

This is what appears when the OWNER clicks the “APPLICATIONS” link in the menu.

Here they can see all the applications for current and past Units. Each Application would have their own list/table nested that shows all of the particular applications submitted. The applications (and their sub-tables) should be able to be sorted by the different columns. There would be an option to collapse/expand all the sub-tables to make searching past/multiple applications easier.

Options for the Application: View, to see the app; edit, to edit the app; duplicate, loads “add application screen with selected app’s settings/etc.); share they can select to email it to someone [doesn’t have to be part of system], or generate a link to send to someone; download, to download a pdf of the app; print, to print a copy of the app; delete, to delete the application (Applications can only be deleted if there are no applicants).

-Submitted apps can be viewed, downloaded, printed, or they can message the applicant. *The “View” button would have the drop down to change the status of the app. If Approved, there should be an option that pops up to “automatically decline other submitted applications and close application?” A message would automatically go out to applicant when status changes to “Decline” or “Approved” (see “Application-Edit.pdf”).*

They can also set “General Application Settings” that will be presets (these presets can be overwritten when an Application is added). A person does NOT need an account with RentBlaze to fill out an application, when it is submitted, they become a prospect and can choose to create an account or the OWNER can then grant them portal access once they are accepted. Once APPROVED or DECLINED, it would list the Date and Time Application was APPROVED.

I would like the “Collapse” and “Expand” icons to look better/be in color. Those are just screen grabs from google. They should be able to Show “All”, 10, 25, 50, 100 entries in the table before pagination and filter by "All", “ACTIVE”, “INACTIVE” applications.

Applications

1 Active Application

1 Inactive Application

3 Active Applicants

2 Inactive Applicants

Collapse All Applications

Expand All Applications

CSV

PDF

Show:

ALL

Filter:

ALL

Search

GO

Listing Start:

Unit:

Monthly Rent:

Security Deposit:

Type:

Status:

Options:

08/23/2022

Room E

\$1,200

\$600

PUBLIC

ACTIVE

Date Submitted:

Prospect Last:

Prospect First:

Job Title

Employer:

Annual Salary:

Co-Signer:

Pets:

Kids:

Others Living:

Last Updated:

Status:

Options:

8/24/2022

TIME

Carter

Micah

Waiter

Chilis

\$35,000

YES

NO

NO

NO

8/25/2022

TIME

IN REVIEW

8/24/2022

TIME

Lanert

Sophia

Executive

GM

\$90,000

NO

NO

YES

NO

8/24/2022

TIME

IN REVIEW

8/25/2022

TIME

Jones

Kylie

Driver

UBER

\$60,000

NO

YES

NO

YES

8/26/2022

TIME

IN REVIEW

Listing Start:

Unit:

Monthly Rent:

Security Deposit:

Type:

Status:

Options:

08/23/2022

Room A

\$1,200

\$600

PRIVATE

INACTIVE

Date Submitted:

Prospect Last:

Prospect First:

Job Title

Employer:

Annual Salary:

Co-Signer:

Pets:

Kids:

Others Living:

Last Updated:

Status:

Options:

8/26/2022

TIME

Engle

Jack

Instructor

Gold’s Gym

\$40,000

NO

NO

NO

NO

8/26/2022

TIME

DECLINED

8/27/2022

TIME

Kokule

Stephen

Sales

Hydroform

\$63,000

NO

YES

NO

NO

8/28/2022

TIME

APPROVED

DATE TIME

BULK ACTIONS:

EXPORT to CSV

GO

NOT SHOWN: All the tables/sub-tables would be able to be sorted by the column.

TIME = TIMESTAMP DATE=Date

BULK ACTIONS (these are bulk actions that can be done when more than one Application 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
- ***DOWNLOAD:*** downloads all the selected applications into a ZIP File
- ***MESSAGE:*** This would send a BCC Message to all Applicants selected.
- ***PRINT:*** This would print all the selected applications
- ***CHANGE STATUS:*** This would allow the Owner/Property Manager to change the status of all the selected applications. A drop down selector for the new status should appear.
- ***MAKE ACTIVE:*** this would allow them to make multiple INACTIVE Applications ACTIVE. This would apply only to Application Groups, not individual applicants.
- ***MAKE INACTIVE:*** this would allow them to make multiple ACTIVE Applications INACTIVE. This would apply only to Application Groups, not individual applicants.
- ***MAKE PUBLIC:*** This would allow them to make all the selected applications public by having a button on the corresponding listing.
- ***MAKE PRIVATE:*** This would allow them to make all the selected applications private by removing the buttons on the corresponding listing.
- ***DELETE:*** This would delete the Application/Application Group from their System. This can only be done if the Application Group has no applicants. A confirmation warning should appear stating that this cannot be undone.

ICON MAP:

- Files:

application
- Download CSV:

system-download-csv
- View:

system-view
- Download PDF:

system-download-pdf
- Print:

system-print
- Duplicate:

system-duplicate
- Share:

system-share
- Delete:

system-trashcan
- Upgrade:

system-upgrade
- Settings:

system-settings-wheel
- Download:

system-download
- Edit:

system-edit