

I. When Project Managers Upload Docs

A. Pre- review

- a. Status:
 - File Audit Ready
 - Site Audit Ready
 - Site and File Audit Ready
- b. This makes the BIN= 0
- c. This makes the Unit= 0

The screenshot shows a dashboard for 'Abbey Church Village' (Project 160203). The top navigation bar includes 'MY AUDITS', 'MY COMMUNICATIONS', 'REPORTS', and 'PROJECT 160203'. Below this, there are tabs for 'Audits', 'Documents', and 'Abbey Church Village Project Details'. The main content area displays project information: '160203 AUDIT 7215' with a 'WEDNESDAY Oct 16th 2019' date. It lists various categories like 'CAR', 'EHS', and '8623'. A prominent yellow 'UPLOAD' button is visible. Below the navigation, a summary table shows:

Total Buildings	22	OWNER: National Church Residences Investment Corporation
Total Units	162	
• Market Rate Units	0	
• Program Units	160	
Total Programs		Managed By: National Church Residences
• LIHTC - Competitive	162	
• LIHTC - Bond	162	

B. During review

- a. Status
 - Report in Progress
- b. Under the Unit
 - File Document

This screenshot shows a unit selection interface. At the top, it says '23 Units Selected:' with a pagination control showing '1' and '2'. Below this, it indicates '23 PHYSICAL INSPECTIONS' and '23 FILE INSPECTIONS'. A specific unit is highlighted: 'Unit 2864 IN OH-94-01109 : Bedrooms: 1'. The address is '2858-2872 BISHOP RETREAT DUBLIN, OH 43017'. To the right of the unit information, there are icons for 'NA', 'NA', and '0', and a yellow 'FILE DOCUMENT' button.

C. Responses

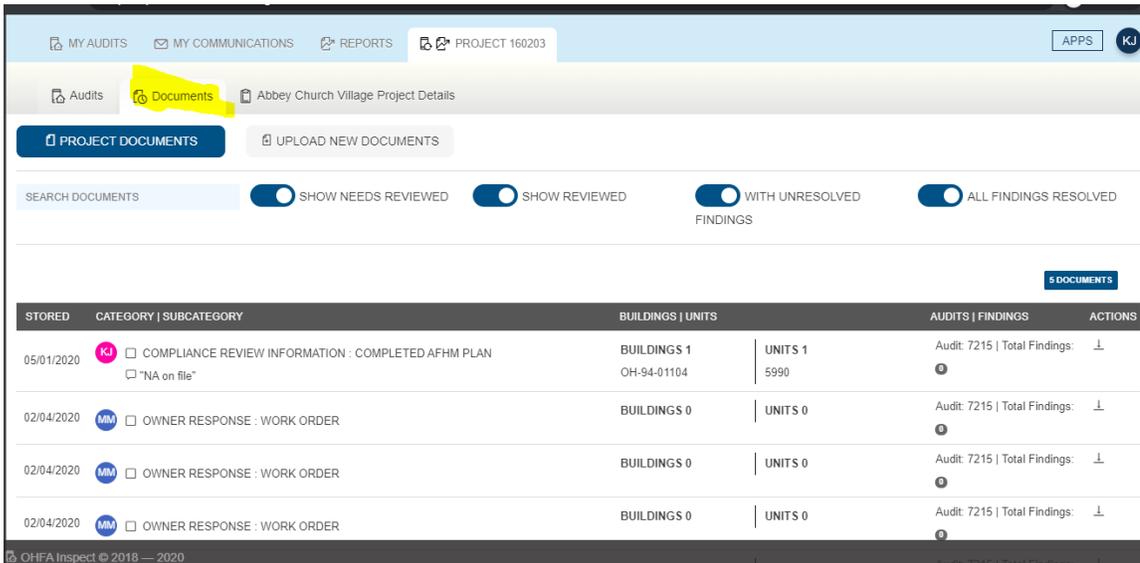
- a. Status
 - Pending Property Resolution
- b. Under the Unit and Finding
 - Finding Resolution

This screenshot shows a unit selection interface for 'Unit 2870 IN OH-94-01109 : Bedrooms: 2'. The address is '2858-2872 BISHOP RETREAT DUBLIN, OH 43017'. To the right of the unit information, there are icons for 'NA', 'NA', and '0', and a yellow 'FINDING RESOLUTION' button.

II. Where and How Property Manager Upload Docs-

Location: Go to the three entry ways above to connect to the Documents Screen or Go to the Documents tab

- Project Documents tab- shows list of documents uploaded for project
 - Order of submission



- Upload New Document (the new feature May 2020)
 - Step 1: Pick Document Category
 - Step 2: Assign Audit/ BIN/Unit or finding (if you didn't already by coming here the other ways)
 - Check the findings you want the document to attach to if applicable
 - Step 3: Comment & Select Documents
 - Once you Select and Open a document it submits

