



**MINOL DIRECT TRAINING**

**RESIDENT MOVE IN**



---

---

## WELCOME TO MINOL DIRECT ONLINE TRAINING

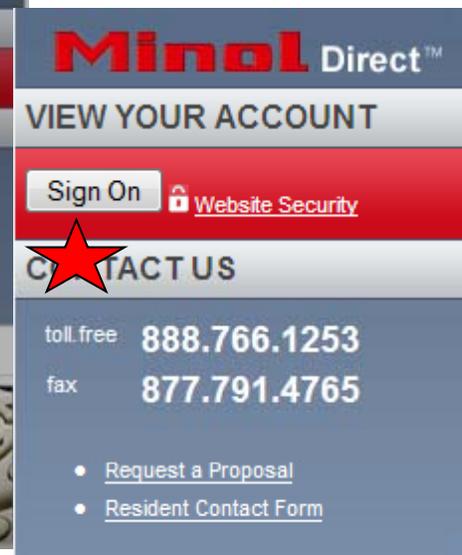
This presentation was designed to be self-facilitated. It is intended to provide you with the necessary steps to begin utilizing our website.

Questions? Contact Minol Training Department at  
888-766-1253 extension 150 or  
email [training@minolusa.com](mailto:training@minolusa.com)

First time access requires selection of **Property Managers**



Click  
**Sign On**



# User ID & Password



Enter your 7 digit numeric User ID & Password,  
then click **Sign On**



Providing The Resources You Need...

**Minol Direct** - VIEW YOUR ACCOUNT

User ID:  Password:

[User ID Help](#) [Password Help](#)

**Sign On**

▶ Not registered? [Get Started Now!](#)

Website Security

[Home](#) | [News](#) | [Privacy Policy](#) | [Training Support Session](#)

©2009 Minol. All Rights Reserved. Minol USA Minol Center 15280 Addison Rd, #100, Addison, TX 75001 Toll Free: 888.766.1253 Fax: 877.791.4765 info@minolusa.com

# Welcome Page



- ★ Menu bar access to Training Page, Feedback, Help and Contact Us.
- ★ Reminder of where/how to send current utility provider bills

From the Module Menu, select **Unit Directory**



Welcome

Home | Training | Feedback | Help | Contact Us



## DEMO COMMUNITY

★ [Unit Directory](#)

[Resident Aged A/R](#)

[Billable Units](#)

[Resident Archive](#)

[Non-Billable Units](#)

[Billing History](#)

★ **Reminder**

Please submit applicable provider utility bill(s) to Minol immediately upon receipt!  
Email to: [bills@minolusa.com](mailto:bills@minolusa.com) or fax to: 469-791-4765 or 877-791-4765.

Need to contact your Minol Account Manager? Susie Manly, 888-766-1253ext. 151, or Email to: [smanly@minolusa.com](mailto:smanly@minolusa.com)

# Unit Directory



Find the appropriate building and unit by using the scroll bar or arrow keys. In the column titled Action, click on **Move In**.

[Unit Directory](#)   [Billable Units](#)   [Non-Billable Units](#)  
[Resident Archive](#)   [Resident Aged A/R](#)   [Billing History](#)

[Home](#)   [Interactive Help](#)   [Contact Us](#)   [Log Off](#)

12/29/2009 3:38:14 PM

## UNIT DIRECTORY 0264015 DEMO COMMUNITY

**Contact:** MANAGER  
**Address:** 123 MAIN ST  
 DALLAS TX 75001  
**Email:** [manager@community.com](mailto:manager@community.com)

**Account Manager :** [Susie Manly](#)  
**Acct Mgr's Phone :** 1-888-766-1253 ext. 151  
**Resident Relations:** 888-636-0493  
**Property Phone :** 1-972-386-6611

<b>Last Billing Date:</b> 12/09/09	<b>Curr Due Date:</b> 01/01/10	<b>Outstanding Balance:</b> \$ 496.27
<b>Next Billing Date:</b> 01/08/10	<b>Total Units:</b> 16	<b>Cash in Bank:</b> \$0.00
<b>Total Billable Units:</b> 11	<b>Total Non-Billable:</b> 5	<b>% Billable :</b> 68.75%

### Process Move-Outs

Build#	Unit#	Acct#	Name	# Occ	Start Date	End Date	Balance	Action
0000	00000A	<a href="#">026401500003900</a>	PAULO R. SILVA	3	08/30/09		\$ 58.50	<a href="#">Edit</a>
0000	00000B	<a href="#">026401500003700</a>	GRANT D. THOMSON	2	08/24/09		\$ 49.63	<a href="#">Edit</a>
0000	00000C	<a href="#">026401500002700</a>	MARCUS CHARLES	1	12/08/08		\$ 31.86	<a href="#">Edit</a>
0000	00000D		NOT BILLABLE					<a href="#">Move In</a>
0000	00000E	<a href="#">026401500001900</a>	TYLOR MERRILL	3	09/09/08		\$ 58.50	<a href="#">Edit</a>

# Process Move In



Enter the resident's First Name, Last Name, # Occupant(s), Start/Move In Date. Click on Move-in Resident

Property ID:	0264015	Building #:	0000	Unit #:	00000D
Property Name:	DEMO COMMUNITY	Current Cycle Begin Date:	11/09/09		
Resident Name:	<input type="text" value="mickey mouse"/>			# Occupants:	<input type="text" value="2"/>
Start/Move In Date:	<input type="text" value="12"/>	<input type="text" value="29"/>	<input type="text" value="2009"/>	Back Bill Date:	<input type="text"/>
Your Acct #:	<input type="text"/>				
<u>Alternate Mailing Information</u>					
Attention:	<input type="text"/>				
Address:	<input type="text" value="2674 HORNBLEND ST. UNIT D"/>				
City, State, Zip:	<input type="text" value="SAN DIEGO"/>	<input type="text" value="CA"/>	<input type="text" value="921094800"/>		
Day Phone:	<input type="text"/>	Alt. Phone:	<input type="text"/>		
Email Address:	<input type="text"/>				
<input type="button" value="Move-in Resident"/>			<input type="button" value="Undo Changes"/>		

# Back Bill Date Field



Back Bill Date is used only if the resident's Start Date is prior to the Current Cycle Begin Date noted.

Back Bill Date is not necessary if residents are set up in Minol's system on a weekly basis.

Property ID: 0264015	Building #: 0000	Unit #: 00000D
Property Name: DEMO COMMUNITY	Current Cycle Begin Date: 11/09/09	
Resident Name: <input type="text" value="mickey mouse"/>	# Occupants: <input type="text" value="2"/>	
Start/Move In Date: <input type="text" value="12"/> <input type="text" value="29"/> , <input type="text" value="2009"/>	Back Bill Date: <input type="text"/> <input type="text"/> , <input type="text"/>	
Your Acct #: <input type="text"/>		
<u>Alternate Mailing Information</u>		
Attention: <input type="text"/>		
Address: <input type="text" value="2674 HORNBLEND ST. UNIT D"/>		
City, State, Zip: <input type="text" value="SAN DIEGO"/>	<input type="text" value="CA"/>	<input type="text" value="921094800"/>
Day Phone: <input type="text"/>	Alt. Phone: <input type="text"/>	
Email Address: <input type="text"/>		
<input type="button" value="Move-in Resident"/> <input type="button" value="Undo Changes"/>		

# Your Acct # Field

Your Acct # field is only used by communities that collect their recovery funds from the residents in the management office.

This field reflects the resident's on-site rent system unique account # required only by Yardi and AMSI DOS.

Property ID: 0264015	Building #: 0000	Unit #: 00000D
Property Name: DEMO COMMUNITY	Current Cycle Begin Date: 11/09/09	
Resident Name: <input type="text" value="mickey mouse"/>	# Occupants: <input type="text" value="2"/>	
Start/Move In Date: <input type="text" value="12"/> <input type="text" value="29"/> , <input type="text" value="2009"/>	Back Bill Date: <input type="text"/> <input type="text"/> , <input type="text"/>	
Your Acct #: <input type="text"/>		
<u>Alternate Mailing Information</u>		
Attention:	<input type="text"/>	
Address:	<input type="text" value="2674 HORNBLEND ST. UNIT D"/>	
City, State, Zip:	<input type="text" value="SAN DIEGO"/>	<input type="text" value="CA"/> <input type="text" value="921094800"/>
Day Phone:	<input type="text"/>	Alt. Phone: <input type="text"/>
Email Address:	<input type="text"/>	
<input type="button" value="Move-in Resident"/> <input type="button" value="Undo Changes"/>		

# Alternate Mailing Address Field



Alternate Mailing Information is used ONLY if the resident wants their statement mailed to an address other than their apartment home, i.e. PO Box

Property ID:	0264015	Building #:	0000	Unit #:	00000D
Property Name:	DEMO COMMUNITY	Current Cycle Begin Date:	11/09/09		
Resident Name:	<input type="text" value="mickey mouse"/>			# Occupants:	<input type="text" value="2"/>
Start/Move In Date:	<input type="text" value="12"/> <input type="text" value="29"/> , <input type="text" value="2009"/>	Back Bill Date:	<input type="text"/> <input type="text"/> , <input type="text"/>		
Your Acct #:	<input type="text"/>				
<b>Alternate Mailing Information</b>					
Attention:	<input type="text"/>				
Address:	<input type="text" value="2674 HORNBLEND ST. UNIT D"/>				
City, State, Zip:	<input type="text" value="SAN DIEGO"/>	<input type="text" value="CA"/>	<input type="text" value="921094800"/>		
Day Phone:	<input type="text"/>	Alt. Phone:	<input type="text"/>		
Email Address:	<input type="text"/>				
<input type="button" value="Move-in Resident"/>			<input type="button" value="Undo Changes"/>		

# Move-in Resident



Property ID: 0264015 Building #: 0000 Unit #: 00000D  
Property Name: DEMO COMMUNITY Current Cycle Begin Date: 11/09/09

Resident Name: MICKEY MOUSE # Occupants: 2  
Start/Move In Date: 12 29, 2009 Back Bill Date: ,  
Your Acct #:

## Alternate Mailing Information

Attention:   
Address: 2674 HORNRI FND ST UNIT D  
City, State, Zip: SAN DIEGO CA 921094800  
Day Phone: Alt. Phone:  
Email Address:



Move-in Resident

Undo Changes

# Completed Move-in



Unit Directory displays the Resident with Account # highlighted as a visual key of the resident you moved in.

12/29/2009 4:22:18 PM

## UNIT DIRECTORY 0264015 DEMO COMMUNITY

Contact: MANAGER  
Address: 123 MAIN ST  
DALLAS TX 75001

Email: [manager@community.com](mailto:manager@community.com)

Account Manager : [Susie Manly](#)  
Acct Mgr's Phone : 1-888-766-1253 ext. 151  
Resident Relations: 888-636-0493  
Property Phone : 1-972-386-6611

Last Billing Date:	12/09/09	Curr Due Date:	01/01/10	Outstanding Balance:	\$ 496.27
Next Billing Date:	01/08/10	Total Units:	16	Cash in Bank:	\$0.00
Total Billable Units:	12	Total Non-Billable:	4	% Billable :	75.00%

### Process Move-Outs

Blk#	Unit#	Acct#	Name	#Occ	Start Date	End Date	Balance	Action
0000	00000A	<a href="#">026401500003900</a>	PAULO R. SILVA	3	08/30/09		\$ 58.50	<a href="#">Edit</a>
0000	00000B	<a href="#">026401500003700</a>	GRANT D. THOMSON	2	08/24/09		\$ 49.63	<a href="#">Edit</a>
0000	00000C	<a href="#">026401500002700</a>	MARCUS CHARLES	1	12/08/08		\$ 31.86	<a href="#">Edit</a>
0000	00000D	<a href="#">026401500004500</a>	MICKEY MOUSE	2	12/29/09		\$0	<a href="#">Edit</a>
0000	00000E	<a href="#">026401500001900</a>	TYLOR MERRILL	3	09/09/08		\$ 58.50	<a href="#">Edit</a>



---

---

**This completes the Move In Training.**

**Thank You for participating in our Minol Direct Online Training. Should you have any questions please call**

**or**

**e-mail our Training Department at  
888-766-1253 x 150**

**or**

**[training@minolusa.com](mailto:training@minolusa.com)**