Quick Recap & Final Checklist

How to Manually Enter Data...
1) Change Report Period
2) Proceed to Units – Within New Tenant Certs, enter all data under all tabs
3) Report – to check that all data was entered (back on the Building page)
4) Proceed to Units – Ready All Units
5) Submit Tenant Certs
Quick Recap & Final Checklist

How to Upload Data...
1) Change Report Period
2) Upload Building Data
3) Report – to check that all data was uploaded (back on the Building page)
4) Proceed to Units – Ready All Units
5) Submit Tenant Certs