

# EMAIL ALERTS KEYPRIME PROPERTY



Do you want to make sure that Diary Actions are not forgotten?

Email Alerts for **KEYPrime Property** will help ensure that no action is missed and save you valuable time too.

## KEYPrime Property Email Alerts will:

- Automatically send emails reminding people to complete work.
- Automatically copy in or send emails to tenants, landlords, contractors, and assignees.

## KEYPrime Property Email Alerts are simple to use, just:

- Decide **which** diary actions need email reminders.
- Decide **what** work types need email reminders.
- Decide **when** they are sent.
- Decide **who** receives the reminders.

Alert Types  
Days Before: 30  Send midnight alert

Alert Email Settings

Assignee Email Setting  
 Off  To  CC  BCC

Contractor Email Setting  
 Off  To  CC  BCC

Tenant Email Setting  
 Off  To  CC  BCC

Landlord Email Setting  
 Off  To  CC  BCC

Created By Email Setting  
 Off  To  CC  BCC

Action Type Email Setting  
 To  CC  BCC

## Advantages of using Email Alerts:

- **Always keep on top of property actions**  
Managers, tenants, landlords, contractors & assignees receive notifications even when you are away from the office.
- **Reassurance**  
There is no need to frequently check when actions or works are due; safe in the knowledge that KEYPrime Property will send an email reminder.
- **Keep everyone informed**  
One email notifies all parties when an action is due.
- **Save time**  
No need to contact agents, contractors and staff individually for day to day management tasks. KEYPrime Property will do the leg work for you.

## • Peace of mind

An automatic, digital audit trail verifies that contractors, agents & colleagues have been notified that action is required.

## • Tailored to suit you

Emails are sent to those you have chosen to remind. You see only those relevant to you.

Actions

Active

Code: BOIL

Action: Boiler Test

Type: Property

Description: Boiler test

Frequency: Annual

Reminder: 5 minutes

**Email Reminder**  Days before override: 1

Email Address: A.Hobb@britishgas.co.uk

To... a.hobb@britishgas.co.uk

Send

Subject: Boiler Test Job No WM10093

Dear Andrew

Re: Fen Farm

Address: Fen Farm, Coombe, Demcester, Demshire, DM04US

Regarding: BOILER TEST visit scheduled for 28/2/2017 at 14:40:00

Boiler Test

Contact details of occupant

Ms S Webster  
01234 567 433

