

HOW TO ACCESS THE DIRECTORY



Elliott Merrill
COMMUNITY MANAGEMENT



Home



Profile



Accounting



Compliance



Maintenance



Architectural



WebLinks



Documents



Directory

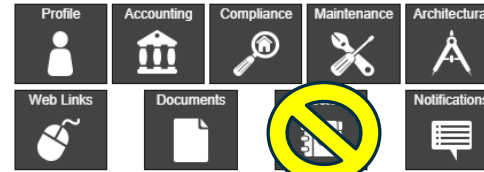


Notifications

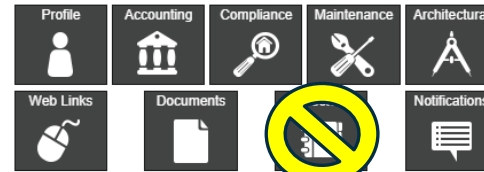
Primary Account - Primary

Balance: \$250.00

Select Your Preferred Owner QuickView



Select Your Preferred Owner QuickView



- First Select the **Maintenance** icon at the top of the screen to access the maintenance menu.

**The maintenance icon located in the 'Owner Quick View' area will only show a list of open work orders, but you cannot submit new work orders from this menu and you cannot get details on submitted work orders, therefore to submit a work order or get more details you must go to the maintenance page using the icon in the upper menu

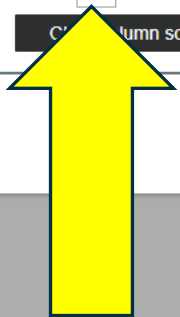


Filters and Controls

Owner Directory

Show 10 items per page

Column sorting



Directory

Name	Unit Address	Phone	Email	Type
BONHAM, BRAYDON				primary owner
BROWN, CLINTON & BROWN, AMANDA				primary owner
CALIBER, CATHY & CALIBER, RICK				primary owner
CALL, NICHOLAS & CALL, MEGAN				primary owner
COHEN, BRETT & COHEN, MICHELLE				primary owner
DUNN, JOSEPH				primary owner
Feber, Darrin				primary owner
GRANDE, JOHN & GRANDE, SHANNA				primary owner
Guide Mortgage Company				primary owner
Guide Mortgage Company				primary owner



< 1, 2, 3, 4, 5, 6, 7, 8, 9, ... >

- You can expand your number of items per page using the box on the right (Show __ items per page) and changing the default '10' to a higher number.
- If you have more names in the directory than will fit on one page you will find arrows at the bottom and numbers indicating the numbers of pages and allowing navigation by clicking these numbers. ***If you do not see this navigation bar you may need to use Google Chrome.
- Owners must opt-in to allowing their email and phone number to be shown in the directory and are responsible for updating this information when needed or to contact Elliott Merrill if the information needs to be changed.

IN CONCLUSION

The benefits of the Caliber Directory are as follows:

- ▶ Provides instant updates when owners change their contact information in Caliber.
 - ▶ Allows owners to keep their information private or opt-in to make their contact information visible to other owners.
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