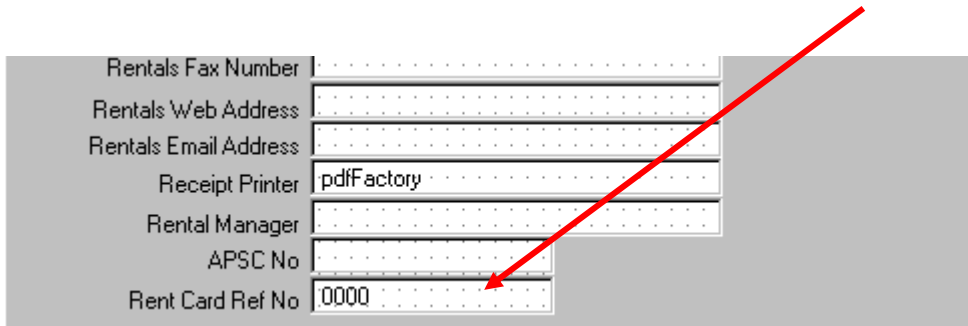


## How To Setup Rental Rewards Within Real Oz Software

1. Log into Real Oz Software
2. Click F11
3. Click Maintenance
4. Click System Setup
5. Insert the Daily Password (Received from Real Oz Software – please ring (1300 730 984))
6. Insert the Company's Rental Rewards Client Number in the Rent Card No Field as per example:



Rentals Fax Number	
Rentals Web Address	
Rentals Email Address	
Receipt Printer	pdfFactory
Rental Manager	
APSC No	
Rent Card Ref No	0000

7. Click Save
8. Click F11
9. Click Tenants
10. Double Click into the first tenant that needs to be set up
11. Click Edit
12. Insert the Tenants Individual Identification Number in the Rent Card Ref No – as per example.



Find F4	Insert F5	Edit F6	Save F7	Cancel F8	Report	Activity	Letters	Property	Diary	DC Dates	Forms	In
ant No	170	Property No	320731	Code	JETN					Rent Card Ref No		

13. Click Save
14. Click back to the Tenant List (Click on the box for the tenant screen)
15. Repeat Steps 10 to 14 until all Tenants has been setup

## Importing the Rental Rewards File into Real Oz Software

1. Click F11
2. Click Transactions
3. Click RentCard
4. Click Import
5. Find the Rental Rewards File that you have downloaded
6. This will import the Rental Rewards File to Real Oz Software as per the below example:

Trans Date	Tenant Code	Tenant	Property	Type	Amount
5 FEB 05				CR	0000000000300.00
5 FEB 05				CR	0000000000280.00

7. Highlight any lines you don't want to update and click Clear Lines
8. Click Reports – keep this record with the weekly trust reports
9. Click Update
10. Insert the next Receipt Number and click ok
11. This will now print out the receipts
12. The system will advised you this has been completed and take you back to Transaction

Should you have any further queries, contact RealOz Support on: 1300 730 984