



Version 6

# User Guide

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

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## Introduction

Thank you for using Abstract Pro software! This User Guide is intended to help you learn to use Abstract Pro quickly and efficiently.

### Product Overview

Abstract Pro is a Microsoft Excel based application designed specifically to abstract, track and report commercial real estate lease information. Abstract Pro combines the strength of Excel formulas and the automation of VBA (Visual Basic for Applications) to provide a powerful database for your lease information. The Excel worksheets and workbook are protected for data integrity and proprietary reasons.



### Software and Hardware Requirements

Abstract Pro operates on virtually any computer running Microsoft Excel 97 or newer software versions of Microsoft Excel for Windows. Recommended hardware is 400Mhz or faster processor, 64 MBs RAM, 5 MB hard disk space and monitor display resolution of 800X 600 or greater.

### Installation and Maintenance

Abstract Pro is an Excel workbook file and can be stored anywhere on your computer's hard drive. Remember to save your work regularly and always keep a separate back-up copy (CD, disk, etc.) of your work in a separate place for safekeeping. Also, keeping multiple back-up copies in a separate folder with the current date in the file name (Lease Abstracts 10-1-05.xls) is a good practice each time the file is updated providing a history and back up in case files are lost or corrupted.

### Operation

When opening Abstract Pro you must click "Enable Macros" (or some similar wording) on the start up warning message in order for the program to operate properly. (Macros are simply auto executing (VBA) programs that power forms and various functions.)

Note: If you do not receive a start-up macro warning screen, you are likely operating Excel 2000 or newer and must change your settings on the Excel toolbar (Tools/Macros/Security and changing the Security Level setting from High to Medium.) Excel 2003 or newer users may receive a message stating some formatting was removed to avoid corrupting the file, which does not affect the operation and should not appear after the file is saved for the first time.

### Getting Started

Three important steps should be completed prior to entering lease data in Abstract Pro:

- 1) Review the User Guide** to understand the basic operation of Abstract Pro
- 2) Lease Name (Lease ID)**-Establish a unique Lease Name for each lease to be abstracted. This Lease Name will become the Lease ID for database identification. For example the State abbreviation, City or a number for multi-state tenancies (e.g. CA-001, CA Los Angeles, etc.), State/City/Street Address (TX-Dallas 1010 Main).
- 3) Lease Clause Field Names**-There are fifteen (user defined) lease clause fields that you may customize to suite your project needs. See Section 2-Control Panel-Lists for instructions on updating the lease clause names.

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Overview

Abstract Pro consists of three main areas:

- 1) **Abstract Page** -for selecting, viewing and printing individual lease abstracts.

Abstract Pro Trial Copy Control Panel

**Lease Abstract**

Premises		Parties						
Lease ID:	CA-001 Los Angeles	Landlord:	B & B Developers					
Address:	1003 Alameda Boulevard	Address:	45 Strickson Creek Dr, Anaheim, CA 98564					
Suite/Floor:	Suite 100	Contact:	Jerry Hendricks (415) 555-1212					
City / State / Zip	Los Angeles, CA 90210	Tenant:	ABC Company					
Rentable SF:	1,200	Address:	500 Main Street, Pittsburgh, PA 38768					
Property Use:	Office	Contact:	Pete Smith (412) 555-1212					
Lease Information								
Commencement:	May 17, 2001	Status:	Active					
Lease Term:	10 years	Type:	Base Year					
Expiration:	May 31, 2011	Sec Dep:	\$1,500.00					
Rent								
Base Rent								
	Start	Monthly	Annual	\$/RSF	Start	Monthly	Annual	\$/RSF
	5/17/01	\$1,500.00	\$18,000.00	\$15.00	6/1/06	\$2,000.00	\$24,000.00	\$20.00
	6/1/02	\$1,600.00	\$19,200.00	\$16.00	6/1/07	\$2,100.00	\$25,200.00	\$21.00
	6/1/03	\$1,700.00	\$20,400.00	\$17.00	6/1/08	\$2,200.00	\$26,400.00	\$22.00
	6/1/04	\$1,800.00	\$21,600.00	\$18.00	6/1/09	\$2,300.00	\$27,600.00	\$23.00
	6/1/05	\$1,900.00	\$22,800.00	\$19.00	6/1/10	\$2,400.00	\$28,800.00	\$24.00

Rent Comments:

- 2) **Control Panel**-for adding new or editing abstracts, viewing and printing portfolio reports, copying lease abstracts, exporting abstract data, spell check, update lists and help.

Abstract Pro Reports/Utilities

Abstracts	Portfolio Reports
Add / Edit Abstracts	Portfolio Summary
	Lease Expirations
Utilities	Rent Summary
Spell Check Database	Renewal Options
Copy Abstract to Excel File	Termination Options
Export Lease Data to File	Expansion Options
Update Lists	Other Options
Help	
Close	

- 3) **Data Input Form**-for inputting new abstracts, editing and deleting existing lease abstracts in the database.

Abstract Pro Data Form

Lease ID	CA-001 Los Angeles	Test
Lease Name	CA-001 Los Angeles	Previous
Address	1003 Alameda Boulevard	New Record
Suite/Floor	Suite 100	Delete Record
City/State/Zip	Los Angeles, CA 90210	Data Calculator
Square Feet	1200	Help
Property Use	Office	
Lease Type	Base Year	
Lease Status	Active	
Landlord	B & B Developers	
LL Address	45 Strickson Creek Dr, Anaheim, CA 98564	
LL Contact	Jerry Hendricks (415) 555-1212	
Tenant	ABC Company	
Tenant Address	500 Main Street, Pittsburgh, PA 38768	
Tenant Contact	Pete Smith (412) 555-1212	
Commencement	5/17/01	

Record 1 of 3

1) Abstract Page

**Overview-** This is a 2-page abstract report with lease dates, rent and option information on the first page and 15 user defined lease clauses on the second page. These pages are for viewing and printing abstracts only and are protected for data integrity.

**Abstract Pro Trial Copy**

**Lease Abstract**

Control Panel

Premises	Parties						
<b>Lease ID:</b>	CA-001 Los Angeles <span style="float: right;">landlord B &amp; B Developers</span>						
<b>Address:</b>	1003 Alameda Boulevard <b>Address:</b> 45 Strickson Creek Dr, Anaheim, CA 98564						
<b>Suite/Floor:</b>	Suite 100 <b>Contact:</b> Jerry Hendricks (415) 555-1212						
<b>City / State / Zip</b>	Los Angeles, CA 90210 <b>Tenant:</b> ABC Company						
<b>Rentable SF:</b>	1,200 <b>Address:</b> 500 Main Street, Pittsburgh, PA 38768						
<b>Property Use:</b>	Office <b>Contact:</b> Pete Smith (412) 555-1212						
<b>Lease Information</b>							
<b>Commencement:</b>	May 17, 2001 <b>Status:</b> Active						
<b>Lease Term:</b>	10 years <b>Type:</b> Base Year						
<b>Expiration:</b>	May 31, 2011 <b>Sec Dep:</b> \$1,500.00						
<b>Rent</b>							
<b>Base Rent</b>							
<u>Start</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$/RSF</u>	<u>Start</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$/RSF</u>
5/17/01	\$1,500.00	\$18,000.00	\$15.00	6/1/06	\$2,000.00	\$24,000.00	\$20.00
6/1/02	\$1,600.00	\$19,200.00	\$16.00	6/1/07	\$2,100.00	\$25,200.00	\$21.00
6/1/03	\$1,700.00	\$20,400.00	\$17.00	6/1/08	\$2,200.00	\$26,400.00	\$22.00
6/1/04	\$1,800.00	\$21,600.00	\$18.00	6/1/09	\$2,300.00	\$27,600.00	\$23.00
6/1/05	\$1,900.00	\$22,800.00	\$19.00	6/1/10	\$2,400.00	\$28,800.00	\$24.00

**Rent Comments:**

**To View an Abstract**

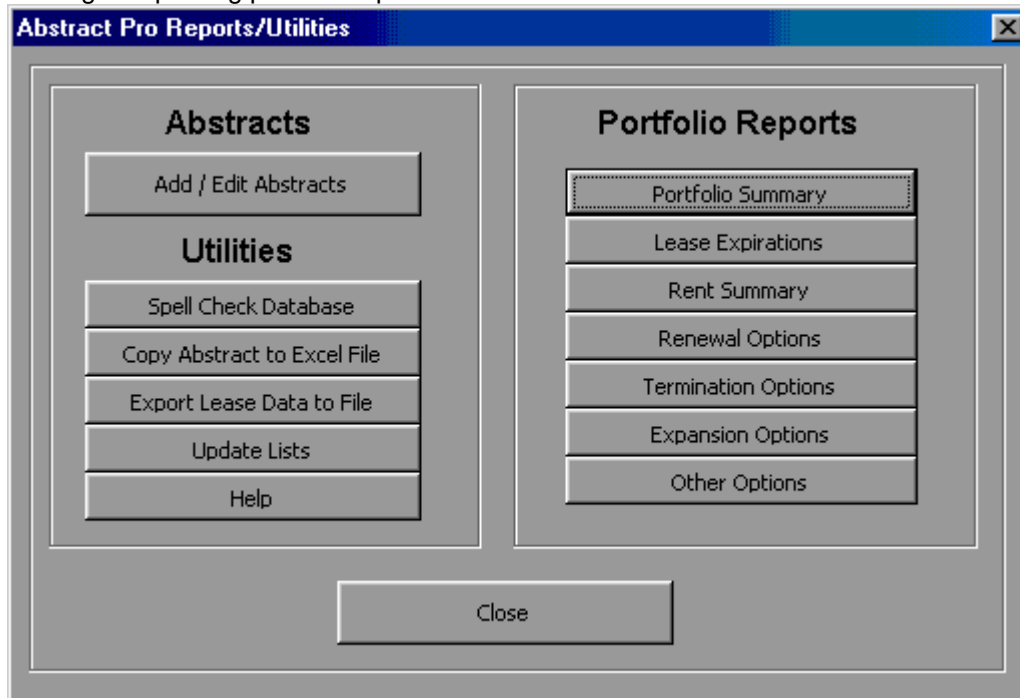
- 1) On the **Abstracts Page**.
- 2) Click the **arrow button on the Lease ID field** to display the drop-down list of abstracts. Lease IDs are listed in alphanumeric order. (A-Z, 0-9))
- 3) Click on the desired **Lease ID** to view the Abstract. (You may also type the first letter the desired Lease ID to "jump" to that Lease ID.)

**To Print an Abstract**

- 1) On the **Abstract Page**.
- 2) **Select the Lease ID** of the abstract you wish to view.
- 3) Click **File/Print** (or click the printer icon) on the Excel toolbar

## 2) Control Panel

**Overview**-This menu displays options for adding new or editing abstracts, spell checking the database, copying lease abstracts, exporting lease data, update lease clause lists, help and viewing and printing portfolio reports.



### To Add New or Edit an Abstract

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **New/Edit Abstracts** button to display the Data Input Form (**See Data Input Form instructions**).

### To Spell Check the Database

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **Spell Check Database** button and follow the directions.

### To Copy an Abstract to Excel File (to e-mail an abstract)

- 1) On the **Abstract Page**.
- 2) **Select the Lease ID** of the abstract you wish to copy.
- 3) Click the **Control Panel** button on the Abstracts page.
- 4) Click the **Copy Abstract to Excel File** button and click "Yes" on the confirmation message box to continue. The lease Abstract (values and format) from the current Abstract viewed will be copied to a new Excel workbook. This allows an Abstract to be e-mailed. All data in Abstract Pro will remain unchanged and intact.
- 5) At the prompt, **save the spreadsheet** in a folder with a name you specify.

### To Export Lease Abstract Data to a separate file

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **Export Abstract Data** button and click "Yes" on the confirmation message box to continue. The lease abstract data (values and format) from the Abstract Pro database sheet will be copied to a new Excel workbook (for additional analysis or for importing into a separate program). All data in Abstract Pro will remain unchanged and intact.
- 3) At the prompt, **save the spreadsheet** in a folder with a name you specify.

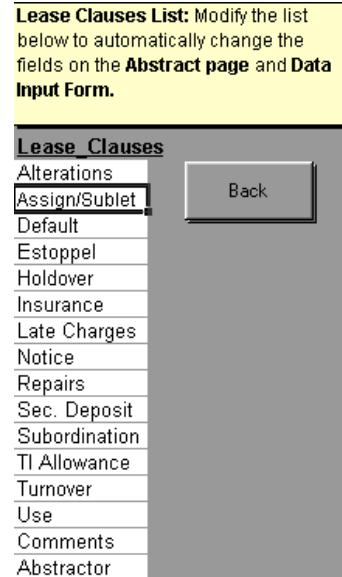
### Update Lists- Lease Clause Names

Fifteen (15) lease clause field names may be changed by the user. The Lease Clauses should be established and modified as desired prior to commencing entering lease abstracts.

Once modified, the corresponding modified field names will automatically appear on the Data Input form and the Abstracts page. The fields may also be left blank if desired. Generally, it is a good idea to list the lease clauses titles in alphabetical order.

#### To Name the User-Define Lease Clause Fields

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **Update Lists** button on the Control Panel menu.
- 3) Type the desired **Lease Clause** names in order on the list.
- 4) When finished, click **Back**.



### Portfolio Reports

Portfolio reports are available for Portfolio Summary Expirations, Rent Summary, Renewal Options, Expansion Options, Termination Options and Other Options.

#### To View a Portfolio Report

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **Portfolio Report** button you wish to view.

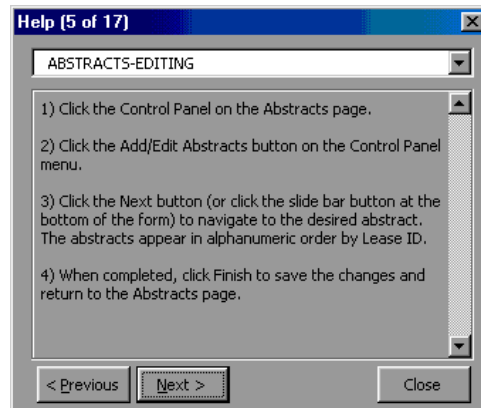
#### To Print a Portfolio Report

- 1) Select a **Portfolio Report** to view (as instructed above)
- 2) Click **File/Print** (or click the printer icon) on the Excel toolbar.



### Help Screen

The Help Screen can be accessed from the Control Panel or the Data Input Form. Click the Next button (or Select a topic from the drop down list on top) to go to each topic.



### 3) Data Input Form

**Overview-** All lease abstract information is entered and edited using the Data Input Form.

#### To Add an Abstract

- 1) Click the **Control Panel** button on the Abstract Page.
- 2) Click the **Add/Edit Abstracts** button on the Control Panel menu.
- 3) Click the **New Record** button on the Data Input Form.
- 4) Enter a new and unique **Lease Name** (which will become the Lease ID for database identification). Enter other desired lease information. See below for instructions for inputting information in special fields. (You may click Undo New at the bottom of the form to cancel the entry if desired)
- 5) Click **Finish** to save the changes and return to the Abstracts page.

#### To Edit an Abstract

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **Add/Edit Abstracts** button on the Control Panel menu.
- 3) Click the **Next** button (or click the slide bar button at the bottom of the form) to navigate to the desired abstract. The abstracts appear in alphanumeric order by Lease ID.
- 4) When completed, click **Finish** to save the changes and return to the Abstracts page.

#### To Delete an Abstract

- 1) Click the **Control Panel** button on the Abstracts page.
- 2) Click the **Add/Edit Abstracts** button on the Control Panel menu
- 3) Click the **Next** button (or click the slide bar button at the bottom of the form) to navigate to the desired abstract. The abstracts appear in alphanumeric order by Lease ID.
- 4) Click the **Delete Record** button on the right side of the form.
- 5) A warning message will appear. Click **Yes to delete the abstract or No to cancel**.
- 6) Click **Finish** and the deletion(s) will be saved and you will return you to the Abstracts page.

## Entering lease information in the Data Input Form

### Grayed or Dimmed Fields

Ignore grayed or dimmed fields as they contain formulas and will not allow data entry. Disregard empty fields that display "12:00:00 AM". This information will not appear on the abstract.

### Data Input Field Size

The visible input field size on the Data Input Form approximates the maximum visible area on the Abstracts page. Generally, a limited amount of text beyond what is visible in the input field will still be visible on the Abstracts page. Excess text beyond what is visible in both the input field and the Abstracts page will be retained in the cell (up to a 255-character maximum) but not visible.

### To Move from field to field within the Data Input Field

Press Tab or Enter to move from one input field to the next. You can also move the cursor to any input field with a left click your mouse in the input field desired.

### To Copy and Paste data from one location to another

Highlight the desired data (either with your mouse or by using the Tab key to go to the entire field) and press the Ctrl and C keys simultaneously to "Copy" the data and use your mouse or Tab to the new location and press the Ctrl and V keys simultaneously to "Paste" the data.

### To Cut and Paste data from one location to another

Use the same procedure as above, except use the Ctrl X key simultaneously to "Cut" the data (instead of Ctrl and C) and press the Ctrl and V keys simultaneously to "Paste" the data.

### Date Entry

Enter Dates in the MM/DD/YY or MM/DD/YYYY format only.

### Base Rent

Up to 10 periods of Base Rent can be entered. Enter the Start date for the first in Rent Date 1 and the corresponding monthly rent in Mo Rent 1, entering additional step dates and monthly rents in Rent Step 2 and Mo Rent 2, and so on. Rent should be entered in either the 1,250.75 or 1250.75 format.

### Renewal Options

Renewal option Start Dates and Notice Dates are automatically calculated based on entry of the following fields. The Renewal Start and Notice Date fields display the calculated dates once the abstract has been entered.

#### Renewals

Up to 5 renewal option periods can be entered for each lease.

#### Renewal Years

Enter the length of the renewal terms in years.

#### Notice Days/Notice Months/Notice Years

Enter the number of prior notice **Days or Months or Years** required for notice.

# of Renewals	2
Renewal Yrs	5
Notice Days	
Notice Months	9
Notice Years	
Renewal Summar	2, 5-year renewal

### Expansion, Termination and Other Options

Enter a description of the option in the appropriate data input field. Enter either a date or period in the option "Notice" data input field. **Note:** a Date or Period **must be entered** in the option "Notice" field so that the data is filtered and read properly, otherwise it will not appear on the portfolio report. For example, if an option does not have a fixed date or if it has a "floating" notice period (e.g. termination upon 180 days prior notice) it is necessary to enter either an estimated date for review or a period of time as a notice period.

## Date Calculator

**Overview**-Calculate important lease dates either before an Expiration Date or after a Start Date. (Renewal Notice dates are automatically calculated in the Renewals section of the Data Input Form).

The screenshot shows a dialog box titled "Abstract Pro Date Calculator". It is divided into two columns. The left column is for calculating a date BEFORE a specified Expiration Date. It contains an input field for "Expiration Date" with the value "12/31/2010", a field for the number of periods with the value "9", a drop-down menu for the period type set to "Months", and a field for the "Resulting Date" with the value "3/31/10". The right column is for calculating a date AFTER a specified Start Date. It contains an empty input field for "Start Date", an empty field for the number of periods, an empty drop-down menu for the period type, and an empty field for the "Resulting Date". At the bottom, there are three buttons: "Calculate Date" on the left, "Close" in the center, and "Calculate Date" on the right.

### To Calculate a Date

- 1) Click the **Date Calculator** button on the right side of the Data Input Form.
- 2) Enter the initial **Date** (Expiration Date on the left or Start Date on the right side).
- 3) In the next input field below, enter the **number of periods (Days, Months or Years)**
- 4) In the next input field below, select from the drop-down list (or type the first few letters) the **period type (Days, Months or Years)**
- 5) Click the **Calculate Date** button at the bottom to calculate the Resulting Date.
- 6) Click the **Close** button and enter the date in the desired input field.

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