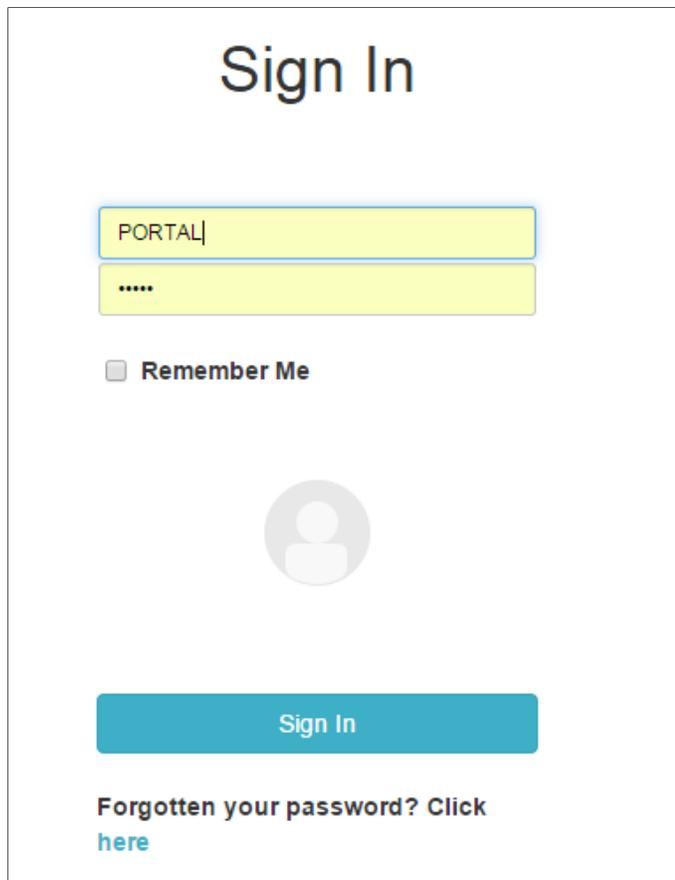


Welcome to the new AwareManager Tenant Portal. This portal will provide access to view **Notices** and submit and review requests for **Work**.

Signing In

1. Go to your Portal URL (<https://1180peachtree.awareportal.com>).
2. Type in your username and initial password and click **Sign In**. (Username and password will be sent to your email address by Hines Property Management)
3. If you have forgotten your password, use the “Click here” link to have your password emailed to you.



The screenshot shows a 'Sign In' form with the following elements:

- Header: 'Sign In' in a large, dark font.
- Input fields: Two yellow rectangular boxes. The first contains the text 'PORTAL|' and the second contains four dots '....'.
- Checkbox: A small square checkbox followed by the text 'Remember Me'.
- Avatar: A circular icon with a grey background and a white silhouette of a person's head and shoulders.
- Button: A teal rectangular button with the text 'Sign In' in white.
- Link: Text 'Forgotten your password? Click here' where 'here' is a blue hyperlink.

Home Screen

The Home screen contains basic instructions and important information for tenants. It is also where tenants will see links, files, and notices posted by the property management team.



Navigation Bar

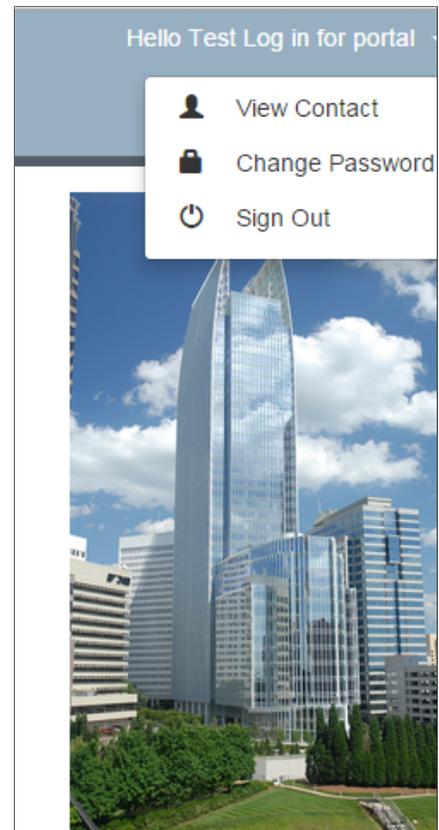
The navigation bar is present on every page within the Portal and contains several items that are important to a user's ability to use the Portal:

Links to the Home and Work pages: users can move effortlessly between the two with one click.



The user's contact information can be viewed and edited by clicking on their name in the upper right-hand corner of the navigation bar.

This is also where they will go to change their password or log out.



Work Screen

The Work screen is where users can add new work requests and view their open requests.

Filter	Got	30d	View Work	
Large Tote Bag Oct 29, 14 12:00 AM TEST 2- men's restroom isn't working	Overdue		Building 10 State Street	Work Status Open
One Pager Oct 29, 14 12:00 AM test men's restroom isn't working	Overdue		Location Suite 250	Tenant STARFISH
HVAC-HOT Oct 21, 14 12:00 AM HVAC too hot	Open	Suite 250	Issue HVAC-HOT	Work Person Work Contact Richard Cunningham
One Pager Oct 16, 14 12:00 AM			Description HVAC too hot	
			Date Entered October 21, 2014	
			Entered By Richard Cunningham	

The list of work is shown in the panel on the left. This list can be filtered by typing in keywords. The list can also be expanded to include records reaching further back, or set to show only more recent work. Clicking on an item in the list on the left will show the details of the work order on the right.

Work orders can also be added or printed from this page, using the icons in the top right-hand corner, just below the navigation bar.

In order for tenants to place a work request, they click on the  icon in the top right-hand corner. The work request screen will populate and tenants will be required to submit as much detail as possible regarding the reported issue.

Add Work ✕

Floor

Suite 2400 ▼

* Work Type

Lights - other ▼

Description

There is a light out in our suite, please fix

Clear Save

If you have any questions about the work order portal, please contact your property management team.