

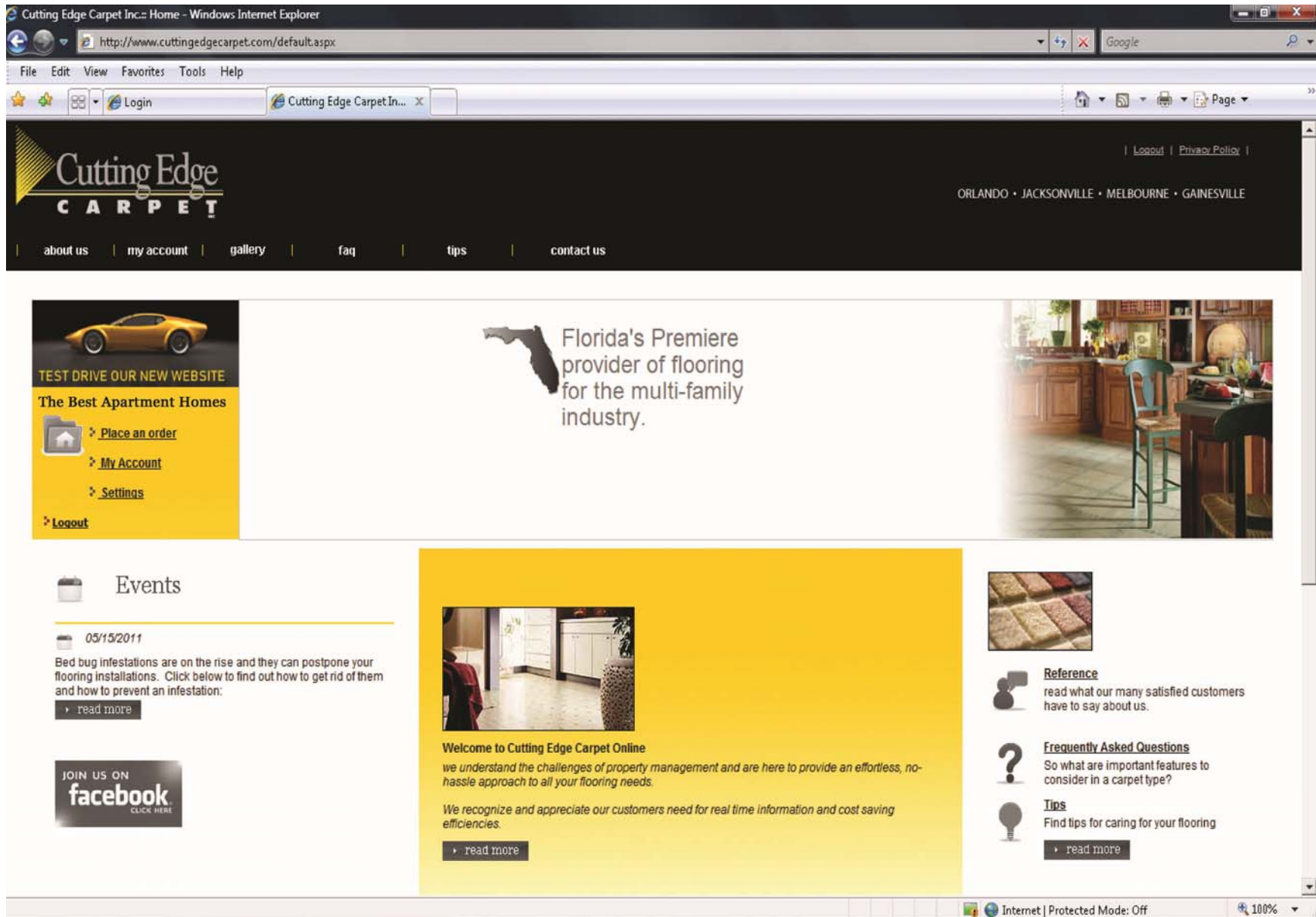


# Quick Reference User Guide

For [www.CuttingEdgeCarpet.com](http://www.CuttingEdgeCarpet.com)

# Step 1

After logging in, navigate on the left margin of the Home Page (just below the race car) to: Place an Order, go to My Accounts, or change Account Settings like password, email address on file, or statement notification options.



Your account offers 24 hour information access and on-line ordering functionality with email confirmation to assure you that your order was received and that we'll be there for you!

 Online Orders

Next >>

**Detail** Confirm & Submit

**Property**  
The Best Apartment Homes

**Order Header**

\*\*\*Ordered By: [text box] \*\*\*Email: customer@bestaphomes.com Building Number: [text box] \*\*\*Unit Number: [text box]

\*\*\*Is Unit Occupied?: [dropdown menu] Move-In Date: [calendar icon]

Installation Choices(s):

\*\*\*Unit Type: [dropdown menu]

What would you like to order?  
 Carpet  Vinyl  VCT  Ceramic  Wood  Laminate

Next >>

Review your account balance and then drill down to review or reprint individual invoices or account statement for end of month reports.

The screenshot shows the 'Account Balance' page for Cutting Edge Carpet Inc. The page includes a navigation menu with links like 'home', 'about us', 'my account', 'gallery', 'faq', 'tips', and 'contact us'. Below the menu is a secondary navigation bar with links for 'Order Online', 'Account Balance', 'MyDashboard', 'History', 'Prorate', 'Pricing', 'Budgeting', 'Reports', and 'Help'. The main content area is titled 'Account Balance' and features a table with columns for 'Invoice (s)', 'Statement(s)', 'Property', 'Current', '30-60', '61-90', and '91-120'. A summary row shows a total current balance of \$1,088.55. Below this is a detailed table of invoices with columns for 'Invoice#', 'Invoice Date', 'Due Date', 'Order Type', 'Bdg#', 'Unit#', 'Invoice Total', 'Amount Paid', and 'Invoice'.

Invoice (s)	Statement(s)	Property	Current	30-60	61-90	91-120				
▼	<a href="#">View Statement</a>	Best Apartment Homes	\$1,088.55	\$0.00	\$0.00	\$0.00				
	<a href="#">View</a>	Invoice#	Invoice Date	Due Date	Order Type	Bdg#	Unit#	Invoice Total	Amount Paid	Invoice
	<a href="#">View</a>	58095	05/23/2011	06/22/2011	Vicente			\$62.40	\$0.00	\$62.40
	<a href="#">View</a>	58096	05/23/2011	06/22/2011	Vicente	*	1112	\$612.55	\$0.00	\$612.55
	<a href="#">View</a>	58097	05/23/2011	06/22/2011	Vicente	*	907	\$378.60	\$0.00	\$378.60
	<a href="#">View</a>	58098	05/23/2011	06/22/2011	Vicente			\$35.00	\$0.00	\$35.00

Page size: 100

Not sure if you placed an order? Wonder where you are with your flooring budget? View MyDashboard to see upcoming jobs, budget, or month and year to date summaries at a glance.

**Cutting Edge CARPET**  
 ORLANDO • JACKSONVILLE • MELBOURNE • GAINESVILLE

home | about us | my account | gallery | faq | tips | contact us

Order Online | Account Balance | MyDashboard | History | Prorate | Pricing | Budgeting | Reports | Help

**WELCOME! THE BEST APARTMENT HOMES**  
 Monday, May 23, 2011

[Tell us how we are doing](#)

**Upcoming Scheduled Jobs**

May 2011 - June 2011

May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
24	25	26	27	28	29	30	29	30	31	1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	1	2
29	30	31	1	2	3	4	3	4	5	6	7	8	9

**Your May 2011 Budget and Activity**

Did you know you can track your flooring expenditures right here? [Start now!](#) Manage your flooring expenditures with flexibility, control & accuracy. [Create your online budget now!](#)

**Year to Date Totals - 2011**

- Carpet \$991.15
- Other \$97.40

**Month to Date Totals - May 2011**

- Carpet \$991.15
- Other \$97.40

Wonder if or when that unit was installed previously? If an invoice has been paid? Utilize the History option to research Job, Invoice, or Payment History by Building and/or Apartment Number.

The screenshot displays the 'Job History' page on the Cutting Edge Carpet website. The browser address bar shows the URL: <http://www.cuttingedgecarpet.com/secure/jobhistory.aspx>. The page header includes the company logo and navigation links for 'home', 'about us', 'my account', 'gallery', 'faq', 'tips', and 'contact us'. A secondary navigation bar contains links for 'Order Online', 'Account Balance', 'MyDashboard', 'History', 'Prorate', 'Pricing', 'Budgeting', 'Reports', and 'Help'. The 'History' link is currently selected.

The main content area is titled 'Job History' and shows search results for 'The Best Apartment Homes' from 4/1/2011 to 5/31/2011. The search criteria are: Property: The Best Apartment Homes, From: 4/1/2011, To: 5/31/2011. The results show 4 jobs found, all completed, with a total amount of \$612.55 + \$378.60 + \$62.40 + \$35.00 = \$1,128.55.

View	Prorate	Order#	Date	Bdg#	Unit#	PO#	Type	Amount	Status
<a href="#">view</a>	<a href="#">prorate</a>	805082	05/20/2011	*	1112		Vicente	\$612.55	Completed
<a href="#">view</a>	<a href="#">prorate</a>	805083	05/20/2011	*	907		Vicente	\$378.60	Completed
<a href="#">view</a>		805109	05/20/2011		301 * 1/4r		Vicente	\$62.40	Completed
<a href="#">view</a>		805110	05/20/2011		109: Cove		Vicente	\$35.00	Completed

Additional filters on the left include 'Filter By' (Building Number), 'Search For', 'Status' (All), and 'Order Types' (All). The page also includes a search bar, a 'Search' button, and a 'Page size: 50' dropdown. The footer shows 'Internet | Protected Mode: Off' and '100%' zoom level.

Use the Prorate Calculator for an easy and consistent method of charging back residents as well as generating an official, printable copy for the appropriate files.

Cutting Edge Carpet Inc.: Job History - Windows Internet Explorer  
http://www.cuttingedgecarpet.com/secure/jobhistory.aspx

File Edit View Favorites Tools Help

Login Cutting Edge Carpet In... x

Cutting Edge Carpet Inc.: Prorate Calculator : 805082

Back Calculate Print

### Prorate Calculator

Order# 805082      Unit# \* - 1112      Date Installed  
Friday, May 20, 2011

Product Life Cycle: 5 Years (60 Months)      Months of Residence: 18 Months

Please select lines to be included in prorate calculation

<input checked="" type="checkbox"/>	Description	Amount
<input checked="" type="checkbox"/>	P5529-00121 : Eco Texture Wheat	\$612.55

Total \$0.00

+ Additional Charges

Please enter any additional charges below to be added after prorate calculation

	Description	Amount
1	<input type="text" value="Pet Sealant"/>	<input type="text" value="100.00"/>
2	<input type="text" value="Metal"/>	<input type="text" value="75.00"/>
3	<input type="text"/>	<input type="text"/>

http://www.cuttingedgecarpet.com/secure/Prorator.aspx?Id=805082&closeWin=True&lserver=Jacksonville&findbycode=true&pcode=7377605&pname=Princeton+Square+-+... Internet | Protected Mo



## Product Prorate Statement

805082  
 DATE INSTALLED: FRIDAY, MAY 20, 2011

DATE INSTALLED	UNIT#	PRODUCT LIFE CYCLE	MONTHS OF RESIDENCE
Friday, May 20, 2011	* - 1112	5 Years (60 Months)	18 Months

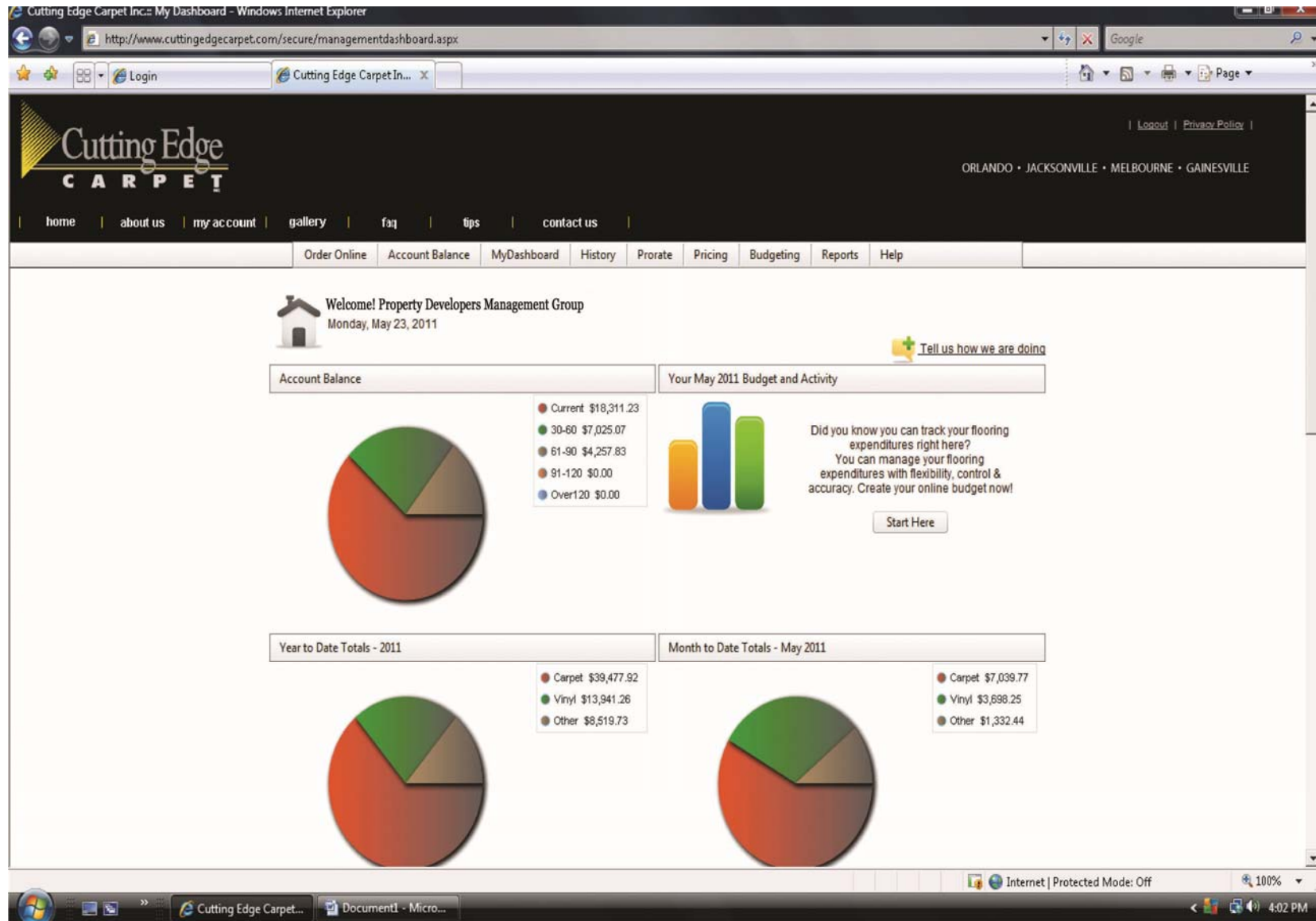
DESCRIPTION	Amount
PS529-00121 : Eco Texture Wheat	\$612.55
<b>Original Cost Of Installation</b>	<b>\$612.55</b>
Lost Life On Product	42 Month(s)
Prorated Cost Per Month	\$10.21
<b>Prorated Cost for 42 Month(s)</b>	<b>\$428.79</b>
<b>Additional Charges</b>	
Pet Sealant	\$100.00
Metal	\$75.00
<b>TOTAL DUE</b>	<b>\$603.79</b>

Simple Budgeting functionality allows you to monitor expenditures more closely and provides various reporting options.

The screenshot displays the 'Budget Manager - Setup' interface. The page title is 'Cutting Edge Carpet Inc.: Budget Setup - Windows Internet Explorer'. The browser address bar shows 'http://www.cuttingedgecarpet.com/secure/budgetmanager.aspx'. The page header includes the company logo 'Cutting Edge CARPET' and navigation links: 'home', 'about us', 'my account', 'gallery', 'faq', 'tips', 'contact us'. A secondary navigation bar contains: 'Order Online', 'Account Balance', 'MyDashboard', 'History', 'Prorate', 'Pricing', 'Budgeting', 'Reports', 'Help'. The main content area is titled 'Budget Manager - Setup' and features a 'Setup' tab and a 'Report' tab. Below the tabs, there is a form with 'Property: The Best Apartment Homes', 'Year: 2011', and a 'Load Budget' button. The main section is titled 'The Best Apartment Homes - 2011 Budget' and contains a table with columns: 'From', 'To', 'Amount', and 'Preview'. A 'Save Budget' button is located above the table.

	From	To	Amount	Preview
1	1/1/2011	1/31/2011	\$0.00	
2	2/1/2011	2/28/2011	\$0.00	
3	3/1/2011	3/31/2011	\$0.00	
4	4/1/2011	4/30/2011	\$0.00	
5	5/1/2011	5/31/2011	\$0.00	
6	6/1/2011	6/30/2011	\$0.00	
7	7/1/2011	7/31/2011	\$0.00	
8	8/1/2011	8/31/2011	\$0.00	
9	9/1/2011	9/30/2011	\$0.00	
10	10/1/2011	10/31/2011	\$0.00	
11	11/1/2011	11/30/2011	\$0.00	

At the Regional Level, summary information for your portfolio is always available at your fingertips.



You can view portfolio summary aging while retaining the same level of drill down functionality that the properties enjoy. . . .

Account Balance

Invoice (s)	Statement(s)	Property	Current	30-60	61-90	91-120	Over120	Balance
>	<a href="#">View Statement</a>	The Red Apartments	\$2,871.10	\$3,609.55	\$594.95	\$0.00	\$0.00	\$7,075.60
>	<a href="#">View Statement</a>	The White Apartments	\$6,854.13	\$0.00	\$0.00	\$0.00	\$0.00	\$6,854.13
>	<a href="#">View Statement</a>	The Blue Apartments	\$3,998.11	\$0.00	\$0.00	\$0.00	\$0.00	\$3,998.11
>	<a href="#">View Statement</a>	The Apple Apartments	\$0.00	\$0.00	\$3,662.88	\$0.00	\$0.00	\$3,662.88
>	<a href="#">View Statement</a>	The Orange Apartments	\$1,088.55	\$0.00	\$0.00	\$0.00	\$0.00	\$1,088.55
>	<a href="#">View Statement</a>	The Banana Apartments	\$1,840.28	\$675.84	\$0.00	\$0.00	\$0.00	\$2,516.12
>	<a href="#">View Statement</a>	The Colorful Fruit Apartments	\$1,659.06	\$2,739.68	\$0.00	\$0.00	\$0.00	\$4,398.74

Page size: 100 | 0 items in 1 pages

# Right down to a copy of the actual invoice!

Cutting Edge Carpet Inc.: Customer Balance - Windows Internet Explorer  
 http://www.cuttingedgecarpet.com/secure/customerbalance.aspx

home | about us | my account | gallery | faq | tips | contact us

Order Online | Account Balance | MyDashboard | History | Prorate | Pricing | Budgeting | Reports | Help

Property: All Properties Refresh Balance

## Account Balance

Invoice (s)	Statement(s)	Property	Current	30-60	61-90
>	<a href="#">View Statement</a>	The Red Apartments	\$2,871.10	\$3,609.55	\$594.95
>	<a href="#">View Statement</a>	The White Apartments	\$6,854.13	\$0.00	\$0.00
>	<a href="#">View Statement</a>	The Blue Apartments	\$3,998.11	\$0.00	\$0.00
>	<a href="#">View Statement</a>	The Apple Apartments	\$0.00	\$0.00	\$3,662.88
∨	<a href="#">View Statement</a>	The Orange Apartments	\$1,088.55	\$0.00	\$0.00

	Invoice#	Invoice Date	Due Date	Order Type	Bdg#	Unit#	Invoice Total	An
<a href="#">View</a>	58095	05/23/2011	06/22/2011	Vicente			\$62.40	\$0.
<a href="#">View</a>	58096	05/23/2011	06/22/2011	Vicente	*	1112	\$612.55	\$0.
<a href="#">View</a>	58097	05/23/2011	06/22/2011		*	907	\$378.60	\$0.
<a href="#">View</a>	58098	05/23/2011	06/22/2011	Vicente			\$35.00	\$0.

>	<a href="#">View Statement</a>	The Banana Apartments	\$1,840.28	\$675.84	\$0.00
>	<a href="#">View Statement</a>	The Colorful Fruit Apartments	\$1,659.06	\$2,739.68	\$0.00

Page size: 100

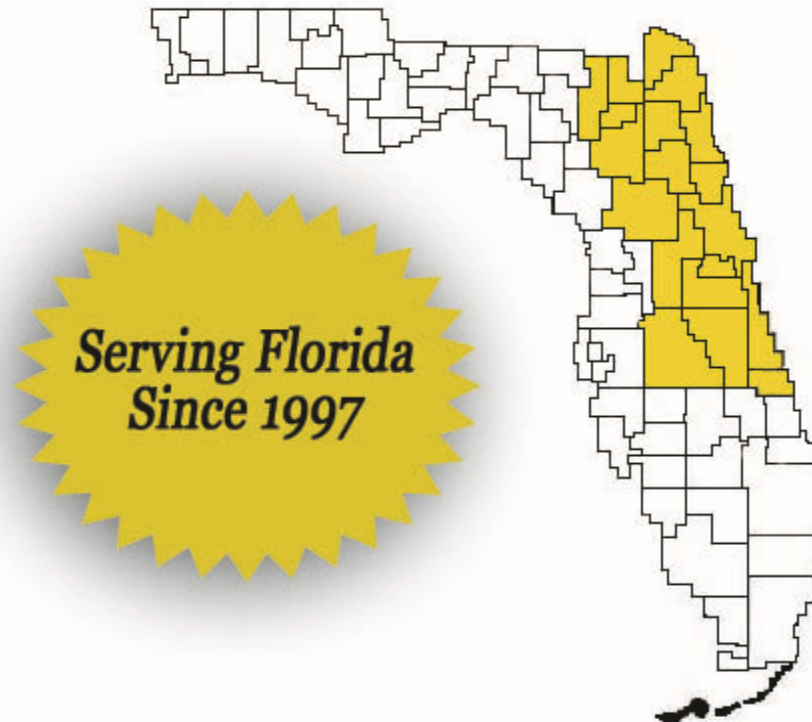
For more information, please visit us on the web at

[www.cuttingedgecarpet.com](http://www.cuttingedgecarpet.com)

Orlando Office: 800.960.8816

Jacksonville Office: 866.471.9300

Orlando ~ Melbourne ~ Jacksonville ~ Gainesville



We look forward to serving you!

Thank You