

Amending Documents:

All documents templates in Rentman can be amended including agreements.

(If you are planning to amend legal documents such as agreements and section notices please check the changes you are making with your lawyer)

This can be done as follows:

1. Go to System/Setup/Documents
2. On the Window that has opened, click the binoculars button at the bottom to locate the document you want to amend.
3. Click the Modify document button to make the changes to the document.
4. Close the document window when you are done and click yes to save your changes.

For more information on amending documents please refer to the Rentman manual "Getting Started" located on the Welcome to Rentman screen.