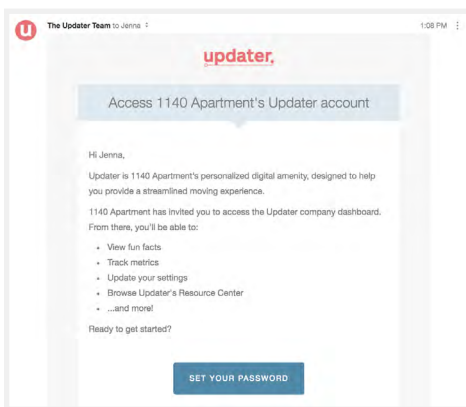# updater.

Your Manager Dashboard

Although Updater works completely behind the scenes, we know how important it is for you to stay up to speed on how your residents are engaging with it. We've built this Manager Dashboard just for you – making it easy to access metrics, view fun facts, update settings, and more. This is your home for all-things Updater!

Please note that Manager Dashboard capabilities may vary depending on the permissions set by your corporate team


HOW DO I ACCESS MY DASHBOARD?

You should have received an email invite to your Dashboard following your first Updater training. Be sure to claim your account by setting a password of your choice. Pro Tip: Bookmark that page for future use and be sure to save your login information.

WHAT CAN I DO WITHIN MY DASHBOARD?

1. View engagement metrics to stay up-to-speed on how residents at your community are utilizing Updater.

   a. **How:** Click "Dashboard" on the top right of the screen.

   b. **Pro Tip:** Highlight these metrics in your team meetings and set goals for your leasing agents. Better engagement = more time saved for you!
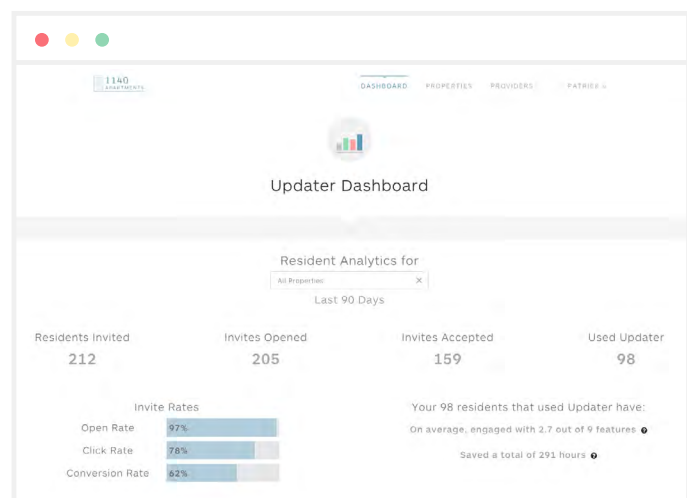
2. Ensure that the community information we have on record is accurate and up-to-date including manager contact information, social media links, community logo, and more.

   a. **How:** Click "Properties" on the top right of the screen.

   b. **Pro Tip:** We always want to share our industry insights and updates with you, so be sure we have the correct email on record.

3. Customize residents' Local Guide with referral partners, local favorites, and community amenities.

   a. **How:** Click "Providers" then "Add New Provider."

   b. **Pro Tip:** There are tons, see below!

CUSTOMIZING YOUR LOCAL GUIDE

Remember this step from our Feature Overview? This is your residents' directory for their new home and an opportunity for you to showcase any revenue generating partnerships or amenities.

Here are some of our best practice tips for the Local Guide:

1. **The More Information, The Better**

   • The best Local Guide items include a logo, brief description, point of contact, phone number, email address, and link to a website. Give us all you've got!

2. **Offer Discounts & Deals**

   • To say moving is expensive would be an understatement. Help your residents minimize spending by partnering with local businesses to offer discounts to your community.

3. **Think Big**

   • The Local Guide feature really is what you make of it. You have the potential to create an amazing resource for your residents, so take advantage of it!

updater.