



Using Events – Use Case Scenarios

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Top Uses of Events

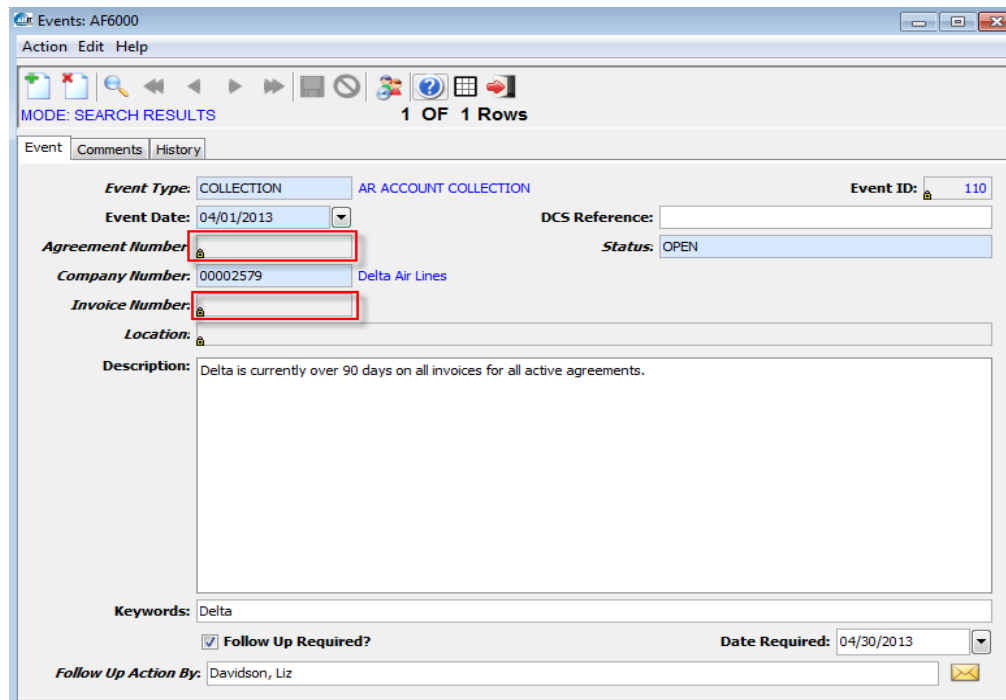
- Collections
- Disputed Charges
- Bankruptcy
- Tenant Default
- Airport/Seaport Operator action item
 - Rent Adjustments
 - Facility Maintenance
 - Inspections
- Tenant Construction/Alterations
- Tenant Occupy/Vacate Notices
- RFP/Bid Process
- Document Review/Execution Tracking
- Report Receipt Tracking

Event Associations

- Events can be set at the various levels:
 - Company – associated to a specific company which could encompass the company's Agreements and Invoices
 - Agreement – associated to a company's specific Agreement
 - Invoice – associated to specific Invoice
 - Location – associated with a specific Space ID

Company Event Example

- Collections and Bankruptcy



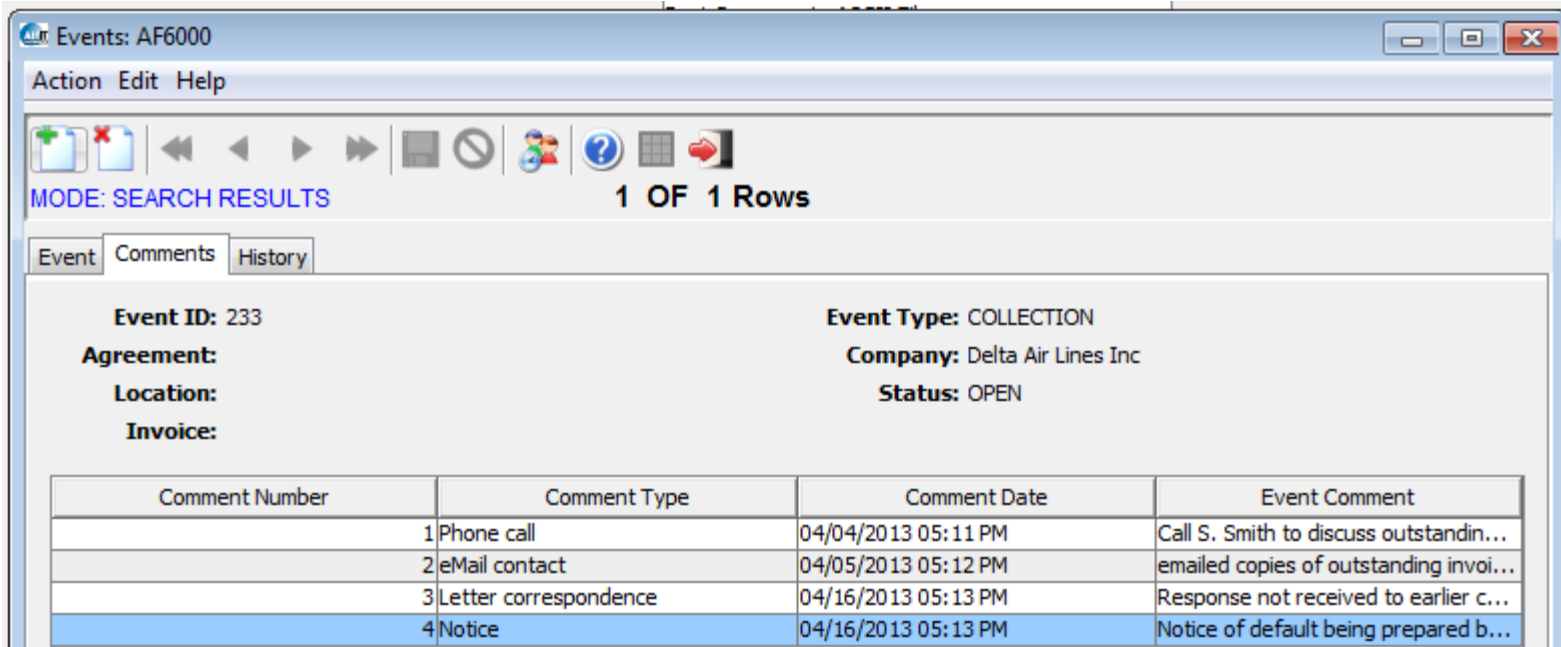
The screenshot shows a web application window titled "Events: AF6000". The interface includes a menu bar with "Action", "Edit", and "Help". Below the menu is a toolbar with various icons. The main content area displays "MODE: SEARCH RESULTS" and "1 OF 1 Rows". The event details are as follows:

- Event Type:** COLLECTION (AR ACCOUNT COLLECTION)
- Event ID:** 110
- Event Date:** 04/01/2013
- DCS Reference:** (empty field)
- Agreement Number:** (empty field, highlighted with a red box)
- Status:** OPEN
- Company Number:** 00002579 (Delta Air Lines)
- Invoice Number:** (empty field, highlighted with a red box)
- Location:** (empty field)
- Description:** Delta is currently over 90 days on all invoices for all active agreements.
- Keywords:** Delta
- Follow Up Required?:**
- Date Required:** 04/30/2013
- Follow Up Action By:** Davidson, Liz

Note: the Agreement Number and Invoice Number fields are blank

Company Event Example - continued

- Collections and Bankruptcy



The screenshot shows a software interface for managing events. The window title is "Events: AF6000". The menu bar includes "Action", "Edit", and "Help". Below the menu bar is a toolbar with various icons for file operations and navigation. The main area displays "MODE: SEARCH RESULTS" and "1 OF 1 Rows". There are three tabs: "Event", "Comments", and "History". The "Comments" tab is active, showing event details and a table of comments.

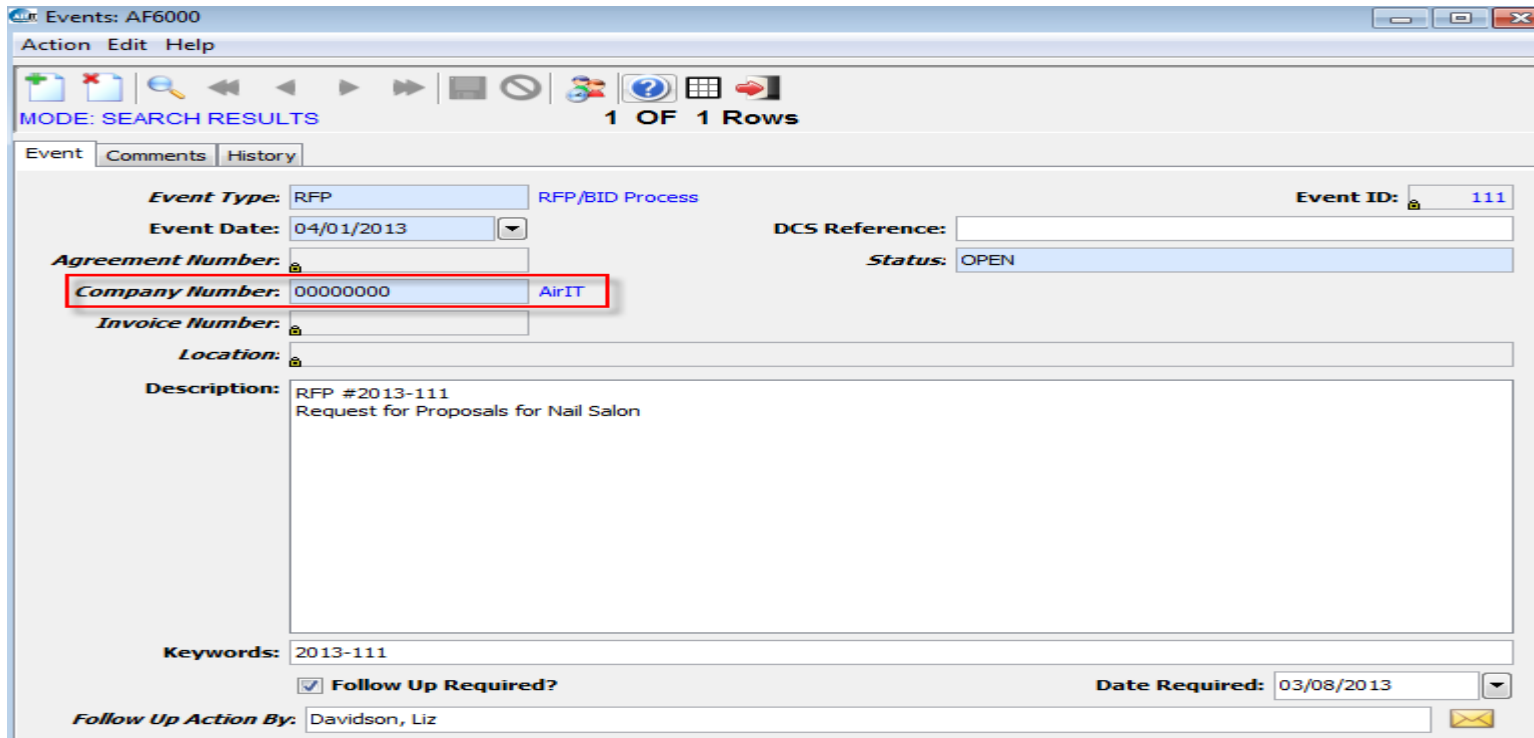
Event ID: 233
Event Type: COLLECTION
Agreement:
Company: Delta Air Lines Inc
Location:
Status: OPEN
Invoice:

Comment Number	Comment Type	Comment Date	Event Comment
1	Phone call	04/04/2013 05:11 PM	Call S. Smith to discuss outstandin...
2	eMail contact	04/05/2013 05:12 PM	emailed copies of outstanding invoi...
3	Letter correspondence	04/16/2013 05:13 PM	Response not received to earlier c...
4	Notice	04/16/2013 05:13 PM	Notice of default being prepared b...

Note: comments are used to documents the steps taken to resolve Event

Company Event Example

- RFP/Bid Process



The screenshot shows a web application window titled "Events: AF6000". The interface includes a menu bar (Action, Edit, Help), a toolbar with navigation icons, and a status bar indicating "MODE: SEARCH RESULTS" and "1 OF 1 Rows". The main content area is divided into tabs: "Event", "Comments", and "History". The "Event" tab is active, displaying the following details:

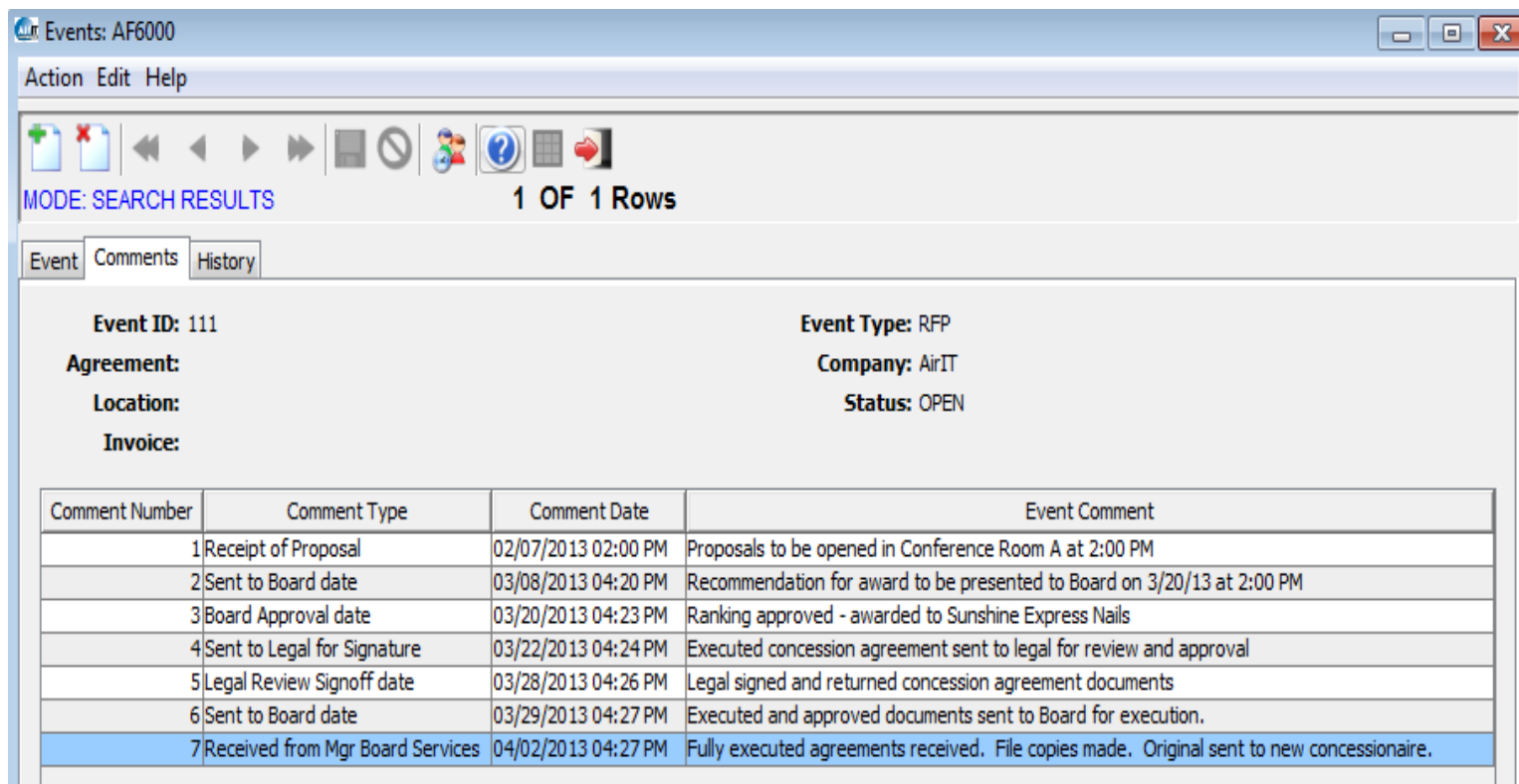
- Event Type:** RFP (RFP/BID Process)
- Event Date:** 04/01/2013
- Event ID:** 111
- DCS Reference:** (empty field)
- Status:** OPEN
- Company Number:** 00000000 (highlighted with a red box, associated with AirIT)
- Invoice Number:** (empty field)
- Location:** (empty field)
- Description:** RFP #2013-111
Request for Proposals for Nail Salon
- Keywords:** 2013-111
- Follow Up Required?:**
- Date Required:** 03/08/2013
- Follow Up Action By:** Davidson, Liz

Date Required is set for each step as they come due as shown in next slide.

Note: the Company associated with the event is the Airport/Seaport Operator

Company Event Example - continued

- RFP/Bid Process



The screenshot shows a web application window titled 'Events: AF6000'. The interface includes a menu bar (Action, Edit, Help), a toolbar with navigation icons, and a status bar indicating 'MODE: SEARCH RESULTS' and '1 OF 1 Rows'. Below the toolbar are tabs for 'Event', 'Comments', and 'History'. The main content area displays event details:

- Event ID:** 111
- Event Type:** RFP
- Agreement:**
- Company:** AirIT
- Location:**
- Status:** OPEN
- Invoice:**

Below the details is a table with the following data:

Comment Number	Comment Type	Comment Date	Event Comment
1	Receipt of Proposal	02/07/2013 02:00 PM	Proposals to be opened in Conference Room A at 2:00 PM
2	Sent to Board date	03/08/2013 04:20 PM	Recommendation for award to be presented to Board on 3/20/13 at 2:00 PM
3	Board Approval date	03/20/2013 04:23 PM	Ranking approved - awarded to Sunshine Express Nails
4	Sent to Legal for Signature	03/22/2013 04:24 PM	Executed concession agreement sent to legal for review and approval
5	Legal Review Signoff date	03/28/2013 04:26 PM	Legal signed and returned concession agreement documents
6	Sent to Board date	03/29/2013 04:27 PM	Executed and approved documents sent to Board for execution.
7	Received from Mgr Board Services	04/02/2013 04:27 PM	Fully executed agreements received. File copies made. Original sent to new concessionaire.

Comments are added for each step of the process.

Agreement Event Example

- Tenant Occupancy/Vacancy, Tenant Construction/Alteration, Airport/Seaport Action Item

Events: AF6000

Action Edit Help

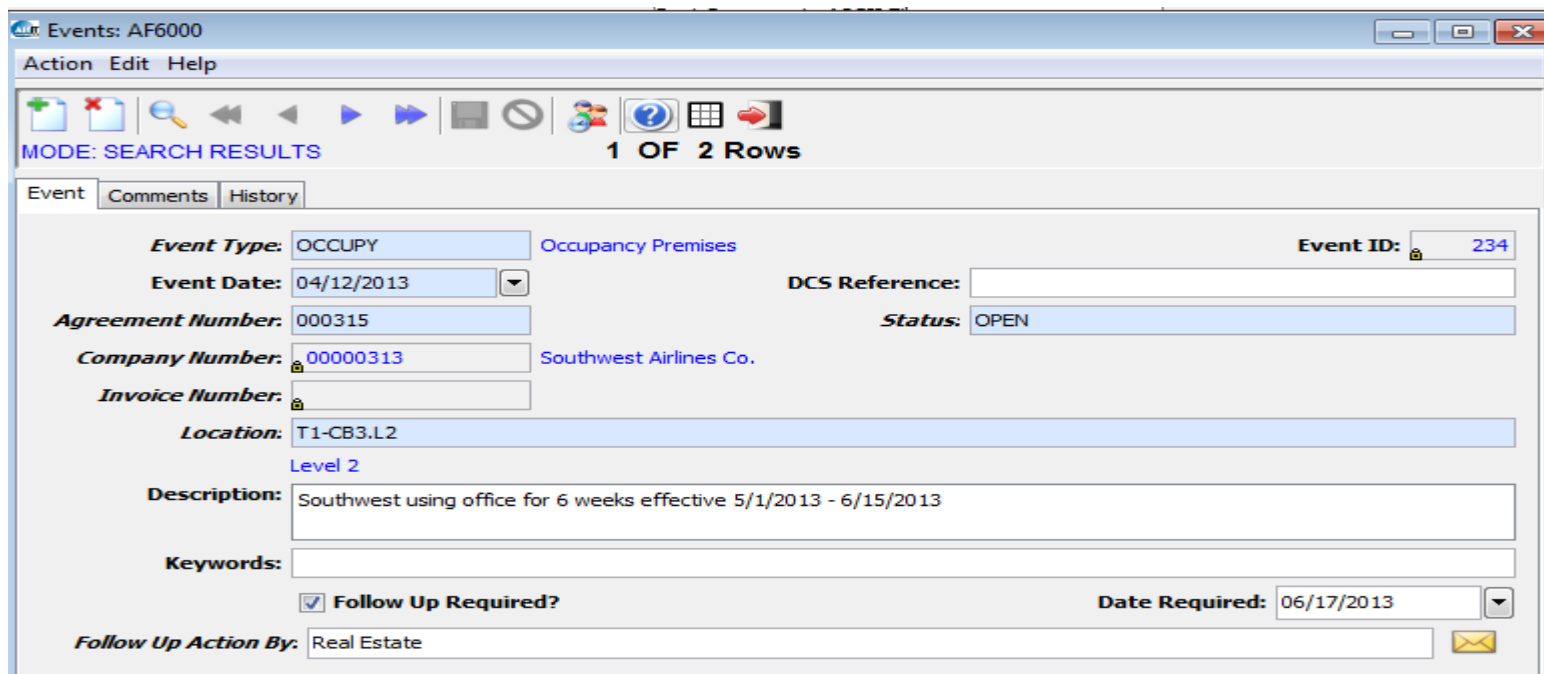
MODE: SEARCH RESULTS 1 OF 2 Rows

Event Comments History

Event Type: OCCUPY Occupancy Premises **Event ID:** 234
Event Date: 04/12/2013 **DCS Reference:**
Agreement Number: 000315 **Status:** OPEN
Company Number: 00000313 Southwest Airlines Co.
Invoice Number:
Location: T1-CB3.L2
 Level 2
Description: Southwest using office for 6 weeks effective 5/1/2013 - 6/15/2013
Keywords:
 Follow Up Required? **Date Required:** 05/01/2013
Follow Up Action By: Real Estate

Agreement Event Example - continued

- Tenant Occupancy/Vacancy, Tenant Construction/Alteration, Airport/Seaport Action Item



Events: AF6000

Action Edit Help

MODE: SEARCH RESULTS 1 OF 2 Rows

Event | Comments | History

Event Type: OCCUPY Occupancy Premises **Event ID:** 234

Event Date: 04/12/2013 **DCS Reference:**

Agreement Number: 000315 **Status:** OPEN

Company Number: 00000313 Southwest Airlines Co.

Invoice Number:

Location: T1-CB3.L2
Level 2

Description: Southwest using office for 6 weeks effective 5/1/2013 - 6/15/2013

Keywords:

Follow Up Required? **Date Required:** 06/17/2013

Follow Up Action By: Real Estate

- In addition to comments being added, the Follow Up Required and Date Required are updated.

Invoice Event Example

- Disputed Amount

Events: AF6000

Action Edit Help

MODE: SEARCH RESULTS 3 OF 3 Rows

Event Comments History

Event Type: DISPUTE Disputed Charge **Event ID:** 235

Event Date: 04/02/2013 **DCS Reference:**

Agreement Number: 003363 **Status:** OPEN

Company Number: 00000293 Aircraft Service International, Inc.

Invoice Number: 2012-11-AIR-94789

Location:

Description: Disputed charges - line one

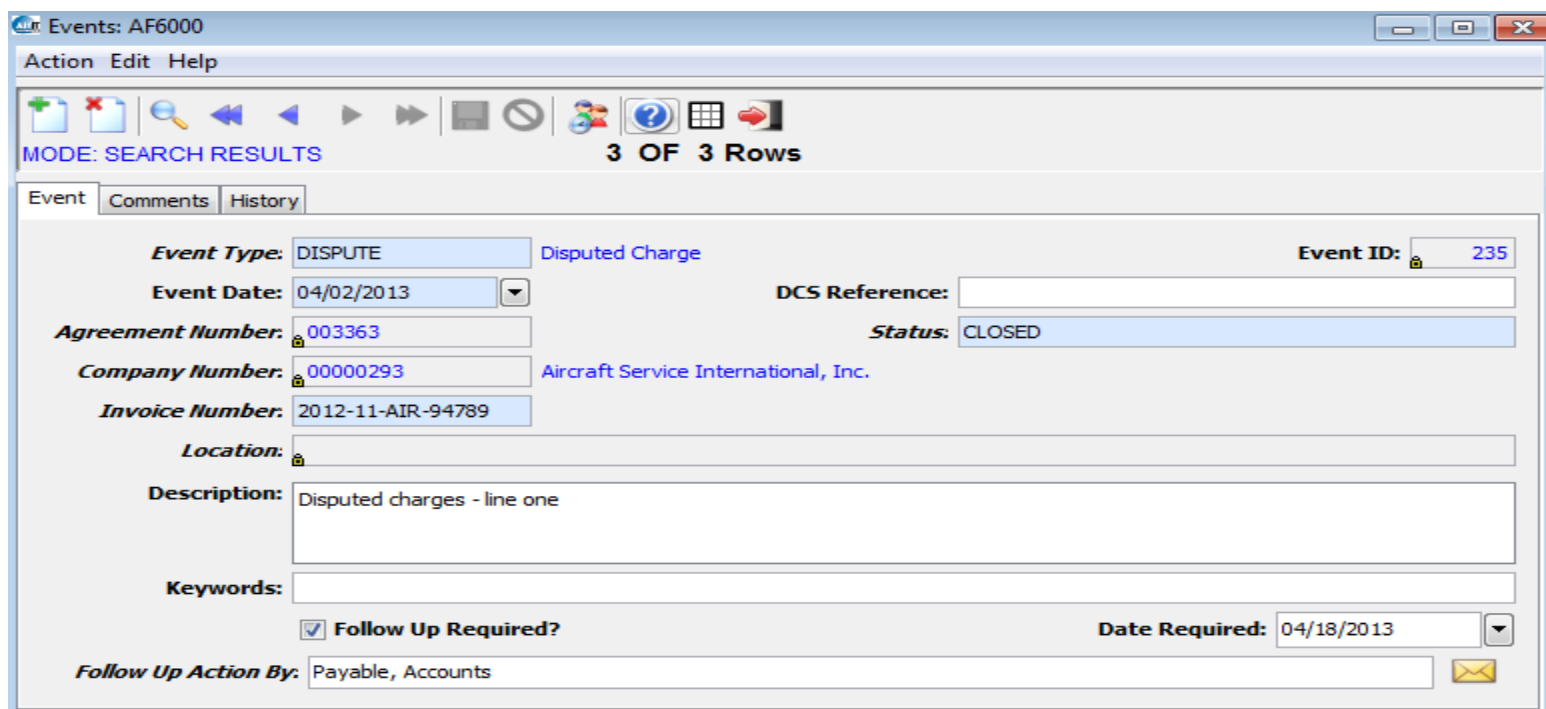
Keywords:

Follow Up Required? **Date Required:** 04/05/2013

Follow Up Action By: Payable, Accounts

Invoice Event Example - continued

- Disputed Amount



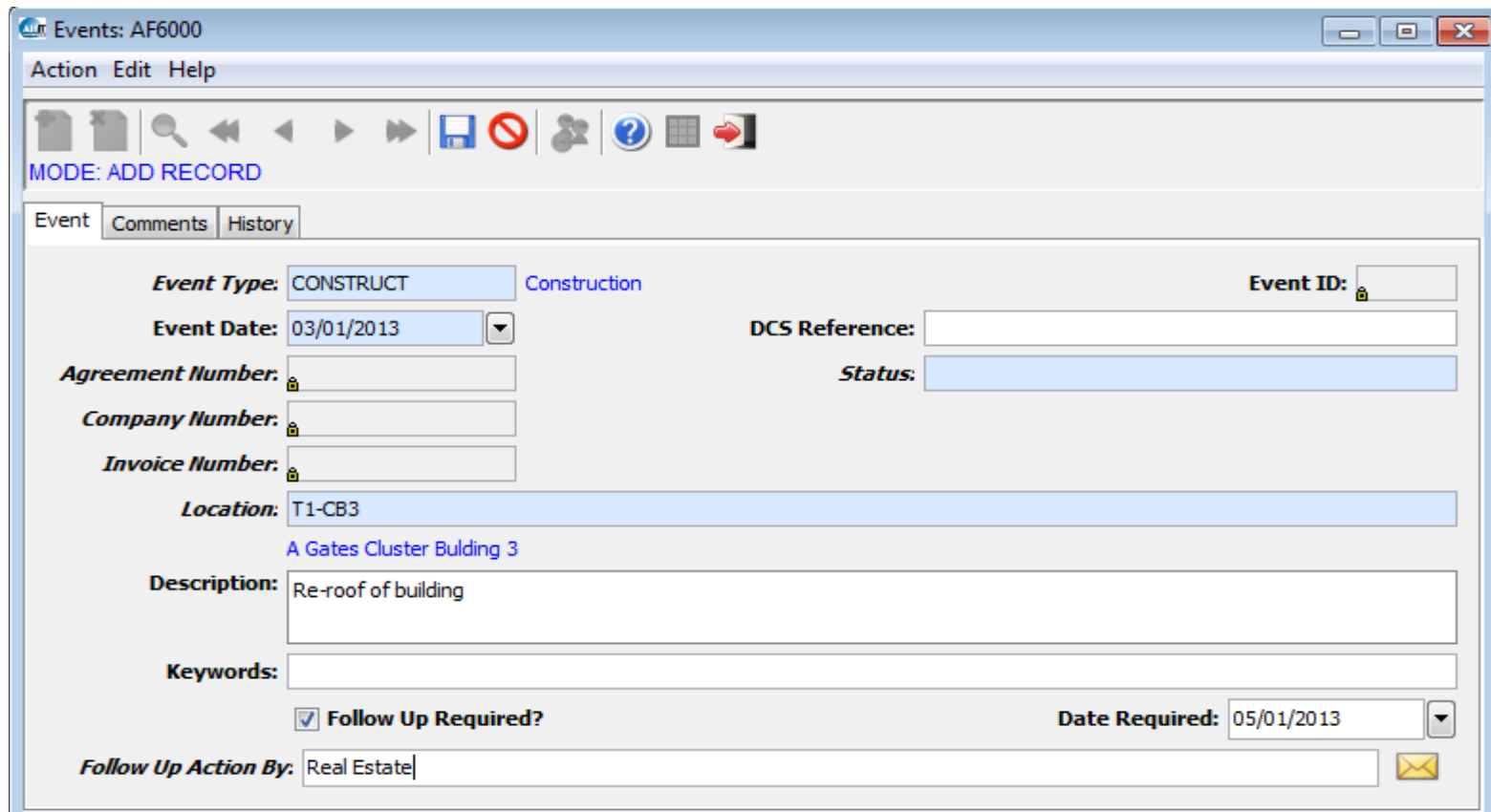
The screenshot shows a web application window titled "Events: AF6000". The interface includes a menu bar (Action, Edit, Help), a toolbar with navigation icons, and a status bar indicating "MODE: SEARCH RESULTS" and "3 OF 3 Rows". Below the toolbar are tabs for "Event", "Comments", and "History". The main form contains the following fields:

- Event Type:** DISPUTE (with a link to "Disputed Charge")
- Event ID:** 235
- Event Date:** 04/02/2013
- DCS Reference:** (empty field)
- Agreement Number:** 003363
- Status:** CLOSED
- Company Number:** 00000293 (with a link to "Aircraft Service International, Inc.")
- Invoice Number:** 2012-11-AIR-94789
- Location:** (empty field)
- Description:** Disputed charges - line one
- Keywords:** (empty field)
- Follow Up Required?**
- Date Required:** 04/18/2013
- Follow Up Action By:** Payable, Accounts

Comments are entered to log steps taken, Follow Up and Date Required is updated appropriately and Event is set to Closed when completed

Location Event Example

- Construction/Alteration of space



Events: AF6000

Action Edit Help

MODE: ADD RECORD

Event | Comments | History

Event Type: CONSTRUCT Construction **Event ID:**

Event Date: 03/01/2013 **DCS Reference:**

Agreement Number: **Status:**

Company Number:

Invoice Number:

Location: T1-CB3
A Gates Cluster Bulding 3

Description: Re-roof of building

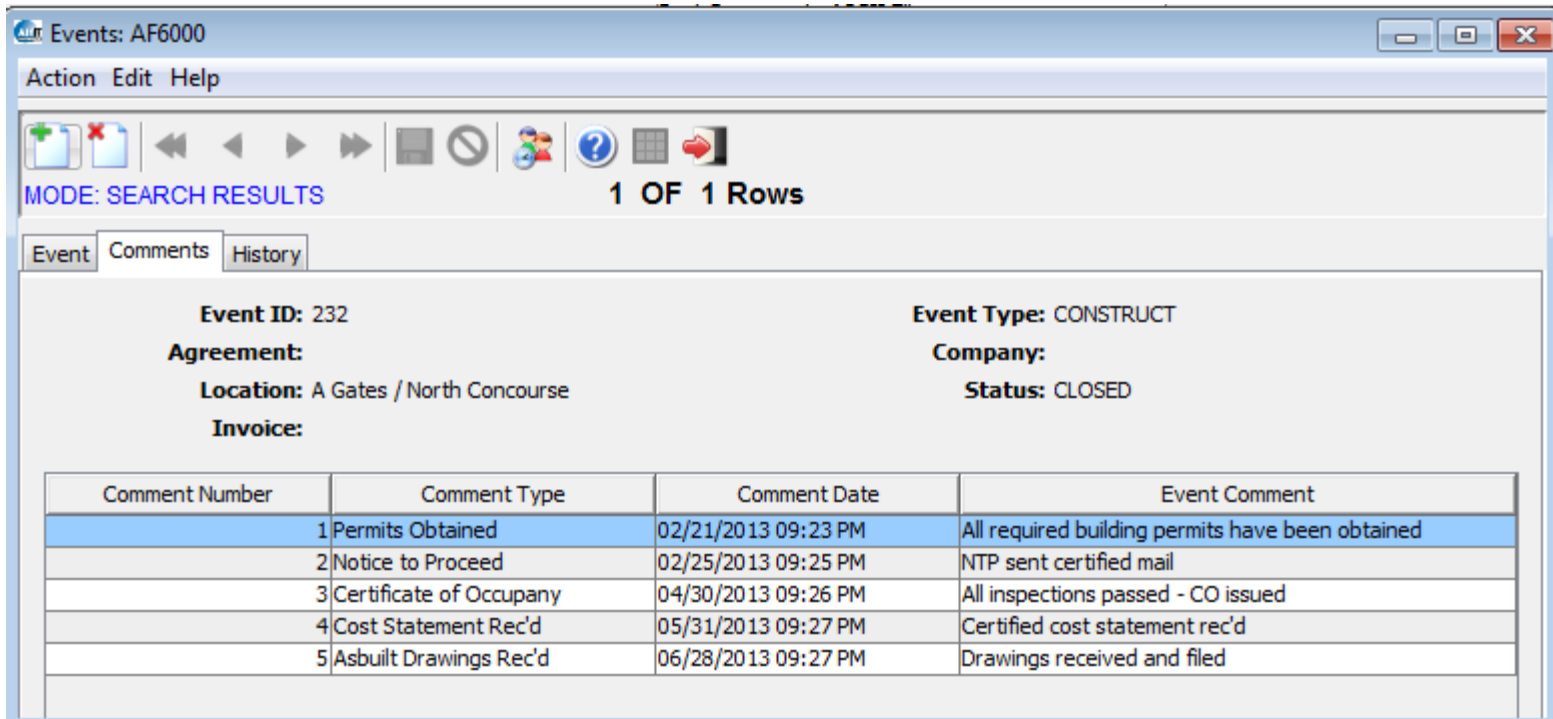
Keywords:

Follow Up Required? **Date Required:** 05/01/2013

Follow Up Action By: Real Estate

Location Event Example - continued

- Construction/Alteration of space



Events: AF6000

Action Edit Help

MODE: SEARCH RESULTS 1 OF 1 Rows

Event Comments History

Event ID: 232 **Event Type:** CONSTRUCT

Agreement: **Company:**

Location: A Gates / North Concourse **Status:** CLOSED

Invoice:

Comment Number	Comment Type	Comment Date	Event Comment
1	Permits Obtained	02/21/2013 09:23 PM	All required building permits have been obtained
2	Notice to Proceed	02/25/2013 09:25 PM	NTP sent certified mail
3	Certificate of Occupancy	04/30/2013 09:26 PM	All inspections passed - CO issued
4	Cost Statement Rec'd	05/31/2013 09:27 PM	Certified cost statement rec'd
5	Asbuilt Drawings Rec'd	06/28/2013 09:27 PM	Drawings received and filed

Comments appear in the order that they are added

Event Summary Report

Event Summary Report: AF0014

Action Edit Help

Event Summary Report

The Event Summary Report contains a summary of events that have been entered in PROPworks on the Events screen. You can limit the report by campus, agreement number, event type, event status, company name, location, invoice number, follow-up contact, agreement status, or billing status.

Report Options:

Destination Type: PDF

Campus: ALL

Agreement Number: ALL

Event Type: COLLECTION

Event Status: OPEN

Company Name: All Companies

Location: ALL

Invoice Number: ALL

Follow Up Contact: Receivable, Accounts

Agreement Status: ALL

Billing Status: ALL

Sort By: Company Name

Starting Event Date: 04/01/2013 Ending Event Date: 04/30/2013

Submit Reset Close

Event Summary Report Sample

Report: AR0014

Middleton County Department of Aviation

Printed: 04/16/2013

Event Summary Report[Sorted by Company Name]

Page 2 of 3

Event Id	Event Type	Date	Company	Location	Agreement	Agreement Type	Follow Up By	Follow Up Due Date	Status
233	COLLECTION	4/3/13 12:00 AM	Delta Air Lines Inc				Receivable, Accounts	4/10/13 12:00 AM	OPEN

Invoice Number:

Description: Tenant is over 90 days past due on most invoices

Comment Number	Comment Type	Comment Date	Comment
1	PHONE	4/4/13 5:11 PM	Call S. Smith to discuss outstanding invoices. Requested copies of invoices be faxed to her
2	EMAIL	4/5/13 5:12 PM	emailed copies of outstanding invoices to S Smith as requested
3	LETTER	4/16/13 5:13 PM	Response not received to earlier communication. Letter sent
4	NOTICE	4/16/13 5:13 PM	Notice of default being prepared by legal

Event Action Report

Event Action Report: AF0008

Action Edit Help

Event Action Report

The Event Action Report lists events that have a follow up by date.

Report Options:

Destination Type: PDF

Event Type: COLLECTION

Event Status: OPEN

Follow Up Contact: ALL

Starting Event Date: 04/01/2013 **Ending Event Date:** 04/30/2013

Agreement Events

Campus: ALL

Agreement Number: ALL

Agreement Company: All Companies

Agreement Status: ALL

Billing Status: ALL

Company Events

Company Number: All Companies

Location Events

Location: ALL

Invoice Events

Invoice Number: ALL

Event Action Report Sample

Report: AR0008

Middleton County Department of Aviation

Printed: 04/16/2013

Event Action Report

Page 2 of 3

Company Reports

Company: Delta Air Lines Inc

Company#: 00000005

Type: Airline

Status: FULL-ACT

Event Number	Event Type	Event Status	Follow Up By	Follow Up Due Date	Event Desc.
	Comment Number	Comment Type		Comment Date	Comment
233	COLLECTION	OPEN	Receivable, Accounts	04/10/2013	Tenant is over 90 days past due on most invoices
	1	PHONE		4/4/13 5:11 PM	Call S. Smith to discuss outstanding invoices. Requested copies of invoices be faxed to her
	2	EMAIL		4/5/13 5:12 PM	emailed copies of outstanding invoices to S Smith as requested
	3	LETTER		4/16/13 5:13 PM	Response not received to earlier communication. Letter sent
	4	NOTICE		4/16/13 5:13 PM	Notice of default being prepared by legal

Event History Report

Event History Report: AF0021

Action Edit Help

Event History Report

The Event History Report contains a summary of events that have recorded history. You can limit the report by campus, agreement number, event type, event status, company name, location, invoice number, follow-up contact, agreement status, or billing status .

Report Options:

Destination Type: PDF

Campus: ALL

Agreement Number: ALL

Event Type: CONSTRUCT

Event Status: ALL

Company Name: All Companies

Location: ALL

Invoice Number: ALL

Follow Up Contact: ALL

Agreement Status: ALL

Billing Status: ALL

Sort By: Agreement Number

Submit Reset Close

Event History Report Sample

Report: AR0021

Middleton County Department of Aviation

Printed: 04/16/2013

Event History Report- Sort By Agreement Number

Page 2 of 3

Event Id	Event Type	Date	Company	Location	Agreement	Agreement Type	Follow Up By	Follow Up Due Date	Status
232	CONSTRUCT	2/7/13 12:00 AM		A Gates / North			Real Estate	7/1/13 12:00 AM	CLOSED

Invoice Number:

Description: Refurb of Gates on North Concourse

History Date	Status	Follow Up By	Follow Up Due Date	Changing User
4/15/13 9:31 PM	Open	Real Estate	3/1/13 12:00 AM	ADMINISTRATOR