

PropertyIQ™

Control panel

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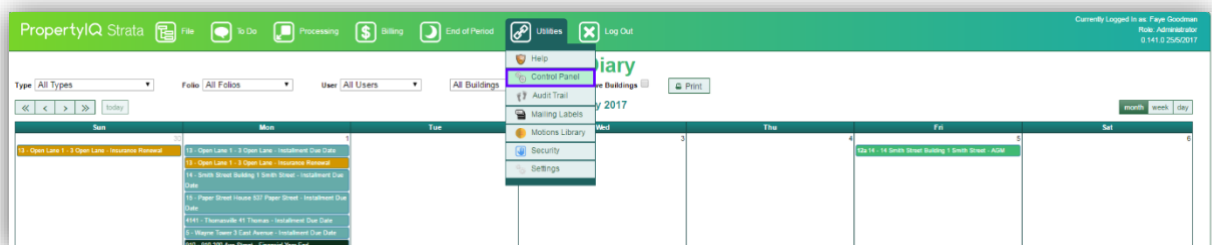
INTRODUCTION TO CONTROL PANEL

The Control Panel allows you to perform important maintenance tasks such as backups, and view and synchronise your integrated services.

GETTING STARTED



To get started go to [Utilities](#) and select Control Panel



STATUS TAB

When you access the Control Panel, it will default to the Status tab. This shows the status of your background (BG) server.

1. It should always show as authenticated. If your BG server shows as “authenticating” or “reconnecting”, it will affect the functionality of PropertyIQ. For example, you won’t be able to generate documents. Contact support@propertyiq.com.au for assistance.
2. This is the version of PropertyIQ you are currently using
3. These are the web browser versions you should be using for optimum performance



TASKS TAB

The Tasks tab contains tasks that you can prompt manually. Some of these tasks can be automated and show in the scheduled tasks tab.

1. Perform full backup – trigger a full system back up. This is usually set up as a scheduled task.
2. Full MOC Clean sync – this is a placeholder for future planned functionality and can be ignored
3. MOC Delta sync - this is a placeholder for future planned functionality and can be ignored
4. Test cheque generation. If you are using printed cheques, this triggers a cheque layout document as a PDF in a new tab, so you can check the layout of your printed cheques. Choose your stationery layout from the dropdown lists
5. If you use Bing Technologies Mailing house to handle your post and/or email communication, click Test Bing Status to open the Bing control panel. For full details about Bing, see the manual “Working with Bing”
6. Synchronise MIE Reference files –Macquarie Invoice Express has been superseded and can be ignored.
7. Verify MIE Reference files – prompt a manual verification of Macquarie Invoice Express reference file data. This is usually set up as a scheduled task.
8. Download Macquarie Invoice Reference Files – superseded and can be ignored
9. View all background server jobs /tasks - click here to see a view of all BG server tasks and their status.

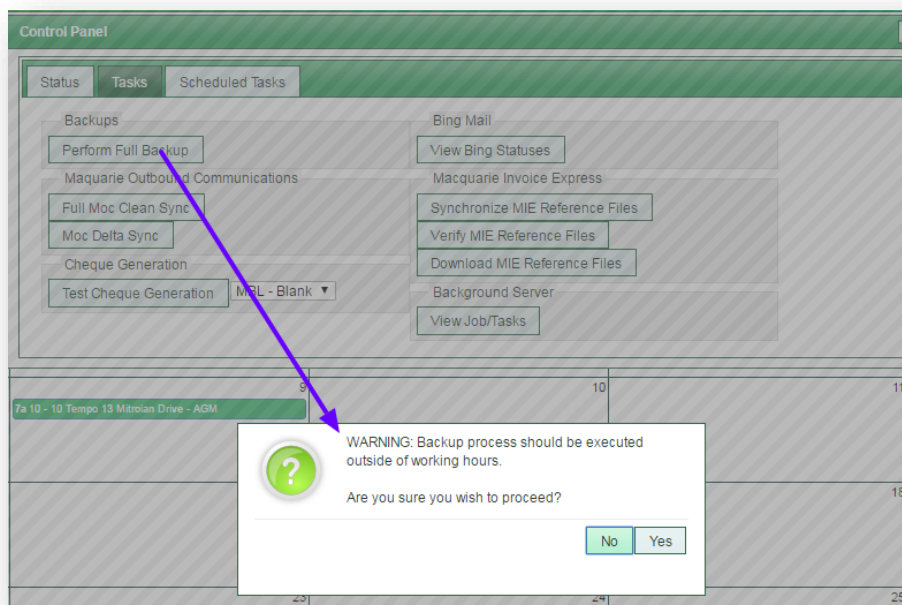
Background Jobs/Tasks								
User: All Users								
<input type="checkbox"/>	Name	Status	Created Time	Started Time	Completed Time	Duration	Creating User	Display
<input type="checkbox"/>	MOC Delta Sync	Created	14/06/2018 - 8:14 am				Bella Carstairs	✓
<input type="checkbox"/>	MOC Delta Sync	Created	14/06/2018 - 8:14 am				Bella Carstairs	✓
<input type="checkbox"/>	MOC Full Sync	Created	14/06/2018 - 8:14 am				Bella Carstairs	✓
<input type="checkbox"/>	Portal Full Sync	Error	13/06/2018 - 4:18 pm	13/06/2018 - 4:21 pm	13/06/2018 - 4:22 pm	0h 1m 1s	Bella Carstairs	✓
<input type="checkbox"/>	Portal Full Sync	Error	13/06/2018 - 4:18 pm	13/06/2018 - 4:20 pm	13/06/2018 - 4:21 pm	0h 1m 1s	Bella Carstairs	✓
<input type="checkbox"/>	Building Portal Sync	Complete	13/06/2018 - 4:18 pm	13/06/2018 - 4:18 pm	13/06/2018 - 4:20 pm	0h 1m 1s	Bella Carstairs	✓
<input type="checkbox"/>	Lot Portal Sync	Complete	13/06/2018 - 4:17 pm	13/06/2018 - 4:17 pm	13/06/2018 - 4:18 pm	0h 1m 1s	Bella Carstairs	✓
<input type="checkbox"/>	Portal Sync Documents	Complete	13/06/2018 - 3:36 pm	13/06/2018 - 3:57 pm	13/06/2018 - 3:58 pm	0h 1m 1s	Bella Carstairs	✓
<input type="checkbox"/>	Portal Sync Documents	Complete	13/06/2018 - 3:36 pm	13/06/2018 - 3:36 pm	13/06/2018 - 3:57 pm	0h 21m 4s	Bella Carstairs	✓
<input type="checkbox"/>	Building Fin Reports	Complete	13/06/2018 - 2:16 pm	13/06/2018 - 2:16 pm	13/06/2018 - 2:16 pm	0h 0m 2s	Handle Strata	✓
<input type="checkbox"/>	Building Fin Reports	Complete	13/06/2018 - 2:15 pm	13/06/2018 - 2:15 pm	13/06/2018 - 2:15 pm	0h 0m 2s	Handle Strata	✓
<input type="checkbox"/>	Building Fin Reports	Complete	13/06/2018 - 2:15 pm	13/06/2018 - 2:15 pm	13/06/2018 - 2:15 pm	0h 0m 2s	Handle Strata	✓
<input type="checkbox"/>	Special Notice Run Preview	Complete	13/06/2018 - 2:12 pm	13/06/2018 - 2:12 pm	13/06/2018 - 2:12 pm	0h 0m 8s	Jay-Anne Mantulac	✓
<input type="checkbox"/>	Special Notice Run	Complete	13/06/2018 - 2:10 pm	13/06/2018 - 2:10 pm	13/06/2018 - 2:10 pm	0h 0m 8s	Jay-Anne Mantulac	✓
<input type="checkbox"/>	Lots Export	Complete	13/06/2018 - 11:52 am	13/06/2018 - 11:52 am	13/06/2018 - 11:52 am	0h 0m 1s	Profeto Ladrillo	✓

PERFORMING A MANUAL FULL BACKUP

Click on the Perform Full Backup to start a manual backup

Confirm that you wish to proceed.

The Backup task will show in your job centre on the right of your screen

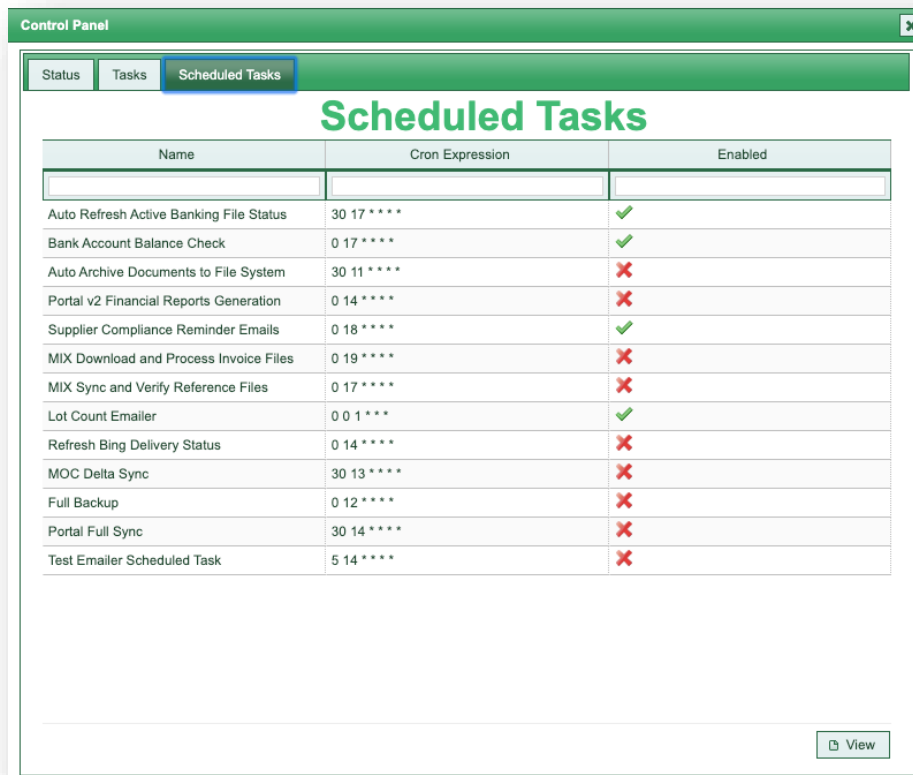


SCHEDULED TASKS TAB

The scheduled tasks screen shows all your scheduled tasks. These tasks take place automatically overnight. Tasks that are enabled show with a green tick and tasks that are not show with a red cross.

Note: The following scheduled tasks have been superseded and can be ignored.

- Portal v2 Financial Reports generation
- MIX download and process invoice files
- MIX sync and verify referencer files



The screenshot shows the 'Control Panel' window with the 'Scheduled Tasks' tab selected. The title 'Scheduled Tasks' is displayed in green. Below it is a table with three columns: 'Name', 'Cron Expression', and 'Enabled'. The table lists 14 tasks, each with a green checkmark or a red cross indicating its status. A 'View' button is located at the bottom right of the table area.

Name	Cron Expression	Enabled
Auto Refresh Active Banking File Status	30 17 * * *	✓
Bank Account Balance Check	0 17 * * *	✓
Auto Archive Documents to File System	30 11 * * *	✗
Portal v2 Financial Reports Generation	0 14 * * *	✗
Supplier Compliance Reminder Emails	0 18 * * *	✓
MIX Download and Process Invoice Files	0 19 * * *	✗
MIX Sync and Verify Reference Files	0 17 * * *	✗
Lot Count Emailer	0 0 1 * *	✓
Refresh Bing Delivery Status	0 14 * * *	✗
MOC Delta Sync	30 13 * * *	✗
Full Backup	0 12 * * *	✗
Portal Full Sync	30 14 * * *	✗
Test Emailer Scheduled Task	5 14 * * *	✗

You can click on a scheduled task to view its details and prompt an immediate run.



We recommend that you **do not alter** anything here without contacting support@propertyiq.com.au

1. The name of the task appears here
2. If the task is enabled, it shows a tick here
3. The Cron expression is the technical instruction for the task. This is created when your account is set up.
4. Click here to refresh the results view
5. Click here to view last run results
6. Click here to force an immediate task run
7. Click edit to edit any of the task preferences
8. Click done when you are finished

