

KPM Documentation

KPM is short for Kayla Acacia Property Management.

Kayla Acacia Property Management is a property management company owned by Kinghorn and Kinghorn Management & Holding Company Limited.

The KPM Software has two portals, a client portal at <https://client.kaylaacacia.com> and an administrative portal <https://kpm.kaylaacacia.com>

The KPM Software is a web portal that allows the management of properties.

Clients can use the KPM client portal to track their rented properties, invoices, other charges and payments. Client can also log complaints and report issues.

The KPM administrative portal allows property managers to manage properties, create invoices, record payments and generate useful reports.

Definition of Key Terms

Table view: A page that displays the data as a table and has each instance of the record as a list item in the table. These all have a search bar at the top and a navigation element at the bottom to view more data as it might not all be displayed on the initial page load.

Example:

- The Table with search bar and header items

	↑ ↓ # ↑ ↓	Volume / Folio	↑ ↓ Name	↑ ↓ Group Name	↑ ↓ Meters	↑ ↓ Flag ↑ ↓	Rent Amount	↑ ↓ Balance	↑ ↓
 Details	92	00 / 000	16 Bravo Street (K&K St. Ann) ▶ address	Commercial	JPS: NWC		\$0.00	\$0.00	
 Details	95	00 / 00	2018 Caterpillar 320NexGen Escavator ▶ address	Residential	JPS: NWC		\$9,120.00	\$118,560.00	

- The bottom of the table highlighting the page navigation

At the bottom of the page is the table navigation as we can't display everything all at once so clicking on the various numbers or pressing next/previous allows you to view other properties in the list.

Showing 1 to 10 of 104 entries	Previous	1	2	3	4	5	...	11	Next
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Create page: This page is a form that has the inputs required to create an instance of a record, whether it be a property, tenant, task, etc. It also usually has the words “Add” or “Create” at the top.

Example:

Add property pages' form

Add Property

Volume

Folio

Name

Address

Type
select one

Group
125 Cascade Avenue

Rent Amount

Jps Meter

Nwc Meter

[Create](#) [Back to List](#)

Edit page: this page looks like the respective create page however the form is populated with data for the record that is to be edited. This data can be changed and when the save button is selected the record will be updated.

Example:

Edit page for for property

Edit Premise # 92

Volume

Folio

Name

Address

Type

Rent Amount

Jps Meter

Nwc Meter

Group

[Back to List](#)

The Dashboard

The Dashboard provides a general overview of Complaints, tasks, premises, and notifications. All of these can be found in the sidebar with more detail or by clicking the buttons at the top of the sections.

Tenant Complaints [All Complaints](#)

New Log 1088

9/5/2023 10:07:24 PM

Moving on to the sidebar details

- PROPERTY
-  List properties
-  Tenants 
-  Tasks 
-  Invoices
-  Payments
-  Expenses
-  Petty Cash
-  Requisitions
-  Complaints

List properties

List properties allows you to do just that, view a list of all the properties managed by KPM. After clicking this you will be greeted with the properties in a table view.

Properties

Create New

Show 10 entries

Search:

	↑ # ↓	Volume / Folio	Name	Group Name	Meters	Flag	Rent Amount	Balance
 Details	92	00 / 000	16 Bravo Street (K&K St. Ann) ▶ address	Commercial	JPS: NWC		\$0.00	\$0.00
 Details	95	00 / 00	2018 Caterpillar 320NexGen Escavator ▶ address	Residential	JPS: NWC		\$9,120.00	\$118,560.00

On this page, you have the option to:

- Create a new property by clicking the button at the top saying “create new”
- View property details by clicking on the details button
- Edit a property by clicking the gray icon.
- Search with the search bar any property in the list by name or other details

❖ *Creating a property*

On clicking the create property button you will see a form to complete after adding the relevant information clicking create will add the property to the list

Add Property

Volume

Folio

Name

Address

Type
select one

Group
125 Cascade Avenue

Rent Amount

Jps Meter

Nwc Meter

Create [Back to List](#)

❖ *Editing a property*

Upon clicking on the edit icon you will see a form similar to the above however, it will be pre-populated with data for the property and you can change this information and click save at the bottom of the page to update it.

Edit Premise # 92

Volume	<input type="text" value="00"/>
Folio	<input type="text" value="000"/>
Name	<input type="text" value="16 Bravo Street (K&K St. Ann)"/>
Address	<input type="text" value="Shop 3, 16 Bravo Street, St Ann"/>
Type	<input type="text" value="Commercial"/>
Rent Amount	<input type="text" value="0.00"/>
Jps Meter	<input type="text"/>
Nwc Meter	<input type="text"/>
Group	<input type="text" value="Unsorted"/>

[Back to List](#)

Property details

This page has two parts

- Property details and
- Property actions

The property details section

Premise # 92 16 Bravo Street (K&K St. Ann)

Folio - Volume	000 - 00	Tenant	Kinghorn & Kinghorn
Name	16 Bravo Street (K&K St. Ann)	Type	Commercial
Group Name		Balance	\$0.00
Address	Shop 3, 16 Bravo Street, St Ann	Flag	Y
Rent Amount	\$0.00	Flag Rent	\$0.00
Jps Meter		Flag Description	Three Months
Nwc Meter			
Created	JThomas 6/24/2022 11:44:19 AM		

Show entries Search:

Actions	Invoice Number	Invoice Date	Month	Description	Total	Balance
No data available in table						

Unpaid Invoices

Showing 0 to 0 of 0 entries Previous Next

This section displays all the details of the property as well as a list of invoices generated for the property.

The property actions sections

Back to List	Assign Tenant	Statement of Account
	Add Rent Invoice	Property Invoices
	Add Charge	Property Payments
	Add Expense	Property Expenses
Edit	Add Task	Property Tasks
	Add Note	Property Notes
	Add Petty Cash	Property Petty Cash
	Add Requisition	Property Requisitions

Here we can see the actions and list of related documents for a property. They are fairly self-explanatory but the actions are:

- Edit (the property)
- Assign tenant
- Add Rent Invoice
- Add Charge
- Add Task
- Add Note
- Add petty Cash
- Add Requisition

We can also View the list of documents such as:

- Statement of Accounts
- Property invoices
- Property payments
- Property Expenses
- Property Tasks
- Property Notes
- Property Petty Cash
- Property Requisitions

Property Actions

Edit : this was previously covered in “editing a property” above.

Assign a tenant: this section allows you to add a tenant to a property. You can also remove a tenant from a property by selecting “Vacant” in the list.

Assign Tenant - 16 Bravo Street (K&K St. Ann)

Tenant

Kinghorn & Kinghorn

Assign

[Back to Premises List](#)

[Back to Premises Details \(16 Bravo Street \(K&K St. Ann\)\)](#)

Add Rent Invoice: Add an invoice to the property, **invoices will be emailed to the respective tenants**

Add Rent Invoice - 16 Bravo Street (K&K St. Ann)

dd / mm / yyyy



Rent Amount

0.00

Create Invoice

[Back to Premises List](#)

[Back to Premises Details \(16 Bravo Street \(K&K St. Ann\)\)](#)

Add Charge: A charge is a fee or cost that is incurred by a tenant. Adding a charge takes you to a page where you can add the details of the charge to be paid by the tenant.

The Add charge page has the title “Add invoice”

Add Invoice - 16 Bravo Street (K&K St. Ann)

Date

19 / 11 / 2023



Description

Sub-total

0.00

GCT

0.00

Attachment

Browse...

No file selected.

Property Name

16 Bravo Street (K&K St. Ann)

Tenant Name

Kinghorn & Kinghorn

Create

[Back to List](#)

Add Task: A task is something to be completed by KPM. usually relating to a specific property. These can include maintenance, resolving a complaint, etc. The benefit to adding a task from here rather than the sidebar (Tasks > Add task) is that here the property is already selected.

Create Task - 16 Bravo Street (K&K St. Ann)

Summary

Task Details

Assigned

Assigned User

Priority

Status

Attachment

 No file selected.

Create

[Back to List](#)

[COMPLETE ACTIONS]

Tenants

The tenants' section has two drop-down options

- View tenants
- Add tenants

Note: the add tenants section can be found on the view tenants **section at the top (review)**

The Add Tenants Section

Consists of a form that when filled out will create a tenant

Create Tenant

Name

Employer Name

Email Address

Phone Number

Occupation

Date Of Birth 

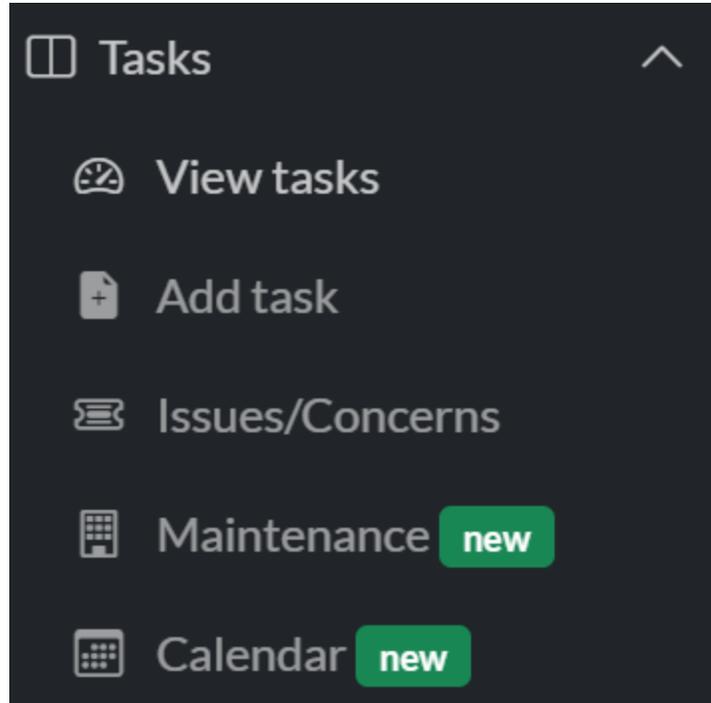
Former Address

[Back to List](#)

Tasks Section

The tasks section has 5 drop-down options :

- View tasks
- Add tasks
- Issues/Concerns
- Maintenance
- Calendar



View tasks

This view tasks section displays a list of tasks in a table view with a search bar and action buttons as well as other details

Actions

- View
- Edit
- Delete

Tasks -							
Show	10	entries	Search: <input type="text"/>				
	Date	Property	Task	Given To	Priority	Status	
View	11/29/2022	Unit 4-5 Christiana Plaza	Payment to SPM Waste Management ► Details	Shane Richards BY: SKinghorn	High	Closed	Edit Delete
View	11/29/2022	Apartment B5, Columbus Heights	Stove to be picked up from Tenant ► Details	Shane Richards BY: SKinghorn	High	Closed	Edit Delete
View	11/29/2022	6 West Street	Property collections / Materials left on property ► Details	Shane Richards BY: SKinghorn	High	Closed	Edit Delete
View	11/16/2022	Aviva Springs	Aviva Springs - Electricity ► Details	Shane Richards BY: SKinghorn	High	Closed	Edit Delete

View tasks section

Task - Unit 4-5 Christiana Plaza

Property Name	Unit 4-5 Christiana Plaza
Summary	Payment to SPM Waste Management High
Task Details	Please make contact with Saglor Bank in relation to \$30,000.00 that was transferred to SPM Waste Management. Please see transaction details below: Payee Payee Name SPM Waste Management Limited Address 1 Address 2 To Account Number 50765000801502 Payee Bank BIC NOSCJMKNXXX Bank Name BANK OF NOVA SCOTIA, JAMAICA LTD., T Bank Address SCOTIABANK CENTRE Payment Details Transfer Amount 30,000.00 JMD Transfer Date 01/11/2022 Description/Transfer Purpose Christiana Pharmacy
Status	Closed
Assigned	11/29/2022
Assigned to	Shane Richards
Requested by	SKinghorn
Completed	
Created	SKinghorn 11/29/2022 5:53:17 AM
Edited	SKinghorn 12/27/2022 8:15:57 AM

Delete Edit Go to Premises Task Back to Task List Go to Premises print

This section shows task details and a few navigation options. The ones of note are:

- Go To premises tasks - takes the user to a list of tasks for this specific property
- Go to premises - takes the user to the premises the task is attached to
- Edit - this takes you to the edit form

Edit tasks

This takes you to a form similar to the creation form similar to that of editing a property

Delete Tasks

This option allows you to delete the task

Add Tasks

Used to create new tasks within a premises management system. It allows users to input essential details about the task, such as its summary, assigned user, priority, and other relevant information.

- **Premise:** This field is likely a dropdown menu where the user selects the premise to which the task is associated.
- **Summary:** A text field where the user provides a concise description of the task.
- **Task Details:** A text area for more detailed information about the task.
- **Assigned:** This field likely displays the current date and time when the task is being created.
- **Assigned User:** A dropdown menu where the user selects the individual responsible for completing the task.
- **Priority:** A dropdown menu where the user selects the task's priority level (e.g., low, medium, high).
- **Status:** This field likely displays the initial status of the task, which is usually "New."
- **Attachment:** A file upload field where the user can attach relevant documents or files to the task.

The screenshot shows a form titled "Create Task -" with the following fields and controls:

- Premise:** A dropdown menu with the text "... SELECT ...".
- Summary:** A single-line text input field.
- Task Details:** A multi-line text area with a small icon in the top right corner.
- Assigned:** A date input field showing "26/10/2024" with a calendar icon on the right.
- Assigned User:** A dropdown menu with the text "Select one".
- Priority:** A dropdown menu with the text "Select one".
- Status:** A dropdown menu with the text "New".
- Attachment:** A file upload field with a "Choose File" button and the text "No file chosen".

At the bottom of the form, there are three buttons: a blue "Create" button, a grey "Back to List" button, and a blue "Back to Premises Details ()" button.

Create: Clicking this button submits the form data and creates a new task.

Back to List: This button likely takes the user back to a list of existing tasks.

Back to Premises Details: This button likely takes the user back to the details page of the selected premise.

Issues and Concerns

Displays a list of open discussions that are currently awaiting a reply. It provides a way to view and manage these discussions.

The screenshot shows a web interface titled "Discussions - Waiting On A Reply". At the top, there are navigation tabs: "Pending Reply", "New", "Pending Staff Reply", "Pending Client Reply", "Resolved", "Closed", "Deleted", and "All". Below the tabs, there is a search bar and a "Show 10 entries" dropdown. The main content is a table with columns for "#", "Subject", and "Details". Each row has a "View" button on the left and a "New" button on the right. The table contains 10 entries, with the last one (ID 1101) marked as "Waiting on client reply".

#	Subject	Details
1246	test issue 1	New
1243	Demo	New
1242	Demo	New
1241	Demo	New
1240	Demo	New
1239	Testing discussion key	New
1237	Update on Task 167 - Renovation to be done to get Property rentable Apartment 1 - 125 Cascade Ave	New
1232	Update on Task 158 - sub 2 123 Cascade Avenue	Waiting on client reply
1102	New Log Charlemont housing scheme Quava way 412	New
1101	New Log Shop 112B Rouseau Road	New

Showing 1 to 10 of 27 entries

Previous 1 2 3 Next

- **Pending Reply:** This filter displays discussions that are currently waiting for a reply.
- **Pending Staff Reply:** This filter displays discussions that are waiting for a reply from a staff member.
- **Pending Client Reply:** This filter displays discussions that are waiting for a reply from the client.
- **Resolved:** This filter displays discussions that have been resolved.
- **Closed:** This filter displays discussions that have been closed.
- **Deleted:** This filter displays discussions that have been deleted.
- **All:** This filter displays all discussions, regardless of their status

View Button: Clicking on the "View" button next to a discussion opens the discussion details page where users can view the full conversation, add a reply.

The screenshot shows the details page for discussion ID 1246, titled "test issue 1". It includes contact information for the sender: Premise, Sender (khamali), Telephone (18769999999), and Email (test@gmail.com). The conversation history shows a message from "you" saying "this is a test" and a reply from "you" saying "reply". At the bottom, there are action buttons: Reply, Close, Back to Discussion List, Go to Premises Discussion, Go to Premises, and print.

Maintenance

Provides a list of upcoming and overdue maintenance tasks. It allows users to view details about each task, its status, and the property it is associated with.

Current Maintenance Log
Maintenance that has not yet started but should be done in the next week

Recent Current Overdue Pending In progress Completed All

Show 10 entries Search:

	Maintenance Date	Maintenance Status	Property Status	Property	Next Maintenance Date
View Update Log	05-Jul-2024	Pending		Unit 3 - Lyndhurst Business Complex	
View Update Log	08-Jul-2024	Pending		Unit 4 - Lyndhurst Business Complex	
View Update Log	08-Jul-2024	Pending		Unit 5 - Lyndhurst Business Complex	
View Update Log	08-Jul-2024	Pending		Unit 6 - Lyndhurst Business Complex	
View Update Log	09-Jul-2024	Pending		Unit 7 - Lyndhurst Business Complex	
View Update Log	09-Jul-2024	Pending		Unit 8 - Lyndhurst Business Complex	
View Update Log	09-Jul-2024	Pending		Unit 9 - Lyndhurst Business Complex	
View Update Log	10-Jul-2024	Pending		Unit 10 - Lyndhurst Business Complex	
View Update Log	10-Jul-2024	Pending		Unit 11 - Lyndhurst Business Complex	
View Update Log	10-Jul-2024	Pending		Unit 12 - Lyndhurst Business Complex	

Showing 1 to 10 of 115 entries Previous 1 2 3 4 5 ... 12 Next

- **View Update Log:** A button to view the details and update log for a specific maintenance task.
- **Maintenance Date:** The scheduled date for the maintenance task.
- **Maintenance Status:** The current status of the task (e.g., Pending, In Progress, Completed).
- **Property Status:** The status of the property associated with the task (e.g., Active, Inactive).
- **Property:** The name or identifier of the property.
- **Next Maintenance Date:** The date of the next scheduled maintenance for the property.

View Update Log: Clicking on the "View Update Log" button opens a detailed view of the maintenance task, including its history, comments, and any relevant documentation.

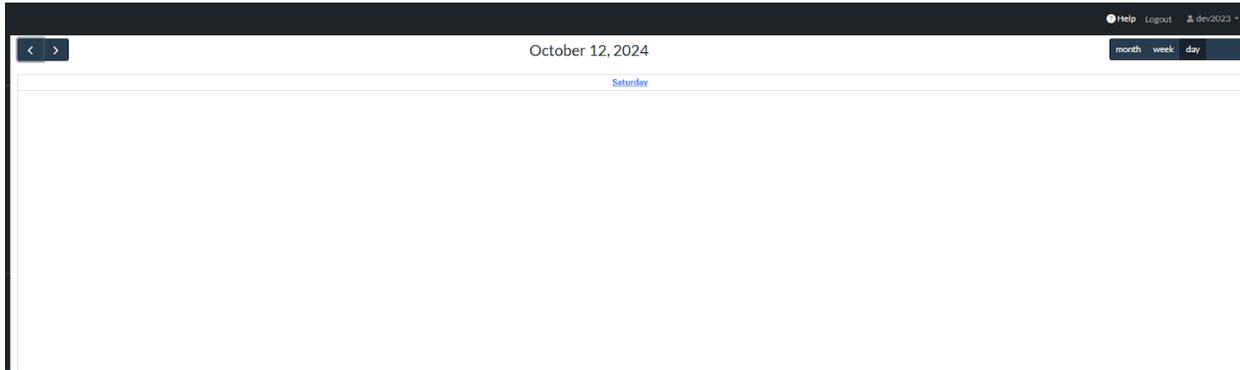
Maintenance Log #122

Property	Unit 3 - Lyndhurst Business Complex
Maintenance Date	05-Jul-2024
Date Completed	
Next Maintenance Date	
Maintenance Status	Pending
Is Preliminary Email Sent	no
Created By	SYSTEM 05-May-2024 3:26 PM

Details of maintenance

[Edit](#) [Back to Maintenance Logs](#) [Go to Premises Logs](#) [Go to Premises](#) [print](#)

Calendar



- Header: The top section with the date and day of the week.
- Body: The main section below the header, is currently empty, it's supposed to display events or tasks scheduled for a specific day.
- Navigation: There are navigation buttons on the left side of the header, allowing for movement between dates.
- Date Display: The date and day of the week are displayed in the center of the header.

Invoices

Invoices -								
Show	10	▼	entries	Search:				<input type="text"/>
	Invoice	Invoice						
	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	
	Number	Date	Month	Description	Total	Balance		
View	13124	11/1/2023	November	Invoice for November 2023 - Rental of Lyndhurst Business Complex, 2 B Rousseau Road.	\$0.00	\$0.00		
View	13156	11/1/2023	November	Invoice for November 2023 - Rental of Commodore District, Linstead, St Catherine.	\$0.00	\$0.00		
View	13111	11/1/2023	November	Invoice for November 2023 - Rental of Commodore, Linstead, St. Catherine.	\$0.00	\$0.00		

This section displays a list of invoices and has a view button by each to allow for viewing the details of a particular invoice.

[View Invoice](#)

Details invoice # 13124

Invoice

InvoiceNo	13124
Date	11/1/2023
Description	Invoice for November 2023 - Rental of Lyndhurst Business Complex, 2 B Rousseau Road.
Sub-total	\$0.00
GCT	\$0.00
Total	\$0.00
Balance	\$0.00
Balance on Sub-total	\$0.00
Balance on GCT	\$0.00
Balance on Total	\$0.00
IsPaid	<input checked="" type="checkbox"/>
Tenant Name	Kinghorn & Kinghorn
Property Name	Unit 16 - Lyndhurst Business Complex
Created	SYSTEM 10/21/2023 11:35:25 AM
Edited	SYSTEM
Is Invoice Email Sent	<input type="checkbox"/>

[Back to Invoice List](#) [Go to Premises](#) [Go to Tenant](#) [print](#)

Options of note:

- Go to Premises - goes to the premises of the invoice
- Go to Tenant - go to the details of the tenant of the invoice

[Payments](#)

Recent Payments				
Recent Unverified All				
Show	10	entries	Search:	
	Payment Number	Payment Date	Notes	Payment Amount
View Verify	11840 not verified	10-Aug-2024	100000 - dev2023	\$0.00
View Verify	11842 not verified	01-Aug-2024	Rent for month of April 2022 10000 - dev2023	\$0.00

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

- **Payment Number:** A unique identifier for each payment.
- **Payer Date:** The date when the payment was made.
- **Notes:** Additional information about the payment.
- **Payment Amount:** The amount of the payment.

- **View:** Opens a detailed view of the payment.

- **Verify:** Confirms the payment

PAYMENT VERIFICATION not verified

RECEIPT NO. 11043
 DATE August 10, 2024

Received	Zero and 00/100
From	Alicia Howell
For property	Apartment 2 - 161 Whitehouse H/S
Invoice	11209
Payment Description	Invoice #11209 - Invoice for April 2022 - Rental of 161 Whitehouse Housing Scheme, Ewarton, St. Cath.
Payment Details	Ref Num: 100000

Payment Amount	\$0.00 Cash
Is Receipt Email Sent	no
Created	dev2023 10-Aug-2024 3:05 PM
Edited	dev2023

Once verified the system will generate and send a receipt email to the tenant with the details.

[Verify](#)
[Go to Premises Payments](#)
[Go to Tenant Payments](#)
[Cancel - Back to List](#)

This section shows the payments in a table view

Each payment has a view button that when clicked shows more details about this payment

Payment Details

ReceiptNo 11828
Payment Date 10/31/2023
Payment Amount \$14,375.00
Payment In Words Fourteen thousand, three hundred seventy-five and 00/100
Counter 1
Payment Description
Payment Details February 2023
SubTotal \$14,375.00
Gct \$0.00
Total \$14,375.00
Tenant Name Cecil McLeod
Property Name Carron Hall
Payment Method Bank Deposit
Invoice 12138
Created SKinghorn
11/3/2023 1:31:33 AM
Edited SKinghorn

[Back to Payment List](#) [Go to Premises](#) [Go to Tenant](#) [print](#)

Expenses

Expenses -					
Show	10	entries	Search: <input type="text"/>		
	Reference	Date	Description	Total	
	Number				
Edit Details Delete	512049	9/19/2023	Materials to start new building at Washington Garden - Clive Black Hardware	\$914,498.07	
Edit Details Delete	Inv 40 - Low Budget	7/24/2023	Payment for work done at Verona Close - Invoice attached	\$11,100.00	
Edit Details Delete	16014298	4/25/2023	Materials purchase to make serving area for office - Tru Finishes Limited	\$15,119.63	
Edit Details Delete	Invoice-18	4/25/2023	Payment to make and install window mesh for apartment 11 Aviva Springs	\$7,000.00	

Edit:

By clicking Edit on the Expenses page takes you to the edit expense page.

Edit Expense 10334

Date
19 / 09 / 2023

Reference transaction
512049

Expense Type
General

Description
Materials to start new building at Washington Garden - Clive Black Hard

Sub-total
914498.07

GCT
0.00

Property Name
Apt. 4 - Washington Gardens

Tenant Name
Kinghorn & Kinghorn

[Save](#)

[Back to List](#)

Details

Expense Details

Expense No	10334
Reference transaction	512049
Expense Type	General
Date	9/19/2023
Description	Materials to start new building at Washington Garden - Clive Black Hardware
Sub-total	\$914,498.07
GCT	\$0.00
Total	\$914,498.07
Property Name	Apt. 4 - Washington Gardens
Tenant Name	Kinghorn & Kinghorn
Created	SKinghorn 9/21/2023 3:23:34 PM
Edited	

By clicking Details on the Expenses page takes you to the Details page

Petty Cash

Petty Cash -					
Create New					
Show	10	entries	Search: <input type="text"/>		
	↑↓	Date	↑↓ Description	Total	↑↓
Edit	Details	Delete	8/22/2022	Purchase LED tube for C.Store - Prochoice Hardware	\$1,740.00
Edit	Details	Delete	8/16/2022	Purchased toilet seat cover for powder room - ProChoice Hardware	\$3,620.00
Edit	Details	Delete	8/15/2022	Purchase P Plug for face basin - Seers Supplies Co. Ltd	\$800.00

Add petty cash

By clicking Create new on the Petty cash page it takes you to the Add petty cash page.

Add Petty Cash -	
Premiseld	<input type="text" value="--- SELECT ---"/>
Date	<input type="text" value="18 / 11 / 2023"/> 
Total	<input type="text" value="0.00"/>
Description	<input type="text"/>
Attachment	<input type="button" value="Browse..."/> No file selected.

By clicking the Details button on a petty cash record it takes you to the details page of the petty cash record selected here you can view the record details in a more readable way.

Petty Cash Details

Expense No	10221
Reference transaction	21-BL-00404192 Petty Cash
Date	8/22/2022
Description	Purchase LED tube for C Store - Prochoice Hardware
Total	\$1,740.00
Property Name	Kings Landing Service Station
Tenant Name	K & K (Management and Holdings) Ltd
Created	JThomas 8/31/2022 5:06:23 PM
Edited	

[Go to Petty Cash List](#)[Go to Premises Petty Cash](#)[Go to Premises](#)[print](#)

Edit Petty Cash 10221

Date



Description

Total

Property Name

By clicking the edit button on the petty cash record of interest it takes you to the edit page for the petty cash record to be edited

Requisitions

A requisition is created under the property section by going to the property actions section and clicking the “Add requisition” option

Clicking on the requisition page on the sidebar page listing the requisitions made on all properties is shown in a table view.

Requisitions -												
Show		10	entries								Search:	<input type="text"/>
	#	Property	Description	Logged By	Date	Status	Priority	Cost				
Edit	Details	Delete	5057e28d-462a-ee11-b8f0-00224831afa5	Apt 1 - Verona Close Nadine Morris/First Union	Low Budget Plumbing Services ► materials	SKinghorn	7/24/2023	Approved	Important	\$11,100.00		
Edit	Details	Delete	33f1dc9d-4617-ee11-a9b9-000d3a53482d	Apt. 3 - Washington Gardens Vacant Property	Prochoice Hardware ► materials	SKinghorn	6/30/2023	New	Urgent	\$67,383.97		
Edit	Details	Delete	7fd46962-4517-ee11-a9b9-000d3a53482d	Apt. 1 - Washington Gardens Vacant Property	Prochoice Hardware ► materials	SKinghorn	6/30/2023	New	Urgent	\$32,435.15		
Edit	Details	Delete	80d05cd9-4517-ee11-a9b9-000d3a53482d	Apt. 2 - Washington Gardens Vacant Property	Prochoice Hardware ► materials	SKinghorn	6/30/2023	New	Urgent	\$121,171.06		

By clicking on the “details” button you are taken to the details page where the requisition can be viewed in more details. On this page you are also given the following options relating to this specific property to which the requisition was made:

- View all requisitions made for the property (Clicking Go to requisitions for premises)
- View the property details (Go to premises)
- View the tenant details of the specified property (Go to tenant)

Details Requisition

Requisition # 1206

Clicking go to requisitions for premises takes you to this page where you can add petty cash entries for the specified property

Requisitions - Apt 1 - Verona Close

[Go To Premises](#) [Add Petty Cash](#)

Show entries Search:

#	Property	Description	Logged By	Date	Status	Priority	Cost
Edit Details Delete 5057e28d-462a-ee11-b8f0-00224831afa5	Apt 1 - Verona Close Nadine Morris/First Union	Low Budget Plumbing Services ► materials	SKinghorn	7/24/2023	Approved	Important	\$11,100.00
Edit Details Delete e5bae831-7f6a-ed11-9481-00155d512601	Apt 1 - Verona Close Nadine Morris/First Union	Verona Close - Water bill ► materials	SKinghorn	11/22/2022	Approved	Important	\$0.00
Edit Details Delete 9090a755-2063-ed11-9481-00155d512601	Apt 1 - Verona Close Nadine Morris/First Union	Low Budget Plumbing Company ► materials	SKinghorn	11/12/2022	Approved	Important	\$8,500.00
Edit Details Delete 5904d0f3-38f9-eb11-946d-00155d512601	Apt 1 - Verona Close Nadine Morris/First Union	Door Lock needs replacing the keys stuck at times, Tenants was locked out of the house last week Wednesday and Mr. Murdock had to go and open for her ► materials	ACodner	8/9/2021	Approved	Normal	\$1,380.00

Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)

By clicking Edit on the requisition records in the table view you are taken to the requisitions edit page

Edit Requisition

Request Date

24 / 07 / 2023

Request

Description

Low Budget Plumbing Services

Request Items

Installation of Kitchen and bathroom faucet - Labour cost for plumbing work done / material cost.

Request Cost

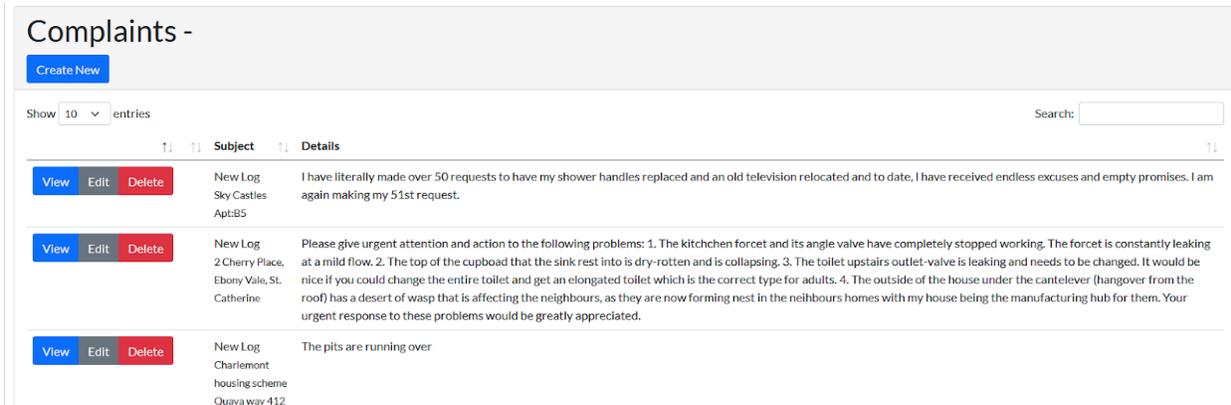
11100.00

Priority Level

Complaints

Complaints are added by tenants on the tenant portal, on the complaints page you are also allowed to add complaints.

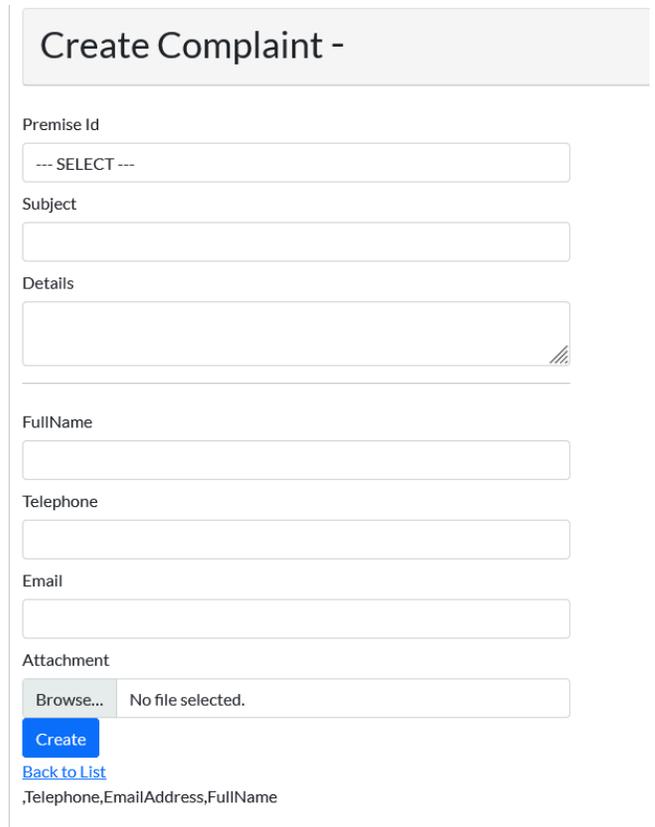
By clicking the Complaints in the sidebar you are taken to the complaints page displayed in a table view.



	Subject	Details
View Edit Delete	New Log Sky Castles Apt:B5	I have literally made over 50 requests to have my shower handles replaced and an old television relocated and to date, I have received endless excuses and empty promises. I am again making my 51st request.
View Edit Delete	New Log 2 Cherry Place, Ebony Vale, St. Catherine	Please give urgent attention and action to the following problems: 1. The kitchen forcet and its angle valve have completely stopped working. The forcet is constantly leaking at a mild flow. 2. The top of the cupboard that the sink rest into is dry-rotten and is collapsing. 3. The toilet upstairs outlet-valve is leaking and needs to be changed. It would be nice if you could change the entire toilet and get an elongated toilet which is the correct type for adults. 4. The outside of the house under the cantelever (hangover from the roof) has a desert of wasp that is affecting the neighbours, as they are now forming nest in the neilbours homes with my house being the manufacturing hub for them. Your urgent response to these problems would be greatly appreciated.
View Edit Delete	New Log Charlemont housing scheme Quava way 412	The pits are running over

Create complaints

By clicking the create new option on the complaints page you are taken to the create complaint page where you are allowed to create a complaint by completing the form with the appropriate information and selecting the correct premises from a dropdown list.



Create Complaint -

Premise Id

Subject

Details

FullName

Telephone

Email

Attachment

[Create](#)

[Back to List](#)

.Telephone,EmailAddress,FullName

By clicking View you are taken to the complaints detail page where you can view the details of which complaint.

Complaint -

Name	
Subject	New Log
Details	I have literally made over 50 requests to have my shower handles replaced and an old television 51st request.
FullName	Christopher White
Telephone	8768763144
Email	Info@LocatorZONE.Com
Created	9/5/2023 10:07:24 PM
Edited	

[Delete](#)[Edit](#)[Back to Complaint List](#)[print](#)

By clicking Edit you are taken to the edit complaints page where you are able to edit the selected complaint. This is not recommended as if the tenant created the complaint they likely would not like it to be modified as it likely contains a true representation of the matter at hand as they see it.

Edit Complaint

Premise Id

Log Status

Subject

Details

FullName

Telephone

Email

[Save](#)[Back to List](#)

Automated Invoices and Messages

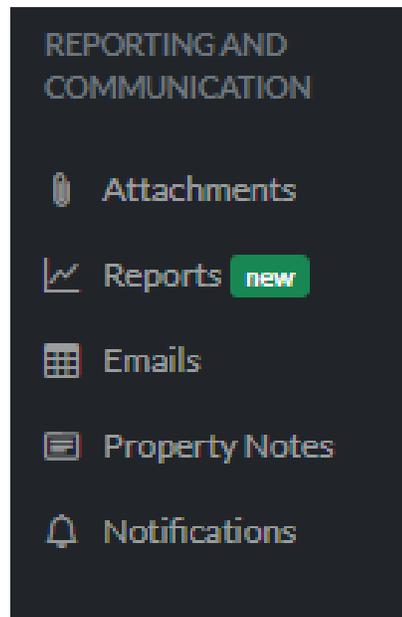
On the 21st of the month the system will generate automated invoices for the next month.

On the 27th of the month the system will email invoices for the next month.

On the 4th of the month the system will send a reminder for all unpaid invoices.

On the 7th, 14th, 21th and 28th of the month the system will send an email summary of balance to the administrator accounts.

Reporting and Communication



Attachments