



Communication History

Condo Manager automatically keeps a history of all communications made with owners, tenants and suppliers

Every email and letter sent with Condo Manager is automatically included in the communication history

Add Phone Calls to the communication history

Phone calls with owners are easily included in the Communication History using Condo Manager "New Communication" screen. This screen allows you to

- Record to whom the communication is related - the caller can be selected from any association
- Record the purpose of the call, and enters notes for it in a free-format text zone
- Save the duration of the call (an on-screen timer is there to help you) - this duration time is used in the Profitability Module' to evaluate time you spend managing this association
- Accept a credit card payment directly from this screen
- Create a service request or work order directly from this screen
- Add a reminder in your "To Do" list, or to someone else's list directly from this screen
- Print the message if needed
- You can even use the Caller ID service from your phone company to automatically select the right owner when a call is received





Communication History

Search in the Communication history

- The communication history is searchable by owner's name, dates and accounts number
- You can even search in several associations at the same time

New Communication

New Work Order or Service Request Add To Do Payment by Credit Card Print... New Communication Save Exit

Date: 04/20/08

Communication Type: Phone Call Received Duration: 00:01:27 Record Duration Duration: 1 minutes

Association: Demo Association

With Who: 102.00 - Dr George McIntosh Unit: 102 Home: 951-745-2534 Office: 951-745-9875 Mobile: 951-456-3625 View Account Info

Object: Statement of Account Modify this List

Details:
George called in to question his statement/balance

