

How to Globally Change Inspections in REST Professional

Overview

You may wish to do a global change in REST Professional to change the existing inspection information recorded against the tenant and property i.e. inspection frequency, inspection charges, tenant communication settings or default settings.

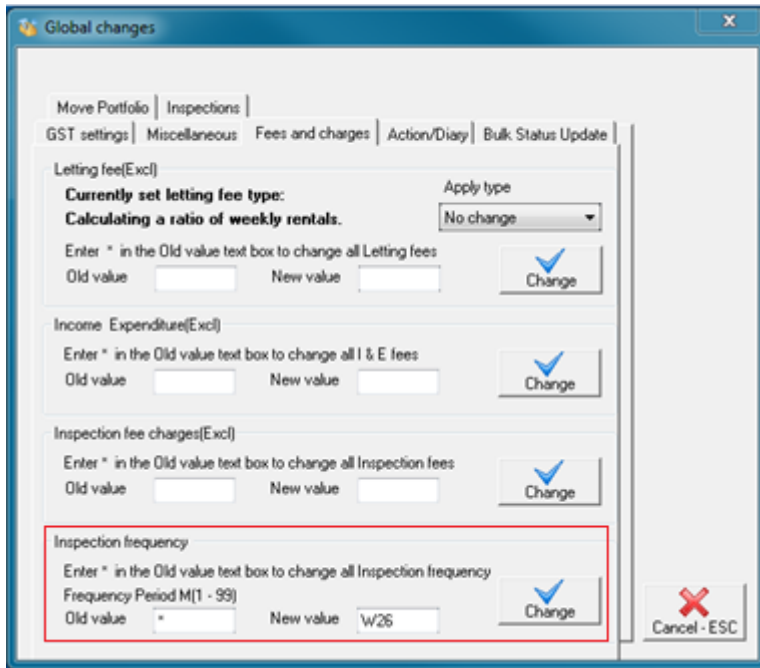
NOTE: To carry out global changes you will require the highest security level access in REST and ensure all other users are logged out.

This document will cover:

- How to do a Global Change of Inspection Frequency
- How to do a Global Change of Inspection Fee Charges
- How to do a Global Change of Default Tenant Communication
- How to Change the Default Inspection Fee Charge & Frequency in Company Details

How to do a Global Change of Inspection Frequency

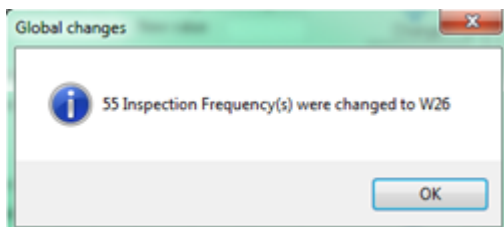
1. Backup your current data. Go to **Files > Archive > Backup**. Rename the backup i.e. **BeforeInspFreqChange.Dat.zip**
2. Go to **Other > Utilities > Global Changes**. REST Professional will prompt you to run a backup
3. Click **OK**.
4. Click on the **Fees & Charges** Tab and at the bottom of this screen you will see **Inspection Frequency**



5. Enter in the value of the current Inspection Frequency under the **Old Value** field and then enter in the **New Value** with what you are changing to. If you want the inspection to keep falling due on the same day of the week each time, enter the value as a Weekly frequency instead of Monthly, example: W26 instead of M6.

NOTE: By entering an asterix (*) in the **Old Value** field, REST will update ALL Inspection Frequencies to the **New Value** amount

6. Click **Change** and REST Professional will give you a warning message about internal accounts. Say **OK** to continue. REST will confirm how many Inspection Frequencies were changed



7. After the change is complete, go to **Other > System Recovery** and click **OK-F12** to refresh the system

How to Do a Global Change of Inspection Fee Charges

1. Backup your current data. Go to **Files > Archive > Backup**. Rename the backup i.e. **BeforeInspChargeChange.Dat.zip**

2. Go to **Other > Utilities > Global Changes**. REST will prompt you to run a backup, click **OK**.
3. Click on the **Fees & Charges** Tab, you will see **Inspection Fee Charges**

Global changes

Move Portfolio | Inspections | GST settings | Miscellaneous | Fees and charges | Action/Diary | Bulk Status Update

Letting fee(Excl)
 Currently set letting fee type: Calculating a ratio of weekly rentals. Apply type: No change

Enter * in the Old value text box to change all Letting fees
 Old value: New value: Change

Income: Expenditure(Excl)
 Enter * in the Old value text box to change all I & E fees
 Old value: New value: Change

Inspection fee charges(Excl)
 Enter * in the Old value text box to change all Inspection fees
 Old value: New value: Change

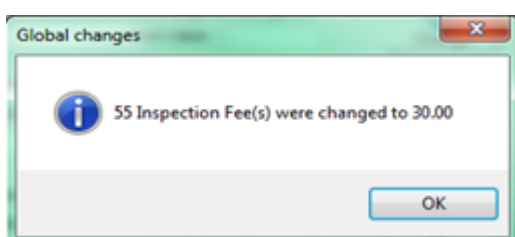
Inspection frequency
 Enter * in the Old value text box to change all Inspection frequency
 Frequency Period M[1 - 99]
 Old value: New value: W26 Change

Cancel - ESC

4. Enter in the value of the current Inspection Fee Charge under the **Old Value** field and then enter in the **New Value** with what you are changing to. This figure is excluding GST so if your charge is \$33 including GST you will enter in the **New Value** as 30.

NOTE: by entering an asterisk (*) in the **Old Value** field, REST will update ALL Inspection Charges to the **New Value** amount.

5. Click **Change** and REST will give you a warning message about internal accounts. Say **OK** to continue. REST will confirm how many Inspection Frequencies were changed

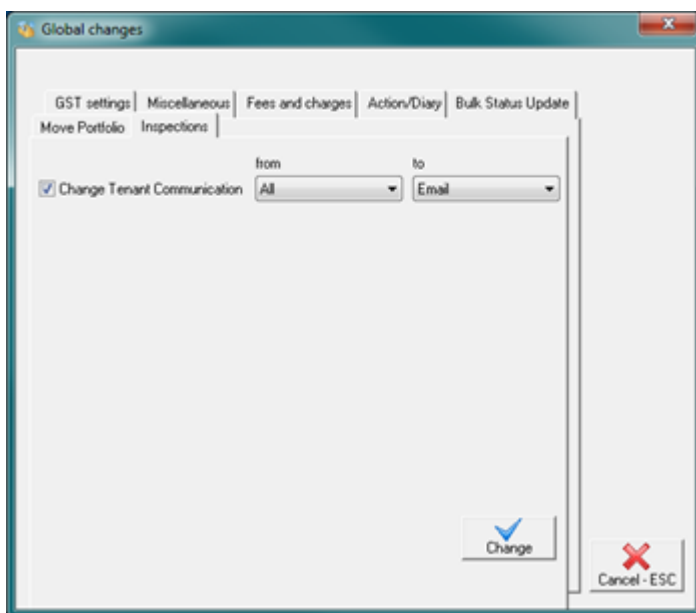


6. After the change is complete, go to **Other > System Recovery** and click **OK-F12** to refresh the system

How to do a Global Change of Default Tenant Communication

All new tenants are created with **Letter** as the default communication method.

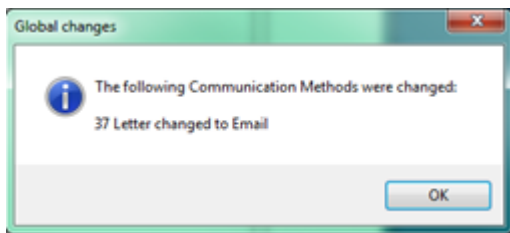
1. Backup your current data. Go to **Files > Archive > Backup**. Rename the backup e.g. **BeforeTenantCommChange.Dat.zip**
2. Go to **Other > Utilities > Global Changes**. REST Professional will prompt you to run a backup
3. Click **OK**.
4. Click on the **Inspections** Tab and then check the box for **Tenant Communication**



5. Enter in the current communication method in the **from** dropdown box and then enter in the new

communication method in the **to** dropdown box. To change All Tenant Communications, select **All** in the **from** dropdown box

6. Click **Change** and REST Professional will ask if you are sure that you want to proceed. Say **OK** to continue. REST will confirm how many Tenant Communications were changed



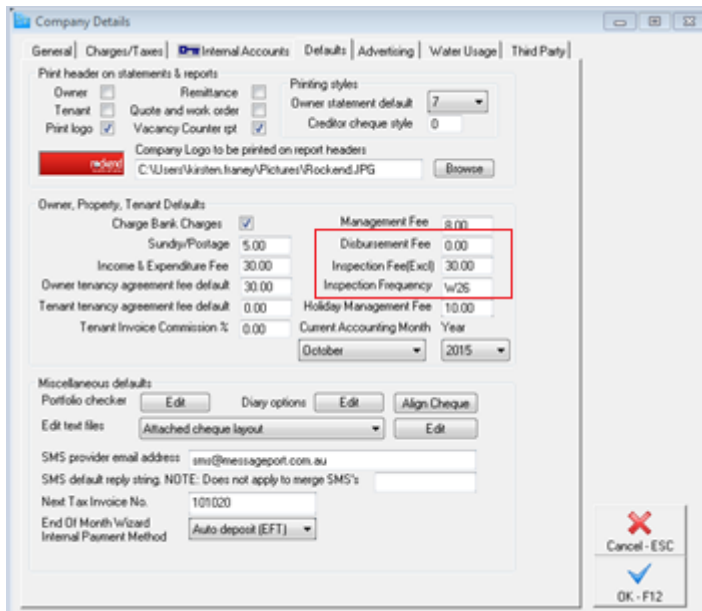
7. After the change is complete, go to **Other > System Recovery** and click **OK-F12** to refresh the system

How to Change the Default Inspection Fee Charge & Frequency in Company Details

To ensure that all new Property Cards are created with the correct Inspection Frequency & Inspection Fee Charge you can also change the default in Company Details.

To make this change you must have the highest security level access in REST Professional.

1. Go to **Other > Utilities > Company Details**
2. Click on the **Defaults** tab
3. In the **Inspection Fee (Excl)** and **Inspection Frequency** boxes enter the new default amount



4. Click **OK-F12**

You can view documents in our REST knowledgebase on our website by logging into the

customer lounge using your client ID and password:

<http://rockend.com.au/REST-Knowledgebase>

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