How to Run the Expiration Report

Control Panel > Lease Intelligence > Expiration Report

How to Run the Expiration Report:

To run the Expiration Report, follow these steps:

1. Log into the Axis Control Panel at http://cp.axisportal.com, hover over Lease Intelligence, and click on Expiration Report.

Property: One Corporate Tower	•					
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Old You Know?		Stacking Report				
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Axis Portal Training	Control Panel	Lease Notifications				
Axis Training is available to all Axis users and provides a comprehensive curriculum of courses delivered via the Vieb. To		Leasing Report				
make learning about Axis convenient and accessible for all users, administrators,		Cleri Leasing Report				
and other real estate professionals, we offer courses in a variety of instructor-led		- 1 minute minute				
formats.	Plana dilla se da la sua 20, 2045					
Contact pictualitaenvicedeskdbobre.com to schedule training.	Updated. January 26, 2015					
	The Axis Portal Team is releasing the enhancements listed below a	fferhours this Thursday, January 29.				
	 Scheduler after-hours and overnight booking improvem Certificate of Tracking and Preventive Maintenance imp 	ents provements				

2. Select the Building.

perty: One Corpora	te Tower		•				
Building Services	Setup	Content Manager	My Workspace	Document Library	emmunication	Reports	Lease Intelligence
Expiration Report Building						Select From L	at
						Tower One	81

3. The Expiration Report will now be displayed, which will list the expiration dates (if available).

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Note:

• To view the Exposure Timeline, click on Show Exposure at the top of the report.

Expiration Report	Building Tower One		Stacking Report	Print	Export PDF
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Test floor	CORE TEST Suite test suit 500 R3F				•
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19	Texas industries Suite: 1900 1 Mill Dett				1,100

The exposure timeline will now be displayed, which shows how much rentable square footage will be lost when leases expire.

