![rockend - The leader in property software]

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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.
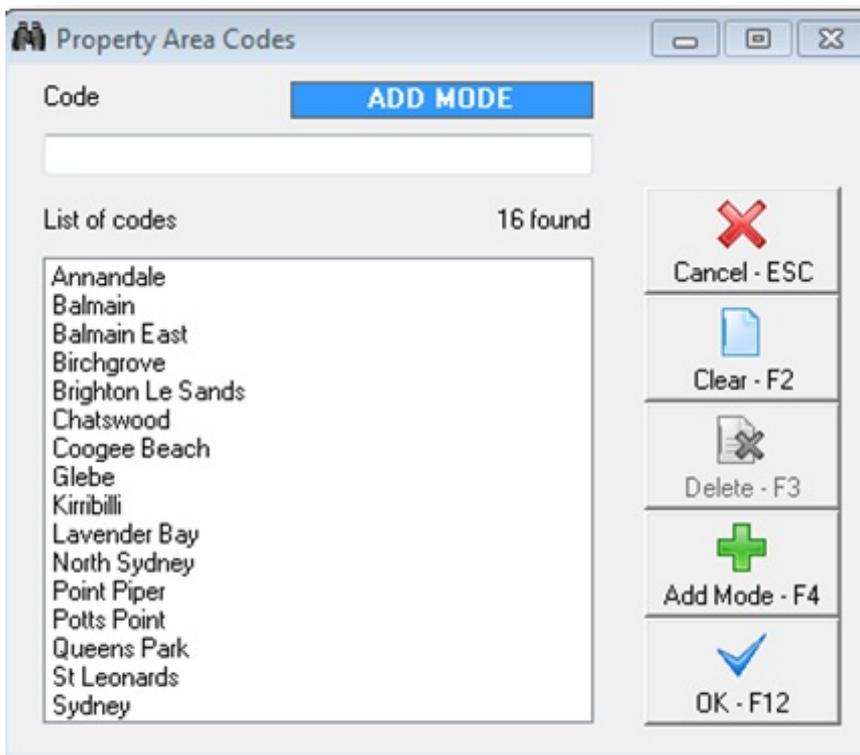
This document will cover:

- 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
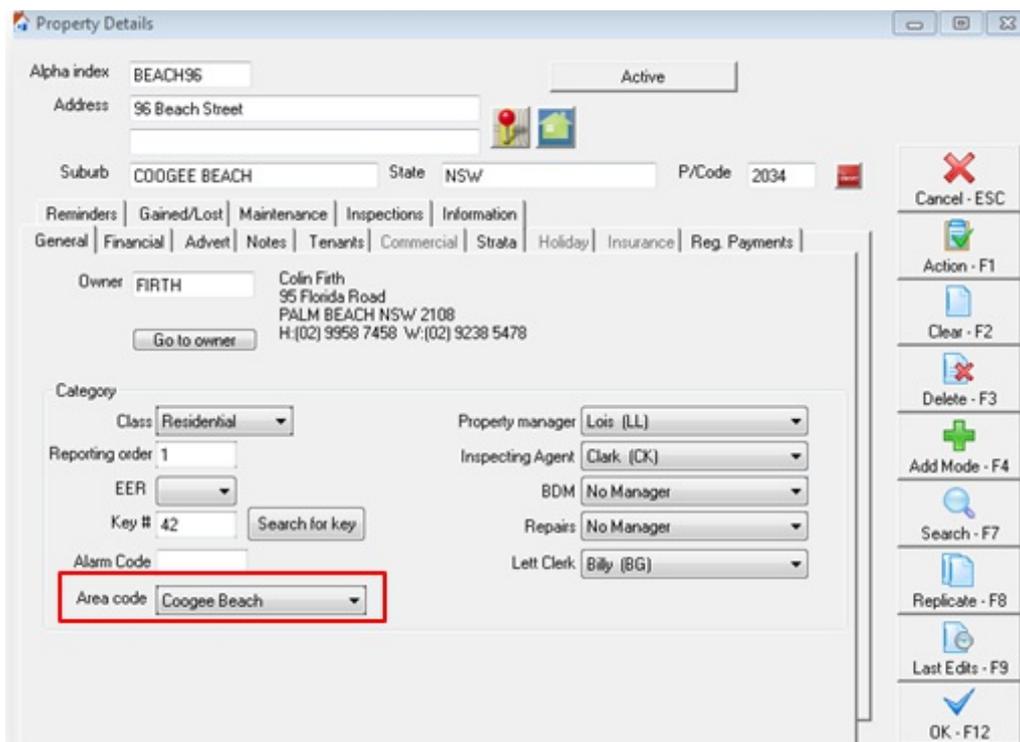
3. **Code** - Type the Suburb name i.e.: Coogee Beach

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

3. Click **OK-F12**

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