE: Question on Rent Due Date			<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	745852146932145	5/24/2022 TIME	Sapp, Sean (UNIT A)	Knabenshue, Chris (OWNER)	Question on Rent Due Date		5/24/2022 TIME	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	985632452185635	3/16/2022 TIME	SYSTEM	Pearson, Christian (UNIT C)	ISSUE #234987263 Response Received: Leaky Faucet		NOT VIEWED	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	154236589642354	2/15/2022 TIME	Knabenshue, Chris (OWNER)	McClean, Matteo (UNIT B)	Information requested about the pool		2/12/2022 TIME	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	258463587956321	12/28/2021 TIME	SYSTEM	Sapp, Sean (UNIT A)	JUNE 2022 RENT INVOICE NOW AVAILABLE!	<div><div></div></div>	12/30/2021 TIME	<div><div></div><div></div><div></div></div>

BULK ACTIONS:

EXPORT to CSV

GO

- If message is sent to multiple people they would be listed as recipients. If it is an entire group, it would list “STAFF” “ALL TENANTS”, etc. They can filter by Status (ALL, VIEWED, SENT, DRAFT, NOT VIEWED).
- Options are “Go to” to take them to the communication in the system/message. “Download” to download a PDF of the communication. “PRINT” to print the communication.

BULK ACTIONS (these are bulk actions that can be done when more than one Communication is checked)

• ***EXPORT to CSV: This would just export the overview of the selected to a CSV file***

EXPORT to PDF: This would just export the overview of the selected to a PDF file

PRINT: Would Print all the selected Communications with any attachments

Download: This downloads all the selected Communications in a Zip file of PDFS with their attachments

ICON MAP:

Go-to: [system-go-to](#)

Download: [system-download](#)

Print: [system-print](#)

Download CSV: [system-download-csv](#)

Download PDF: [system-download-pdf](#)

Paperclip: [system-paperclip](#)

Preferences: [system-preferences](#)

Communication: [system-communication](#)

Messages: [system-message](#)

Notices: [system-notice](#)

Notification: [system-notification](#)