



# User Guide

## Main Screen (Login)

Users:

### Agent

- No Password Required
- Click the “Agent” button to open the Agent view

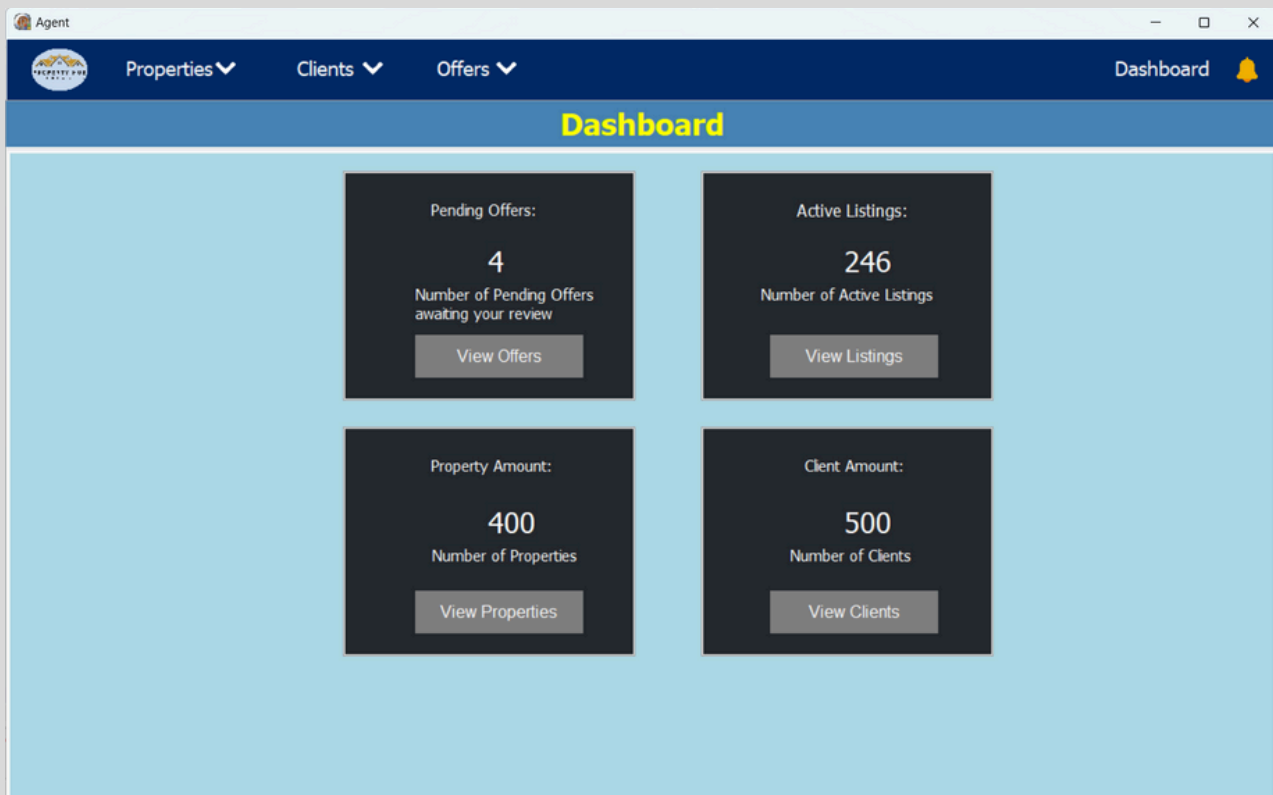
### Client

- Password Required (Default values given)
- Click the “Client” button to open the Client view



# Agent View

## Dashboard





## Features:

- Pending Offers
  - Displays the amount of Offers
  - Click “View Offers” to go to the “Offers” page
- Active Listings
  - Displays the amount of Listings
  - Click “View Listings” to view the “Properties” page and view the Listings
- Property Amount
  - Displays the total amount of Properties
  - Click “View Properties” to view the “Properties” page
- Client Amount
  - Displays the total amount of Clients
  - Click “View Clients” to view the “Clients” page

# Properties

Agent

 Properties ▾ Clients ▾ Offers ▾

Dashboard 

Properties

Add

Details

Add

PropertyID ▾ Search


Properties Listings


PropertyID	StreetAddress	City	Province	PostalCode	Category
1	204 Alicia Mill	Mahikeng	North West	2800	Residential
2	118 Brown Divide	Somerset West	Western Cape	7130	Apartment
3	486 Erica Expressway	Johannesburg	Gauteng	2000	Apartment
4	226 Rowe Circle	Barberton	Mpumalanga	300	Residential
5	66 Fox Avenue	Polokwane	Limpopo	700	Residential
6	129 Lee Harbor	Mbombela	Mpumalanga	1200	Residential
7	480 Gibson Hollow	Modimolle	Limpopo	0510	Apartment
8	204 Alicia Mill	Mahikeng	North West	2800	Residential

Add:

Add

- Add a Property

 Properties ▾ Clients ▾ Offers ▾

Dashboard 

Properties

Add

Details

Add

Add Property:

Street Address

123 Tree Street

Postal Code

1939

Bedrooms

3

Balcony, Pool

City

Vanderbijlpark

Residential ▾

Bathrooms

2

Gauteng ▾

Listing ▾

Area (sqr meters)

100

Save

PropertyID ▾ Search

Properties Listings

PropertyID	StreetAddress	City	Province	PostalCode	Category
1	204 Alicia Mill	Mahikeng	North West	2800	Residential
2	118 Brown Divide	Somerset West	Western Cape	7130	Apartment
3	486 Erica Expressway	Johannesburg	Gauteng	2000	Apartment
4	226 Rowe Circle	Barberton	Mpumalanga	300	Residential
5	66 Fox Avenue	Polokwane	Limpopo	700	Residential
6	129 Lee Harbor	Mbombela	Mpumalanga	1200	Residential
7	480 Gibson Hollow	Modimolle	Limpopo	0510	Apartment
8	204 Alicia Mill	Mahikeng	North West	2800	Residential

## Details:

Details

- View Property Details

2.

- View
- Edit
- Delete

Selected Property

1.

Click on a Property in the Grid

2.

View Property's Owner Details

View Owner Details

Filter:

- Select Field
- Enter Value

PropertyID	StreetAddress	City	Province	PostalCode	Category
1	204 Alicia Mill	Mahikeng	North West	2800	Residential
2	118 Brown Divide	Somerset West	Western Cape	7130	Apartment
3	486 Erica Expressway	Johannesburg	Gauteng	2000	Apartment
4	226 Rowe Circle	Barberton	Mpumalanga	300	Residential
5	66 Fox Avenue	Polokwane	Limpopo	700	Residential

# Clients

## Add:

- Add a Client

Properties ▾ Clients ▾ Offers ▾ Dashboard 🔔

### Clients

**Add** **Details** **Assign Properties** **No Client Selected** **Add**

**Add Client**

First Name:  Last Name:

Email:  Phone:

Date Added:  Do you want to assign properties? ☐ Yes ☐ No

Username:  Password:

**Save**

ClientID ▾ Search  **Search**

ClientID	First Name	Last Name	Email	Phone	Date Added
1	Madison	Gameson	hgameson0@narod.ru	017-647-7176	2024/07/16
2	Farlay	Benterman	fbenterman1@live.com	088-468-2471	2023/07/16
3	Wilmette	Cantle	wcantle2@buzzfeed.com	088-643-5277	2024/08/2
4	Peyter	Beqqini	pbeqqini3@plala.or.jp	060-679-5077	2023/07/2

## Details:

- Manage Client Details

Properties ▾ Clients ▾ Offers ▾ Dashboard 🔔

### Clients

**Add** **Details** **Assign Properties** **Madison Gameson** **Details**

**General** **Properties**

**Details**

First Name:  Last Name:

Email:  Phone:

Date Added:  Username:  Password:

**Edit** **Confirm** **Delete**

**Owned Properties:**

**1**

**Manage Properties**

**Backup (Selected Client)/Restore Clients**

**Backup**

**Restore**

ClientID ▾ Search  **Search**

ClientID	First Name	Last Name	Email	Phone	Date Added
1	Madison	Gameson	hgameson0@narod.ru	017-647-7176	2024/07/16
2	Farlay	Benterman	fbenterman1@live.com	088-468-2471	2023/07/16
3	Wilmette	Cantle	wcantle2@buzzfeed.com	088-643-5277	2024/08/2
4	Peyter	Beqqini	pbeqqini3@plala.or.jp	060-679-5077	2023/07/2

- Edit
  - Delete
- The Selected Client

1. Click on a Client in the Grid

- Filter:
- Select Field
  - Enter Value

# Assign Properties:

- Assign Properties to the Selected Client
  - Only Properties without Owners are displayed

1. Select Property from the Listbox

2. View the Property's details

Assign it to the Client

Property Details

Assign Property

ClientID Firstname Lastname Email Phone DateAdded

1	Madison	Gameson	hgameson0@narod.ru	017-647-7176	2024/07/1
2	Farlay	Benterman	fbenterman1@live.com	088-468-2471	2023/07/1
3	Wilmette	Cantle	wcantle2@buzzfeed.com	088-643-5277	2024/08/2
4	Peyter	Beqqini	pbeqqini3@plala.or.jp	060-679-5077	2023/07/2

# Offers

Properties

Clients

Offers

Dashboard

Offers

Offer Details:

473 Stephanie Hill

R3 700 000,00

Owner Details:

Name: Osgood Peppett  
Email: opeppetty@youtu.be  
Phone: 076-381-8712

General Details:

Listing Date: 2022/08/23  
Days on Market: 735

Offer Amount: R5 000 000,00

Offer Actions:

Accept

Reject

More Details

- Accept
- Reject
- View More Details
  - Property
  - Owner

1. Click on an Offer in the Grid

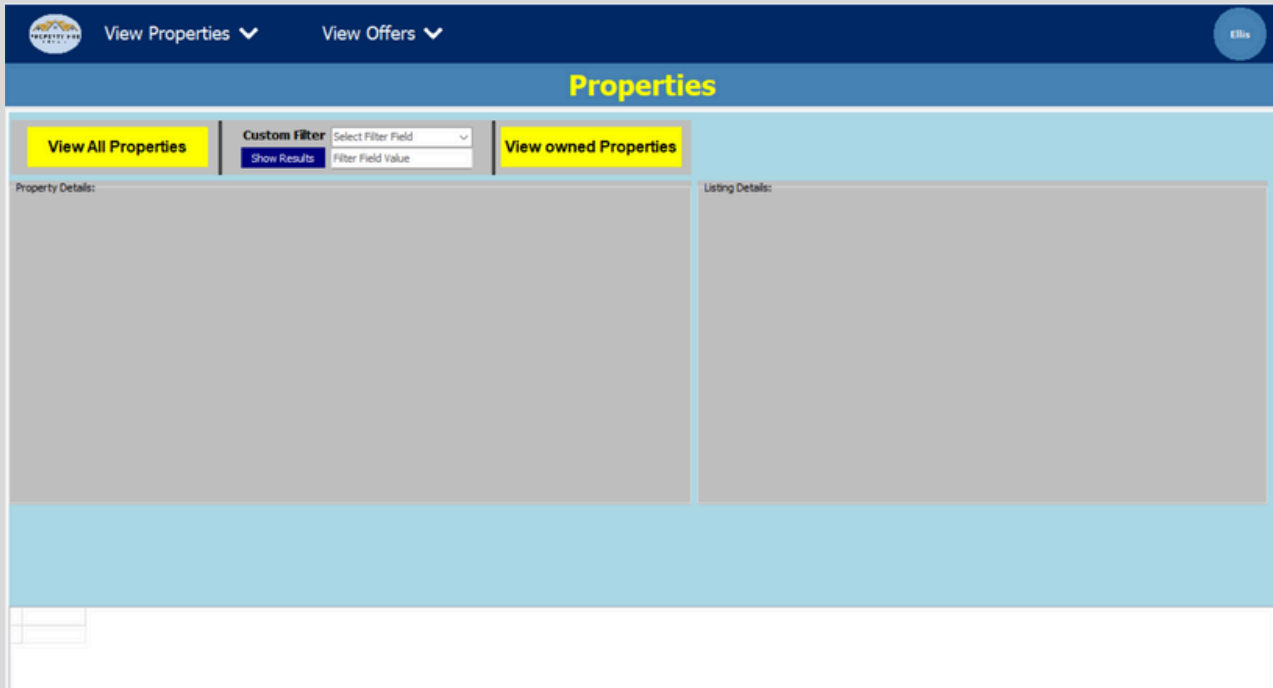
Field

Search

Offers Table

OfferID	ListingID	ClientID	OfferPrice	OfferDate	OfferStatus
4	35	14	5000000	2024/08/08	Pending
5	11	14	5000000	2024/08/13	Pending
6	3	14	2000000	2024/08/26	Accepted
7	4	14	5000000	2024/08/26	Accepted

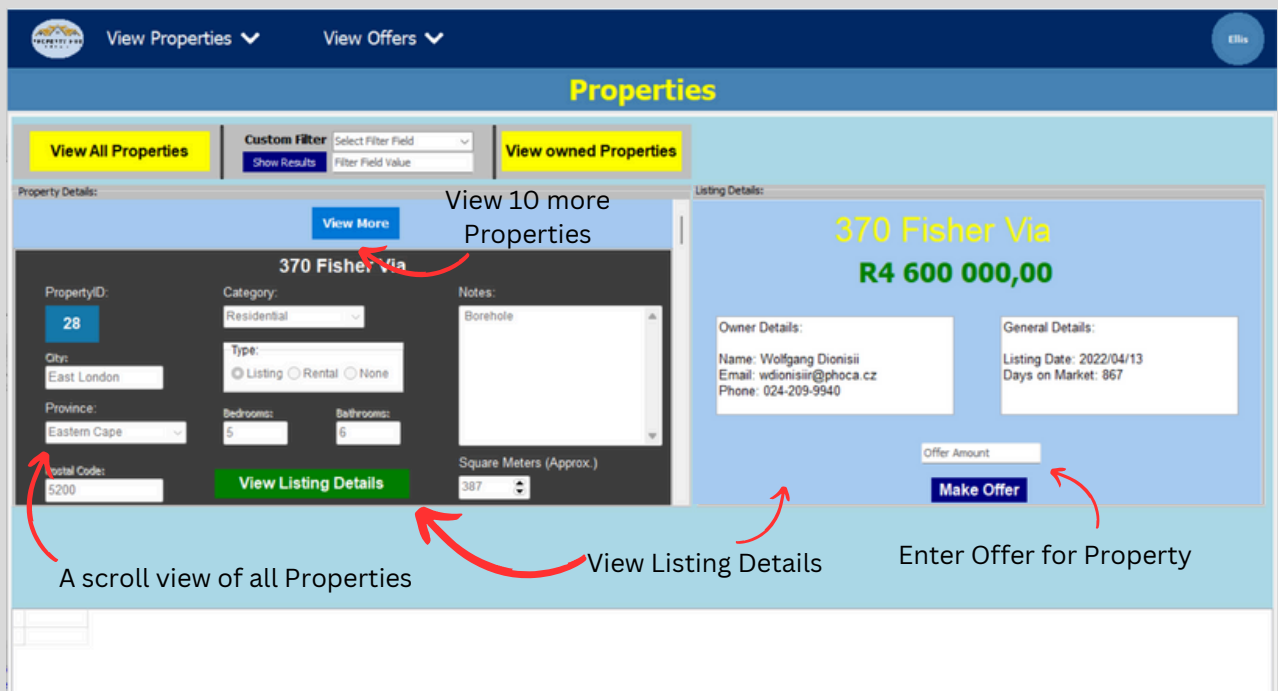
# Client View



## Properties

### View All Properties:

- Display all Properties that are for sale (Listed)
- A limit of 10 Properties will be shown at once
- To view another 10 Properties, click the “View More” button





## Custom Filter through Properties:

- Display filtered Properties that are for sale (Listed)
- A limit of 10 Properties will be shown at once
- To view another 10 Properties, click the “View More” button

- Select Field
- Enter Value
- Click “Show Results”

The screenshot shows the 'Properties' page with a custom filter applied to 'StreetAddress' with the value '8'. The 'View owned Properties' button is highlighted. The 'Property Details' section for '85 Fernandez Manor' is visible, including fields for PropertyID (98), City (Mossel Bay), Province (Western Cape), Bedrooms (2), Bathrooms (3), and Square Meters (358). A 'View Listing Details' button is present.

## View Owned Properties:

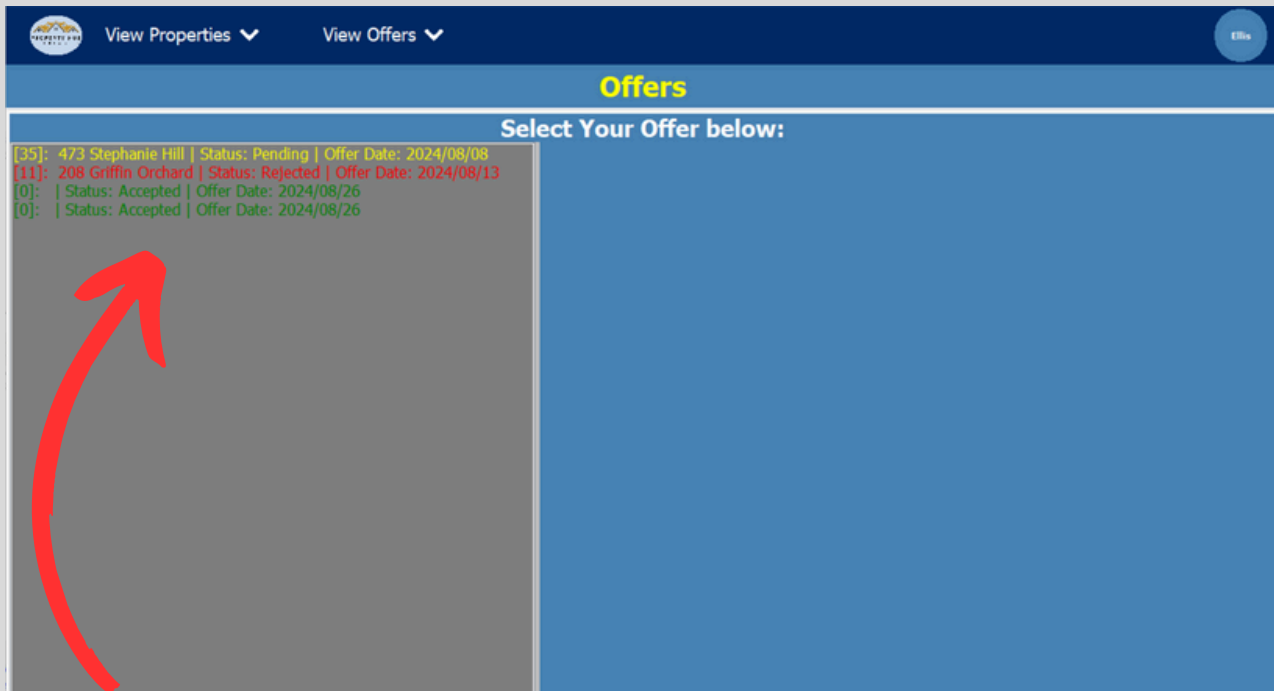
- Display properties the client owns
- A limit of 10 Properties will be shown at once
- To view another 10 Properties, click the “View More” button
- Create a Listing of property

The screenshot shows the 'Properties' page with the 'View owned Properties' button highlighted. The 'Property Details' section for '451 Martinez Lane' is visible, including fields for PropertyID (40), City (Brits), Province (North West), Bedrooms (5), Bathrooms (2), and Square Meters (135). A 'Create Listing' button is highlighted. A 'Listing Price' dialog box is open, prompting the user to enter the listing price for the property.

Create Property Listing

# Offers

- View Offers the logged in Client has made
- The status of the Offer is shown through colour:
  - Yellow: Pending
  - Green: Accepted
  - Red: Rejected



- Click on an offer to view it's details
- Will only work on “Pending” or “Rejected” offers