

KCM ONLINE TRAINING REQUIREMENTS

KCM SUPPORT TRAININGS & MRI SOFTWARE / MELL eLEARNING COURSES

All courses available through training.kcmpts.com

Course Title Property Management X	Course Description	Required For			
		Property Manager	Assistant Manager	Leasing Consultant	Maintenance Supervisor
Core - PMX: Overview and General Navigation	In this course the following topics are covered: Basic Navigation and Features of MRI	✓	✓	✓	✓
Residential Management - PMX: Property Operations eLearning	In this course the following topics are covered: Entering, updating, and closing service requests	✓	✓	✓	✓
Residential Management - PMX: RM - Working with Residents eLearning	In this course the following topics are covered: Managing residents' information, leases, and account history	✓	✓	✓	
Residential Management - PMX: RM - Prospect to Resident Cycle eLearning	In this course the following topics are covered: Adding a guest card, locating a suitable apartment, completing the lease, scheduling the move in date	✓	✓	✓	
Residential Management - PMX: RM - Role Pages eLearning	In this course the following topics are covered: Navigating Role Pages, using the calendar	✓	✓	✓	
KCM Prospect Connect Training Videos Parts 1 & 2	This course is a KCM Support staff led walkthrough of both the applicant's and MRI User's perspectives of the online application process. <i>Please email quiz results to support@kcmpts.com.</i>	✓	✓	✓	
KCM MRI Resident Statement Training	This course is a KCM Support staff led walkthrough of how to read and understand the MRI Resident Statement as well as a few accounting best practices. <i>Please email quiz results to support@kcmpts.com .</i>	✓	✓	✓	
Residential Management - PMX: RM - Renewing Leases eLearning	In this course the following topics are covered: MRI Renewal Worksheet and reviewing and update lease renewal offers from the Lease Information tab	✓	✓		
Residential Management - PMX: RM - Accounts Receivable Daily Processes eLearning	In this course the following topics are covered: Working with batches, processing cash receipts, processing one time charges and credits.	✓	✓		
Residential Management - PMX: RM - Other Accounts Receivable eLearning	In this course the following topics are covered: Processing NSF's, reversals, rent refunds, and write offs, processing miscellaneous receivables, processing security adjustments.	✓	✓		