Syllabus Training

**Jupix Property Management**

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

Introduction and Home Screen

Knowledge Centre

Property Management Dashboard

Properties

Record safety certificate dates

Upload documents

Preferred suppliers

Creating and managing work orders

Creating a Tenancy

Update tenancy details

Creating AST and other documents

Recording property visits and other dates

Add metre readings

Recoding deposit information

Landlords

Overseas landlord tax

Joint ownership of landlords

Property Management Even Dates

Manage safety certificates
Property Inspections
Renew, periodic and vacate tenancy

Reports

Property management reports

Admin

System configuration
Lettings configuration
Manage users