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Adding and Linking a Property Area Code in REST Professional

Overview

Properties may be assigned to a Property Area Code to allow reports to be run for a particular area. You may use region names such as 'Inner West', suburbs or even post codes. The Property Detail, Owners/Tenants by Property, Vacancy Report, Counter Vacancy Report, Key List, Tenant Inspection Report and the Inspection Wizard may be run by area code.

This document will cover:

- How to Setup a New Area Code
- How to Link a Property Area Code to a Property

How to Setup a New Area Code

Before you can start using the various reports with the Area Codes option you should set up your suburb names in REST Professional.

- 1. Go to Files > Descriptors and Comments > Property Area Codes
- 2. Click on Add Mode-F4 located on the right hand side of the menu
- 3. Code Type the Suburb name i.e.: Coogee Beach

Property Area Codes		
Code	ADD MODE	
list of codes	16 found	×
Annandale		Cancel - ESC
Balmain		
Balmain East		
Brighton Le Sands		Clear - F2
Chatswood		
Coogee Beach		*
Glebe		Delete - E3
Kimbilli		
Lavender Bay		
Point Piper		Add Mode - E4
Potts Point		AUG MODE - F4
Queens Park		\checkmark
St Leonards		•
Sydney		OK - F12

4. Click OK-F12

How to Link a Property Area Code to a Property

You will need to go through and link a Property Code to each Property to allow you to run the required reporting.

- 1. Go to Files > Property and enter the alpha index of the property and press Enter
- 2. Area Code Click on the drop down menu and select the required property area code

lpha index	BEACH96			Active	
Address	96 Beach Stree	ł	۲ 🔁		
Suburb	COOGEE BEAG	ж	State NSW	P/Code 2034	X
Reminders	Gained/Lost	Maintenance Insp	pections Information		Cancel - ESI
ieneral Fina	ncial Advert	Notes Tenants	Commercial Strata Holida	ay Insurance Reg. Payments	. 🛛 🔽
Owner	EIETH	Colin Firth			Action - F1
51111	rinin	95 Florida Rov PALM REACH	ed I NSW 2108		
	Go to owner	H:(02) 9958 7	458 W:(02) 9238 5478		Clear - F2
Category					Delete - F3
Ck	ass Residential	•	Property manager	Lois (LL) 👻	-
Cl. Reporting or	ass Residential der 1	•	Property manager Inspecting Agent	Lois (LL) Clark (CK)	Add Mode - F
Clu Reporting on EE	ass Residential der 1 R	•	Property manager Inspecting Agent BDM	Lois (LL) Clark (DK) No Manager	Add Mode - F
Ck Reporting or EE Key	ass Residential der 1 R + y # 42	• Search for key	Property manager Inspecting Agent BDM Repairs	Lois (LL) • Clark (CK) • No Manager • No Manager •	Add Mode - F Q Search - F7
Ck Reporting or EE Key Alarm Co	ass Residential der 1 R v y # 42 ade	Search for key	Property manager Inspecting Agent BDM Repairs Lett Clerk	Lois (LL) Clark (CK) No Manager No Manager Billy (BG)	Add Mode - F G Search - F7
Ck Reporting or EE Key Alarm Co Area coo	der 1 R + 42 der Coogee Be	Search for key ach	Property manager Inspecting Agent BDM Repairs Lett Clerk	Lois (LL) Clark (DK) No Manager No Manager Billy (BG)	Add Mode - F Search - F7
Ck Reporting or EE Key Alarm Co Area coo	ass Residential der 1 R • y # 42 de Coogee Be	Search for key ach	Property manager Inspecting Agent BDM Repairs Lett Clerk	Lois (LL) • Clark (DK) • No Manager • No Manager • Billy (BG) •	Add Mode - F Search - F7 Replicate - F
Clu Reporting or EE Key Alarm Co Area coo	Ass Residential der 1 R v # 42 v # 42 de Coogee Be	Search for key ach	Property manager Inspecting Agent BDM Repairs Lett Clerk	Lois (LL) Clark. (CK) No Manager No Manager Billy (BG)	Add Mode - F Search - F7 Replicate - F

3. Click **OK-F12**

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