



## Activating Unique Alphas

### What it does

When the Enforce Unique Alphas option is activated, REST Professional prevents you from using the same alpha code twice within a particular record type. Activating unique alphas will allow you to use features such as Document Management and Owner & Tenant Portals with REST Communicator.

### How to set up

The Enforce Unique Alphas System Option must be activated by a user with the highest security level (Statistics/Company Details/Passwords & Above) using the following steps:

1. Ensure all other users are logged out of REST Professional.
2. Select Other > Utilities > System Options and open the Miscellaneous Tab. A System Setup & Configuration Security Check screen displays requesting a response code from Rockend.
3. Contact Rockend Support on 1300 365 788 and quote the security number displayed to obtain a response code for Company Details or System Options
4. Enter the Response Code provided by Rockend and click OK.
5. Select the checkbox Enforce unique alphas.

Receipts

Require payment of exact vacate amount

Round vacating amount to five cents

May not pay past vacate date

Enforce unique alphas

Code length of rent card

6. Click Yes to confirm that REST Professional will now determine if there are any duplicate alphas in your database. This may take a few minutes.
- If duplicates are not found, a message displays with this information. Click OK and

then click OK on the REST System Options screen. The process of switching the Enforce Unique Alphas option is complete.

- If duplicates are found, a message is displayed with this information. Click OK and proceed to step 7
7. A text document displays listing all the duplicate alphas found within you database for each file type, save this document to your desktop. Click Cancel to REST Professional System Options screen.
  8. You will now need to make each duplicate alpha unique in your REST database using the Duplicate.txt document
  9. When you have finished editing your REST Professional Alpha indexes, you will need to start again at step 1 to enforce unique alphas.

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