Syllabus Training

**Jupix 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

My Dashboard

Quick search contacts and properties

Internal Announcements

News Reel

Property Updates

To Do’s Creating and Managing

Re Cap

Matching via contact and property

Sales and lettings offers

Sales progression

Lettings progression

Applicants

Generating applicant lists

Targeted mail outs

Applicant management

Vendors

Scheduling vendor contact

Property performance reports

Vendor management

Reports

Financial reports

Key lists reports

Board reports

Performance reports

Trend reports

Demand reports

Property File

Overview

Sending invitations

Managing

Ravensworth

Configuring

Ordering brochures

Ordering window cards

Admin

Lettings configuration

System configuration

Manage users

Property file configuration