**Training Syllabus**

**Alto Advance**

**(*This is a guide only to what will be covered, content may vary dependant on your needs)***

**QA Session**

Client lead

**Home Screen**

Knowledge Centre  
Main Dashboard  
PM Dashboard  
Tasks  
Movement Book  
Property Map  
Charts  
Communication by email and SMS  
Portal Enquiries  
Email Marketing

**Re Cap**

Matching via contact and property  
Sales & Lettings offers  
Sales progression  
Lettings progression

**Contacts**

Creating and editing contact group  
Creating group click through  
Mail outs to contact groups  
Managing GDPR   
Bulk archiving  
AML Checks

**Property**

Creating and editing property group  
Creating group click through  
Mail outs from property groups  
Customise brochures and window cards

**Reports**

Financial reports  
Reporting groups filter and schedule  
Periodic Activity Reports

**Tools**

Board management  
Advertising recording posts on social media  
Standard paragraphs  
Letters and stationary editing and creating templates  
System Administration  
 **Property file**  
Configuring  
Sending invitations  
Managing

**Ravensworth**

Configuring  
Ordering brochure’s  
Ordering window cards

**Mobile Agent**

Importing floor plans  
Importing room sizes

**Rolling Screens**

Exporting files  
Displaying properties