**Realty Management System**

Employee Users (depending on access restriction) -----------------------------------------------------------------------

* Dashboard

1. Display announcement widget
2. Soon to expire widget
3. Overview of property sold and availability with pie graph
4. Display ads widget

* Property Listing (under sales management > Properties)
  + Display all active properties and units(this is where broker reserve the unit for buyer)
* Reservations Listing (under sales management > Properties)
  + Display all reservation
  + Can update the status from reserved/verified/on float to cancelled(If cancelled unit will be available again and display the unit in the Property Listing Page)
* Payments or Billing & Payments (under sales management > Properties)
  + Display payments and separated with cancelled and active properties
  + Add payment to the reserved units
  + Can print Statement of Account
  + Can send notice such as overdue and due of SOA to client/buyer email
* Post Dated Cheque (under sales management > Properties)
  + Display all reserved units and show list of payable/generated cheque for buyer
  + If selected a modal will display which you can set the cheque as Pending/confirmed/bounced.
  + NOTE: post dated cheque list is auto generated list based on how many months you prefer to pay your amortization (this can be set under Property > units)
* Client Documents
  + Can choose buyer name and retrieve all buyer units and if selected it will display all list of requirements(this can be manage under System settings > Manage properties) of a property that client needs to comply e.g. 3 months proof of income.
* Works Permit (Under Construction works > Work permit)
  + Display all work permit requested from client
  + Admin can only approve or disapprove the request and client can request permit using their own login to system as they have their own dashboard.
* Construction Update (Under Construction works > Construction Updates)
  + Display all properties and units which the engineer(or anyone who manage the construction of units/properties) can set the status of completion of units
  + Personnel can upload an image as proof of tasks completed or updates with corresponding percentage of completion.
  + Admin/owner can track/monitor the progress of construction of unit here.
  + Personnel can update the completion date.
  + Percentage of completion and completion date can be viewed by broker and client using their own dashboard account.
* Commission Release (Under Commission > Commission Release)
  + This page display an overview of all Broker’s commissions of their sold properties.
  + You can also release commission of broker under Computation Page.
  + System will generate how much is the broker commission for this period(depending on how much the buyer/client paid on this period e.g. if client paid this month amounting of 20,000 as monthly amortization then broker can get commission of 3% of the paid amount )
  + You can view and manage all released commissions under Commission Released Page
* Agent Commission (Under Commission > Agent Commission)
  + Display all commissions of brokers according to their category (PC – 3% commission, UM – 1.5% commission, PM – 1.5% commission)
  + Display amount of total commission of broker that he can received based on sold units.
  + Display all breakdown computation of broker’s commission
* Manage Broker/Agent (Under User Access tab)
  + Can add/edit/delete broker’s account with corresponding ROLE(PC, UM, PM)
* Manage Employee (Under User Access tab)
  + Can add/edit/delete Employee’s account
* Manage Clients
  + Can add/edit/delete client’s account
* Brokers Role and Relations
  + Assign which property the broker is assigned to. If broker is assigned to Bernwood Property then Broker can only reserved units under Bernwood property.
  + You can also assigned PC broker to which Unit Manager and can assigned which unit manager assigned to Property Manager
  + Legends: PC (Property Consultant) / UM (Unit Manager) / PM (Property Manager)
* User Transaction Log
  + Display all logs of the system – every changes you made will generate a log – so that system administrator can track who deleted/created transactions.
* Dropdown Settings (Under System Settings)
  + Manage all dropdown data of the system e.g. Department field
* Manage Properties
  + Display all properties under specific property will have units e.g unit 01 for tower/condominium and for e.g. Townhouse there will be block and lot no. e.g. block 1 lot 1
  + For Property Detail – you can upload image downloadable files (which can be download in the reservation of unit) – you can also add checklist documents that the buyer need to comply before the unit can set to reserved status.
  + For Property > Unit details – you can set the miscellaneous percentage, less in percentage, price and etc of the unit.
* Reports –
  + display list of reports of the system. Note: you can print and filter the reports data.
* Restrictions
  + This page can set what an employee can only access
* Announcements
  + Manage all announcements that shows on Dashboard announcement widget.
* Ads Manangement
  + Display all ads such as picture with design shows on Dashboard Ads widget.
* Validity Date Extension
  + When broker reserved a unit it’s not totally reserved, the status will be “ON FLOAT” as payment (reservation fee) will need to be confirm by the employee, and if the reservation fee is confirmed then the status will become “VERIFIED” – this means that you paid your reservation fee and you can now comply all necessary documents and requirements for reserving the unit but your unit will still be cover with expiration date. When buying a unit (Status ON FLOAT), by default you have 1 month given to comply all necessary documents and payments before the system reserved your unit after 1 month or expiration date and still not completed your unit will be cancelled and automatically list in the property listing as Available.
  + IF all requirements are completed and submitted to the company then system will set your reservation as “RESERVED” meaning you can now start paying your amortization
  + IF you cannot comply the documents within given time then you can ask the company to E**xtend the Expiration date.**

**Broker Users ---------------------------------------------------------------------------------------------------------------------**

* PM (Property Manager) account
  + Dashboard – display announcement widget and Ads widget only
  + Properties – display all property assigned to this account.
  + Reservation – Display all reservation made by his/her consultant (PC)
  + Agent Commission – display total of his/her commissions and all agents under him/her e.g. UM and PC per unit
  + Client Profile (Under Agent CLients)
    - Display all clients of his/her PC
  + Documents Checklist (Under Agent clients)
    - Can view all documents comply by the buyer
  + Client SOA (Under Agent clients)
    - Can view statement of account of each buyer
  + Transaction Log
    - Display logs of all transaction he made to the system
* UM (Unit Manager) account
  + The same page and functionality with PM
* PC (Property Consultant) account
  + Dashboard – display announcement widget and Ads widget only
  + Properties – display all property assigned to this account.
  + My Reservation – display all reservation made
  + Construction Updates –
    - Can track the completion and activity of the Reserved Unit
  + Work permits
    - Can track the permits request by his/her client
  + Client Profile (Under My Clients)
    - Display all clients and profile (NOTE broker cannot update client info, only the employee)
  + Documents Checklist (Under My clients)
    - Can view all documents that the buyer comply
  + Client SOA (Under My clients)
    - Can view statement of account of each buyer
  + Transaction Log
    - Display logs of all transaction he made to the system

**Client User ------------------------------------------------------------------------------------------------------------------------**

* Dashboard – Display announcements and ads widget
* Construction Updates (Under My Property)
  + Display information and activity of the buyer unit/s such as completion date, completion percentage and activities.
* Work Permits (Under My property)
  + Can request work permit for your Unit, Default is Pending status will change to Approved if Admin approved your request
* My Accounts
  + You can view all your Payment information
* List of Documents (Under My Documents)
  + Display all information of your Document/requirements
* Transaction Logs
  + Display all transaction you made to the system.