

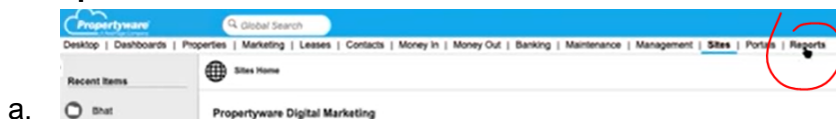


PetScreening + Propertyware Integration Guide

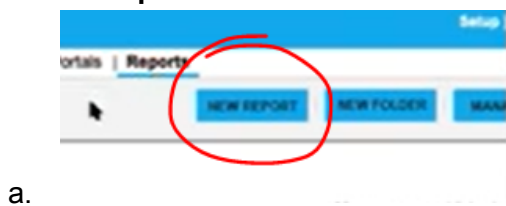
PART 1

Within your Propertyware account:

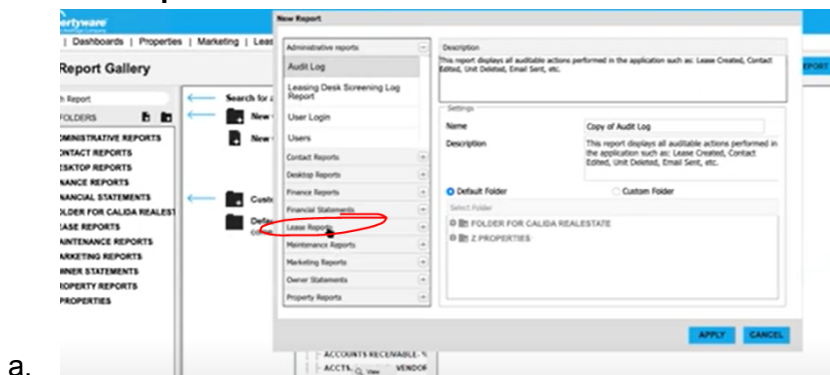
1. Go to **Reports**



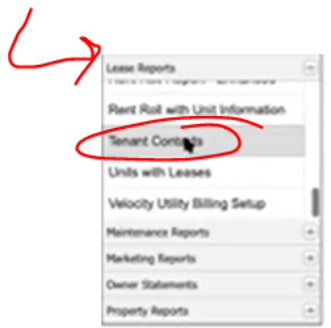
2. Click **New Report**



3. Click **Lease Reports**



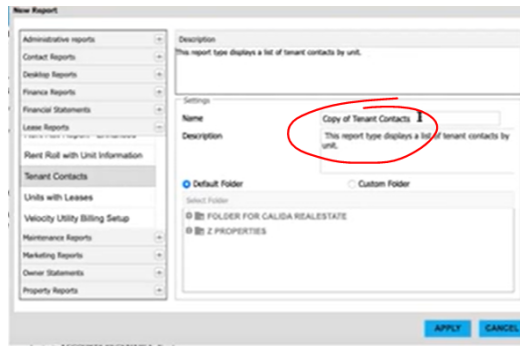
4. Click **Tenant Contacts** under the drop-down menu



a.

5. Rename the report

a. Rename it "PetScreeningData_CompanyName"



b.

c. Click **Apply**

6. Navigate to the column on the left labeled **Columns**

a. Drop down the first section (Contact Summary)

- i. ADD address continued
- ii. REMOVE company
- iii. ADD email
- iv. ADD first name
- v. REMOVE full name
- vi. ADD last name

b. Drop down the second section (Lease: Summary)

- i. ADD end date
- ii. REMOVE lease name
- iii. ADD start date

c. Drop down the third section (Lease: Tenant Ledger)

- i. REMOVE both checked fields

7. Scroll through the report to ensure the data looks correct

8. Click **Filters** (at the top - funnel icon)

Is Active	Lease Status	Address	City	State	Zip	Address Cont.	Email	First
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	103 C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	104C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	105C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	111 C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	112 C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	116C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	118C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	117C	Goss	
Yes	Active	4928 Live Oak St	Dallas	TX	75206-8801	211C	Goss	

a.

b. Scroll down to the bottom to add 2 fields

- i. Click the **Add** button

ii.

- iii. Select the first drop-down under **Field**

iv.

1. Field: choose **"IS ACTIVE"**
2. Operator: choose **"Equals"**
3. Value: choose **"yes"**

- v. Click inside the empty space below **"IS ACTIVE"** to add the second filter

1. Field: choose **"Status"**
2. Operator: choose **"equals"**
3. Value: type **"Active"**

- vi. Click **Apply**

9. Click **Export/Print** at the top of the report (printer icon)

- a. Select **MS Excel**
- b. Save it to your computer

PART 2

Within your PetScreening account:

1. Click **Settings**
 - a. Click **Integrations**
 - b. Click **Get Started**
 - c. Click on the drop-down and select **Propertyware**
2. Click on the **Import Units** button
 - a. Select the report you created
 - b. Open the report
3. Map out the data as follows:

Skip first 4 lines

Expected	Imported Heading
No field chosen ▼	Is Active
No field chosen ▼	Lease Status
Unit Address 1* ▼	Address
Unit City* ▼	City
Unit State* ▼	State
Unit Zip* ▼	Zip
Unit Address 2 ▼	Address Cont.
Resident Email* ▼	Email
Resident First Name* ▼	First Name
Resident Last Name* ▼	Last Name
Lease End Date* ▼	End Date
Lease Start Date* ▼	Start Date

a.

4. Click the **Save and Import** button
5. Copy the email address located below the Import Units button (____@units.petscreening.com)

PART 3

Within your Propertyware account:

1. Navigate to the report you created (this should be the same page you were in earlier)
2. Click the **Email/Schedule** button up at the top of the report (mail icon)
 - a. Click on the **Send Later** tab
 - i. Click **Scheduled**
 1. Start sending: select tomorrow's date
 2. Frequency: 1 day (everyday / daily)
 3. From: your or an admin's email address from the drop-down menu

- ii. Format = **Excel**
 - b. Paste email address that you copied from PetScreening into the **Specified Recipients** text box
 - c. Type a comma after the email address you pasted
 - d. Type "flatfile@petscreening.com" after the comma
3. Click **Save**

Congratulations! The integration is complete.

Questions? support@petscreening.com