**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