


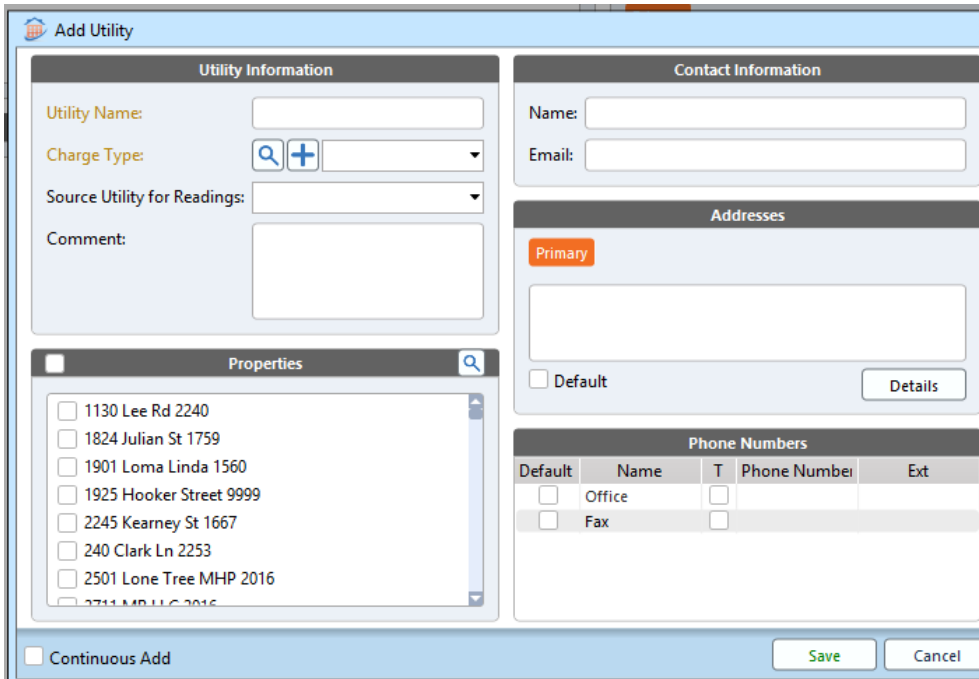
WaterScope & Rent Manager Integration Guide

1. Request Activation
2. Set Up Utilities
3. Set up Meter Types
4. Import Meter ID's
5. Set up Previous Read Import Function
6. Import Previous Reads

1. **Request Activation** – in Rent Manager > Admin > Available Integrations > Search Metron > Click 'Request Activation' > Fill out the Name and Email Address > Click the Cogwheel next to Default > DO NOT select All Properties > Individually Select each Community to send the reads > Click 'Save' > Click 'Request Activation'

2. Set up Utilities:

1. In Rent Manager, go to Services > Utilities > Click the Add Button  > this will reveal the utility box



Utility Information

Utility Name:

Charge Type:

Source Utility for Readings:

Comment:

Contact Information

Name:

Email:

Addresses

Primary

Default

Properties

- 1130 Lee Rd 2240
- 1824 Julian St 1759
- 1901 Loma Linda 1560
- 1925 Hooker Street 9999
- 2245 Kearney St 1667
- 240 Clark Ln 2253
- 2501 Lone Tree MHP 2016
- 2711 MP LLC 2016

Phone Numbers

Default	Name	T	Phone Number	Ext
<input type="checkbox"/>	Office	<input type="checkbox"/>		
<input type="checkbox"/>	Fax	<input type="checkbox"/>		

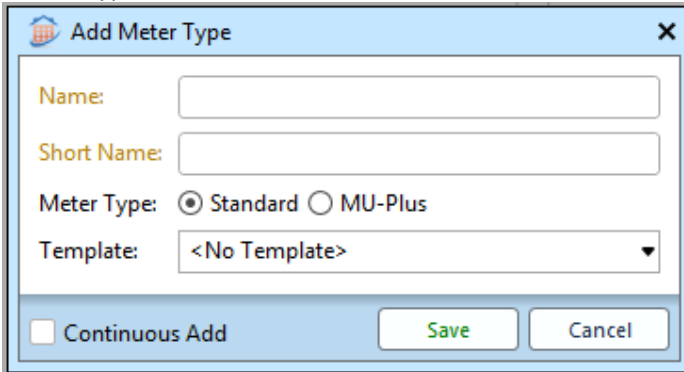
Continuous Add

2.
 1. Utility Name: "Your Park" Water
 2. Charge Type: "H2O"
 3. Choose your Property

4. Click Save
3. Next, if you have sewer charges, Click the Add Button and add another utility for Sewer:
 1. Utility Name: "You Park" Sewer
 2. Charge Type: "Sewer"
 3. Source Utility for Readings: "Your Park Water"
 4. Select your property
 5. Click Save

3. Set up Meter Types

1. In Rent Manager, go to Services > Meter Types > Click the Add Button  > this will reveal the Meter Type box




2.
 1. Name: "Your Park Water"
 2. Short Name – Can only be 10 characters. EX: GrnLakeWtr
 3. Click Save
3. Next, if you have sewer charges, Click the Add Button and add another meter type for Sewer
 1. Name: "You Park Sewer"
 2. Short name: EX "GrnLakeSwr"
 3. Click Save

*Please note, if you need help figuring the water rates, please send us your latest water bills.

4. Import Meter Numbers

1. Save the spreadsheet from Metron - "Meter Numbers"
2. In Rent Manager, Go to Admin > Import > Import Meter information > Choose 'Import without using template' > Choose your property & Utility > Click Next > Import the spreadsheet > Click 'Line 1 is a header' > Click Next > Click Import
3. Verify the import was successful by going to Services > Meter Readings > Setup Columns (right side of screen) > Choose 'Meter Number' and move it to Selected Columns > Press Okay > Check for meter ID for missing read
4. On the Meter Readings page, click "Reset Meter Types" on the bottom corner, Click Yes

5. Importing previous reads into Rent Manager

1. First, you'll want to pull the reads from WaterScope by going to Billing & Reports > generate Reports > Choose "Read Report" > Choose your property & dates > Click Generate
 - a. Edit the spreadsheet so it only has three columns – Unit / Read Date / Read
2. In Rent Manager, Go to Services > File Formats
3. Click the 'Add' button near the upper left corner of this page 

- a. Fill in the following information to reflect the picture below:

- i. Format: Leave blank
- ii. Name: “Previous Read Import”
- iii. Data Format – Change to “Delimited”
- iv. First Field – Find “Rental Unit”
- v. Second Field – Find “Previous Reading Date”
- vi. Last Field – Find “Previous Reading”
- vii. Click “Save”

6. Importing Previous Reads:

1. In Rent Manager, go back to Services > Import from File
2. Choose “Previous Read Import” from the first drop-down menu
3. Click the box w/ the three dots next to Import File to import your file
4. Choose your Utility & Property
5. Choose the reading date and click line 1 is a header.
6. Click “Import” – you’ll have a secondary box appear with “Verify Import” > Click “Okay”

Now that the Meter ID’s and Previous Reads are uploaded into Rent Manager, WaterScope will now be able to send the reads directly to Rent Manager. You can post the reads by clicking “Post Readings” on the bottom of the Meter Readings page.

Please let us know when you have completed this set up!