ONR

HOW TO DOWNLOAD A UNIT SUMMARY REPORT IN POWER ADMIN

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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.**

USERS

UNITS

ACCOUNT REQUEST

GROUPS

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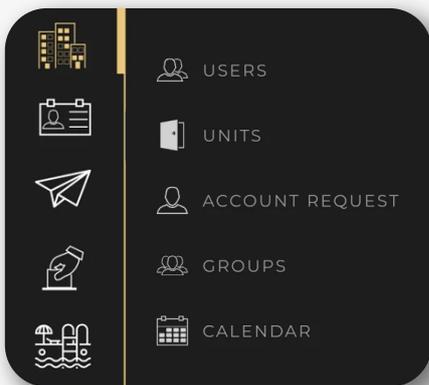
1 From the Power Admin dashboard, locate the left-side column and click on **the 3-building icon.** This will trigger a dropdown menu – choose **"UNITS"** from this menu.

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

CSV

HOLD ON TIGHT! YOUR REPORT IS BEING GENERATED.
Once it is finished, a download link will be emailed to carlos.rivas@onrapp.com. This download link will only be available for the next 24 hours.

3 A **prompt will appear,** indicating that your report **is being generated.** Be patient as it's being prepared for you.
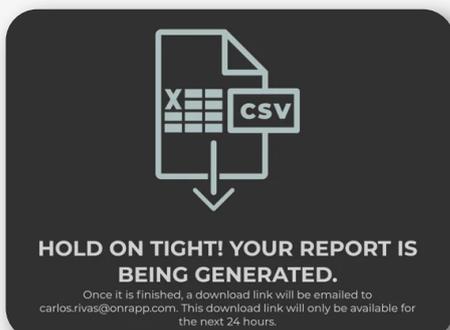
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Open the email and click on the **"Download"** button to initiate the download of your Unit Summary Report. The report will be provided in **CSV file format,** which can be conveniently **opened using Excel or similar software.**

4

Your Power Admin report is ready.
Report: Units Report
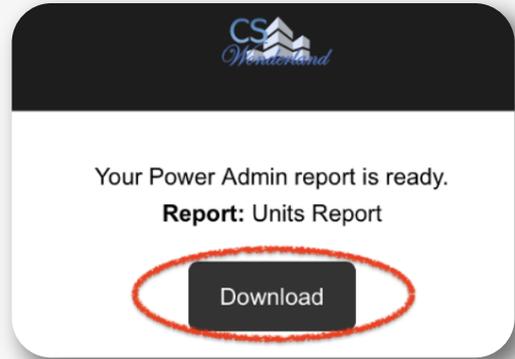
Download

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 - Stephania Jimenez	stephania@onrapp.com		No		1	10-04-2021

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