# Getting Started

- Adding a Property
- Dashboards

# Adding a Property

You add a property by filling in its **onboarding worksheet**. The LeaseOps team invites you by email. You upload photos and details. Your answers build the property's public listing page.

You do not build a property from a blank form. You complete the worksheet we prepare for you.

> ? Screenshot: the Property Onboarding worksheet, top of the page.

## Before you start

Have these ready. The worksheet takes about 15 minutes.

- Property photos (JPG or PNG, up to 10 MB each)
- A one-line note about the neighborhood
- Rent ranges for each unit type

## Step 1 — Open the invite

1. Open the email with the subject **"Property Content Request."**
2. Select **"Upload property content."**

The **Property Onboarding** worksheet opens in the Owner Portal.

## Step 2 — Fill in each section

The worksheet has nine sections. They match the layout of your listing page.

> ? Screenshot: one section open, showing a field and the **Submit for review** button.

| # | Section | What to enter |
| --- | --- | --- |
| 01 | Call-to-action buttons | The labels for your contact and pre-qualify buttons |
| 02 | Hero images | Your main property photos |
| 03 | Identity block | Property name, street, city, state, ZIP, and phone |
| 04 | Living at [property] | Your marketing text about the property |
| 05 | Amenities | The features your property offers |
| 06 | Animal policy | Your rules for pets and animals |
| 07 | Your neighborhood | A short blurb and one photo |
| 08 | Availability & pricing | Unit types, units, and rent ranges |
| 09 | Resident benefits | The benefits you include with a lease |

The worksheet saves as you type. Watch the bar at the top:

- **"Saving…"** — your work is saving now.
- **"All changes saved."** — your work is safe.

## Step 3 — Submit a section for review

1. Finish a section.
2. Select **"Submit for review."**

The status changes to **"Pending approval."** Our team then checks your entry.

You can submit each section on its own. You do not need to finish the whole worksheet first.

## Step 4 — Answer any feedback

If we cannot approve a section, you see **"Admin feedback:"** with the reason.

1. Read the note.
2. Fix the section.
3. Select **"Submit for review"** again.

## What happens next

When we approve every section, your property goes live. Its listing page opens for applicants.

# Dashboards

You have two dashboards. Each answers a different question.

- The **Portfolio Dashboard** answers *"How is my whole portfolio doing, and what needs me?"*
- The **Property Dashboard** answers *"How is this one property doing?"*

Open each from the sidebar.

| Dashboard | How to open it | Use it to |
| --- | --- | --- |
| Portfolio Dashboard | Select **Dashboard** at the top of the sidebar | See across every property and act on what LeaseOps needs |
| Property Dashboard | Open a property, then select its **Dashboard** | Check one property's setup and applications |

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## Portfolio Dashboard

This is your starting point each day. It pulls every property into one view, so you can spot what needs you and track how the whole portfolio is doing.

> ? Screenshot: the Portfolio Dashboard.

### Act on what needs you

When work needs you, the dashboard surfaces it at the top in two panels. When you have nothing waiting, neither panel appears — so a clear top means you are caught up.

- **Needs your action** — shows when something needs a decision: approvals and change requests from across your properties. A badge counts them. For each item, **Open** it to act, **Discard** it to remove it, or select **Got it** to acknowledge it.
- **Awaiting LeaseOps response** — shows when you have items in review. You already sent them, so nothing is needed from you. LeaseOps tells you when there is a decision.

### Reach your teams

- **Your LeaseOps Team** — your LeaseOps contacts. Message any of them without leaving the page.
- **Your Internal Team** — your own staff. Add people here to share the work. Until you do, it reads *"No internal team members have been added yet."*

### Track the portfolio

Six cards give you the numbers that matter across all properties.

| Card | Tells you |
| --- | --- |
| Active properties | How many properties are live |
| Total units | How many units you manage in total |
| Vacant units | How many units are empty and need filling |
| New applications | How many applications arrived in the last 7 days |
| Applications (lifetime) | How many applications you have received in all |
| Approved this month | How many applicants you approved this month |

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## Property Dashboard

Open one property to focus on it alone. Use this dashboard to check the property is set up well and to watch its applications.

> ? Screenshot: the Property Dashboard.

### Reach your team

**Your LeaseOps Team** lists your LeaseOps contacts, each with their role and details. Message any of them from here.

### Watch the application trend

**Applications Over Time** shows whether interest in this property is rising or falling. It plots the property's applications month by month.

## Check the setup

Five cards show how complete this property is. Low numbers point to gaps to fill.

| Card | Tells you |
| --- | --- |
| Total Units | How many units this property has |
| Available Units | How many units are open to applicants now |
| Unit Types | How many unit types (floor plans) you set up |
| Unit Type Images | How many photos you added to the unit types |
| Property Images | How many photos you added to the property |