

How to Order Reports

To order any of the reports listed below, please complete the online order form located at www.vaultware.com/reports

You may designate multiple email addresses to receive the report. Please keep in mind that all reports contain data for your entire portfolio of properties.

1. VaultWare Settings Report

The VaultWare Settings Report provides a detailed snapshot of the current settings and feature use by property.

Frequency Options: Weekly, Semi-Monthly, Monthly

Field Descriptions:

1	PropertyID	Unique property identifier within the VaultWare system
2	REFID	Unique property identifier within your property management system
3	Property Name	Name of the property as it currently appears within VaultWare
4	# of Floorplans	Count of floorplans created within VaultWare
5	Max Avail per FP	Setting to control/limit the maximum number of available units to show online per floorplan
6	Display Units By	Setting that indicates if the units shown online are determined automatically by the system based on earliest available date or specifically selected within the VaultWare interface
7	Show units available w/ X Days	Setting that controls how far in advance available units can be shown online
8	Available as move out plus X Days	Setting that determines the average number of days applied by VaultWare to the move out or make ready date to determine the data available shown online (i.e. when a new resident can move in)
9	Move-in date within X Days	Settings for number of days beyond the unit's available date that the prospect must be able to move-in by in order to pre-qualify and reserve the unit online
10	Amenities Total	Count of unit type and unit specific amenities received by VaultWare in the feed from your property management system
11	Amenities Blocked	Count of amenities within the VaultWare interface that have been blocked from appearing online
12	Amenities Renamed	Count of amenities within the VaultWare interface that have been given enhanced names or description for online display purposes
13	Total Units	Count of units received by VaultWare from your property management system
14	Manual Priced Units	Count of units for which a manual price has been entered within VaultWare to override the price received from your property management system
15	Days Oldest Price	Number of days since manual pricing was updated within VaultWare based on the unit with the most days since last update.

Summary of Reports

16	# of Blocked Units	Count of units selected to be blocked from being displayed online regardless of available status
17	Active Specials	Count of specials entered within VaultWare and being shown online
18	Expired Specials	Count of specials entered within VaultWare which have expired (i.e. end date is in the past) and therefore are no longer being shown online
19	Pending Specials	Count of active specials entered within VaultWare which will expire within the next 7 days
20	Public ILS Selected	Indicator as to whether or not at least 1 Internet Listing Service has been selected within the VaultWare interface
21	Auto Rates	Indicator as to whether or not the auto rates feature has been activated / turned on when applicable based on ILS selections
22	Free Listings	Indicator as to whether or not the free classified listings feature has been turned on or not
23	Avail Alerts Status	Indicator as to whether or not the availability alerts feature is activated. This feature is turned on by default
24	Pricing Grid Status	Indicator as to whether or not the flexible pricing grid is turned on to allow prospects to view lease term and move-in options online. This feature requires the use of a revenue management system such as LRO or Yieldstar
25	Pricing Grid Display	When pricing grid status is "On", this is the indicator as to whether or not prospects have the ability to see future move-in date option or just lease terms for the available date of the unit.
26	Screening Status	Indicator as to whether or not the online pre-qualification feature has been turned on
27	Screening Company	The screening company used in conjunction with the online pre-qualification feature
28	Internet Special	The incentive promoted and offered to prospects who elect to pre-qualify online
29	Rental Application	Setting that indicates which rental application option has been selected within VaultWare (BM = Blue Moon, VW = VaultWare, O = Other)
30	Rental Application Payment	Setting that indicates if one of the compatible payment processors is being used to collect application fees online in conjunction with use of the VaultWare rental application
31	Tax Credit Status	Setting that indicates if the property has been identified as a tax credit community within VaultWare and which type (i.e. Full or Mixed). When used, income restrictions entered are shown online to prospects when applicable and income limits are verified prior to conducting a pre-qualification
32	Inventory Exposure	Percentage of apartments currently available (i.e. vacant or on-notice)

2. Availability Alerts Report

The Availability Alerts Report provides a detailed snapshot of the prospects that have signed up to receive availability alerts and for which the alert is currently active.

Frequency Options: Weekly, Semi-Monthly, Monthly

Field Descriptions:

1	PropertyID	Unique property identifier within the VaultWare system
2	PropertyName	Name of the property as it currently appears within VaultWare
3	RefID	Unique property identifier within your property management system
4	FirstName	First name of the prospect that signed up to receive availability alerts
5	LastName	Last name of the prospect that signed up to receive availability alerts
6	Email	Email address of the prospect that signed up to receive availability alerts
7	CreateDate	Date and time the prospect signed up to receive availability alerts
8	ModelName	The unit type within the property management system related to the floorplan the prospect wishes to be alerted on. This is only shown when there is a 1-to-1 relationship between unit type and the floorplan created within VaultWare
9	Floorplanname	The floorplan created within VaultWare that the prospect wishes to be alerted on
10	RentRangeFrom	The minimum rent amount entered by the prospect when establishing their alert criteria
11	RentRangeTo	The maximum rent amount entered by the prospect when establishing their alert criteria
12	AvailDateFrom	The earliest available date entered by the prospect when establishing their alert criteria
13	AvailDateTo	The latest available date entered by the prospect when establishing their alert criteria
14	NumOfBedrooms	The number of bedrooms selected by the prospect when establishing their alert criteria
15	TimeZoneName	The prospect's time zone if they have elected to receive alerts via text message
16	TxtMsgsFromTime	The beginning time selected by the prospect to indicate the timeframe it is acceptable to send alerts via text message
17	TxtMsgsToTime	The ending time selected by the prospect to indicate the timeframe it is acceptable to send alerts via text message
18	PhoneAlert	Indicator as to whether or not the prospect wants to receive alerts via text message
19	EmailAlert	Indicator as to whether or not the prospect wants to receive alerts via email
20	LeadSourceName	The website where the prospect signed up to receive alerts

3. Active Specials Report

The Active Specials Report provides a detailed list of the specials entered within VaultWare and being displayed online.

Frequency Options: Weekly, Semi-Monthly, Monthly

Field Descriptions:

1	SpecialID	Unique special identifier within the VaultWare system
2	Special Type	Indicator as to whether the special applies to all units at the property, specific models or individual units. Internet Special is the offer related to online pre-qualification
3	Special Description	The details of the special which is shown online
4	Start Date	The day the special entered into VaultWare will begin appearing online
5	End Date	The last day the special entered into VaultWare will appear online
6	Realty DataTrust PropertyID	Unique property identifier within the VaultWare system
7	Property Management PropertyID	Unique property identifier within your property management system
8	Property Name	Name of the property as it currently appears within VaultWare

4. Lead Detail Report

The Lead Detail Report provides the prospect, source and response details for each request to hold and pre-qualified reservation generated via VaultWare.

Frequency Options: Daily, Weekly, Semi-Monthly, Monthly

Field Descriptions:

1	LeadID	Unique lead identifier within the VaultWare system
2	Property Name	Name of the property as it currently appears within VaultWare
3	RDT PropID	Unique property identifier within the VaultWare system
4	Property Management PropID	Unique property identifier within your property management system
5	First Name	First name of the prospect whom submitted the lead
6	Last Name	Last name of the prospect whom submitted the lead

7	Address1	Address of the prospect (only required for pre-qualified reservations)
8	Address2	Additional address information
9	City	City of the prospect (only required for pre-qualified reservations)
10	State	State of the prospect (only required for pre-qualified reservations)
11	Zip	Zip code of the prospect (only required for pre-qualified reservations)
12	Email	Email address of the prospect whom submitted the lead
13	Phone	Phone number of the prospect whom submitted the lead (only required for pre-qualified reservations)
14	Has Visited Property	Indicator as to whether the prospect has every visited the property prior to submitting the lead
15	Lead Type	Indicator as to whether or not the prospect pre-qualified online (i.e. Screened)
16	Screening Response	Outcome returned by the resident screening provider (only applies to screened leads)
17	Expected Move in Date	Date the prospect indicated they expect to move
18	Lead Date	Date and time the lead was submitted based on Arizona time
19	Date Viewed	Date when a leasing agent responsible for lead follow up viewed the details of the lead based on Arizona time
20	AutoReply Date	Date when a leasing agent clicked the "Send" button within VaultWare interface to notify the prospect that their request had been received based on Arizona time
21	Date Deleted	Date and time someone removed the lead from appearing with the VaultWare interface
22	Lead Source	The website that the prospect used to submit the lead
23	Unit Number	The specific unit the prospect requested to hold or attempted to pre-qualify online for

5. Leads Viewed Report

The Leads Viewed Report provides a breakdown of how quickly the apartment specific requests and pre-qualified reservations generated via VaultWare are being viewed.

Frequency Options: Daily, Weekly, Semi-Monthly, Monthly

Field Descriptions:

1	Property Name	Name of the property as it currently appears within VaultWare
2	VW PropertyID	Unique property identifier within the VaultWare system
3	Total Leads	Count of leads since the last report run time
4	Viewed in 30min	Count of leads viewed within 30 minutes of submission by the prospect
5	Viewed in 30min-1hr	Count of leads viewed between 30 and 60 minutes of submission by the prospect

Summary of Reports

6	Viewed in 1-2hrs	Count of leads viewed between 1 and 2 hours of submission by the prospect
7	Viewed in 2-4hrs	Count of leads viewed between 2 and 4 hours of submission by the prospect
8	Viewed in 4-8hrs	Count of leads viewed between 4 and 8 hours of submission by the prospect
9	Viewed in 8-12hrs	Count of leads viewed between 8 and 12 hours of submission by the prospect
10	Viewed in 12-24hrs	Count of leads viewed between 12 and 24 hours of submission by the prospect
11	Viewed in 24-48hrs	Count of leads viewed between 24 and 48 hours of submission by the prospect
12	Viewed over 48hrs	Count of leads viewed more than 48 hours after submission by the prospect
13	Unviewed	Count of leads unviewed
14	Total Viewed	Count of leads that have been viewed