WBARS 2.0 FUNDER USER QUICK GUIDE

MAY 2019

This quick guide goes over the most common functions used by Funder staff users in WBARS. For a more detailed description of all WBARS 2.0 modules and functions, please open the **Help** module in WBARS and review the more comprehensive **User Guides** prepared by our developer and by WSHFC.

How do I see a list of properties that I monitor?

After logging in, click your user icon in the top right corner of the screen:

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\$	WBARS										Velcon e Michae	i dill 🙆 🔍
=	Menu	DASHBOARD										
6	Dashboard	Needs Action (0)										MENNENNEN
Ne l	Projects	Project Name ★ Site Name	Due Date	Contract OID	Owner Organization	Management Organization	Table 1	Table 2	Table 3	Table 4	Report Year	Actions
m	Sites		Due Date	Contract OID	Owner Organization	management organization	Table 1	10010 2	10010-0	10010 4	Report real	Actions
ll.	Buildings	Compliance Issue										
ŧ.	Units	Complance ISSUE										
h	Occupants		97 %									
<u>e</u>	Organizations	80 %										
8	Users	60 %										

Click on My Profile - this will open your user contact record

						Y W		
				v	Velcome Mi	My Profile	٩	Pa
						Logout	√ MORE	-
on	Table 1	Table 2	Table 3	Table 4	Report Yea	ar Actions	5	1

On your contact record, click the Associated Projects tab

• (1	🖸 (130) That 2 A.M. Fresh Air - 🗰 x M Inbox - mdonah2@gmail.com - C x 👖 Google Calendar - Week of April x 🗭 Salesforce - Enterprise Edition x 📲 WBARS x + 📴 - 🗆 X								
← -	C https://wba	rs.qaserverix.co/#/users/3907/projects					r Q ☆ 🕅 :		
- 10	The Welcome Michael Dill 😞 Q								
=	Menu	< MICHAEL							
æ	Dashboard		GENERAL			ASSOCIATED PROJECTS	3		
å	Projects								
100	Sites	Project Name ↑	Owner Organization	Management Company	Contract ID / OID	Monitoring Status	Role		
<u>ni</u>	Buildings	Search Here	Search Here	Search Here	Search Here	Search Here	Search Here		
<u>1</u>	Units	15 West Apartments	DBG Properties LLC	GSL Properties Inc.		Monitoring			
傷	Occupants	3904 MLK Way	SouthEast Effective De	Coast Property Managem		Monitoring			
	Organizations	Adriana Senior Apartme	Village Concepts Inc.	Village Concepts Inc.		Monitoring			

Projects where you are named as the Funder contact will be displayed on screen. Click on the **Project Name** to open any project's detail record:

	WBARS					
=	Menu	MICHAEL				
æ	Dashboard		GENERAL			ASSOCIATED P
đ	Projects			-		
1991	Sites	Search Here	Search Here	Search Here	Search Here	Search Here
0000	Buildings	15 West Apartments	DBG Properties LLC	GSL Properties Inc.		Monitoring
靈	Units	3904 MLK Way	SouthEast Effective De	Coast Property Managem		Monitoring
協	Occupants	Adriana Senior Apartme	Village Concepts Inc.	Village Concepts Inc.		Monitoring
	Organizations	Andrew's Arms	Imagine Housing	FPI Management, Inc.	2-90-410-49	Monitoring
205	Users	Arbor Park Apartment H	Hearthstone Housing Fo	Peak Living		Monitoring
		Arrowhead Gargons	artment Homes Jusing Corporati	Senior Housing Assista		Monitoring
È	Compliance	(B) Athene	Imagine Housing	Quantum Residential In	15-94110-019	Monitoring
.	Explore Data	Aurora Supportive Hous	Downtown Emergency Ser	Downtown Emergency Ser		Monitoring
940	Configurations					

NOTE: If your funder organization has a generalized contact for all their projects (like "Compliance Asset Management"), you will not see a list of properties on your Associated Projects tab, since your name is not noted in the Funder Settings for any of your organization's projects.

Help! I need to add/delete a Project/Site/Building/Unit!

These functions are restricted to the Administrative Funder users of WBARS.

Please contact either Nona White at the Department of Commerce or Melissa Donahue at the Washington State Housing Finance Commission for assistance with adding or deleting projects, sites, buildings or units.

5

I want to print a Table 1 report for a project.

Scroll down your Dashboard page to the Table 1 Tenant Activity Report section. In the **Select Project** field, either click the dropdown arrow or start typing a project name in the field to choose the appropriate project:

	WBARS						Welcome Michael Dill 🔒 Q
=	Menu		0 %o ⊣ Table 1	Table 2	Table 3	Table 4	
æ	Dashboard	Tabl	e 1 Tenant Activity Report				
4	Projects						
1991	Sites		Select Project				
<u></u>	Buildings			Select Site	Select Year	Ψ	L VIEW REPORT
	Units		Jackson House at Pacific Crest				
傷	Occupants	Drei	Bays Water Apartments	-			
	Organizations	Proj	Silverwood Park Apartments				
-	Users		Veranda Green				
È	Compliance		Marketplace Apartments	Select Site	▼ Select Year	*	L VIEW REPORT
	Explore Data		Pacific Inn Apartments				
00	Configurations	_					

If you wish to see only a certain Site at a project, click the dropdown arrow in the **Select Site** field to choose the specific Site name:

	MRAK2					
=	Menu	Table 1	Table 2	Table 3	Table 4	
æ	Dashboard	Table 1 Tenant Activity Report				
÷.	Projects		\frown			
開	Sites	Select Project	Select Site			
<u>ni</u>	Buildings	BOH Preservation Portfolio		Select Year	•	业 VIEW REPORT
圜	Units		Madrona Manor			
協	Occupants	Project Summary Report	Lexy Manor			
۵	Organizations	i Tojoot ouninury Roport	Fairhaven Manor Apartments			
105	Users		Norris Place			
ß	Compliance	Select Project 👻	Select Site	 Select Year 	•	业 VIEW REPORT
1	Explore Data					

If you want a Table 1 export that includes all the Sites at a project, leave the Select Site field blank.

Click the dropdown arrow in the Select Year field to choose the reporting year you want to see data for:

	WDAKS					
≡	Menu	Table 1	Table 2	Table 3	Table 4	
æ	Dashboard	Table 1 Tenant Activity Report				
-Ai	Projects			\frown		
睭	Sites	Select Project	Select Site	Select Year		
332	Buildings	BOH Preservation Portfolio	Madrona Manor	· · · ·	*	
	Units			2014		
傷	Occupants	Project Summary Report		2015		
	Organizations	Project Summary Report		2016		
쓥	Users			2017		
B	Compliance	Select Project	▼ Select Site	2017		
<u>ia.</u>	Explore Data			2019		
o?	Configurations					

Then click the orange **VIEW REPORT** button to download the Table 1 report. After downloading the report, you can save it to your computer or you can print it out.

	W BAK2					
=	Menu	Table 1	Table 2	Table 3	Table 4	
æ	Dashboard	Table 1 Tenant Activity Report				L
đa	Projects					
開	Sites	Select Project	Select Site	Select Year		
	Buildings	BOH Preservation Portfolio	 Madrona Manor 	✓ 2017	· ·	UIEW REPORT
瓕	Units					
俗	Occupants	Project Summary Report				
	Organizations	, ,				
	Users					

PLEASE NOTE THE FOLLOWING:

You will be able to download an *Annual Report Summary* export in the Project Summary Report section, using the same process. The report will be available some time soon after we go live.

The previously created funder reports (Performance Measures, Submission Status, etc.) will be available on the Funder dashboard some time after we go live. At this time those reports are not available.

I need to claim a Project/Site, how do I do that?

Click on the **Projects** icon, and search for the property you wish to claim in the Project Name column.

	WBARS						Welcome Melissa Donahue 🔒	۹
=	Menu	ALL PROJECTS				+ =	7 °	
Ø	Dashboard	Name ↑	Management Company	Contract ID / OID	Monitoring Status	Funders	Total Units	
4	Projects	Airways	Search Here	Search Here	Search Here	Search Here	Search Here	_
IIII	Sites	Airways Transitional H	Housing Authority of G		Claim	COMMERCE	12	_
<u>ul</u>	Buildings				Claim			_
-	Unito							

Make sure you can see the **Monitoring Status** column on screen. If you can't, click the **Select Columns** icon in the top right corner to make sure Monitoring Status is checked:

te N	lame ↑	Project Name	Contract ID / OID	Monitoring Status	Actions
inco	in hill				
coli	n Hill Apartment	Lincoln Hill Apartment		Claim	
col	Show/Hide Columns				
to 2	Site Name	Project Name	No of Buildings Site K	/ey	« < 1 > »
	Site Type	Contract ID / OID	🗌 Funder Contact 🛛 🗹 Monite	oring Status	
	County	Site Property Org	Site Property Contact	Onsite Org	
	Site Onsite Contact	Site Type For Sorting	Placed In Service Data Gross	Rent Floor Date	
	Tax Parcel Id	Last Year Submitted			
				SAVE CANCEL	

Click on the Project name to open the Project record, then click on the **Funders** tab:

				Welcome	Melissa Donahue 🔒 🔍
ADAMS APTS	on 6/29/2011				
GENERAL		FUNDERS	SITES		REPORTS
ALL FUNDERS				(• 5 9
Funder 1	Contract ID / OID	Contact	Phone Number	Email Id	Actions
Search Here	Search Here	Search Here	Search Here	Search Here	
Seattle Office of Hous	3336	Cheryl	206-684-0366	sample@test.org	
Displaying 1 to 1 of 1 records					« < 1 > »

Click the orange plus sign icon (shown in previous page screen shot) to create a new funder settings record:

			Welcome Melissa Donahu
ADAMS APTS			
GENERAL	FUNDERS	SITES	REPORTS
CLAIM PROJECTS			
Primary Contact on Project * Melissa Donahue	 Subsidy Commitment Text 	Project Expiration mm/dd/yyyy (e.g 01/	
Project Type: *	Ŧ		
Note			SAVE

Assign the correct staff person or funder contact record in the Primary Contact field, then fill in the other Funder Settings fields as you would have in the old system:

					Welcom	e Melissa Donahue 🔒 🔍 Q
WSHFC ADAMS APTS Last changed by: Melissa Donahue on 4/22/2019						
GENERAL		FUNDERS	SITES			REPORTS
Primary Contact on Project * Lanakay Lipp	•	Subsidy Commitment Text Added credits in 2019		Project Expiration Date * 12/31/2052 mm/dd/yyyy (e.g. 01/01/15	991)	
Project Type: * None	•					
Note Came in for rehab in 2019, received 4% allocation.						
Reporting Forms						
Site : Adams Apts	Site Key : 17340		Contract ID/OID :	First 201	t Reporting Year * 19	
Report Table		2019		2	2020	
Table 1		1/30/2020			1/30/2021	
Table 0		NI/A			NIA	

When done creating the funding specifications for your agency, click Save.

Now click back on the **Sites** tab, and click "Monitoring" to the right of the Site name(s) you wish to claim, working on one site at a time:

			Welc	come Melissa Donahue 🔒 🔍
< ADAMS APTS				
GENERAL	FUNDERS	SITES		REPORTS
ALL SITES				+ E Y
Site Name ↑	Project Name	Contract ID / OID	Monitoring Status	Actions
Search Here	Search Here	Search Here	Search Here	
Adams Apts	Adams Apts	Ć	Monitoring	⊞
Displaying 1 to 1 of 1 records			Monitoring	« < 1 > »

On the **Site** detail page, update or fill in any of the fields as needed – be sure to put in your funding contract number for the project in the Contract/OID field. Then click **Save**:

ADAMS APTS ADAMS APTS Last changed by: Zemzem Ainan on 1/9/2019			Updated Successfully ×
GENERAL	FUNDERS	SITES	REPORTS
Description	Custom Report Type: Default		Site Type for Sorting
Placed in Service Date * 04/25/2019	Gross Rent Floor Date	Contract/OID 19-00A	Site County* King
mm/dd/yyyy (e.g. 01/01/1991) Property Manager Org * Bellwether Housing	mm/dd/yyy (e.g. 01/01/1991) Sile Property Manager * Michelle Hawley	Phone 206-623-5213 ext. 209	Email Address sample@test.org
Onsite Manager's Co((f Applicable) Bellwether Housing	Site On Site Manager Carmen Chhor 🔹	Phone 2069572724	Email Address sample@test.org
Tax Parcel ID	Total No of Site Buildings 1		Total No of Site Units 22
			SAVE CANCEL

To fill in any funder-specific information for each building, click on the orange **Building** list icon in the top right corner (shown in screen shot above).

On the Building list view page, click on each building record to add any building-related information:

						Welcome Melissa Donahue	e 🔏 🔍 🔍
ADAMS APTS ADA							
GENERAL		FUNDER	S	SITES		REPORTS	
ALL BUILDINGS						•	<u>⇒</u> ¶°
Building Name ↑	Site Name	Project Name	BIN	Funder Contact	Monitoring Status	Orginal Build Date	Address
Search Here	Search Here	Search Here	Search Here	Search Here	Search Here	Search Here	Search
Adams Apartments	Mams Apts	Adams Apts	WA-19-000BB	Lanakay Lipp, Cheryl C	Monitoring		304 Bell S
Adams Apartme Displaying 1 to 1 of 1 records	nts					« <	1 > »

On the building detail page, you can add/edit information like BINs, Original/Effective Year Built, or address info:

			Welcome Melissa Donahue 🔒 Q						
ADAMS APARTMENTS ADAMS APTS ADAMS APTS Last changed by: Melissa Donahue on 4/22/2019									
GENERAL	FUNDERS	SITES	REPORTS						
			₽						
GENER	RAL	UTILITY ALLOWANCE							
Building Name * Adams Apartments	BIN WA-19-000BB	Address 304 Bell St							
City Seattle	Zip Code 98125	Original Build Ye							
			ai						
	No of units								
Effective Year Built	22								

To view the data for the units in that building, click on the orange **Units** list icon in the upper right corner (shown in the screen shot above).

NOTE: If you think any of the Site, Building or Unit data is incorrect, do not try to change it. Contact the Commission or the Department of Commerce to discuss and get clarification on the physical property data. If any changes need to be made, the Commission or Commerce will take care of them.

I want to view the current year Table 1 report onscreen - how do I change the columns I see?

The quickest way to access the current year Table 1 report is by clicking the **Sites** module, then typing in a Site name in the **Site Name** field (or a Project name in the **Project Name** field):

	WBAKS							weicomer	MICHAELDIII	٥.	ч
≡	Menu	ALL S	ITES						•	Ħ	٣
æ	Dashboard		Site Name ↑	Project Name	Contract ID / OID	Funder Contact	Monitoring Status	Last Year Submitted	Actions		
â	Projects		norris	Search Here	Search Here	Search Here	Search Here				-
喇	Sites		Norris Place	BOH Preservation Portf	15-74A	Michael Dill	Monitoring	2017	⊞	Î	-
0000	Buildings		Norris Place							< 3	>
	Units										
备	Occupants										

~	WBARS						Welcome Meliss	a Donahue 🔒 Q
=	Menu	ALL SITES						۴ 🗉 🕂
æ	Dashboard	Site Name ↑	Project Name	Contract ID / OID	Site Property Org	Placed In Service Date	Last Year Submitted	Actions
å.	Projects	Search Here	BOH	Search Here	Search Here	Search Here		
i i i i i i i i i i i i i i i i i i i	Sites	Fairhaven Manor Apartu	BOH Preservation Portf	15-74B	Ad-West Realty Services, Inc.	09/08/2015	2017	⊞ 🗊
<u>111</u>	Buildings	Lexy Manor	BOH Preservation Portf	15-74D	Ad-West Realty Services, Inc.	09/08/2015	2017	
靈	Units	Madrona Manor	BOH Preservation Portf	15-74C	Ad-West Realty Services, Inc.	09/08/2015	2017	III Î
做	Occupants	Norris Place	BOH Preservation Portf	15-74A	Ad-West Realty Services, Inc.	09/08/2015	2017	
8	Organizations	Norris Place						< >
쌸	Users							

When WBARS returns your Site record, click on the grid icon under the **Actions** column at the far right, this will jump you to the current reporting year's Table report tabs (see icon in screen shot above). Click on the Table 1 tab:

	WDAKƏ						B
=	Menu	REPORTS - NORRIS PLACE - 20	19 NORRIS PLACE				
æ	Dashboard	GENERAL	FUNDERS		SITES	REPORTS	1
41	Projects		$\langle \rangle$				۵
1991	Sites	REPORT COVER PAGE	TABLE 1	TABLE 2	TABLE 3	TABLE 4,4A & B	
<u></u>	Buildings					٤.	9
<u>199</u>	Units						-
俗	Occupants	Project Name: BOH Preservation Portfolio		Site Name: Norris Place		Tax Parcel Id: 3867-000-050-2400	7
	Organizations						÷
容	Users	Address: 115 Hulbush Lane		City :	State: WA	Zipcode: 98233	8

At the top right of the table, click the **Select Column** icon and click on the fields you wish to see onscreen. Unclick any columns you wish to hide from view. Click **SAVE** to save your edits. As in the previous system, you'll have to scroll back and forth onscreen to view all the columns displayed.

-3	WDAKS							
=	Menu	¢						
æ	Dashboard		GENERAL	FUNDERS		SITES	REPORTS	
4	Projects		Show/Hide Columns					
團	Sites	REPO	Contract/OID		Mana ang ang ang ang ang ang ang ang ang	Building BIN	TABLE 4,	4A & B
<u>11</u>	Buildings		Vnit	Household Name	Move-In Date	Previous Certification Date	2	± = *
	Units		 Current Recertification Date 	Move-out Date	Vacant?	Special Needs		
22.			Restricted Percentage	Household Size	Square Footage	No of Bedrooms		Maximum,
傷	Occupants	Building	Maximum Annual Household	Maximum Allowable Rent	Current Annual Gross	Utility Allowance	Vacant?	Household
	Organizations	Search Here	Resident Payment Amount	Total Rent With Utility Allowance	Unit Designation	Utility Allowance Source	Search Here	
101. 100	Users	WA-94-00219	Subsidy Type	Maximum Allowed HOME Rent	Move-In Restricted Percentage	Move-In Household Size	Yes	
ľ	Compliance	WA-94-00219	Move-In Maximum Allowable Income	Move-In Annual Gross Income	Is HOME Unit?	HOME Unit Occupancy		
	Explore Data	WA-94-00219	Subsidy Amount	Total Rent With UA and Subsidy	Monthly Gross Income	Actual AMI %		
Q ⁰	Configurations	WA-94-00219	HOME Ethnicity - Hispanic or Latino	HOME Race	HOME Type of Househol	d 🗹 Comments		
0	Help	WA-94-00220				SAVE CANCEL		
		WA-94-00220				SAVE CANCEL		
		WA-94-00220		Noe Ramos	01/01/2016 0	1/25/2017 03/31/2017	Yes	

You can also filter for specific records by typing search criteria in the search fields under any Column header:

G	ENERAL		FUNDERS		SITES		REPORTS		
PORT	COVER PAGE	TABL	E 1		TABLE 2	TABLE 3		TA	BLE 4,4A & B
ION ISS	SUES							ž	₽ ± 3 9
			Repo	ort currently	/ at Funder level.				
ion	Move-out Date	Vacant?	No of Bedro	oms	Maximum Annual Household Income	Maximum Allowable Rent	Current Income	Annual Gross	Comments
	Search Here	Search Here	1		Search Here	Search Here	Search	Here	
			1			384	9302.4		
			1			768	31654.42		
	03/31/2017	Yes	1			768	32960.35		
			1			768	27868.07		
			1			768	33570.68		
			1			384	11915.8		
			1			768	27720.24		
	01/20/2017	Yes	1			768	19764		

If you want to download the report, click on the Download icon to the left of the Selection Column icon in the top right corner.

				Welcome Melissa	
FUNDERS			SITES	REPOR	RTS
E 1		TABLE 2	TABLE 3	17AL	
Rej	port currently	v at Funder level.			Download
No of Bed	rooms	Maximum Annual Household Income	Maximum Allowable Rent	Current Annual Gross Income	Comments
1		Search Here	Search Here	Search Here	

If you want to clear your search criteria and see all the Table 1 records, click the **Clear Filter** icon to the right of the **Select Column** icon:

	۳ ⁰ ear Filter
Current Annual Gross Income	
Search Here	

I need to unsubmit a Table 1/2/3/4 report, how do I do that?

DO NOT UNSUBMIT ANY REPORT WITHOUT FIRST CHECKING WITH THE PROJECT'S OTHER ASSOCIATED

FUNDERS. Other funders may be in the process of reviewing the reports and unsubmitting the reports back to Owner level could cause them inconvenience or interfere with other submitted data.

In general, funder staff are discouraged from unsubmitting Table 1 in WBARS. The only time a funder should consider unsubmitting Table 1 is when there is data missing from the report. Please do not ask to unsubmit a report if there are resident record validation issues – the report is meant to be a snapshot of tenant activity during the reporting year and it's important to see the actual state of resident records during that time.

Also note that unsubmitting Table 1 unsubmits Tables 2 and 3 automatically, and that to unsubmit Table 2 or 3, Table 1 must first be unsubmitted. *Again, if you are not the only Funder in a project, please check with your Funder partners before moving forward with an unsubmittal!*

One of my contractors called and needs me to create a new contact record for them, how do I do that?

First, ask the contractor if they already checked with their WBARS Organization Administrator to add the contact record. If they say they haven't, refer them to their WBARS OA, who should be able to do this for them.

What if they say the OA no longer works for their company?

Open the **Users** module in WBARS; type the old user's name in the **Name** field to find their record, then click on their name to open their contact record:



shboard	GENERAL		ASSOCIAT
jects			
es	First Name * Chauntel	Last Name * Zastupil	Organization N Helping Ha
ldings			
ts	Status Active	Email Id * sample@test.or	Access Read Only
cupants			
anizations	User Id * chauntelf2019	Password *	Confirm Passy
ərs			
mpliance	Title	Type Organization Admin	-
olore Data		Organization Admin	
nfigurations	Phone Number * 253-592-9305	Onsite Manager	
p	City	None	

In the user's record, click the dropdown arrow in the Type field, and choose "None", then click SAVE.

After updating the user record, open the **Organizations** module and search for the Organization's name in the **Name** column. When the org record appears, click on the Name, and in the org detail record, click on the **CONTACTS** tab:

	WDARS							
=	Menu	ORGANIZATIONS						
22	Dashboard	Name ↑	Organization Type	Address	City	State	ZipCode	Phone Number
đđ	Projects	helping	Search Here	Search Here	Search Here	Search Here	Search Here	Search Here
開	Sites	Helping Hand House	OwnerProperty Manager	4321 2nd st. SW	Puyallup	Washington	98373	253-848-6096
<u>1</u>	Buildings	Helping Ha	nd House					
	Units							
齤	Occupants							
â	Organizations							

~	WBARS							Welcome Melissa Donahue 🔒
≡	Menu	< HELPING HAND	HOUSE					
62	Dashboard	GENERAL				CONTACTS		
đđ	Projects	ALL USERS						
P #1	Sites	Name	Address	City	State	ZipCode	Those Number	Email Id Tr
	Buildings	Search Here	Search Here	Search Here	Search Here	Search Here	Search Here	Search Here
<u>1</u>	Units	Laurie Jackson	4321 2nd St SW	Puyallup	Washington	98373	253-606-4132	sample@test.org
傷	Occupants	Chauntel Zastupil	4321 2nd st sw	Puyallup	Washington	98373	253-592-9305	sample@test.or
	Organizations	Pat Williams	4321 2nd Street SW	Puyallup	Washington	98373	253-380-2335	sample@test.org
101	Users	* 🛡 Martha Myers			Washington		253.848.6096	sample@test.org

Locate the old user's record and click on the **Status** button to the far right of the person's name. This will inactivate the user. Note that user and organization records cannot be deleted in WBARs, they can only be activated or inactivated:

ID HOUSE						I Successfully X
	GENERAL			CON	ITACTS	
City	State	ZipCode	Phone Number	Email Id	Title	Status
Search Here	Search Here	Search Here	Search Here	Search Here	Search Here	Search Here
Puyallup	Washington	98373	253-592-9305	sample@test.or		
						InActive

Now you can create a new user record for your caller's organization. While you are on the **CONTACTS** tab, click the orange plus sign icon (see screen shot shown above) to open a user contact record template and fill in all fields, noting if the person should have read-only access or should have edit rights:

3 (111						• ·
WBARS					Welcome Melissa Donahue 🔒	۹
Menu	< HELPING HAND HOUSE					
Dashboard	$\boldsymbol{\mathcal{C}}$	GENERAL		CONTACTS		-
Projects						
Sites						
Buildings	First Name *		Last Name *	Organization Name * Helping Hand House	•	,
Units						
Occupants	Status Active	•	Email Id *	Access Read/Write		,
Organizations				Read/Write		
Users	User Id *		Password *	Read Only		1.1
Compliance						

Make sure to designate whether the new user should be an Organization Administrator by clicking the dropdown arrow in the **Type** field to choose OA. Be sure to create a user ID and password for the new user. Click the **SAVE** button at the bottom of the screen:

		Useriu	Passworu	Commit Password
备	Occupants			
	Organizations	Title	Trac	
꺌	Users		Organization Admin	
B	Compliance	Phone Number	Organization Admin	
<u> </u>	Explore Data		None	
00	Configurations	City	State •	
0	Help			
		Zip Code		Upland Photo
				SAVE

Email the user with their new user ID and password and let them know they should be sure to update their password the first time they log in to WBARs.

Got more questions? Need further assistance?

Look in one of the User Guides located in the <u>Help</u> module!