



Training E-Newsletter

September 2005

Volume 2, Number 9

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Daily Training Schedule

Daily at 2:00pm CDT
(beginning 8/29/05)

Monday

Ocius Overview

Tuesday

Payment Preparation

Wednesday

Auto Debits / Credit Cards

Thursday

Utility Billing Reports

Friday

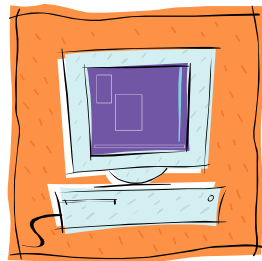
FAQ / Troubleshooting

Contact Us

<http://www.ocius.net>

training@ocius.net

New Website Feature!



used for auditing billing variances.

We have added a new feature to our website. In the monthly summary screen, where you go to check the utility pre-bill report, there will now be a link next to 'View Detail', named 'View Difference'. This link will show a report that compares the current month's utility charges with the previous month's utility charges. This report can be used for leak detection and can also be

Daily Training Time Reminder

Just a reminder that the Daily Trainings will now all be held at 2:00pm CDT. We hope this change will help standardize the trainings and make it easier for properties to take advantage of them. The login instructions and a list of topics are available to you on your home page of the Ocius website. If you have any additional training needs or would like to schedule an individual training please contact Ocius at 866-850-3500 x 230 or e-mail us at training@ocius.net.

Conservation Tip of the Month

For the next several months, we will include a conservation tip of the month in the newsletter. Please feel free to pass them along to your residents! This month's tip...



Reduce showering time by 1 minute and you will personally save 2,000 gallons per year.

Don't Forget to Update Remittance Notices

Do you tell yourself that you need to update your remittance notes but then never find the time to actually do it? Then this section is for you! Every month we will include a message idea that you can use to spark your imagination, re-word to fit your property, or simply copy and paste into your notes. You can change your Remittance Notices by logging into the Ocius Website and choosing *Administration* and then *Property Manager**. Please remember to update your notes by the 5th of every month prior to billing. (Notes on bills for 11/1 need to be updated by 10/5). **Some properties may need to contact their Regional Managers to update notes.*

This month's note...

Please don't forget to take a few minutes to test your ovens, stove tops, and microwaves to make sure they are working properly for all of your Holiday cooking. If you have any problems, please feel free to contact us with your maintenance request in advance, so the only thing you have to worry about this Thanksgiving is how often to baste the turkey! We hope you all have a wonderful Thanksgiving!

Help us use this space...

What do you think about the Ocius newsletter? Is there anything you would like to see included? Any ideas you would like to pass onto others? Please feel free to e-mail all articles or suggestions to training@ocius.net and we will be happy to include them!



Contact Us

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