

# PROMAS Landmaster

## Internet Publishing / PROMAS Central Training Exercises

### 1. Internet Publishing Owner Settings

Set it up to:

- Generate Monthly and Annual Statement
- Publish Recent Activity
- Publish 3 additional months
- Statement to run from 16 thru 15

### 2. Regenerate an Owner Statement for Clayton.

Look at the statement in the Document Manager.

### 3. Add a document to 436 Fairway Drive using the Upload Document button in the Unit profile.

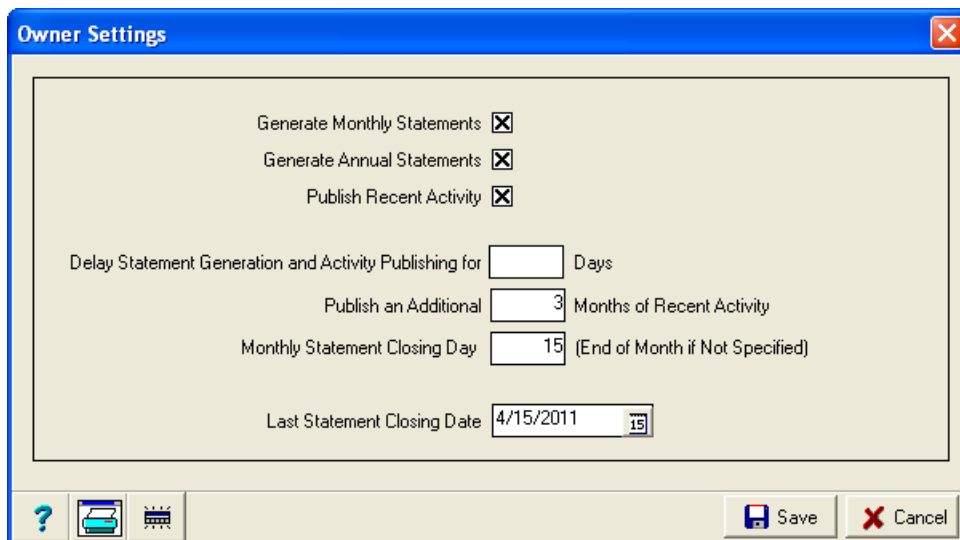
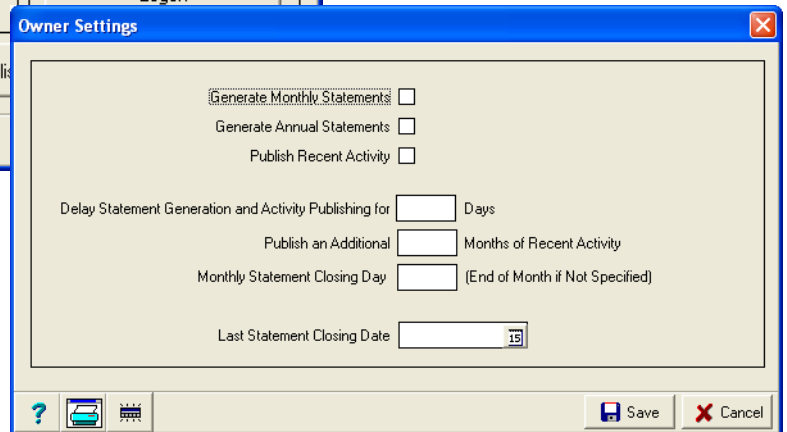
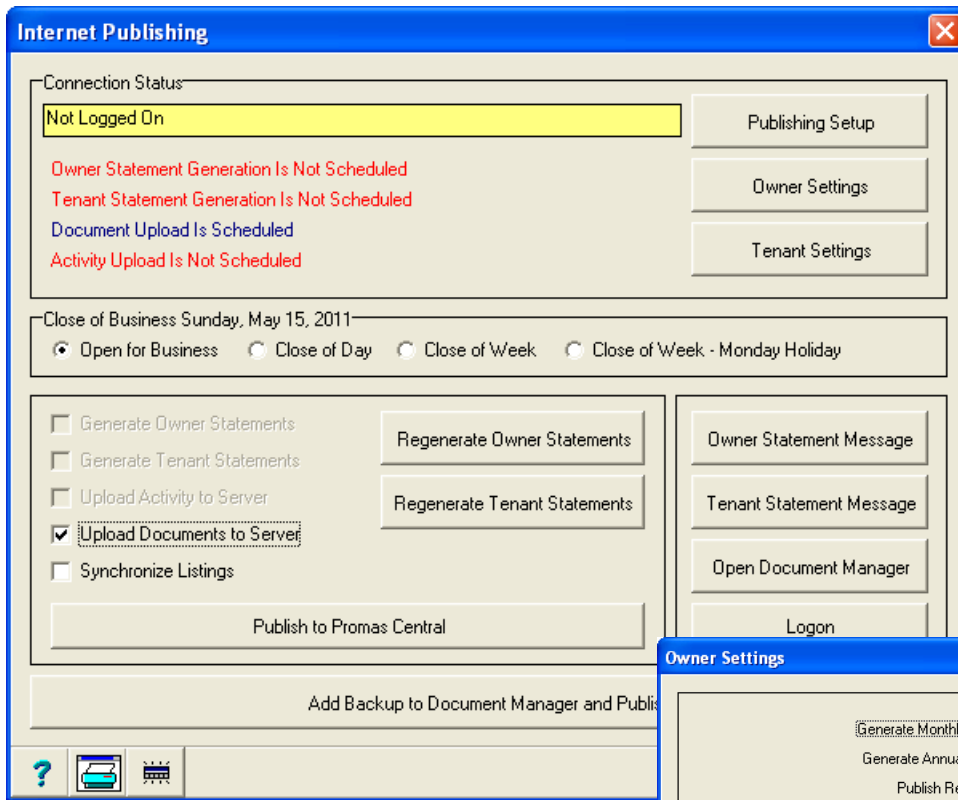
View the document in the Document Manager.

### 4. Add a backup to the Document Manager.

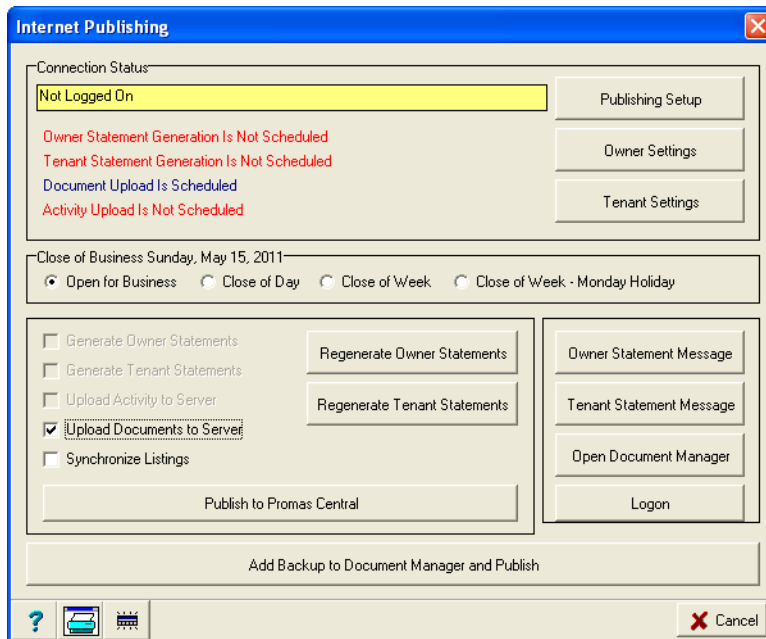
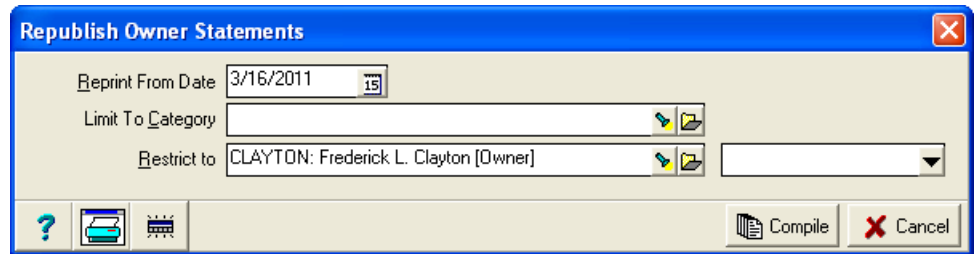
# 1. Internet Publishing Owner Settings

Set it up to:

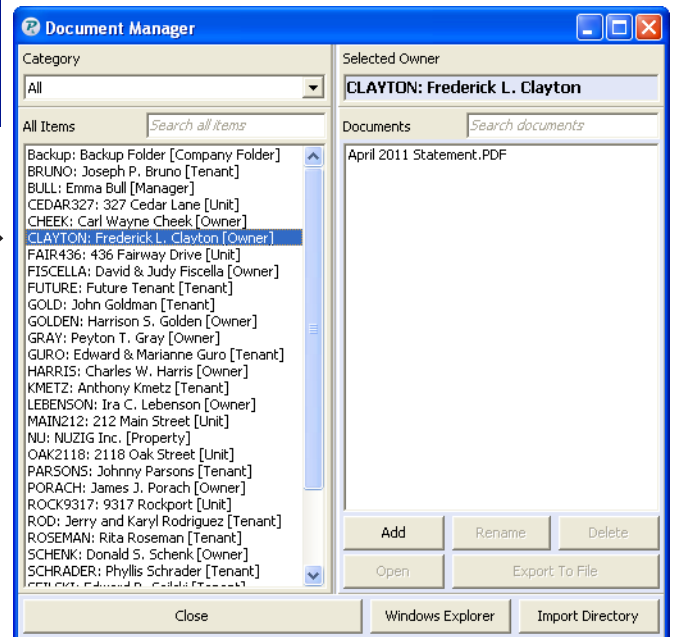
- Generate Monthly and Annual Statement
- Publish Recent Activity
- Publish 3 additional months
- Statement to run from 16 thru 15



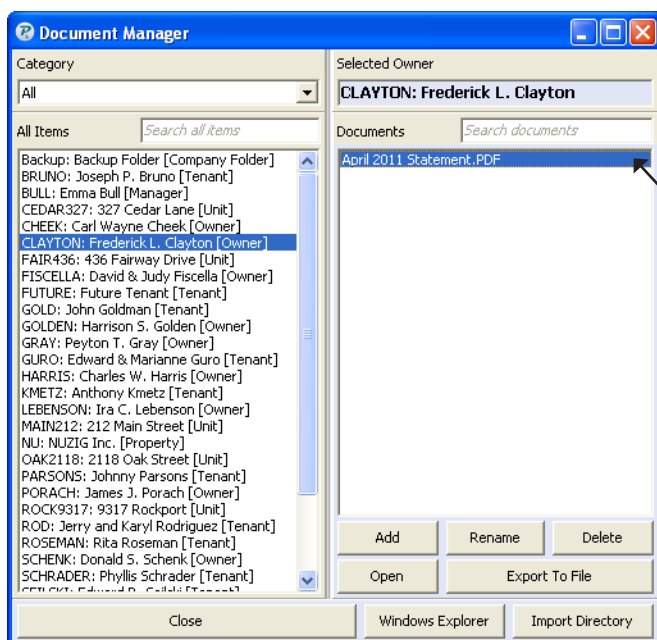
2. Regenerate an Owner Statement for Clayton.  
Look at the statement in the Document Manager.



Click on  
<Open Document Manager>.

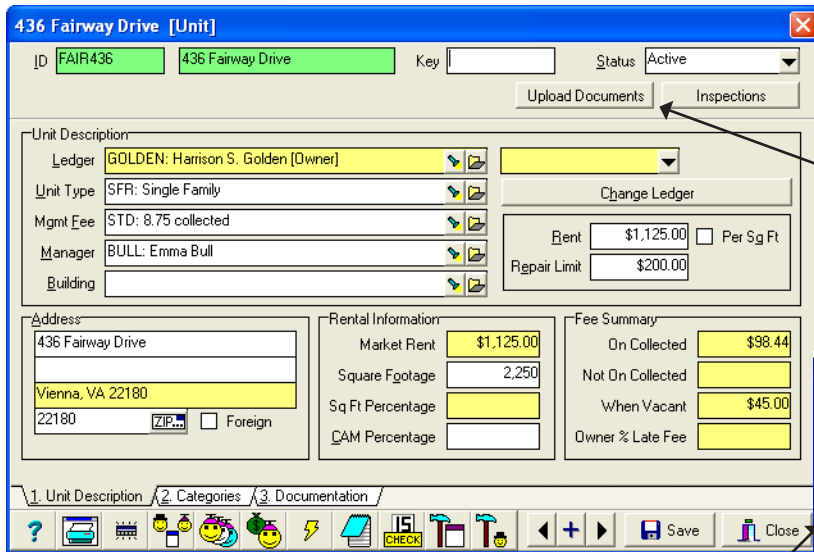


Find the owner's name and highlight.

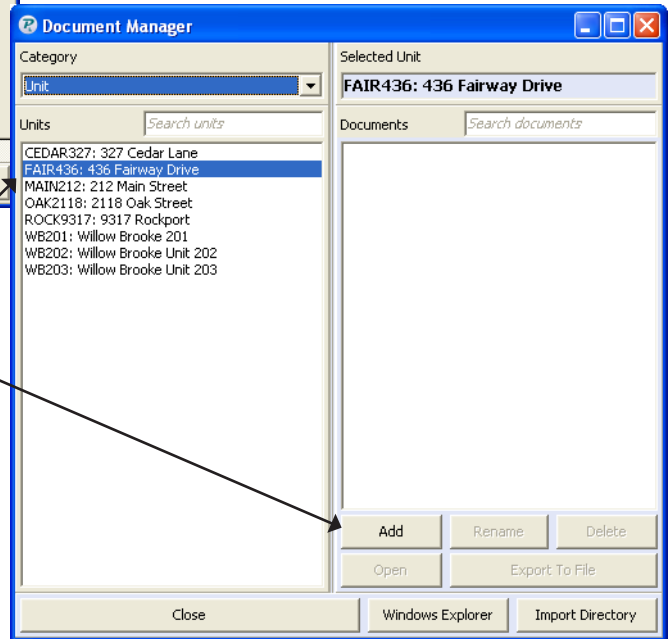


Highlight the statement  
and double click or click  
<Open>.

3. Add a document to 436 Fairway Drive using the Upload Document button in the Unit profile.  
View the document in the Document Manager.

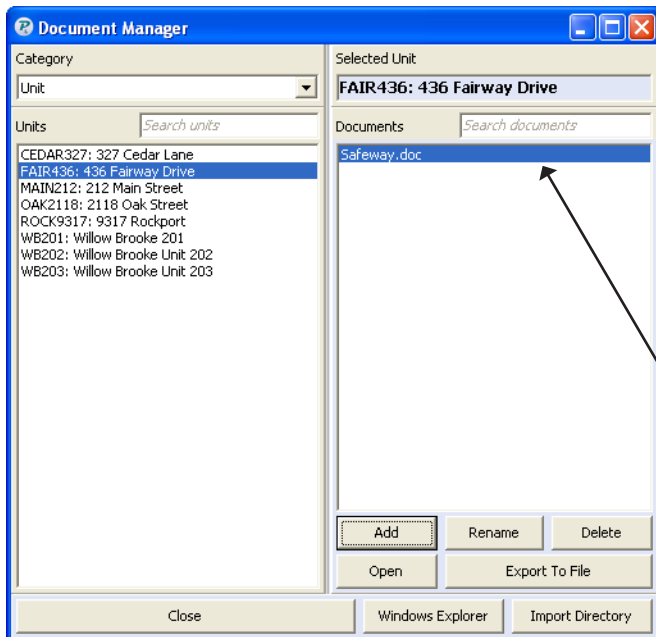


Open the Unit profile.  
Click <Upload Documents>.

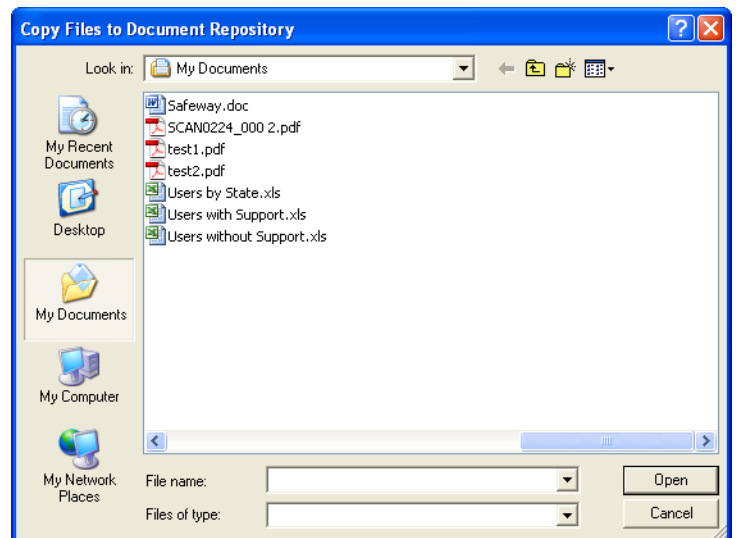


Highlight the Unit.  
Click <Add>

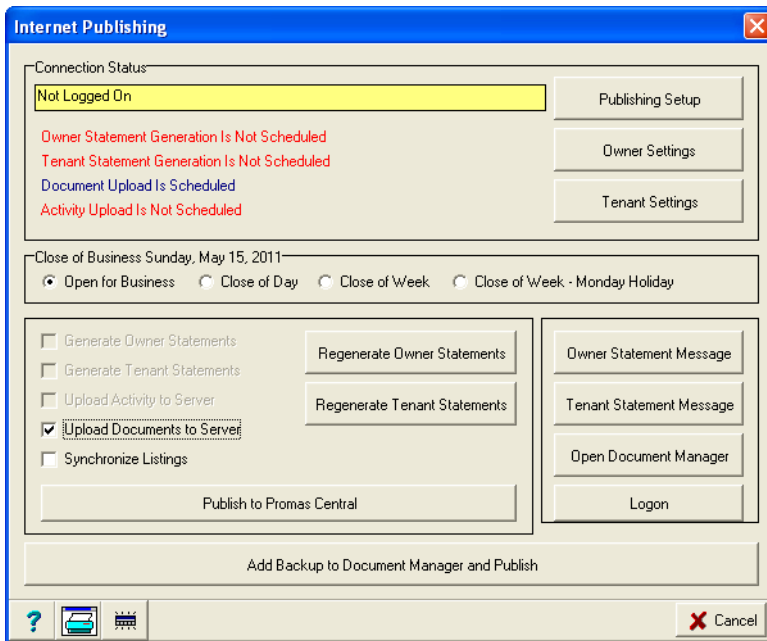
Use the Windows Browse function to find your document.  
Highlight and click <Open>



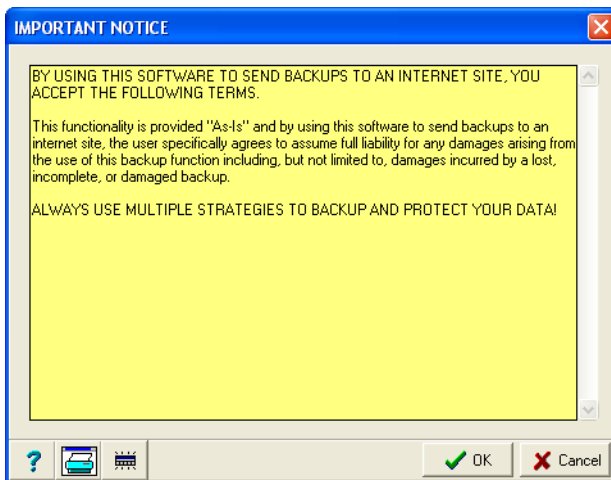
Document is added to the  
Document Manager.



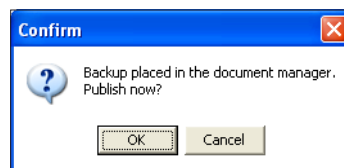
#### 4. Add a backup to the Document Manager.



Click <Add Backup to Document Manager and Publish>.



Read message and click <OK>.



Click <OK> to begin the publishing process or <Cancel> to upload later.