SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
FINDING, PRINTING AND ATTACHING A TENANT	
CERTIFICATION	

Finding the TC for the Resident(s) to Sign:

First, you will need to log-in to Voyager and then find and select the desired household.

- 1. Select the "Person Search" tab
- 2. Input the unit number for the household for which you are searching
- 3. Click "Search"
- 4. Click on the Name of the household member



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Printing a TC for the Resident(s) to Sign:

Next, you find the desired TC and print it by doing the following:

- 5. Select the "Affordable" tab (typically, Voyager defaults to this tab)
- 6. Click on the link for "Print" next to the Tenant Certification you wish to print.
- 7. A new window will then open. Click the "Print" icon on the top of the page.

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YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
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Attaching the TC to the household in Voyager:

Once the Tenant Certification has been signed and dated, you will need to scan and attach it to the Tenant's file.

***As you scan the document onto your PC, make sure you name it in this format: TC(space)Date(space)Prop #(space)Unit #

***It is critical that slashes are not used in any portion of the naming. Please use a dash (-) between the month and day and year. Thus, a scanned TC for North Grove (property #03) would have a name like: <u>TC 10-1-2022 03 710</u>.

After you have scanned and saved the signed TC to your computer, you will need to Log-in to Voyager and select the desired household. Then perform the following steps)

- 1. Click on the "Data" tab at the top of the page.
- 2. Click on "Attachments"

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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
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CERTIFICATION	

A new window will open that shows all documents attached to the household. This is the screen in which you will upload the scanned TC.

1. Click on the "Upload" button at the bottom of the new window.

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- 2. Click on "Choose File"
- 3. Browse on your computer to find and then select the file to upload.
- 4. Click the "Upload" button.

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https://www.yardiasp14.com/72687flynnmgmt/pages/Attachme	A»
File Attachment Upload	
Select up to 3 files to upload and attach	
Choose File No file chosen	
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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
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You will now be returned to the previous screen that shows all uploaded documents for the household. Now, you must select the Type that identifies the attachment.

- 5. The pulldown for "Type" must be left blank
- Add the document description as:
 "TC(space)Date(space)Property Number(space)Unit Number". For example, TC 10-1-2022 03 701 (This would be a TC for 10/1/22 for property #03 apartment 701)
- 7. Click "Save" and then close the window.

쀁 Yardi Systems, Inc Attachment	ts - Profile 1 - Microsoft Edge					
https://www.yardiasp14	.com/72687flynnmgmt/Pages/SysAttachme	ntView.aspx?	iType=1&hRecord=7021			
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Save Close	Add Upload					

You are now done with attaching the TC to the household's records in Voyager.