<u>**BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT**</u>

BRICKS LEASES – CHEAT SHEET

Below is a step-by-step process of inputting a lease and your other information into BRICKS. I know that this seems like a long list, but I can promise you that after you do this a couple of times, it will get much easier! Also remember that we are not throwing you to the wolves here – if you get to any point where you are stuck and can't figure out what happened, call me, and we will walk through it over the phone.

PROCESS

1. Go to ~~www.skire.com~~ https://ues.skire.com (per 4/23/13 email correcting link)
2. On the right-hand side of the page, you will select "Unifier" and hit "Go."
3. A box will pop up, and you will enter you user name and password.
4. Once you are in the system, you will be at the "Home" tab in the top left corner. You will be able here to click and see any tasks, messages, U-mails, or anything else that is in your inbox.

<u>**Document Manager**</u>

5. When preparing a lease request, the first thing is to put together anything that you would normally submit with a lease request **EXCEPT** the RPM-1 (Statement of Facts) and the RPM-3 (Space Evaluation Form). This might include a cover letter, a copy of the Lease Agreement, the RPM-2 (Lessor's Proposal form), a narrative of duties and responsibilities at this location, etc.
6. Once you have all of this together, scan it in or keep it in electronic form. For instance, when typing a cover letter, just save it to your computer somewhere – there is no need to print it and scan it, unless you want to. But, the RPM-2 proposal forms come in via hard-copy, so you will likely have to scan those into a PDF or electronic copy.
7. Once you have all your forms, except the RPM-1 and RPM-3 in electronic form, click the "Company" tab in the top left corner of Unifier.
8. You will see several folders on the left side of the page, and click "Document Manager." You will then select "Company Documents."
9. Next, click "030 RPM."
10. Then, click "020 Real Property Leases."
11. Next, you will see folders for all agencies that currently have Leases through the Bureau of Building. You will find your agency and double-click the folder. NOTE: The agencies are arranged by the prefix number the Bureau of Building has set. If you do not know your number, you can scroll down until you find your agency, or you can call me if you need to.

12. Once you have opened your agency folder, you may or may not see additional folders by Lease Number. If the Lease Number associated with your lease already has a folder, double-click that folder, and you will load documents here.

13. If you do not see a folder referencing the lease you are about to enter, pull down the arrow next to “New” at the top left of the page. When the arrow drops down, select “Folder.”
14. When you select this, a box will pop us asking you to give it a name. I prefer to have folders structured by Lease Number, but it is not mandatory. This is where you will be loading your documents, so please name the folder whatever makes sense to you. If you want to call it “Warehouse Lease in Jackson,” that will be fine.
15. Once you have given the folder a name, you do not have to enter anything else, just click “Ok.”
16. When you hit ok, you should see your new folder pop up on the screen.
17. Double-click the folder to open it.
18. Once you are in the folder, you will go to the top and hit “Upload.”
19. Now, you are ready to load your documents that you saved in electronic form. You will give them a name (again, anything you like), select the Issue Date (just that day will be fine), and then you will select “Browse” to find the actual document. You will also see the box for Revision Number (“Rev. No”) but you won’t have to put anything there.
20. Once you have the document named and attached, you can either hit “Add Row” to upload something else, or you can just hit “Ok” when you are done attaching files. The “Add Row” button at the bottom allows you to load multiple documents at one time.
21. Once you hit “Ok” you should see all the documents in the folder.
22. Once you have your documents loaded, you are ready to do the Market Rent Survey and the actual lease request.

Market Rent Survey:

23. Go to the “Leasing and Related Tables” folder on the left side of the screen and click it.
24. It will drop down, and you will click “Market Rent Survey.”
25. Go to the top and click “New.”
26. A box will pop up and ask you to choose “Market Rent Survey” or “Migration.” Select “Market Rent Survey” – this is the only one you will use.
27. In the upper form, you will see a red asterisk by “Institution/Agency.” Click the “Select” box and find your agency.
28. Next, go to the lower form on the box and click “Add.” When you do this, a choice will pop up and you select “Detail Line Item.”
29. From here, just complete the information just as you would on the normal Market Rent Survey – it is the same information and same fields.
30. When it gets into the Building and Lot Size lease versus available, you will not have to fill in all of those – some of them can be zero. For instance, you may have a building that currently has 5,000 square feet leased, but there may not be any available. That is ok.
31. Once you have completed this record, hit “Ok” at the bottom. The item will appear in the lower box now.
32. Go through the same process to add another line item for another property or multiple properties.
33. Once you have gotten at least 3 line items in the box at the bottom, you will select “Workflow Action” in the top right-hand corner of the box and select “Send.”
34. From there, click the “Send” button in the top left corner of the box.

    NOTE: This system requires that you have a minimum of 3 line items in which there is an amount in the “Building Square footage leased.” If you do not have 3 properties, or if all 3 are not leased, it will not allow you to send the record – an error message will pop up.

If you cannot find 3 properties that are leased, or if you are having problems getting this information from different people in that area, just call me and I'll look at it. Sometimes, it is very justified and sometimes, it's not.

Lease Requests:

35. Once you have loaded the documents into the Document Manager and done the Market Rent Survey, you are ready to do the lease.
36. You should still be under the "Company" tab at the top.
37. Click the "Leasing and Related Tables" folder on the left side of the screen.
38. From there, you will select "Lease Requests."
39. Go to the top of the page, and click "New."
40. A box will pop up and ask you what type of lease it is – Building, storage, vacant land, parking, etc. Select the one that most appropriately applies.
41. Once you select the type of Lease and hit "Ok," it will take you to the next screen where it will ask for the type of lease (New Lease, Renewal with an Increase, Renewal with No Increase, or Addition). Select the one that applies.
42. It will also ask you for the previous Lease Number (if a renewal) or the Lease Name (for a new lease). For new leases, you can name the lease anything you like – again, something that you will recognize and I can recognize. For renewals, if you do not know the previous lease number, there are 2 options:
    a. Click on the "Leases" folder on the left side of the screen. From there, you will be able to see all leases by agency, city, county, etc. You can sort by clicking the column headings at the top until you find the lease you are looking for.
    b. Call Brooks.
43. Once you have the Type of Lease and the Lease Number/Name entered, pull down the "Action" drop-down in the top right corner of the box. You will select "Send."
44. When you do this, click the "To" box in the Action Details. When you do so, it will take you to a list of names, and you will select your name or someone else in your office who will be doing the lease request.
    NOTE: This is just like sending an email and picking someone in your directory. Only, you will be sending it to yourself or someone else in your office.
45. Click "Send" in the top left corner of the screen.
46. The box will disappear, and you should now see the lease that you just began at the top of the Lease Request page.
47. Whoever will be completing the rest of the form and filling out the information needs to open it. If you just did it, and you will also be filling out the information, go ahead and double-click the item and open it up.
48. When you do, you will see "Accept Task" in the top left corner of the box. When you are ready to begin filling out the information, just hit that button.
49. The page will refresh, and you will then be able to fill out all the information. Remember that any place that has an asterisk is a required field, and it must be filled out – otherwise, it will not let you submit the record once you are complete.
50. Once you have filled out all the information on the page, it will ask you at the bottom about the attachments. Go to the top of the box where it says "Attachments" and click it.
51. It will then give you only one option – Unifier folder. Hit this.
    This will take you directly to the Document Manager where you saved your cover letter, the RPM-2, and anything else. Once you find them, you will just select the document and hit "Ok." NOTE: If you are attaching multiple documents, you can highlight the

first one, hold the "Shift" button on your computer, and click the last one. This should highlight all the documents, and you can attach them all at once – just like an email. You will see the highlight link to "Attachments" at the lower left-hand corner of the box indicate the number of items you just attached.

52. There is also a "Comments" box at the bottom of the page. You are free to enter any comments about the lease or lease request. I use this box also to make my comments after I review the lease and the PPRB approves it. It is not required, but you can feel free to put anything here. Some of you may want to use this as your method of a cover letter – that is fine.
53. Once you have filled out the form and attached any documents, you are ready to send it.
54. Again, pull down the drop-down in the top right corner of the box for the action, and you will select "Send for Review."
55. Once you do that, hit "Send" in the top left corner of the box.
56. At this point, you have sent your request to me and I will review it.

When you have sent it, the box will disappear and in the Status column on the page will say "Pending." That means that it is waiting on me to review.

Once I have reviewed everything and I'm okay with it, I will send it for PPRB approval. At this point, the Status column will say "Awaiting PPRB." That means that it is on the agenda for the meeting.

Once it has been approved by the Board, it will say "Final_Approved."