

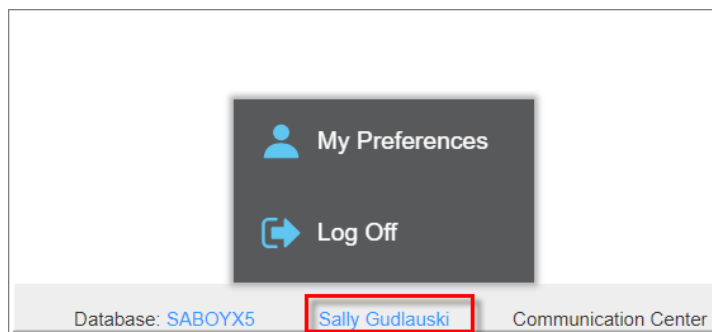


Lookup Suggestion Columns

Would you prefer to search for leases by Occupant Name instead of Lease ID?
How about searching for a vendor by Vendor Name instead of Vendor ID?

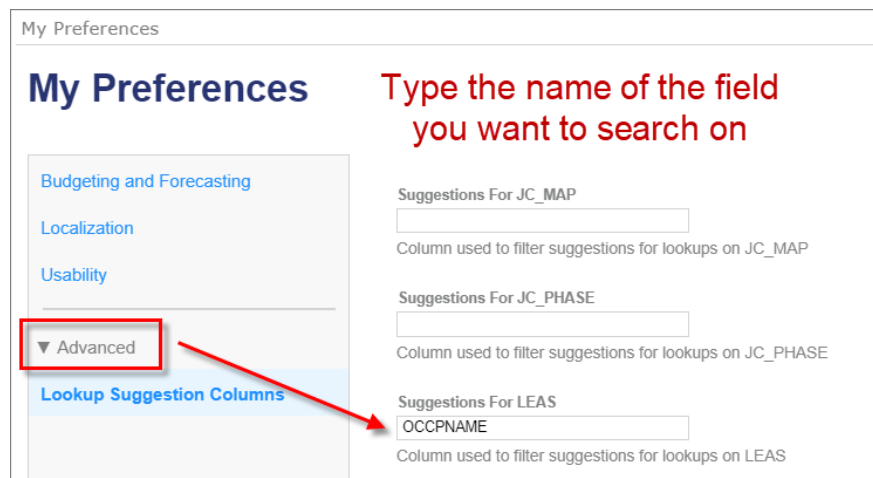
Take advantage of MRI's powerful Lookup Suggestion Feature.

To set your lookup preferences, click on your name in the bottom right corner of the MRI main menu. Then click on **My Preferences**.



Next, click on the **Advanced** option on the left and click on **Lookup Suggestion Columns**. Scroll to the value you want to change. For example, to change the lookup filter for Lease, scroll to LEAS.

Next, type in the name of the field you wish to search on. In the example below, we want to search by the Occupant Name. The name of this field is OCCPNAME.





Lookup Suggestion Columns

When entering cash receipts or performing other batch activities, you can now type the occupant name instead of the lease ID.

The screenshot shows the 'Tenant - Cash Receipts' interface. A red arrow points to the 'Lease ID' field, which contains the letter 'w'. A dropdown menu is open, showing suggestions for 'Additional Space', 'Building Id', 'Lease Id', and 'Occupant Name'. The 'Occupant Name' column is highlighted, and the dropdown shows two entries for 'Whitner Engineering' with corresponding 'Building Id' and 'Lease Id' values.

Master Occupant ID	Building ID	Lease ID	Address ID	Watchlist Activities	Invoice Number	Transaction Date	Category	Receipt Type	Receipt Descriptor	Cash Type	Amount Paid	Receipt Number
	500	w				10/23/2018	Income	CHK		OP	0.00	Detail

Additional Space	Building Id	Lease Id	Occupant Name
N	500	HO0005	Whitner Engineering
Y	500	000016	Whitner Engineering

This will also work in other areas in MRI such as reporting.

The screenshot shows the 'Aged Delinquencies' reporting interface. A red box highlights the 'Lease Id' field, which contains the letters 'wh'. A dropdown menu is open, showing suggestions for 'Additional Space', 'Building Id', 'Lease Id', and 'Occupant Name'. The 'Occupant Name' column is highlighted, and the dropdown shows two entries for 'Whitner Engineering' with corresponding 'Building Id' and 'Lease Id' values.

Style: Last Run Options [Save Style] [Save Style As] [Remove Style]

All Include List Exclude List Range

Select by: Leases

Building Id	Lease Id	Occupant Name
500	wh	

Additional Space	Building Id	Lease Id	Occupant Name
N	500	HO0005	Whitner Engineering
Y	500	000016	Whitner Engineering

Format: Export a copy on Run Report