

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

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

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

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