Syllabus Training

**Jupix Foundation Lettings**

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

Introduction and Home screen

Knowledge Centre

My Dashboard

Quick search contacts and properties

Internal Announcements

News Reel

Property Updates

To Do’s Creating and Managing

Market appraisal

Booking a market appraisal

Comparable’s reports

Following up communication

Instructing

Not instructed

Property

Adding marketing details

Adding keys

Creating a brochure and window card

Matching to potential applicants

Property lists

Applicants

Adding an applicant

Matching and mailing

Applicant lists

Viewings

Booking and confirming viewings

Follow up after viewing

Relay feedback to landlord

Offers

Making and revising

Rejecting and accepting

Creating tenancy documents

Lettings progression

Progression tasks

Creating AST and other documents

Set up of a tenancy

Starting a tenancy

Diary

Booking and changing appointments

Creating different diary views

Printing diary

Mobile diary

Letters

Creating, emailing and printing

Downloading document editor

Editing and adding new templates

Admin

System configuration

Lettings configuration

Manage users