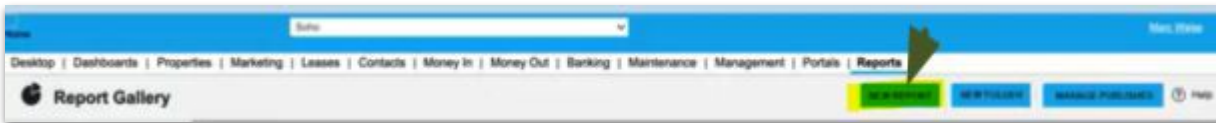


A quick guide to setting up your integration

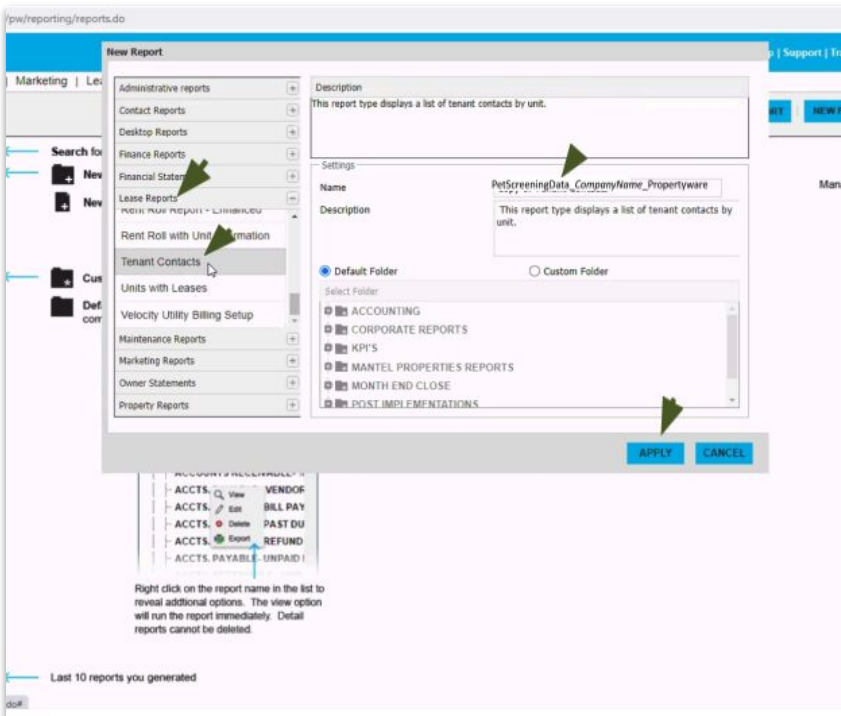
1. Go to the **Reports** tab in Propertyware



2. Click **New Report**

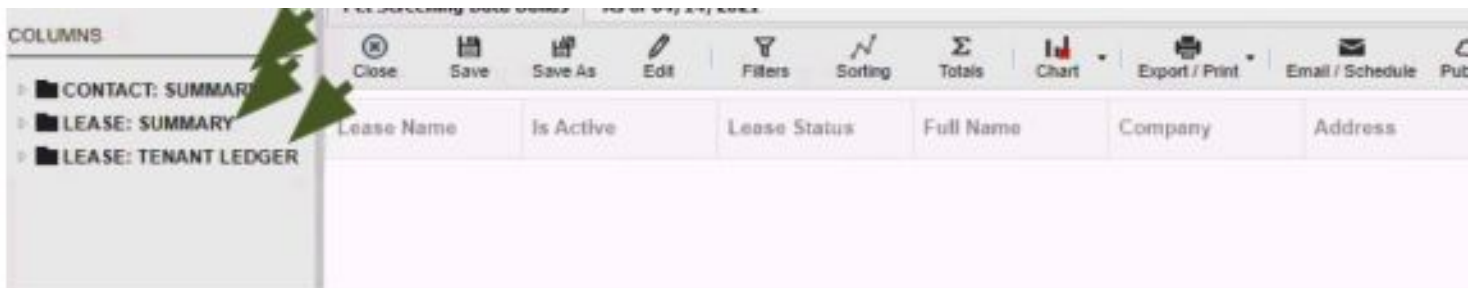


3. Click **Lease Reports**
4. Select **Tenant Contacts**
5. In the **Name** field, type "PetScreeningData_CompanyName_Propertyware"
6. **Apply**



A quick guide to setting up your integration

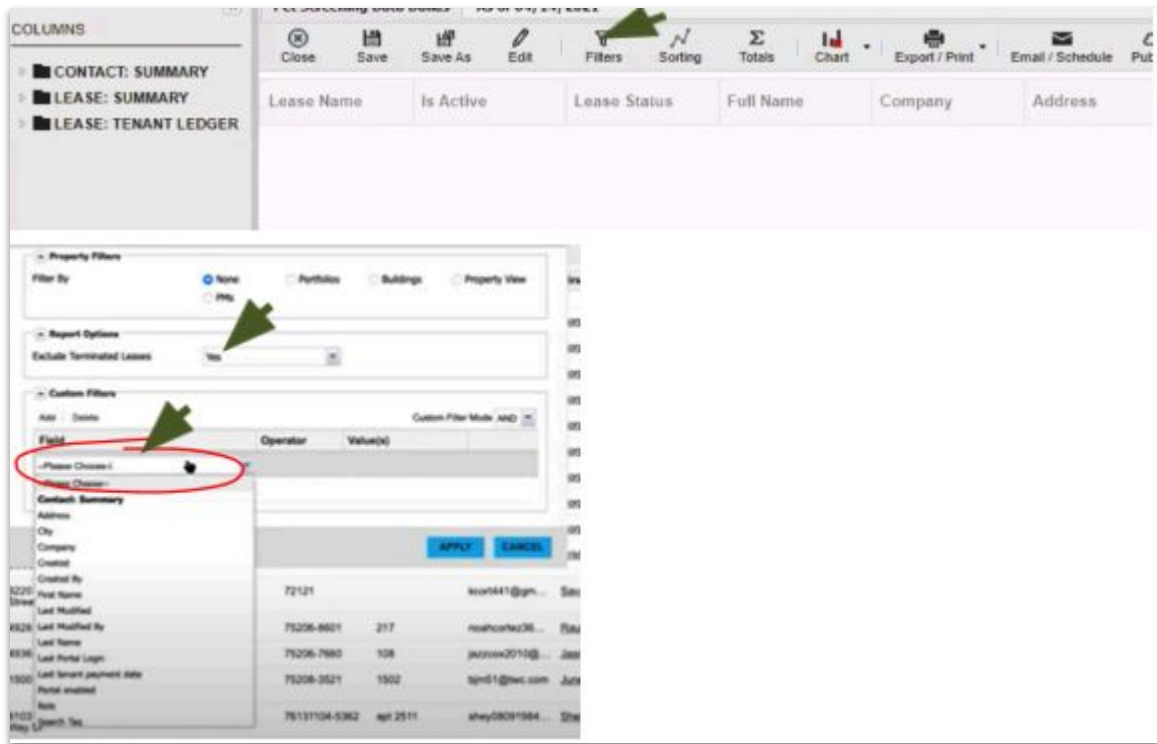
7. Navigate to the toolbar on the left-hand side
8. In the **Columns** section, make the following changes:
 - a. **Contact: Summary**
 - i. Remove
 1. Company
 2. Full Name
 - ii. Add
 1. End Date
 2. Start Date
 3. Move-In Date
(Click Ledger under Page View → Click Move-In Calculator)
 4. Move-Out Date
(Move Out button → Vacated Date)
 - b. **Lease: Summary**
 - i. Remove
 1. Lease Name
 - ii. Add
 1. End Date
 2. Start Date
 - c. **Lease: Tenant Ledger**
 - i. Deselect both fields



A quick guide to setting up your integration

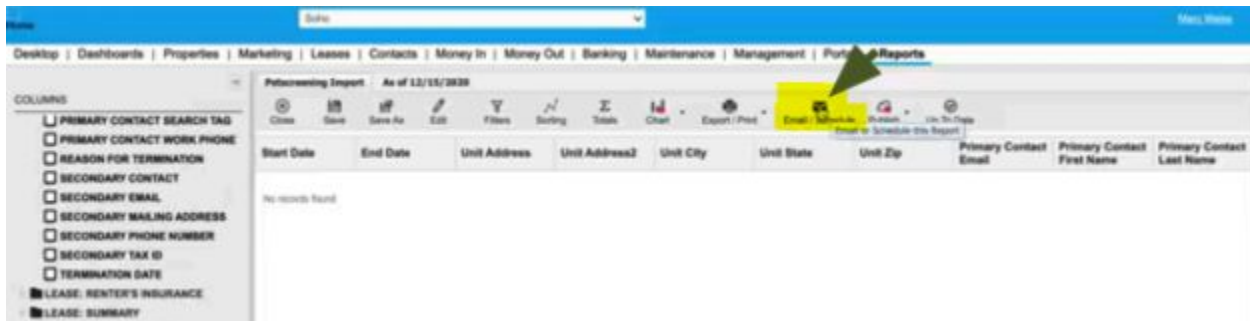
9. Click **Filters**

- 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**



A quick guide to setting up your integration

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.
 - 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.