Community Fact Sheet

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Community Fact Sheet

The Community Fact Sheet is a convenient place to capture and store all the important information about each community you manage. Then anyone in the management office can look-up the information to answer questions or take action on a problem. The information in the Community Fact Sheet can also be used for completing resale packages since it shows stats like number of home, number of renters.

Many management companies keep notebooks as a reference to the office staff with similar information as the Community Fact Sheet. Using the Community Fact Sheet can be a replacement for this notebook or, at least, a more convenient way to keep the information updated. You can print a report for just a selected page or for all the pages in the Community Fact Sheet.

The Community Fact Sheet is broken up into sections by menu tabs. The sections are:

- **General** Information such as the Association Type (Condo, HOA,etc), Development Completed, Turnover Date, Monthly Board Meeting Schedule, Number of Homes, Number of Renters, and more.
- Location & Access Where the community is located, driving directions and access info if the community is gated or has an entry system.
- **Amenities** The improvements or recreational facilities that are available to residents of the community. These might include a community pool, clubhouse, playgrounds, putting green.
- Legal A place to capture community policies such as, Late Fees, Architectural Changes, Rental Policies, Right of First Refusal, Screening and Orientation, and more.
- **Insurance** Enter all of the insurance policy information for each type of insurance carried by the community. You can define the insurance policy types, the select the insurance company from the Vendor file or enter them manually.
- **Contractors** A place to capture who the current contractors are for the community such as, the lawn maintenance company, electrician, plumber, snow removal company, etc. You can define the Contractor types that apply to your community, then select the company from the Vendor file or enter them manually.
- **Special Info** Information about the community that you wish to keep track of. There are a number of blank fields you can label, the enter custom information into the data fields.
- Attorney The law firm this community uses for legal opinions, legal issues, and collections and compliance actions.

The Community Fact Sheet is intended as an efficiency and convenience tool that lets anyone in the management office answer questions or handle problems, not just the community manager. If you take the time to complete the information, it will be a huge benefit to everyone in the office.

The following explains each page in the Community Fact Sheet.



From the main TOPS menu, click on the Fact Sheet button.

General

Information such as the Association Type (Condo, HOA,etc), Development Completed, Turnover Date, Monthly Board Meeting Schedule, Number of Homes, Number of Renters, and more.



When the Community Fact Sheet opens, it automatically goes to the General screen. But you can also click the **General** page to go back to it from another menu tab to view the information which includes the following:

You will see the first page of the Community Fact Sheet that stores the **General** information for this community:

General	Location & Access Ame	nities	Legal	Insura	nce	Contractors	s Specia	il Info	Attorney
Save	Association Type Desc. of Homes/Units Development Complete Monthly Meeting Date File Attachments: 0	Ominium Condo 2 story tor YES 3rd Wedr	wnhouse condos Date Turne nesday of the mont	Max # d Over to A h	of Home	15 24 1 3/19/2002	Settled Home Dev. Owned: Rentals:	es: 28 : 0 2	
	Property Manager Name Herman Edw Board President Name Jeff Stevens Work # 202-555-1212	ards	Home # 301-989-	4598	Home #	301-555-2222	2 Cell # 3	01-555-1111	
E <u>s</u> it	Alt. Contact Name Warren Carte Work # 703-812-333 Common Area Responsibi Condo maintains from the wallboard out. The cond	ity unfinished si	Home # 301-887- de of the interior e entire exterior of	1133 the	Cell # What As Lawn m building	703-812-4567 sociation Fees (aintenance, sno maintenance, a	7 Fax # 7 Cover w removal, stree	703-812-7173 et lights, exter maintenance.	ior All risk

Community Fact Sheet – General

Notice that the Community Fact Sheet is organized into menu tabs across the top of the screen. Click on any of these tabs to view or change the information contained on this screen.

We'll review each of the data elements on each screen beginning with the **General** page.

Association Type	 The legal organization type for the community. Use the down browse arrow to select from these preset choices: Co-op – a cooperative community Condo – a condominium HOA – a Homeowners Association POA – a Property Owners Association
	• PUD – a Planned Unit Development Select the Association Type that best fits this community.
Max # of Homes	Enter the total number of homes that either are or will be part of this community when the community is completely built-out.
Stats	 On the right hand side of the screen you will see computed stats which include: Settled Homes – The number of homes that have homeowner records.

Descr. Of	 Developer Owned – The number of homes that have Builder/Developer owned homes. Renters – The number of homes with Renter records. The totals are computed automatically from the home and owner records. They can be handy when completing resale and loan disclosure forms. A free form field to describe the housing type, like townhouse, duplex, garden 								
Homes/Units	style condo, etc.								
Development Complete?	Has the community reached its full and complete size yet or is the Builder/Developer still building new homes. Use the down browse arrow to choose either YES or NO.								
Date Turned Over to Association	Enter the date the Builder/Developer turned over control of the community to the homeowner officers. If the Builder/Developer is still in control, leave this date field blank.								
Monthly Meeting Date	The day of the month for the regularly scheduled Board Meeting, if any.								
File Attachment	Click on the paper clip icon to either view existing attachments, such as an electronic version of the community's Declaration and ByLaws, or be able to scan in a new attachment.								
	 Any existing Attachments would be listed on the screen above. You could click on one to open and view it. Add Attachment – Click this button to open a browse screen where you can select a new Attachment to store in this community. You can name each Attachment whatever name you wish. Remove – Click to highlight an Attachment, then click the Remove button to permanently erase an Attachment. For more information on Attachments, see the Attachments section later in the Community Eact Sheet manual 								
Property Manager	The name, home phone and cell phone #'s for the community's manager.								
Board President	The name and contact info for the community's Board President. It's handy to capture this information here so you can easily contact this officer when issues								

	arise or decisions need to be made.							
Alternate ContactThe name and contact info for a secondary community officer. In the Board President or main officer contact is not available, this is the per contact when issues arise or decisions need to be made.								
Common Area Responsibility	A free form text area to enter a complete description of the community's areas of responsibility for maintaining the common area. For example, does the community pay for common area lawn maintenance, snow removal, street lighting, etc.							
What Association Fee Covers	A free from text area to describe the major expenses and services, like Trash Removal, that the community pays for from the maintenance fees.							
© <u>S</u> ave	Click the Save button to save your changes.							

Location & Access

Where the community is located, driving directions and access info if the community is gated or has an entry system.

Location & Access	Click th	e Locatio	n & Acces	s tab to viev	w the infor	mation on t	his screen.
ou will then see the	e Location	& Access	screen.				
			Location	& Access			
Community Fac	t Sheet						
General	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
Save Beports Attachments Exit		Nearest Cross S Rt. 355 and Le Directions to Co Rt. 270 N. to M miles to Rt. 355 Lewis Drive. G Community Acc None	Street/Intersection wis Drive mmunity fontgomery Avenue. 5. Make LEFT on Rt fo 3/4 mile to Easy S ess/Key/Gate Inform	Take Montgomery A . 355. 2nd traffic light treet on the LEFT. nation	Print Direct venue EAST for 3 make RIGHT on	ions	

This stores the location of the community, driving directions, and any access information. This can be important info for an on-call manager who is trying to handle an after hours emergency.

We're review each of the data elements on this screen.

Nearest Cross	A free form text field to enter the nearest major intersection to the community.
Street/Intersection	You can leave this blank if not needed.
Directions to Community	For management companies, a free form text field to enter the turn-by-turn directions from your office to the community. Click the Print Directions button Print Directions to print these directions.
Community	A place to record free form text instructions if the community has a gate or
Access/Key/Gate	entrance code in order to gain access to the community. You can leave it blank
Information	if it is not needed.
© <u>S</u> ave	Click the Save button to save your changes.

Amenities

The improvements or recreational facilities that are available to residents of the community. These might include a community pool, clubhouse, playgrounds, putting green.



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Here you can list the facilities and improvements to the community that are available for use by the residents. Examples would be, pool, clubhouse, playgrounds, tennis courts, tot lots, etc.

Click the **Amenities** tab to view the information on this screen.

You will see the **Amenities** screen:

		Ame	enities			
Community	Fact Sheet					
General	Location & Access Amenities	Legal	Insurance	Contractors	Special Info	Attorney
		nium —		1	1	
	Amenity #	Notes				
O	Pool 0	N/A				
<u>S</u> ave	Playground 1	Near Easy Street a	nd Supreme Ct.			
	Exercise Room 0	N/A				
	Bathhouse	N/A				
Benorts		N /A				
<i>M</i>	Community Room	INZA				
N	Steam Room	N/A				
Attachments	Tennis Court	Remains locked wi	nen not in use.			
EXII		- 1				
E <u>x</u> it						
				1 01	11	
I the facilities and	d improvements list	ed on this so	creen are u	ser defined	I. There a	re a few pre-defin
nenities to get vo	u started but you c	an simply ty	ne over the	e name of	the Ameni	ty to change it
nemities to get yo	di started, but you et	an simply ty	pe over un			ty to enange it.
· · · · · · · · · · · · · · · · · · ·		. 🔽 🔐 🗤	4 4 1 A			
activate a field,	simply checkmark in	t 🔛 , then o	enter the A	menity nai	ne, # (qua	ntity) and the No
th location or oth	er identifving inform	nation. A n	ew Amenit	tv item wo	uld look li	ke this:
	, , , ,			J		
💌 RV Parking	Lot 1 Off Easy Stre	et				
,						
ne Amenities are a	all user-defined, so y	you can ente	er any infor	mation yo	u wish int	o these fields.
			2	5		
	Click the Save b	utton to sou	A vour cho	ngas		
	Click the Save D	unon to sav	e your cha	nges.		

Legal

A place to capture community policies such as, Late Fees, Architectural Changes, Rental Policies, Right of First Refusal, Screening and Orientation, and more.



Through the **Legal** screen you can enter the Legal policies and procedures of the community, such as, meeting quorum %'s, right of first refusal on sale of homes, late fee policy, renters policies, etc.

You will see the **Legal** screen:

General	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
Save	XX - Samp Annual Meeti Quorum Neei Quorum Neei Does associa Late Paymen 5% late fee ii may result in Screening/O None Architectural All exterior cl approve or co Leasing Polic Leases must signed lease Violation Polic	ILE Condominit Ing Quorum & Neede ded for Election of D ded for Amendment (ation have Right of F t Policy f payment not receive additional late fees. rientation Policy Approval Policy hanges to the home lisapprove written rec sy include a paragraph must be submitted to cy(Not the Rules and and the fulles and	Jum ad 5 irectors 5 of Dec and Bylaws 7 irst Refusal on purcha ed by 15th of the mor must be approved in . quests are there are a a saying the tenant m. o the management off d Regs)	1% 1% 5% see of units? NO th. All payments are advance. Requests utomatically approver ust agree to abide by ice.	applied to the oldest a must be in writing. Al	amount outstanding fi CC Committee has 30 ons of the condo. A c	rst, which

The Legal screen is the place to capture a lot of the important legal policies and procedures specified in the community's organizing documents or those approved by the community's officers.

Annual Meeting Quorum % Needed	A free form text field to enter the percentage needed in order to transaction business at an Annual Meeting.
Quorum Needed for Election of Directors	A free form text field to enter the percentage needed in order to hold an election of the Board of Directors.
Quorum Needed for Amendment of Declaration and Bylaws	A free form text field to enter the percentage needed in order to pass an amendment to the community organizing documents, such as the Declaration of Covenants, Conditions & Restrictions and the Bylaws.
Right of First Refusal	Does the community have a "Right of First Refusal" on the purchase of homes in the community? This would have to be a right given to the community in it's organizing documents. It allows the Board of Directors to interview perspective purchasers and approve their purchase of the home. The only choices here are YES or NO.

Late Payment Policy	A free form text field to enter the Late Payment policy and procedures, such as, the Late Fee amount and the date it is charged.						
	Example - \$15.00 flat Late Fee charge on the 15 th of each month						
Screening/Orientati on Policy	A free form text field to enter a new purchaser screening and orientation policy, if any. This can be a further explanation of the Right of First Refusal above, it the community has that right in its organizing documents.						
Architectural Approval Policy	If a homeowner wants to make a change to the exterior of their home, what is the procedure they must follow in order to get approval on this change. This is a free form text field to enter this policy.						
Leasing Policy	If a homeowner wants to lease their home to a renter, what is the policy of the community on this matter. For example, the Board of Directors might want a copy of the lease, also, they might want a provision in the lease making the renters subject to the community's rules and regulations. This is a free form text field to enter this information.						
Violation Policy	A free form text field to enter the procedures that are followed for a violation of the community's policies and procedures, such as, an architectural change violation or a parking violation.						
© <u>S</u> ave	Click the Save button to save your changes.						

Insurance

Enter all of the insurance policy information for each type of insurance carried by the community. You can define the insurance policy types, the select the insurance company from the Vendor file or enter them manually.



Through the Insurance screen you can enter all the insurance policies that are carried by the community for the protection of the community.

You will see a blank Insurance screen where you can select an insurance policy that has already been entered or setup new insurance policies.

			Insu	rance			
Communit	y Fact Sheet						
General	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
Save Save Attachment EXIT Exit	ts - Samp Insura Agent Policy Notes	Ile Condominio	um		Add New D Browse Vendors	elete Type	
	Click the A cursor at the	dd New bu Insurance	utton to add Type field	l a new Inst l.	urance Poli	cy. This wi	ll position the
Insurance Type	When addir Insurance T Insurance T Type, use th predefined D Select one c	ng a new in Type exists ypes provi- ne down br Insurance The of these Inse	surance po s, or, if not ded for you owse arrov Types are: Directors & Fidelity Poli Liability Property/Bi Workmens surance Typ	olicy, the pla , add the In 1 to use alre v ✓ to cheor Officers Liability cy uilding Comp Des or add a	ace to start surance Ty eady. Befor ck the exist	is to either (pe . There re defining ing Insuran (s described	make sure the are predefined a new Insurance ce Types. The below.
Add New	If you click Type field r	ed the large eady to ent	e Add New ter a new ty	button abo pe.	ove, you are	e positioned	on the Insurance

To add a new In field.	nsurance Type, c	- or - lick the Add New button next to the Insurance Type
You will see thi	is field for defini	ng the Insurance Type:
	Insurance Type	New Type
Type over the trainsurance polic	emporary name of y. Examples wo • • •	of "New Type" with the name of this kind of uld be: Liability Umbrella All Risk Property Performance Bond
Entering the na	me of the new Ir	isurance Type would look like this:
	Insurance Lype	Liability Umbrella
Simply press th	e TAB key to re	cord this Insurance Type and continue.

Add Policy Info

Complete the Insurance Company fields or use the Browse Vendor button Browse Vendors to select the Insurance Company from the Vendor File, since, after all, the Insurance Company has to be paid for the Insurance Policy so the company should be in the Vendor File.

Insurance Company Name	The name of the Insurance Company who provides this insurance coverage to the Community.
Agent Name	The Name of the Insurance Agent or contact for this insurance policy.
Agent Phone #	The Phone # for the Insurance Agent or contact for this insurance policy.
Policy #	The Policy # for this insurance policy. Recording the Policy # here will help you if you must contact the Insurance Company.
Policy Expiration Date	The Expiration Date for this Insurance Policy. Recoding the Expiration Date here will help you monitor when the policy expires without having to find the actual policy in your files.
Notes	A free form text field to enter Notes or other information about this insurance policy.
A completed Insuran	ce screen would look like this:
	Insurance

Complete these fields for a new Insurance Policy:

Community	Fact Sheet						
General	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
Save Save Beports Attachments Exit Exit	→ Sample Insuranc Agent N Agent P Policy # Policy E Notes	e Condominiu ce Type Direr ce Co Name INSU lame Hen hone # 301- 3344 xp. Date 12/3	ctors & Officers Liabil URE IT ry David 4-77D-23 31/2007	ty	Add New D Browse Vendor: Add New Add New	elete Type	
k on any of the	fields to ch	ange or co	orrect infor	mation.			
0 Save	Click the	e Save bu	tton to save	e your cha	nges.		

Contractors

A place to capture who the current contractors are for the community such as, the lawn maintenance company, electrician, plumber, snow removal company, etc. You can define the Contractor types that apply to your community, then select the company from the Vendor file or enter them manually.



Click the Contractors tab view the screen where the community's Contractors are stored.

You will see a blank Contractor screen where you can select a Contractor that has already been entered or setup a new Contractor.

cursor at
edefined
ractor

	Select one of these Contractor Types or add a new one as described below.					
Add Type	If you clicked the large Add New button above, you are positioned on the Contractor Type field ready to enter a new type. - or -					
	To add a new Contractor Type, click the Add Type button next to the Type field.					
	You will see this field for defining the Contractor Type: Type New Type					
	Type over the temporary name of "New Type" with the description of this kind of					
	Contractor. Examples would be:					
	Exterminator					
	• Painter					
	Roofer					
	Entering the name of the new Contactor Type would look like this:					
	Type Exterminator					
	Simply press the TAB key to record this Contractor Type and continue.					

Add Contractor Info

Complete the Contractor fields or use the Browse Vendor button Browse Vendors to select the Contractor from the Vendor File, since, after all, the Contractor has to be paid by the community so the company should be in the Vendor File. If you select the Contractor from the Vendor File, it will complete many of the fields on the screen for you.

Complete these fields for a new Contractor:

Name	The Contractor company or individual's Name.
Address	The Mailing Address for this Contractor. There are several lines to enter the complete mailing address for this Contractor.
Phone #	The main Phone # for this Contractor.
Emergency #	An after-hours or Emergency phone # for this Contractor.
Fax #	The Fax # for this Contractor.
Contact Name	A Contact Name for this Contractor.
Notes	Enter free form Notes about this Contractor.

A completed Contractors screen would look like this:

Contractors

	Community I	Fact Sheet	_					🛛
	General	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
	_	-XX - Samp	le Condominiu	1m				
	© <u>S</u> ave		Type Law	ın Service	•	Add Type D	elete Type	
		1	Name PRE Address 306	ECISION CUT LAWN: 00 Greenway Blvd	5	Browse Vendors	5	
	Attachments	1	Phone # 301	sville, MD 20876 -999-1111				
	EXIT	1	Emergency # 301 Fax # 301 ContactName	-999-2222				
	Läu		Notes	(Michael				
						Add New	Delete	
lick o	n any of th	e fields to	change or c	orrect infor	mation.			
	0 Save	Click the	Save button	n to save yo	ur changes.			

Special Info

Information about the community that you wish to keep track of. There are a number of blank fields you can label, the enter custom information into the data fields.

Special Info

Click the **Special Info** tab to defined information or view/change the Special Info already entered.

You will see the Special Info screen with up to 10 free form text fields to define and track any community information you wish.

	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
		Candaminin] [
	Field	De	scription				
	Tennis Court	Use n	nain hallway door l	key to unlock gate.			
<u>s</u> ave	Park Access	There	is parking in the p	oark itself, so no need I	or park visitors to pa	rk in the condo's parkir	ng lots. 🔼
-							
<u>R</u> eports	- II.						~
Ø							
Attachments							<u>_</u>
EXIT							
Exit							<u> </u>
							<u> </u>
diama hor	y to use this s	arean to a	tup and r	naintain Sna	aial Info al	out the com	munity
uiscuss nov							a
	In this colu	imn you ca	an name t	he Special II	ifo you wis	sh to track.	Simply cli
				W Renkind			
		Field lab	ol Dro cc	the TAP lease	to save th	o Field lobel	and move
	Type in the	r ieiu lad	CI. FIC55	the TAD Key	to save in	e Field label	
	Type in the Description	n field.					
ription	Type in the Description Enter free track of:	n field. form text v	which des	cribes or exj	plains the S	pecial Info	you wish t
ription	Type in the Description Enter free track of: Boats and RV	n field. form text v 's can be park	which des .ed in the field	cribes or exj	plains the S	pecial Info	you wish t
ription	Type in the Description Enter free track of: Boats and RV Press the T	n field. form text v 's can be park 'AB key to	which des ed in the field save the	cribes or exp d next to the swi Description	plains the S mming pool	pecial Info	you wish t

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	Fact Sheet	Y		Ύ	(()	
General	Location & Access	Amenities	Legal	Insurance	Contractors	Special Info	Attorney
	-XX - Sample	Condominiu	m —				
(b)	Field	De	escription	eu to unlock aste			
C	I Chinis Court	0.001	nain naimay door k	cy to amocit gate.			~
<u></u> ave	Park Access	There	e is parking in the p	ark itself, so no need f	or park visitors to parl	k in the condo's parkir	ng lots. 🔼
							<u> </u>
<u>R</u> eports	RV Parking	Boats	and RV's can be p	parked in the field next	to the swimming poo	bl	~
, n	I						
							<u> </u>
<u>Attachments</u>							
EVIT							
EAIT							
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		1					
ick on any of the	ne fields to cha	ange or co	orrect info	rmation.			
0	Click the Sav	e button t	to save you	ur changes.			
<u>S</u> ave							

Attorney

The law firm this community uses for legal opinions, legal issues, and collections and compliance actions.



Click the **Attorney** tab to setup or view/change the Attorney info for the community.

You will see the Attorney screen for keeping track of the Attorney for the community.



Click the **Save** button to save your changes.

Reports

You can print a report with ALL the Community Fact Sheet info or print a report for just selected pages. This can be handy for updating binders you store in the office containing the Community Fact Sheet info.



Attachments

Attachments can be pictures, files, Word® documents, or any type of digitized data. For example, you might wish to store a complete set of the community's organizing documents, such as the Declaration or Covenants, Conditions, and Restrictions along with the Bylaws. That way, they are stored in a centralized location that is available to anyone in the management office.

While you see the **Attachment** button on the left side of the screen on all the pages of the Community Fact Sheet, no matter what page you are on, the Attachments are stored in the same location on your computer. They are just available to view or add on any of the Community Fact Sheet pages.



Click the **Attachments** button to see any attachments or to attach a new digitized item.

You will see the **Attachments** screen for the Community Fact Sheet:

	A	ttachment	S	
Kattachment Cor	ntrol			X
	View Details	- 🖻 🖂 🖉	3	
-	Name	Attached	File Location / Name	
Add Attachment	MANAGEMENT	02/19/2009	C:\TOPS2000VXX\Attach\CF1_1.doc	
View Selected				
<u>R</u> emove				
EXIT				
E <u>x</u> it				

It shows any existing Attachments with the following information:

- Name The Name the Attachment is stored as.
- Attached The Date the Attachment was stored in the Community Fact Sheet.
- File Location/Name The drive letter and folder path where the Attachment is physically stored.

Notice there are buttons down the left side of the screen. We'll review the steps for working with **Attachments**.



Click the Add Attachments button to add a new Attachment to the community.

You will see a Windows® file browse screen open so you can select the file you wish to attach.

File Browse

Open		? 🗙
Look in:	My Notebook 🔹 🔄 🔁	
My Recent Documents Desktop My Documents	Classes Personal Projects Helpful Tips.one Meetings.one Research.one Side Notes.one	
My Computer		
My Network Places	File name: Files of type: Open as read-only	Open Cancel

Navigate using the standard Windows® file browsing options shown above to locate the file you wish to attach.

Click to highlight the file you wish to attach:

Open					
Look in:	My Notebo	ook	•	+ 🗈 💣 🎟+	
	Classes				
My Recent	Personal Projects				
Documents	Helpful Tips	.one			
	Meetings.or	ne			
Desktop	Miscellaneo	us.one			
Doornop	Research.o	ne			
\sim	Side Notes.	one			
My Documents					
Mu Computer					
My Computer					
	File name:	Meetings.one		-	Ope
My Network	Files of type:			•	Can
		1			_

Double click to select the file.

You will then see the file you selected added as an Attachment to this community:

🍕 Attachment Cor	ntrol			X
	View Details	- 🖻 🖂 🖉	5	
-	Name	Attached	File Location / Name	
Add Attachment	🔁 MANAGEMENT	02/19/2009	C:\TOPS2000VXX\Attach\CF1_1.doc	
	Meetings.one	02/23/2009	C:\T0PS2000\XX\Attach\CF1_2.one	
*				
⊻iew Selected				
<u>R</u> emove				
EXIT				
E <u>x</u> it				

The **Attachment** is automatically saved in this community. You may click the **Exit** button to go back to the Community Fact Sheet.



Highlight an Attachment, then either double click it or click on the **View Selected** button to open the Attachment so you can view it.

() <u>R</u>emove

To remove an Attachment, simply click to highlight it, then click the **Remove** button.

You will see this warning before the Attachment is removed:

	Warning
	Attachment Control
	Are you sure you want to delete attachment 'Meetings.one' ?
	Yes No
The default answer is I	NO to prevent accidentally deleting of the selected file. Click on the YES button
to delete the file.	

This completes the manual section on the Community Fact Sheet.