

WORKS MANAGER KEYPRIME PROPERTY



A new module for **KEYPrime Property** to assist in the management of maintenance work within a property portfolio, with direct links to email and Word.

- Calls may be logged and assigned to internal staff or an external contractor.

New Work Types

Code: ALARM

Subject: Alarm System Repair

Default Details: Alarm System Repair

Default Assignee: Douglas Earth

Default Contractor: Abal Alarm Company

Email Template: Alarm System Repair

Auto Close:

OK

Works Manager Task

Type: Water supply Colour: 0, 0, 0

Subject: Water supply

Due Date: 06/12/2013 11:49:42 Reminder

Tenant: MILLE Ms W Miller (01234) 567963 / 0710117786

Property: CT 1 Windmill Cottage 01234 567 888

Tenancy: MILLE/CT Windmill Cottage

Reference:

Details: Water supply issue

Assignee: John Leadbetter 01789 877112 / 07897 787454

Contractor: Mr J S Penn 01294 224345 / 0710117700

Budget: £ 0.00

Completed: 11:50:36 Create follow up on save:

Save Documents Email Word Exit

- The contractor file contains addresses, email details etc.

- Activities required are entered into an action type named 'calls', which can be user defined to divide by issue type
 - calls electrical, calls plumbing, or by severity of calls – immediate, calls 2-4 weeks etc.

Contractors

| Code | Name | Contact | Address Lin | Address Lin | Address Lin | Town | County | Post Code | Phone | Mobile | Fax |
|------|------------|---------------|---------------|--------------|-------------|-------|----------|--------------|--------------|--------|-----|
| ABAL | Abal Al... | Jonathan A... | Pasture PL... | Rose View... | Twyford | Lincs | PO22 SAT | 01234 567... | 07890 112... | 01... | |

New Contractors

Code: ABAL

Name: Abal Alarm Company

Contact: Jonathan Abal

Address Line 1: Pasture Place

Address Line 2: Rose View Lane

Address Line 3: Twyford

Town:

County: Lincs

Post Code: PO22 SAT

Phone: 01234 567891

Mobile: 07890 112233

Fax: 01234 567902

Email: abal@abal-alarms.co.uk

Email2:

Salutation:

Accounts Ref No:

Web Address:

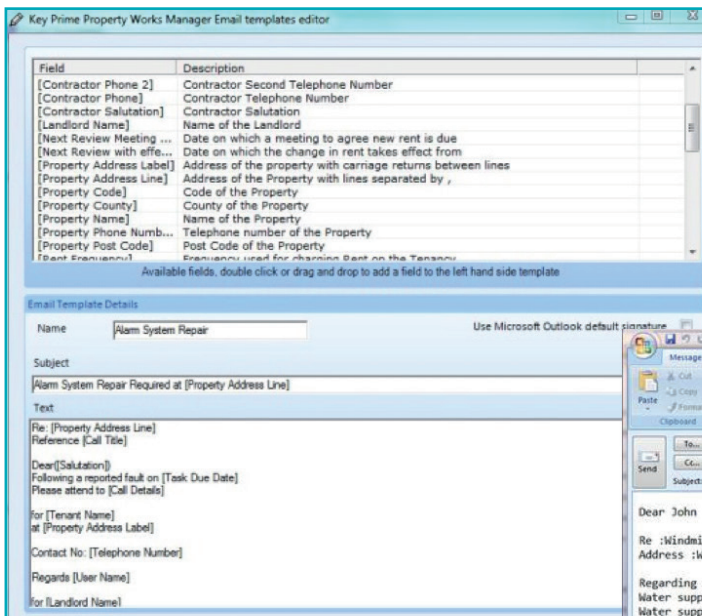
Address Import

Trader Default Address Line 1 Address Line 2 Address Lin

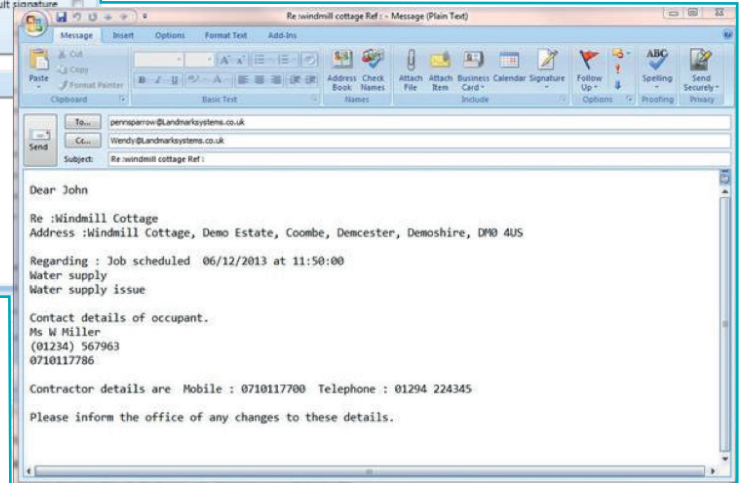
| | | | | |
|-----------------|-------------------------------------|--------------------|------------------|------------|
| Abal Alarm Comp | <input checked="" type="checkbox"/> | Pasture Place | Rose View Lane | Twyford |
| Abbey Life | <input checked="" type="checkbox"/> | Abbey House | Abbey Road | Abbeyville |
| Abbey Life | <input checked="" type="checkbox"/> | Abbey Life House | Afforditall Lane | Tewkesbur |
| Abbey Life | <input checked="" type="checkbox"/> | Abbey Life House | Afforditall Lane | Tewkesbur |
| Abel Alarm Com | <input checked="" type="checkbox"/> | Alarm House | Alarm Road | Alarmville |
| Absolute Glass | <input checked="" type="checkbox"/> | 27 Chichester Rise | Old Barn Lane | Near the R |
| AC Lighting | <input checked="" type="checkbox"/> | | | |
| Adkin & Co | <input checked="" type="checkbox"/> | Town House | Market Square | Deviz |
| Adkins S.Co | <input checked="" type="checkbox"/> | Market Place | Market Square | Deviz |

Import OK Cancel





- Each call type shows a default email message.



- The system will generate both email via Outlook and letters via Word.
- Follow up calls are scheduled and appear in the main diary.
- The correspondence is sent to the tenant, landlord, assignee and contractor as appropriate.
- Reporting from the diary allows sorting by contractor and assignee, and to monitor completed/uncompleted jobs within specified date ranges.

| Due Date | Type | Description | Tenancy Code | Tenant Code | Property Name | Assignee | Created by | Contractor | Reference |
|------------|------|---|--------------|-------------|------------------|----------|-----------------|-----------------|-----------|
| 22/11/2013 | Work | Report of block drain by kitchen window, water spilling | MILLE/CT 1 | MILLE | Windmill Cottage | PLUMB | LMAdministrator | Mr J S Penn | WM00451 |
| 27/11/2013 | Work | Mr Cameron called to complain about other members o | | CAMERO | | DIARYM | LMAdministrator | Mrs M Leadbette | Litter |
| 28/11/2013 | Work | Drain issue | MILLE/CT 1 | MILLE | Windmill Cottage | PLUMB | Administrator | Mr J S Penn | |
| 28/11/2013 | Work | Water supply issue | ALLEN/CT12 | ALLEN | Beadingham Roa | PLUMB | Administrator | Mr J S Penn | |
| 28/11/2013 | Work | Water supply issue | MILLE/CT 1 | MILLE | Windmill Cottage | PLUMB | Administrator | Mr J S Penn | |
| 28/11/2013 | Work | Water supply issue | ALLEN/CT12 | ALLEN | Beadingham Roa | PLUMB | Administrator | Mr J S Penn | |
| 28/11/2013 | Work | Water supply issue | MILLE/CT 1 | MILLE | Windmill Cottage | PLUMB | Administrator | Mr J S Penn | |
| 28/11/2013 | Work | Water supply issue | MILLE/CT 1 | MILLE | Windmill Cottage | PLUMB | Administrator | Mrs M Leadbette | |
| 28/11/2013 | Work | Property condition inspection | MILLE/CT 1 | MILLE | Windmill Cottage | DIARYM | Administrator | Mrs M Leadbette | |
| 28/11/2013 | Work | Property condition inspection | MILLE/CT 1 | MILLE | Windmill Cottage | DIARYM | Administrator | Mrs M Leadbette | |
| 28/11/2013 | Work | Property condition inspection | MILLE/CT 1 | MILLE | Windmill Cottage | DIARYM | Administrator | Mrs M Leadbette | |
| 28/11/2013 | Work | Property condition inspection | MILLE/CT 1 | MILLE | Windmill Cottage | DIARYM | Administrator | Mrs M Leadbette | |
| 06/12/2013 | Work | Water supply issue | MILLE/CT 1 | MILLE | Windmill Cottage | PLUMB | Administrator | Mr J S Penn | |

ADVANTAGES

- Adds a new dimension to the use of KEYPrime Property.
- Replaces telephone messages, written notes etc re tenant enquiries.
- Provides paper and electronic trail of work progress.
- Allows simple allocation of work to relevant parties.
- Simplifies notification and communication with tenants.

