

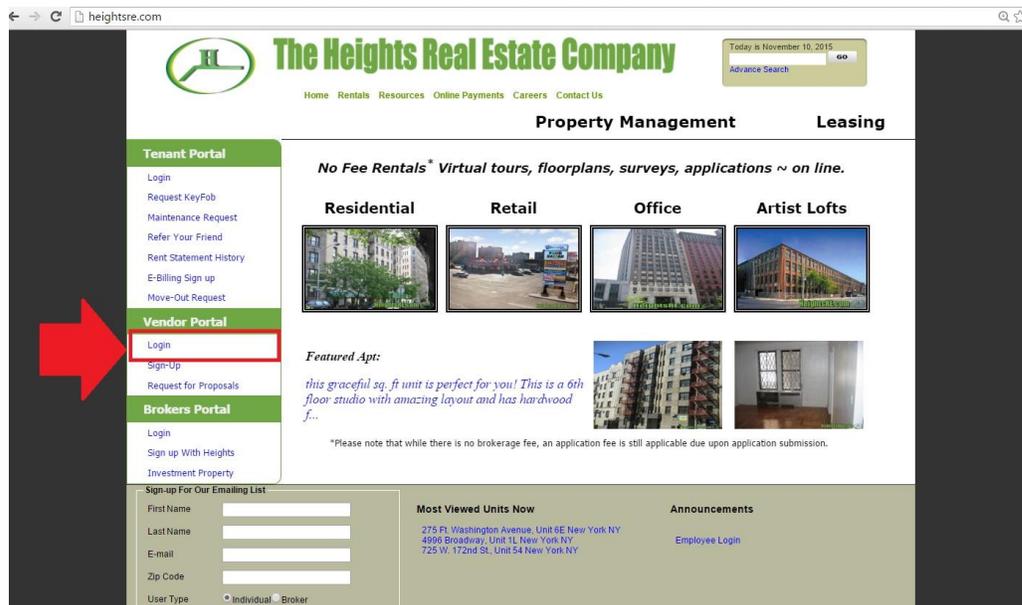
# Heights Management: Vendor Welcome Package – Request for Proposal Picture report Walkthrough. 10/11/2015

## Section #7

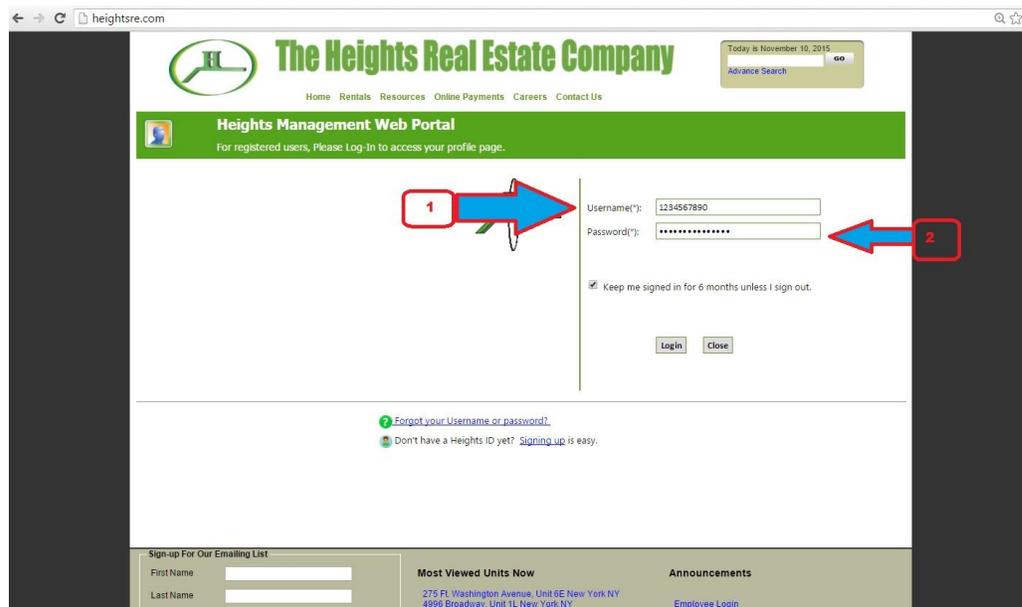
Dear Vendor ,

Please follow the walkthrough and picture sequence below as a guide to viewing the RFP picture report for vendors so you can see the

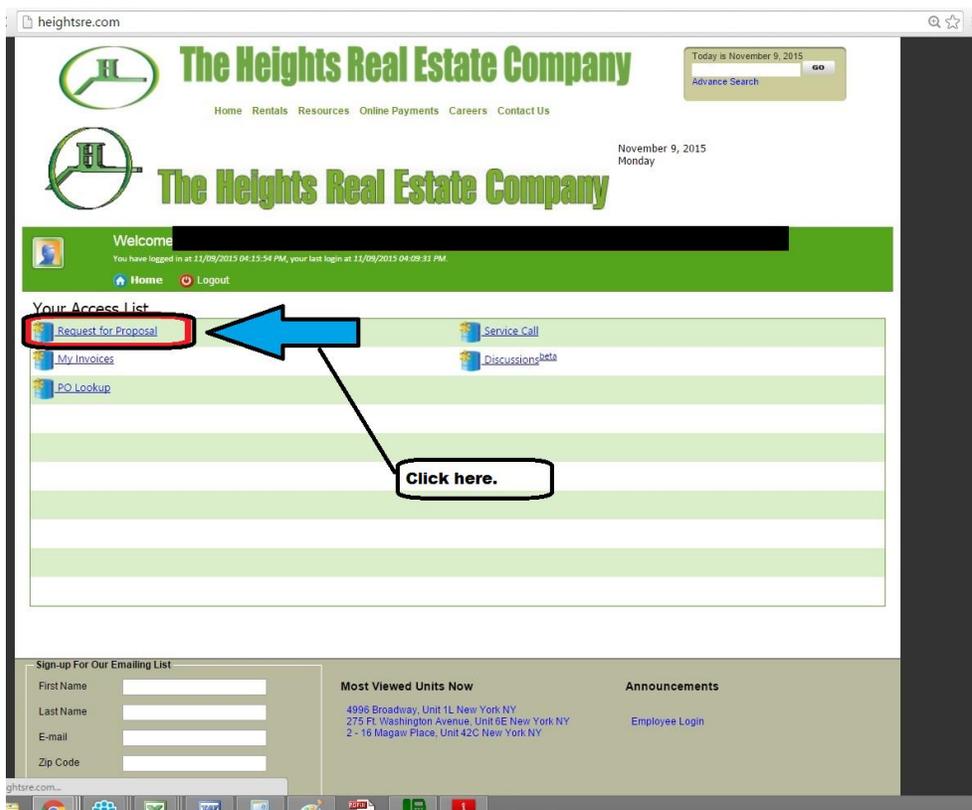
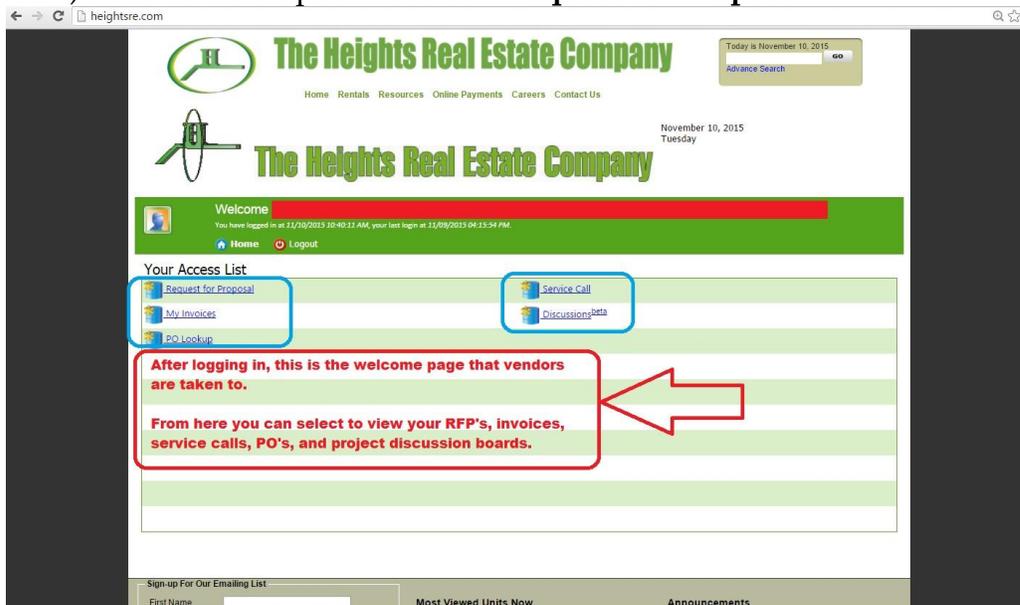
- 1) Go to the Heights Management Website at [www.heightsre.com](http://www.heightsre.com).
- 2) Go to the section labeled “Vendor Portal” and click on the section labeled “Login”



- 3) After clicking login, you will be taken to this page.
- 4) Enter your vendor username and password as shown in the screenshot below.



- 5) After logging in, you will be taken to this page. This is the Vendor homepage. From here, you can select to view your RFP's, open PO's, project discussion boards, service calls and other options.
- 6) Click on the option labeled **"Request for Proposal"**



7) When the RFP display is shown, click on the right hand link that says "Reports"

The screenshot shows the website interface for The Heights Real Estate Company. At the top, there is a logo and the company name. Below that, a navigation bar includes 'Home' and 'Logout'. The main content area is titled 'Estimates' and features a search bar with options for 'Create Picture Report', 'Search RFP', and 'Logout'. A summary line indicates 'Total 136 Estimates With PO#'. Below this is a table with columns: ID, PO#, Status, Building, Job Title, Unit, Date Started, and Link to Reports. Red boxes highlight the 'PO #' and 'Building' headers. A blue box highlights the 'Link to Reports' column, with a red callout box pointing to a 'Reports (1)' link in the first row.

ID	PO#	Status	Building	Job Title	Unit	Date Started	Link to Reports
...	...	Active	...	...	Building	11/5/2015	...
...	...	Active	...	...	Roof	11/5/2015	Reports (1)
...	...	Active	...	...	Roof	11/3/2015	...
...	...	Active	...	...	Roof	10/29/2015	...
...	...	Active	...	...	Roof	10/22/2015	...
...	...	Active	...	...	Building	10/20/2015	...
...	...	Active	...	...	Bulkhead	10/20/2015	...
...	...	Active	...	...	Building	10/20/2015	...
...	...	Active	...	...	Building	10/20/2015	...
...	...	Active	...	...	Roof	10/13/2015	...
...	...	Active	...	...	Roof	9/30/2015	...
...	...	Active	...	...	Roof	9/21/2015	...
...	...	Active	...	...	Roof	9/21/2015	...

8) Clicking on the link will lead to the display shown below :

The screenshot shows the 'Vendor Picture Responses' page. It features a table with columns: ID, Units Inspected, Lease Holder, Date and Time, and Posted-person. A red box highlights the 'Vendor Name', 'Building Address', and 'PO' fields above the table. The table contains one entry with ID '1' and a date of '11/6/2015 9:38:00 PM'. A 'Total: 1' is shown at the bottom right of the table. A '[ Close ]' button is located below the table.

ID	Units Inspected	Lease Holder	Date and Time	Posted-person
1			11/6/2015 9:38:00 PM	

9) Clicking on the Link will open up this new window where you can view pictures showing job progress.

Building:		POS:	
Unit:		Date Issued:	11/05/2015
Lease Holder:		Job Status:	Active
Date of Report:	11/06/2015	Time of Report:	09:38 PM
Description:			
Pictures: <input type="button" value="Attach Picture"/>			
UpdateBy:Android:			
Latitude:		Longitude:	
Address:		Distance:	
Current Responder:			
Respondee Email:			
<b>Discussion Number# 334083</b>			
All Recipients:		Copy Participants	
● Subscribed		● thuang@heightsre.com	
● Unsubscribed		● vkoni@heightsre.com	
		Additional Copy Persons:	
		● [Redacted]	
<a href="#">Photo Slideshow/Photo Thumbnails</a> <a href="#">My Discussions</a> <a href="#">My Follow Ups</a> <a href="#">Follow Up Document</a>			
<b>All Files (40)</b> <b>Picture (40)</b>			
40.	tn_IMG_0253.JPG	11/06/2015 09:39 PM	22 K
39.	tn_IMG_0252.JPG	11/06/2015 09:39 PM	27 K
38.	tn_IMG_0251.JPG	11/06/2015 09:39 PM	27 K