

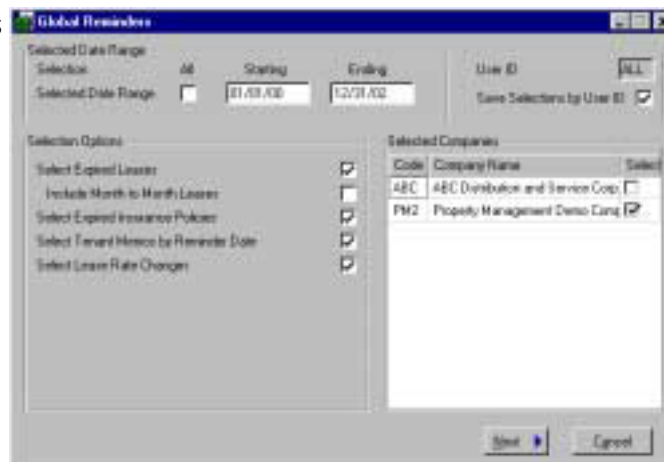
# Global Reminders:

The Global Reminders Utility is ideal for managers who conduct business on several Properties or through various companies. The system searches globally through all

companies for expiring leases and insurance policies, Tenant Memos by Reminder Date, and scheduled rent rate changes.

This utility utilizes a simple wizard selection screen that allows users to specify which types of reminders to return as well as which companies to search through.

Contributing to ease of use, the Global Reminders Utility will also save the selection criteria configuration by User ID for quick lookup later.



After all selection criteria have been specified, the query screen will display all entries matching the selection criteria for manager review. This screen can be sorted, as

needed, by Customer, Name, Description, Date, Property, Unit, or Company.

## Quick Facts

- Search for reminders globally in all companies
- Save selection criteria by user ID for easy re-search ability
- Sort query result by Customer, Name, Description, Date, Property, Unit, or Company.

### Helpful Hints

- If conducting similar searches on a regular basis, take advantage of the save configuration by User ID for quick use next time.

### Reports with this Data:

- Tenant Memo Printing
- Query Results printed in report form

# Search Globally for Important Events

## Global Reminders - Selection Screen

The Global Reminders Utility allows managers to search all existing MAS 90 companies for reminders including Tenant Memos by Reminder Date, Expiring Leases, Expiring Insurance Policies, and Lease Rent Changes to take place.

## Global Reminders - Reminders Screen

The Reminders Screen is the query results from the selections screen. It can be sorted by Customer, Name, Description, Date, Property, Unit, or Company. Using MAS 90's Advanced Lookup Engine, the list can be filtered on a number of criteria.

Customer	Name	Description	Date	Prop
ABF	American Business Futures	Lease Expires	12/31/02	MAIL
ABF	American Business Futures	Insurance Expires	05/25/00	MAIL
ABF	American Business Futures	Rate: ADD ON 1,881.89	01/01/00	MAIL
UNIVERS	University of ACS	Lease Expires	06/02/02	MAIL
UNIVERS	University of ACS	Rate Change: 1,522.50	01/01/00	MAIL