Easy Manage Manual

Loading Instructions

To install from a CD disk:

From "my computer," locate your CD drive. Find the file "easy manage." Double click on it and the program will self load.

From your start menu, find "easy manage" and open program.

To create an icon on your screen, consult your windows manual.

*Note: The initial easy manage password is "em"

Key Code

If you have your key code, go to utilities, then company settings – type in your key code, then enter company name and address.

Load your properties and units!

FIRST STEP – LOADING PROPERTIES

*Note: You may assign a property code for each property; it makes it easier to look up the properties and units.

Go to "utilities" then "maintain properties and units". It should be self-explanatory. *You can always press F1 for help in most areas of the program.*

After loading all your units, let's load your tenants!

SECOND STEP – LOADING TENANTS

Go to "main menu," "tenant functions," then "move in/move out tenants."

On the right side window, single click on the "+sign" to open up all the units within the property and answer as much information as possible for each tenant.

See if there are any demo properties or tenants – you will want to delete them.

To delete, highlight the unit displaying the tenant information, then on the lower

left in yellow, click "click to move the current tenant out." Do this with all "demo

tenants."

When done, click exit.

To remove the demo properties from main menu, go to utilities, then maintain

properties and units. Click on the + sign to display the units. Then |b4| delete

the units, then the property.

To customize your "ledger codes" from the main menu, go to utilities, then

maintain ledger categories. Just fill in the program prompts.

Important Final Step

After all your tenant information is installed, we must correct the "past due" for

each tenant. We have to tell the program does the tenant owe you money or has

he paid ahead in rent? Go to "tenant functions", tab past "name" in property field,

put in a property code. All the tenants appear in the box. The first tenant

appears on the screen. Press or click on F4/Edit tenant – click on past due field.

Put in a negative number if he owes money; a positive number if he has paid in

advance or "0" if he is current. Then click or press F5/save.

Entering Rent

*Note: If a tenant owes something like a water bill or plugs up a sink, and he owes you, simply go to F2/enter rent, put in the amount as a negative number with that description in the "paid by" field and click on F5/save. This will adjust the late rent report so you will not forget to collect it.

Of course, we offer free phone support for questions. Just call 414-962-8000.