



How-To Guide: Navigate DASH

OVERVIEW

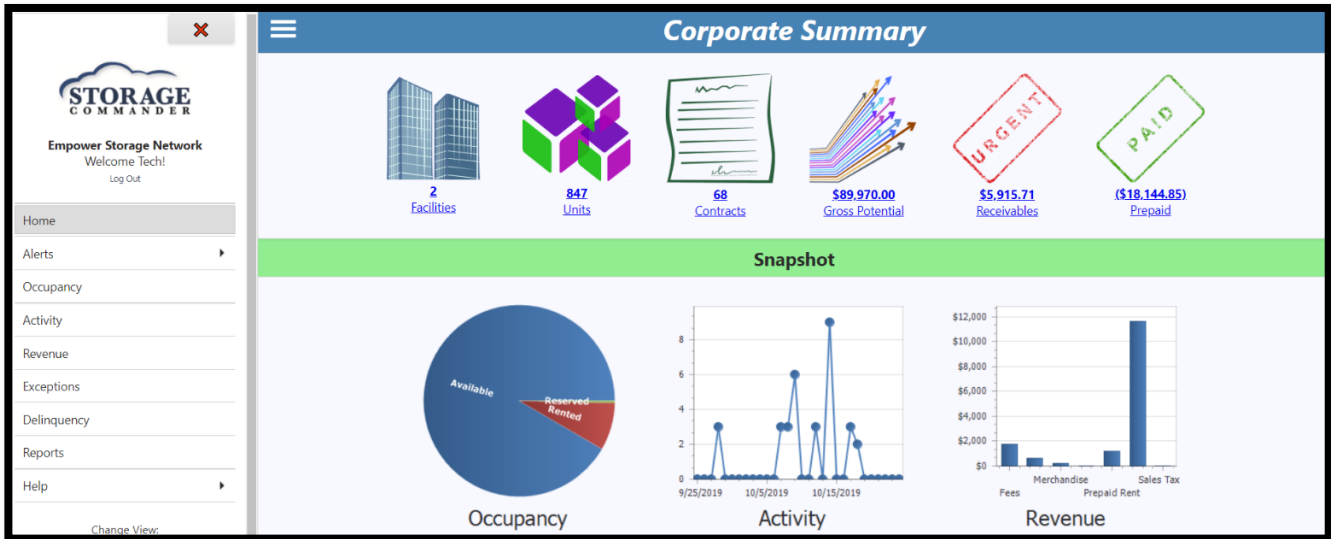
This guide provides step-by-step actions for Navigating Dash Reports from Storage Commander including:

- An overview of DASH.
- What is located on each tab.
- How to run a report.

Note: Not all customers have DASH Reporting with Storage Commander. If interested, please contact your account manager for more information.

About DASH Reports

DASH is a completely browser-based and device independent reporting tool. Dash gives business owners more control and vision into their operation than ever before through an interactive mobile dashboard.



Navigating DASH

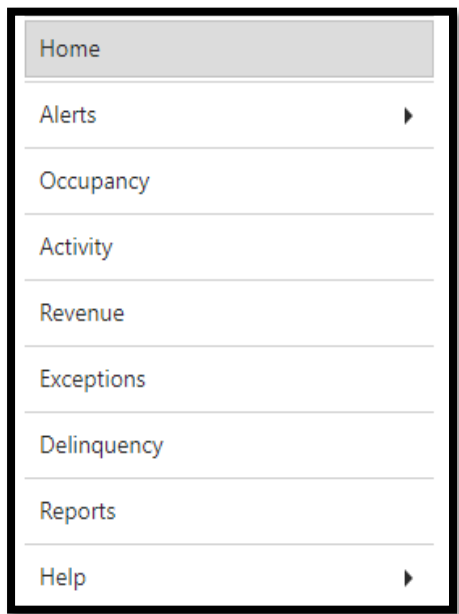
Intuitive and mobile-friendly design allows for seamless navigation while visual charts and graphs allow you to track important trends within your business such as occupancy, revenue, delinquency, and lead conversions.

Home: The Dashboard or the Corporate Summary. This will show a snapshot of the facility occupancy, activity, revenue, exceptions and delinquency. It also will detail any alerts and statistics.

Occupancy: Has detailed charts for unit status, unit condition and unit type. Shows total statistics.

Revenue: Has detailed charts for performance, payments, receipts, charges and prepaid summary. Shows total statistics.

Delinquency: Has detailed charts for delinquency, overlocked, late step and aging summary. Shows total statistics for each category.



Alerts: Is a detailed breakdown of end of day, pending automatic payment, expired credit cards, available units, damage units, dirty units, unavailable units and merchandise quantity.

Activity: Is a snapshot of daily receipts, occupancy transactions, daily occupancy change, exception transactions and contacts converted.

Exceptions: Has a detailed snapshot about exceptions value and adjustments value. Shows statistics for fees.

Reports: Reports can be ran for a single facility or across multiple. Most reports are pulled directly from Storage Commander, but some are specific to DASH.

Help: Whether a request for tech support is needed or further training from instructional videos, the help tab will take you directly to the Support and Solutions tab on Storagecommander.com

Alerts Tab

The Alerts tab has a detailed breakdown of end of day, pending automatic payment, expired credit cards, available units, damage units, dirty units, unavailable units and merchandise quantity. Each one of these sections also has columns for more in-depth information such as: –facility name, number of cards, number of units, daily vacancy loss, etc.

End of Day Alerts				
Facility Name	Number Of Days Behind			
Empower Storage II				

Pending Automatic Payment Alerts				
Facility Name	Number Of Cards	Value Of Cards	New	Failed
No data to display				

Expired Credit Card Alerts		
Facility Name	Number Of Cards	Value Of Cards
No data to display		

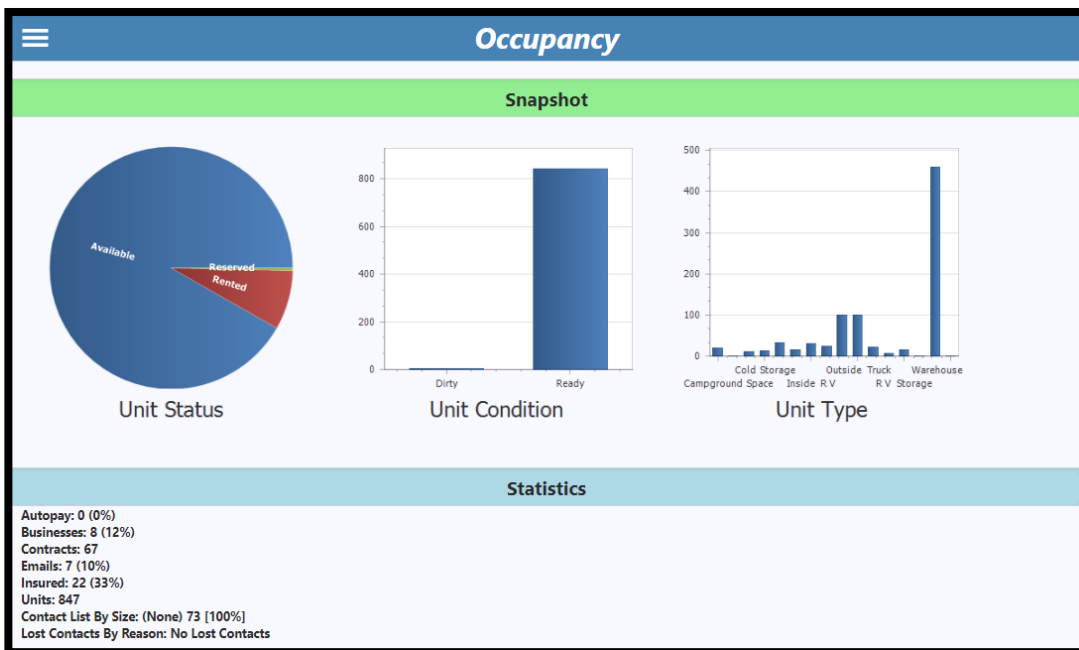
Available Unit Alerts			
Facility Name	Number Of Units	Daily Vacancy Loss	Monthly Vacancy Loss
Empower Storage	84		\$451.89
Empower Storage II	693		\$2,178.08

Damaged Unit Alerts			
Facility Name	Number Of Units	Daily Vacancy Loss	Monthly Vacancy Loss
No data to display			

Dirty Unit Alerts			
Facility Name	Number Of Units	Daily Vacancy Loss	Monthly Vacancy Loss
No data to display			

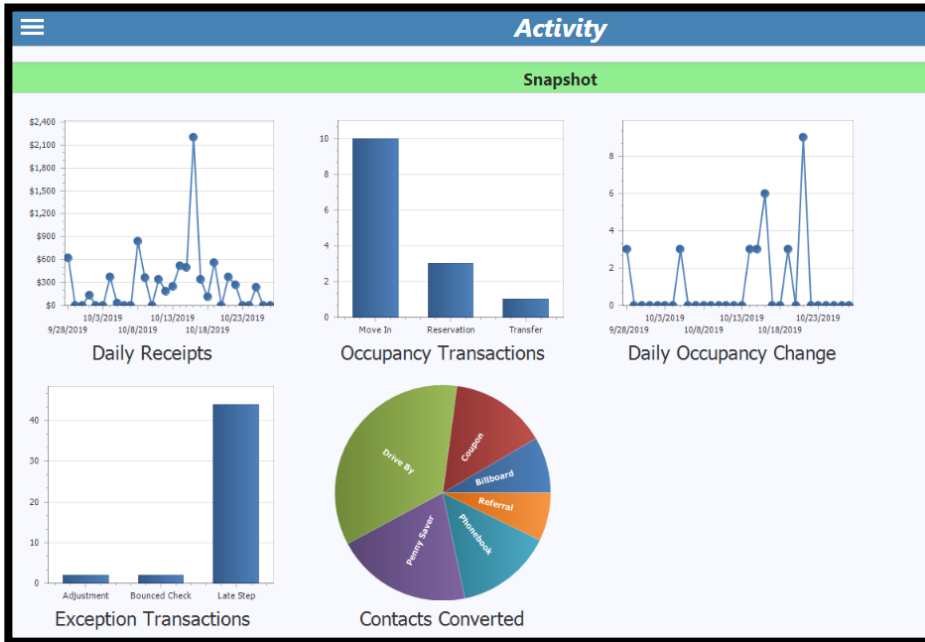
Occupancy Tab

The Occupancy Tab has detailed charts for unit status, unit condition and unit type. Statistics are broken down for autopay, businesses, contracts, emails, insured, units, contact list by size, lost contacts by reason.



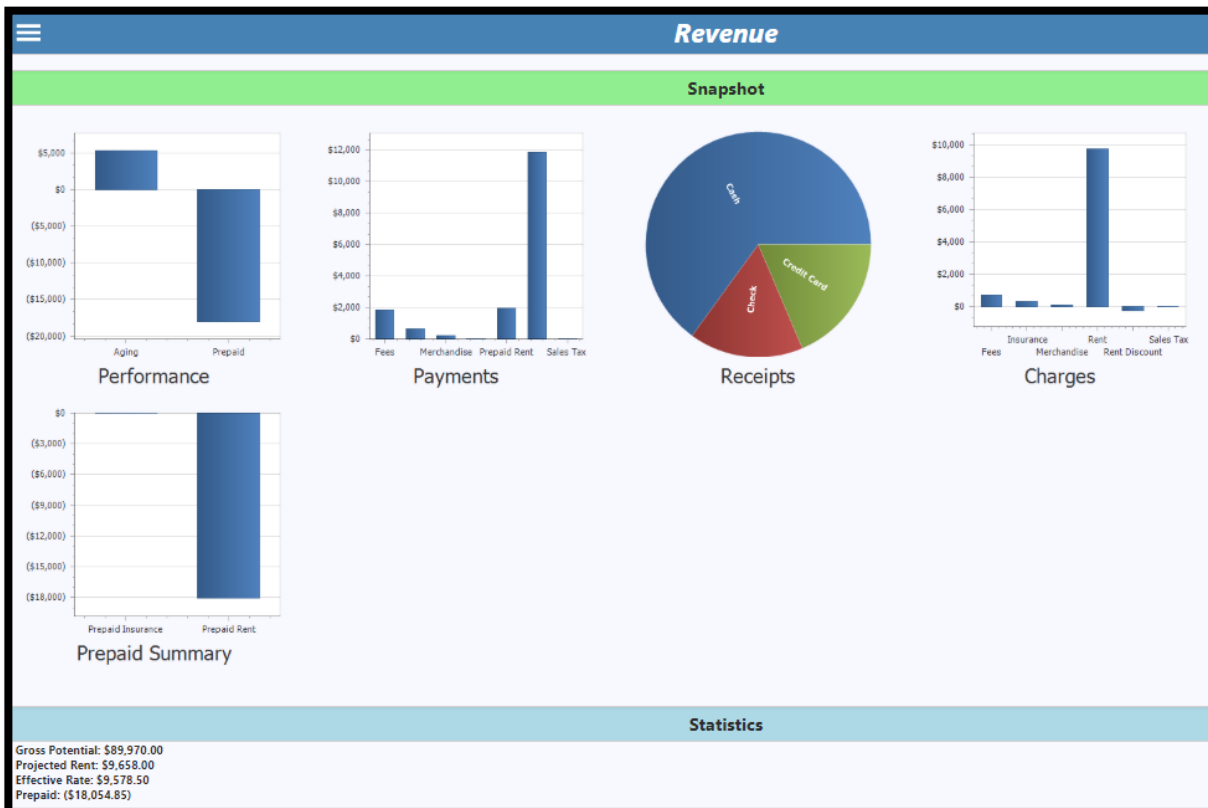
Activity Tab

The Activity tab has detailed charts for a snapshot on daily receipts, occupancy transactions, daily occupancy change, exception transactions and contacts converted.



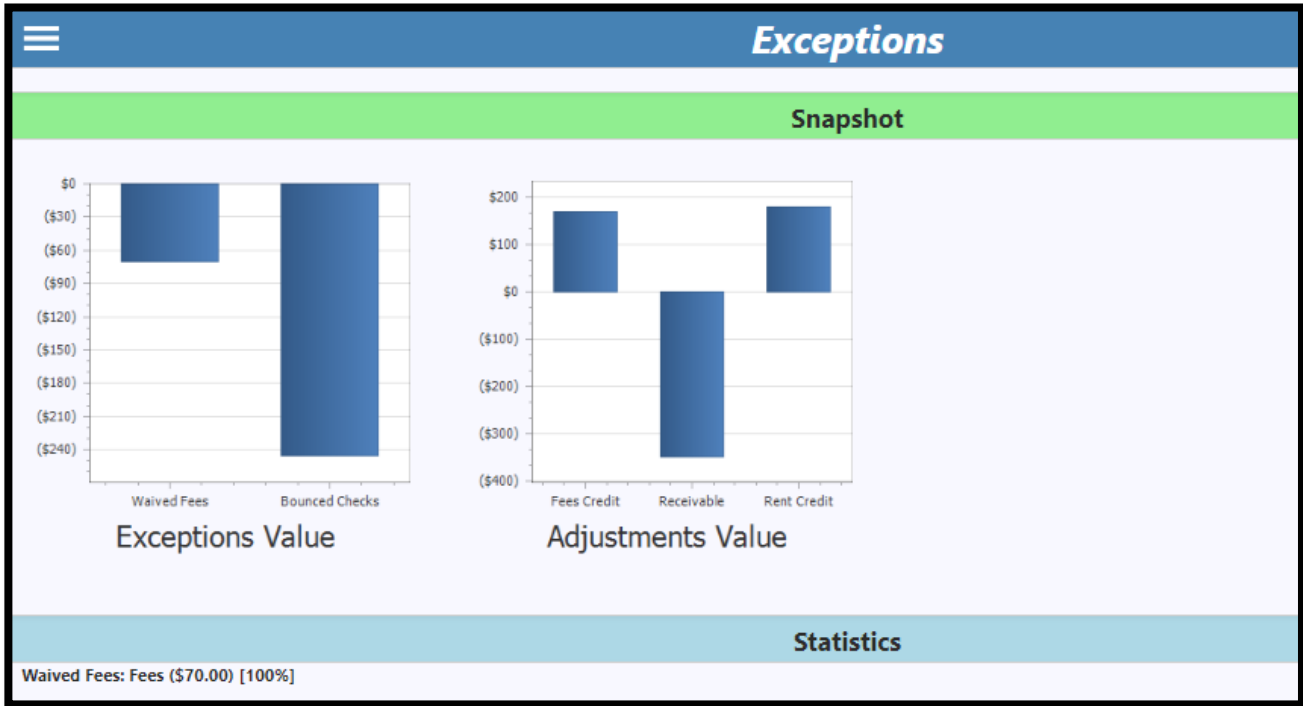
Revenue Tab

The Revenue tab Has detailed charts for performance, payments, receipts, charges and prepaid summary. Statistics are shown for gross potential, projected rent, effective rate and prepaid rent.



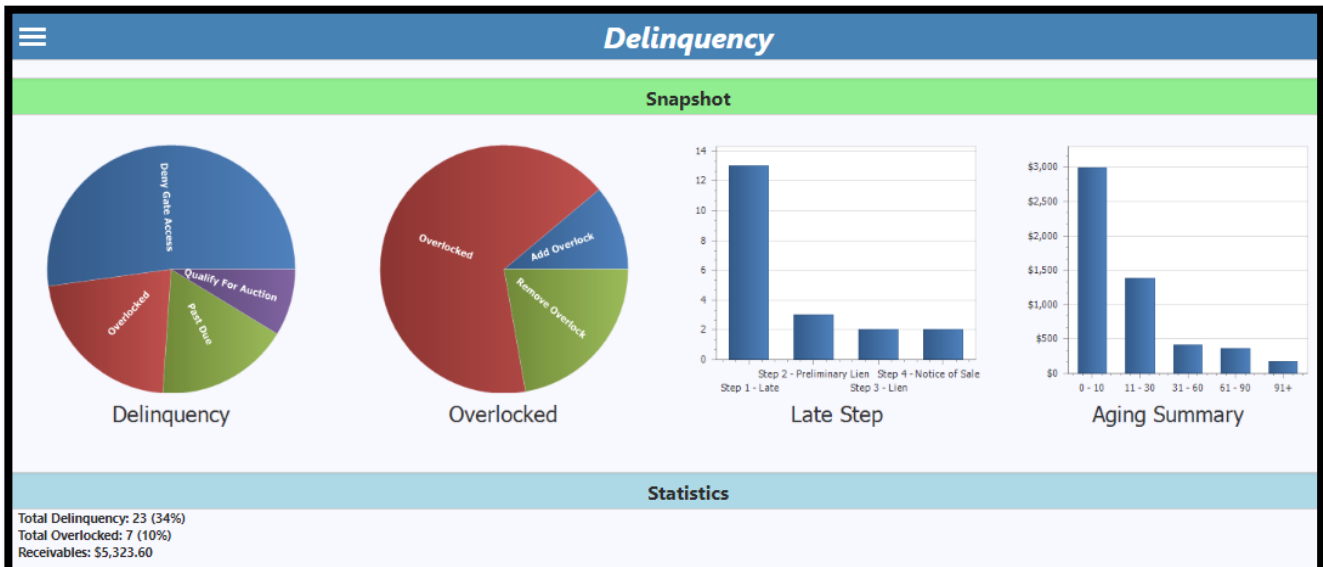
Exceptions Tab

The exceptions tab has a detailed snapshot on exceptions value and adjustments value. It also outlines statistics for fees.



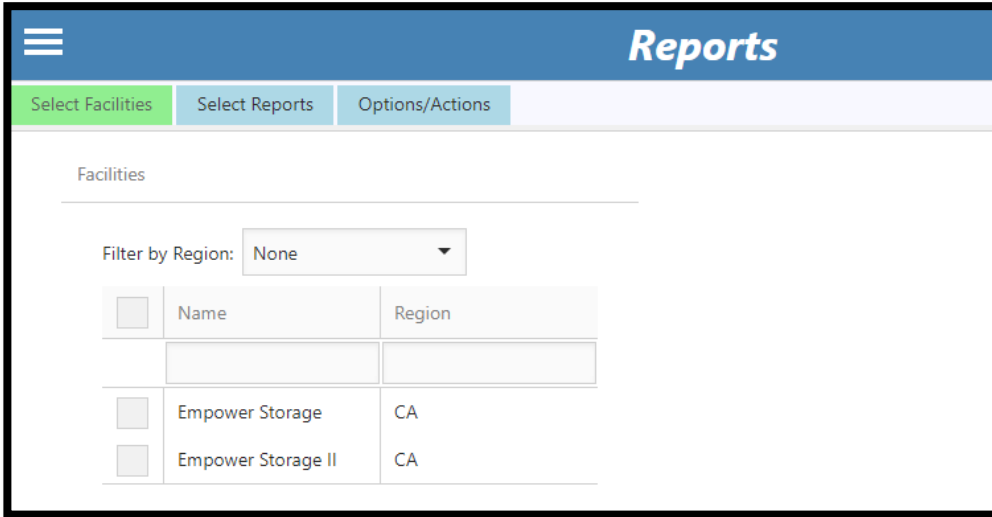
Delinquency Tab

The Delinquency tab has detailed charts for delinquency, overlocked, late step and aging summary. This report also has statistics for total delinquency, total overlocked and receivables.



Reports Tab

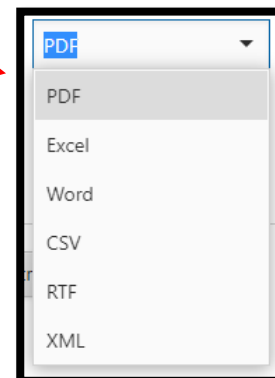
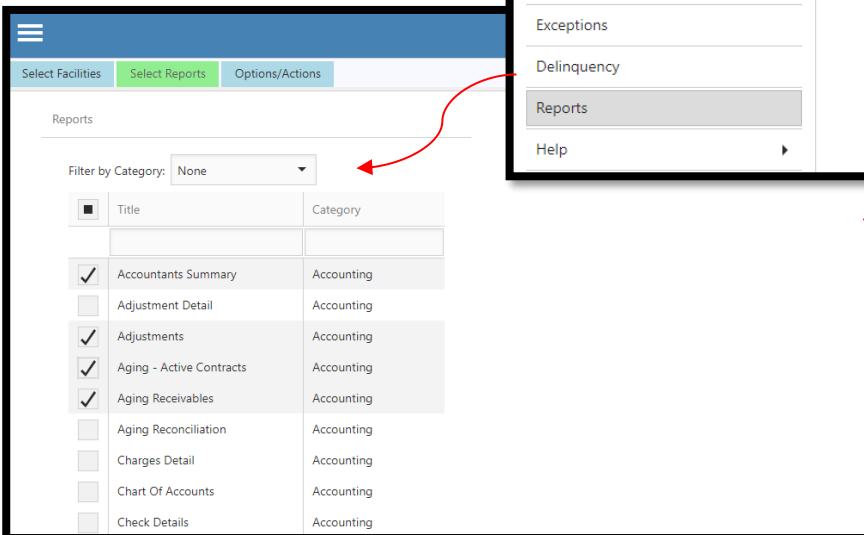
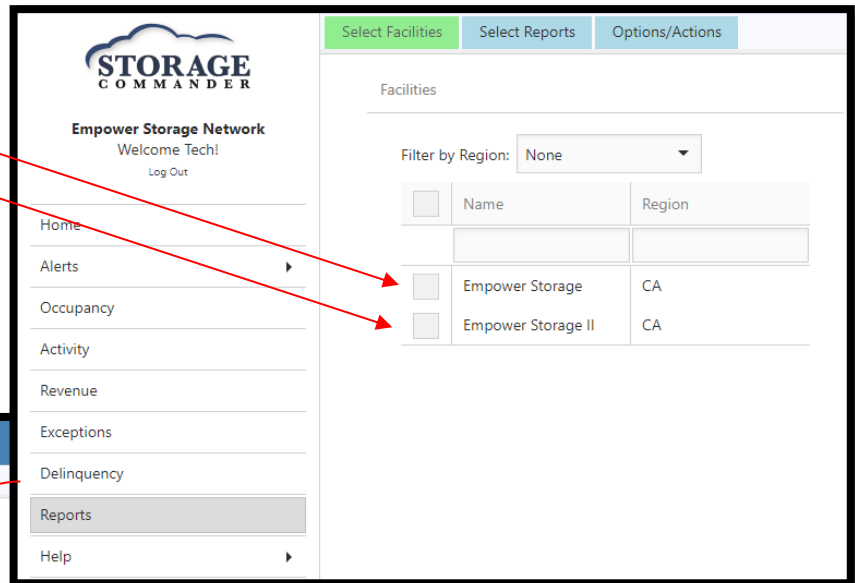
The Reports tab will allow you to select a facility, select the report and run the report for an export option.



Running Reports for a Facility

Reports are assigned to a facility through **DASH/ Reports**. Select the check box next to the facility or facilities that the report (s) will be for and choose "Select Reports". This window allows the selection one or multiple reports to be ran at the same time. Once selected chose "Options/ Action" which will prompt you to select an export option.

To select the facility or facilities, check the box or start typing the facility name in the "Name" field.



General Support Information

We're available to help you with any questions that you might have with using Storage Commander. Our software comes with technical support that is available from 7:00am to 5:00pm Monday through Friday **PST**, and Saturdays from 7:00am to 3:30pm **PST**.

Technical Support for Storage Commander:

Technical Support: 951-301-1187

Fax: 877-600-8412

Digital Fax: 951-813-2548

Email: support@storagecommander.com

Website: www.storagecommander.com/support

Sales for Storage Commander:

Front Office: 951-672-6257

Toll Free: 877-672-6257

Fax: 951-600-8412

Digital Fax: 951-813-2548

Email: sales@storagecommander.com

Website: www.storagecommander.com

For additional information and resources please visit our website at: www.storagecommander.com/support