

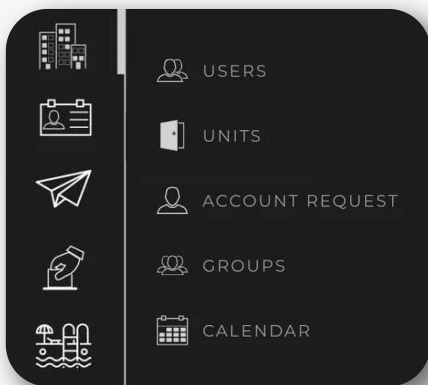


HOW TO DOWNLOAD A UNIT SUMMARY REPORT IN POWER ADMIN

This guide offers clear instructions on how to easily download a Unit Summary Report using Power Admin.



The **Unit Summary Report** provides comprehensive details about every unit within your association that we have on record. It includes information about the registered owner, their associated email, whether the unit is opted-in for online voting, the voting weight attributed to the unit, and the unit's creation date. Please note that this report excludes **"Resident"** and **"Tenant"** user types.



1

From the Power Admin dashboard, locate the left-side column and click on **the 3-building icon**. This will trigger a dropdown menu – choose **"UNITS"** from this menu.

2

On the subsequent page, find and click on the **"DOWNLOAD UNIT REPORT"** button. This button is typically situated near the **upper right corner of the page**.

DOWNLOAD UNIT REPORT 

3

A **prompt will appear**, indicating that your report is **being generated**. Be patient as it's being prepared for you.



Check your **email inbox**, as well as your **spam/junk folders**, for an **email from no-reply@onrapp.com**. This email is sent to the address associated with your admin account.

Open the email and click on the **"Download"** button to initiate the download of your Unit Summary Report. The report will be provided in **CSV file format**, which can be conveniently **opened using Excel or similar software**.

4



Review the downloaded report – it contains a comprehensive breakdown of all units within your association's system. If you notice any missing units, please don't hesitate to reach out to **support@onrapp.com**. We are capable of adding units to the system, even those without registered owners, to accommodate your future needs.

5

	A	B	C	D	E	F	G	H
1	Unit	Owner Main Contact	Owner Email	Occupant Main Contact	E-Voting Opted-in	Opt in	Weight	Created At
2	302	ONR Support - Antonio	antonio@onrapp.com		No		1	10-04-2021
3	202	ONR Support - Stehania Jimenez	stehania@onrapp.com		No		1	10-04-2021

Note: The **"Occupant Main Contact"** column in the report is not relevant and can be disregarded.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at **support@onrapp.com**