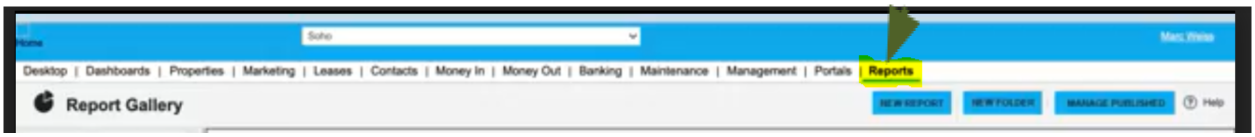
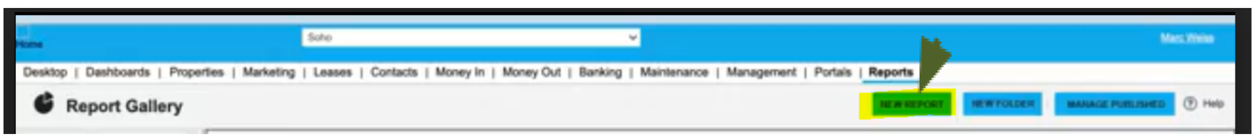
Propertyware One-Way Integration Guide

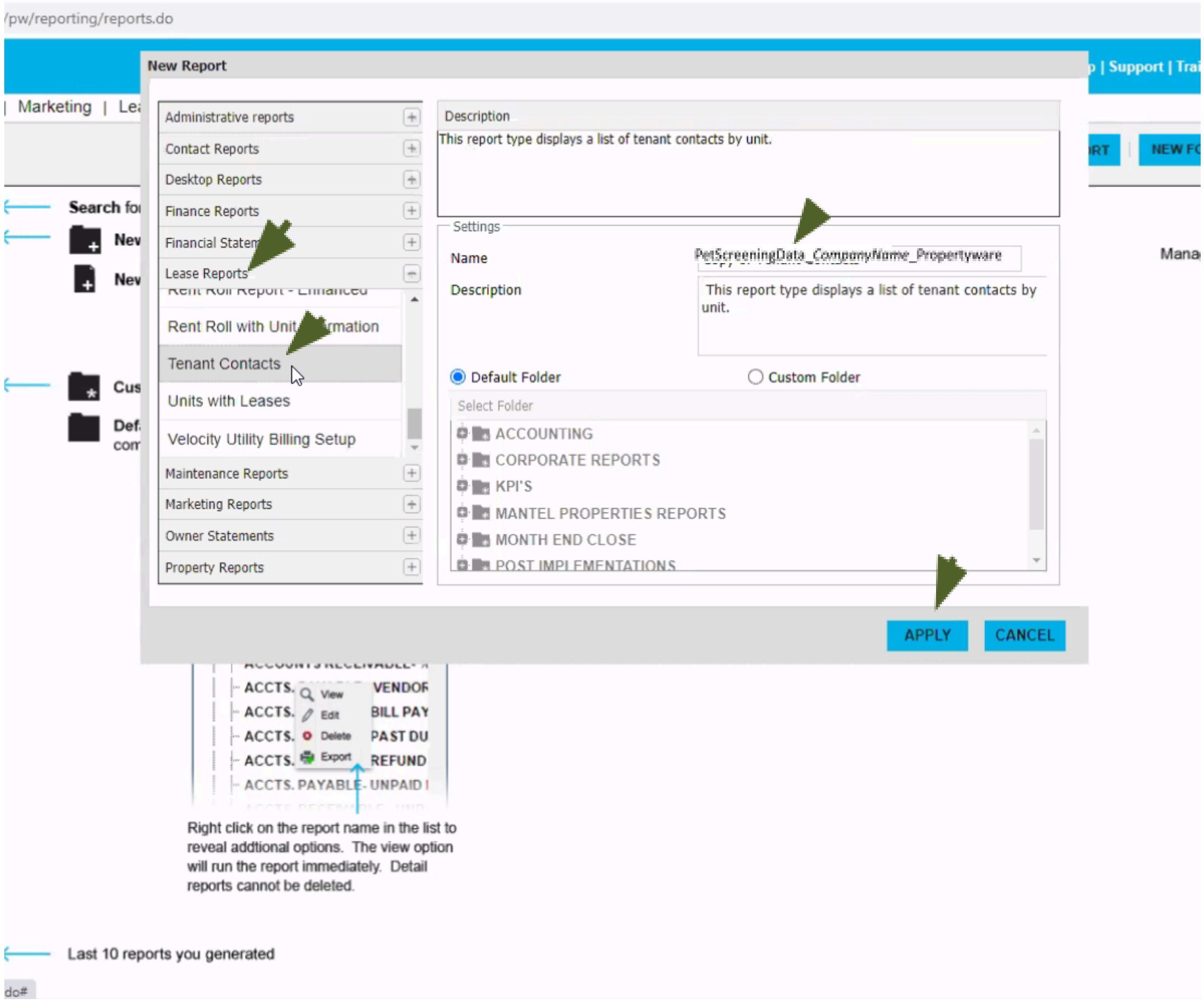
1. Go to the **Reports** tab in Propertyware



2. Click **New Report**

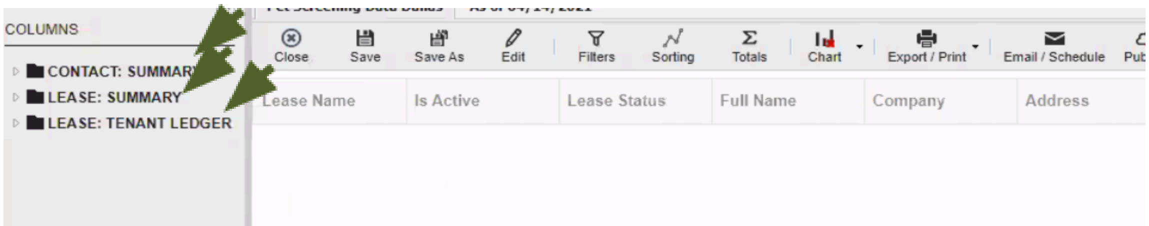


3. Click **Lease Reports**
4. Select **Tenant Contacts**
5. In the **Name** field, type "PetScreeningData_*CompanyName*_Propertyware"
6. **Apply**

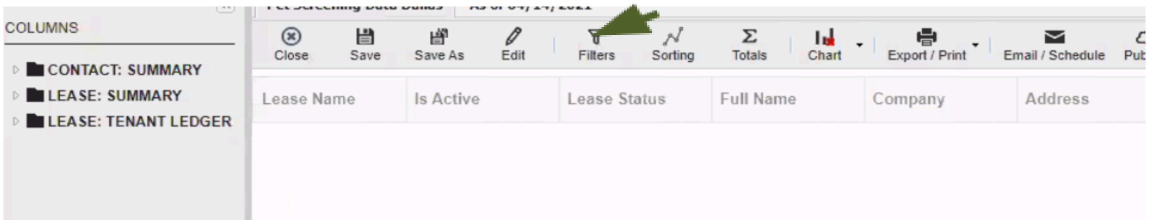


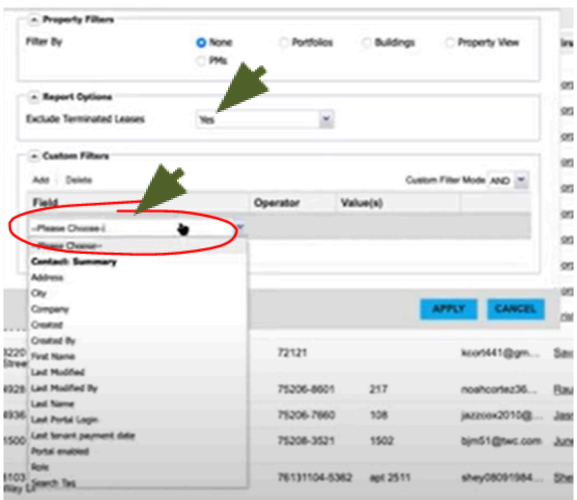
7. Navigate to the toolbar on the left-hand side
8. In the **Columns** section, make the following changes:
    a. **Contact: Summary**
        i. Remove
            1. Company
            2. Full Name
        ii. Add
            1. Address Cont.
            2. Email
            3. First Name
            4. Last Name
    b. **Lease: Summary**
        i. Remove
            1. Lease Name
        ii. Add
            1. End Date
            2. Start Date
    c. **Lease: Tenant Ledger**

i. Deselect both fields



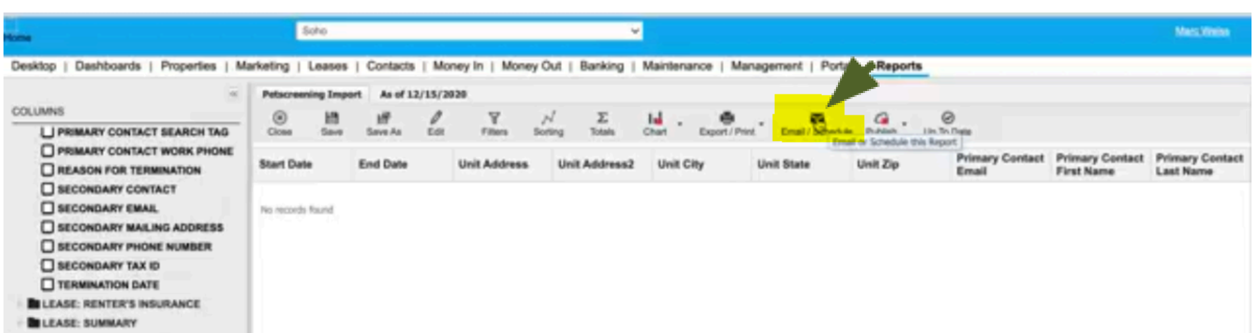
9. Click **Filters**
    a. Ensure **Exclude Terminated Leases** is marked **Yes**
    b. Add the following filters:
        i. Field: **Is Active** -> Operator: **equals** -> Value: **Yes**
        ii. Field: **Status** -> Operator: **equals** -> Operator: **Active**





    c. Click **Apply**

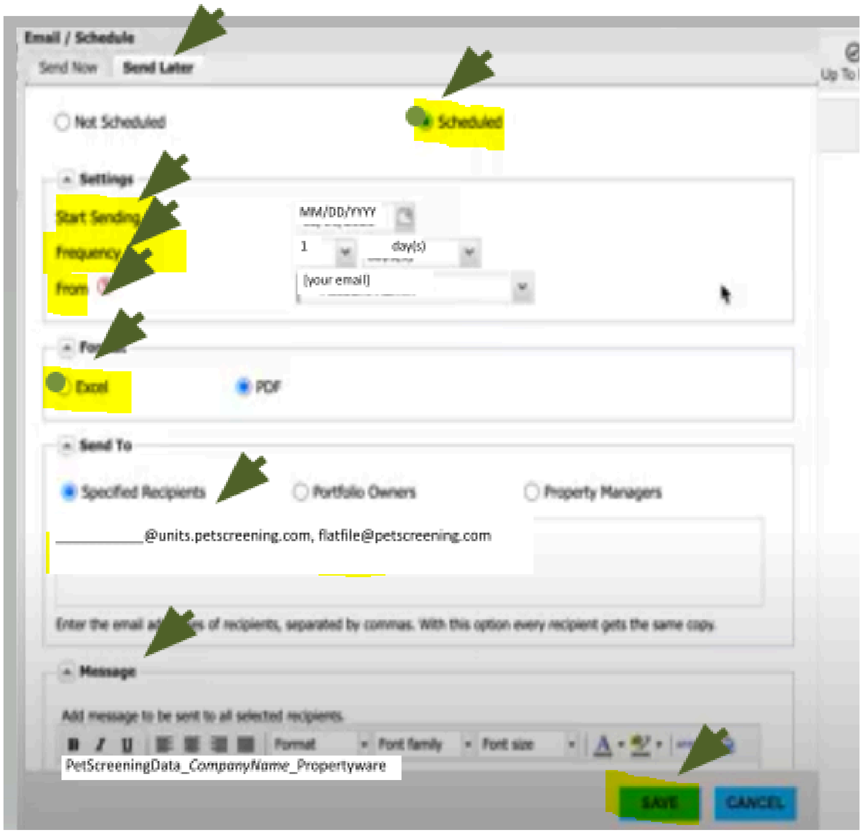
10. Click **Email/Schedule**



11. Click the **Send Later** tab
12. Select **Scheduled**
13. In the modal, fill in the following fields:

a. Start Sending: **[tomorrow's date]**
b. Frequency: **1 day(s)**
c. From: **[any email]**
d. Format: **Excel**
e. Send To: **___________@units.petscreening.com, flatfile@petscreening.com**
    i. *This is a unique integration email address for PetScreening integrations.*
    ii. *Your Onboarding rep at PetScreening will send this to you. Please reach out to them if you do not have this yet.*
f. Message: **PetScreeningData_*CompanyName*_Propertyware**

14. Click **Save**



15. Done – The integration is complete!
16. Send an email to your PetScreening Onboarding rep stating that the integration is complete. Please include a copy of the report you created in the email.