

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